



# **EMPLOYEE Policy Handbook**

**Children's Corner**  
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**Midwest City, OK 73120**  
**(405) 769.2717**  
**[www.firstchristianmwc.org](http://www.firstchristianmwc.org)**

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This handbook is provided for all Children's Corner employees at the beginning of every school year and summer session. Please read carefully since you will be held to the standards and policies described. Please make notes during the year of concerns to share with your supervisor and/or the director during your evaluation. The handbook is evaluated and revised annually, so please be sure that you are using the current copy of the handbook. When you have completed your review of the handbook, please sign the form on page 3 of the Handbook stating that you have reviewed the handbook, understand its contents and agree to abide by it. Please return the form to the Director.

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## **Acknowledgement of Receipt of Employee Policy Handbook**

I have received and read the Children's Corner Employee Policy Handbook. I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. I understand that non-compliance with the policies, procedures and philosophies of the handbook may result in my termination. During the first three months of employment, the director will assess my willingness and ability to abide by the policies and procedures and to align myself with the Children's Corner purpose and philosophy. During that time the director may inform me that my employment with Children's Corner is not a good fit and I may be let go.

The Employee Handbook describes important information about Children's Corner and I understand that I should consult the Director regarding any questions not answered in the Employee Policy Handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Policy Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify or eliminate existing policies.

Furthermore, I acknowledge that this Employee Policy Handbook is neither a contract of employment nor a legal document.

**Employee's Name (printed)** \_\_\_\_\_

**Employee's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **INTRODUCTION**

### **WELCOME TO CHILDREN'S CORNER!**

We are excited to welcome you to Children's Corner! We believe you are a gift from God to us. At Children's Corner, we are all servants of the Lord Jesus Christ. We are eager to see you thrive as a member of our team. We hope that your position here will grant the opportunity for you to use your gifts to nurture, stimulate and educate children and encourage families toward a Godly lifestyle, greater love, and good deeds. We are delighted that you are partnering with us, and we pray that your partnership will result in happy, holy, fruitful days.

This handbook for the Children's Corner staff is intended to be a summary of the benefits and policies. It is not exhaustive. If you would like clarification or further information concerning one of the topics discussed in this booklet, or if you have a question regarding something not included here, please see the Director. We want to answer any questions you may have and are available to assist you in any way we can. We are delighted you will be part of our service to the Lord and to our community!

### **CHILDREN'S CORNER CODE OF ETHICS FOR THE TEACHING AND ADMINISTRATION STAFF**

At all times, I commit to be an advocate for children, their families and those who work with and for them. As a means to that end, I am committed to the following:

- I will respect children, their families, culture, and community. I will support the goals of children, families and co-workers while respecting their dignity, worth, and issues of confidentiality (ACSI 3.11).
- I will work to provide children with a safe and appropriate learning environment that is rich in experimentation, peer and adult interaction, diversity, exploration, play, and a balance of routine and novelty. (ACSI 3.16)
- I will work to provide environments that are appropriately shaped by consideration of the individual needs of children and the development of the whole child - spiritual, physical, emotional/social, and intellectual. (ACSI 1.6, 2.1, 3.16, 5.11)
- I will report concerns regarding a child's well-being to the appropriate agencies following the Children's Corner guidelines. (ACSI 7.6)
- I will be accountable to those I work with by being on time, following program policies and procedures, working with diligence, and doing what I say I am going to do.
- I will be committed to attend and pursue training to ensure that my work with and for children reflects the highest standards of professional conduct.
- I will not hide my belief that every individual is created by God. Knowing they are a unique masterpiece, I will respect and support their uniqueness, learning styles, abilities, strengths, and personalities. I will foster and support their quest to know God.
- I will encourage those within my field of influence to do all of the above.

*Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward.*

*It is the Lord Christ you are serving. Colossians 3:23-24 (NIV)*

## **CHILDREN'S CORNER VISION STATEMENT (ACSI 1.1, 1.2)**

Every child receives the best start possible through partnerships with parents to provide a quality Christian education experience in a school where high operational standards and age-appropriate activities are combined in a spiritually based environment.

## **CHILDREN'S CORNER MISSION STATEMENTS**

### **Children's Corner Mom's Day Out**

Children's Corner Mom's Day Out operates as an early childhood outreach ministry to children and families by:

- Offering a quality Christian early childhood environment devoted to excellence in service to parents and children.
- Committing to the complete nurturing of children.
- Providing stimulation and opportunity for social, emotional, physical, cognitive, and spiritual development.
- Providing the best care possible through love, personal attention, and spiritual guidance.

### **Children's Corner Summer Camp**

Children's Corner Summer Camp operates as a summer outreach ministry to children and families by:

- Offering a quality Christian summer program for babies, toddlers, preschool and elementary age children.
- Providing a fun program where childhood memories and friendships are created in a safe, loving, Christian environment.
- Ministering to parents and children through curriculum and communication using biblical principles.
- Providing a qualified teaching staff dedicated to biblical teachings regarding the family and parent-child relationships.

## **PHILOSOPHY AND PURPOSE (ACSI 1.1, 1.2, 1.4)**

Children's Corner is designed to promote the child's total development: social, emotional, spiritual, intellectual, and physical<sup>1</sup>. Our intent is to encourage in each child a love of God as we know Him in Jesus Christ<sup>2</sup>, a positive view of self<sup>3</sup>, creative self expression<sup>4</sup>, an attitude of cooperation and sharings, and an expanding knowledge of the world in which we live<sup>6</sup>. In addition, we combine high operational standards and age-appropriate activities in a spiritually based environment.<sup>7</sup>

<sup>1</sup>Luke 10:27: - And He answered, "You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbor as yourself."

<sup>2</sup>II Peter 3: <sup>18</sup>But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be the glory both now and to the day of eternity. Amen.

<sup>3</sup>Ephesians 2:10: For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.

<sup>4</sup>Romans 12: <sup>4</sup>For as in one body we have many members, and all the members do not have the same function, <sup>5</sup>so we, though many, are one body in Christ and individually members one of another. <sup>6</sup>Having gifts that differ according to the grace given to us, let us use them...

I Corinthians 10: <sup>31</sup>So, whether you eat or drink, or whatever you do, do all to the glory of God.

<sup>5</sup>I Peter 3: <sup>8</sup>Finally, all of you, have unity of spirit, sympathy, love of the brethren, a tender heart and a humble mind.

