Welcome to Omaha Christian Academy After School Care (ASC)!

Thank you for allowing us to take care of your child. Children are a precious gift from God! Early learning and nurture are important to the children's development. It is our goal to partner with you. As Proverbs 22:6 states: "Train up a child in the way he should go, even when he is old he will not depart from it."

Allow me to take a moment to introduce myself to you. My name is Stephanie Abbott. This is my 6th year with Omaha Christian Academy, working in classrooms and overseeing the ASC program. My husband and I have been married for 13 years and we have a son, who will be in sixth grade. Our son has attended since pre-school, and we love being part of the OCA family!

At OCA we are grateful for our caring, capable, compassionate ASC staff. Our staff have extensive experience working with children and adhere to all state mandates. We believe that your child will enjoy building relationships while playing and learning in our program. Please read through the following handbook and return all completed forms.

Mrs. Stephanie Abbott

Childcare Director

402.399.9565

sabbott@ocamail.org

Omaha Christian Academy After School Care Information Letter

Pre-school- Sixth Grade (3-13yrs old)

When: Monday-Friday 3:30pm-5:30pm

Fees: $11 per child per day

$15 early out dismissal days per child (reservation)

$18 early out dismissal days per child (drop-in)

Late Charge: $4 per minute starting at 5:31 (Please call if you think you'll be late)

Pick up Procedure: Call the ASC cell phone, provide name and the name of child(ren). Pick up will generally be done at the cafeteria door in front of the building, by the flag poles. Staff will inform guardians of alternate pick-up locations during call. Ex. Gym doors, playground, blacktop.

Snacks: While we do not provide snacks during ASC. Students are welcome to bring their own. If you would like your child to have a snack, please send them with a snack each day.

ASC Pick-Up #: 402-981-4741

Please program our ASC cell number in your phone and call with any questions or concerns. You may also email me at sabbott@ocamail.org when you plan to have your child attend so that we'll be sufficiently staffed.

We are looking forward to a great 2025/2026 school year!

Stephanie Abbott

ASC Director

Omaha Chirstian Academy

Childcare Program

Policies & Procedures Handbook

Childcare Director: Stephanie Abbott

Omaha Christian Academy

10244 Wiesman Drive

Omaha, NE

402-399-9565

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Omaha Christian Academy

Omaha Christian Academy Mission Statement

To educate students in the light of biblical truth

Nondiscrimination Statement

Omaha Christian Academy is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or other protected classifications.

Omaha Christian Academy provides an equal opportunity for individuals with disabilities to participate in the school's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Parents are welcome to come to the Administrative Director or Program Director with concerns if they feel that they or their child have been subjected to or believe they have witnessed unlawful discrimination or harassment.

Confidentiality

Information received from parents and enrollment forms is available to the administrative staff, the bookkeeper, and the teachers who work directly with their child.

Omaha Christian Academy employees respect the confidentiality of written, verbal and observed information. Any information regarding an individual child is discussed with parents privately.

A parent is permitted to review records or medical logs containing information concerning their child upon written request made to the Administrative Director.

Contact Information

OCA Office # 402-399-9565
Childcare # 402-981-4741

In case of grievances, questions, or concerns contact OCA Administrator or consult the Department of Health and Human Services brochure given out at the time of registration.

Admission in Omaha Christian Academy Childcare

Omaha Chirstian Academy After School Care program is available to all students ages 3years to 13 years old. Prior to the child's first day of attendance, parents shall receive a digital file or folder containing all required forms for the entrance into our program. The following forms must be on file before a child's first day of attendance:

- OCA Childcare Policy Handbook Acknowledgement
- Children's Record
- Immunization Record
- Medication Authorization Form
- DHHS Parent Information Brochure

Children MUST be potty trained and able to take care of his/her bathroom needs before entering After School Care Program.

Parents must notify the office immediately of any changes in residence or phone numbers for emergency contacts or other people authorized to pick up their child.

Hours of Operation

Monday - Friday 3:30PM - 5:30PM (on school days only)
Last Wednesday of every month 2:15PM-5:30PM (early dismissal day)

Days Omaha Christian Academy is CLOSED

Omaha Christian Academy After School care will be closed for the following holidays:

- We follow the Omaha Christian Academy Elementary Calendar. If the school is out for the day there will be no childcare provided. This includes all early dismissals that are not the last Wednesday of each month.

