

## **INTRODUCTION**

The purpose of this handbook is to assist Student Classroom Aides (SCAs) in their daily work at the Center. Please feel free to contribute your suggestions and ideas and to ask questions about any areas that may not appear clear. Your input is welcome.

We strongly encourage you to read and become familiar with the Center for Young Children and Families' Family Handbook as well.

**All SCAs should complete and sign the “Received and Read” form at the end of the handbook and return the signed form to the Program Assistant.**

### **Important Phone Numbers**

CYCF Office 535-2299

Karen Sanders, Director 535-2838

[klsanders@plymouth.edu](mailto:klsanders@plymouth.edu)

**\*Voice mail is available at all times when the Center is closed.**

Website Address: [www.plymouth.edu/psc/educate/cdfc/](http://www.plymouth.edu/psc/educate/cdfc/)

The Plymouth State Center for Young Children and Families (CYCF) is licensed by the State of New Hampshire and is accredited by the National Academy of Early Childhood Programs of the National Association for the Education of Young Children. This national accreditation recognizes and honors early childhood programs of high quality. Only seven percent of programs nationwide have achieved this honor. The CYCF is part of the Plymouth State Department of Early Childhood and is an academic laboratory for early childhood students.

## **MISSION**

The mission of the CYCF is to provide high quality early childhood programs to young children and their families. A high quality program is identified by its ability to offer comprehensive learning experiences through a planned environment. A child development center is not a “day care” in the traditional sense of the idea. Child care is only one component of the program. Within the Center environment, the developmental needs of children are planned for in a consistent and secure setting offering developmentally appropriate practices. As part of the Department of Early Childhood at Plymouth State University, the Center is a model early childhood program for the education of students in the field of early childhood studies.

## **PHILOSOPHY**

The CYCF offers developmentally-based programs that focus on the needs of the whole child—physical, emotional, social, cognitive, and familial. All staff members recognize the importance of teacher-child interactions and strive to establish and maintain warm and trusting relationships with children and their families. Activities and routines at the Center are based on sound developmental practices and build on children’s natural

curiosity and problem-solving abilities. Children participate in many play and language activities and have the opportunities to work and play in small and large groups and individually. Our child-centered philosophy reflects an understanding of the needs of young children in a complex society. Our program seeks to serve all children, including young children with disabilities. The CYCF offers four programs for children ranging in age from approximately 13 months to six years old: Toddler, Early Preschool, Preschool, and PreK or PreK/Kindergarten.

### **CYCF ADMINISTRATION AND STAFF**

|                          |                                  |
|--------------------------|----------------------------------|
| Karen Sanders, M.Ed.     | Director                         |
| Wendy Hartke, M.Ed.      | Facilitating Teacher             |
| Meredith Leighton, B.S.  | Early Childhood Teacher II       |
| Kayla Roper, B.S.        | Early Childhood Teacher II       |
| Natalka Sywenkyj, B.S.   | Early Childhood Teacher I        |
| Carly Roy                | Early Childhood Teacher I        |
| Amanda Myles             | Early Childhood Teacher          |
| Francis “Grant” McKinnon | Early Childhood Fellow 2015-2016 |

### **EARLY CHILDHOOD COMMITTEE**

|                           |  |
|---------------------------|--|
| Patricia Cantor, Ed.D.    | Professor of Early Childhood Studies                       |
| Mary Cornish, Ph.D.       | Professor of Early Childhood Studies & Dept. Chair         |
| Elisabeth Johnston, Ph.D. | Assistant Professor of Early Childhood Studies             |
| Meagan Shedd, Ph.D.       | Assistant Professor of Early Childhood Studies             |
| Donald Birx               | President of the University                                |
| Julie Bernier             | Provost and Vice President for Academic Affairs            |
| Gail Mears                | Dean of the College of Education, Health, & Human Services |

### **PLYMOUTH STATE STUDENTS & THE CYCF**

**The Center is open during Winterim, Spring Break Week, and Summer I. If you are available to work, please let the Office Assistant know, preferably a month in advance.**

The Center is host to many students throughout the year on different kinds of assignments. Practicum Students are completing a student teaching experience and are regarded as part of the teaching team. Students from the “Preschool and Kindergarten Curriculum and Instruction” course are at the Center two-three mornings a week, as are students from “The Project Approach”. Students from a variety of other early childhood courses are here completing observations, service learning, or fieldwork.

