



UNLV/CSUN PRESCHOOL

LYNN BENNETT EARLY CHILDHOOD EDUCATION CENTER

STAFF HANDBOOK

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## **PHILOSOPHY/ MISSION**

The UNLV/SUN Preschool recognizes the diverse needs, abilities, interests, and cultures in a setting where each child is valued and respected as a unique individual developing at his/her own rate.

We believe that each child's development is guided by a cooperative team of professionals through observation, interaction, and well-planned learning activities. Through promotion of a curriculum that provides age-appropriate and individually appropriate activities, equipment and materials, children have many opportunities to be actively engaged in the learning process.

The curriculum will promote the development of the whole child-physically, socially, emotionally, and intellectually-through a balanced daily schedule of individual, small group and activity-based learning experiences. We recognize the importance of working closely with families and acknowledge family involvement as an essential and vital component of the total learning process. Families are encouraged to participate in all activities within the program.

## **NAEYC Accreditation Standards**

UNLV/CSUN Preschool is accredited by the National Association for the Education of Young Children. Our Early Childhood Education Program serves children of university students, faculty, staff and the surrounding community.

NAEYC has developed ten standards for early childhood programs:

1. Relationships – The program promotes positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as a part of a community, and to foster each child's ability to contribute as a responsible community member.
2. Curriculum – The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language and cognitive.
3. Teaching – The program uses developmentally, culturally, and linguistically, appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals.
4. Assessment of Child Progress – The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development. These assessments: ASQ, TSG, and Brigance occur within the context of reciprocal

- communications with families and with sensitivity to the cultural contexts in which children develop. Assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement.
5. Health – The program promotes the nutrition and health of children and protects children and staff from illness and injury.
  6. Teachers – The program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children’s learning and development and to support families diverse needs and interests.
  7. Families – The program establishes and maintains collaborative relationships with each child’s family to foster children’s development in all settings. These relationships are sensitive to family composition, language and culture.
  8. Community Relationships – The program establishes relationships with, and uses the resources of, the children’s communities to support the achievement of program goals.
  9. Physical Environment – The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. the environment includes facilities, equipment, and materials to facilitate child and staff learning and development.
  10. Leadership and Management – The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, fiscal and program management so all children, families and staff have high-quality experiences.

### **GOALS AND OBJECTIVES**

The goals of the UNLV/CSUN Preschool are:

- I. to provide care through an education program that promotes the physical, social, emotional, and intellectual growth of every child. This will be done by:*
- a. enhancing gross motor skills.
  - b. enhancing and refining fine motor skills.
  - c. using all senses in learning.
  - d. acquiring learning and problem solving skills and expanding logical thinking skills.
  - e. expanding communication/language skills in a developmentally appropriate manner.
  - f. developing beginning reading and writing skills in a developmentally appropriate manner.
  - g. acquiring concepts and information leading to a broader understanding of their world.
  - h. experiencing a sense of self-esteem, developing positive self-identity, independence, trust and confidence.

i. demonstrating cooperative pro-social behavior.

*II. . to structure a learning environment which allows children to explore, make decisions, and deal with problem solving experiences, using a variety of activities which are guided and extended by the teacher. We will do this by:*

- a. creating space for defined interest areas, such as, blocks, dramatic play, manipulatives, process-oriented art, sensory, library, music and science.
- b. displaying materials at the child's level.
- c. providing a balanced daily schedule.
- d. creating and maintaining an outdoor learning environment which promotes skill development in all learning areas.

*III. to provide opportunities for families to learn more about the development of their children and early childhood education and to enhance parenting skills through participation in the Preschool and with family activities. To provide a link between home and school. We will do this by:*

- a. establishing a home/school relationship with all families.
- b. promoting on-going written and verbal communication.
- c. providing family conferences.
- d. involving families in the classroom activities, program events and family meetings.

*IV. To provide opportunity for observation of children by students enrolled in child development, education, philosophy, nursing and other UNLV classes. We will do this by:*

- a. developing an observation schedule with students.
- b. clarifying observation purpose and objectives.
- c. maintaining communication with students and their instructors.
- d. reviewing written guidelines for practicum students and observers.

*V. To provide research for faculty, staff and graduate students interested in the development, social interactions, and characteristics of young children. Our focus is to:*

- a. To establish a working relationship with those involved in research.
- b. To review purpose of research.
- c. To communicate with families regarding research done on-site.
- d. To gain information from studies conducted to enhance program quality.

*VI. To nurture staff through training, open communication and a commitment to professionalism.*

- a. To provide regular staff meetings.
- b. To conduct monthly training based on staff needs.
- c. To inform staff of local workshops, conferences and classes related to Early Childhood Education.
- d. To participate in on-going team-building and motivational activities.
- e. To promote professional development and degree seeking status for all early childhood educators.

## **PROGRAM DESCRIPTION**

The UNLV/CSUN Preschool is a fully inclusive early childhood program which provides a safe and nurturing environment for infants and young children six weeks through 5 years of age. The program promotes the physical, social, emotional, and intellectual growth and language development of young children while responding to the needs of families. Our main focus is on the children enrolled in the Preschool. Therefore, the program is fully inclusive and "child-centered". Each child is seen as an individual who takes an active role in his/her own learning by selecting activities from a variety of learning areas. Teachers provide the time and opportunities for children to explore equipment, materials, and the environment and to engage in the activities. By allowing the children to plan and carry out their own activities, they become imaginative, self-directed learners and problem solvers.

The staff encourages the development of a healthy self-concept by providing an accepting environment in which children are allowed to explore and make decisions, learn through spontaneous active play in ways appropriate to each child's age and individual developmental needs with appropriate adaptations and accommodations. There is a block of time set aside each morning and afternoon for facilitating the preschool curriculum. During this time children are grouped according to chronological age. We encourage families to bring children for the entire Preschool block of time, either the morning or afternoon block.

There are significant advantages to be gained from the balanced daily schedule and curriculum. Learning is augmented when the children are present for the sequence and progression of planned activities. There are increased opportunities for positive adult/child interactions and child/child interactions, therefore, facilitating social relationships. This schedule provides a consistent daily routine for the children. A balance of active and quiet, large and small group activities, as well as, individual one to one time, promotes development and skill building in all learning areas.

A cooperative team of general education teachers and special education teachers, support staff and program specialist's work together with families to effectively assess, plan, implement and evaluate individual, as well as, program goals. The preschool staff uses student portfolios to document the ongoing progress of each child's development. A student portfolio is a collection of student work that illustrates the student's interest, skills, and changes over time. The portfolios may contain family information, informal and formal assessment, IEP/IFSP, work samples, communications, anecdotal information, and a section that reflects the social development of the child.

The UNLV/CSUN Preschool program responds to the needs of families by providing a safe and healthy environment for children while families pursue their own learning and vocations. Our program offers opportunities for families to learn about the development of their children through on-going family-teacher interactions and family participation in the classroom, family meetings, materials and human resources. Special events for families provide social interaction for adults, children, and their siblings.

## CALENDAR

The Preschool is open year round and is in accordance with the UNLV Academic Calendar for fall, spring, and summer semesters for UNLV students who enroll their child. The Preschool will be open year round schedules for Faculty/ Staff and General Public families who enroll their child. Four professional staff development days will be added each year to the closure schedule. The preschool will also be closed the following days for holiday observance. Professional Development and state holidays are paid tuition days.

January	Martin Luther King Day	September	Labor Day
February	President's Day	October	Nevada Day
March	Spring Break	November	Veteran's Day Thanksgiving recess
May	Memorial Day	December	Winter recess Dec 24- January date of open in New Year (varies year to year)

For more information, please see our website: [Preschool.unlv.edu](http://Preschool.unlv.edu)

### SAMPLE DAILY SCHEDULES    May be changed based on the needs of the children

#### *Teachers' Lunch Schedule:*

Team Teacher's        12:15 – 1:15 pm and 12:45 – 1:45pm

#### ***DAILY SCHEDULE FOR INFANTS***

Sweet Peas & Tadpoles

Please check with each classroom for **individual schedule variations**.

Accommodations will be made for children who need food or rest during non-scheduled time.

7:30-8:00 am	Greeting / Instruction from families / Quiet Activities
8:00-8:30 am	Breakfast and morning group time
8:30-9:00 am	Routine care and free play
9:00-9:30 am	Physical activities (outdoor / buggy ride)
9:30-11:00am	Children involved in group learning activities: Sensory and Creative Activities, Language, Music and Movement, Interest areas, Playing with toys, Imitating and pretending, Enjoying stories and books
11:00-11:30am	Routine care / nap (non-nappers involved in activities such as games, sensory and stories)
11:30-12:00am	Conversation / language / clean up
12:00-2:00pm	Nap Time - quiet activities for non-nappers
2:00-3:00	Routine Care

3:00 – 3:30pm	Music, songs, finger plays
3:30-4:00 pm	Outdoor activities
4:00-5:30 pm	PM Program
5:30 pm	Closing

### ***DAILY SCHEDULE FOR YOUNGER TODDLERS***

Grasshoppers & Stars

Please check with each classroom for **individual schedule variations**.

Accommodations will be made for children who need food or rest during non-scheduled time.

7:30-8:30am	Indoors: Free choice of centers
8:30-9:00am	Outdoor activities
9:00-10:00	Daily activities and diaper changing
10:00-10:15am	Snack
10:15-10:40am	Center activities
10:45-11:15am	Prepare for lunch/outside time
11:15-12:00pm	Lunch
12:00-2:00pm	Face cleaning, diaper changing, rest time
2:00-3:00pm	Clean up from rest time, center activities and diaper changing
3:00-3:30pm	Snack
3:30-4:00pm	Outside time
4:00-5:30pm	PM Program
5:30pm	Closing
5:30-6:00pm	Scheduled extended time

### ***DAILY SCHEDULE FOR OLDER TODDLERS***

Caterpillar & Hearts

Please check with each classroom for individual schedule variations.

Accommodations will be made for children who need food or rest during non-scheduled time

7:30-8:20am	Indoors: Free choice of centers
8:20-9:00am	Outdoor activities
9:00-11:30am	Daily activities and diaper/potty training
11:30am-12pm	Prepare for lunch/outside time
11:50-12:30	Lunch
12:30-2:00pm	Face cleaning, diaper changing/toileting, rest time
12:30-2:00pm	Face cleaning, diaper/potty training, rest time
2:00-3:00pm	Clean up from rest time, center activities and diaper/toileting
3:00-3:30pm	Snack
3:30-4:00	Outside Time
4:00-5:30pm	PM Program
5:30pm	Closing
5:30-6:00pm	Scheduled extended time



**DAILY SCHEDULE FOR PRESCHOOLERS**

Ladybugs, Butterflies, Bumble Bees, Rainbows &amp; Sea Turtles

Please check with each classroom for individual schedule variations.

7:30-8:30am	Center opens. Arrival time, free choice of activities with teacher guidance.
8:40-9:40am	Outdoor activity.
9:40-11:30am	Preschool Curriculum.
9:40-9:55am	Circle time. Centers and activities available are reviewed and children plan where they want to go. Teachers lead a circle time where there are stories, finger plays, music and movement. Children transition to centers.
9:55 -11:15am	Learning Centers. The children work in the area they selected during circle/planning time. The teacher encourages the children to complete their selected activities. Once the selected task is finished the child cleans up and then may choose to go to another learning center. During the learning center time the teacher is facilitating the child's development in a variety of areas, guiding the child to complete the task, observe, explore, problem solve, create, communicate and discover. There is a balance of teacher directed and child directed activities. The learning centers that the children may choose from include blocks, art, dramatic play, manipulative, music and movement, writing, reading, math, science, computer, and snack.
11:15-11:30 am	Closing circle brings closure to the morning learning centers. Teachers lead a circle time where there are stories, finger plays, music and movement. Children are encouraged to talk about their experiences during morning learning centers.
11:30-12:05 pm	Outside time. Children may choose to play on the equipment, ride tricycles or interact with others in specific outdoor center organized by teachers. These centers may include a water table, painting, blowing bubbles, etc.
11:40-12:35 pm	Lunch
12:30-1:30 pm	Rest time. Resters either sleep or lie quietly with a book. Children who are enrolled for more than 5 hours a day must rest; resting time will vary depending upon age group. PM Non-resters will play quietly in the learning centers
1:45-3:10	Learning Center Activities
3:15-3:45 pm	Outdoor activities Butterflies/Sea Turtles/Ladybugs (late fall)
3:45-4:15pm	Outdoor activities Bumblebees/Rainbows

4:15-5:30 pm	PM Program
5:30 pm	Closing
5:30-6:00 pm	Scheduled extended time ( must be pre-arranged)

### **DAILY REPORT PROCEDURES**

A daily report will be prepared by staff and given to families for infants and toddlers. This report will contain information on the child's feeding, daily activity, and sleeping status. Toileting data is logged daily in the classroom and available to families at all times.

### **PAYROLL PERIOD**

Student assistants are paid bi-weekly. Pay day is on the 10th and 25th of each month. If the 10th or 25th falls on a weekend or holiday, pay day is the day before.

Wages paid to student employees through the College Work-Study Program and Regular Student Employment is subject to federal and state taxes and must be reported. Questions on exemptions or withholding of taxes may be directed to the Payroll Office (895-3825).

Each student employee receives a Wage and Tax Statement, W-2 Form, at the end of the tax year. The W2 form is sent through US mail and is also available online through EQUUS.

### **GENERAL EMPLOYMENT POLICIES**

#### ***Staff Development***

Within the first 90 days of employment you must complete training in the following:

- Recognition of Signs and Symptoms of Illness/ Bloodborne Pathogens (2 credit hours)
- CPR/First Aid (4 credit hours)
- Recognition and Reporting requirements related to Child Abuse & Neglect (3 credit hours)
- Sudden Infant Death Syndrome (2 credit hours)
- Child Development- (3 hours) You will receive certificate and cards upon completion.

Each licensing year (November 1 through October 31) you must maintain 24 training credit hours in early childhood theory and practice as a requirement of this state. Many courses at UNLV will help to qualify for these training hours. Check with administration as required hours may change with licensing.

Within the first 120 days of employment, you will need 5 additional hours on health and safety in the school environment.

