

Eastridge Christian School Policies

As leaders at Eastridge Christian School...

- We desire to live a consistent life of Spiritual discipline as key to leading and loving children.
- We hold Christ as the center and strength in all we do.
- We strive to promote an environment of love and security for the children in our care.
- We desire to communicate with parents about their family's needs and offer support through prayer and other resources.
- We will always be on the look-out for the safety of the children in our care.
- We are prepared and know the plan in the case of an emergency.
- We strive to be a good steward of all the LORD has given including finances, supplies, time, personnel and so on.
- We honor being on time.
- We strive to set an example of Christ-like character.
- We hold to the Bible as God's holy word, absolute truth and authority in our lives, and teach this to our children.

Policies

To ensure your safety as well as the safety of the child, all Eastridge Christian School workers are required to follow these policies and procedures.

Diaper Changing

(All children need an extra set of clothing available.)

- Wear gloves when changing diapers.
- Sanitize changing table after each use.
- Never leave the child unattended on the changing table.
- Wash the child's hands and your hands with soap and water after each diaper change.
- Note any diaper changes.
- Children are checked regularly for soiled diapers.
- Never send a child home with a soiled diaper.

Restroom Use

(All children need an extra set of clothing available.)

- We do not enter the restroom with a toilet-trained child. If the child needs help with clothing, we ask them to step into doorway.
- The door to the restroom should not be shut during use.
- If accidents occur, then the soiled clothing is to be placed in a plastic bag and the child is changed.
- Both the child's and the adult's hands are thoroughly washed in soap and water.

Wellness Policies

Children are not permitted to attend daycare activities under the following conditions...

- Fever of 100* F or higher
- Diarrhea/Vomiting
- Cold (runny nose with green mucus) or Flu or other illness
- Rash
- Red, Watery Eyes

Corrective Action Policies

Corporal punishment of the children in our care is never acceptable.

When a child becomes disruptive, we follow these steps in order as the behavior escalates.

1. Begin with trying to redirect a disruptive child.
2. Warn the child that their behavior must change and clearly state the correct behavior.
3. Place child in time-out or take child away from the group.
(The rule of thumb for time-out time is one minute per year of age. Example: 3-year-olds are placed in a 3 minute or shorter time-out.)
4. Lastly, if the child is still disobedient the Children's Director should be notified. The child's parents will be notified by the Director.

When the last phase of corrective action has been reached, the teacher will fill out a *Behavior Report* and turn it in to the Children's Director.

General Guidelines for Behavior Management

- We use positive direction by telling the child what is acceptable. We use the word “do” because always stating “don’t” becomes negative to the child.
- We use a calm voice when correcting children.
- We are consistent with behavior expectations so that children can have a clear understanding of the rules.
- We reward correct behavior with encouraging words.
- We explain to the child what he or she has done and why it was correct or incorrect.

Room Clean-up Policy for Staff

- Ensure that children take home all personal items.
- Put away all toys and supplies in their appropriate areas.
- Dunk any toys that have been placed in the mouth in bleach water and leave out to dry on a towel.
- Spray down entire room with *Room Spray Bottles* and allow to air dry. Keep solution out of children’s reach.
- Do not leave any open food items in rooms.
- In cases of body fluid contamination use disposable gloves to clean immediately. Please report any of these issues to the director or admin so that carpets and other areas may be further sanitized.
- Vacuum and mop room after all children have left.

First Aid Procedures for Staff

- Supplies are located under the counter.
- Gloves should be worn in the presence of blood.
- Immediately notify director of medical emergencies.
- Any first aid treatments should be reported in the *BooBoo Report* and a copy should be shown to parents.
- Any biting injuries should be treated then a *BooBoo Report* must be written for the bitten child and a *Behavior Report* filled out for biter. Identities of the other classmate involved in a bite will not be revealed to the parents to prevent dispute and hostility.

Food Allergy Policies

We are a peanut-free school. We also have other food allergies in our classes, so a plan is created with the parents of any child with a food allergy to best keep the child safe.