



LET THE CHILDREN COME TO ME
EARLY LEARNING & CHILDCARE
LLC
POLICY & PROCEDURES
& Descriptions



agenda

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Child to Staff Ratios

Age Range	Ratio For Center-based Care
Infants	(1:4)
Toddlers	(1:6)
Preschool(3 years)	(1:10)
Preschool(4 – 5 years)	(1:12)
School age	(1:15)
Mixed age group	center wide ratio count



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Free
Creative
Calendars

Sign In & Out Times

- ALL CHILDREN MUST BE SIGNED IN & OUT EVERY DAY
- EVERY FRIDAY PARENTS MUST SIGN WEEKLY ATTENDANCE

Children Release

- Children shall only be released to those listed on the child record sheet
- All ID's need to be checked if a person the center is not familiar with or seen before picking up the child
- If the name that appears on the ID is not listed in the child record, you must contact the parent and inform them that a person is here by the name of _____ waiting to pick up the child/children.
- Follow directions that the parent gives after making contact
- The child/children must never be left alone with anyone other than staff
- Pick up person must stay by main office and staff will walk the child from the classroom
- The individual picking up must sign the child out
- A copy of their ID must be taken and put in child record



Answering the Phone

*THANK YOU FOR CALLING “LET THE CHILDREN COME” STATE YOUR NAME, HOW MAY I HELP YOU?

*PROFESSIONALISM NEEDS TO BE HELD TO HIGH STANDARD

* DON'T IGNORE THE PHONE, IF YOU HEAR THE PHONE YOU NEED TO ANSWER

Injury Reports

Injury Reports need to be completed ASAP.

Every injury needs to be reported to the director

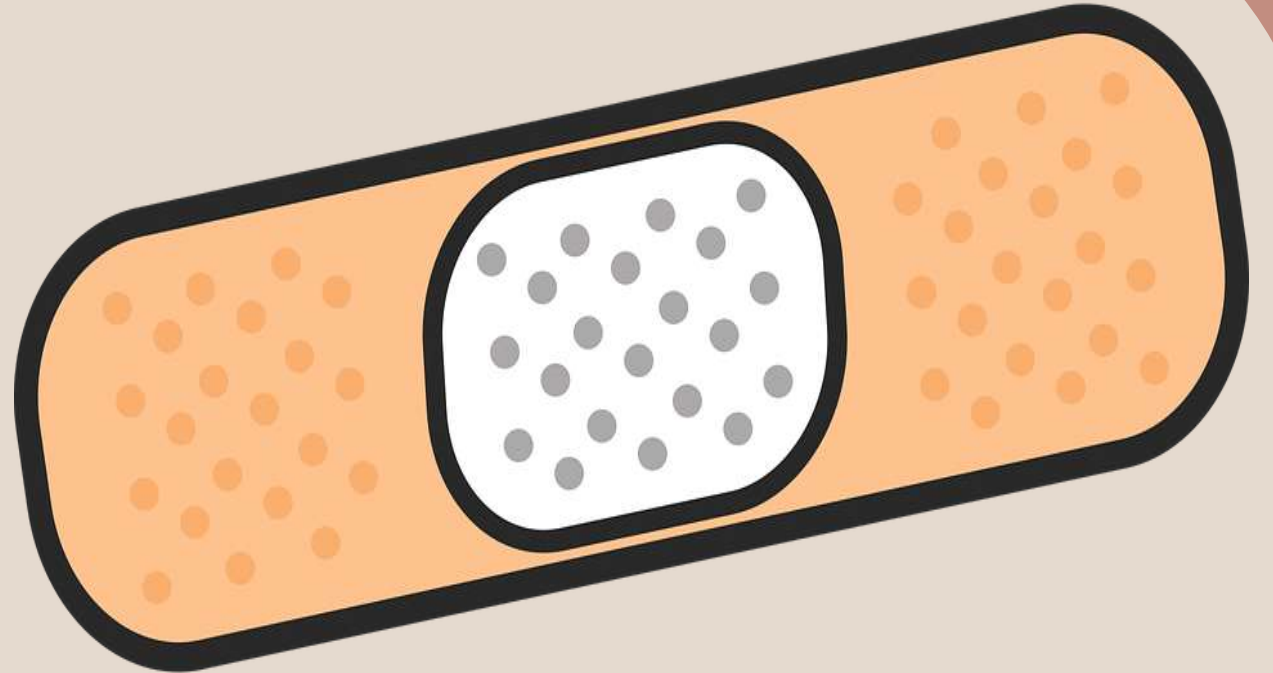
No child involved name should be included in the report, only the injured child name