#### ***Absences***

Employees must notify the supervisor the day before or the morning of the scheduled work period when he/she is unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing absences. Repeated absences will be discussed with a supervisor for possible schedule changes. Employees who are absent due to a possible contagious illness may be asked to submit a return to work slip.

***Breaks***

An employee working a consecutive four hour work period is entitled to a 15 minute break with pay. Employees working a full eight-hour day are entitled to two 15 minute breaks with pay and no less than 30 minute lunch break without pay. These breaks may only be taken during a time period when they will not place an undue burden on the department. Full time employees may choose to take an hour at one time to cover the (2) 15 minute and lunch breaks. Part time employees working 4 hours a day, less than six are entitled to a 15 min. paid break. Employees working six hours or more in one day are entitled to a 30 minute unpaid break. Employees who wish to leave site for 30 minutes lunch break must get prior approval at the discretion of the administrator and should limit these requests due to safety of children on a school site.

***Employee Benefits***

Every employee is covered during his/her working hours by Worker's Compensation against work related injury/illness. The coverage provides an incapacitated employee the means of support and medical care when unable to work because of a job-related disability. An employee must report immediately any job-related accident or illness to his/her supervisor. Additional information regarding Worker's Compensation is available from UNLV Risk Management .Personnel Office. The work location and position may be changed within UNLV based on employee's ability and program need.

All employees registered as UNLV students with valid student identification can be treated in the Student Wellness Center for illness or TB tests. Employee work related injury will be sent to one of the clinics through Risk Management.

***Evaluation of Work Performance***

Routine, periodic appraisals are made of the employee's performance. These should be conducted on both an informal and formal basis. The employee is informed, in advance, of the evaluation procedure and involved in the evaluation process.

The evaluation process is a means to identify the employee's employment strengths and areas for development, establish appropriate goals, and review performance expectations. It is suggested that all new employees be evaluated at the end of the probationary period and least annually, thereafter. More frequent evaluations may be made at the employer's discretion. A signed copy of the evaluation form is given to the employee and the original placed in the employee's internal personnel file.

***Terminations-Human Resources Termination Process***

As determined by UNLV Human Resources policies and procedures.

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT**

The University of Nevada, Las Vegas is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, disability, age, or veteran status. All employees are required to fulfill the assistant training program that supports the teacher in the daily care and supervision of children for play, meals, and changing or toileting needs.

In all its procedures, the Student Employment Services upholds the principle of equal treatment and opportunity for all persons. In the event you need or seek assistance with issues of discrimination, please contact the Diversity Initiatives Office, 895-1597.

## **GENERAL STAFF REQUIREMENTS**

- Current Sheriff's Card for Child Care including FBI background check.
- Written evidence of a negative report of a tuberculosis test or chest x-ray taken prior to employment.
- Certification in adult/ child/ infant CPR/First Aid/ AED in 90 days
- Written evidence of training on Identifying Child Abuse/Neglect/ Recognizing and Reporting
- Good physical and mental health.
- Written evidence of an initial course in Symptoms of Illness
- Must have no pending criminal action or felony conviction of child abuse or neglect, or any crime involving physical harm to a person; or felony regarding any controlled substance or alcohol related charge according to current state law.
- Must complete a minimum of 24 hours of training per year in child-care in addition to health and wellness training and related subjects approved by the Bureau of Services for Child Care.
- Must complete Universal Precautions training session within the six weeks of employment start date.
- Support and participate in the preschool mission statement of service, research and training.

## **PROFESSIONAL AND CLASSIFIED STAFF**

All professional and classified staff employed with UNLV receives a Staff Handbook for Faculty and Professional Staff or a State of Nevada Employee Handbook. Please refer to these documents for all information regarding employment, appointments, compensation, performance, attendance, leave and benefits.

### **Employee Benefit**

**New Full-time professional and classified employees of the UNLV/CSUN Preschool** qualify for a 50% discount on preschool tuition for **one** child starting Fall 2014. Sibling discounts may be considered based on number of staff children enrolled at one time.

Rates are determined by their faculty and staff status. **Full time** employees of the Clark County School District participating in our fully established inclusion program will qualify for a 25% discount on preschool tuition for one child.

- This discount does not apply to the registration fee, overtime hours or schedule change fees.
- Grant in Aid benefits for further professional development are available through UNLV.
- TEACH Center Nevada scholarships for further professional development in the Early Childhood field of study.

### ***Employee/Employer Conflicts***

Both the employee and employer share the responsibility of addressing problems which may occur during the course of employment. There should be realistic expectations of both the employer as supervisor and the employee as a staff member.

The following guidelines have proven successful in dealing with employee/employer conflicts:

- Address problems as they arise, not after they accumulate.
- Deal with minor concerns before they become major problems.
- Review duties, job responsibilities and expectations openly and often.
- Avoid personalizing redirection suggestions.
- Discussions regarding performance should always occur in private.
- Follow NAEYC Code of Ethics. [www.naeyc.org](http://www.naeyc.org)

### **GENERAL STAFF ATTRIBUTES**

- Accept and enjoy children. Interact with them without recourse to physical punishment, coercion when disciplining a child, or psychological abuse. Demonstrate tolerance for noise and activity.
- Understand the importance of providing young children with encouragement and a wide variety of experiences.
- Communicate with positive regard at all times to children and their families.
- Celebrate differences in life styles, ethnic origin and ability.
- Demonstrate qualities of warmth, openness, flexibility, sense of humor and willingness while working.
- Be receptive of new ideas and constructive evaluation, help and direction.
- Plan and carry out learning activities with children and use effective transition tools to minimize waiting.
- Model language that is friendly, positive, courteous and developmentally appropriate. Ask open-ended questions that arouse creative communication.
- Foster cooperation, developmentally appropriate independence and social behavior.
- Demonstrate an interest in training opportunities and professional growth.
- Demonstrate an interest in and participate in ongoing research.

### **GENERAL STAFF RULES**

- Confidentiality must be maintained at all times.
- Provide a safe, comfortable, and relaxed environment for the children and attend to their well being.
- Demonstrate knowledge of Universal Precautions procedures.

- Have knowledge of identifying and reporting procedures related to child abuse and neglect.
- Report all damaged furniture, toys, etc. and be certain they are removed.
- Practice unified, consistent methods of guiding children's behavior.
- Mistreatment, either emotional or physical will not be allowed and will result in immediate termination of employment.
- Have knowledge of emergency and safety procedures.
- Model high standards of cleanliness.
- Maintain centers in an orderly fashion at all times.
- Personal business may not be conducted during duty hours other than emergencies. Cell phones must be kept off and put away unless you are staff “in charge”.
- Physical or emotional problems of children must be reported to Director for discussion with families.
- Staff may eat and drink in classroom only during children's lunch time or at snack table. Please be seated at all times. Only labeled water bottle, kept in the kitchen area is permitted for staff during class times.
- No smoking on or near the campus building.

### **JOB DESCRIPTIONS**

#### ***DIRECTOR OF THE UNLV/CSUN PRESCHOOL: Lynn Bennett Early Childhood Education Center (LBECEC)***

The Director is responsible for operating the Preschool facility for children in a manner that contributes to their growth and development.

##### *Administrative*

- Maintain a physical environment that conforms to governmental, NAEYC and university standards of safety and cleanliness, and that is conducive to optimal growth and development of the children who attend the Preschool (Refer to Regulations and Standards for Child Care Facilities and NAEYC.)
- Operate the program in conformity with governmental standards and NAEYC for the physical safety and well being of the children and adults who use the facility (Refer to Regulations and Standards for Child Care Facilities and NAEYC).
- Create and maintain the self-supporting budget.
- Supervise the implementation of the federally funded Special Milk Program.
- Supervise staff in the computing and collecting of tuition, employee time, making deposits, and all business operations.
- Report and maintain positive relationship with CSUN.
- Set goals and plan for the future of the UNLV/CSUN Preschool.
- Support and participate in the preschool mission statement of service, research and training.
- Serve on Research Advisory Committee (RAC) at LBECEC.
- Provide professional development for all staff.

##### *Supervisory*

- Supervise the development and execution of the ongoing preschool program of group activities and curriculum that contribute to the care, growth, and development of the children who attend the facility.
- Supervise the evaluation of all personnel assigned to the preschool. Approve leave requests.
- Plan and conduct regular and called meetings of the preschool staff.
- Supervise the requisitioning and inventory of supplies and equipment for the Preschool.

- Supervise the record keeping for the preschool that is required by governmental agencies and university policy such as:
  - Records of children
  - Health and safety inspections
  - Personnel evaluations
  - Requisitions and inventories
  - Contracts with agencies
- Supervise Clark County School District/UNLV Preschool program as site supervisor.
- Promote an inclusive environment with staff and for all children and their families.

#### *Requirements for the Director*

- Minimum Masters Degree or equivalent in Early Childhood, Early Childhood Special Education or Elementary Education or related area and more than five years teaching experience in a preschool or primary school program with administrative experience.
- Ability to supervise staff of varying educational and experiential backgrounds.
- Administrative ability and knowledge of inclusive practices, the NAEYC accreditation process, state licensing (child care, health, safety), and Quality Rating Improvement System (QRIS).
- Sensitivity to the individual and group needs of children/ staff.
- Sufficient maturity and good judgment to function in crisis situations.
- Evidence of emotional maturity and stability.
- Ability to promote school and research agenda.

#### ***ASSISTANT DIRECTOR, CURRICULUM***

##### *Qualifications*

- Masters Degree in Early Childhood and Early Childhood Special Education/ or Elementary Education with a combination of teaching and administrative experience in Early Childhood Education.

##### *Requirements*

- See General Staff Requirements plus knowledge and experience with inclusive practices, the NAEYC accreditation process, state licensing (child care, health, safety).

##### *Duties*

- *Curriculum Development:* Oversee design implementation and evaluation of lesson planning, classroom objectives, assessment, activities matrices, Nevada Pre-K Standards, environmental setup, formative and summative assessments, in order to maintain NAEYC accreditation for Curriculum Standard and Program Portfolio.
- Provide professional development to head teaching staff on curriculum development and implementation, strategies, and methods that correlate to program philosophy and procedures.
- Provide training on inclusive practice to staff.
- Supervise staff in classrooms from varying educational and experiential backgrounds.
- Plan staff development activities related to program needs.
- Supervise Lending Library staff and materials.
- Organize family events and communications.
- Be available to teach in each of the classrooms in the absence of head teacher.

- Schedule and supervise practicum students, volunteers, and community visitors.
- School Liaison between UNLV faculty and staff
- Organize/ order learning materials for classroom use.
- Model curriculum activities for classroom teacher support.
- Assist director with program development.
- Assume the position as head program administrator in the director's absence.
- Supports and participates in the preschool mission statement of service, research and training

### ***ASSISTANT DIRECTOR, CHILD CARE COORDINATOR, STAFF DEVELOPMENT***

#### *Qualifications*

- Minimum Bachelor's Degree with two years experience working with young children in a preschool setting.

#### *Requirements*

- See General Staff Requirements

#### *Duties*

- Oversee PM program and staffing assignments and staff schedules.
- Interview applicants and support hiring process.
- Supervise and collaborate with teachers to train all student assistants.
- Prepare semester calendar of activities.
- Organize in- service programs and monthly trainings
- Supervise the Child Care program during semester breaks.
- Plan and format the CDA Program trainings.
- Supervise/assist teaching assistants with required training hours/certificates.
- Schedule assistant worker assignments to cover all hours of the preschool in all classrooms. Adjust accordingly if there are absences.
- Supervise the *America Reads Grant* program.
- Prepare teaching assistant performance evaluations both in writing and in person.
- Be available to teach in each of the classrooms in the absence of head teacher.
- Assume primary responsibility of the program in the absence of the director.
- Supports and participates in the preschool mission statement of service, research and training.

### ***ADMINISTRATIVE ASSISTANT OFFICE ADMINISTRATION***

#### *Qualifications*

- Minimum Bachelor's Degree with experience in office administration working with knowledge of preschool setting components.
- See General Staff Requirements.

#### *Description*

The responsibilities of the may include, but are not limited to:

- Supports and participates in the preschool mission statement of service, research and training and reports to the director.



- The management of registration, student files, current rosters, sign in/out sheets, attendance sheets, manages waiting lists, maintain class size.
- Student account files and bi-weekly billing, track accounts for late payment and bill for late payments.
- Staff employment files, staff leave files and bi-weekly payroll submission, maintain computer files for each intermittent employee and input work hours. Work with Student Employment Services and Payroll Office.
- Semester and summer registration process, prepare paperwork and staff for registration.
- Maintain paperwork regarding budget for operating expenses. Authorize signature for operating line items.
- Prepare and submit paperwork for Special Milk Program through Grants and Contracts.
- Prepare any necessary paperwork and compute reimbursement for any financial assistance needed by families of the program
- Prepare travel forms as needed.
- Maintain overall management of preschool front office and promote positive public relations in all contacts within and outside the center.
- Assume primary responsibility of the program in the absence of the director.

#### *Duties*

- Maintain files for each child that must include current and completed Record Form, Information Form, Health Evaluation Statement, Shot Record, Emergency Card, and Registration Form.
- Compute and bill bi-weekly for each child along with any overtime charges or credits.
- Post fee schedules and all pertinent information for families regarding payment of fees.
- Prepare any assistance forms and information needed for taxes.
- Maintain current staff/employment files which contain proof of health card, sheriff's card, employment documents, I-9 information.
- Maintain time cards and hours worked for each student employee, input hours in computer files for each employee; prepare bi-weekly summary of totals for both hours and dollars. Prepare bi-weekly payroll sheets. Prepare time sheets for classified intermittent employees. Distribute payroll.
- Prepare university forms necessary to make payments to vendors, reimbursements to appropriate parties, maintain budget files.

#### ***HEAD TEACHER (Professional, Child Care Worker II)***

##### *Qualifications*

- Baccalaureate degree in Early Childhood/Child Development and at least two years of full time teaching experience with young children and/or a graduate degree in ECE/ ECSE or Child Development or
- Have a combination of education and experience which, in the judgment of the Director and the screening committee is equivalent to the above; or adequate to fulfill the requirements of the responsibilities to be assumed.
- Hold or be continually working toward degree **and** teaching certification from the State of Nevada, Department of Education.