After School Care Program Payment of Fees

Fees are based on the number of days attended per child in a calendar month. Billing cycle will begin on the first billable day and end on the last billable school day of each month. Payment of fees is due the

following month on the 1st and payable through FACTS. Balances will be attached to each family's monthly statement. Payments made after the 15th will incur a $25 late fee.

Additional Fees

A late fee of $4.00 will be charged, by the minute, if your child is picked up after 5:30PM.

A fee of $25 is charged for any check returned due to non-sufficient funds. If a check is returned a second time, cash payment is required in place of that check.

Clothing/Personal Items

Omaha Christian Academy provides a personal space for each child enrolled at the school. This space is used for storing extra changes of clothing. Clothing for outdoor wear is also stored here. Absolutely no medication, sunscreen, lip balm, etc. is allowed in this personal space (e.g., personal backpack or basket).

All 3-, 4- & 5-year-olds are required to have a complete change of clothing to be kept in after school care. All clothing must be clearly marked with your child's name.

Please send your child in clothing that is easy to manage. Your child wants to learn to care for himself/herself and not be dependent on adults. Please do not send your child with a belt, suspenders or overalls unless he/she can fasten and unfasten them by themselves.

All clothing must be clean, neat and modest.

** A pair of clean tennis shoes must be worn in the gym. **

Authorization for Pickup

A parent/guardian's written authorization for pickup must be received before your child will be released to anyone**,** this includes parents. Authorized individuals must be listed on the Children's Record form. Parents/guardians may also turn in a handwritten note indicating who is authorized to pick their child up. If not received, and we cannot notify you by phone, the child will not be released. When an authorized individual picks up a child, they will be required to show valid photo identification.

Child Custody Issues

In the event that custody becomes an issue for your family, a court order stating that a non-custodial parent may not pick up a child at the school needs to be submitted to the Omaha Christian Academy office. Without a copy of the court order on file, staff members cannot refuse a parent the right to take his/her child from the school.

Extreme Outdoor Temperatures

The safety of the children is our primary concern. Therefore, children are not allowed to go outside during times of extreme temperatures. The children remain inside when:

- The temperature or heat index is above 90º F
- The wind chill is 0º F or below

If a severe weather warning has been issued, parents who arrive at the school are encouraged to remain with their child inside the building until the warning has expired.

Immunizations and Medical Conditions

Current documentation of a child's immunizations must be on file before his/her first day of attendance. This includes written documentation of either the chicken pox vaccination or a diagnosed proof of having the chicken pox.

Please inform the office staff when your child receives additional immunizations so that current records are maintained. This also applies to the Childcare Staff.

Allergies

Any child who has listed allergies or has been diagnosed as being at risk for anaphylaxis on their Children's Record must have a medical management plan on file. The plan shall have clear parental instructions on what they want the provider to do incase this child should encounter allergy listed.

Anaphylaxis Response Policy

Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal
fur, chemical irritants, pollen, or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

• Chest tightness.
• Wheezing.
• Severe shortness of breath.
• Retractions (chest or neck "sucked in").
• Cyanosis (lips and nail beds exhibit a grayish or bluish color).
• Change in mental status, such as agitation, anxiety, or lethargy.
• A hunched-over position.
• Breathlessness causing speech in one-to-two-word phrases or complete inability to speak.

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

• Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives.
• Abdominal: pain, nausea and vomiting, diarrhea.

• Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction.
• Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse).
• Mental status: apprehension, anxiety, restlessness, irritability.
EMERGENCY PROTOCOL:
1. CALL 911.
2. Summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.
STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:
• Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
• Follow with nebulized albuterol while awaiting EMS.
• If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
• Administer CPR, if indicated.

* If special health precautions, including, but not limited to inhalers, nebulizer treatments, insulin, Epi-Pen injections, are prescribed and needed during a child's scheduled care at Omaha Christian Academy, administration and staff works with the child, parents, and the child's physician on an individual basis. Together we will develop a specific plan that will ensure the safety of your child. Omaha Christian Academy staff does not administer any special medical procedures for which they have not been trained.

Communicable Disease

Any child with a reportable communicable disease, including, but not limited to, chicken pox, measles, mumps, infectious hepatitis, meningitis, or scarlet fever, is not allowed to attend or remain at Omaha Christian Academy during the period when the disease may be transmitted to adults or other children. A release from the Health Department is required before any child with a communicable disease is allowed to return to the school unless the child has been absent for a period equal to the longest usual incubation period for the particular disease.

