



Policies and Procedures

About our Policies and Procedures: The pastors, staff, and session want to make every effort to ensure that this ministry will glorify God in every detail. To do this, we must try to make each child feel comfortable, loved, and secure. This document contains our policies and procedures to ensure that is the case. Staff will be observed periodically to ensure these are being followed. In additionally, they will be reviewed annually or as needed.

HEALTHY CHILDREN POLICIES

Illness, Hygiene, and Injury:

1. We kindly ask the parents to refrain from bringing their child if they have had fever, vomiting, or diarrhea in the past 48 hours without any anti-fever medication such as acetaminophen or Ibuprofen. We ask staff to do the same.
2. We ask if your child has been diagnosed with the flu and/or strep to please keep them home 7 days after diagnoses.
3. We ask that if you or your child has been around anyone with COVID -19 to please follow the guidelines given by the health department for close contacts.
4. If you, your child, or a member in your house has been diagnosed with COVID-19 it is your responsibility (per the waiver) to inform the Director immediately.
5. If you, your child, or a member in your house has been diagnosed with COVID -19 please follow the guidelines given by the health department.
6. A parent will be contacted when a child develops any of the following symptoms while under our care: fever, vomiting, diarrhea, colored runny nose, excessive coughing, excessive crying, unusual rash, unusual tiredness, pink irritated eyes, or if child is simply not acting like usual self. If there is any question or concern about a child's health status, the parent will be referred to the Director.
7. Multisystem Inflammatory Syndrome in Children or MIS-C associated with COVID-19 early symptoms include: trouble breathing, pressure or pain in the chest that will not go away, new confusion, inability to wake or stay awake, bluish lips or face and severe abdominal pain. Should any of these symptoms occur, parents will be notified immediately.
8. Allergies can often present symptoms similar to colds, pink eye, and other viruses. We will be sensitive to parents' claims in these cases, but it is the Directors decision on if the child is to go home or stay.
9. All families are required to designate allergies and special medical information on the registration form. If special precautions need to be taken, such as keeping an epinephrine autoinjector onsite, the Director will handle it on a case by case basis.
10. Smokers are respectfully asked wear an additional layer of clothing or smock when handling infants/toddlers.

11. Hand washing is the best way to protect both child and caregiver. Staff members will always wash hands upon arrival, after bathroom use, diaper changes, food distribution etc. They will also instruct the children in proper hand washing. Hand sanitizer will also be used as needed.
12. If a child is injured beyond the incidental bumps and scrapes, a parent will be contacted immediately by the teacher and/or Director. Examples include, but are not limited to, bumps to the head, cuts that bleed enough to need a bandage, biting, hitting, etc.
13. When an injury is the result of another child (biting/hitting), the name of the child who inflicted the harm will never be revealed by our staff. An incident form will be placed on file and those parents contacted confidentially. We will also evaluate the situation and take extra steps to reduce the risk of it happening again.
14. With classes being kept separate and extra cleaning done between each class, we have come to the decision that teachers and students will not be required to wear a mask. If you would like your child to wear a mask, please let us know as we will help your child keep theirs on. We want to create an environment that children also learn from facial expression and learn whom they can trust.

Bloodborne Pathogens Exposure Control Procedures: In accordance with the OSHA Bloodborne Pathogens standard, all precautions will be observed at this facility in order to prevent contact with blood and other potentially infectious materials.

1. Identify tasks that have the potential of exposure. These include, but are not limited to, treating nose bleeds, First Aid, laundry, changing diapers and soiled underwear, and assisting a child who has vomited.
2. All blood and other potentially infectious materials will be treated as infectious regardless of the perceived status of the source material.
3. Disposable gloves will be available and used.
4. All garments soiled with blood will be bagged and removed from the classroom. Blood and other bodily fluids will be cleaned up immediately or as soon as feasible.

Food Allergies: The entire HPC children's wing is a peanut and tree nut free facility.

