



Staff Handbook  
2018-2019

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**Faith Lutheran Preschool**  
**STAFF HANDBOOK**  
**10405 Griffith Peak Drive**  
**Las Vegas, NV 89135**  
**702-921-2727**

Faith Community Lutheran Church & Schools' Mission:

*“Inviting People to Know Jesus”*

Faith Lutheran Preschool (FLP) Mission:

*Planting seeds of faith and knowledge;  
Nurturing young children in Christ's love to bear fruit for eternity.*

**Pillar #1:** We “foster relations” when we:

- Consider the needs of the whole family and provide support through education, interaction and communication.
- Provide meaningful content that builds ideas about our community, relationships, family and culture.

**Pillar #2:** We “love God and others” when we:

- Implement our Biblically-based curriculum that promotes the growth of children into a relationship with Jesus and encourages them to share the Good news of forgiveness and salvation to all people.
- Show Christ's love and guidance in all areas of living in accordance with God's word.
- Provide children, families and staff opportunities to support our local, national and global communities.
- Nurture each child's self-esteem, help him/her to develop respect for others and encourage his/her creativity.

**Pillar #3:** We “provide a play based age-appropriate program” when we:

- Provide a safe a nurturing environment promotes the physical, intellectual, social, emotional and spiritual growth of each child.
- Provide children with ample time for rich sustained, growth-producing learning through play.
- Allow the recommendations of the National Association of the Education of Young children (NAEYC), Nevada State Early Childhood Standards and The Pacific Southwest District Lutheran Early Childhood standards to guide our program.
- Provide and support the continuing professional growth of our staff.

All decisions related to curriculum and instruction should be made in accordance to the church mission, school mission, and the goals of Faith Lutheran Preschool.

## **STAFF REQUIREMENTS**

All staff needs to meet the requirements of the Nevada Bureau of Child Care which include maintaining current CPR and FIRST AID certificate and a Sheriff card. A negative TB certification is required every two years. It is the employee's responsibility to be aware of the expiration dates and **renew promptly**. New employees must also take the Signs and Symptoms class, child development 3hr class, and the Recognizing and Reporting Child Abuse class within 90 days of employment. Once classes are complete all staff must register with the Nevada Registry.

## **PROFESSIONAL GROWTH**

All staff is expected to maintain professional growth beyond their initial level of training. All documentation should be given to the Preschool Office and placed in the individual's personnel file. All teachers are expected to attend officially designated conferences, workshops, in-services, etc. that will increase their professional competence. The Nevada Bureau of Child Care minimum requirement for all childcare workers is 24 hours of in-service training approved by the Nevada Registry. This must include at least 2 hours of health annually and initial 120 days from employment trainings.

## **STAFF MEETINGS**

For greater understanding of the operation, discussion of school-related activities and general planning, all staff shall attend scheduled meetings designated by administration as necessary for the efficient operation of the school. These meetings include: FCLC Staff Orientation, Open House and Meet the Teacher. These and other regularly scheduled staff meetings are mandatory and you will be paid for attending them.

## **STAFF SCHEDULES**

It is general policy to staff the Preschool only for the expected number of children. Staff schedules **may vary**, especially over the summer months and **during holiday weeks**. This means staff may be temporarily given shorter hours or time off without pay. You may also be asked to work overtime as needed. The Director and Office Manager are responsible for the scheduling of staff. Throughout the year continued employment is contingent upon enrollment and ratio of personnel to children.

Special family events may be scheduled throughout the year such as Family Day/Picnic, Christmas Program, singing in Worship Service, etc. These are considered an important part of Faith's family outreach ministry and your attendance is encouraged.

Regular attendance and promptness are important to the overall operation of the Preschool. Should it become necessary for you to be absent, notify the Director as far in advance as possible so arrangements can be made. Please refer to the Attendance Policy as outlined in the Faith Community Personnel Manual.

## **TIME CLOCK**

Each hourly employee is responsible for clocking themselves in and out. If you forget to clock in/out you will need to complete a time clock adjustment form. If you are leaving the campus during work hours, you must clock in and out at the front desk. Promptness is important to maintain proper ratios. It is the employee's responsibility to request sick leave or vacation pay in writing. There are forms available for this purpose.