Notice of any communicable disease or illness that is present at the school will be sent home. Confidentiality is maintained and no individual names are released when reporting the disease or illness to families. This also applies to childcare staff.

Illness Policies

Exposure to a new group of children may cause more illness during the first few months a child is enrolled in a school setting. Omaha Christian Academy cannot care for an ill child.

If a child exhibits any symptoms of illness, parents are contacted, and the child must be picked up within one hour of the call.

Parental cooperation is necessary to promote a healthy environment for all the children attending Omaha Christian Academy. A child showing any of the following signs of illness 24 hours prior to arrival should not be brought to school:

- Fever (defined as a temperature equal to or greater than 100º F auxiliary [taken under the arm])
- Diarrhea stool (defined as stool that is watery or less formed with greater occurrence than usual, or stool that contains blood or mucous)
- Vomiting
- Pink or red eyes with inflammation and white or yellow discharge
- Rash with a fever and/or a change in behavior, until a medical exam indicates the symptoms are not associated with a communicable disease.
- Any other conditions that may be contagious to other children, including but not limited to, strep throat, Hand Foot and Mouth disease, ringworm, impetigo, and head lice.
- Illnesses or symptoms (e.g., colds, coughs, or respiratory distress) interfering with a child's ability to participate comfortably in program activities, including outdoor play
- Illnesses that result in a greater need for care than staff can provide without compromising the health and safety of other children
- Conditions that may indicate a possible severe illness, including but not limited to, persistent crying, lethargy, difficulty breathing, or irritability

The following time periods are used to determine when a child may return to Omaha Christian Academy following an illness:

- 24 hours after antibiotics are begun for any communicable illness, including, but not limited to, strep throat or pink eye
- 24 hours after the last episode of vomiting or diarrhea, except in the case of communicable disease that needs to be reported to the Health Department
- Temperature must be normal for 24 hours without the use of any fever reducer
- If throat cultures or other tests are taken to diagnose an illness that may be contagious, the child must be kept home until test results have been verified and the administration has been notified of the negative results

Exceptions to the above time periods may be allowed by the Administrative Director on an individual basis if:

- A child has a chronic illness that is documented by the child's physician

- Written documentation is received from the child's physician indicating that the child will not expose others to a communicable disease upon his/her return to Omaha Christian Academy
- The illness policy applies to all staff.

Medications

The Omaha Christian Academy staff will dispense prescription or non-prescription medications to a child under the following conditions:

- Medication is in the original container and the label includes the child's name, the dosage and the directions for administration. Over the counter medications, this includes sunscreen and cough drops, must also be in the original container and labeled with the child's name, the dosage and the directions for administration. Expired medication or medication which is prescribed for another child in the family will not be administered.
- A Medication Authorization form has been signed and dated by the parent/guardian. The Medication Authorization form must be filled out for both prescription and non-prescription medication.
- A signed and dated written authorization from the child's physician is on file if the dosage for the child's age is not included on the container from the manufacturer.
- A child does not have a temperature equal to or greater than 100 degrees F auxiliary (taken under the arm) or other signs of illness requiring his/her exclusion from school.

All non-prescription medications, including lip balm and cough drops, must be given to a teacher for storage and administration. Please do not leave them in your child's locker, or backpack for self-administering. This creates a safety risk for other children who may gain access to the medication.

Your child may bring sunscreen to school; however, he or she can ONLY bring SPRAY sunscreen. The staff is not allowed to rub cream on your child. All sunscreens must be labeled with the child's name and given to a teacher.

All forms of prescription and non-prescription medications must be placed in locked medicine containers that are inaccessible to children. Medicine requiring refrigeration is stored in a child-proof container in the refrigerator.

Children are not given medications that affect their behavior except those prescribed by their health care provider.

Any medications given to a child are logged in a medical journal. Medical information on any child is available only to the parents/legal guardians of that child.

All staff administering medications follow the "Five Rights" as listed below.
1. The right drug; 2. The right recipient; 3. In the right dose; 4. By the right route; and 5. At the right time.

While staff makes every effort to dispense medication as requested by the parent, Omaha Christian Academy does not assume responsibility for missed dosages.

Special Health Care Needs

If special health precautions, including, but not limited to inhalers, nebulizer treatments, insulin, Epi-Pen injections, are prescribed and needed during a child's scheduled care at Omaha Christian Academy, administration and staff works with the child, parents, and the child's physician on an individual basis. Together we will develop a specific plan that will ensure the safety of your child. Omaha Christian Academy staff does not administer any special medical procedures for which they have not been trained.