### *Requirements*

- See General Staff Requirements

### *Duties*

#### Daily

- Oversee and participate in caring for the children's well-being and safety.
- Direct learning and circle activities for assigned group of children.
- Use effective transition times to minimize waiting.
- Provide activities which stimulate the development of age appropriate skills, including communication, reading, writing and math readiness, art experience, cognitive and fine and gross motor development.
- Support all NAEYC accreditation requirements.
- Provide encouragement and positive reinforcement for children.
- Provide appropriate behavior management techniques when necessary.
- Report to director any persistent problems with children or staff requiring intervention; arrange conference with director, parent and/or staff member.
- Supervise classroom, playroom and playground.
- Direct good health practices (hand washing, toileting) and demonstrate Universal Precautions throughout the day.
- Supervise free play time.
- Administer first aid as needed.
- Make written record of accidents/incidents.
- Inform parents of news, field trips, or special occurrences, interacting as needed.
- Communicate and work collaboratively with director and other staff members.
- Collaborate with families and early childhood professionals through interagency agreements.
- Answer the telephone, take messages and provide information about the preschool.
- Assist in assigning duties to classroom aides.
- Assist practicum students by involving them appropriately with children.
- Maintain tidiness of the preschool.
- Supports and participates in the inclusion of children with disabilities.
- Assist children at lunch, as needed.
- Maintain positive rapport and working relationship with families.
- Supports and participates in research.
- Maintain current portfolios/assessment for each child.
- Maintain classroom portfolio.

#### Weekly

- Plan and organize daily lessons (one week in advance for Director/Assistant Director review).
- Plan and organize learning centers in collaboration with staff (one week in advance for director's review).
- Check out and accept responsibility for library materials.
- Create and maintain written record of child's development, progress, activities or areas of special concern through development of portfolios.

- Evaluate the need for and initiate family conferences.
- Plan duties for assistant break schedules.
- Post information for families.
- Use computer, letterpress, laminator and projector.
- Shop for supplies as needed for planned activities.
- Launder sheets, blankets and other washable materials, as needed.
- Maintain inventory of supplies needed. This includes instruction, snack and first aid supplies.
- Restock supplies after delivery.
- Participate in head staff meetings.

### Monthly

- Provide in servicing for staff in areas of specific expertise.
- Assist director in planning and facilitating monthly staff meeting and training.
- Collaborate with director, families, and staff in selecting topics for family meetings.
- Maintain bulletin boards and display current samples of children's work.
- Conduct emergency drills and record procedures.
- Plan and organize on-campus field trips.
- Plan for special events.
- Attend monthly all-staff meetings; if absent, employee must obtain training information promptly upon return.

### Semester

- Collaborate with director and staff in planning daily schedules, learning centers, behavioral goals and benchmarks, program improvements.
- Collaborate with director and staff in planning staff development.
- Evaluate each child's progress.
- Prepare progress summary for each child, (two times yearly).
- Prepare individual children's schedules and records.
- Thoroughly clean and organize entire classroom.

### Yearly

- Collaborate with director and staff in organizing and implementing graduation event.
- Complete the minimum hours per year of training in a child care related program approved by the Bureau of Services for Child Care.
- Update CPR training/first aid certificate.
- Maintain current health card, sheriff's card and FBI check.

### Ongoing

- Model attitudes, behaviors, techniques which contribute to the overall harmonious operation of the program.
- Promote positive public relations in all contacts within and outside the center.
- Coordinate referrals of children or families with director for appropriate supportive services as needed.

- Assume primary responsibility of the center as appointed in the absence of the director and assistant director/administration/obtain knowledge of office procedures.
- Develop and implement curriculum and program in accordance with the philosophy and policies of the preschool.
- Foster team spirit of cooperation and commitment to a common purpose by listening and attending to staff needs, consulting with director when appropriate.
- Seek resources and new ideas to enhance curriculum and program.
- Make recommendations regarding classes, workshops or seminars for furthering staff development.
- Promote positive public relations in all contacts within and outside the center.
- Make referrals of children or families to appropriate supportive services as needed.
- Support and participate in the preschool mission statement of service, research and training.
- Assist director with family events, meetings, and staff development.

### ***OFFICE Assistant***

#### *Qualifications*

- Minimum graduation from high school; or
- Six months as a Clerical Trainee in Nevada State service; or
- Equivalent combination of education and experience in which the applicant demonstrates that he/she has gained the entry level knowledge, skills, and abilities required.
- Must be at least 18 years of age.
- Skill in the use of office equipment including but not limited to calculator, typewriter, computer, multi-line telephone system, letterpress, and laminator.

#### *Requirements*

- See General Staff Requirements.

#### *Description*

- Manages the work flow from teachers.
- Logs/stores/dispenses medications.
- Keeps inventory and orders supplies for the preschool.
- Assists with registration.
- Assists with facility management.
- Coordinates snack schedule

#### *Duties*

- Prepares university forms for work requests, etc. for the preschool.
- Writes receipts for all tuition checks.
- Prepares deposits slips and make deposits daily to the Cashiers Office.
- Administers medicine and maintain medication log for preschool children.
- Manages work flow from head staff: computer prepared signs, photographs, preschool newsletter, etc. as needed.
- Assists in all areas of the registration process.
- Assists director with training and supply needs of staff.

- Maintains supply orders, ordering both office and classroom items as necessary.
- Supports and participates in the preschool mission statement of service, research and training.
- Delivers documents on campus
- Reports and manage facility maintenance issues.

### ***ADMINISTRATIVE AIDE***

#### *Qualifications*

- Minimum graduation from high school; or
- Six months as a Clerical Trainee in Nevada State service; or
- Equivalent combination of education and experience in which the applicant demonstrates that he/she has gained the entry level knowledge, skills, and abilities required. Must be 18 years of age.

#### *Requirements*

- See General Staff Requirements.

#### *Description*

- The administrative aide in the preschool serves as receptionist.
- Has knowledge of university forms.
- AM opening person.
- Answers telephone, makes Xerox copies, distributes mail, and other duties as assigned.
- Promotes positive relations in all contacts within and outside the center.
- Coordinates Lending Library system.

#### *Duties*

- Greet all visitors and be knowledgeable in all phases of the preschool, answer telephone questions regarding the preschool in a pleasant and professional manner.
- Unlocks all needed areas for check-in, checks for any voice mail messages, verifies AM teaching assistant roster.

### ***CHILD CARE WORKER I (Support Teacher)***

#### *Qualifications*

- Graduation from high school.
- One year of experience working with young children in a preschool setting.
- Must be at least 18 years of age.

*Preference is given to candidate studying in the field of early childhood education*

#### *Requirements:*

See General Staff Requirements.

Ability to substitute in the absence of the teacher.

## ***CHILD CARE WORKER II (Head or Support Teacher)***

### *Qualifications*

- One year of experience as a Child Care Worker I; or
- Graduation from high school
- Two years experience working with young children in a preschool setting.
- Preference given to undergraduate degree in the field or advancing toward degree in the field (UNLV/ CSUN Preschool preference)

### *Requirements*

See General Staff Requirements.

Child Care Worker I and II

### *Job Summary*

- A child care worker must demonstrate a commitment to children by relating to them with courtesy, respect, acceptance, and patience.
- The child care worker must have the ability to listen and respond appropriately to individual children as well as serve as a model in language and behavior.
- He/she must be able to work cooperatively with families and other head staff.
- The child care worker must support and participate in the program's mission statement of research, service and training.
- The job of a child care worker involves creating a safe environment in which the children are encouraged to interact, express their feelings, and explore and question their environment.
- The child care worker must implement the program's philosophy by planning and executing developmentally appropriate activities and centers which nurture and enhance the growth of each child's self-esteem, emotional, social and physical development, problem solving skills, cognitive and language development, reading, writing and math readiness skills.
- Responsibilities include but are not limited to supporting and participating in the preschool mission statement of service, research and training.

### *Duties*

#### Daily

- Care for children's well being and safety.
- Direct group circle time activities that may include storytelling, finger plays, puppetry, and music & movement.
- Provide activities which stimulate the development of age appropriate skills, including communication, reading, writing & math readiness, art experience, cognitive, and fine & gross motor development.
- Provide encouragement and positive reinforcement for children.
- Provide appropriate discipline techniques when necessary.
- Supervise outdoor play including some teacher directed activities.
- Encourage gross motor development (three-four times daily).
- Direct good health practices (hand washing, toileting) and demonstrate
- Universal Precautions throughout the day.

- Assist children at lunch, as needed.
- Supervise free play time.
- Administer first aid as needed.
- Make written record of accident/incidents.
- Inform parents of news, field trips, or special occurrences, interacting as needed.
- Communicate and work effectively with director and other staff members.
- Answer telephone, take messages, and provide information.
- Assist practicum students by involving them appropriately with children.
- Maintain tidiness of the preschool.

### Weekly

- Plan and organize daily lessons on a weekly basis.
- Plan and organize daily circle times on a weekly basis.
- Plan and implement learning centers for children's use.
- Seek new ideas from updated resources.
- Check out and accept responsibility for library materials.
- Create and maintain written record of child's development, progress, activities or areas of special concern through development of portfolios.
- Evaluate the need for and initiate parent conferences.
- Participate in inclusion of children with disabilities.
- Participate in staff meetings.
- Post information for parents.
- Use letterpress, laminator, computer, and projector.

### Monthly

- Assist in choosing and implementing learning activities
- Maintain bulletin boards and display children's work.
- Attend family meetings (open house).
- Plan and organize field trips.
- Plan for celebrations and special events.
- Attend all staff meetings.

### Semester

- Evaluate each child's progress. Prepare progress reports for each child.
- Prepare individual children's schedules and records.
- Thoroughly clean and organize preschool.

### Yearly

- Complete a minimum of 15 hours per year of training in a child-care related program approved by the Bureau of Services for Child Care.
- Update CPR training/first aid certificates.
- Maintain current TB certificate, sheriff's card and FBI background check.

***P.M. SUPERVISOR****Qualifications*

- Must be 18 years of age
- A full time student at UNLV.
- Have at least one year of formal experience working with young children.

*Requirements*

- See General Staff Requirements.

*Duties*

In addition to the assistant's duties:

- Assist in maintaining student worker schedule.
- Assist in maintaining children attendance.
- Serves as liaison to student workers.
- Responsible to monitor room set up/clean up.
- Facilitate in each classroom as needed, assisting student assistants.
- Assist with updating student assistant qualifications/information.
- Attend staff meetings as scheduled.
- Maintain communication with families.
- Maintain safe, healthy, orderly environment.
- Supervise clean up of playground at the end of the day.
- Lock all classrooms and main entry prior to leaving.
- Other duties as assigned by staff development specialist.
- Support and participate in the preschool mission statement of service, research and training.

***PLAYGROUND Supervisor****Qualifications*

- Graduation from high school.
- Two years experience working with children in a preschool setting.

*Requirements*

- See General Staff Requirements.

*Duties*

- Facilitate playground activities and supervise teaching assistants.
- Follow the current philosophy of the program including the health and safety of the children.
- Plan activities, lesson plans, and maintain playground information board.
- Set up and clean up playground.
- Keep inventory of outdoor materials, order necessary equipment.
- Attend head staff meetings and meet with OT, PT, Adapted PE services for activities suggestions.



***TEACHING ASSISTANT (UNLV Students)****Qualifications*

- Must be at least 18 years of age
- A full time student at UNLV
- Experience, either formal or informal, working with young children

*Requirements*

- See General Staff Requirements.

*Duties*Daily

- Assist teachers and children in creating a safe, calm atmosphere for playing and learning.
- Participate in carrying out teacher planned activities. Interact with children.
- Assist in cleaning of tables and art materials.
- Assist with snack preparation and cleanup.
- Set up lunches, if needed.
- Supervise and assist children during hand washing and toileting.
- Set up cots and mats for naptime.
- Bleach cots and mats after each use.
- Supervise children resting during rest time.
- Supervise outdoor play.
- Supervise free-play time and centers.
- Report any inappropriate or unusual behavior to teacher or Director.
- Monitor and report any child who does not appear well.
- Help keep the preschool tidy.
- Participate in or direct large group time.
- Respond to the needs of the children.

Weekly

- Perform cleaning duties as assigned by head staff.

Monthly

- Assist with emergency drills.
- Attendance at family meetings and open house is encouraged.
- Participate in special events.
- Attend all mandatory staff trainings.

Quarterly

- Chemical drills/Shelter in Place, Fire drills

Yearly

- Update CPR training, first aid certificate.
- Maintain current TB report, sheriff's card, and FBI check.
- Maintain required licensing hours of training in early childhood development.

- Complete required trainings in Health, Symptoms of Illness and Identifying Child Abuse and Neglect.

***Note: Confidentiality must be maintained at all times. No discussion of children in our program is allowed with anyone other than preschool personnel or the guardian. This discussion is held in a quiet, confidential area.***

### ***Concurrent Employment***

It is suggested that Work-Study or Regular Student Employees not work at two or more jobs concurrently. However, if a work-study student should be employed concurrently, it is imperative that each employment area be aware of the other and that hours are monitored closely. Student employees must report this to their supervisors. The balance of hours remaining to work reflects the total number of hours the student has remaining, rather than the number of hours the student has remaining for each specific department. Student employment is part-time based on need and performance.

A student employee is NOT eligible to receive other employment benefits such as overtime pay, shift differential, paid holidays, vacation leave, sick leave, retirement benefits, unemployment insurance, or permanent status. Employment may be terminated at anytime.

### ***Overtime***

A student may work a maximum of 20 hours per week. It is strongly advised that students not work over 7.5 hours in a day. Early Childhood students who are in the TEACH program may work 30 hours per week per contract between UNLV and TEACH.

If the student is a work-study candidate, employment must be terminated when the student's total award is earned (and an increase in award is not possible). The department may decide to transfer the employee to regular student status or in the case of off-campus work-study employees, the employer may choose to place the student employee on their internal payroll.