1. No peanuts, tree nuts, or such products are allowed anywhere in the HPC children's classrooms, check-in stations, or playground during any time, including church ministry events.
2. Products that are processed in a facility that also processes peanuts and tree nuts can be brought in lunches, snacks etc. for personal consumption. However, no such products can be served to the children by HPC. (class parties, kid's birthdays, etc.)
3. Food brought in for birthday parties and class parties will be strictly regulated by the Director. Food will not be served if it cannot be guaranteed peanut and tree-nut free. All labels must be saved and referenced.
4. If a child has any food allergy as stated in their file, the Director will inform all staff and decide on a case by case basis on how to proceed.

Diaper Changing Procedures

1. Staff will always wear disposable gloves. A new set of gloves is required for each diaper changed. A box of gloves is available at each diaper changing station.
2. All diapers should only be changed on a diaper changing station.
3. Before changing a diaper, staff will wash hands and wipe down changing pad.
4. Staff will gather all supplies needed (diaper, gloves, etc.) before placing a child on the changing station.
5. A child will never be left unattended on a diaper changing station at any time.
6. Gloves will be removed by rolling inside out, so that any residue remains inside them.

Potty Use / Potty Training Procedures

1. Our staff will never insist that a child use the potty until the parent has made a request. This should occur following a period of potty training at home.
2. Our staff will be sensitive when assisting children with use of potty, honoring the child's request for privacy or for help.
3. Our staff will wear gloves when a child needs lots of assistance.
4. Our staff will instruct children in proper bathroom hygiene such as wiping, flushing, and washing of hands.
5. A staff member will never be out of eye or ear shot of another adult when assisting a child in the potty. For example, they will never go alone into the bathroom with a child and close both the bathroom door and stall door.
6. The toilets and sink will be disinfected between each child's use.

Head Lice Policy

1. If head lice are discovered while the child is attending the Day School, a parent will be contacted and asked to pick up the child. The child may return to school once all lice and nits have been removed. In cases of children with long hair, we ask that hair be worn in a bun or braids for one week following treatment.
2. Parents of other children in that class will be notified that head lice were discovered and will be advised to check their child thoroughly.

SECURE CHILDREN POLICIES

SECURE CHILDREN POLICIES**Drop off/Pick-up Procedures**

1. Each morning begins at 9:00am. Teachers and teachers' aides will be ready to receive children right at 9:00am.
2. Children will be walked in by a parent through the covered drive doors to their classroom.
3. Parents, please do not enter the classroom during drop off or pick up.
4. Children must be signed in each day, no exceptions.
5. Pick-up is **at** 2:00pm. Parents will sign out and pick up their children from the sign in desk.
6. Children will not be dismissed from the playground. Please use the same doors for pick up as drop off.
7. Teachers monitoring check-out are required to check ID if anyone other than the parent is picking the child up. That person **MUST** be on that child's approved pick up list. While it may be an inconvenience for a moment, it's a simple action that adds immensely to the security of the children in our care.
8. Parents will contact the Director if they need to pick up a child early or are running late.
9. Reoccurring or excessive late pickups will result in extra charges.
10. If a child is going to be absent, the parent will be asked to contact the Director and let them know.

Supervision and Care

1. A classroom of children will never be left unattended.
2. Accountability and adherence to the ratios outlined in the Child Protection Policy will always be upheld.
3. If a child cries for an unreasonable amount of time, the teacher and/or Director will contact a parent.

4. Children will be instructed to play appropriately with toys and to use resources wisely.
5. Damages, broken, or dangerous toys and equipment will be removed from the classroom.

Photo/Video Policy

Only designated staff are allowed to take photos and videos of the children and only for reasons outlined in the signed parent agreement. Individual staff members are not allowed to take photos/video of the children nor are they allowed to post them online (website, social media). In addition, staff members are not permitted to make comment or elude to any child and/or their behavior on or off social media. A teacher may choose to set up a private Shutterfly account for viewing only by the parents of children in that class. A parent may choose to opt out of any photos and not be included in such group.

BEHAVIOR MANAGEMENT POLICY

The mission of HPC in situations where discipline is necessary is best accomplished when there is a clear understanding of the importance of the home/church/school partnership as well as the creation/sin/forgiveness/redemption mindset. Our goal is to help children learn and grow from their mistakes, understand that we are all sinners, and with God's help, we can work towards making the right choices.