**TIME OFF REQUESTS** should also be made in writing on the appropriate form and as far in advance as possible. Requests **may be denied** by the director if it is in the best interest of the program to do so. When approval has been given; the employee's time off will be written on the wall calendar in the front office.

**ALL EMPLOYEES LEAVING THE BUILDING** should clock out or if you are salaried sign the sign out book at the front desk. This is for the safety of staff in the event of an evacuation.

## **MEALS AND BREAKS**

If you work 4 or more hours, you are entitled to one 10 minute break. You do not need to clock out for a break unless you are leaving the campus. It is important to watch the time and return to the classroom in the 10 minute time period so that the next person can take a break.

Thirty minute meal periods are scheduled for those working more than 6 hours. They are staggered to allow for adequate coverage and the times may vary according to the staffing for the day. It is absolutely essential that the employee return to the classroom on time. You are to clock out for your lunch break.

## **DRESS CODE**

Your appearance reflects not only on you as an individual, but on the church and preschool as well. We expect you to take pride in your appearance and strive to achieve a professional image.

Staff members are expected to dress in a professional manner reflecting the high standards of Faith Community. Clothing should allow employees the comfort, flexibility, and safety needed to perform the job, while allowing employees to be viewed with credibility by parents, church members, and visitors. Clothing should be neat, clean, well-pressed and fit properly. Blue jeans, in good condition, are allowed on Fridays **ONLY** and other days as designated along with the spirit shirt. The Preschool Office Manager will address all questions related to the staff dress code. Wednesday chapel shirts are required. Please refer to the dress code as outlined in the current Employee Guidelines for Faith Community Lutheran Church and Schools.

Shorts are acceptable during the summer session and can be worn after portfolio parties in May. Shorts should be mid-thigh in length and of a professional style. No fringed or cut off style allowed.

## **EMPLOYEE'S CHILDREN**

Employee's children must be registered in the same manner as any child, with all the required paperwork. The annual registration fee is required. Children are to be taken to their appropriate classroom and signed in and out in the same manner as other children. Because it is important to

spend some time communicating to your child's teacher, you should check your child in and out on your own time.

Children and staff must remain in their assigned classroom. We cannot have children going back and forth from their classroom to their parent's room. It is disruptive to the parent and makes it impossible for the child's teacher to provide consistent and responsible care. All children need to stay with their own class.

Staff family visiting the school must wait at the front office or in the staff room for their parent/spouse they should not be in the classroom unless previously approved by the Director.

### **EMPLOYEE TUITION DISCOUNT**

All full-time staff (32 hours per week) are eligible to receive a 50% reduction in regular tuition for their dependent children. Part time staff (20-31 hours per week) are eligible to receive a 25% reduction in regular tuition for their dependent children. Staff working less than 20 hours per week are not eligible for a tuition discount. These discounts apply to the Faith Preschool and Academy.

Childcare and SAFEKEY tuition is discounted for the hours worked only. If you are not working you would be required to pay the full cost for childcare or SAFEKEY tuition.

All registration, curriculum and other fees must be paid as required by the schools.

### **RECIPROCATING TUITION AGREEMENT**

Faith Lutheran Preschool has a reciprocating tuition agreement with Faith Lutheran Jr./Sr. High School. Faith Lutheran Jr./Sr. High School's policy states: "A full time employee is defined as 32 hours or more per week (salaried or hourly) for ten months. These employees receive a 25% discount. Employees who work at least 20 hours per week for ten months receive a 15% discount. Employees working less than 20 hours per week are not eligible for a discount." It is the employee's responsibility to get the required paperwork to receive the discount at Faith Lutheran Jr./Sr. High School.

### **EMPLOYEE PARKING**

All staff members are asked to park in the parking lot to the left of the sanitation area or the parking along the 3's playground. It is our desire to leave parking places closest to the building for families dropping off children.

