



FAMILY LEARNING & CHILDCARE CENTER

Dear Families,

Welcome to our Family! We are looking forward to getting to know you. We know you are your child's first and most important teacher. The family has the greatest, most long-term effect on the child. The family with the child brings those experiences to the center. With that in mind, we are committed to developing a strong relationship with you that will enhance our ability to empower your child to reach their greatest potential.

Strong evidence has shown that the early years of child development have an enormous impact on a child's self-esteem, confidence, and educational success. Our environment encourages learning through play and discovery. Activities are planned based on developmental guidelines and the interests of your child.

We understand your decision to leave your child with someone other than yourself is a very difficult one. All of us at Family Learning and Childcare Center take the fact that you have chosen us to care for your child very seriously. We appreciate the confidence you have shown us in your selection of Family Learning and Childcare Center for your child.

Please review the information in this handbook. Your questions and comments are welcome!

Respectfully,

Bob Kment & Mary Kment, Owner/Executive Director

ENROLLMENT POLICY

Policy: Family Learning and Childcare Center provides childcare for children age 6 weeks to 7 years old. We welcome any child that meets our age requirements regardless of race, religion, sex, national origin or disability.

Initial and continued enrollment will be at the discretion of Family Learning and Childcare based upon the best interest of the child, the expectation that they will benefit from the program, and the welfare of the other children enrolled in the program. Family Learning and Childcare reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of the Center.

Procedure

1. Complete the enrollment application & agreement.
2. Provide immunization records OR provide exemption documents within the first 30 days of enrollment.
3. Establish a tentative schedule with the director to ensure the correct tuition will be applied to your account.
4. Ensure Family Learning and Childcare has a correct email/mobile phone number for parents/guardians who will *most frequently* be picking up/dropping off. With this information, Family Learning and Childcare will send an activation link for your SmartCare account.
5. Upload a current photo of yourself in your SmartCare account.
6. Read and understand this handbook.

COMMUNICATION POLICY

Policy: Children are growing and changing daily and communication between teachers and parents is important to maintain quality care of your child.

Procedure

1. Families are encouraged to have regular communication with care providers at drop off and pick up times
2. Families are encouraged to send messages via email or SmartCare to voice concerns/questions/general comments.
3. Teachers are expected to respond to questions/concerns in a timely manner.
4. The bulletin board by the front door displays events, newsletters, announcements and any other information Family Learning and Childcare deems pertinent.
5. Our website, www.familylearningandchildcare.com has lots of information on our centers teachers, curriculum, classroom schedules, and other helpful information.
6. We hope you will "like" and follow us on Facebook.
7. Family Learning and Childcare sends out weekly newsletters every Friday, which include the previous week's activities, next week's plans, the menu for the following week, and any other pertinent information.
8. Keep Family Learning and Childcare informed of any changes in your child's routine, health, home environment, or any other information that will allow us to provide the highest quality care for your child.
9. Inform Family Learning and Childcare of any changes in address, employer, phone numbers, emergency contacts or unauthorized pick-up individuals. Family Learning and Childcare ensures that all records and information about your child and family are kept confidential.

CONFIDENTIALITY POLICY

Policy: it is important that sensitive information about children or their families remain confidential.

Procedure

1. Information about a child's developmental needs or family information will be shared for professional purposes only.
2. Pictures of children are never posted on sites without parent permission.

3. Permissions to post pictures on Family Learning and Childcare website or Facebook page will be established during enrollment.
4. Pictures that are posted on SmartCare can only be seen by the teachers and parents of that child.
5. A center-wide permission list is posted in the office. Teachers are to consult the permission list before posting any pictures on the social media outlets.

CONCERNS OR COMPLAINT POLICY

Policy: Families have the right to express their concerns about the care of their child or any other aspect of Family Learning and Childcare. We encourage an informal resolution of complaints, however; we realize families may want a more formal process for their concerns.

Procedure

1. All persons involved in the process will cooperate and will keep confidentiality throughout the decisions agreed upon with the resolution.
2. Parents must communicate their disagreement with a teacher by informal meeting, phone conversation, or written letter.
3. If the parents are not satisfied with the informal resolution, a complaint must be made to a Director either by conversation, letter, or phone call.
4. Parents must then arrange a meeting with the Director and with the teacher together. Notes will be kept in the child's file to keep record of the resolution. The Director will follow-up with parents and teachers to ensure the resolution is being carried through.
5. If there is still parental dissatisfaction, the parent must then arrange a meeting with the Director and Owner.
6. A follow up meeting with the parent will occur to review the resolution and satisfaction of the parent that the resolution has been successful.

TUITION POLICY

Policy: The tuition is established to cover Family Learning and Childcare's operating costs. It is subject to change.

Procedure

1. Tuition fees are based on a Monday-Friday, 6:30am- 6:00pm schedule.
2. Upon initial registration, the fees include the non-refundable registration fee, and deposit.
3. Written notice will be given to the parents at least 2 weeks prior to the fee change.
4. Part-Time schedules need to be submitted one-week prior in order to ensure correct tuition is charged.
5. If Part-Time children attend for more than their scheduled days, additional fees can be charged.
6. Full-Time families pay a set weekly fee and may attend during any hours of operation.
7. Discounts are given to families with more than one child enrolled at Family Learning and Childcare.
8. Full and Part Time families are responsible for weekly tuition, regardless of attendance.
9. We accept checks, cash, and payments through SmartCare.
10. Failure to stay current with your child's tuition fees will result in a late payment fee. If payment is still not current, the consequence will be the loss of your position at FLCC.
11. Children must be picked up on time. If you expect to arrive after 6:00 pm, please call to advise us so that we may reassure your child. If there are regular occurrences of pickup after 6:00 pm please be advised that there may be a late penalty fee.

Family Learning and Child Care Center II

Tuition and Fee Pricing Matrix

Registration Fee (Per Child)	\$75	One-time payment. Non-refundable
Deposit: Full-Time (Per Child)	\$200	Due with Registration Fee
Deposit: Part-Time (Per Child)	\$150	Due with Registration Fee
Deposit: Family MAXIMUM	\$500	3+ Children
Late Payment Fee (UNPAID after 7 Days)	\$10 per week	Strictly Enforced
Return (NSF) Check Fee	\$25	Cash or EFT Only after 2x
INFANTS (Ages: 6 Weeks to 18 Months)	4:1 Ratio	Includes Cloth Diapers
Infant 1 and 2	\$220	Paid Friday before services
Infant 1 and 2 second child	\$200	Paid Friday before services
Infant 1 and 2 (Part-Time Minimum 3 Days)	\$170	Paid Friday before services
Infant Daily Drop-In Rate (subject to availability)	\$55	Paid Daily
TODDLERS (Ages 18 Months to 3 Years)	6:1 Ratio	Includes Cloth Diapers
Toddler 1 and 2	\$200	Paid Friday before services
Toddler 1 and 2 second child	\$180	Paid Friday before services
Toddler 1 and 2 (Part-Time Minimum 3 Days)	\$155	Paid Friday before services
Toddler Daily (subject to availability)	\$50	Paid Daily
PRE-K (Ages 4 Years to 5+ Years)	10:1 Ratio 12:1 Ratio	
PreK 1 and 2	\$185	Paid Friday before services
PreK 1 and 2 second child	\$165	Paid Friday before services
PreK 1 and 2 (Part-Time Minimum 3 Days)	\$140	Paid Friday before services
PreK Daily (subject to availability)	\$45	Paid Daily
PreK 2 Handwriting Workbook		Included in tuition rate
PreK Graduation CD and Picture		Included in tuition rate
OTHER CLASSIFICATION		
Multiple-Child (3+) Family Tuition	Negotiated	Paid Friday before services
Special Needs and/or Services	Negotiated	Paid Friday before services