A student's employment may be terminated at any time. Item P on the reverse side of the UNLV Employment Document, states "Hourly employees are temporarily appointed, therefore, termination of employment may be given at any time."

A student's employment may be terminated by the student employee with written notice.

## **STUDENT ASSISTANT ORIENTATION**

The Student Assistant Orientation will include:

- Explanation of program operations, policies, the general reporting structure and the philosophy, goals and objectives of the Preschool.
- Staff introductions.
- The student assistant's specific duties and responsibilities, including information to help the student understand the relationship between his/her job and other activities. A question and answer period will be provided at the close of the orientation.

- Discussion of supervisor expectations of the student's work performance, including standards.
- Student assistant instruction on where to find work assignments, messages and where to secure personal belongings.
- A review of their specific work schedules. Attendance expectations will also be clearly communicated.
- A review with the student assistant of any policy/ procedural changes that may affect his/her employment.
- A tour of classroom environments.

## ***PRACTICUM STUDENTS AND OBSERVERS***

### *Preparation*

- Please sign in and out in the Lending Library for each visit. A name tag will be provided.
- Read and become familiar with the teacher's lesson plan for that day.
- Read Practicum Observer Guidelines
- Direct questions and comments to the head staff or administrator.

### *Participation*

- Model an activity by participating with enthusiasm, enjoyment and age/developmentally language.
- Sit with the children during large group time and participate in the activity.
- Follow the teacher's lead. Model appropriate attention to the teacher or adult conducting group.
- Assist children with: paint shirts, shoe-tying, toileting, hand washing, and cleaning up a specific area as needed, encourage independence.
- Assist preschool staff with: snacks, lunches, distributing materials, etc. as needed.

### *Free play*

- Observe and interact with individuals or groups of children without being directive or intrusive. Ask open ended questions to facilitate language. For example: "What would happen if . . . ?" Give positive reinforcement to the children and attempt to ignore negative attention seeking behaviors.
- Allow children to work out their own differences unless they are endangering one another.

### *Transition activities*

- At the discretion of the teacher, assist the teacher in carrying out transition activities. These help alleviate possible behavior problems.

### *Observations*

Please refer to Head Staff member.

*Confidentiality*

Practicum students and observers are expected to exercise professionalism when discussing the observations made at the UNLV/CSUN Preschool. Names may not be used during classroom discussion or in written assignments. Concern regarding the behavior of a child, family member, or staff member that may warrant intervention should be discussed with the Director.

**STAFF TELEPHONE PROCEDURES***Outgoing calls*

- Press 8, except for 911.
- Be pleasant, polite, and professional. Your voice on the telephone is the caller's first impression of the preschool. Greet, "Good morning or good afternoon, Hearts room, this is ----- speaking."
- Leave complete message for requested person; include date, time, name and telephone number of caller.
- Keep conversation brief. Request address and zip code in order to mail brochure in reference to preschool facility.
- Provide only accurate information; if uncertain, take phone number for administrative personnel to return the call.

*Use of intercom*

- Press hold to retain caller.
- Press I/C and the 2 digit number of the person you are trying to reach:

<u>I/C</u>		<u>Desk</u>
01	Director	51322
02	Office Admin.	53255
03	Assist. Dir. Staff Development	53243
04	Office Manager	53887
50	Asst. Dir. Curriculum Development	55330
09	Lending Library	53779
06	Office Assistant	53779
05/07	Shredding Room	53779
49	Infirmary	54313
33	CCSD Special Education	
17	CCSD Special Education	
25	CCSD Speech	

<u>IC</u>	<u>Classroom</u>	<u>Desk IC</u>
10	Sweet Peas	41
51	Tadpoles	36
30	Grasshoppers	14
29	Stars	16
27	Caterpillars	08
28	Hearts	12
22	Ladybugs	34
21	Butterflies	18
24	Bumble Bees	42
23	Rainbows	26
46/47	Sea Turtles	17
Shred Room		35
Lounge		43
Conference Room		44
Rotation Room		45
Multipurpose Room		32
Laundry Room		45

## **UNLV/CSUN POLICIES AND PROCEDURES**

### **OPENING PROCEDURES**

- Staff person arrives at 7:15 am.
- Unlock Preschool doors.
- Sign in on WORKDAY and Procare Touch Pad.
- Post daily sign in/out sheets: Grasshoppers, Stars, Hearts, Ladybugs, Butterflies, Rainbows and Sea Turtles.
- Remove chairs from top of table.
- Receive and sign for milk delivery as needed.
- Prepare Bleach/ Water solution.
- **Greet** children, families, and staff as they arrive.
- Encourage them to place lunches in refrigerator, coats on hooks, and backpacks in cubbies.
- Create a calm, warm, welcoming atmosphere (soft children's music).
- Encourage children to select an activity or toy.
- Comfort children who demonstrate difficulty separating or adjusting.

### CLOSING PROCEDURES

- Have children assist with clean up of all loose toys, trikes, wagons etc. in the storage room
- Supervise children as they put blocks, manipulatives, puzzles, books, etc. away in the preschool classrooms and housekeeping area.
- Wash all dishes, paintbrushes, etc. Leave sinks empty and clean.
- Wipe tables and chairs clean with bleach and water solution (1:10 ratio).
- Place chairs on top of tables.
- Turn off computer and make sure materials are put away.
- Dried art projects should be placed in appropriate cubbies.
- Check housekeeping area. Place clothing and items in appropriate boxes or cupboards
- Check refrigerators- make sure doors are shut tightly.
- Shut supply room door and make sure it is locked.
- Call parents at 6:00 if any child remains. If unable to reach, call P.M. supervisor and then call campus police. Campus police will take custody of the child.
- Note overtime on student sign in/out sheet.
- Sign out on Procure Touch Pad.
- Lock all preschool doors including garage doors/ side doors when leaving.

### EMERGENCY PROCEDURES – INJURY

- Emergency Telephone Numbers are by each phone
- First Aid Kit Cabinet above children's sink in each classroom.
- Ice packs in freezer. **Always cover with a cloth or sock to prevent ice burns. Apply on/off intermittently for 20 minutes.**
- Head staff brings child to infirmary when necessary. Report head or facial injury.

#### *Cuts and Scrapes*

- Put on rubber gloves (see Universal Precautions).
- If serious cut, report to office infirmary.
- Wash wound with warm water and soap.
- Dry thoroughly.
- Apply band aid.
- Discard gloves into plastic bag.
- Tie bag and deposit in plastic lined trash can.
- Write an ouch report to communicate incident to family member.

#### *Head/Facial Injuries*

- Report to administration immediately.
- If bleeding, put on rubber gloves.
- Check head for open wounds.
- Apply pressure immediately.
- Check for swelling.

- Apply ice pack.
- Check for dilation of pupils.
- Notify family member.
- Write an ouch report.
- Fill out an Infirmary Report as directed. Obtain adult's signature on pick up of child.
- Follow Head Observation Sheet for head injury.

### ***Accidents Requiring Medical Assistance***

- Remain with injured child. Never move a child who has fallen from equipment.
- Have a staff member dial 911 on school phone (do not dial 8 first) and come back to confirm telephone call. Call Administrator immediately.
- Use CPR technique, if needed, until help arrives
- Use mouth piece for mouth to mouth resuscitation

### ***Accident/Incident***

- Ouch report must be written for any accident/injury
- Family member must be notified immediately for head injuries, open wounds, or bites
- Write on report whether or not the family member came in to respond to the call.
- Staff member must sign written report
- File a copy of the report in child's portfolio
- Notify Administrator of all incidents or accidents.

## **EMERGENCY PROCEDURES – FIRE**

**REMEMBER: Your sign-in sheet goes with your class to every location at all times**

*Emergency Telephone Numbers* are by each phone.

*Fire Extinguishers* are hung throughout the facility including each classroom.

*Fire Alarm System* throughout the facility near exit doors.

### ***Evacuation Plan***

- Exit to playground.
- Proceed to fence away from building.
- Exit through back door.
- Proceed to lawn away from building. (see evacuation plan posted by exits)

### ***Fire Drills***

- Children exit LBC grounds in an orderly manner.
- First staff member takes out daily sign-in sheets from sign-in area and emergency backpack.
- Last staff member turns out lights, closes doors after checking classroom for children and adults.
- Children proceed to fence furthest from building.
- Staff takes roll call from daily sign-in sheets.
- Staff completes fire drill report form.

## **FIRE DRILL PROCEDURES**

All administrators will have an Emergency Binder with updated school lists and center procedures. A Fire Safety Officer will sound the fire alarm for a drill (FOR AN ACTUAL EMERGENCY A PRE ASSIGNED STAFF MEMBER WILL SOUND THE FIRE ALARM (IF NOT ALREADY INITIATED) AND THEN CALL 911 TO REPORT THE FIRE – in either case the following procedures will be implemented immediately:

### ***Infant Fire Drill Procedures***

Adults must stop what they are doing and immediately place infants in an evacuation crib (two evacuation cribs per classroom – four infants each evacuation crib), then proceed outside. Staff may only move one crib with both hands. Only one infant may be carried by a staff member. Infants in the Tadpole room exit the building through the south door to the curb (alternate route- north facing door). Infants in the Sweet Pea classroom exit through east facing door (alternate route- north facing door) heading towards the south side of the administration building - remaining on sidewalk.

Both infant classrooms are to remain on sidewalk and walk to grass area to the left of William G. Bennett Professional Development Center. Next, adults immediately take attendance from the family sign-in/out sheet. Infants and staff may not return to the building until all children are accounted for and permission has been given to reenter the building.

The first adult out the door must take the sign in/out sheets and the emergency backpack, medication box, and water with them. The last person out the door checks the classroom(s) to make sure that all children and adults are out of the building. Lights should be turned off and the last adult to exit the classroom should close all doors.

Please list the number of teachers, teacher assistants, volunteers, infants, date, and time (and length of time, e.g. 1 min. 40 sec. – this is the length of time it takes for the last person to exit building door) on the fire drill report sheet and place in Director's mailbox.

### ***Toddler Fire Drill Procedures***

Children and adults must stop what they are doing and proceed directly outside onto the playground exiting the playground through the north gate to the curb area closest to Paradise Elementary School. The first adult out the door must take the sign in/out sheets and the emergency backpack, medication box, and water with them. The last person out the door checks the classroom/ restroom(s) to make sure that all children and adults are out of the building. Lights should be turned off and the last adult to exit the classroom should close all doors.

Adults and children should remain on sidewalk/grass area in front of the playground fence near the kindergarten play equipment.

Attendance should be taken from the sign in/out sheets immediately. Show green card for all children present or red card for child missing. Children may not return to building until all children are accounted for and permission has been granted to reenter the building.



Please list the number of teachers, teacher assistants, volunteers, infants, date, and time (and length of time, e.g. 1 min. 40 sec. – this is the length of time it takes for the last person to exit building door) on the fire drill report sheet and place in Director’s mailbox.

Alternate routes when your exit is blocked: Gate by front door of building.

- Interior playground south facing gate – go through all three gates and follow infant procedures to grassy area to the left of the Professional Development Center.
- South gate follow infant procedures as above.

***Preschool Fire Drill Procedures***

Children and adults must stop what they are doing and proceed directly outside onto the preschool playground exiting through the west playground gate. Once outside the gate, children and staff should proceed to grass area to the left of the William G. Bennett Professional Development Center.

Attendance should be taken from the sign in/out sheets immediately. Children may not return to building until all children are accounted for and permission has been granted to reenter the building.

The first adult out the door must take the sign in/out sheets and the emergency backpack, medication box, water with them. The last person out the door checks the classroom(s) to make sure that all children and adults are out of the building. Lights should be turned off and the last adult to exit the classroom should close all doors.

Please list the number of teachers, teacher assistants, volunteers, infants, date, and time (and length of time, e.g. 1 min. 40 sec. – this is the length of time it takes for the last person to exit building door) on the fire drill report sheet and place in Director’s mailbox.

Alternate route when your exit is blocked

- Proceed on sidewalk to administration building – exit through two south facing gates (remaining on sidewalk) to grassy area to the left of the Professional Development Center.

**DRILL TIME STARTS WHEN ALARM IS RECEIVED. DRILL TIME ENDS WHEN LAST OCCUPANT IS THIRTY (30) FEET FROM BUILDINGS. WHEN ALL CLEAR IS GIVEN BY THE UNLV FIRE SAFETY OFFICER, PRESCHOOL STAFF AND CHILDREN MAY RETURN TO THE PRESCHOOL. IF ACTUAL EMERGENCY, THE FIRE DEPARTMENT MUST GIVE ALL CLEAR TO REOCCUPY THE BUILDINGS. Campus Public Safety ext. 3668**

**UNLV/CSUN Preschool Emergency Response Guide**  
**If inclement weather, designated location in real emergency will be Paradise Elementary School or the UNLV campus athletic bldgs.**

<u>Fire Drill</u>	<u>Shelter In Place Drill</u>	<u>Chemical Drill</u>	<u>Evacuation Drill</u>	<u>Earthquake Drill</u>	<u>Possible Emergency Response (1,2,3 Plan)</u>
Gather children Check the room Bring emergency backpack, water jug, medication box, and sign in/out sheet	Gather children on the inside wall in the bathroom Check the room Bring emergency backpack, water jug, medication box, and sign in/out sheet	Gather children in the inside wall in the bathroom Check the room Bring emergency backpack, water jug, medication box, and sign in/out sheet	Gather children Check the room Bring emergency backpack, water jug, medication box, and sign in/out sheet Move children to designated area	<b>“Drop, Cover, and Hold On”</b> protocol to protect lives during an earthquake.	All teaching staff and children will be directed to return to classroom. Take attendance of all children and staff.
Move children to designated area.	Tape child/adult count on middle room door, facing outward	Lock all interior doors Hand out wet paper towels to children to cover their mouths	Wait for signal to move to Paradise PDS multi-purpose room	Drop to ground, take cover under a desk or sturdy table or inside corner of a building. Hold On or cover head and neck with arms.	NO PERSON is to leave without admin approval.
Take attendance of children & adults Use green or red sign to signal if all children are present	Lock all interior doors	Seal exterior doors and garage door with tape (Drill: Place small piece of tape on door)	Your sign in/out sheet will be taken, copied, and handed back to you.	Don't get in a doorway! Sing a song with children. Call out their names	Staff will resume normal indoor learning activities while awaiting further direction from administration.
Engage children in a group activity.	Engage children in a group activity	Engage children in a group activity	Engage children in a group activity	Wait for signal to move. Take attendance and count.	Upon directive from Campus Safety and Preschool Administration the center will remain <b>open under watch</b> until further notification
Return to classroom and resume normal schedule	Return to classroom and resume normal schedule	Return to classroom and resume normal schedule	Release child with sign-out after authorized check		

## **FLOOD PROCEDURES**

### ***During a flood***

In the event of flooding due to heavy rain, children will remain in the classrooms. The Director of Public Safety or his/her designee will determine evacuation location if flooding may cause unsafe conditions. If necessary the Director of Public Safety or his/her designee will inform the preschool to proceed to a different evacuation location to avoid unsafe conditions.