### **CHRISTIAN ETHICS**

Staff should follow good Christian ethics in all relations with fellow employees and the administration. Take your problems to the person involved thus respecting the honor of the person and position involved. If the problem still exists, consult the Director **not the Front Desk as this distracts them from their duties at hand and is not in a private setting.**

## **GRIEVANCE PROCEDURE**

Refer to the Personnel Manual for Faith Community Lutheran Church and Schools.

## **TELEPHONE PROCEDURES**

The telephone is for business and emergency use only. Messages will be taken and given to staff. It is the employee's responsibility to check for messages during a break. If the caller states that it is an emergency the office personnel will notify the employee right away.

Personal phone calls should be made in the staff workroom on the employee's break or lunch time and should be kept to a minimum.

## **CELLULAR PHONES**

Cell phones must not be visible at any time in the presence of students. They should not be used during lunch and recess supervision. Cell phone usage should only occur during designated teacher/teacher assistant breaks and lunches. Examples: Teacher Assistants: Lunch Hour and/or 10 Minute Break(s). Teachers: Prep Periods and/or Lunch Hour. The only time they should be on the employee is for crisis response and or on field trips. Violation of this policy will lead to a write up and or termination.

## **CLASSROOM FOLDER/EMAIL/TEXT**

Each classroom has a folder at the front desk for paper communications and handouts. Folders should be cleaned out at the end of the day. Be sure your email address is updated at all times to allow staff to send messages promptly. Personal emails and text from personal phones to parents is not permitted unless approved by a supervisor in an emergency situation. This is for the protection on staff and parent privacy. Violation of this policy will lead to a write up and or termination.

## **SAFETY**

All staff members should be familiar with safety procedures and policies relevant to their job descriptions. In addition, staff members may be required to participate in mandatory workshops to enhance their understanding of workplace safety.

## **WORKPLACE INJURIES**

Any staff member injured on the job must immediately report it to the Preschool Office and complete the appropriate forms. Concentra Urgent Care will treat injuries in the workplace. Refer to the Personnel Manual for Faith Community Lutheran Church and Schools.

## LESSON PLANS

Weekly lesson plans are to be prepared and used. All curriculum and instructional planning should be made in accordance to the church mission, school vision, and the goals of Faith Lutheran Preschool. Lesson plans are to be typed and turned into the Curriculum Coordinator by Friday for the following week. A copy of the lesson plan is also to be posted in the classroom. Templates are available from the Director or the Curriculum Coordinator. The weekly lesson plan should include:

- One in Christ/Acts of Kindness
- Word time
- Reading & Readiness
- Language & Literacy
- Art, Theme & Gym (large motor)
- Math & Numbers
- Science/Sensory
- Tray Tasking (fine motor)

## CURRICULUM

Each teacher is responsible for the physical arrangement of their classroom with consideration being given to the use of the room by other Church ministries outside of Preschool hours as well. Classrooms shall have a “Jesus Center” or an area designated for worship and the more formalized aspects of learning about Jesus. Staff members teach the faith every moment they are with young children by caring, loving, and forgiving actions. The teacher will send home a parent letter **each month**. Templates are available from the Director or the Curriculum Coordinator.

Teachers will develop / plan age appropriate activities using the assigned curriculum. Supplementary materials for planning are available in the front office and may be checked out for a two week time period.

**CHAPEL** is conducted weekly for children by one of the Church Staff or Preschool Class. It is important to be on time for chapel and to participate enthusiastically. Teachers are responsible for knowing their classrooms chapel responsibilities each week. Please practice the beginning and ending song you use so that your class may lead the rest of the classes in song. Repetition of song is advised to enhance memorization of words and movements. **When a preschool class is leading the message please be intentional in inviting those parents of the student giving the message.**

## STUDENT PORTFOLIOS

Teachers will prepare a portfolio for each student. Student portfolios contain samples of student work that show a student's achievement related to the concepts and skills taught over the course of the school year. Although student portfolios are stored in the classroom, parents should be able to review them during parent-teacher conferences. Student portfolios are sent home at the end of the year. The portfolios should include 2-3 samples of each of the following items. Be sure to date samples.