Students who work at the CYCF are considered an important part of our staff. Some have had many experiences working with children, others are new to the field, but all are expected to have one quality in common – a commitment to children. The Center staff

value the contributions of SCAs. Students are expected to understand the extent of their responsibilities and to ask a staff member or the Director for clarification if necessary.

## **BEFORE YOU BEGIN**

Prior to your first day of work, SCAs should complete an application and meet with the Program Assistant or the Director. A student's class schedule determines hours of availability. A student cannot work extra hours beyond those scheduled without discussing the situation with the Program Assistant. SCAs are expected to attend an orientation session early on in their employment.

## **FINGERPRINTING/CRIMINAL RECORD CHECK**

All employees are required to have fingerprinting and a criminal record check completed. **This MUST be completed prior to your first day of work.** The record check is done by the state police at a cost paid by you. Information about the fingerprinting process will be sent to applicants upon hiring. If you have not received this information, please contact the director. **YOU CANNOT BEGIN EMPLOYMENT UNTIL A FINGERPRINT/CRIMINAL RECORDS CHECK HAS BEEN COMPLETED.**

## **PHYSICAL**

The Center must have a copy of a physical, completed within the last three years, on file in order to be in compliance with state licensing. It is preferred that this be received prior to your first day of employment. However, if you will be completing the physical at the PSU Wellness Center, please contact the Director, and schedule your appointment as soon as possible. All physicals **MUST** be received within 60 days of your first day of employment or you will be released from your position.

## **ABSENCES AND LATENESS**

Working with groups of children makes you vulnerable to some of the illnesses that sweep through the Center. You can help yourself stay healthy by eating nutritiously, sleeping enough, and washing your hands frequently during the course of the day. We highly recommend that students working in our classrooms receive a yearly flu shot.

If you do become ill, please use good judgment about whether or not to come to work. If you must be out due to illness, please **call** in immediately so that we have time to arrange for a substitute. **All absences should be reported to the office at 535-2299. The Center voice mail is available at all times, so messages may be left in the evening. Please do not e-mail this information. You must call!**

All staff members and students are expected to be in their assigned room ("on the floor") at the time that they are scheduled to begin work. Lateness seriously affects the staffing in the room and impacts negatively on the other staff and children.

**IMPORTANT:** The Center has a strict policy regarding lateness and absence among Student Classroom Aides. **Any SCA who is late for or misses work two or more times, or is a "no call, no show," will have his/her employment reevaluated and may be at risk of losing his/her job.** Please think carefully about your commitment before you agree to work at the Center.

## **WORK HOURS AND BREAKS**

**SCAs must complete white timesheets, which are in a 3-ring binder outside the main offices.** SCAs should sign in on arrival and sign out on departure, and should only include hours actually worked (do not include time that you are upstairs storing belongings, and only hours actually worked if sent home early). On the time sheet, total your hours daily and weekly, making sure that everything is filled in as shown on the sample time sheet you were given upon hiring.

It is very important for young children to have teachers that are consistent and familiar so that they can establish strong, trusting relationships with their caregivers. In light of this, and to better your experience at the CYCF, we try to keep a consistent work schedule for each SCA. If you have the same time block open on MWF or TR, we will schedule you in the same room for those times and days. **We will need you to accept all of the days and times within the time block, or we will need to give the full schedule to another SCA who can accommodate this.** For example, if you have 8-10 am MWF open on your class schedule, we will schedule you to work 8-10 am, MWF. You will need to accept MW&F, not just M&W. Please see Karen for clarification, if needed.

All staff who work for more than 5 ½ consecutive hours with the children must take a half hour break during that time. These are unpaid breaks. The half-hour breaks have been carefully scheduled so that adequate coverage is maintained at all times. These unpaid breaks should be entered on time sheets. If you want to change your scheduled break time, whether for a day or permanently, please discuss with the head teacher in the classroom. Please be sure to notify the office of any changes in the regular schedule.

Fifteen-minute paid breaks are scheduled for SCAs who are working for more than four consecutive hours. These breaks should NOT be entered on time sheets. Occasionally, you may be asked to take your break earlier or later than usual to accommodate unanticipated staffing problems. Please try to be understanding if this occurs. If you must have an unscheduled break let the office know immediately and they will arrange coverage for you.