## **EARTHQUAKE PROCEDURES**

### ***During an earthquake***

- Stay in the building- shelter in place. DO NOT EVACUATE.
- Take shelter under tables or desks in doorways and similar places.
- Keep away from overhead fixtures, windows, filing cabinets, and bookcases.
- Assist any people with disabilities in the area and find a safe place for them.
- If you are outside, stay outside. Move to an open area away from buildings, trees, power lines, and roadways.

### ***After an earthquake***

- Check for injuries; give or seek first aid.
- Check for safety hazards: fire, electrical, gas leaks, water supplies, etc.
- DO NOT USE an open flame.
- DO NOT USE telephones and roadways unless necessary. Keep them open for emergency use.
- Be prepared for aftershocks.
- Cooperate, keep informed, remain calm and help clean up.

### ***If an evacuation is ordered***

- DO NOT USE ELEVATORS.
- Beware of falling debris or electrical wires as you exit.

## **UNIVERSAL PRECAUTIONS**

Universal blood and body fluid precautions are designed to make use of protective equipment and clothing. The precautions should be used when handling any infectious materials or waste materials. They are as follows:

- VINYL GLOVES provided are to be worn for touching blood, body fluids, mucous membranes or non-intact skin of all individuals, any other infectious material or waste material, for handling items or surfaces soiled with blood or body fluids or other infectious material or waste material, and for performing vein- puncture and other vascular gasses procedures. For situations involving human health care, gloves should be changed after contact with each individual.
- WASHING of hands and other skin surfaces should be immediate and thorough if contaminated with blood, body fluids, or other infectious materials or waste materials.

Hands are to be washed immediately after gloves are removed. Turn off faucet with a paper towel.

- SPILLS of blood, body fluids, or other infectious materials or waste materials should be promptly cleaned in the following manner while wearing gloves and any other appropriate protective clothing. Visible material should first be removed with disposable towels. The area should then be cleaned with a 1:10 solution of household bleach, or other recommended disinfectant solution specific for the infectious material. Disposable material should be discarded in plastic bags and disposed of according to infectious waste disposal procedures. Wash hands immediately after removing gloves. Call UNLV Facilities/Maintenance for cleaning up of large bio hazard waste on carpet.
- MOUTH TO MOUTH RESUSCITATION should be performed using mouthpieces, resuscitation bags or other ventilation devices. This type of equipment should be available for use in areas in which the need for resuscitation is predictable.
- AED equipment is automatic, easy to use, and available in the main administration office next to shredding/scheduling room.

As per Department of Environmental Health and Safety/UNLV.

### MEDICATIONS

Whereas the State of Nevada, pursuant to NAC 432A.376, authorizes licensed preschools to administer medications to its students under controlled conditions and that this authorization is in the best interests of the operation of the preschool, the following medication policy for the UNLV Preschool is approved:

- The medications administered by the preschool must be plainly labeled in the original container, and contain the name of the child to whom it is to be administered as well as instructions from a physician regarding administration and dosages to be given.
- All medications must be accompanied by an *Order to Administer* Form available in the office, prescribing the product. The form is good for 30 days.
- The medication shall be stored in locked cabinets inaccessible to students or children. Upon the discontinuance of use of a prescribed medication, the UNLV/CSUN preschool shall destroy or return to the child's family all unused medication.
- The Director of the UNLV/CSUN Preschool or his/her designee shall be charged with administering the medications pursuant to the orders written by the physician.
- A medication request form must be filled out by the parent or guardian of the child prior to the preschool administering any medication to any child under their supervision.. Time and date must be exact (*not as needed*).

The UNLV/CSUN Preschool shall keep all logs and records required under NAC432.376.

- Copies of medication records shall be stored in both the UNLV/CSUN Preschool Office, as well as, in the child's file whom the medication was administered.
- Prescription medications must have a pharmacy label on the prescription item and must be dropped off and picked up daily.

## HAND WASHING POLICY

All staff are required to wash hands when entering a classroom for a 20 second wash that includes: water, soap, lather, rinse. This is a requirement for all staff / children when entering a classroom. Adults must also wash/sanitize before and after feeding child, before and after administering medication, after handling trash and after cleaning surface or materials. Signs are posted to assist with reminders.

## SICK CHILD POLICY

UNLV/CSUN Preschool is **not** a sick child care program. Sick children may not return to school until they have been fever- free (24 hours without fever reducing medication) or on an antibiotic for at least 24/48 hours (as per doctor's note to return to school). This policy explanation is meant to clarify for all families in our program the importance of health at school. It is intended to promote the safety and well- being of all children and staff within our program.



### UNLV/CSUN Preschool Sick Child Policy

UNLV/CSUN Preschool is not a sick child care program. **We do not diagnose conditions for families.** We refer all families to their pediatrician for diagnosis. A family will be asked to pick up a child when the following conditions occur: rash, multiple diarrhea, vomiting due to possible illness, temperature 100 degrees or above, child complaint of aches or soreness.

**Sick children may return to school when the following conditions have been met:**

1. Child is fever-free for 24 hours without fever reducing drugs.
2. 24 hours on antibiotics when ordered by a physician.
3. Doctor's note to return to school accompanies any child sent home for possible contagious illness. (face or body rash, blisters, sore throat.)
4. When returning with special instructions or needs at school from a physician, a UNLV Preschool Individual Health Plan needs to be in place prior to returning to classroom. ( Notify administration)

#### PLEASE NOTE:

Child illness is a confidential matter and should not be discussed with other families. As required by our regulatory agencies, we will post a contagious illness notification on the door for families in order to communicate the information in an appropriate manner.



## **CHILD ABUSE OR ENDANGERMENT POLICY**

Should the Preschool staff suspect possible child abuse, neglect or any other endangerment to a preschool child, the staff member will inform the Director, or the person in charge at the time, who, in turn, will assist staff in notifying and reporting to Child Protective Services or proper authorities (Public Safety, Bureau of Child Care Licensing), as required by law.

Reports of abuse or neglect as per Bureau of Licensing:

- A report must be made to an agency which provides protective services or to a law enforcement agency immediately, but in no event later than 24 hours after there is reason to believe that a child has been abused or neglected.
- Reports must be made by persons who, in their professional or occupational capacities, know or have reason to believe that a child has been abused or neglected.
- A report may be made by any other person.
- Any person required to report under this section who has reasonable cause to believe that a child has died as a result of abuse or neglect shall report his belief to the appropriate medical examiner or coroner, who shall investigate the report and submit to an agency which provides protective services his written findings.
- Method of making report:
  - The name, address, age and sex of the child.
  - The name and address of the child's parents or other person responsible for his care. -The nature and extent of the abuse or neglect of the child.
  - Any evidence of previously known or suspected abuse or neglect of the child or the child's siblings.
  - The name, address and relationship, if known, of the person who is alleged to have abused or neglected the child.
  - Any other information known to the person making the report that the agency which provides protective services considers necessary.
- Penalty for failure to make report:
  - Any person who knowingly and willfully violates this policy is guilty of a misdemeanor.
- Confidentiality of report and records of reports and investigations
  - Report made pursuant to this policy, as well as all records concerning these reports and investigations, are confidential.

### ***Reporting Procedures***

If you observe another staff member treating a child inappropriately/abusively:

- Report to head staff and administrator in charge
- Follow appropriate reporting steps.

Procedures to be followed should a staff member be accused of inappropriate or abusive behavior by a family:

- Report to director or administrator in charge
- A forum would be provided by the preschool director so that all parties could discuss concerns and responses in a confidential manner so that resolution or necessary reporting may occur.

## **SUPERVISION POLICY**

**ALL infants, toddlers, and young twos are supervised by sight and sound at all times.** Staff must position themselves to supervise sleeping infants, toddlers, and young twos. Most of the time preschoolers should be supervised by sight/sound and can have a short interval of time (5 minutes) by sound only, as long as a staff is checking at least once by sight.

## **FOOD SAFETY POLICY**

Preschool serves snacks and milk daily. Lunches are provided by families.

- Before serving check for expiration dates and discard expired items.
- Store each bottle and container of food in refrigerator. No hot thermos food may be kept on counter. Label each bottle and container of food with the name of the child and the date the food was prepared by the facility or family member. No food is permitted in baby formula through a bottle.
- Immediately refrigerate food after meals.
- Return unused and unopened food to families daily.
- Leftover food should be discarded if left in room temperature for more than 2 hours.
- Wash any chair/ table used during a snack or meal with soapy water and disinfectant.
- Avoid serving foods that may cause choking such as hot dogs, peanuts, raw carrots, raisins, popcorn, whole grapes, blueberries, whole olives, corn, uncooked peas, nuts, peanut butter, jelly beans, and hard candy.
- Note: Expressed breastmilk must be labeled with name, date and date expressed.

## **MEAL PROCEDURES FOR INFANTS/TODDLERS**

Develop a feeding plan for each child with the family. The plan is to include:

- Instructions for feeding.
- Any special dietary restrictions or allergies.
- A schedule of times for feeding.
- Whether the child will be fed breast milk, formula or solid foods.
- When to begin feeding solid foods.
- Likes and dislikes of certain foods.
- Discuss topics such as nursing, weaning, and introducing new foods with families.
- Provide comfortable place where mothers can nurse their infants/toddlers without interruptions. We have a Lactation room/
- Offer suggestions of safe and nutritious foods to bring to school.
- Respect and follow family's special food request as closely as possible for health, cultural or personal preference reasons.
- Record how much the child eats on the daily report and give this information to the family. ( infants/ young toddlers)
- Be aware of any allergies that children may have and make sure the list of specific allergies of children is posted for staff use.
- Create a calm and pleasant atmosphere by transitioning from a quiet activity, such as reading a book to meal time.
- Have everything you need at the table before start of the meal (food, napkins, utensils, paper towels, bibs).
- Model manners such as saying, "Please" and "thank you".
- Encourage and assist each child to feed himself (e.g., holding a bottle, drinking from a cup, finger feeding, or using a spoon).
- A child who is fed with a bottle but does not hold his own bottle must be held by a caretaker while being fed with a bottle. (Bottle must not be propped). A child who holds his own bottle must be directly observed by the caretaker.
- Offer each child drinking water at times other than during regular feedings.
- Encourage toddlers to try new foods but don't force them to eat something they

really do not want.

- Encourage relaxed and friendly conversation about familiar things (taste and smell of the foods).
- Encourage children to participate in whatever ways are appropriate for their level of development.
- Feed a child commercially prepared baby food directly from the jar in which it was packaged or from a separate dish. If the staff feeds the child from the jar, the staff shall discard the jar after it is open and used.

### **SNACK TIME PROCEDURES**

- Hand washing by children and adults precedes snack time; one staff member supervises a transition activity while another supervises hand washing.
- Snacks are planned in advance by office personnel and the teacher responsible for each group. Any changes to the snack menu must be noted by the teacher and made available to families.
- The snack and its preparation are frequently part of the lesson plan and a learning activity.
- By rotating selection, children are assigned as a helper to assist with snack preparation by placing items on table as directed by the staff.
- Notice regarding children with specific food allergies is posted on the staff bulletin board near snack area and at table. Alternate food or beverage must be provided.
- Paper towels are readily available for spills. Children are encouraged to wipe their own spills.
- Older children dispose of their own items and wipe their places at the tables before leaving for another activity.

### **LUNCH PROCEDURES**

- Children are on the playground prior to lunch.
- Head staff set up lunches approximately 15 minutes prior to eating.
- Lunches are placed on appropriate chair for children to unpack.
- Toddler lunches are opened, thermos caps loosened, and food is unwrapped when support is needed.
- Hand washing by children/staff precedes lunch time; one staff member supervises a transition activity while another supervises hand washing (20 seconds).
- Staff members eat with children unless scheduled to be on break. This is an excellent time to model table manners and to discuss different foods and nutrition.
- Children are encouraged but not forced to eat; unopened food should be placed in lunch boxes so families can monitor the child's appetite and food preferences.
- When finished eating lunch, all lunch boxes should be returned to the refrigerator.
- Children clean spot with paper towel before leaving the area, engaging in an activity, or resting.
- One assigned staff member cleans tables/ chairs with sanitizing bleach or disinfectant solution while other staff members help children transition to rest time.



### **REST TIME PROCEDURES**

Children who remain at the school for more than 5 hours must rest as required by the Bureau of Child Care State Licensing.

- Set up cots and/or mats in designated area.
- Check posted list for children who rest each day.
- Encourage children to toilet before resting.
- Children may select books to read during rest time.
- Cots and mats must not block the walk way and must be at least 2-3 feet apart.
- Distribute blankets/pillow. Turn down lights.
- Soft, relaxing music may be played during rest time for a short period no more than 15 minutes while child are beginning to calm down.
- Children who do not sleep must rest quietly for 20-30 minutes.
- Staff supervises rest time maintaining a calm, quiet atmosphere and checking on children by sight and sound.

### **REST/SLEEP PROCEDURES FOR INFANTS/TODDLERS**

- A child who is 18 months or younger sleeps in an appropriate crib/cot.
- SIDS Prevention: All infants under one year are placed in cribs on their backs. No blankets are permitted. Sleeping sacks are recommended. Arms must be free. Babies are never swaddled or have heads covered.
- Ensure that each child has appropriate naptime, as needed.
- Ensure that the bedding that each child uses is used only for that particular child.
- Check each napping child by sight and sound. Staff move around the room to monitor.
- After a child awakens from a nap, take the child out of the crib/ cot and engage him/her in an activity within 5 minutes.
- Replace bedding/ sanitize crib/cot each time a child soils it or when the sleeping device is to be used by another child.