- Self portraits – child's drawings of self
- House – child's drawings of a house
- Name – samples of the child's writing
- Numbers – samples of the child's written numbers
- Brain Works – samples of a Thinking Game with questions for the child to answer
- Art – process art only, not crafts
- Cutting – samples of child's cutting skill
- Photos – documenting the child's development in various areas
- Assessments – teacher evaluations (not school assessment) done in October & May

Areas to show development in:

Spiritual / social living

Communication arts

Expressive arts

Wellness

Discovery about the world

Reading and Writing Readiness (**Pre-K and Kinder Prep only**)

## PARENT / TEACHER CONFERENCES

Every student must have a written assessment within **90 days** of enrollment and again later in the year. These must be filed in student files at the front desk or electronically with the Director.

Pre-K teachers will hold at least one parent/teacher conference in November. A written progress report will be given to all parents at the end of the term. **Copies of all written progress reports will also be placed in the child's personal file or electronic copies will be emailed to the Director. Schedules of reports, assessments and conferences are mailed to teachers at the start of the school year.**

## VIDEOS

Requests to show a video must be submitted for approval to the director with an explanation of how it enhances the curriculum prior to its viewing. When approval for a video has been given, it should not exceed 30 minutes at one time. Lights in the classroom should remain on and alternate activities must be offered for children who prefer not to watch the video. The TV/VCR must never be used in a room with napping children.

## **DISCIPLINE**

Every teacher is expected to make an effort to handle classroom discipline in a respectful manner. Teachers should provide students with classroom rules to help maintain a learning environment. To be effective, rules for students should be simple, specific, and stated in positive terms whenever possible.

In accordance with state regulations, no corporal punishment will be used. Clearly defined limits and redirection of inappropriate activity will be the means by which we will attempt to help the child learn self-control and appropriate behaviors. **Time out is not used as a punishment.** It should be a time where the child can withdraw from the situation and cool off. It is not a specific place or chair – and the child should be able to determine when he/she is ready to re-enter the group activity.

In some instances a student must be removed from class. Once a child has been sent to the administration office, the discipline process is in the hands of the administrator.

## **GUIDANCE**

The Preschool staff model compassionate and supportive interaction with the children and adults. We operate on the premise that young children are not “bad” even when their behaviors are inappropriate.

*Corporal punishment is not an acceptable method of dealing with young children’s inappropriate behavior* in the Preschool. Children will not be hit, slapped or spanked by anyone in any manner while attending Faith Lutheran Preschool. No staff will threaten bodily harm to a child or withhold basic needs (eating, restroom use or water). Not only is such action towards children extremely damaging to their self-esteem, it is also violates state licensing requirements.

The Preschool staff respects the right of every parent to discipline his or her own child in a personally determined way, except where child abuse or neglect is concerned. On the other hand, when volunteering in the Preschool, parents must follow the Preschool discipline guidelines with all children, including their own.

Adults in the Center will guide and encourage appropriate behavior by using these positive techniques:

1. Limit the use of the word “no” and other negatives. Rather than telling the children what **not** to do (“don’t,” “no”, etc.), tell children what **to** do.
2. Use natural and/or logical consequences.
3. Ignore some types of inappropriate behavior. Misbehaviors are often a child’s inappropriate attempts to receive attention they believe is due them. Therefore, giving the child any attention, either negative or positive, at these times encourages further misbehavior.
4. Reinforce desirable behavior by praising and/or encouraging the child. When children realize that attention is given for appropriate behavior, they are encouraged to engage in such behavior.

5. Hold developmentally appropriate expectations for children.
6. Develop rules and limits with the children. State these rules at the child's developmental level.
7. Always emphasize the desired appropriate behavior.
8. Allow children time to practice new rules and guidelines.
9. Consistently use the above techniques and those of the staff. Children are most likely to respond to attempts at guidance when all adults use similar techniques. For example, hitting is always attended to using the following techniques and statements.  
"Hitting hurts."  
"It's okay to be angry, but it is not okay to hurt others". "Use your words to tell the other person what you want or need".