Family Events also included throughout the school year:

Valentines Party, Week of the Young Child Event, Mother's/Father's Day Event, Pre-K Graduation, 4th of July Parade, Summer Picnic, Fall Event, Halloween Parade, Winter Holiday Event, Various Public Outings. (Events subject to change throughout the year)

WITHDRAWAL POLICY

Policy: The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal.

Procedure

1. No portion of your deposit or outstanding tuition will be refunded or cancelled in the event of absence, holidays, school closings, withdrawal or dismissal from the center.
2. You may withdraw your child from Family Learning and Childcare Center whenever you wish however, parent or guardian agrees to provide Family Learning and Childcare Center with at least two weeks' notice of such withdrawal. Failure to do so will result in forfeiture of the deposit.
3. If you wish to re-apply for enrollment at a later date, your registration fee and deposit will be reassessed and admission will be contingent upon the availability of space at the time.

HOLIDAY POLICY

Policy: The center is closed on the following holidays listed below. Payment is still due on the weeks with holidays when they occur on a day the child is regularly scheduled for care.

1. The center is closed on the following days:
 - a. Memorial Day
 - b. 4th of July
 - c. Labor Day
 - d. Thanksgiving
 - e. Friday after Thanksgiving
 - f. Christmas day
 - g. New Year's Day
2. When one of the holidays listed above occurs on a Saturday, the center will be closed the Friday before.
3. When one of the holidays listed above occurs on a Sunday, the center will be closed the Monday after.
4. The center closes at 3:00 on the following days:
 - Wednesday before Thanksgiving
 - Christmas Eve (December 24th) when it is on a weekday
 - New Year's Eve (December 31st) when it is on a weekday

SECURITY POLICY

Policy: Family Learning and Childcare Center is concerned for and aware of the responsibility for the safety and security of the children. Every effort has been made to safeguard the children while in our care.

Procedure

1. Each family is assigned a numeric code to enter the security door. The access system will unlock the main door when your code is entered.
2. You may change your code at any time by speaking with the Director.
3. Do not allow anyone to enter behind you to prevent the entry of an unauthorized visitor. Only authorized staff and families have codes for entry.
4. Do not share your code with anyone.
5. Children are not allowed past the carpeted area without a parent or guardian.
6. Parents must sign their children in and out at the front desk using the SmartCare tablet. After signing in, your child must be escorted to his/her designated classroom and placed in the direct care of a staff member.
7. Please notify us at (402) 505-6006 as soon as you are aware that your child will be absent so that appropriate staffing and meal adjustments can be made. You may leave a message if you call before 6:30 am, after 6:00 pm or if your call is not answered.
8. It is important that we have documentation of ALL people authorized to pick up your child. Identification will be required to release your child to a person other than a parent/guardian. We will only release your child to someone other than the parents when you have properly authorized us to do so.

9. Authorization to release your child may be done at the time of enrollment in your Enrollment and Agreement Form where you list persons who may pick up your child at any time. This may also be adjusted later by completing an additional "Authorization to Release Child" form and submitting it to the Director.
10. In the rare emergencies that your child must be picked up by someone not on file, you may give your signed authorization by fax to the Center. We will confirm parent's signature by comparison to the signature on file. Family Learning and Childcare Center's fax number is (402) 932-1250
11. In all cases in which you authorize release of your child to a person who has not picked up before or who is not recognized, said person will be asked to provide proper identification.
12. In the event that an unauthorized person attempts to pick-up a child, the child will be moved to a safe location. We will then contact the custodial parent. If needed, the police will also be contacted.

SAFETY AND EMERGENCY POLICY

Policy: Family Learning and Childcare Center takes the well-being of each child seriously. Safety and emergency measures are practiced according to state regulations. We take every precaution necessary to protect the children and staff.

Procedure

The Center is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed in the Center.

- A. Inquiries regarding criminal records during the pre-employment stage for each employee and volunteer age 19 and older. The following records are checked:
 1. Nebraska State Patrol Criminal History Record Request
 2. Nebraska Sex Offender Registry
 3. Nebraska Adult Protective Services Central Registry
 4. Office of the Inspector General
 5. System for Award Management
 6. Felony/Misdemeanor Statement
- B. Fire Evacuation Procedures
 1. Employees need to be aware of the location of fire extinguishers and alarms
 2. If employees discover a fire or smoke, sound the alarm system
 3. When the fire alarm sounds, leave at once following the procedures for each area of the center
 4. Support employees assist disabled persons in the building
 5. Take the emergency bag in your room with you
 - All personnel and children in **Infant 1 and Infant 2** exit in the two evacuation cribs (five children per crib) through the West Emergency door. Proceed across the parking lot to the 3925 building.
 - All personnel and children in the **Toddler 1** room exit through the East Emergency door. Proceed through the playground gate and move to the side of Genesis Health Club.
 - All personnel and children in the **Toddler 2** room exit through the East Emergency door. Proceed through the playground gate and move to the side of Genesis Health Club.
 - All personnel and children in the **Pre-K** room exit through the East Emergency door. Proceed through the grassy area to the side of Genesis Health Club.
 - Extra personnel shall assist with disabled adults or children.
 - Owner checks all rooms to make certain all children are out of the building if possible. Check with teachers to assure all children are safe and secure. Exit the building as quickly as possible.

C. Tornado Procedures

- All personnel and children in **Infant 1** exit in the two evacuation cribs (5 children per crib) and proceed to the Toddler 1 room.
- All personnel and children in **Infant 2** exit in the two evacuation cribs (5 children per crib) and proceed to the Toddler 1 room.

- **Toddler 2** personnel and children proceed to the Toddler 1 room. All children sit along the North and East walls. Children need to sit with their heads down and covered with their arms.
- **Pre-K** personnel and children exit through the East hallway to the bathrooms. The Pre-K 1 class moves into the boy's bathroom to the far stall. The Pre-K 2 class moves into the girl's bathroom to the far stall. All children need to sit with their heads down and covered with their arms.
- Teachers shall help children cover their heads with blankets and mats.
- The first aid kit is located in the office closet.
- Each teacher takes their emergency bag with them to their assigned area.