I John 4: <sup>11</sup> Beloved, if God so loved us, we also ought to love one another.

<sup>6</sup>Luke 2: <sup>52</sup>And Jesus increased in wisdom and in stature, and in favor with God and man.

Proverbs<sup>2</sup>:<sup>3</sup> yes, if you cry out for insight and raise your voice for understanding,<sup>4</sup> if you seek it like silver and search for it as for hidden treasures; <sup>5</sup>then you will understand the fear of the LORD and find the knowledge of God.

<sup>7</sup>Colossians 3:23: Whatever you do, work at it with all your heart, as working for the Lord, not for men.

## GENERAL

### **NON-DISCRIMINATORY EMPLOYER (ACSI 3.6, NAEYC 10.E.01f)**

Applications are received and employees are hired without regard to race, color, sex, age, national origin, marital status, disability, veterans' status and citizenship status. The receipt of an application does not mean that job openings exist nor does it obligate King's Gate in any way. We appreciate your interest in our organization.

### **EMPLOYEES CLASSIFICATION**

#### **New Employees**

As a new employee, you will be provided with an employee handbook and you will be placed with an established teacher in order to provide adequate orientation to program procedures and policies. You will be formally evaluated following a training period that does not exceed six months so that staff/child interaction and job-related competencies can be considered before positions are confirmed. (ACSI 2.4.1)

#### **Part-time Staff/Employees**

Part-time employees are hired and paid for specific hours and/or days of work and are paid on an hourly basis or according to a part-time contract. Part-time employees are required to meet the specified qualifications and are responsible to carry the responsibilities detailed on the job description given to them when hired or with their contract. In addition, part-time employees are responsible to follow the policies detailed in this handbook.

## BENEFITS, COMPENSATION (NAEYC 10.E.01j)

### **CHILD BENEFIT FOR TUITION**

Children's Corner staff may enroll up to 2 dependent children in Children's Corner at 1/2 tuition. Enrollment/supply fee will remain the same as well as obligation to bring the requested snacks and diapering/hand washing supplies.

The benefit pertains to legal dependents of an employee who are of the appropriate age to be enrolled in the Children's Corner program. If an employee has additional children who are the appropriate age for Children's Corner, we hope that they will also be enrolled, but at full tuition.

### **WORKERS COMPENSATION**

Should you become injured on the job, Workers' Compensation insurance is available. The policy requires that all injuries be reported immediately, in person to the Director in order that proper medical information can be obtained from the employee and reports made to the proper authorities. For injuries requiring medical attention, the Director will assist you in making any additional arrangements.

## LEAVE AND ATTENDANCE POLICY

### **CALENDAR**

During the Children's Corner fall and spring sessions classes will meet twice a week for approximately 34 weeks. Children's Corner will break for fall, Thanksgiving, Christmas, spring break; as well as national holidays.

During the Children's Corner summer session, classes will meet twice a week for six weeks.

## **TIME OFF**

Please schedule your vacations, appointments, and leave according to the days we are closed. The school day is short and is structured so that appointments can be scheduled before or after school when the appointment can not wait for a day that Children's Corner is closed.

A written request form must be submitted to the Director when time off is desired. Request should be made at least one week in advance and approved by the Director. The employee must prepare lesson plans for the day requested and complete a folder marked, "Substitute Folder." Please see the "Substitute Folder" section in this handbook. (The *Request for Time-off* sheets are available at the back of the Time-Sheet Notebook.)

## **SICK LEAVE/EMERGENCY TIME OFF**

Please notify the Director AS SOON AS POSSIBLE if:

- You have an unexpected emergency
- You or your child are sick on the day you are scheduled to work and you will be unable to come in
- You or your child are sick the day before you are scheduled to work and you are unsure if you will be able to work the next day

Call the director's cell phone first. If you do not reach her: leave a message, then try her home phone. If you do not reach her, leave a message and try the church office. If no one picks up, leave a message.

Molly Cell: 820-6706  
Molly's Home: 281-6339  
Church: 769-2717

Your co-teacher may also appreciate a call or text letting her know that you will be out for the day.

There are no sick leave benefits or provisions for part time employees. You will only be paid for the time that you are present at work and have clocked in and out.

## **ATTENDANCE/TARDINESS**

Each person is an essential member of our team. Hours are described in your contract and/or job description. It is important that employees be prompt and regular in attendance. If an employee is unable to report to work on time, it is necessary for them to notify their supervisor as soon as possible. Tardiness causes difficulty for the rest of the staff, children and classrooms, therefore repeated tardiness will be treated seriously. Excessive absences and tardiness reflect upon your availability and dedication as a teacher and to the program and could result in termination from employment. The Director may discuss this possibility with you prior to any corrective action being taken so that you may make necessary changes. Habitual tardiness is grounds for dismissal.

## **ABSENCES**

The importance of being present every day you are scheduled to work cannot be overstated. Continuity of teachers is a primary concern to the children in your classroom and their parents. Our parents view our program's stability by measuring the consistency of the staff. Children's Corner teachers are asked to handle errands and appointments before or after work or on an alternative day; rather than during the 12.5 hour commitment per week that these positions require. Consistency for the children and parents is a primary goal.

In the event of a major surgery, illness, injury, death in the family, or maternity leave which could affect your job performance or attendance, the Director may ask you to provide a medical release from your doctor. Upon clearance from the doctor, the Director will put you at the top of the sub list.

## **SUBSTITUTE FOLDERS (ACSI 7.5)**

Substitute Folders **MUST** be prepared at the beginning of each new session (should have enough info by week 2 or 3). These are a must and a lifesaver if both teachers are gone. Please keep them up to date.

Substitute Folders must include:

- A list of each child in your class with any important information regarding each child (**allergies**, separation issues, comfort measures, and any other info regarding lunch, naps or special comments etc.)
- A basic schedule for your class with information regarding who does what and other important information about your schedule.
- General comments regarding drop off/pick up, snacks, lunch time, naps, diapering/toileting and cleaning.
- A map of general sleeping/eating areas as is applicable to your class.
- Location of necessary items (cleaning supplies, diapering/toileting supplies, snacks, etc.)
- Name Tags

## **PAY POLICY AND RESIGNATION**

### **HOURS**

All staff are expected to arrive according to the time on their job description, their contract or the agreed upon time.