Emergency Medical Treatment

If a serious injury or accident occurs, standard First Aid procedures are used and, whenever possible, a parent or legal guardian is contacted first.

In the event of a medical emergency, our staff calls 911 immediately and then contacts a parent.

Emergency Disaster Procedures

How to evacuate for tornado & fire: All children will follow a childcare staff member, as practiced in our drills, to our safe location which is posted on the wall & in our Childcare Policy packet page to follow. There will be a cell phone & clipboard with the parent phone number in the backpack that a childcare staff member will carry & the parents will be notified once we reach the safe place.
Special needs children will be assisted by the teacher unless a specific plan is in place & posted for that child.

Tornado Drills

1. Line up quickly and quietly.
2. Teachers take First Aid backpack, flashlight and folder with student phone numbers.
3. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
4. Walk to the high school wing hallway and line up against the wall without lockers next to the fire extinguisher.
5. Take attendance.
6. Wait until we have green to go.
7. Walk in line back to activities directed by staff.
8. In case of an actual tornado remain where you are until help arrives.

Fire Drill

1. Have each student line up at the outside door quickly and quietly.

2. Teachers take First Aid back pack and folder with student phone numbers.
3. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
4. Walk to the far end of the parking lot and line up.
5. Take attendance
6. Wait for the green to go.
7. Walk in line back to activities as directed by staff.
8. In case of an actual fire, walk across the street to the police station. Count students and begin calling parents.

Lock Down

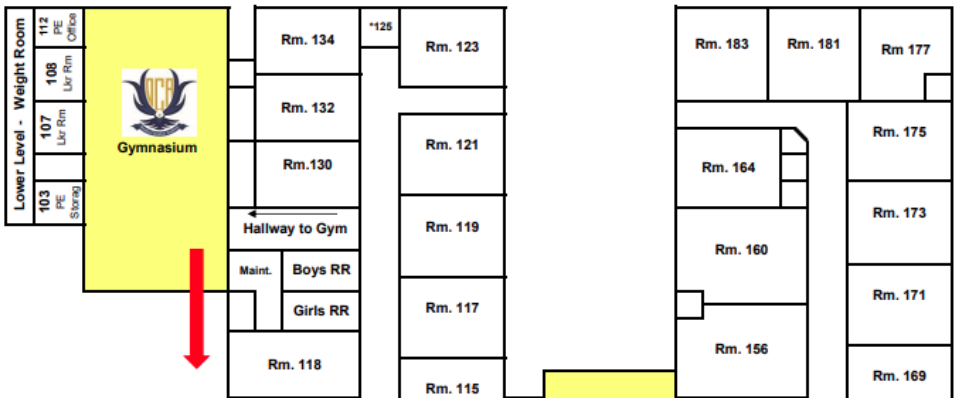
1. Check the hallway outside the room you are in and get all children inside the room.
2. Lock the classroom door and cover the window in the door.
3. Close the window blinds.
4. Seat children along the inner wall away from the doors and windows.
5. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
6. Be Quiet!
7. Remain calm. Turn on your cell phone and wait for information.
8. Keep doors locked until you get a green to go.

Disaster Evacuation Plan

1. The fire alarm will be sounded.
2. Have each student line up at the outside door quickly and quietly.
3. Teachers take First Aid backpack and folder with student phone numbers.
4. Students with special needs will be assisted by the teacher unless a specific plan is in place and posted for that child.
5. Walk to the far end of the parking lot and line up.
6. Take attendance.
7. Wait for the green to go.
8. Walk in line back to activities as directed by staff.
9. In case of actual disaster, walk across the street to the police station, take attendance and begin calling parents.