D. Lockdown Emergency Action Plan

- All employees should be identified by their shirts with the Family Learning and Childcare logo.
- Teachers follow the procedure for opening the security door.
- If a stranger is observed to be suspicious, staff must use the code word to alert other employees.
- Act quickly and calmly.
- If possible, call 911. Remain calm and describe the intruder.
- Move quickly and quietly to the closest room to alert other employees and move children into safe locations. If it is safe to move children to a location away from the building, do so quickly.
- If in the building, turn off the lights and block the door.
- Move away from the windows.
- Be as quiet as possible.
- Do not move from the safe location until police arrive and provide directions.
- In the event of a building lock down, move children into the Toddler 1 room. The front door will be locked and the Toddler 1 room will be secured. If necessary, teachers and children will exit through the emergency door and proceed through the playground gate to the front entrance of Genesis Health Club.
- All teachers should have their emergency bags.

E. Bomb Threat Procedure

- Most bomb threats are received by phone. DO NOT HANG UP. Remain calm.
- Keep the caller on the phone as long as possible.
- Listen carefully, be polite and remain interested.
- Copy the phone number on a piece of paper.
- Notify the Owner.
- Owner calls 911 and moves through the building to alert employees to evacuate children from the building to the parking lot across 147th street.
- Do not touch any suspicious packages.
- Wait for law enforcement to determine if it is safe to move back to the building.
- Teachers should have their emergency bags.

F. Biological Threat Procedure

- Report information to the Owner
- Contact 911
- Follow 911 recommendations

G. Other

-Emergency drills (fire and tornado) are held on a regular basis throughout the year so that the children and staff are familiar with emergency procedures. The staff at Family Learning and Childcare have been trained in safety, first aid and emergency evacuation procedures. They will orient your child prior during any and all drills to alleviate any fear or anxiety that may occur. It is our goal to teach your child what to do during an emergency, so that he or she becomes familiar and comfortable with the procedures.

-It is possible that an emergency evacuation may occur due to problems within the facility. If it is determined that the safety of the children is in any way compromised, you will be contacted to pick up

your child. If your child is moved from the facility during an emergency evacuation, you will be contacted immediately and informed of the location.

-We will make every effort possible to be open during inclement weather days; however, safety for your child and our staff members will be the prime consideration for closing the center. If there is any question whether the school will be open, please consult KETV, Channel 7 and your email for school closing.

-In case of a severe mid-day storm, please refrain from calling the school. We will contact you if your child needs to be picked up prior to closing.

PLAYGROUND SAFETY POLICY

Policy: Safe playground equipment and adult supervision are extremely important. It is also important that the children know how to be safe and act responsibly at the playground. Rules for the playground should be concise so the children and employees can remember them and follow them.

Guidelines:

- Stay within sight of teachers.
- Do what the teacher tells you to do.
- Never push or roughhouse while on equipment.
- Use equipment properly.
- If playground equipment feels hot to the touch, it is probably not safe to play on.
- Wear sunscreen when playing outside as needed.
- No throwing rocks or other objects.
- No wrestling or fighting.
- Never push or shove.
- If a ball goes over the fence, children need to alert a teacher.
- Do not hit, kick, or throw any types of balls against the building,
- Tell your teacher about any broken things or glass in the play area.
- Look out for one another.
- Do not have too many children on the equipment at one time.
- No climbing on the outside of equipment.
- No jumping off the top of equipment.
- Closed toed shoes are preferred.
- Be courteous and a good sport.
- Speak respectfully to each other.

Slides:

- When climbing up the ladder, wait at the bottom until the person ahead has reached the halfway point of the steps.
- Take one step at a time and hold on to handrails.
- Never push or shove on the slide.
- Use only the steps to climb to the slide.
- No sliding down in groups.
- Go down the slide with your feet first.

Duties of playground supervisors:

One of the duties owed to children on the playground is proper supervision. The main purpose of supervision on the playground is to help protect children from injury or diminish the risk of children's injury.

Proper supervision has four basic components:

1. Presence and attentiveness

Staying in a reasonably proximity to the areas of activity. Keeping all children easily in sight. Not becoming distracted from duties.

2. Behavior, monitoring and intervention

Being knowledgeable of and consistently enforcing school rules and policies. Restricting children from roughhousing, horseplay, or other inappropriate behavior on or near any equipment. Controlling the play environment.

3. Hazard surveillance and intervention

Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur). Checking the playground daily, and appropriately addressing ground and equipment hazards.

4. Responding appropriately to emergencies

Handling emergencies that occur on the playground properly to reduce potential injury and damage. This involves being CPR/First Aid certified or having such a staff member readily accessible.

Document all playground injuries by completing incident/documentation reports.

- Write legibly
- Report all information that you have at the time; someone may need to complete it later.
- If you did not observe the incident yourself, say how you found out about it.
- Report only the facts- no opinions.
- Be as specific as you can.

Teaching playground rules:

- Teach playground rules to children through demonstration.
- Review rules periodically.

Enforcing rules and using discipline:

- Use the discipline guidelines. Never use excessive and unreasonable punishment.
- Communicate rules periodically throughout the year.
- Act to control repeated violators of rules.
- Ensure teachers understand the difference between discipline and punishment. Punishment intends to harm; discipline intends to change behavior.

INCIDENT AND DOCUMENTATION REPORTS

Policy: An incident/injury report is completed by the child care employee for the child when the following incidents occur:

- Accident or injury which requires first aid treatment
- A bump on the head
- Emergency transporting
- An unusual or unexpected event which jeopardizes the safety of children or employees, such as, a child leaving the center unsupervised.

Procedure:

1. The employee will document the incident/injury on the report form.
2. The completed report will be given on the day of the incident/injury to the parent for a signature.
3. The form is included in the child's file.
4. In situations requiring emergency transportation, the incident/injury report will be available at the center for the parent within 24 hours following the incident/injury.
5. The Owner must notify DHHS within 24 hours or the next business day of the following occurrences at the center:
 - a. The death of a child
 - b. Any incident or injury to a child which requires hospitalization or treatment at a medical facility
 - c. When a child has been missing, lost, or left unsupervised on or off the premises
 - d. An emergency or disaster that results in damage to the center or the inability of the owner to comply with regulations
6. First Aid kits are available to all teachers in the front office closet.

HEALTH AND HYGIENE POLICY

Policy: The welfare and health of your child and the other children at the center are of primary importance.

Procedure:

1. When particular symptoms are noted, such as a fever or unusual changes in personality, teachers will closely monitor any changes.
2. If your child appears to be ill, or infectious, we will call you, or another person whom you have designated for this purpose to ask that you pick up your child from school. Until you arrive, your child will be made as comfortable as possible.
3. You may not bring your child to Family Learning and Childcare if he or she appears ill and/or displays the following symptoms.