## **APPROPRIATE APPAREL**

People who work with children know that their day consists of many different activities ranging from art projects to outside play. You should dress comfortably, yet appropriately, for participating in diverse activities with children, meeting the public, and supervising the playground in all seasons.

Please use your judgment and dress professionally. Baseball caps or similar hats are not to be worn indoors. Shorts are appropriate for warm weather, but please wear shorts that allow you to sit on the floor comfortably and modestly. You may wear jeans as long as they are not ragged or torn, but **yoga pants, leggings and sweatpants are not permitted.** Please do not wear short skirts, short shorts, outfits in which underwear is

visible, spaghetti or thin-strap tank tops or halter tops. Written warnings will be issued for wearing such clothing to work. You should be prepared for winter conditions, so please bring boots, hat and gloves if you are scheduled during outside playtime. Your modeling of appropriate clothing is important. **Be sure to always have appropriate footwear and outerwear for outdoor conditions as the children go out daily.**

## **PARKING**

Unfortunately, there are no parking arrangements at the Center for students. You must park in your regular parking area on campus. If you park on Cummings St. or the hospital lot across the street from the Center, you will get a parking ticket from the town of Plymouth and will have your car towed, at your expense.

**Students should not park in the front driveway, in the visitor space, or in the handicapped space (unless you are permitted by law). Be Careful not to park in the hospital lot across the street from the Center, as they frequently tow vehicles.**

## **PERSONAL BELONGINGS**

Spaces have been designated upstairs for the storage of personal belongings of students. **Please do not store your belongings (coats, bags, etc) in the classrooms, hallway, or office, unless specifically asked to do so by the classroom teacher.** If you go outside during your work hours, please bring your coat with you to the classroom and ask a staff member for an appropriate place to keep it. The Center is not responsible for the loss or theft of any personal items. Please be sure to store your belongings carefully. Please see the Program Assistant if you have concerns regarding storage of personal items. Keys and cell phones may be kept in the appropriate baskets in the main office. **Cell phones are not to be brought into the classroom.**

## **KITCHEN CLEAN UP**

**Please remember to wash your hands before beginning any job in the kitchen.**

**Kitchen Clean-up-** Specific instructions are posted in the kitchen near the paper towel dispenser. Please remember that when you are finished, the counters and stove should be wiped down, all dishes washed, and all food put away. The State Licensing Board can walk in at any time unannounced. The kitchen, like other areas, needs to be left clean. Please feel free to ask the classroom teachers, Director or office staff for further information.

## **CONFIDENTIALITY**

Confidentiality is critical at all times if we are to establish and maintain trusting relationships with children and families. Protecting children's and family's rights is an essential responsibility for all staff and students and is taken very seriously at the Center. **Discussion of Center children and families with non-staff members outside the Center is a breach of confidentiality and may be grounds for dismissal.** Please keep this in mind if you baby-sit for or know Center families personally. Currently, several

staff members have children at the Center; please do not discuss staff members' children with other parents or with the child's parents. If staff are asking you questions regarding their own children, please refer them to the classroom teacher.

The privacy of staff members, SCAs and Practicum students is respected. Parents often ask for telephone numbers of students for babysitting purposes. We do not release student telephone numbers, but will instead pass along written messages to students so that they may choose whether to respond to the request.

## **DAILY ROUTINES**

### **RESPONSIBILITIES AND SUPERVISION**

SCAs are supervised by any staff member or substitute wearing a green nametag. Any questions about your role and responsibilities should be directed to a staff member, the Director, or the Program Assistant. **DO NOT answer questions about children, staff or Center policies. Please direct inquiries to the classroom teacher in the classroom, or the Director.** If you have concerns about a particular child, please share it with the classroom teacher in the classroom.

**All staff members are expected to wear nametags at all times.**

### **GREETING CHILDREN**

**All children and parents should be greeted upon their arrival and acknowledged when they leave.** Each classroom staff will decide how this will be handled. A friendly greeting and a welcoming smile can make a big difference in a child and parent's day. At no time should a child and parent arrive without someone acknowledging their presence. Staff members, including students, should make an effort to help the child become engaged in the classroom routine before the parent leaves.