Children's Corner Teachers are expected to be here and ready for their day at 8:30 A.M, and unless special arrangements have been made with their supervisor, they should not work or clock in before 8:30 and they should not work or clock out after 2:45. Without prior arrangements, Children's Corner hours before 8:30 and after 2:45 will not be approved. Children's Corner teachers are expected to work until 2:45. If arrangements have been made with a supervisor, there are no parents or children left in your classroom, your room is clean and ready for the next day, and all common areas are clean, you may clock out and leave by 2:30.

Time before class begins is used to get your room ready, collect supplies, and prepare for the day. Every morning at 8:50 the Children's Corner staff will meet for announcements and prayer.

Teachers are expected to be in their class by 9:00 when children arrive. Giving each child and parent your undivided attention as they arrive is a crucial part of each day. If you are organizing, labeling items, going through diaper bags and preparing activities after families begin arriving, they will not be greeted properly.

### **TIMESHEETS**

Hourly teachers are responsible for recording their hours on a timesheet and timesheets must be signed to receive a paycheck. These are used for payroll purposes and then retained as a permanent record of hours worked by each employee. Please record time with hours and minutes, not percentages. For example: write 6:15 or 6 hrs, 15 min. Please round to the nearest quarter of an hour. For Example: 6 hours and 8 minutes would round up to 6 hours and 15 minutes. 6 hours and 7 minutes would round down to 6 hours. Please keep time sheets in the timesheet book in alphabetical order. Recording false times is reason for dismissal.

### **PAYCHECKS**

Paychecks are issued on the 15<sup>th</sup> and the last day of each month. When payday falls on a weekend or holiday, paychecks are issued on the preceding day of the work week. To see what days are included in a pay period, see Payroll schedule in Sign-In Notebook. Paychecks will be direct deposited.

### **WAGES (ACSI 2.11, NAEYC 10.E.01i, 1)**

Teachers' wages are a private matter and are not a suitable subject for conversation. If you have a question about your own pay rate or salary, please speak to the Director privately. Pay rates, salaries, and raises are based

on qualifications. Qualifications include education, experience, references, length of employment, evaluations, commitment (attendance, absences, attitude, time off, tardiness, etc.), continued professional development, professionalism (dress, attire, hygiene, attitude, preparedness, tone of voice, appropriateness of activities, etc.) and the employee's commitment and capacity to carry out our Christian mission. Every teacher is hired on a probationary basis for 3-6 months. If the teacher is able to successfully meet the requirements of the program, follow the policies in this manual and successfully support the mission of Children's Corner, the teacher can become a permanent staff person.

### **RESIGNATION (NAEYC 10.E.01k)**

Employees are asked to give at least two weeks written notice of their decision to resign. The employee will meet with the supervisor to discuss the decision and finalize the work responsibilities for their remaining time on the job. A final paycheck will be distributed following the completion of required exit responsibilities including the payment of outstanding tuition and the return of keys.

## **STAFF POLICIES**

### **BREAK TIMES & LUNCH**

Break times need to be prioritized and should never happen during drop off, pick up, busy times, while children are crying/struggling/transitioning/etc., lunchtime, diapering time, or while children are trying to go to sleep. Also, please prioritize the planning for your classroom or when you need to leave the room. In most cases, this should only be done before morning meeting/prayer, after your children have gone home, or during rest time (after they have fallen asleep.) This allows you to focus your full attention on relating with the kids in your classroom while they are with you. All teaching positions require that you stay on the premises and available to the children. Unless you are on a scheduled break, bathroom breaks, telephone usage and time out of the classroom must be limited to 10 minutes and should be handled at times that are considerate of your co-worker and the needs of the classroom. Leaving the building for any reason must be cleared with the Director and needs to be off the clock.

Lunch is eaten in the classroom preferably when the children are eating or after they have fallen asleep. Please pack **nut free lunches**. Pack lunches that can be eaten while doing other tasks. Sandwiches, finger foods, fruit, veggies, meal bars etc.

### **COMMITMENT TO QUALITY**

#### **Knowledge of Licensing Regulations**

Staff is expected to know and to maintain compliance with applicable licensing regulations.

Children's Corner teachers can read the regulations for part-time programs that are available in the office or on the DHS website: [http://www.okdhs.org/NR/rdonlyres/238E9D93-5230-4CD7-BD5E-14FDB976264D/0/9512\\_CCLRPartDayProg\\_OCCS\\_10012009.pdf](http://www.okdhs.org/NR/rdonlyres/238E9D93-5230-4CD7-BD5E-14FDB976264D/0/9512_CCLRPartDayProg_OCCS_10012009.pdf)

#### **Community Relationships (NAEYC 8.C.05, 06)**

Teachers will be added to the mailing and email list for Smart Start of Central Oklahoma. Smart Start is a collaboration of agencies, services and councils in our region. Please utilize this resource to learn, participate, and be involved in what is going on in the field of education in Oklahoma.

### **CONFIDENTIALITY**

Responsibilities handled by the staff must remain confidential, since they involve other lives, child assessments or behavior, school plans that are too premature to share, or confidences that people have shared. Much of your work is very confidential and must be handled with discretion. It should only be discussed with the appropriate people. Confidential documents, files, assessments, and other items that are sensitive should be properly marked and stored. It is never appropriate to talk to a parent about a child who is not theirs. Things that were confidential while on staff remain confidential after leaving staff. Any breach of confidentiality will be treated

seriously.

TEA Teachers will keep their relationship with families professional by waiting until children have moved on from her class before adding families to her social media account. Rather than contacting your child's teacher outside of Children's Corner hours, families should respect teacher's family time and save questions and concerns for drop off or pick up times or set up a conference meeting.

## **DRESS CODE**

We recognize it is impossible to develop a Dress Code which includes either all attire which would be acceptable, or all attire which would be unacceptable. Some "acceptable" attire can be worn in such a way as to make it immodest or indiscreet and therefore unacceptable. We ask you to use your most thoughtful, Christ-centered judgment in the area of your attire and professionalism. Check with your supervisor if you have questions regarding the appropriateness of your attire. Apparel should be modest, in good taste and honoring to God. We are working "as unto the Lord" and serving other people. When you are not sure, that is evidence that the item is not appropriate for work at Children's Corner

### **Please Wear:**

- Clothing that covers the torso (front and back) and shoulders.
- Shirts must have sleeves or a collar.
- Skirts or dresses of appropriate length (touch the knee when standing)
- Capri pants, nice jeans, or slacks that fit at or above the hips.
- Appropriate foundation garments, and in such a way that they are not visible.
- Clothes that are clean and properly prepared for a work setting.
- Clothing appropriate for bending over and sitting on the floor.