If your child develops:	Keep him/her home until:
FEVER A temperature of 100° fahrenheit before fever reducing medication is given.	The fever is normal for 24 hours without fever reducing medication.
VOMITING Vomiting two times or any vomiting if it is accompanied by other symptoms such as fever, abdominal pain, behavioral changes, or diarrhea.	24 hours after vomiting has stopped.
DIARRHEA Having three abnormally loose stools in the previous 24 hours. Observe the child for other symptoms.	24 hours after the last loose stool.
RESPIRATORY SYMPTOMS Difficult or rapid breathing or severe coughing that is constant and prevents the child from participating in activities.	Coughing, breathing difficulties and/or other symptoms no longer affect normal activity.
RASH OR SKIN PROBLEMS A rash or unusual skin condition.	Rash disappears or is diagnosed as not contagious. Return to the center can occur with a doctor's note. <u>Hand Foot and Mouth:</u> return with a doctor's note. <u>Impetigo:</u> 24 hours after treatment begins and lesions are dry or can be covered with bandages. <u>Scabies:</u> 24 hours after treatment begins. <u>Chicken Pox:</u> Until blisters have dried into scabs, about 6-10 days after onset. <u>Ringworm:</u> 24 hours after treatment begins.

<p>CONJUNCTIVITIS (Pinkeye) Tears, redness of eyelid lining, irritation followed by swelling and discharge of pus.</p>	<p>24 hours after treatment begins.</p>
<p>HEAD LICE</p>	<p>First treatment is completed, no live lice are seen and you have removed ALL nits (eggs).</p>
<p>STREP THROAT/SCARLET FEVER</p>	<p>24 hours after treatment begins AND child is without fever.</p>
<p>GENERAL LETHARGY When a child is not able to participate in activities with reasonable comfort and requires more care than staff can provide without compromising the health and safety of other children.</p>	<p>Condition improves.</p>

4. Your cooperation in these health manners is greatly appreciated. If all families keep sick children at home, Family Learning and Childcare families and staff will remain healthy. This will mean fewer missed work days and illnesses for parents.

NAP TIME AND SLEEP POLICY

Policy: It is our goal to provide a safe and healthy environment for all children. That includes the need for adequate rest. The nap time routines at the center are founded in research and required by state regulations for child care centers in Nebraska.

Procedure:

1. Characteristics of overtired children yawning, rubbing their eyes, may be a bit more irritated or emotionally tense. We might notice their physical movements are clumsier. Many of these tired children are more aggressive toward other children and need more reminders of appropriate play.
2. According to "WebMD" researchers found that children under age 5 got an average of 8.7-9.5 hours of sleep a day including naps that is far short of the 12-15 hours of sleep in a 24-hour period recommended for children in this age group.
3. Insufficient sleep in children may lead to physical illness and cognitive problems including decreased physical performance, lower academic performance, and overeating.
4. At FLCC we have routine nap time for all age groups.
5. Infants nap on demand and eventually go down to one nap per day.
6. Toddler 1-Pre- K 2 classes have one specific nap time during the day.
7. All children have a quiet time.
8. Children are not forced to sleep however they are required to lay quietly out of respect of the other children sleeping. Most of the children take an average of a 90-minute nap.
9. According to "WebMD" and local pediatricians: waking children after a specific period of time does not affect their ability to go to sleep at night. When a request is made asking teachers to wake a child after a certain amount of time, generally they are irritable and that irritability can manifest in aggressive behavior towards their friends and teachers.
10. If a child is napping longer than 90 minutes, chances are they needed the sleep. It is likely children that are attempting to stay up later are going through a phase in their growth related to independence rather than taking a nap.
11. The Toddler 1-Pre-K 2 classrooms end their nap times at 2:30 pm. The lights are turned on one by one, blinds are opened, and naptime music is turned off. Most children are up and ready to play by 2:45 pm.

CLEANING AND SANITATION POLICY

Policy: Cleaning and sanitizing or disinfecting objects and surfaces a child comes in contact with is completed daily or by a posted schedule.

Procedure:

1. Routine cleaning and sanitizing or disinfecting of the child care setting is supervised by a designated closer when possible.
2. Tables used for eating and food preparation will be cleaned with soap and water, and then sanitized with a bleach water solution after each meal or snack.
3. Highchairs will be washed and sanitized after each use.
4. All toys in the Infant rooms are to be sanitized with a bleach water solution at least once a day.
5. Older classrooms have their own schedules for sanitizing toys.
6. All mats used for naps are to be sanitized with a bleach water solution after every nap time.
7. Carpets in all rooms and rugs are vacuumed daily. Carpets are shampooed three times per year or more frequently as needed.
8. Hard floors are swept and mopped daily.
9. Utility mops are washed, sanitized, and air dried in an area with ventilation to the outside.
10. Bathrooms are cleaned daily or more often if necessary.
11. Potty chairs are disinfected after each use with a bleach water solution.
12. Cubbies are cleaned out at least 3 times a year or more often after a child has been ill.
13. Blankets should be taken home on Fridays to be laundered.
14. All FLCC provided blankets shall be washed after every use.
15. Crib sheets are washed daily and all parts of the cribs are wiped down with a bleach solution.
16. General cleaning of the entire center is done as needed. Trash bins are taken out daily or more often as needed.
17. Door handles and faucets are sanitized at least daily or more often when children and staff are ill.
18. Regular cleaning and sanitation procedures are increased if there is an outbreak of a contagious infection or disease.
19. Pacifiers and teething rings are sanitized after every use,
20. Thermometers are sanitized after each use.

INFANT SAFE SLEEP POLICY

Policy: Employees will put infants under the age of 12 months on their back when placed in the crib with nothing else in the crib.

Procedure:

1. All employees working with infants are trained in CPR and go through "Safe with You" trainings.
2. Employees will:
 - a. Lay infants on their backs to sleep in a safety approved crib.
 - b. Check room temperature to be 70 degrees F, cool but comfortable.
 - c. Check infants for overheating during naps as being too warm can contribute to SIDS.
 - d. Sleep sacks and swaddles can be worn in the cribs.
 - e. Blankets, bumper pads, pillows, toys are not allowed in cribs.
 - f. Maintain infant care areas to be smoke free.
 - g. Offer infants a pacifier at nap time if appropriate.
3. Prior to enrollment, a "Nothin' but Baby" brochure will be offered to all families of infants.
4. A written note from the infant's physician indicating that the child must sleep in a different position (on stomach, in a swing/bouncer, propped up) must be obtained and on file.

INFANT NUTRITION POLICY

Policy: Nutritional needs for infants are documented throughout the day.