**Parents may have important information about a child's day that should be communicated to staff members. Please request that the parent convey the information directly to the classroom teachers.**

### **SNACKS AND LUNCHES**

Children bring their own snacks and lunch from home each day. Uneaten food should be put back in the child's lunchbox and sent home so parents will know what the child has eaten. Sharing food is not allowed for medical and health reasons. Staff members and students eat with the children, unless their break occurs during the lunch hour. Staff members and students supply their own lunches. These lunches may be stored in the classroom with the children's lunchboxes or upstairs. We do not have facilities for refrigerating or microwaving lunches in the kitchen or classrooms.

For younger children, teachers place out, or may ask you to place out, snacks and lunches for the children. Children in Pre and PreK take out their own lunches. Please do not insist that children eat one food before another, unless the classroom teacher has advised

you to do so. We do have several children with food allergies and sensitivities: food sharing is not allowed.

We encourage you to bring in food to eat along with the children. Please remember that we need to be good role models. Please do not bring in candy or soda. If you bring in water, coffee, etc., please be sure that it is in an appropriate container and that you are following the same rules as the children for consumption of liquids (sitting at a table, etc.). Your modeling is important.

## **CHILDREN'S HEALTH**

### **WHEN A CHILD BECOMES ILL AT THE CENTER**

If you suspect that a child is ill, please notify the teacher in the classroom immediately. **Only the classroom teacher may take the responsibility of notifying a family to send a child home or relaying information about the child's health with the family.**

### **ALLERGIES**

Some children at the Center have allergies and cannot eat certain foods. Staff members can provide allergy information for you. **Please make sure you are familiar with any dietary restriction any child in a given program may have.**

Some children and staff members are allergic to various perfumes and hairsprays. Please be considerate and minimize their use before coming to work. Please do not apply these items at the Center.

It is Center policy that lotions and sprays (diaper rash ointment, insect repellent, sunscreen, etc.) are only applied by the classroom teachers. **You are not responsible for the application of lotions and sprays.**

### **MEDICATIONS**

**Only the classroom teacher is authorized to administer medication. Please notify a staff member immediately if a child has any medications with him/her, including over the counter medications, cough drops, or vitamins. Parents who bring in medication MUST be directed to a staff member.**

### **OTHER HEALTH NOTES**

If you suspect child abuse or neglect, immediately report your suspicions to the classroom teacher or the Director.

**ALL ACCIDENTS/INCIDENTS  
MUST BE COMMUNICATED  
TO A CLASSROOM TEACHER  
IMMEDIATELY!**

**Students may NOT administer First Aid/CPR**, even something as simple as applying a Band-Aid to a scraped knee. **ONLY CLASSROOM TEACHERS can administer First Aid/CPR. Students are not responsible for any diapering, toileting, or cleaning up of bodily fluids**; however, you should be aware of effective methods of handwashing and know when handwashing is appropriate. **Please read the following section on Universal Health Precautions very carefully. Be sure you understand the sections that apply to you.**

### **Universal Health Precautions And Methods of Controlling the Spread of Infectious Disease**

All staff working at the CYCF must practice appropriate health precautions when changing diapers, dealing with tears, saliva, or nasal discharge, assisting injured children who have incurred open wounds, and assisting children with toileting, in order to protect ourselves and the children from infectious diseases, including all forms of Hepatitis and human immunodeficiency viruses. Universal Health Precautions dictate that we treat all blood and other bodily fluids as potentially capable of transmitting these and other pathogens. We are therefore obligated to exercise the following precautions.

#### **STAFF AND STUDENTS**

##### **Items in bold refer to Student Classroom Aides**

1. Handwashing with friction is the best method of disease control. The steps for effective handwashing are posted in each bathroom. All staff must wash their hands in each of the following circumstances:
  - **Before and after your shift**
  - **Before and after eating, handling food, or feeding children**
  - **After using the bathroom**
  - **After cleaning soiled areas and equipment**
  - **After wiping your nose or after coughing or sneezing into your hand**
  - After wiping a child's nose
  - Before and after handling children's injuries
  - After changing a child's diaper or assisting in toileting
  - After coming in contact with bodily fluids (urine, feces, nasal discharge, saliva, vomit, and/or blood)
  
2. Staff are expected to wear latex gloves in the following circumstances:
  - On both hands before any diaper change (Gloves must be changed and changing table wiped between successive diaper changes. Handwashing is mandatory between changes.)
  - When attending to cuts, scrapes, and other open wounds
  - When assisting with bloody noses and other blood spills
  - When assisting a child with toileting

