

Fayetteville Technical Community College
EARLY CHILDHOOD EDUCATION CENTER
STAFF HANDBOOK

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Fayetteville Technical Community College Early Childhood Education Center Staff Handbook

All employees of the Early Childhood Education Center are employed by Fayetteville Technical Community College and are subject to the terms and conditions found in the *Employment and Affirmative Action Manual*.

Fayetteville Technical Community College is dedicated to providing quality programs and services to children enrolled at the center and their families. To achieve this goal, FTCC will employ and retain highly qualified staff. We will strive to make each individual's employment a satisfying experience and a pleasant place to work. When you join this staff, you do so as a child care professional. Your attitude about your job is important. These policies were written to clarify the responsibilities and benefits of this job in accordance with the Center's mission and philosophy in accordance with the legislation and regulations regarding licensed childcare in the state of North Carolina.

Philosophy

With loving educated staff and a wealth of resources, children are able to be active participants in the realization and expansion of their individual potential.

Mission Statement

The Fayetteville Technical Community College Early Childhood Education Center will provide a safe, nurturing environment for children that satisfy their needs, fosters their desire to learn and establishes the foundation for lifelong educational experiences. Through an effective alliance between the adults in their lives and collaborative community partnerships, children will be reassured of their creativity, strengths, abilities, and especially their inherent worth.

General Requirements

All staff, which can be counted toward meeting the staff/child ratio, shall have full responsibility when left in charge of a group of children. Anyone who is at least 13 years of age, but less than 18 years of age, may work in a day care center on a volunteer basis, as long as he/she is supervised and works with a required staff person who is at least 21 years of age and also meets the health standards for volunteers. No one younger than 18 years old shall be left alone with children, nor counted toward meeting the required staff/child ratio.

The provisions of G.S. 110-91 (8), which exclude persons with certain criminal records or personal habits, or behavior, which may be harmful to the children from operating or being employed in a day care facility shall also apply to volunteers.

Pre-Service Requirements

- A Teacher Assistant must be at least 18 years of age, a high school graduate, and have Early Childhood Credentials.
- A Teacher shall be at least 18 years of age, have an Associate Degree in Early Childhood or a related field, and have at least one of the following:
 - One year of experience dealing with children
 - A Bachelor degree in a related field
 - An Associate degree in a related field and two years experience
- A Lead Teacher shall be at least 18 years of age, have a Bachelors Degree in Early Childhood or a related field, and have at least one year of experience dealing with children
- The Cook shall be at least 18 years of age, a high school graduate, hold a current Food Handlers license, and have at least one year experience in food preparation.
- Criminal records check and fingerprints on file with the Division of Child Development with a follow up of the qualifying letter from DCD stating the individual is qualified to provide child care.
- Medical statement of good health filled out by a physician
- Proof of a negative Tuberculosis test
- Emergency information on file

In-Service Training

Orientation

New staff will receive a minimum of 16 clock hours of on-site orientation within the first six weeks of employment. Within the first two weeks of employment, new employees must complete 6 clock hours of training and orientation in the areas of: child abuse and neglect, the Center's operations policies, parent handbook, and the safe sleep policies, as well as the Center's supervision policies. The remaining 10 clock hours must include training in job-specific duties and responsibilities; review of the child care licensing law and regulations; a review of the Center's personnel and operational policies, purpose and goals; an explanation of the role of state and local government agencies, their effect on the Center, their availability as a resource, and individual staff responsibilities to representatives of state and local government agencies; observation of Center operations; maintaining a safe and healthy environment; and an overview of enhanced standards and rated license requirement.

Annual Training

All staff shall participate in professional development and in-service training. Administrators and staff who have responsibility for planning and supervising a

day care program and/or work directly with children will participate in training annually as set forth by Child Care Rule 0707 of the DCD Child Care Handbook.

Level of Education	In-Service Training Required
Four year degree	5
Two year degree or NCECAC/equivalent	8
Certificate or Diploma in childcare field or NCECC/equivalent	10

If a staff member receives more than the required number of hour in a given year, they may carry forward no more than half of the required hours needed for the new year.

Documentation

This Center must have a record of training activities in which each staff participates. That record shall include the subject matter, topic area in G.S.110-91 (11), training provider, date provided, hours, and name of staff that completed the training. This documentation will be on file and kept current. The Director must have proof of the training or it will not be documented in the file. It is the responsibility of the individual staff person to make arrangement for getting the required number of training hours and submitting the documentation to the center office. CPR training, required in Rule 0705 of the Day Care Regulations, shall not be counted toward meeting annual in-service training. First Aid training may be counted once every three years.