Procedures:

1. Nutritional needs for each infant is posted on an index card inside the cabinet above the dishwashing sink. The index card includes the following:
 - a. Infants name and birthdate
 - b. Type of milk/name of formula
 - c. Number of ounces for each feeding
 - d. Approximate times of feedings
 - e. Baby food or solid food, number of times per day and amount of solid food
2. Each infant has a labeled basket inside the cabinet to hold formula, baby food, and any other items.
3. All food, formula, dishes, bottles, any other item that belongs to each infant is labeled with their name.
4. Each infant has a labeled basket in the refrigerator.
5. Frozen breastmilk in the freezer is stored in a basket with the infant's name. Each container with frozen breastmilk is labeled with the child's name, date expressed, date frozen, and date received.
6. Breastmilk can be stored in the freezer for 6-12 months.
7. Unfrozen breastmilk that has not been heated is discarded after 48 hours.
8. The parent provides the preferred formula.
9. Bottles are made as needed for feeding or you may choose to send ready-to-use bottles from home.
10. Ready-to-use bottles are labeled and stored in the refrigerator in the infant room.
11. Dishes, sippy cups, and spoons used during the day are washed and sanitized.
12. Highchairs are sanitized after each use.
13. Entries will be made through SmartCare listing the times a bottle was feed with the amount, amount of solid food fed, and any diaper changes.

TODDLER AND PRE-K NUTRITION POLICY

Policy: Balanced meals and snacks, which meet the U.S Department of Agriculture nutritional standards, are served.

Procedure:

1. Breakfast, a morning snack, lunch, and an afternoon snack are offered at scheduled times each day.
2. The children are encouraged, but not forced to eat.
3. Weekly menus are posted on the Center bulletin board and emailed to all families on every Friday with the weekly newsletter.
4. Gum, candy, or snacks brought from home are not allowed.
5. Teachers must be made aware of special nutritional needs and/or allergies.
6. Special nutritional needs and allergies to foods are posted in the kitchen and in classrooms.
7. All employees are made aware of the special nutritional needs and allergies.

SPECIAL CELEBRATION POLICY

Policy: Children enjoy celebrating special days in their lives. Prior to planning a celebration, such as a birthday, make arrangements with your child's teacher and/or Co-Director of Nutrition.

Procedure:

1. Your child's teacher will help to determine the number of items that will be needed. It is not necessary to provide for all the children in the Center.
2. Suggestions for a nutritious snack can be provided.
3. You may bring special plates, napkins, or hats.
4. For privacy reasons, we will not provide personal information about families.
5. Teachers can provide first names of the children in the class.

ADMINISTERING MEDICATION POLICY

Policy: The director may administer medications to your child during the day, provided that a written authorization has been provided.

Procedure:

1. An authorization to administer medicine form must be signed by the parent. The form includes:
 - a. The name of the child
 - b. The name of the drug
 - c. The dosage
 - d. The correct application- Oral, inhalant, instillation
 - e. The times to administer
2. An authorization must include a doctor note for prescription drugs and non-prescription drugs including pain/fever reducing medicine.
3. All medication must be brought in the container with the child's name and prescription.
4. All medications are kept in a locked container in the office closet or in the refrigerator in the kitchen lockbox.
5. Expired medication must not be given to a child and will be returned to the parent to be disposed of.
6. Any error in giving or applying of medication must be reported to the parent.
7. Information about the child's medication or health condition must be kept confidential.

DIAPERING AND TOILET TRAINING POLICY

Policy: Diapering and toilet training is completed in an established manner and followed by all center staff. Wet and/or solid diapers are changed immediately. Diapers are checked on a regular basis.

Procedure:

1. Gather supplies that you need.
2. Spray and wipe the diapering surface with the bleach water solution.
3. Glove your hands.
4. Place the child on sanitized changing station.
5. Remove the soiled diaper and place in a covered receptacle.
6. Clean the child with a washcloth or wipe from front to back.
7. Dispose of washcloths or wipes in a covered receptacle.
8. Put a clean diaper on the child.
9. Wash the child's hands.
10. Disinfect the changing station.
11. Wash your hands.

Procedures for cloth diapering:

8. Diaper creams are kept with each child's diapers with the child's name on it in their cubby.
9. Family Learning and Childcare uses Diaper Dudee diaper service. All children may use cloth diapers and diaper covers. We continue to use this service in order to:
 - a. Broaden parenting choices by offering an alternative to disposable diapers that can reduce the number of diaper rashes and does not expose children to harmful chemicals.
 - b. Benefit a family's budget by reducing the amount of diapers from home.
10. Children are changed into cloth diapers at their first diaper change. Children using cloth diapers are cleaned using damp washcloths.
11. Children are changed into their disposable diaper at the last change of the day.
12. Cloth diapers are sent to the service for laundering. Clean diapers are provided by the service.
13. Parents that want to use disposable diapers and wipes must supply them.

Procedure for toilet training

The process of toilet training must begin at home. Once the process has been established at home and the routine has been communicated to the staff, we will support the training process.

1. Parents may provide the training products of choice. Several weather appropriate changes of clothing need to be supplied.
2. Children are taken to the restroom frequently.
3. Children are not forced to sit on the toilet; staff will provide encouragement to use the toilet.

4. Soiled clothing is deposited in a bag, closed, and taken home for washing.
5. All potty-training chairs are disinfected after using the toilet.

HAND WASHING POLICY

Policy: Hand washing is recognized by medical professionals as the most significant factor preventing the spread of disease. Staff and children must wash hands thoroughly before and after the following situations:

Procedures:

1. Wash hands before eating
2. Wash hands after toilet and diapering
3. Wash hands after coughing or contact with body fluids
4. Wash hands after outside play as needed
5. Wash hands when they are visibly dirty
6. Wash hands after playing with children
7. Use hand sanitizer in between washes

Hand sanitizer is not used to replace hand washing. It is not as effective as washing with soap; it is most effective when used after hand washing.

Hand washing procedure:

1. Turn warm water on
2. Wet hands
3. Apply soap
4. Wash hand well for at least 20 seconds. Rub tops and inside of hands, under nails and between fingers
5. Rinse hands
6. Dry hands
7. Use paper towel to turn off water
8. Dispose of paper towel

TECHNOLOGY AND MEDIA POLICY

Policy: The use of technology during company time is limited to company related use. Family Learning and Childcare is an “unplugged” facility. This means that while your child is in our care, there will be no screens used. Music is important to learning when used appropriately. CDs are used during naptime and during music times in the classrooms.

Procedure:

1. Batteries are removed from most toys. Children are encouraged to use their imagination to create the noise when playing with toys. There are no TVs in the center and are not a part of the educational program.
2. Using cell phones for personal texting or call during paid time is not permitted as it distracts the employee from their primary task of caring for children. Personal cell phones are never to be used in the presence of parents or their family members. Personal cell phones are used for emergency purposes only during paid time. Any other use should be done during breaks.
3. iPods, iPads, Kindles, DS players and any other types of player may not be used for non-business related activities during paid time. These devices distract employees from the children they are caring for.
4. Radios and CDs are used for educational purposes and should not be left on as background noise. Adult radio stations quickly become white noise for children and should not be used during the time children are present.
5. A weather radio is in the office. Staff will be notified if there is threatening weather.

DISCIPLINE AND GUIDANCE POLICY

Policy: The purpose of discipline is to instruct children in proper conduct and to teach them to develop their own self controls so that they can be successful members of our society. Positive discipline, when used for purposes of

guiding and teaching, provides the child encouragement, a sense of satisfaction, and it helps the child understand the consequences of behavior. Effective, positive discipline imposes behavioral limits which can provide a sense of security, a respect for order, and enable the child to predict and understand surroundings.