### **TOILETING PROCEDURES**

- Young children should be taken to the toilet at regular intervals during the day. When children are active and involved, it is natural for them to forget unless reminded.
- Only two to three children participating in the toileting procedure in the bathroom area at a time.
- If a child wets or soils his/her clothing, they should be changed immediately without fuss or comment. The child should not be reprimanded in any way. Show them you understand that accidents do happen and that clothes can be changed.
- We expect accidents with young children when they are first exposed to new experiences or are excited or upset. That is why we request extra changes of clothing for all children.
- The children should be encouraged to unbutton and pull down their pants. They may require help zipping and buttoning. This is why we ask families to dress the children in simple clothing that can be removed by the child without difficulty.

- Children should be reminded to wipe. Many children need help in learning to tear off just enough paper. They should also be reminded to flush.
- Children should always wash hands after toileting following the proper hand-washing steps. (20 second wash)
- If a child resists going to the toilet at school, ask him/her to accompany you and other children while they use the facilities to help reduce the anxiety of a new situation. For older children, respect needs for privacy.
- Try to have a positive, matter-of-fact attitude toward toileting.
- Elimination is a very natural experience for young children, the same as eating, sleeping, or washing. There are no unwholesome attitudes toward it until he/she learns them from adults or older children.

### **DIAPER CHANGING PROCEDURES**

- Staff follows a daily diaper change schedule for those children who are using diapers. Infants and toddlers: Only 1 child at a time for diaper changes per staff member. Only use table assigned to classroom.
- Staff follow steps of approved diaper changing steps that are posted.
- Type of elimination (bowel movement or urination) is recorded and communicated to parents by the daily parent report and the classroom log.
- The diapering surface must be cleaned with soapy water and disinfected with bleach or hydrogen peroxide after each use.
- Soiled clothing must be stored in an individual plastic bag and returned to family daily.
- Staff shall not leave a child unattended while they are on the diaper changing table, (you must keep your hand on the child at all times during disposal of the soiled diaper) or in the changing area.
- Always check and change diapers after rest period.

### **CLEANING PROCEDURES/ POLICIES**

All staff members participate in keeping the preschool clean and tidy. We follow the Southern Nevada Health District, NAEYC and *Caring for our Children Manual* for health and safety policies.

Daily: UNLV Facilities clean daily in addition to the following by staff:

- Wipe table, chairs with soap and water and then disinfectant or bleach solution.
- Vacuum/ sweep floors daily or more often after eating, if necessary.
- Spray cots and mats with water and disinfectant/ bleach solution.
- Wash dishes and paint brushes. Leave sinks/ counters empty and clean at the closing.
- Include children in organizing play materials in the dramatic play area at the end of the day.
- Mop/ disinfect bathroom spills as needed.
- Ask children to put paper towels in wastebasket. Model a tidy bathroom and classroom environment.
- Continuous bathroom cleanliness inspections are required throughout the day.
- Clean sinks as needed. Disinfect prior to group using bathroom sink for hand-washing purpose.
- All bedding, cots, and cribs must be washed if soiled.
- Clean and disinfect diapering area after each use.
- Keep classroom clean and organized.

- Keep supply cabinets and supply room clean, orderly, and adequately stocked.
- Launder soft toy items and pillowcases.

### Weekly

- Straighten and wipe down toy shelves and cubbies. Sanitize toys.
- Wash clothing from housekeeping.
- Wipe out refrigerator and discard old food items.
- Clean all materials (daily if applicable).
- Document jobs completed on cleaning lists as trained by the teacher.

### Semester

- Thoroughly clean storage areas, window washing, and organize entire preschool.

## **PLAYGROUND PROCEDURES/ POLICIES**

*The following positions on the playground must be staffed by an employee of the preschool at all outdoor times to ensure a safe environment for the children.*

• **SUPERVISION by sight and sound for all children. Older children may use restroom independently with staff monitor at door.**

**Station areas on playground are assigned for supervision: Umbrella areas, sandbox, bike path, restroom, grass, gate or access area.**

*These procedures will also apply to the MP ROOM area for play.*

- Participate and interact in carrying out planned playground activities.
- Damaged play equipment must be reported to the playground supervisor immediately.
- Practice unified, consistent Preschool methods of handling children's behavior through Positive Behavior Supports: Prevent, Teach, Reinforce. (in staff handbook).
- Have knowledge of emergency and safety procedures (ouch reports, carding unfamiliar parents/individuals).
- Monitor and report any child who does not appear well.
- Respond to the needs of the children. Always attend to a child crying to offer comfort.
- Insure children use swings appropriately.
- Children must sit on the tricycles and park when not in use.
- Children must go down the slides feet first when path is clear.
- One child on the spinning bowl at a time with supervision.
- Children must follow the arrows on the bike path to avoid accidents.
- Sand must remain in the designated areas and be used appropriately.
- Storage doors must remain locked at all times except when taking out or putting away toys (children are not allowed in the storage areas at any time).
- Sweep sand from playground as needed to avoid falling.
- Adult supervision is critical. Adults must position themselves to cover all areas of the playground/ MP ROOM at that time.
- Avoid adult conversation which prohibits careful supervision. Talk with the children as you supervise. Provide positive comments. "Thank you for keeping yourself safe while you ride the bike!"
- Refer to safety reminders.
- Outdoor bathrooms must remain open and they must be monitored by an adult at all

times.

- Always notify the playground supervisor or head staff member upon leaving and returning to the playground.

### **PLAYGROUND RESPONSIBILITIES**

#### ***Main Entry Gate***

- GREET ALL PARENTS AND CHILDREN ENTERING THE PLAYGROUND.
- Report any unusual behavior to the responsible teacher.
- Monitor children and engage.

#### ***Gate Area***

- Monitor all activity near emergency/no-exit gates. Children must not be within three feet of these gates.

#### ***Preschool Playground Area***

- Monitor activity on swings and spinning bowl.
- Monitor all areas on preschool playground/ grass area.
- Monitor all play equipment and sand area. Sweep sand from all walkways/concrete.

#### ***Toddler Playground Area***

- Monitor activity on swings.
- Sweep sand from all walkways/concrete.
- Monitor all play equipment and sand area.
- Supervise all planned playground activities during playground time.

#### ***Infant Playground Area***

- Sweep sand from all walkways/concrete.
- Monitor play equipment.
- Supervise all planned playground activities during playground time.

\*\*Playground assignment post will be given to the student assistants on the playground from head staff or in charge staff.

### **PLAYGROUND SET-UP AND CLEAN-UP PROCEDURES**

#### ***8:00 a.m. Set-up Procedures***

- Take out tricycles, sand toys, large Legos, and basketball hoop and other materials as needed for planned activities.
- Make sure all sand is swept from sidewalk areas.
- Set up drinking water jug daily with cups. Refill throughout the day.
- Fill water table with water and water toys (the table should be sand-free).
- Set out activities and 15-20 balls, trikes, cars, scooters.  
RESET for next daily playground time before/ after lunch.

#### ***Clean-up Procedures (5:00pm)***

- Put tricycles and all sand toys in the storage units check playground for any toys.
- Wash the sensory tables everyday (when used), with soap and water, then spray with bleach solution.
- Pick up any trash on playground.
- Sweep off playground equipment and cement around the sand area and any other areas as needed.
- Place yellow copies of any such reports in teacher mailboxes.

## **POSITIVE BEHAVIOR SUPPORTS POLICY**

The UNLV/CSUN Preschool believes in taking a positive approach to discipline. We set the stage in order to guide the children to be self-regulatory. Expectations and limits are consistently enforced. Through adult guidance and association with his/her playmates, the child is being prepared for self-regulation/self-discipline while respecting the rights of others.

A staff member **may never use physical punishment, coercion ( forcing a child to do what you want), or psychological abuse (shaming, ridiculing, sarcasm) when disciplining a child.** Yelling, scolding, restraining, pushing, pulling, shaking, a child is **never permitted**.

We follow the School-wide Behavior Expectations:

- Keep ourselves safe.
- Keep our friends safe.
- Keep our toys/ materials safe.

The approaches to positive guidance include:

- Model the desired behavior: attentiveness, respect, friendliness, cooperation, willingness to share, acceptance, manners.
- Attend to children who are being disruptive in a manner that allows the activity to continue without interference. Plan for smooth transitions through songs, engaging interactive participation.
- Encourage desired behavior by praising specific accomplishments and encouraging positive actions. Use positive verbal supports that are specific to the desired task.
- Be consistent in methods of managing behavior, staff must discuss, agree, and adopt uniform methods that are positive approaches.
- Speak slowly and clearly with the direction. Allow for wait time for child to process.
- If a child does not follow verbal direction, ask them if they need your help or the help from a friend. If the child still does not comply, then tell them that you are going to help them. At which point, you may have to provide steps to guide the child in complying with a request. For example, if a child is standing on a chair you would ask them to stand on the floor or sit on the chair. If the child does not follow your verbal directions you would ask them if they need your help. If the child does not respond to you then you would tell them that you are going to help them stand on the floor or sit in the chair in order to keep them safe. The staff may gently guide the child to safety.
- Distraction, redirection, and close proximity is effective when children are about to have a conflict.
- **Physical punishment or psychological abuse will not be tolerated and will result in immediate termination of employment.** Careful planning to avoid long waiting periods between activities and during indoor/outdoor transition times will eliminate many potential behavior problems. Calling for assistance is encouraged when needed.

### Self-Regulation

Adults support self-regulation when children can answer these four questions about their activity:

1. What am I supposed to be doing? ( Do I know what I am suppose to be involved in at this time?)
2. How do I know I'm making progress? ( Is the staff encouraging me along the way?)
3. How do I know I'm finished? ( Did the staff recognize that I completed the task?)
4. What am I supposed to be doing next? ( Did I receive a choice for the next activity or a time limit.)

### Limitations and Discipline

Follow the school-wide Positive Behavior Supports (PBS) expectations. Be positive! Eliminate the words "no", "don't", "can't", "quit", etc. from your vocabulary. Tell children what they can do, not what they can't do. Start with the word: "Let's" to support a positive response.

Instead of Saying	Say
"Don't sit on the table	"Please use the chair for sitting".
Don't hit the puzzle with the hammer."	"Let's hit the pegs with the hammer over here."
Quit hitting David."	"It hurts David when you hit him. Tell him if he is doing something you don't like."
"Don't throw the clay."	"You may play with the clay on the table. You may throw the beanbags inside or we will find you a ball to throw when we go outside."
"Be quiet."	"We use inside voices when we are inside. You may yell when we go outside." Let's practice an inside voice together."

- Address minor inappropriate behavior quickly before it escalate.
- Pay attention to and praise children when they are behaving appropriately. Example: You have asked the children to put away the toys; after reminding "Mark" several times, he still isn't helping. Praise the children who are helping with clean-up and be sure to praise "Mark" if he puts even one toy away.
- When a child is being redirected, be sure to tell the child when the time will end and what activity is open for them. Review the 4 questions above to be sure the child has progressed through them.
- Try to help the child who is being redirected to understand his/her own feelings and the feelings of others at that time.
- Once a child has been redirected, allow for a guilt free fresh start.
- Never touch a child in a harmful or forceful way. Avoid putting your hands on the children to force them to comply. There may be times that an angry or overly aggressive

child needs support for safety purposes; attempt to do it in a calm fashion explaining to the child how you can help them when they are ready to play. Offer choices.

### **POSITIVE BEHAVIOR TEACHING STRATEGIES**

- Try alternative accommodations in lieu of physically holding a child. Restraining a child's arms/ legs is not permitted. Allow the child time to de-escalate behavior. For example, when a child is screaming or crying loudly, use a "hands-off" approach for a few minutes. Offer a re-direct activity choice or walk with the teacher to talk about it.(A or B). Stay near the child to assist with support for the child. It lets the child know you are near. Always speak in a calm voice.
- When you become irritated and upset, it can aggravate the situation. If you find yourself getting upset or frustrated, ask for assistance, count to 10 (silently) or ask to leave the area temporarily. Someone is always available to assist. Staff may request a break from a situation at any time.
- Try to anticipate problems rather than waiting for them to happen. Often just moving close to a possible problem situation will calm the child. Talk with the child. Work on prevention strategies with the staff.
- The few rules that we have for the safety of the children on the equipment applies to all children at all times and are to be consistently enforced.
- When you see children behaving inappropriately, speak with them about the incident, explain the consequences if they continue, and then follow through if the behavior continues. Example: "Mark" is throwing sand. Tell him, "The sand needs to stay on the ground to keep our friends safe." Do you want my help to show you or a friend's help with sand play?" If he/she continues to throw sand, follow through and help him/her to choose a different activity and tell them when they can rejoin the sandbox activity. "Are you ready to....", or "Let's go and ....." then the adult will need to follow through with an observation time and reinforce appropriate actions with positive verbal supports. Using a constructive approach for the child to develop self- regulation is recommended.
- Generally, the redirection used in the preschool is making a different choice or distraction for children in the toddler classroom. Challenging behaviors may require teaching social skills and intensive intervention using the pyramid model from the Technical Assistance Center for Social and Emotional Intervention (TACSEI). The head teacher in collaboration with the administration and team members will determine further action.
- Help a child find an outlet for his hostility or anger. Discuss feelings. "Tell Dana that you are angry with her." "How are you feeling?" A walk outside may help to calm a child.
- Look for genuine opportunity to develop a positive, warm, caring relationship and appreciation of children in your care.

## **ME AND MY SHADOW**

Young children in a preschool setting are learning to be social. Oftentimes, during this stage of development, toddlers and preschoolers display challenging behaviors such as biting, hitting, grabbing, and scratching. In our program, one form of intervention utilized to extinguish these behaviors is called "Shadowing". This focused management technique involves adult monitoring with strategies that teach the child appropriate skills in order to eliminate the shadow on the child who is displaying the behavior. The purpose of a Functional Behavioral Assessment (FBA) and shadowing a child is two-fold:

- To break up the pattern of behavior, and
- To replace the behavior with the skills necessary for the child to be self-regulatory.