- When cleaning up vomit, urine, or other bodily fluids

Latex gloves are located in each classroom and in the children's bathrooms. Staff members are expected to carry a pair or two in their apron for emergencies. **Students should not be involved in any incident that would require them to wear latex gloves.**

3. Dispose of contaminated gloves, diapers, paper products, etc., as follows:
  - Soiled diapers are to be placed inside gloves (with gloves turned inside out over diapers) or in a plastic bag and disposed of immediately in the appropriate receptacle. Never use hands to open receptacles.
  - Blood-contaminated gauze, paper products, etc., should be either pulled inside gloves or placed in a plastic bag before being disposed of in the appropriate receptacle.
  - Blood-, urine-, or feces-soiled clothing and accessories must be placed in a plastic bag and returned to the child's cubby. Soiled clothing may not be washed at the Center.
4. Staff are advised to wear clean aprons daily. Aprons should be washed at the Center.
5. **When a child is observed putting a toy in his/her mouth, or sneezing or coughing on it, remove the toy and replace it with another. Then wash your hands immediately. Be sure you know where to put soiled toys so that they can be cleaned and sanitized later. Each classroom will designate a place for "toys to be cleaned."** The toy will need to be sanitized before it can be returned to the classroom for children's use. Periodically wiping toys down with a bleach solution is required of all programs. Each room should devise a cleaning procedure. Before toys are packed away for the summer, or before they are unpacked at the beginning of the school year, they must be sterilized.
6. The use of resuscitation mouthpieces is mandated for any resuscitation. Do not use direct mouth-to-mouth contact. Resuscitation mouthpieces are located at each end of the building. Only staff members will be involved in emergencies requiring resuscitation.
7. Sleeping mats must be sanitized daily with bleach/water solution and air-dried. Mats should be stored with the sides that come in contact with the floor touching each other.

## **LANGUAGE**

How you talk with the children is very important. A vital part of your role is to **model appropriate language and encourage the child's language development.** When you engage in conversation or talk with the children, you are helping them to learn how to interact with other people and how to express their thoughts and emotions.

Points to remember when working with children of any age:

- Use respectful and courteous language with the children and with other staff members.
- Avoid referring to the children as “you guys.” This is a tough habit to break, but if you are conscious of it you will use it less. “Boys and girls”, “friends” or “okay, everyone” will work just as well to get the children’s attention.
- Take care with your pronunciation (watch for “gonna” or “wanna”).
- Use specific and precise language to help children develop a rich vocabulary of words they can understand and say. For example, rather than asking a child to “Please give me that one over there,” you can ask, “Please give me the big red truck with the yellow wheels.”
- Encourage children to experiment and play around with oral language, just as you encourage them to experiment with drawing and writing. Sing songs, recite rhymes, tell jokes, share long or silly words that you think they might enjoy.
- Be patient with the children and give them time to say what they need to say, rather than finishing sentences for them or immediately responding to nonverbal cues.
- Address all children and adults by name. This is a sign of respect and helps the children learn and recognize each other’s names. Try not to refer to children just as “honey,” “sweetie,” etc.
- When we tell children to “use your words” to resolve a conflict, please keep in mind that they may not know what words to use. It is more helpful to model the language that would be appropriate in the situation.

## **DISCIPLINE**

At the Center, we understand discipline to mean helping children to learn acceptable behavior. We believe that children begin to learn self-discipline, or how to guide their own behavior, when they are treated with respect. We do not use the same discipline technique in every situation, for we recognize that each child and each situation is unique. Still, all staff members at the Center recognize and follow certain general discipline techniques, as endorsed by the National Association for the Education of Young Children. These discipline guidelines are to be followed by all staff and students. It is the responsibility of classroom staff to make sure that student classroom aides and practicum students understand and follow the guidelines. **If you are not comfortable handling a situation involving discipline, notify a staff member immediately. *If you witness a staff member or student handling a discipline situation in an inappropriate or questionable manner, please see the head teacher and/or director immediately.***

- Setting clear, consistent, and fair guidelines for classroom behavior, and reminding children of these guidelines when necessary.
- Listening carefully to what children have to say about their feelings.
- Regarding mistakes as opportunities for learning.
- Helping children to develop the skills to solve their own conflicts.
- Modeling appropriate and respectful treatment of people and materials.
- Redirecting the children to a more acceptable behavior or activity.