Techniques of discipline must be fair and appropriate for the age and individual needs of the children. When discipline is used positively, it contributes to the healthy growth and development of the child.

1. Discipline must be:
 - a. Individualized and consistent for each child
 - b. Appropriate for the child's level of understanding
 - c. Directed toward teaching the child acceptable behaviors and self-control
2. Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. The staff will use positive methods of discipline and guidance to encourage self-expression and self-direction.
3. A caregiver may only use positive methods that encourage self-control and self-direction which include at least the following:
 - a. Using praise and encouragement for good behavior instead of focusing only on the bad behavior.
 - b. Reminding a child of behavior expectations daily by using clear positive statements.
 - c. Using brief supervised separation from the group when appropriate for the child's age. This time allows the child to regain control of their actions and feelings. Separation from the group is limited to one minute per year of the child's age.
 - d. Redirect negative behavior to an acceptable activity.
 - e. Ignore the behavior.
 - f. Get down on the level of the child to help the child understand the consequences of the behavior.
 - g. Provide limited choices.
 - h. Briefly sit out of an activity near the teacher for a short time.
 - i. Keep parents informed of discipline measures used.
4. Consultation with parents will occur when the child is harming themselves or others. The caregivers and parents will determine a specific behavior plan for responding to a child's pattern of unacceptable behavior.
5. In instances when he disruptive and/or unsafe behavior is not improving; the parent will be asked to remove the child from Family Learning and Childcare. Removing the child from the center is for the safety and security of the children AND staff at the center and will be done as a last resort.
6. The following types of discipline and guidance are prohibited:

Corporal punishment including:

 - a. pinching
 - b. punching
 - c. shaking
 - d. striking with any object
 - e. biting
 - f. spanking
 - g. slapping
 - h. Any other measure intended to induce physical pain or fear
 - a. Use of soap, hot sauce or other unpleasant food and non-food items
 - b. Denial of food
 - c. Forced napping
 - d. Punishment for toileting accident
 - e. Any form of emotional abuse including shaming, rejecting, terrorizing
 - f. Subjecting a child to harsh, abusive, or profane language
 - g. Humiliating, ridiculing, rejecting or yelling at a child
 - h. Threats of physical punishment
 - i. Abusive or profane language directed at children

- a. Placing the child in a locked or dark room with the door closed. The child must be in a supervised area at all times.
 - b. Requiring a child to remain silent or inactive for an inappropriately long period of time.
7. Employees of Family Learning and Childcare will comply with the Nebraska Child Abuse Laws. Employees are required by law to report all cases of suspected child abuse or neglect to the proper authorities.

CHILD ABUSE/NEGLECT POLICY

Policy: All employees will comply with the Nebraska Child Abuse Laws. By law, all childcare employees are to report all cases of suspected child abuse and/or neglect.

Procedure: If abuse or neglect is suspected, no matter where it may have occurred, it shall be reported as followed.

1. Complete the Suspected Child Abuse Reporting Form. The staff member is responsible for completing the form.
2. Make copies of the form for the investigating agency and the child's file.
3. Notify Child Protective Services at 1-800-652-1999 or Douglas County Sheriff Department at 402-444-7998.
4. If the parent of the child is suspected, we will follow the guidance of the agency.
5. If an employee is suspected, all previous steps are taken and the employee is immediately removed from the direct care of children.
6. The employee is given suspension without pay pending the investigation and may be terminated.
7. The parent of the child is notified.

BITING POLICY

Policy: We understand that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development.

Procedure

1. Repeated incidents of biting will not be tolerated. Our objective is to ensure that we maintain the highest level of safety within our environment and that our staff responds appropriately to aggressive behaviors.
2. An incident/documentation report is completed for each bite.
3. The parent is asked to sign the report when they come to pick up.
4. The report is kept in the child's file.
5. Our preventive response to biting is:
 - a. Be proactive with children who bite; watch for signs that biting may occur and try to prevent the situation.
 - b. Positively respond to the child who refrains from biting in a situation where biting may have previously occurred.
6. Our response after a bite has occurred is:
 - Stay calm and use a gentle voice with the child who has bitten
 - a. Remove the child away from the individual that was bitten
 - b. Comfort the injured child within sight and hearing of the child who bit.
 - c. Talk to the child and reinforce "We do not bite our friends"
 - d. Read the biting book to the child that bit
 - e. Confer with the parent of the child to determine the best procedures to use to discontinue biting
 - f. Give the child a biting toy to bite instead
7. If at any time a bite breaks the skin and causes the other child to bleed, you will be called and asked to pick up your child.

PROGRAM

Family Learning and Childcare provides an extraordinary setting for infants, toddlers, and preschool age children. We are dedicated to making the most of your child's early years. Our facility is an "unplugged" center meaning that we do not have any tvs, tablets, computers used in our program. Our learning environment is

based on the premise that the most important years for brain development and learning patterns occur from infancy to age 5. Each classroom is designed to enhance developmental growth and to take advantage of these windows of opportunities to give your child the best start towards a lifetime of learning.

Our curriculum is enhanced by concentration on all seven of the Nebraska Guidelines for Early Learning. The guidelines include:

1. Social and Emotional Development
2. Approaches to Learning (Initiative, curiosity, reasoning, problem solving)
3. Health and Physical Development
4. Language and Literacy Development
5. Mathematics
6. Science
7. Creative Arts

Infants

Our infant program is designed to provide a safe, nurturing environment that promotes physical and cognitive growth and development with stimulating and challenging toys and activities. Our committed, well-qualified teachers create a strong bond with your infant to promote security, confidence, and positive self-esteem. Individualized care, meals and nap times meet each infant's changing needs. Communication through our SmartCare app provides information about your child's day.

Our infant program is divided into two rooms, Infant 1 for infants 6 weeks to approximately 9 months. Infant 2 is for infants age 9 months to approximately 15 months. The ages are approximate because not every infant is the same. If an infant is ready to transition to the next room, it will be discussed with the parent. We will discuss plans to acclimate them to the room in order to maximize their success.

Infant 1

Ages 6 weeks to 9 months

Schedule: Infants in this room are on individual schedules based on their needs and parents' desires. There is a refrigerator in the room to store fresh and frozen breast milk. All bottles, formula, and baby food must be clearly marked with the child's name. Breast milk must be labeled with the following information:

1. Child's name
2. Date expressed
3. Date frozen (if applicable)
4. Date brought to FLCC

Activities: Infants spend time each day being held and talked to. They are on the floor stretching and reaching for toys on the play gyms. The infants are exposed to music, nursery rhymes, storybooks and other interactive activities.

Skill focus: Teachers help with age appropriate skills such as sitting, rolling, standing and falling asleep on their own.

Sleeping and rest arrangements: Each infant has their own crib with crib sheets that are laundered daily. Infants are placed on their backs to sleep and there is nothing in the crib but the infant. Sleep sacks are recommended instead of blankets.