It is the philosophy of Faith Lutheran Preschool to work together with parents to develop guidance techniques that are appropriate and effective with young children and with their individual child. Our goal is for parents to be able to facilitate the development of behaviors in their children that are appropriate to the child's age and level of development. Parents are invited and urged to discuss their concerns about their child's behavior with teachers during private parent conferences.

### **CLASSROOM PARTIES**

Classroom parties may be held prior to Nevada Day, Christmas, Valentine's Day, St. Patrick's Day, and Easter. These parties will have a school-wide designated date and should fall within a 30 minute time limit so as not to disrupt learning time. Teachers are ultimately responsible for ensuring that the parties meet the school requirements. A school-wide end of the year celebration will be planned collaboratively among the staff.

Consideration to our Christian beliefs must be made in the planning of all parties, especially Christmas and Easter. We do not have Halloween parties but you may have a fall celebration around Nevada Day to celebrate Fall. We do not allow ghosts, witches, etc to be part of the celebration. Christmas is about Christ's birth; not Santa Claus and Easter is about the resurrection and new life given to us; not the Easter Bunny. NO special guests are to be allowed without prior authorization from the Director.

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations should be limited to a **nutritious snack** provided by the parents from a licensed bakery with prior approval from the teacher. Please refer to the Parent Handbook. Teachers are responsible for what takes place in the classroom and must not allow parents to take over the classroom to throw a party. No clowns, magicians, super hero visitors, etc. are allowed and balloons are not permitted as they are a choking hazard to young children.

## **P.E. SCHEDULE**

Each teacher supervises her own classroom following the Sparks PE curriculum schedule.

## **P.I.N.**

Partners in Nurturing is our parent-teacher liaisons and will be formed at the start of each school year. The intension of forming this group is to grow our communication between parents and staff and to build our parents involvement in the classrooms. Parents will be invited to be the leader or volunteer for each classroom. They will have guidelines to follow and will be led by an appointed staff through an orientation.

## **COPIES / LAMINATING**

Each teacher has a copier code assigned and must use his/her code when making copies.

Laminating is quite expensive and should be reserved for items that will be used over and over again in the classroom. Do not laminate items that go home with the children. Turn your items and directions into the front desk for laminating.

## **INSTRUCTIONAL SUPPLIES**

Most of the needed teaching supplies are available in the administration office, and may be had upon request. Semiannual orders will be placed and you will have an opportunity to make your specific requests for supplies. Please use these materials with care. Good stewardship calls for economy in the use of paper and supplies. Recycled paper can be used in writing centers. Please use it whenever appropriate.

Please plan for whatever specific or unusual supplies you might need for your individual classroom projects and turn the order into the Office Manager at the beginning of the year. Be sure to look in the supply closets and talk to staff before ordering. You can use any of the supplies located in the supply closets. Special supply requests for classroom equipment may be given to the Director and ordered at her discretion. If you are given permission to purchase for your classroom or the school **please use our tax exempt form when purchasing on behalf of our school as you will not be reimbursed for taxes.**

For special gift projects....Mother's Day, Father's Day, Christmas, etc. please try to stay within a budget of \$1.50 to 2.00 per child. These are only guidelines and may have to be adjusted as we progress through the year.

## **NAPTIME PROCEDURES**

A rest period is required for all full day children; however, not every child will sleep. Appropriate, quiet activities should be offered to a child after resting for 20-30 minutes. There should always be enough light in the room to adequately observe sleeping children and allow for the non-sleeping child to play quietly. Mats are to be placed at least 24" apart and should not block the doorway. All mats are to be sanitized after each use.

## **MEDICATION**

**Do not take medication into the classroom (even in a purse or pocket).** Label and place personal medications in the designated cabinet, located in the front office. If a parent asks the teacher to administer medication, they should be referred to the Parent Handbook. All medications must be left at the front desk. Only designated staff will administer medication according to the signed medication form. If medication is found in a child's backpack or cubby it should be brought to the office immediately.