Our actions affect not just ourselves, but also our school community. As we seek to love God, love each other and love the world, we must consider how our actions affect others and the community. When discipline is necessary, we will work with the child and their family to help grow and learn from the inappropriate behavior, as well as others who were affected by their choices. Family members will work with the school when Code of Conduct and Discipline Policy is being used.

CODE OF CONDUCT: At the beginning of each school year, children will be taught the Code of Conduct. Parents will be asked to sign this code to promise to support our efforts in requiring their child to respect and abide by the Code of Conduct. All children will have the Code of Conduct reinforced throughout the year by their teacher in an age-appropriate manner.

Love and Obey God

- I will speak of God in respectful ways.
- I will respect myself because God created me in His Image.
- I will be respectful in the words I use and how I use my body.
- I will obey adults who are leading and teaching me.

Love Others

- I will be respectful of others and I will not hurt others
- I will interact with others using kind words and not resort to name calling, swearing or inappropriate language toward each other.
- I will respect other's things and use it only with permission.
- I will include others in work and play.
- I will respect everyone by remembering "no touching except for helping."
- I will learn to apologize and ask for forgiveness when I mess up and seek God's help to learn from my mistakes.

Be a Caretaker

- I will take care of school property. This includes furniture, books, equipment, sporting equipment and the building.
- I will tell an adult about any damage done.
- I will help keep the school clean inside and out.

DISCIPLINARY ACTION: TEACHER CORRECTION

Teacher Responsibilities

- The classroom teacher is responsible for creating a positive learning environment.
- Teachers should convey clear rules and spend time teaching children how to behave in the classroom.
- Teachers have individual freedom to use their unique gifts to teach, however, teachers are required to abide by the school policies consistently and positively.
- Document all major disciplinary actions given for reportable misbehaviors.
- Communicate with families regularly and share correspondence with the Director.
- Report to the Director concerning children with repeated disciplinary concerns, and follow procedure listed below.

Consequences Used

- Consequences should match the problem behavior (i.e. if a child uses scissors to cut paper and throws it all over the floor, their consequence would be to pick up their mess and then try the scissor activity again using the appropriate behavior modeled by the teacher).
- Positive reinforcement for when rules are followed.
- Calm Down Area will allow a child to decompress, evaluate their choices, and calm down before they return to their work or play.
- HPC personnel will not use corporal punishment at any time. It is unacceptable for school personnel and/or volunteers to use any form of physical discipline.

DISCIPLINARY COURSE OF ACTION**Minor Offenses:**

- After three related offenses which a teacher has attempted to handle, student misbehavior will be reported to the Director.
- The Director will work with the teacher on behavior strategies.
- The Director will request a parent meeting, including the teacher, to create a behavior plan.

Major Offenses:

Major offenses should be IMMEDIATELY reported to the Director and include but are not limited to:

- Physical aggression toward self or others (hitting, biting, etc)
- Throwing objects, overturning furniture or other tantrum behavior that could result in physical harm
- Direct defiance/non-compliance toward any adult
- Destruction and/or vandalism of school or personal property
- Possession and/or distribution of illegal items and substances
- Use of profanity
- Use of an object as a weapon (including items meant for craft/play purposes which could be used as a weapon)
- Attempts to leave school property

In the event of a major offense, the following steps will be taken:

- For a first offense, the teacher and/or Director will call all parties involved in the incident immediately regarding the incident. The name of the child who inflicted the harm will never be revealed by our staff. An incident form will be placed on file and an action plan made to reduce the risk of another incident.
- For a second offense, the Director will contact the parents and make an action plan for home and school to remedy the behavior.
- For a third offense, the Director will meet with parents and create an appropriate plan. It could include asking the parents to keep the child at home until the behavior can be managed.
- The Director will oversee the progress of a behavior agreement plan between a child struggling to adhere to the Code of Conduct and the teachers/staff/Director.
- An unreasonable number of repeated major offenses may result in the student's removal from the program