A staff case review and a meeting with the family is held to discuss any assessments or plans. *The Ages and Stages (ASQ-SE)* is one screening assessment that can be reviewed with the family.

A quality shadowing intervention must be combined with observation of the behavior's antecedents (situations that lead to or provoke the behavior, function of behavior) AND an intervention plan. As adults, we may remember times someone has "pushed our buttons." Children also experience this feeling, but may not have the skills, whether they be social or verbal, to express their wants and needs. Some common antecedents are close proximity to others (in their space), lack of speech, challenges at home, environmental setup, and lack of social skills such as turn taking, asking for attention, entry into play, etc. All behaviors in a preschool setting must be looked at from a proactive approach. To simply stop or control the behavior is not serving the child to self-regulate. We must find out what caused it and replace it with skills necessary for the child to experience successful interactions.

We must Prevent, Teach, and Reinforce!

Once you are clear about potential antecedents and motivation for the behavior, you are ready to begin shadowing to support the child. REMEMBER: Know your responsibility! Ask the head teacher whether you are required to do anything else other than shadow. This can be challenging because, as you know, situations arise that may pull you away from that child you are being asked to shadow.

However, know this - if a behavior is serious enough to require a child be shadowed, it usually means if you look away, it's going to happen. So, ask and be clear so that you can focus in consistently throughout the assigned time. The goal of providing a shadow is to eliminate the need for one through teaching the appropriate response to the child.

## **ADULT-CHILD INTERACTIONS**

- Use verbal and physical signs of affection often, but always ask a child if they want a hug before you reach out to hug them! Do not kiss a child.
- Let the children know that you like them. Greet all persons who walk into your classroom with a warm, friendly smile and "hello" or good morning, afternoon." Ask how their day is going.
- Remain aware of the expected behavior at various ages at all times. We do not expect 2 year olds to act like 4 year olds.
- Do not discuss a child with other staff members in the child's presence. Confidentiality is



important and must be done in private.

- Get down to the children's level when you talk to them. Either squat, kneel, or sit on a low chair at their eye level.
- Do not shout or yell to children across the room. Approach a child, making sure you have their attention, and then give directions or make suggestions.
- Treat children as you like to be treated.
- Use short phrase statements for direction. Allow for wait time.
- Model "please" and "thank you" throughout your day. Children learn by imitation and good role models. We do not force children to reply with "please or thank you."
- Treat all children with respect.
- Before you ask children to change what they are doing, give them advance notice.
- Use the words "let's" and "we" often to acknowledge a helpful partnership.
- Remain calm if children are hurt or injured. If you get upset and emotional, the children will model your emotion. Call for assistance, if needed.
- Relax. Be cheerful. Smile. Cultivate a sense of humor. Laugh with children.
- Use *sports-casting talk*: Explain what the child is doing (play by play). Be a play partner.
- Talk and sing all day long.

**Remember the four questions children need to be able to answer:**

**What am I supposed to be doing? How do I know I'm making progress? How do I know I'm finished? What am I supposed to do next?**

**CHILDREN'S RELATIONSHIPS WITH OTHER CHILDREN**

- Children need to be safe and feel safe with other children.
- Encourage children to share but avoid forcing them. It sometimes works better to give the child a choice by saying, "Which car would you like to play with? Give him the one he may play with." Turn taking is far more effective with young children. Ex.: "When you're finished with the car remember Bob wants it next." Use a timer or picture chart for wait time. Children need to understand what 1 minute means.
- Encourage children to advocate for themselves. A teacher does not always have to step in to protect them. Provide time to practice this and monitor the situation.
- Never initiate competition between children. We don't point that one child is better than another child at an activity.
- When more than one child wants to play with a toy such as a tricycle, and the child does not want to give it up after a reasonable time, tell the first child that after 3 more minutes he will have to let the other child have a turn. (Use a timer or walk around with the child to support an understanding of time).
- Interpreting one child's actions to another child is sometimes needed. "Jim is trying to help you. He did not mean to knock down your blocks."
- Avoid rushing in to help a child. Allow the children as much time as possible to solve their own problems with other children or with materials. However, if you see children become frustrated or upset, volunteer to help him/her.
- Children are encouraged to stand up for their own rights. It is legitimate for a child to hold on to a toy that another child unjustly tries to take away or to ward off an offender by pushing him away. Encourage children to use words to replace these actions.
- Children who are wronged are encouraged to use verbal rather than physical force, such as, "Tell Tim you are using the shovel and ask him to wait until you are through."
- Always listen to both sides of a controversy before offering solutions. You may have

only seen half of the situation, and the child who looks like the victim may have actually caused the problem

- Try to discourage children from excluding other children from play activities by suggesting some ways the child can be included. "Maybe Paul can be the grandpa", "There is room for four in the boat", or "How about letting Amy be the cook?"

**Encourage all children to build their circle of friends and facilitate friendship skills.**

### **CHILDREN'S RELATIONSHIPS WITH EQUIPMENT**

- There may not be throwing of equipment or materials not designed for that activity.
- Do not force children to play or participate in activities during non-directed play time. If a child wants to sit quietly and watch, respect that need.
- Do not always insist that children play on certain equipment. Children's attention spans are often very short. Allow them to stop and put away materials at any time (with assistance if necessary). Offer alternative area. Some activities may be saved for later.
- Make it clear that it is the child's responsibility to put toys away after they have used them but that you will help them. Ex.: "Do you want to do it yourself or would you like some help from a friend or me?" "Two toys to tidy." Incorporate this "Two to Tidy" routine on the playground and indoors.

### **DVDs**

The use of DVDs is limited to developmentally appropriate programming for preschoolers. DVDs are only used on a special occasion (e.g. movie or pajama day) with prior approval from the director and notice to families. DVDs are not shown to infants and toddlers. Prior to their use, DVDs:

- are previewed by adults and based on a learning objective.
- are not required and another option for activity is always available to children.
- are discussed with children to develop critical viewing skills.

### **PM CURRICULAR PLANNING**

Curriculum planning is done weekly as P.M. supervisors review extension activities with the head teacher. Curricular planning is done with developmental milestones as a backdrop to the weekly focus. For example, *Brown Bear, Brown Bear* by Bill Martin, Jr., may be focusing on color recognition as its cognitive milestone.

The supervisors work very hard at presenting a curriculum that is supplemental to the core program's approach while offering its own unique presentation. Children at this time of day function differently and require fresh, creative activities, not repeated projects from morning programs.

Our P.M. Program is that block of preschool time from 3:30-5:30 p.m. The P.M. Program utilizes The Creative Curriculum as its cornerstone of curriculum presentation. The daily lesson plans honor the philosophy of our curriculum, while teaching staff implement modifications necessary to meet the needs of the individual child.

For example, a child who has been with the program for a long day may have experienced a level of intense play that requires he have a bit of 'down time' during center time in the evening hours. He may want to be quietly read to by teaching staff, play board games with another child, or simply create a block structure by himself. Our staff, while presenting a structured curriculum of

art, large group activities, center and outdoor time during P.M., will always look for avenues to meet the needs of the child first.

Our P.M. Program prides itself on its child-focused approach. We seek to honor the child who may need to 'gear down' prior to dinner time, or play by themselves after a day of interacting intensely with friends. On the other hand, another child attending the program during P.M. hours may seek the exact opposite experience and require a variety of activities and multiple opportunities for socialization.

Outdoor time is also unique during P.M. Children who have been active throughout their day may be observed sitting on a swing without swinging, taking a walk around the playground before engaging, or quietly chatting with a new friend. Others may be running, jumping, riding bikes, or climbing on play structures.

The P.M. Program is the final part of the child's day at preschool. Family communication as the child leaves our program is valued by both family and staff. Often our P.M. staff is asked about the child's day at preschool. P.M. Supervisors enjoy reporting wonderful anecdotal stories about the time from 3:30-5:30pm. Staff offer communication forms for families to complete for the head teacher if there are additional questions.

Additionally, we welcome family feedback regarding the P.M. Program. This type of universal communication exchange is always beneficial to the quality of the P.M. Program experience for the child attending our preschool and their family.

### **CURRICULAR AREAS FOR PRESCHOOLERS**

*NAEYC Accreditation Curriculum Standard – 2.A.*

***Supervision: Preschoolers should be supervised by sight and sound through their activities. There may be short (5min) interval by sound only but staff need to check by sight frequently during the interval.***

**CREATIVE ART – NAEYC Accreditation Criteria – 2.J.**

**MATERIALS:** Easels, paints, crayons, collage materials, magazines, scissors, clay, paste, paper, pencils, stencils, play dough, popsicle sticks, cookie cutters, tissue paper, and beans.

**LEARNING VALUES:** Eye-hand coordination, visual discrimination, creative expression, language development, and social skills.

#### ***Easel Painting***

- Children must wear paint smocks while painting.
- The child's name should be written before he/she begins painting, ask the child where they would like to write their name or ask if you need to write it for them.
- Put paint brushes in the respective paint pans so paint colors are not mixed.
- Show the children how to wipe the excess paint off of their brush before painting.
- Have children wash their hands and arms before removing their paint smocks.
- Allow the children to paint as many pictures as they wish, unless other children are waiting.
- Place dry paintings in children's cubbies.
- Don't just ask, "What is it?" If it looks like a child has been trying to draw an object you may say, "Tell me about your picture." Do not press the child if they don't answer immediately. Write dictation and date on painting.
- Praise all the children for their paintings, even if it is a dab or two of paint. We want the children to feel good about painting and are not concerned about the final product. It's

all about the process and response.

### ***Finger Painting***

- Encourage the child to stand while painting rather than sit if sitting restricts movement.
- Children must wear paint smocks.
- Talk about the colors the children are using as they paint, including what color combined colors make. (Red + Blue make purple, yellow + blue make green etc.)
- Assure children the paint will wash off their hands and fingers.
- Discuss the texture and feel of the paint.

### ***Clay/Play Dough***

- Clay/play dough is to remain on the table and at the designated clay table.
- Children are to use the utensils kept with the clay/play dough (cookie cutters, popsicle sticks, etc.) not items from the sandbox or housekeeping.
- Place clay/play dough in a plastic bag or bowl when the children have finished playing with it.
- If a child comes to the table and all the clay/play dough is being used, take a little clay/play dough from each child to be shared. (Please tell children that they are going to share and allow them to pull their own piece to share.)
- Encourage the children to use their imagination to create with the clay/play dough.

### ***Coloring, Cutting, Pasting, Collage***

- Help a child to learn to paste and glue by giving general instructions for its use. Explain that only a small amount is needed. (Children need to be reminded of this often.)
- Print the child's name on the back of all papers and place them in the child's cubby when completed.
- Encourage the child to put away crayons, scissors, and scraps, etc., when finished.
- Do not try to confine children's coloring (except to paper or appropriate area). Instead of drawing items for the child, support their individual skill development with encouragement and a variety of tools and pictures.
- Encourage creativity.
- Scissors are to be used only to cut paper or other art supplies.
- If the child is unable to cut with scissors, use "helping scissors" with the child rather than cutting the objects yourself.
- Art materials are to be kept in their designated areas and should be open to all children during center time.

### **BLOCKS** –

**MATERIALS:** Large blocks, small unit blocks, cubes, bristle blocks, waffle blocks, Legos, cars, trucks, people, animals.

**LEARNING VALUES:** Eye-hand coordination, language development, cognitive developments, social skills, creative and dramatic play, gross motor skills.

- Children may need to be shown how to keep the blocks stable while they build with them.
- Blocks should be built no higher than children's eye level.
- Blocks, boards, cars, animals, etc., are never to be thrown.
- Discourage children from knocking the large blocks down deliberately since they may

hit other children. Small unit blocks may be knocked down.

- Small blocks and animals may be moved throughout the block area in trucks but should always be returned to shelves.
- Stimulate creative and dramatic play by providing accessory materials for building projects (animals, cars, trucks, people, etc.)
- Encourage building of familiar objects such as boats, trains, garages, etc.; in order to stimulate creative play.
- Encourage children to dismantle their own buildings carefully from the top down. They sometimes need help in beginning to stack them correctly, but first let them problem solve on their own. Most children will willingly bring the blocks to an adult stacking them and this is usually the most effective method of putting blocks away.
- Blocks should be put away when they are not in use.
- The block area requires close supervision and should never be unsupervised while children are playing.
- Talk with the children about their block structures. Choose statements that describe what the child has done; ask open-ended questions that encourage children to talk about their work. For example: "You found out that two of these blocks make one long block." or "All the blocks in your road are the same size."
- Save structures for show with identifying it with the child's name.

### **COOKING AND SNACK PREPARATION** – NAEYC Accreditation Criteria – 2.K.

**MATERIALS:** Standard kitchen pots, pans, and utensils.

**LEARNING VALUES:** Math and science concepts, language development, social skills, eye-hand coordination.

- Children and adults should always wash hands before working with food.
- Children working with food require close supervision and at least one adult must remain with the children at all times.
- Although it is always easier for the adults to "do the job themselves", these activities are most beneficial when the children do as much as possible.
- Adults need to use knives or peelers unless they are utensils designed for child safety.
- Talk about the food as it is being prepared (texture, color, smell, taste, where it came from, what it will look like when it's finished cooking, etc.).
- Allow the children to follow through with the entire cooking procedure whenever possible.
- Involve the children in all clean-up activities.

### **MATH AND SCIENCE** – NAEYC Accreditation Criteria – 2.F. & 2.G.

**MATERIALS:** Puzzles, peg boards, parquetry blocks, beads, dominoes, numbers and lacing shoes and cards, sorting games, small blocks and cubes, plants, magnifying glasses, scales, magnets, animals, plants, sand, and water.

**LEARNING VALUES:** Literacy skills, math skills, language skills, discovery, problem solving, observation, comparing and classifying, color, form and size discrimination, and creative expression.

- Let children explore creative, non-destructive ways of working with materials.
- Encourage children to return materials to the shelves before getting out new

materials.