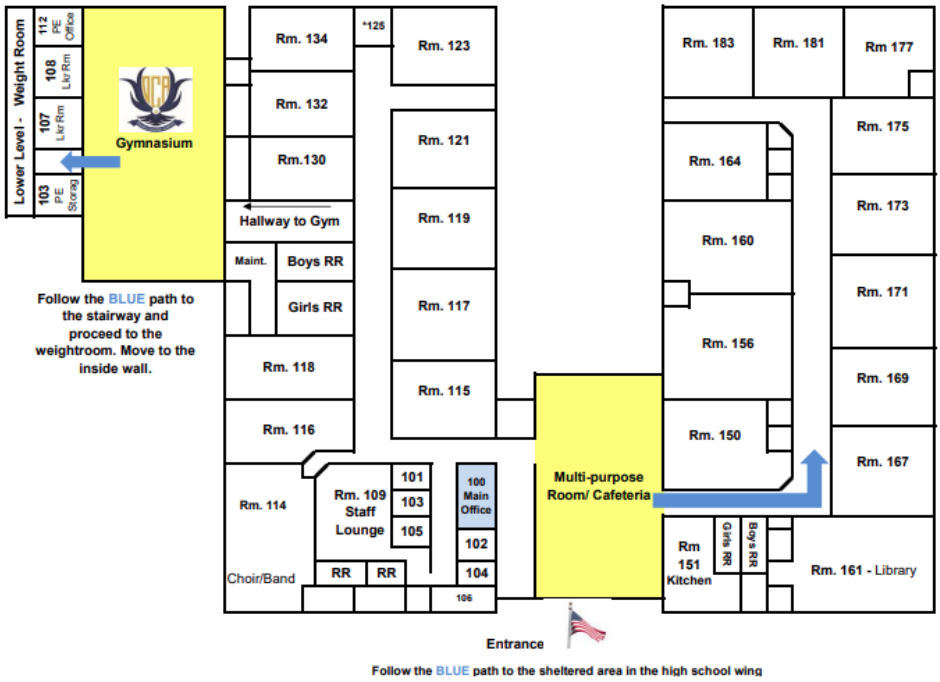
Omaha Christian Academy
Fire Exit Chart

2023-2024



2023-2024

Omaha Christian Academy
Tornado Shelter Chart



10244 Wiesman Drive * Omaha * NE * 68007 * 402-399-9565
www.omahachristianacademy.org
Follow the marked BLUE path to shelter

Education Policy

Early learning experiences are critical for a child's development. Omaha Christian Academy's program is designed to provide learning experiences which enhance every aspect of a child's spiritual, intellectual, physical, emotional, and social growth and development.

To encourage learning about Christian faith, children are taught about God and His love through the atmosphere and daily activities, including, but not limited to, Bible stories, prayers, music, art, and daily conversations. Christian values, such as sharing and kindness, are incorporated into daily planning and guidance techniques. Holiday celebrations focus on religious rather than secular aspects of the holiday.

Staff help the children learn how to establish positive co-operative relationships with adults and peers through a variety of small and large group activities. Age-appropriate activities are incorporated into different learning centers establishing a wide variety of experiences.

Self-esteem is promoted by planning activities that children can successfully complete. The learning environment is designed to provide readiness skills through active exploration of sensory and manipulative materials. Language and listening skills continue to develop through books, songs, games and conversations.

Child Guidance and Discipline Policy

Omaha Christian Academy's child guidance and discipline policy is designed to help children become independent and caring by learning self-control, decision-making skills, and responsibility for their own actions. Children are a precious gift from God, and we believe they should be treated with respect.

Omaha Christian Academy's goals are to help children develop positive self-esteem, respect for themselves and others, and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving, Christ-centered discipline.

Staff members offer positive guidance for children by providing an atmosphere where everyone feels respected and valued. In addition, they create a learning environment based on trust and freedom to explore and develop without fear of humiliation or shame. The staff works to accomplish this by:

- Respecting each child as a precious gift from God with unique abilities and gifts
- Maintaining a safe learning environment that uses developmentally appropriate activities based on each child's ability, attention span and need for movement.
- Establishing positive guidelines for behavior that set clear, understandable limits and consistent routines.
- Providing a learning environment that promotes consistent routines and well-defined expectations.
- Providing sufficient materials and activities to avoid overcrowding and to give adequate choices for child-directed activities.
- Recognizing children's efforts and using praise through kind words or actions to reinforce desirable behaviors.
- Using problem solving techniques instead of punishment
- Anticipating and eliminating potential problems in the environment
- Redirecting a child who displays undesirable behaviors to another activity.

If a child causes physical or emotional harm to self or others, the child is removed from the situation for a short time to calm down and provided with time to talk with the teacher about alternative, appropriate behaviors.

We believe the primary responsibility for raising young children rests with the parents; however, the staff strives to assist parents in the training and guidance of their children. We provide parents with feedback

about their children, both positive and negative, if necessary. If you desire help in dealing with specific behaviors, please discuss it with us. Parent support is expected for any guidance techniques used by staff to solve unwanted behaviors.