## **PURSES**

Staff should be sure purses and personal items are stored in a locked cabinet or up out of the reach of children. This is a childcare licensing requirement.

## **SUN SAFETY PROCEDURES**

Staff members are encouraged to take safety precautions for themselves as well as provide appropriate role modeling by wearing sunscreen, hats and sunglasses when outdoors. Parents are encouraged to put sunscreen on their children before coming to school. We are not allowed to put sunscreen on children.

## **PLAYGROUND SAFETY**

Follow scheduled playground times closely. Avoid isolating yourself with a few children – **supervise “actively”** across the entire playground. Someone should always stand near the climbing pole, another staff member can supervise the bikes, and another staff supervise the sand area, etc. Outdoor time is typically limited to 30 minutes. When it is over 100 degrees, please limit the time to 15 minutes. If the temperature is over 105 degrees, stay indoors.

## **FIRE DRILLS**

Announced fire drills are conducted monthly. Exit according to the evacuation plan posted in each room. The staff person should take the roster clipboard and take attendance while waiting for the all clear signal from office personnel.

## **EMERGENCY DRILLS**

Severe Storm Warnings, Shelter in Place, Earthquake, Assailant and Lock Down drills will be conducted quarterly. Emergency plans are posted in the classrooms. You must review our Crisis Response Manual for emergency procedures.

## **EMERGENCY PROCEDURES**

In the event of a serious injury or incident, the staff member first on the scene should take the initiative to call 911 if deemed necessary.

Each classroom has a first aid kit to treat minor injuries in the classroom. Additional first aid supplies are stored in the preschool office. The office personnel should be made aware of any injuries requiring treatment. An accident / incident report should be completed by the staff member on duty at the time of the incident. The report stays with the child until the parent arrives and signs it. The parent takes the back copy and the original is turned in to the office at the end of the day.

Accident / incident reports are to be filled out whenever there is a visible injury or an injury that may require further observation by the parent (such as a bump on the head). Only actual facts should be reported and no other children should be named on the report.

In the event of a bite or serious injury inflicted by another child, both parties should receive a report so that we can track the behavior if necessary.

Accident and/or Sick reports are to be completed by the staff witnessing the accident or sickness and should be brought to the front desk after parent's signatures are received. If the child is waiting in the sick area of the front desk the report should accompany him/her.

**If there is a major event or crisis, only an authorized spokesperson should speak to the media or other outside source.**

### **PROPPED DOORS**

Exterior doors are not to be propped or left open. This is a violation of health codes and our own security policies. Propped doors disable our ability to have an automated lock down. They also poses a threat to the safety of young children since a child could wander through an open door into an unsupervised area. Propped doors also waste the energy required to heat and cool the building. People exiting to the playground should use the doors at the end of the hall to re-enter the building. Staff should use the playground key to enter the classrooms.

### **KITCHEN AND FOOD SERVICE**

**State regulations mandate that children are never allowed into the kitchen.** Parents should place the child's lunch and snack items in the appropriate cold or hot container to maintain a safe temperature for food and clearly label the lunch box with their child's first and last name.

Sanitize tables before serving food. Staff and children should wash their hands before snacks are served.

All food should be kept covered with a lid or napkin until served. Use gloves, tongs or utensils to serve the food (not your hands). Encourage, but do not force the children to try all the foods. Children cannot be denied snack or lunch for any reason.

Teach children to pray before snack and lunch and to clean up after themselves (floor, tables, chairs, etc.).

Food in the pantry is not to be used except in an emergency. Do not take food from the refrigerator or pantry without permission from the front desk as this may be for an event.

Post and be aware of any food allergies a student might have.

Personal food/snacks **must be stored in the staff refrigerator** in the break room. Be sure it is labeled and removed by the end of the week. Anything left in the refrigerator at the end of the week will be discarded.

## **GENERAL CLASSROOM GUIDELINES**

Staff must take attendance and keep the roster with them at all times. Follow the adopted schedule for snacks, lunch, playground and other special activities. Develop and follow a schedule for cleaning and sanitizing all classroom equipment.