### **Do Not Wear:**

- Shorts
- Skirts or dresses that do not touch the kneecap when standing
- Sweat pants, flannel pants, pajama pants
- T-shirts with inappropriate graphics or wording
- Leggings unless worn with a dress long enough to touch your knees
- Clothing reflecting vulgarity, violence, obscenity, gang symbolism, political statements, ghosts, goblins, witches, evil characters, sexual symbols, blood, or pictures or logos containing elements of alcohol, drug or tobacco use (Galatians 5:19-25, Deuteronomy 18:9-12)
- Tank tops, fishnets, see-through clothing, spaghetti straps or halters
- Cut-off shorts/pants, frayed hems, visible holes, or jeans with excessive worn-out appearance
- Low cut, suggestive, overly-tight or revealing clothing
- Any visible tattoo or body piercing, excluding earrings (This includes tongue piercing.)
- Clothes that are dirty, wrinkled, and unprepared for a work setting
- Wet hair or hair dyed an unnatural color (for example: pink, purple, primary colors, etc.)
- Immodest clothing (I Timothy 2:9-10, Colossians 3:5-10)

## **HEALTH AND SAFETY**

### **Accident/Injury Report (ACSI 7.4, 7.5)**

An Accident/Injury Report must be filled out and a copy of the report sent home on the day of the incident when a child is hurt while attending Children's Corner. The director needs to see the injury and sign the form. Teachers will need to notify parents of any accidents/injuries by phone as soon as possible from the time the incident happens. Parents have the right to decide whether or not an incident/injury is serious. A copy of the signed report will be sent home. The original will be given to the director.

### **Child Abuse Prevention and Reporting**

Please be sure to read the Child Abuse Reporting Policy located in the back of your Employee Handbook.

### **Clean and Disinfected Classrooms (ACSI 7.5, NAEYC 5.C.02, 5.C.03)**

Teachers need to keep their room clean and orderly and need to complete a “Good Stewardship Form” once a week. The forms are available in the sign-in notebook. Return completed forms by placing inside the sign in book.

### **CPR and First Aid Training for Infants and Children**

Employees must take First Aid and CPR training and be familiar with all rules of safety.

### **Emergency Procedures**

Employees should be familiar with all necessary precautions for emergencies such as fire, severe weather and unsafe persons.

### **Health Records**

Each school year, the office needs an updated Emergency Contact Information & Medical Release form completed. If anything changes during the year, please notify the office.

### **Prevention of Communicable Diseases**

An orientation will be provided to employees for the prevention of communicable diseases. Employees need to demonstrate their understanding and desire to comply with rules/regulations. Gloves must be worn as a barrier to minimize contact with potentially infectious body fluids and to reduce the spread of infectious disease. Employees will abide by the diaper changing policy and hand washing policy.

### **Hand Washing Policy**

The first thing you should do each morning is wash your hands with soap and water for at least 20 seconds.

Hands should be washed in the following situations:

- Before preparing food and bottles
- Before feedings or assisting with snacks or lunch
- After using the bathroom
- After changing diapers or helping children with toileting
- After exposure to bodily fluids (wiping noses, picking up toys that have been mouthed, etc.)
- After handling the water table and visible dirt

### **Diaper Changing Policy**

- See Daily Routines under Infant And Toddlers

### **Secure Personal Belongings**

Purses need to be in a locked cabinet or a cabinet that is up and away from the children’s reach. Many people carry medication or hand sanitizer and these items need to be kept away from children.

### **Tuberculosis Testing (ACSI 7.3 and 7.5, NAEYC 10.E.04)**

Teachers with increased risk of TB are required to have an annual assessment by a licensed physician to provide documentation showing that the employee is free from active TB.

### **Transporting Enrolled Children**

Employees are not permitted to transport enrolled children who are not their dependents to and from their enrolled program without a signed document from the parent stating that the employee is transporting their child as a service to the family and the program is not responsible for the child until the programs hours of operation have begun each day.

## **EVALUATION AND PERFORMANCE (NAEYC 10.E.01g)**

A formal performance evaluation will be given annually. At the time of your annual evaluation, you will be asked to complete a survey, questionnaire, and/or self evaluation. These items help Children's Corner be a wonderful place to work and bring children.

## **EMPLOYMENT OF RELATIVES**

The Children's Corner Committee must approve the employment of any relative of existing staff.

## **EMPLOYEES WHO BRING AN ENROLLED CHILD**

Children who are not enrolled are not allowed to accompany you to work under any circumstance.

### **Arrival**

Please arrive early enough to put your child's belongings in their cubby and begin work (clock in when required) at the designated time for your position.

### **Enrollment Fees**

Teachers with dependent children enrolled in Children's Corner are responsible for all enrollment fees and supply fees charged each session (Fall, Spring and Summer). Fees are separate from tuition. For more information see "Child Benefit for Tuition" in the Benefits and Compensation section.

### **Children who are not Dependents**

Any children under your direct care, other than dependent children will be expected to pay full tuition and enrollment fees to ensure that you are not responsible for their care during the hours of your position.

### **Care for Children before Programs Begin**

Teachers are responsible for their dependent children before and after the programs for which their child is enrolled.

## **SUPERVISION**

For personnel or emergency purposes, the progression of supervisory authority is as follows:

1. Director
2. Senior Pastor

## **CONFLICT AND DISPUTE (NAEYC 10.E.01k)**

As an employee in a Christian program, employees are expected to reflect godly character in their attitudes and responses to everyone (employees, parents and children) at all times regardless of any differences they may have. When the Director is aware that a conflict is affecting the program negatively, she will begin a mitigation process.

We realize that honest differences between people can arise. We encourage all employees to speak the truth in love. We endorse the biblical principle (Matthew 18:15) of discussing concerns honestly and directly with the people involved and trying to resolve differences on a person-to-person basis. However, if this does not resolve the problem, an employee should discuss the matter with the following progression of people **only** until it is fully resolved: Director, Senior Pastor, then a member of the board – A final decision will be made on the matter at this level. Handling a conflict and dispute in a way that does not reflect godly character is grounds for termination.

## **GRIEVANCE (NAEYC 10.E.01k)**

Grievances should not be confused with CONFLICTS AND DISPUTES as described above. A grievance is an objection or disappointment in regards to a policy, or an administrative action, decision or behavior. Speaking the truth in love, any grievance should be discussed with your Director. If not solved, the employee will be encouraged to take his/her grievance to the Senior Pastor. If not solved, the employee will be encouraged to take his/her grievance to the board. Grievances should not be discussed with other employees or parents. Exposing grievances inappropriately is grounds for termination.