In the case of inappropriate behavior, a staff member would first try to determine what happened, and then use his/her professional judgment to decide how best to handle the situation. Children are encouraged to talk about what is bothering them, and staff members try to involve children in resolving conflicts. Staff members also try to encourage children to see each other's point of view, which is a first step in developing empathy, an important prosocial behavior.

The Center does not use a "time out" chair or area. On occasion, a child may be redirected away from a group or activity, but this is not used as punishment. Instead, an attempt is made to change the situation that is leading to inappropriate behavior.

**The following actions will not be used at the Center under any circumstances: hitting, yelling, criticizing, threatening, or making hurtful or sarcastic comments. Hitting or threatening to hit a child is grounds for immediate dismissal. Withdrawing food from a child, refusing to give a child snack or lunch, or denying a child outdoor time are not acceptable forms of discipline.**

**If you witness any of the above techniques being used, please notify the director immediately.**

## **PLAYGROUND SUPERVISION**

*Please come dressed daily to go outside and interact with the children.*

Playground safety is a major priority at the Center. The playground is physically as safe as we can make it, but staff members and students must continue to be vigilant during playground time. Strong staff supervision is crucial for playground safety. This means that:

- A least one student or staff member should be stationed at each piece of major equipment to serve as a spotter or facilitator. **THIS IS ESSENTIAL.** Please be sure that each teaching team agrees on a system for supervising children on the equipment during playground time. SCAs and Practicum students should be advised of the system, and all adults should follow it.
- Students should not be left in charge on the playground. At least one staff member should be out on the playground at all times, and an adequate staff-child ratio must be maintained at all times.
- Keep in mind that children have different levels of tolerance for hot or cold weather and watch all children carefully. In hot weather, monitor the children carefully and make sure they drink plenty of liquids. This is important for preventing heat-related illnesses. Watch for hot, red, dry skin. In cold weather, staff should be alert to signs of cold-weather injuries, such as "frost nip."
- Try to limit discussion on the playground with staff members, other students, and parents.

- Please do not sit on tabletops or stand on tableseats, and do not allow the children to sit or stand on tables.
- While on the playground, you are expected to be standing at a piece of equipment or moving around with the children. You should not be sitting down unless engaged in conversation with a child or group of children, or unless sitting is a better way to supervise (as at the sandbox). When engaged with a small group of children, please be sure to continue to monitor the playground by doing visual scans of the rest of the playground.
- If you notice a hazard on the playground, such as broken glass, or if the children are playing in a potentially dangerous way, redirect the children and explain the hazard. Report any safety hazards to a staff member immediately.
- Take the children away from the playground immediately if a skunk, raccoon, dog, or cat is on the playground. Report the situation immediately to the head teacher and to the office. Rabies is still widespread in this area.
- All of the equipment, including tricycles, scooters, swings, and slides, is designed for children. Please do not use the equipment yourself, as it may break under your weight. Also, you are denying a child the use of the equipment while you are on it yourself.
- Familiarize yourself with the Playground Rules and PowerPlay Rules posted around the playground. If you have questions, please ask a teacher!

**NOTE: Classroom doors to the playground should NOT be left open during the day, whether children are in the classroom or on the playground. While children are on the playground, please make sure classroom doors to the hallway are also closed. Children should not be sent in to the building for toileting or other purposes without a staff member or SCA going with them.**

### **RELEASING CHILDREN**

**Students are NEVER responsible for releasing children. A staff member MUST ALWAYS be present when a child is picked up. If a staff member is not in the room when a child is being picked up, ask the parents/authorized pick-up person to wait for the staff member to return.**

### **CHILDREN WITH SPECIAL NEEDS**

Our program includes several children with special physical, emotional, and/or educational needs. **All children are included in everything we do at the Center.** Some children receive services from therapists or consultants who visit the Center as needed. Some children have their own individual aide.

Be sure to familiarize yourself with the special education personnel who visit the Center. If you have questions about how you can help meet a child's needs, speak with the classroom teacher. Other children or students may ask you questions about children with disabilities; if you're not sure how to respond, speak to the classroom head teacher. If a parent asks you to discuss any of the children with them, please refer them to the classroom teacher. Occasionally students from college classes will come in and ask to observe "kids with special needs." It is a violation of

confidentiality to identify these children to people who are not involved in their care. Please see the Director if you have concerns.