Refrain from eating or drinking (especially soft drinks) in front of the children. You may sit and eat with the children at snack / lunch times as this is a good time to model social skills. Remember you are the role model at all times...do not sit on tables or counters.

Be careful of what is said in front of parents and children. Be professional and discreet, always protecting the families' rights to privacy. Be aware that your voice and volume of your voice carries in the hallways and front office. It is our goal to maintain a positive atmosphere at all times.

SHAVING CREAM and any other substances that say "keep out of the reach of children" may NOT be used by the children in the classroom.

NO PLASTIC BAGS are to be used / stored in the classroom – except in a locked closet. They are considered a hazard to young children.

The FIRE INSPECTOR says we must allow 18 inches of space between the ceiling of the closet and items stored in the closet. Put a mark in your closet as a guideline.

## **PROFESSIONALISM AND CODE OF ETHICS**

**Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating or harmful in any way.**

If we have evidence of child abuse or neglect, we shall report the evidence to the appropriate community agency.

We will respect the dignity of each family and its culture, customs, and beliefs and strive to develop relationships of mutual trust with them.

**We shall maintain confidentiality and respect the family's right to privacy. We will not discuss a child with anyone except his/her parent or guardian and program personnel as deemed necessary (except in cases of abuse or neglect).**

We will recognize and respect the uniqueness and the potential of each child. We will refrain from labeling a child or making snap judgments or assumptions.

**SOCIAL MEDIA CONDUCT**

Please refer to the FCLC Handbook.

**TUTORING AND BABYSITTING**

All referrals for tutoring should be presented to the Director prior to offering services to parents for our students. Parents requesting tutoring services for their child should be referred to the front desk to complete a request form for tutoring services.

Faith Lutheran Preschool staff does not recommend our staff for babysitting our students outside of our school. If a parent asks for a referral to babysit tell them that we do not recommend our staff for services outside of their employment at our school.

## A Copy of your signed code of ethics must be turned into the Director.

### PACIFIC SOUTHWEST DISTRICT EARLY CHILDHOOD CABINET CODE OF ETHICS and COVENANT AGREEMENT

#### What is a CODE OF ETHICS?

It is appropriate for members of a profession to identify themselves according to a standard of behavior to which they ascribe. Such a Code of Ethics may be described as a set of statements which defines for members of a professional group:

- ❖ What is right rather than what is expedient;
- ❖ What is good rather than what is simply practical;
- ❖ What is the ethical course of action?

As Christians, Scripture forms the basis for all moral and ethical guidelines. Specifically, we apply God's Word to our professional calling.

As a Lutheran Early Childhood Educator and a redeemed member of God's family, I commit myself to His service and to the welfare of His children.

I, therefore, in accordance with God's Word and by the power of the Holy Spirit, resolve to conduct myself professionally, at all times, and according to the following ethical code:

I will accept and respect all people.

*You are all (children) of God through faith in Christ Jesus... There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus.*

*Galatians 3: 26, 28*

I will keep the confidentially entrusted to me.

*Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

*Ephesians 4: 29*

I will support the programs and people who share my ministry.

*May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ.*

*Romans 15: 5-6*

I will be honest and trustworthy in all my dealings.

*Pray for us, for we are sure that we have a clear conscience, desiring to act honorably in all things.*

*Hebrews 13:18*

I will make the welfare of each child the primary basis for all decisions and actions.

*Whoever welcomes one of these little children in My name welcomes Me: and whoever welcomes Me does not welcome Me but the One who sent Me.*

*Mark 9:37*

On the basis of this Code of Ethics, I will view any decision or course of action in the light of the following criteria;

- ❖ Does it demonstrate respect?
- ❖ Does it honor a confidence?
- ❖ Does it support those who support me?
- ❖ Is it honest? Is it consistent with my integrity?
- ❖ Does it benefit the child?

I agree to enter into this Covenant Agreement with God and my peers as a professional Lutheran Early Childhood Educator. I subscribe to this Code of Ethics and will, by the grace of God, act in accordance with it.

---

Signature

Date

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Printed Name