## **PARKING**

Please take an “others first” approach when choosing a parking place. Leave spaces closest to the building for patrons.

## **GENERAL**

### **Alcohol and Drugs**

Alcohol and drugs are not permitted on the property. Use of any substance away from the church may adversely affect the reputation of Children’s Corner and, therefore, is discouraged. A drug or sobriety test is required when there is evidence that an employee is under the influence while at work.

### **Breastfeeding**

Breastfeeding and pumping need to be done in the Comfort Room and out of the sight of children. Breastfeeding should be done during appropriate break times which include your lunch or during your children’s rest time after the children have quieted down. Please be respectful of your co-worker when leaving.

### **Cell Phones and other Distractions**

Use of cell phones, iphones, ipads, non-work-related computer activity, hand-held electronic devices, and texting keep staff from devoting their full energy and attention on the children and responsibilities of their classroom. These and other similar distractions can only be used during breaks outside of the classroom.

### **Personal Phone Calls**

Teachers should encourage family and friends to contact them before or after work hours unless an emergency arises. In the case of an emergency, teachers should communicate with their co-teacher the need to step out of the classroom for a few moments to take a call. Any other phone calls should be brief and happen during breaks.

### **Keys**

Each teacher will have a lanyard with the keys their position requires. They will pick it up from the Children’s Corner office in the morning and return it to the office at the end of each work day. Each teacher is required to sign a key checkout form stating that they understand the responsibility of having access to a church key.

### **Maintenance**

A Maintenance/New Equipment Request Form must be completed for all requests to repair, purchase or build items for the facility or grounds. The forms are available in the Sign-In Notebook. When completed, please place on the Director’s desk and notify the Director.

### **Security**

We make every reasonable effort to provide staff with a safe work environment. Employees should exercise caution where personal safety is at stake. Personal valuables in cars and in the church should be stored out of sight and locked up securely. Please remain alert when walking through the church alone after hours or leaving the church in the dark. Please be vigilant in work areas to make sure that unauthorized persons are not wandering around unattended.

## **Smoking**

We are a smoke-free environment and property.

## **Weapons**

Weapons are prohibited on the church property.

## **RESOURCES AND SUPPLIES**

The cabinets bearing locks in your room are for you to keep items that you want to protect and store. Teachers must keep all paperwork/files, etc. in the cabinet. All papers with children's names addresses and birthdates need to be placed in your classroom bag and returned to the CC office when you leave for the day.

Teachers may use all supplies found in the Resource Area of the Children's Corner Office. One large order of supplies will be made at the beginning of the year and then monthly. If you are using the last of any item or notice supplies running low, please add the item to the Supply List in the Children's Corner Office. You are responsible for cleaning up after yourself when using the Resource Area of the office. Please return unused supplies to their proper place. Storing them in your room causes your room to become untidy and deprives other teachers from the use of those supplies.

You may use the DVDs available on the TV cart as a **rare** supplement to daily activities. Teachers are expected to help children make the connection between a video and the planned lesson. Software in the rooms and the DVDs on the TV cart have been approved by the Director in regards to length, content and age appropriateness. All passive media (DVDs, online videos and television) and software must be approved by the director.

## **SHARING SPACE**

We are blessed to be hosted by First Christian Church, MWC. The Nursery and Children's Ministries share this space with us. Sometimes we arrive and find the condition less than satisfactory for our children. Please do your best to get your rooms ready and notify the Director of any issues. Keep a good attitude and remember that we are all here for ministry. Support the other ministries by understanding when something is overlooked. Others who use the classrooms are volunteers, not staff. We count on you to be a good steward of your classroom and to leave it in "better than you found it condition." If you have questions, suggestions, or concerns please talk to the Director. The Director will discuss it with the Director of Christian Education if necessary.

## **SOCIAL MEDIA**

### **Be Respectful**

The guidelines for functioning in an electronic world are the same as the values, ethics and confidentiality policies employees live by everyday, whether you're Twittering, Facebooking, talking with patrons, friends or family. It is always important to be ethical and to reflect godly character. Be sure to protect yourself, our children and families, your co-workers, our host church and Children's Corner in all that you disclose and the attitudes that you display.

**Act responsibly and ethically. Do not disclose private or confidential matters, your pay or that of others, negative feelings you have about co-workers or Children's Corner, FCC MWC, personal information of our patrons (situations, special needs, pictures, conversations, etc.)** If it's not already public information, it is not ethical for you to make it so. In addition, let others post their own information. Write the Director a note or send her an email and tell her something you found in the handbook that you think is new. Don't tell your friends and the Director will get you a special surprise.

## STAFF NOTES

The Director will give Staff Meeting Notes during the morning staff meeting when covering information that the Director feels is important for all teachers to be informed of. Teachers are responsible for the information included in the Staff Notes. A copy is added to the staff sign-in notebook for reference purposes.

## PLAYGROUND AND ACTIVITY CENTER ENVIRONMENTS

### Weather and Air Quality Advisory Guidelines

Children over two years old can be taken outside when the wind-chill factor is above freezing. Children under two years old can go outside when the temperature is over 45 degrees (taking any wind-chill factors into consideration.) No child will be taken outside during a severe weather watch or warning, when there is lightning or when there is an Air Quality Advisory. (NAEYC 9.D.03)

### Playground

- All staff is encouraged to view the playground as an extension of the classroom.
- **Please go out during your scheduled time.**
- Tell your children the rules before going to the playground.
- Take your first aid packs and attendance sheets with you to the playground. (NAEYC 9.C.10)
- There must always be two teachers present. They must be **evenly positioned** for supervision.
- Stay alert at all times, while avoiding sitting and visiting and the distraction of cell phones.
- Be vigilant to make sure all children **stay in the mulch as there is no fence yet.**
- Children are only allowed to retrieve toys/balls that have gone outside of the play area with permission and close supervision of their teacher.
- No wrestling or roughhousing.
- No running or walking up the slide. Children must slide on their pockets (bottom).
- No climbing on the outside of the playground structure.
- Please observe and consider items that need maintenance or repair. Complete a “Maintenance Request” form when needed.