Infant 2

Ages approximately 9 months to approximately 14-18 months

Schedule: Children in Infant 2 are also on individual schedules based on their needs and parent's desires. All bottles, formula, and baby food must be clearly marks with the child's first and last name. As your child begins to eat table foods and drink regular milk, they will be provided by the center. If parents choose to supply their child's food, they may do so.

Activities: Children spend time each day participating in activities that promote learning through hands-on play. Toys such as soft blocks, books, cars are effective learning tools, especially for skills involving colors, counting, and letter recognition. Rhymes, poems, songs and recorded music are a regular part of the child's day and physical activities like crawling, walking, dancing are incorporated into the day through play.

Skill focus: Teachers help the infants with age appropriate skills such as transition to a cup, eating with silverware, sitting at a table, walking, verbal communication, sharing, and following simple directions.

Sleeping and Rest arrangements: The main nap follows lunch but infants may sleep when needed. Each child has their own crib with linens that are washed weekly or more often if needed. Infants are placed on their backs and there is nothing else in the crib.

Toddlers

Ages approximately 18 months to 3 years

Our toddler program builds on your child's natural curiosity and eagerness to learn through hands-on play and exploration. Our well qualified, trained teachers continue to provide a safe, nurturing environment that promotes confidence, respect, and self-esteem.

The toddler program is divided into two classrooms. The Toddler 1 classroom is for ages approximately 18 months to twenty-four months. The Toddler 2 classroom is for ages approximately 2 to 3 years.

Activities: Children in the Toddler rooms spend time each day participating in a program designed to prepare your child for preschool. Our toddler program incorporates music, literature, arts and crafts, science, math, dramatic play, and various physical activities while promoting positive social interactions, problem solving skills, and language development.

Skill Focus: Teachers help the child with age-appropriate skills such as verbal communication, sharing, and following directions. Skills include development of early emergent reading, writing, and mathematics. Each Toddler classroom has specifically designed curriculum to develop active learning experiences.

Sleeping and Rest Arrangement: There is a scheduled nap time each day for Toddlers. teachers assist each child at nap time. Every effort is made to encourage sleep at nap time. Toddlers are provided a mat and are welcome to bring their own blanket and store it in their cubby.

Preschool

Ages approximately 3 to 5 years.

Our Preschool program curriculum provides opportunities for children to learn through hands-on play and discovery. We help children learn new skills, build self-esteem, confidence, and develop social skills. Our Preschool program is split up between two classrooms: Pre-K 1 and Pre-K 2. The Pre-K 1 classroom is designed for ages approximately 3 to 4 years old. The Pre-K 2 classroom is designed for ages approximately 4 to 5 years old.

Activities: Children in the preschool group spend time each day participating in a structured preschool program designed to prepare your child for school. Our program exposes your child to activities in music, literature, arts and crafts, science, math, dramatic play, and various physical activities while promoting positive social relationships. Preschool children have Show & Tell each Wednesday. They may bring one toy from home to bring and share with the group.

Skill Focus: Teachers help the children with age appropriate skills such as verbal communication, emergent reading and writing, sharing, and following directions.

Sleeping and Rest Arrangements: There is a scheduled nap time each day for children in the preschool program. If your child is unable to sleep or rest quietly, alternate activities are provided. Each child is provided a mat, and they are welcome to bring their own blanket.

Supplies:

Each child will have their own designated space for their personal items. Please mark extra clothing brought with their name on it.

Infants - A complete change of clothing that is appropriate for the season, disposable diapers, diaper cream, infant formula/breast milk, food, 3 bottles, a pacifier. Sunscreen should be supplied at the beginning of summer. We adhere to the Safe Sleep Policy of the Department of Health and Human Services. It is recommended each infant have a sleep sack for naps. The infant will not have anything in the crib during naps.

Toddlers and Preschoolers- At least 3 complete changes of clothing that is appropriate for the season including underwear if your child is toilet trained and diapers or training pants if our child is not yet toilet trained, and socks. Sunscreen should be supplied at appropriate times of the year. All supplies brought in should be clearly labeled with your child's name.

Children may bring their own blankets for naptime or they are able to use FLCC blankets that are washed after every use.

Children should be dressed comfortably while attending the center. We will be participating in a variety of activities throughout the day and though all precautions will be taken to protect your child's clothing, messes do occur on occasion. We will be spending time outside each day when weather permits and children should have shoes that allow them to play safely. Flip flops are not preferred for the playground as it may be hard for them to run. Please be sure your child has a jacket on days when the weather is cool.

If children need to change clothing during the day, we will send soiled belongings home.

EDUCATION AND PROFESSIONAL GROWTH FOR EMPLOYEE POLICY

Policy: Each employee who provide direct care to children must obtain a minimum of 12 clock hours of training annually. Employees who work 20 hours or less each week must obtain six clock hours of training annually.

Procedure:

Training must include but is not limited to the following topics:

1. Safe environments
2. Healthy environment
3. Physical development
4. Cognitive learning
5. Communication
6. Creative learning
7. Self-esteem
8. Social and emotional development
9. Family relationships
10. Program management

Audio, video, and reading material will count towards the annual training requirement. An Independent Learning Summary is completed on a form provided by DHHS. The actual length of the audio and video material is counted and 50 pages of text is considered equal to one clock hour of training.

Each employee (full and part time) must attain their CPR/AED/First Aid certification and renew as needed.

Employees must complete training on Sudden Infant Death Syndrome, safe sleep for infants, shaken baby syndrome and child abuse/neglect and Power to Protect.

Employees must receive training in the domains of Nebraska's Early Childhood Learning Guidelines.

Each clock hour spent participating in any of the following types of activities counts toward the annual training requirement:

1. Center-sponsored training
2. Workshops and conferences
3. Non-credit coursework
4. Adult education courses

The cost of professional development hours is paid by Family Learning and Childcare except college hours.

Travel and other expenses are the responsibility of the employee.

EMPLOYEE CLASSIFICATIONS

Director is responsible for day to day procedures and communicating with DHHS.

Full time employees regularly work at least 30 hours per week.

Part time employees work less than 30 hour per week.

Temporary employees and Substitutes contract to fill in for regular staff members for a limited time.

Lead teachers are responsible for leading the educational programs and the general supervision and management of the children in the assigned classroom.

Assistant teachers are responsible for assisting the Lead teacher with the general supervision and management of the children in the assigned classroom.

Floating teachers are responsible for assisting the Lead Teachers, Assistant Teachers, and covering teacher absences and breaks.

Support Staff assist with daily cleaning, covering for breaks, and meal preparation.

Employee Qualifications

1. Must be at least 16 years of age.
2. Positive former references.
3. Attend professional development sessions throughout year of employment.