Playground Supervision Policy

All children must be adequately supervised while they participate in outdoor activities. FTCC ECEC Staff should be actively involved with the children at all times.

Supervising the Play Areas

- FTCC ECEC staff must be able to see and hear all of the children all of the time.
- FTCC ECEC Staff should be actively involved with the children’s play, not just watching over them in stationary positions. Staff will rotate positions on the playground at regular intervals.
- Play areas must be designed to prevent areas that cannot be adequately supervised to include age appropriate outdoor toys, equipment and activities.

Staff/Child Ratio for the Play Areas

- Ratio must be maintained outdoors just as they are maintained indoors.
- Ratios required for the youngest child in the play area must be maintained.
- Adequate supervision shall mean that the staff interacts with the children while moving about the outdoor area.
- A staff member must accompany children at all times if there is a need to leave the play area such as for toileting while maintaining ratio at all times.
- Interaction with the children should include expanding on their play experiences through communication and suggestions.
- Fencing can be used to close off the play area as an option to prevent children from entering areas that cannot be adequately supervised.

Play Outside the Fenced Play Area

- All children shall be supervised at all times while outside the fenced play area. Ratios must be maintained outside of the fenced area just as they are inside the fenced play areas.
- Children should be exposed to many different experiences during their outdoor playtime. Field trips and nature walks can greatly enhance the children's learning. Remember to include these types of activities in your outdoor playtime.
- Search out teachable moments with the children.
- Enrollment packets include a Field Trip Permission form which gives FTCC ECEC staff the permission to take children outside of the fenced play area.

Indoor Supervision Policy

- Children shall be adequately supervised at all times. Staff should interact with the children while moving about the indoor area, and are able to hear and see the children at all times, except when emergencies necessitate that direct supervision is impossible for brief periods of time.

Child/Staff Ratio Policy

Each group of children must have the appropriate number of staff members present as required by the NC Division of Child Development.

Age of Children	Number of Children	Number of Staff	Maximum Group Size	Number of Staff
0 to 12 Months	5	1	10	2
12 to 24 Months	6	1	12	2
2 to 3 Years	9	1	18	2
3 to 4 Years	10	1	20	2
4 to 5 Years	13	1	25	2

- Children under 12 months of age must be kept separate from children 24 months of age and over.
- In any multi-age group situation, the staff/child ratio for the youngest child in the group must be maintained for the entire group.
- Children younger than 24 months of age may be cared for in groups with older children at the beginning and end of the operating day provided the staff/child ratio for the youngest child in the group is maintained.
- Children between the ages of 12 months and 24 months cannot be routinely grouped with older children unless all children in the group are less than three years old.
- A child two years of age or older may be placed with children under one year of age when a physician certifies that the developmental age of the child makes this placement appropriate.

Ratios during Naptime

- Each group of children must have the appropriate number of staff members present as required by the NC Division of Child Development.
- For groups of children two years or older, the staff/child ratio during nap time is considered in compliance if:
 - At least one person is in each room
 - At least one person is visually supervising all the children
 - The total number of required staff are on the premises and within calling distance of the rooms occupied by children

Discipline Policy

- At no time should any child be subjected to any form of corporal punishment or physical discipline.
- Discipline must be age and developmentally appropriate
- The use of physical restraints is strictly prohibited and may not be used on children at any time.
- The following restrictions must be enforced at all times:
 - No child shall be handled roughly in any way, including shaking, shoving, pinching, slapping, biting, kicking, or spanking.
 - No child shall ever be placed in a locked room, closet, or box or left alone in a room separated from staff.
 - No discipline shall ever be delegated to another child.
 - Discipline shall in no way be related to food, rest, or toileting.
 - No food shall be withheld, or given as a means of discipline.
 - No child shall ever be disciplined for not sleeping during rest period.
 - No child shall be disciplined by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms or floors.

- The types of discipline that will be acceptable to use at FTCC ECEC are:
Re-direction – The offering of appropriate alternatives to disruptive or unacceptable behavior
Time Out – The removal of a child from his/her current situation to allow time to regain control of their behavior
Positive Reinforcement – The praising of a child for appropriate behavior.

As a FTCC ECEC Staff member, I have read, understood, and will incorporate the above policies in my everyday routine.

Staff Signature

Date