### Jeanette Clemons Activity Center Gym

- All staff is encouraged to view the JCAC Gym as an extension of the classroom.
- **Please go during your scheduled time.**
- Tell your children the rules before going to the gym.
- Take your first aid packs and attendance sheets with you to the gym. (NAEYC 9.C.10)
- There must always be two teachers present. They must be **evenly positioned** for supervision of all children and **both exits.**
- Stay alert at all times, while avoiding sitting and visiting and the distraction of cell phones.
- No wrestling or roughhousing.
- **Only teachers** may get play items from the closet. The closet must be left in **perfect order** with all items returned to their labeled bin or original place.
- Encourage children to use the restroom before going to the gym. Monitoring the children in the bathrooms of the JCAC is difficult. Staff and children may use the bathrooms in the gym in emergency situations only.
- Keep usage of the water fountain to a minimum by bringing water bottles/sippy cups to the gym in the provided drink caddy. Children may only have their drink in the “out of bounds” area where the small white table sits.
- Children should not be in the main lobby, the kitchen, the storm shelter, or any storage area of the JCAC during their gym time. They may sit on the bottom bench of the risers only. Climbing on the risers is

unsafe and not allowed.

- Place all play items back in the closet after your class is through. The closet must be left in **perfect order** with all items returned to their labeled bin or original place.
- Please observe and consider items that need maintenance or repair. Complete a Maintenance Request” form when needed.

## **CLASSROOM MANAGEMENT**

All staff are expected to supervise children at all times.

### **Expectations of Guidance and Discipline:**

The classrooms and program are structured in such a way as to encourage appropriate behavior at all times and our teachers have age appropriate expectations of the children. The boundaries in the classroom are well defined and logical consequences help foster responsibility and self-control. The teachers model conflict resolution techniques and alternatives while providing acceptable and appropriate choices for moving past a disappointment or struggle. The teachers may remove an object of contention, divert a child’s attention, speak to a child off to the side, or help a child take a few minutes to regroup.

Children learn the best lessons when they are given a task and allowed to make their own choices (and sometimes fail) when the cost of failure is still small. Children's failures are coupled with love and empathy from their teachers and logical consequences. The Teacher/child relationship is built up using empathy and hope, emphasizing respect and dignity for both children and teachers, providing real limits in a loving way and teaching consequences and healthy decision-making (*Love & Logic*.) Teachers are expected to handle all behavior and guidance situations in a positive manner and in a way that honors the child.

On rare occasions, a child may have to be picked up early to allow all children to have a positive experience without disruption and allow teachers to focus on the activity that has been planned for the class. Under no circumstances will a child be spanked.

### **Things We Will Not Do:**

- We will not display exasperation so that all children feel important and respected at all times.
- We will not use harsh tones as we guide children toward appropriate choices.
- We will not yell across a classroom, because every child is worth the effort of our footsteps and kind patient words that reflect our love.
- We will not forget that a child’s attention span only lasts for a few moments, so we will use logical consequences in our efforts to guide children toward good life skills.
- We will not abruptly move a child to the location of our choosing because they are people in the process of learning where to go and when. We have nothing more important to do than to display our respect for them and the way God created them to learn as they grow.
- We will not expect children to act and choose as we would, because they only have a few months and/or years under their belt. We will support them as they learn from wrong choices.
- We will not withhold a child’s comfort item or food as part of a discipline procedure or as punishment.
- We will not hold a child’s face and/or force them to look at us, listen to us, or “show respect” for us; because while children may need constant reminders through gentle touches and words, they will never forget a teacher’s capacity to be frustrated, irritated, annoyed and/or exasperated by them.
- We will not have expectations that don’t match a child’s abilities, attention span, or development.
- Except in matters of safety, we will not keep a young child from participating in an entire activity as a consequence because we understand that a child’s development keeps them from associating a consequence with an action beyond a few minutes.

### **Rest Time – Remember to make this a Relaxed Routine!**

- Please work together to help us provide a rest time that meets all our accreditation standards. Remember to **pray**, be **proactive** and to **pat** the backs if needed (3Ps).
- Our rest time is not a nap time for every child. Some children will sleep and some will not even be able to lie still.
- We cannot require them to go to sleep or even to lie still during rest time. After 30 minutes, those who do not rest/sleep/lie still, need to be allowed a place to play quietly separate from those who are resting.
- If they struggle with staying on their mat, then a teacher can sit with/close to them. (Pat/rub their back or stroke their hair to help them relax and rest.)
- If a child brings an item from home to rest with, be sure they have it. (This item should never be taken away for any reason.)
- Routines for children under three including sleeping should be tailored to children’s individual needs and rhythms.

### **ASSESSMENTS/SCREENING AND PARENT FEEDBACK**

Observations, assessments, and parent feedback are an integral part of Children’s Corner.

**Mom’s Day Out** – Teachers provide daily feedback when parents pick up and drop off. Teachers also complete a daily “Scoop in the Room” to communicate a child’s experiences in the classroom, and the developmental Benchmarks supported. Teacher’s track and record the children’s development toward benchmarks through the use of a developmental checklist.

**Summer Camp**- Teachers complete a weekly “Scoop in the Room” newsletter to describe classroom activities and student interests.

### **INFANTS & TODDLERS (ACSI 7.5, EE1, EE11, EE12)**

#### **Daily Routines**

- Daily routines of diaper changing, feeding, napping, and classroom management need to be handled in a relaxed manner. You are setting the tone for how the children feel.
- Take care to ensure that the floor remains clean and free of debris.
- Wear shoe covers and make them available for parents who enter your classroom.
- If it fits in a toilet paper tube, it is a choking hazard and must be removed from your room.

#### **Infant and Toddler Napping – Remember to make this a Relaxed Routine!**

- Tailor sleeping schedules to children’s individual needs and rhythms.
- In Baby and Toddler Room – To Prevent Sudden Infant Death Syndrome (SIDS):
  - ✓ Please send home prepared letter regarding SIDS to each new family.
  - ✓ Use a fitted crib sheet. One light weight blanket may be used with parent’s written permission. Cover up to the child’s chest only with the blanket.
  - ✓ Do not put toys or any item in the bed with infants without parent’s written permission.
  - ✓ Unless a physician’s note is provided, all children should be placed on the *Back to Sleep*.
  - ✓ Offer a pacifier when available. The risk of SIDS is lower when a pacifier is used during sleep.
  - ✓ The room temperature should be comfortable for a “lightly clothed adult.” Watch for signs of overheating (sweating, flushed cheeks, heat rash and/or rapid breathing.)