Staff is NOT allowed to discipline a child using, but not limited to, the following actions, spanking, hitting, verbal abuse, physical restraint (unless it is needed for the safety of the child and those around), and withholding or forcing meals, snacks, or naps.

Chronic Disruptive Behavior

The safety and welfare of all the children at Omaha Christian Academy are of primary concern. While the staff makes every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may be necessary.

Initial Meeting
If a child's extreme, uncontrollable behavior continues to endanger staff and other children physically or emotionally at Omaha Christian Academy despite positive guidance techniques, or if a parent is uncooperative with staff in working toward the correction of their child's chronic disruptive behavior, a meeting with the child's parents is requested by the Administrative Director and the child's teachers. The problem is defined in writing and goals for corrections are established and a date is set to review the issue.

Second Meeting
If, after the predetermined time frame, the initial plan for helping the child fails, a second meeting is requested by the Administrative Director. The problem is identified again, and new approaches are defined.

Suspension/Dismissal
Suspension of the child occurs if no progress occurs within the established timeline. Parents are responsible for payment of fees, based on their contracted time, during the length of the suspension. The period of suspension may vary from the remainder of the day to one week depending upon the severity of the problem. Dismissal of the child occurs after three suspensions for the same behavior, or immediately if the child's behavior severely injures a staff member or another child.

Removal from Omaha Christian Academy Child Care Program

Omaha Christian Academy initiates removal of a child or family for:

- Failure to pay fees. If payment of fees is delinquent for two weeks or more, parents receive written notice from the Administrative Director regarding removal from the school. If no "good faith" attempt to make a payment is taken after this written notice is given, the family is removed.
- Failure to submit forms required by licensing, resulting in the school's non-compliance with the state of Nebraska.
- Failure to observe or cooperate with the policies of Omaha Christian Academy.
- Behavior endangering staff or children at Omaha Christian Academy.

- Inappropriate behaviors by a parent or child, including, but not limited to, sexually inappropriate behavior.
- Possession or use of dangerous or illegal items and substances at Omaha Christian Academy.
- Families exceeding 4 late pick up will result in the expulsion from the program for the remainer of the calendar school year.

Prior to removal from the School, the Administrative Director notifies the parents of the pending removal and schedules a meeting with them. During the meeting, the problem is defined. Solutions to the problem are discussed and a timeline, not to exceed one month, is set for resolving the situation. A follow-up meeting is held to review the problem. If the problem cannot be resolved or parents are not willing to attempt resolution, removal occurs.

If the parent fails to respond to the written notice within three days, removal of the child or family occurs immediately.

Toilet Policy

We allow 1 child in the restroom at a time OR we have a teacher standing at the restroom door to ensure the children are respectful of others privacy.

Communication

Omaha Christian Academy has a web-based program called FACTS. You will find up-to-date news, photos, calendar, lunch schedule, documents, billing and more. I can be reach directly at sabbott@ocamail.org.

The best way to contact someone from the school through email or you may call the main office at 402-399-9565

Grievances, Questions & Concerns

Omaha Christian Academy desires to provide a clear avenue for our childcare families to voice any grievance, complaint, or concern regarding our program. The following outlines the steps that families should follow in filing a grievance/complaint:

a. The family is asked to first address their concern to the employee with whom the conflict arose.
b. If the family has approached the employee & has been unable to successfully resolve the issue (or does not feel comfortable doing so), they may submit a grievance in writing to the Director. The Director will then attempt to resolve the issue & provide a written response to the grievance within five business days.
c. If the family has not received a response within the time allotted, the grievance may be submitted to Omaha Christian Academy's Principal, Steve Shanks.

-The family within Omaha Christian Academy is free from coercion, discrimination, discharge or reprisal solely as a result of filing a grievance.

-The family is expected to continue to follow the program rules & guidelines.

After School Care Daily Schedule 3:30PM - 5:30PM (Pre-School – Sixth Grade)

3:30 Welcome/Sign In/Greet each other/join peer groups
3:45 Use restrooms wash up
4:00 Snack/social time, time with books
4:30 Stay in Cafeteria w/ games/crafts, go outside, free play in gym
5:15 Clean up/gather belongings/card game or read
5:30 Say goodbye to last child

Please Sign & Date, this form must be returned prior to first day of care.

I have read and agree to follow our Omaha Christian Academy Childcare Policies & Procedures Parents Handbook.