Job Descriptions

Director

Curriculum Coordinator

1. Create, Organize and Present daily activities for ALL classrooms centered around weekly theme and/or scheduled special events;
2. Provide direction and assistance to classroom coordinators to ensure daily classroom activities are performed in accordance with designated curriculum;
3. Share ideas, provide suggestions and encourage cooperation with and among classroom coordinators and management;
4. Monitor, purchase and maintain center supplies to ensure that class activities can be carried-out in accordance with designated curriculum;
5. Provide guidance and advice to management (director/owner) regarding the appropriateness of selected weekly themes and daily class activities;
6. Serve as to primary facilitator for posting pictures and promoting classroom activities on the FLCC Facebook page, website and other selected social media outlets;
7. Prepare WEEKLY email correspondence to ALL parents summarizing classroom activities completed during the preceding week and planned for the upcoming week(s);
8. Assist management with monthly employee training and/or orientation meetings;

9. Perform guided tours and curriculum overview for prospective families;
10. Report any internal policy and/or state child care regulation violations to management;
11. Demonstrate behavior personal consistent with the core values, vision, and mission of FLCC;
12. Approve all correspondence that goes to families;
13. Periodically review and revise the Family Handbook;
14. Train closers;
15. Replace and repair toys and broken furniture;
16. Other duties as assigned.

Quality care for children:

1. Directs the activities of each classroom;
2. Checks Daily Reports and messages sent through SmartCare to assure information is accurate and describes details concerning the developmental milestones children are making;
3. Periodically check that the established schedule of activities are being followed;
4. Assist teacher and assistants with completing progress reports for each child in preparation for parent conferences;
5. Support teachers at their request or otherwise when needed for planning and implementation of their plans;
6. Confers with parents and staff regarding a child's behavioral or learning problems and recommends methods of modifying inappropriate behaviors;
7. Informs families of community events related to their children;
8. Publishes a weekly email featuring topics of interest to families;

Administrative Assistant

1. Maintain, Update and Record all pertinent enrollment information as required by internal policy and state childcare regulations. This includes all computer records and paper files for each "active" child and/or family enrollment;
2. Assist management (director/owner) with weekly staff scheduling and email communication;
3. Maintain and update "birthday list and pictures" for ALL actively enrolled children and staff;
4. Monitor and maintain office supplies and equipment to ensure that all administration can be carried-out effectively and efficiently;
5. Monitor and update staff records and documentation, including employment application information, as directed by management (director/owner);
6. Maintain accurate and updated list of required and completed "professional development" classes for all active staff;
7. Update and maintain current information on Parent Information Board and Activities Calendar;
8. Prepare and maintain adequate supply of "New Family Enrollment Packets" and "Employee Manuals";
9. Assist management with updating and maintaining Parent Handbook, Employee Policy Manual, including individual job descriptions and performance evaluation forms;
10. Upon request, assist management with monthly employee training and/or orientation meetings;
11. Maintain and update "prospective families" log sheet and schedule tours as needed;
12. Update and maintain parent and staff email addresses and security access codes as needed;
13. Report and internal policy and/or state child care regulation violations to management;
14. Demonstrate behavior personal consistent with the core values, vision, and mission of FLCC;
15. Other duties as assigned.

Teacher

1. Assists in the development of the Center's curriculum by working with the Director;
2. Contributes in parent involvement and the parent education program;
3. Plans and implements the daily programs in accordance with the Center philosophy;
4. Adjusts the daily program to meet the individual needs of children;
5. Supervise the use of materials in the classroom;
6. Eat meals with the children and encourage develop of sound nutritional practices;
7. Prepare periodic progress reports;

8. Attend parent group and Center functions;
9. Conduct parent/teacher conferences upon request;
10. Complete the housekeeping responsibilities and maintain an organized, and clean appearance;
11. Attend staff meetings;
12. Participate in recommended training sessions;
13. Provide care, supervision, and plans developmentally appropriate for children in the center;
14. Assist with the training and supervision of Assistant and Floating Teachers;
15. Communicate with families about their child's day and developmental progress;
16. Supervise activities to ensure safety;
17. Help children establish good hygiene habits;
18. Change diapers and assist with toilet training;
19. Maintain a professional attitude and loyalty to the Center.

Assistant Teacher

1. Assists in the development of the Center's curriculum by working with the Lead Teacher and the Director;
2. Implements the daily programs in accordance with the Center philosophy;
3. Adjusts the daily program to meet the individual needs of children;
4. Supervise the use of materials in the classroom;
5. Eat meals with the children and encourage develop of sound nutritional practices;
6. Provide information for periodic progress reports;
7. Complete the housekeeping responsibilities and maintain an organized, and clean appearance;
8. Attend staff meetings;
9. Participate in recommended training sessions;
10. Communicate with families about their child's day and developmental progress;
11. Supervise activities to ensure safety;
12. Help children establish good hygiene habits;
13. Change diapers and assist with toilet training;
14. Maintain a professional attitude and loyalty to the Center.

Support Staff

1. Prepare/execute meals;
2. help children establish good habits of personal hygiene;
3. Help children develop good nutritional habits;
4. Maintain a clean, organized and hygienic kitchen;
5. Maintain a clean lunchroom which includes mopping floors and sanitizing tables;
6. Prepare weekly grocery lists;
7. Complete other duties as assigned by Director.

RESOURCES FOR PARENTS

Douglas County Health Department

www.douglascountyhealth.com; 1111 S 41st Street Omaha NE 68105; 402-444-7471

Nebraska Department of Education

www.education.ne.gov

Head Start of Nebraska

Neheadstart.org

Early Development Network

Edn.negov/cms; 402-471-2447

Department of Health and Human Services

www.dhhs.ne.gov; 1313 Farnam Street #3 Omaha NE 68102; 402-595-2850

Millard Public Schools Special Needs Department

www.special-education.mps.schoolfusio.us/modules/groups; 5606 S 147th Street Omaha NE 68137; 402-715-8302

Behaven kids

www.behavenkids.com; 8922 Cuming Street Omaha NE 68114; 402-926-4373

Nebraska Resource and Referral System

<https://nrrs.ne.gov/mds>

National Safety Council

www.safenebraska.org; 11620 M Circle Omaha NE 68137; 402-896-0454

Nebraska State Patrol

Statepatrol.nebraska.gov; 1600 Highway 2 Lincoln NE 68509; 402-471-4545

Safe Kids

www.sarpycasshealthdepartment.org/safe_kids.html; 701 Olson Drive #101 Papillion NE 68046; 402-339-4334

Nebraska Child Find

Childfind.ne.gov; 1-888-806-6287

National Sudden Infant Death Resource Center

Sidscenter.org

Pediatric Therapy Center

Ptcne.org; 10791 S 72nd Street #103 Papillion NE; 402-932-2782

Douglas County Sherriff

www.omahasherriff.org; 1616 Leavenworth Omaha NE; 402-599-2600

Millard Branch Library

13214 Westwood Lane Omaha NE 68144; 402-444-4848

Intervention Services

Bellevue Schools: 402-456-4149

Millard Schools: 402-715-8200

Omaha Schools: 402-557-2222

Westside schools: 402-343-2600

Papillion/LaVista schools: 402-537-6200

Ralston schools: 402-331-4700