## **Diaper Changing Procedures – Remember to make this a Relaxed Routine! (ACSI EE10)**

### **General:**

- This time is for one-on-one interaction and a bonding opportunity with each child!
- Please only utilize the diaper changing area for changing diapers. No other items or activities should be used or done in this area.
- Change diapers promptly when wet or soiled.
- Do not leave a child unattended on the changing table. Keep in contact with the child at all times.
- If diaper ointment is needed, squeeze some into the clean diaper rather than applying with your finger to avoid contamination of the diaper ointment tube. Wipe tube with clorox wipe after use.
- If clothes become soiled or wet because of an accident, place soiled clothes or cloth items in a labeled, sealed, moisture-proof bag and send home.

### **Cloth Diapers:**

- If cloth diapers or training pants are used, they need to be able to contain all contents without contaminating the environment. All contents can be disposed of in a toilet, but soiled diapers and training pants are not to be rinsed. Parents should provide a “wet bag” where soiled diapers and wipes should be kept and sent home at the end of each day.

### **Procedure:**

1. Put Gloves on both hands.
2. Open soiled diaper. Clean child with wipes and then place dirty wipes in the dirty diaper. Fold diaper over itself and fasten closed with tabs.
3. Dispose of wet diapers in covered trash can. If stinky, place diaper in a sealed plastic bag before disposing of. Dispose of gloves as well.
4. Redress child with clean diaper and clothes. Move child back to the play area.
5. Move child back to the play area.
6. Sanitize the entire diaper changing area after each diaper change. Sanitize the ointment tube if used during the diaper change.
7. Wash your hands with soap and warm running water using the steps outlined by the “Hand Washing Policy” after each child.

## **Infant and Toddler Feeding – Remember to make this a Relaxed Routine!**

### **General:**

- Hands must be washed before handling bottles or food.
- Children who use a highchair must be strapped in at all times.
- Feed infants according to their individual scheduling and hunger needs.
- Schedules can not allow more than three hours without a meal or a snack being offered, unless they are sleeping.
- Regardless of consumption, meals and snacks should be served to each child.
- Children can only have what is sent from home. Children under 12 months can never have cow's milk.
- When needed, give parents who are breastfeeding access to the "Comfort Room" for privacy.
- Make bottle time a one-on-one interaction and bonding opportunity with each child!
- Infants must be held when they are bottle-fed. Bottles can not be placed with children in cribs at any time. Bottles can not be propped, but they are held by an adult or the child. Teachers should use this time to interact with infants and toddlers while feeding them.
- Be sure to complete the "*Scoop in the Room*" so parents know what/when their child ate.

### **Formula:**

- Mix powder formula with water right before feeding. Do not pre-mix.
- To Warm: Use the bottle warmer. Do not heat in microwave. Shake the bottle once heated and test on the top of your hand. Formula should feel lukewarm before feeding to baby.
- Discard unfinished formula. Do not save for later.

### **Breast Milk:**

- Parents should only bring enough breast milk for each day.
- Keep breast milk refrigerated until it is time to feed.
- To Warm: Use the bottle warmer. Do not heat in microwave. Shake the bottle once heated and test on the top of your hand. Milk should feel lukewarm before feeding to baby.
- To Thaw if Frozen: Hold container under warm water and massage the bag or shake the bottle.
- Discard unfinished breast milk. Do not save for later.

### **Baby Food:**

- Transfer portions of food from the original container to a bowl before feeding unless the baby regularly finishes all the food in the original container.
- To Warm: Transfer food into a microwave safe dish. Warm in 15 second intervals, stirring and \*touch testing in between each interval. Let sit for 30 seconds, stir and touch test before serving. Food should be lukewarm. \*Touch testing should be done by spooning a small amount of food onto the back of your hand and then wiping clean. Do not touch the spoon to your hand. Food containing meat or egg should not be warmed in the microwave (Hotspots form in the fatty parts.) Use warm running water, the bottle warmer or serve at room temperature.
- Do not offer foods that present a risk of choking. Food is cut into ¼ inch squares for infants and ½ inch squares for toddlers.

## **CHILD ABUSE PREVENTION & REPORTING POLICY (ACSI 7.6)**

### **CHILD ABUSE PREVENTION POLICY**

#### **I. Confirming an Employee's or Volunteer's Suitability for Work at Children's Corner**

As a Christian ministry to children, families and the community, Children's Corner is committed to reflecting godly character and protecting the people involved in its ministries. Any person who may pose a threat to children, youth or vulnerable adults will be prohibited from working or volunteering in a Children's Corner program.

- A. An application will be completed by applicants and potential volunteers in order to accumulate information regarding their relevant experience as it pertains to protecting children and vulnerable individuals.
- B. References will be checked to gather input from those associated with the applicants and potential volunteers to ensure there are no concerns regarding their working with children and that they are of Christian character.
- C. A formal background check will be completed to confirm that applicants and potential volunteers do not have a criminal history. The criminal history inquiry will allow us to distinguish if an individual will pose a threat. No registered sex offender will be allowed to serve as an employee or a volunteer. (NAEYC 10.E.02)

#### **II. Supervision of Children**

- A. Teacher child ratios must be maintained according to accreditation guidelines. There will be two teachers assigned and present with every group, except when a small class size makes assigning two teachers unfeasible.
- B. The "Rule of Three" is required at all times. There must be at least one adult supervising every group of children. When there is only one adult, there must be at least two other individuals present at all times. No adult can ever be alone with a child.
- C. Only females can assist children in the restroom or change diapers because of the statistical correlation between males and child molestation.
- D. When using a public restroom, children will be accompanied by a screened adult to and from the restroom. The adult will enter the restroom first to be sure that it is safe.
- E. Children will be supervised by sight and sound at all times. When children are sleeping, mirrors or sound monitors may be used to augment supervision in sleeping areas, but such monitors may not be relied on in lieu of direct visual and auditory supervision. (NAEYC 3.C 02-03)
- F. Supervision of children will be primarily by sight. Supervision for short intervals by sound is permissible, as long as adults check frequently on children who are out of sight. (i.e. Those who can use the toilet independently, who are in the library area or who are napping.) (NAEYC 3.C. 04)
- G. In order to minimize the number of groups, teaching staff, and classroom transitions experienced by an individual child during the day and program year, every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children. Teacher placement in a group and child placement in a group are intended for an entire program year. Changes will only be made under unusual circumstances. (NAEYC 10.B.13)