- Provide only as much assistance to children as necessary (explain or demonstrate how to do things and then allow children to complete tasks by themselves.)
  - Encourage children to select materials appropriate to their level. If a child selects a puzzle, which may be too difficult or frustrating the child, suggest another puzzle without saying it is too hard). Example: "Maybe this one would be better (or more fun)."
  - Encourage children to keep manipulative materials in the table area.
  - Talk to children about color, shape, size, number, etc., of the materials they are using. Speak in complete sentences and encourage children to respond in complete sentences. For example, "How many blue circles are there?" or "What will you do with all the blocks?" If a child does not respond immediately to a question, he may not know the answer. If this happens, answer the question yourself. For example, "You have five blue circles." or "you could build a boat with these blocks."
  - Praise the children when they are successful, but avoid indicating failure. Avoid saying things as "that's not right", "that's wrong", etc. Instead say things that are more positive, such as, "Let's try it another way." "You should be proud of the story you told."
  - Praise children for attempting as well as completing tasks. For example, "You really worked hard to put that puzzle together."
- 
- Encourage sharing of materials when there is enough for more than one child. For example, "Show David which blocks he can play with." or "Show Mary how to use the scale."

**DRAMATIC PLAY** – NAEYC Accreditation Criteria – 2.J. & 2.L.

**MATERIALS:** Furniture, dolls, Male/female dress up clothes, pretend food, dishes, cash register, play store, buggy, etc. Add prop boxes to expand dramatic play and imitate other settings and roles.

**LEARNING VALUES:** Language development, social studies, social skills, math readiness, and dramatic play.

- Encourage children to return kitchen materials to the proper place as much as possible rather than throwing everything in the refrigerator and cupboards.
- From time to time try to interest the children in helping you arrange everything where it belongs.
- Dress up clothes can be used at any time for boys and girls. It is normal for boys and girls to want to dress in a variety of clothing and this should not be discouraged.
- Discourage children from putting play food in their mouths. Demonstrate how to pretend to eat by holding the food in front of, but not in the mouth.
- Encourage both boys and girls to play in the housekeeping area by choosing their roles.
- Show the children how to open the cash register by holding the drawer so the money is not thrown out.
- If a group playing in the housekeeping area rejects a newcomer, suggest, "Mary is a guest for dinner" or "Here comes grandpa to visit the children" or some other way to integrate the child.
- Boy and Girl dolls should be available for play along with a variety of races.
- Keep items from other centers such as: the puzzles, small blocks, beads, crayons, etc. out of the housekeeping area.

**TECHNOLOGY**– NAEYC Accreditation Criteria – 2.H.

**MATERIALS:** IPad, listening centers, computer, keyboard, mouse, smart table.  
developmentally appropriate software (previewed by head staff).

**LEARNING VALUES:** Eye hand coordination, visual discrimination, social skills, language and cognitive development, creative expression, and fine motor skills.

***Objectives***

- Work cooperatively with others (working in pairs).
- Take responsibility for one's own work (directing the flow of a program).
- Develop perseverance (seeing a program or task through to completion).
- Take pride in one's accomplishments (making a printout of completed work).
- Identify and sort objects by attributes such as color, shape, and size (using programs that develop classification skills).
- Learn sequencing and order (using programs that focus on size and patterning).
- Develop early reading skills (relating word labels to graphics).
- Understand cause and effect (seeing what happens when keys are pressed and feedback is given during a program).
- Extend creativity (using programs that encourage free explorations or simple graphics-creation programs).
- Develop small muscle skills (putting a disk in the disk drive, clicking a computer pad/mouse, using the keyboard).
- Refine eye and hand coordination (moving the cursor to a desired place on the screen).
- Improve visual skills (tracking movement on the screen).

**OUTDOOR PLAY**– NAEYC Accreditation Criteria 2. C

**MATERIALS:** Slide, swings, sand box, playhouse, tricycles,  
climbing structures, balls, sand utensils.

**LEARNING VALUES:** Large muscle development and coordination, dramatic play, social skills, and hand-eye coordination.

***Slide***

- Children must come down the slide feet first.
- Make sure that the child just finishing a turn is out of the way before the next child starts down. (Teach the child who is coming down to wait, and the one who has just come down to get up quickly and move away from the slide.)
- Toys (balls, buckets, trucks, etc.) are not allowed on the slide.
- Children are to go down the slide one at a time.
- Children are to use the steps or ladder to get up the slide. They are not to climb up the slide.

***Sandbox***

**Items:** *measuring tools, pails, shovels, sifter, funnels, plastic people, animals, big dump trucks*

- Sand is never to be thrown or poured on other children.
- Water may be added to the sand to help create various consistencies.
- Sand is to stay in the sand box. It should not be dumped on the grass, sidewalk, or

poured down a drain.

- Encourage creativity in the sand area. For example: Suggest that the children make roads, tunnels, castles, etc.

### ***Tricycles***

- All tricycles are to go in the same direction on the path. Park them in the designated area and off of the path.
- Children are to follow the safety signs and directions for tricycles.

### ***Water Table***

- If children are at the water table indoors, they must wear plastic water shirts or aprons.
- Children who splash water on other children should be given one warning and then redirected to an alternative choice activity if that behavior continues.
- Toy dishes and pots and pans can be washed. Dolls can be washed.
- Wooden articles are never to be put in the water table.
- Measuring items and pouring, scooping tools should be available.
- Children should not drink water from the water table at any time.
- Encourage the children to talk about the names of different items used in the water table. Discuss which objects sink and float, etc.

## **CURRICULAR AREAS FOR TODDLERS**

*NAEYC Accreditation Curriculum Standard – 2.A.*

***SUPERVISION: ALL Toddlers and Young Twos are to be supervised in all activities, including eating and sleeping, by sight and sound at all times. This includes locations around the classroom and on the playground areas.***

**TOYS** – NAEYC Accreditation Criteria – 2.A.- J.

**MATERIALS:** Mirrors, dolls, stuffed toys, grasping toys, balls, puzzles, activity toy, push and pull toy, transportation toys, and blocks.

**LEARNING VALUE:** Cause and effect, movement, eye and hand coordination, independence, and concepts such as shape, size, and color.

### ***Promoting Play with Toddlers***

- Place a few toys out at a time, allow toddlers to explore toys on their own.
- Encourage physical movement with toys.
- Ask questions/ talk about the toys to encourage thinking skills.
- Promote social interaction between children.
- Encourage make-believe play.
- Give positive feedback to develop confidence.

**CREATIVE ART** – NAEYC Accreditation Criteria – 2.J.

**MATERIALS:** Paint, brushes and other painting tools, variety of paper, markers, crayons, play dough, basic props for play dough.

**LEARNING VALUE:** Sensory exploration, eye and hand coordination, cause and effect, creative expression, self-esteem, and spatial relations.

### ***Finger and Water Painting***

- Use brushes with stubby handles or other painting tools (squeeze bottles,



- rollers, toothbrushes, feathers, leaves, and eyedroppers).
- Use large pieces of paper (about 24 by 36 inches or larger).
- Use a variety of colored and textured paper: (poster, tissue, crepe, cardboard, newspaper, wet and butcher paper).
- Use paint that is safe standard. Change textures of paint by adding flour, sand, and liquid soap).
- Color at the table or on the floor with large paper.
- Children must wear paint smocks while painting.
- Avoid telling a child what to paint. Do not finish the child's work to make it better.
- Write a dictation from the child on the painting with the date.
- Encourage children to help clean up as much as possible.
- Have children wash their hands and arms before removing their paint smocks.
- Praise all the children for their paintings.
- Place dry paintings in children's cubbies.

### ***Drawing***

- Use crayons, chalk, or markers. Use a variety of colored and textured paper (poster tissue, Crepe, cardboard, newspaper, wet, and butcher paper).
- Do not tell a child what to draw. Encourage creativity as much as possible. Talk about their drawing and colors. Write sounds or words on it with date.
- Do not finish a child's work to make it better. Encourage children to help clean up as much as possible.

### ***Molding***

- Use play dough of many colors.
- Offer basic tools such as wooden mallets, tongue depressors, and potato masher. Play dough play is to remain on a designated table.
- Encourage the children to use their imagination to create with the play dough. Do not tell the child what to make.
- Place play dough in a plastic bag or container when the children have finished playing with it.

### ***Printing***

- Printing tools are to remain on the designated table.
- Close ink pads when children have finished playing with them.
- Encourage the children to use their imagination to create with the printing tools.
- Offer a variety of printing tools such as rubber stamps, butter molds, sponges, dominoes, corks, golf balls, old puzzle pieces, and colored ink pads.
- Have children print on tissue paper, butcher paper, newsprint, and a variety of colored and textured papers.

### **STORIES – NAEYC Accreditation Criteria – 2.E.**

**MATERIALS:** Cloth, vinyl, or laminated books with large clear, colorful illustrations. Use stories with simple plots about children and animals whose daily lives are similar to their own. Use finger puppets and story boards.

**LEARNING VALUE:** Language development, listening skills, and social interaction.

### ***Reading Stories***

- Show the cover and discuss what you see. Encourage children to use the illustrations to describe what is going on.

- Pause in the reading and allow children time to anticipate the next words.
- Relate the story to the children's own lives.
- Follow-up on the reading experience. Connect books to other activities such as dramatic play and songs.

**TASTING AND SNACK PREPARATION** – NAEYC Accreditation Criteria – 2.K.

**MATERIALS:** Food, utensils that children can use on their own (wooden spoon, plastic bowl, measuring cups, vegetable brushes, potato masher), other necessary utensils, smocks, and cleaning supplies.

**LEARNING VALUE:** Sensory exploration, sequencing tasks, eye-hand coordination, and self confidence.

***Preparing Snack and Tasting Activities***

- Check children's allergies and food restrictions.
- Children and adults should wash hands before working with food.
- Limit the number of children to 3 or 4. Have all the ingredients and utensils assembled ahead of time. Keep waiting time as brief as possible.
- Use child-sized table and chairs. Use utensils that children can use on their own.
- Plan activities that involve spreading, pouring, slicing, whisking, squeezing, and garnishing. For example, using a plastic knife to spread apple butter, stirring ingredients for play dough, dipping bread slices in beaten eggs, scrubbing potatoes, using cookie cutters, making bread, squeezing fruit for juice, arranging foods decoratively on a plate. Ask them questions regarding the preparation process.
- Ask families for food preparation ideas and encourage participation.

**SAND AND WATER** – NAEYC Accreditation Criteria – 2.G.

**MATERIALS:** Water table and/or tubs of water, sterilized Fine-grained sand ( older toddlers), whisks, plastic cookie cutters, slotted spoons, squeeze bottles, ladles, muffin tins, measuring cups and large shells.

**LEARNING VALUE:** Sensory exploration, calming, cause and effect, fine motor skills, and self-confidence.

***Sand and Water Activities***

- Choose an indoor space that is easy to clean (e.g., non-carpeted).
- Children must wash hands before and after using the sand and water table. Have children wear smocks.
- Keep group size small.
- Keep cleaning supplies nearby but out of child reach (e.g., paper towels, brooms and mops).
- Supervise/Distract children from attempting to drink water or eat sand. Explain to them about keeping their body safe.
- Point out cause and effect relationships. Encourage children to solve problems. Challenge children to make predictions.
- Support pretend play.

***Gross Motor Play***

- Use a blanket on the grass for young toddlers to roll.
- Provide safe things for the children to climb (no higher than 18 inches off the ground).
- Provide wheel toys (e.g., riding toys, and wagons, doll carriages).

- Plays follow the leader.
- Have children chase bubbles.
- Create balancing games (e.g., walking on a line).
- Provide variety of balls, basket catches, and large building blocks.
- Trikes and cars for older toddlers

### ***Fine Motor Play***

- Water/Sand play for toddlers.
- Manipulatives
- Music items
- Puzzles
- Add natural items to play dough.
- Pretend play (e.g., use plastic people, animals, and vehicles).

## **INFANT CURRICULUM/ POLICY**

The infant curriculum promotes the individual developmental domains of a child based on family and teacher collaboration and developmentally appropriate practice. An individual family communication form is implemented daily regarding the child's schedule (eating, sleeping, diapering) and activity level throughout the day.

The infant program is a caring place that reflects the family values, beliefs, and cultural experiences. Infants are monitored by sight and sound at all times. Staff must walk around classroom to supervise all children awake and asleep. Infants are monitored by sight and sound at all times. Staff must walk around classroom to supervise all children awake and asleep. Check breathing and infant comfort at all times. Infants under 12 months are always placed on their backs for sleeping without position devices and removed from car seats and sitting devices if sleeping. No soft items such as blankets, pillows, toys, etc. are permitted in the crib or cot if under 12 months.

Infant formula and food must be full name labeled and dated. Breast milk must be full name and date /time expressed each day.

- Staff follow all NAEYC, state health and regulatory guidelines for infant programs.

## **PROGRAM ASSESSMENT TOOLS**

The UNLV/CSUN Preschool staff receive professional development prior to administering screening/assessment tools at the preschool. The preschool implements the *Creative Curriculum and Teaching Strategies Gold (TSG)* assessment tool for ongoing individual growth and development and program curriculum planning. The *Ages and Stages Questionnaire (ASQ)* is given to families once enrolled. Additionally, the *Brigance Screening Assessment III* is administered to all preschool children annually. Each child has an *individual portfolio of assessment* and designed instruction reviewed by teacher and family at conferences and available for family viewing at all times. See copy of Preschool Assessment Policy from the administration.

**NAEYC CODE of Ethical Conduct:** All staff must sign the statement of commitment that outlines the ideals and principles of the NAEYC Code of Ethical Conduct.

**REMEMBER: POSITIVE INTERACTIONS AND SUPERVISION ARE KEY TO A WONDERFUL, HAPPY, AND SAFE DAY AT SCHOOL! THANK YOU.**



## LETTER OF AGREEMENT

I have received a copy of the UNLV/CSUN Preschool Staff Handbook and a verbal orientation session. I am familiar with the Preschool's philosophy, goals and objectives, operating program, policies and procedures. I accept and agree to abide by the policies and procedures as set forth in this handbook.

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Print Name

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Signature

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Date