Child's name: _____

_____ _____

Print Name Sign

Date:_____

Omaha Christian Academy

Childcare Employee Training Checklist

For:_____N/A_____

1. Your hours will be: _____
2. Your hourly wage will be: _____
3. Your first day of work will be: _____
4. You will be paid on the 15th, and the last day of each month.
5. There is a 30-day training/trial period. At the end of the 30 days, you may be formally evaluated.
6. You are required to fill out a Health Information Report and may be required to be CPR and First Aid trained.
7. By law, each employee is required to acquire 12 hours of in-service every year. The director will assist in this process.
8. By law, all persons working in childcare are considered mandatory reporters. Any staff members who suspect or witnesses any form of abuse/neglect must report it. This includes, but not limited to, physical, emotional, sexual abuse and neglect. Immediately file a report with law enforcement and/or Child Abuse- Neglect hotline 1800- 652-1999. The director can assist in this process.
9. Cell phones, tablets, and all gaming systems are not allowed. This includes all students and staff.
10. Dress Code: All clothing must be clean, neat, and modest.
11. You are expected to greet each child as they arrive. Talk with them, find out about their day, and get to know them. When the parents arrive, you must talk to them face to face. Tell them something their child did that day, and make sure they sign their child out.
12. Discipline: The children are expected to obey right away and be kind to one other. If a child is not following these rules you are expected to take time with that child and explain to them the behavior that needs to change. If the child continues, then you are expected to remove the child from the activity (cool down time). Next, the parent will be notified of the child's behavior in writing and finally, the child will be dismissed from after school care for the day.
13. Employee Behavior: You are never allowed to strike or yell at a child. If these things are done, you will be terminated immediately. You are expected to be cheerful and pleasant.

14. The first time a parent /guardian or pre-approved person picks a child up, you must check their identification. Also, if it's not the parent, make sure s/he has been approved to pick the child up.
15. You are in charge of the sign in/out sheet. Make sure every child gets signed in with the proper time and a parent signs them out of After school care with the proper time. If and when you take the children outside to play, you must take the sign in/out clipboard with you. (Including Fire Drills)
16. All of the student's information (parent's names, phone numbers, medical info, pre-approved people to pick up, and emergency information) is located on the clip board.
17. It is very important that you supervise the children at all times. You must know what is going on, and where the children are. Making sure the children are following the rules and using proper language is also part of the job.
18. A teacher must accompany the student down the hall to the restroom. No student is to be in the halls or outside by themselves.
19. In the event that a child gets hurt, you must full out an accident from. Forms are located in After School Care Backpack. Make a copy for our records, give original to parent. Notify parent by phone immediately if child exhibits any signs of prolonged discomfort or signs of injury. Seek immediate medical attention if needed. (911)
20. Emergency phone numbers are located on cabinet door and After School Care backpack.
21. The children must pick up the toy they are playing with and put it away before they can play with a different toy. When centers or activities are out all items must stay in their designated area. All toys must be put in their proper place and the room organized before the class leaves the room. (ie: snack, outside)
22. Before going outside to play, make sure everyone has gone to the restroom, they have cleaned up, and are taking everything that belongs to them outside. (Just in case a parent comes while you are outside) You also need to take the sign in/out clipboard outside with you.
23. After School Care provides a snack time for students. Students may bring a snack from home to eat during this time. Children are not to share these snacks due to allergy concerns. After snack time, you must make sure everything is cleaned up and the tables have been washed off with bleach water.
24. For safety and health staff are required to pull any damaged toys, (peeling, sharp edges ect.), toys that have been mouthed must also be pulled. If staff sees any area of safety concerns, they must report it to the Director immediately.
25. Opening Procedures:

- Enter through office doors and report to cafeteria by 3:15.
- Clock in using time sheet located in black ASC cupboard.
- Set out/up activity centers for children on tables. Centers may also be set up on floor. (Ex: Hot wheels and town rug, floor puzzles)
- Make sure ASC cell phone is turned on by 3:30PM
- Meet the ASC line and accompany back to the cafeteria.

26. Closing procedures:
- Wipe off snack tables with bleach water. Located in the kitchen.
- Sweep area under the tables.
- Check that all toilets are flushed.
- Lock the outside door, turn off the lights.

I understand as an Omaha Christian Academy childcare worker and will abide by the previous Policies and Procedures Handbook, and that I have read the DHHS Regulations for Childcare Centers.

Sign and Date: _____N/A_____