### **CHILD ABUSE REPORTING POLICY**

#### **I. Definition of Terms**

As used in the Oklahoma Child Abuse Reporting and Prevention Act (See §10-712):

- A. "Abuse" means harm or threatened harm to a child's health or safety by a person responsible for the child's health or safety including sexual abuse and sexual exploitation. Use of ordinary force as a means of discipline, including but not limited to spanking, switching or paddling is not considered abuse. (See 21 O. S. A. §844)

- B. "Harm or threatened harm to a child's health or safety" includes, but is not limited to:
  - 1. non-accidental physical or mental injury,
  - 2. sexual abuse which includes, but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law, by a person responsible for the child's health or safety,
  - 3. sexual exploitation which includes but is not limited to allowing, permitting, or encouraging a child to engage in prostitution, as defined by law, by a person responsible for the child's health or safety or allowing, permitting, encouraging, or engaging in lewd, obscene, or pornographic photographing, filming, or depicting of a child in those acts as defined by the state law, by a person responsible for the child's health or safety.
- C. "Neglect" means failure or omission to provide:
  - 1. adequate food, clothing, shelter, medical care, and supervision, or
  - 2. special care made necessary by the physical or mental condition of the child.
  - 3. Protection from harm or threatened harm
- D. "Child" means any person under the age of eighteen (18) years except any person convicted of a crime or any person who has been certified as an adult and convicted of a felony.
- E. "Person responsible for a child's health or safety" includes a parent; a legal guardian; custodian; a foster parent; a person eighteen (18) years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child; an agent or employee of a public or private residential home, institution, facility or day treatment program; or an owner, operator, or employee of a child care facility.

## II. Procedure if an Allegation Occurs

- A. Volunteers/employees who observe signs and symptoms of abuse or have an incident of abuse reported to them should seek consultation immediately with the Director. Neither one should conduct an investigation. If the Director is the suspected abuser, then the volunteer/employee should consult with the Senior Pastor.
- B. The Director reports immediately to the President of the Board when signs and symptoms or an incident of suspected child abuse occur.
- C. The duty to report specified by the Oklahoma Child Abuse and Reporting Act will be followed. (See §10-7103) Accordingly,
  - 1. Every
    - a. teacher of any child under the age of eighteen (18) years, and
    - b. other person having reason to believe that a child under the age of eighteen (18) years is victim of abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services (DHS) in the county wherein the suspected abuse or neglect occurred. **CALL THE OKLAHOMA COUNTY DHS CHILD ABUSE HOTLINE: 841-0800 OR THE STATEWIDE TOLL-FREE CHILD ABUSE HOTLINE, 1-800-522-3511.** Reports may be made by telephone, in writing or personally, according to Oklahoma statute. In addition, King's Gate requires a written, signed report to be submitted by an employee or volunteer to the immediate supervisor. Any report of abuse or neglect shall be made in good faith.
  - 2. No privilege or contract shall relieve any person from the requirement of reporting.
  - 3. The reporting obligations are individual and no employer, supervisor or administrator shall impede or inhibit the reporting obligations of any employee or other person. No employer, supervisor or administrator of any employee or other person required to provide information shall discharge, or in any manner discriminate or retaliate against, the employee or other person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that the person did not perpetrate or inflict such abuse or neglect.
  - 4. Discussion of the suspected child abuse must remain confidential and only with those persons involved in the process.
- D. Document in writing all efforts at handling the incident. The person reporting the abuse to DHS shall record the date, time and person who received the report. A confidential file of all information is to be maintained in a locked file cabinet by the Director under the guidance of the Pastoral Staff. The file shall be maintained for seven years after the age of majority of the alleged victim and then destroyed. Accessibility to this file is strictly limited to those church officials who are designated to interact with

police officials and child protection officials. Permission may be granted by the Director, the Pastoral Staff or the designated liaison for access by a board-appointed attorney or insurance carrier representing Children's Corner. All others who gain access to this material will be considered to have breached confidentiality.

- E. In addition to making a report to the DHS, the Board Executive Committee members must consult with legal counsel and must notify the liability insurance company if an employee or volunteer is alleged to be involved.
- F. If the child's parent(s)/guardian(s) are aware of the complaint, and are not the suspected abusers, they should be encouraged to file a report in addition to the Children's Corner employee or volunteer reporting the complaint.
- G. If the child's parent(s)/guardian(s) choose not to file a report, the employee or volunteer who originally reported the incident contacts the *Oklahoma County DHS Child Abuse Hotline: 841-0800* or the *Statewide, toll-free Child Abuse Hotline, 1-800-522-3511*, under the guidance of the Board Executive Committee members.
- H. The report to DHS Child Abuse Hotline shall contain the following information:
  - 1. the names and addresses of the child and the child's parents or other persons responsible for the child's care;
  - 2. the child's age;
  - 3. the specific signs or symptoms and extent of abuse or neglect, including any evidence of previous injuries;
  - 4. the date of the child's report or when the signs or symptoms were noted, and what, if any, comment or response the child had either to the signs or symptoms or to his/her reporting of abuse;
  - 5. the nature and extent of the child's dependence on a controlled dangerous substance; and
  - 6. any other information that the maker of the report believes might be helpful in establishing the cause of the injuries and the identity of the person or persons responsible thereof if such information or any part thereof is known to the person making the report.
- I. The Board Executive Committee instructs the reporting person about how to respond if the child, the parent(s), or the authorities call him/her.
- J. Do not confront the accused until the safety of the child is secured.
- K. Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support, extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority.
- L. Treat the accused with dignity and support. If the accused is an employee or volunteer, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is an employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- M. Designate a Board Executive Committee member to serve as liaison between the legal authorities/child protection and Children's Corner. This person also serves as the liaison between the Board and the authorities if the report leads to an investigation, criminal charges, arrest, trial, conviction or dismissal of charges.
- N. Employees are not at liberty to discuss the matter with the press or anyone outside of the DHS representative, the Board and the Director. The Board will use the text of a prepared public statement to answer the press and to convey news if necessary. Complete discretion and confidentiality must be maintained. Be careful to safeguard the privacy and confidentiality of all involved.
- O. If a state or judicial authority determines the accused to be guilty, Children's Corner will terminate the volunteer or employee. If the perpetrator is a church member, the Pastoral Staff will confront the sin and begin the process of reconciliation and healing.

Some items in our handbook come from the Society of Human Resource Management.