## **Special Procedures**

### **EVACUATION PLAN**

In the event that we have to evacuate the building due to loss of power, fire, flood, or other emergencies, children should be moved to the nearest large gathering area with phone and car access. This would probably be Belknap Hall or Pease Public Library (if it is open at that time). The Program Assistant will take the field trip notebooks with her so that parents can be called to pick up their children.

### **SEVERE WEATHER POLICY**

On days of inclement weather, please call the staff line, 535-2299, to see if we are operating on a delay or are closed or watch for our listing on WMUR. We follow whatever the University does as far as closing and delays. Occasionally we may call a delay that the University does not. If there is inclement weather, it is best to call the Center or watch WMUR. You can also sign up for the Remind Alert System, which will send a text or email alert directly to the phone or email accounts you provide. Information on this system will be given early in the semester.

### **FIRE DRILL PROCEDURES**

The Center schedules monthly fire drills at different times of day to familiarize staff and children with appropriate procedures. State licensing mandates fire drills.

Red fire alarms are located near ALL exits. Be sure that you know how to pull the fire alarm. Fire extinguishers are located:

- Right inside the front door
- In the kitchen on the left side of the refrigerator
- Near the fireplace outside the kitchen
- In the Kindergarten near the paper towel dispenser
- In the upstairs conference room

Please familiarize yourself with the location and use of extinguishers.

### **IN CASE OF A FIRE DRILL**

Assist children quickly through the nearest fire exit door

**TODDLER ROOM:** take the children out the room rear door (playground door) and walk them to the end of the sidewalk in front of the Center (keeping out of the driveway). Go out the playground gate to the sidewalk in front of the Center if children are on the playground.

**EARLY PRESCHOOL:** exit children through the playground door and out the sandbox gate and walk them to the sidewalk in front of the Center (keeping out of the driveway). Follow this same procedure if the children are on the playground.

**PRESCHOOL:** exit children through the door closest to the driveway and walk them on the grass toward the sidewalk in front of the red building. If the children are on the playground, exit through the single gate near the classroom and walk on grass toward the sidewalk in front of the red building.

**PREK:** exit children through the door closest to the driveway and walk them on the grass toward the sidewalk in front of the building. If the children are on the playground, exit through the single gate in the sandbox area and walk across parking lot to hill behind dumpster.

Do not re-enter the building until clearance is given. No one may remain inside the building, upstairs or downstairs, during a fire drill.

### **PHONE CALLS**

Students should instruct their family and friends NOT to call them at work except in an emergency. Students are not allowed to use the telephone in the main office. If you must make a phone call from the Center, please see the Office Assistant.

### **CELL PHONES**

Cell phones are NOT permitted in the classroom. Please leave them at home or in the main office in the appropriate basket. Using a cell phone in the classroom as seen as a sign of disrespect toward the teachers and children and will result in termination.

### **IF YOU ARE INJURED AT WORK**

Please notify the Program Assistant immediately if you are injured at work, as paperwork needs to be processed with Human Resources within 24 hours.

### **UNIVERSITY HOLIDAYS**

The Center is closed on University-wide holidays. There are certain days in the academic calendar, however, that are not College-wide holidays, but are days on which classes are not held. An example is Winter Carnival. **Students are expected to come to work on any day that the Center is open and they are scheduled to work.**

### **UTILIZING THE CENTER FOR COURSEWORK**

**Any coursework that you would like to complete at the Center must be approved by the classroom teacher and the director. If you would like to complete an assignment at the Center, you must submit a written request to the director which includes a copy of the assignment, dates requested to complete the assignment, and date the assignment is due.**

**Do not under any circumstances approach a family while you are working at the Center to request their assistance in completing coursework. If you would like to receive assistance from a Center family for an assignment, please make the request through the classroom teacher and Center director.**

**Failing to abide by the above guidelines will result in immediate dismissal.**

## **CALENDAR**

The Center will be closed for the following holidays:

|                      |   |
|----------------------|---|
| Labor Day            | September   |
| Columbus Day         | October   |
| Veterans' Day        | November  |
| Thanksgiving Closing | Close at 12:30PM the Wednesday before Thanksgiving.<br>Reopen the Monday after Thanksgiving |
| Holiday Closing      | December  |
| Civil Rights Day     | January   |
| Memorial Day         | May   |