Correct spelling and grammar should be used

Facts only should be reported

Parents need to sign and date all injury reports

Provide most details has possible



Behavior Reports

Anytime timeouts are given the time should not exceed the child's age (3 years old = 3 minutes)

Time Out should be in a well light area of the same room the teacher can still hear and see the child

Parents need to notify if behavior is becoming consist

We also want to state a solution for the behavior or problem instead or just informing parents of the problem



Prohibited Forms Of Discipline

Spanking

Slapping

Pinching

Punching

Shanking

Striking with any object

Use soap, hot sauce or other unpleasant food and nonfood items

Isolating a child in a locked or closed room/closet

Biting

Denial of food

Forced napping

Subjecting children to derogatory remarks about the child or child's family

Abusive or profane language directed at children

Threats of physical punishment

Mechanical restraints

Handing roughly

Throwing

5 Steps to keep a positive workplace

No Cell Phones

Be On Time

Keep positive
friendly and clean
workplace

Commutation is key

Work as team

Outside Play

- IT IS VERY IMPORTANT FOR CHILDREN TO EXERCISE THEIR LARGER MUSCLE GROUPS
- STAFF NEEDS TO ACTIVELY ENGAGE IN OR OUTDOOR PLAY
- STAFF SHOULD NOT BE ON PHONE, CHAIRS SOCIALIZING WITH ONE ANOTHER
- STAFF NEEDS TO BE ALERT AND RESPONSIVE TO ALL CHILDREN WHEN OUTDOORS

Playground is where number one of injuries occur!





STAFF IMMUNIZATION IS NOT
REQUIRED BUT
RECOMMENDED

WHOPPING COUGH

HEB B

FLU

COVID

IF YOU WISH TO BE
VACCINATED, YOU MUST
STAY HOME FOR 24 HOURS.

Clothing Guidelines

It's a good idea to have a spare outfit with you for accidents children spills, vomit, etc.

Also wear closed toes tennis shoes.

No abdomen showing

No low-cut tanks or shirts

Pants, shorts, skirts, dresses must be below knee length

No offensive logos or language



Proper Hand washing



Washing and scrubbing the hands for at least 20 seconds with soap and warm running water , rinsing well under running water and drying with paper towel, air dryer or clean towel

Staff needs to wash their hands as any and all students who have head control after diaper changing.

Staff safety training

Must have proof of all training

Teachers must complete training developed by the early childhood training Center on Sudden infant death syndrome, safe sleep, shaken baby syndrome and child abuse/ neglect and reporting

Any proposed equivalent training must be approved by the department

Fulltime Staff needs 12 hours a year

Part time needs 6hr a year

Training needs to take place outside the workplace or working hours unless pre- approved



No Shoes in infant Room



Tobacco / Vaping

- Cigarettes and smokeless tobacco products are prohibited on let the children come premises including parking lots and outdoor play areas smoking and the use of smokeless tobacco products is prohibited in vehicles or in personal vehicles being used for the transportation of let the children come center and while on field trips staff members who smoke are strongly suggested against doing so immediately before or during their shifts as smoke can stay on the clothing and hair for an extended time staff members must wash hands immediately after smoking before returning to work



NO SMOKING

Communication

- Why are responsible for the children in your age group any injury report medication laundry shoes and panic communication
- Shoes need to stay on the children's feet at all times including nap time you are responsible for your age group's shoes if they are missing and can't be found you will be financially responsible to replace the value of the shoe
- when giving daily reports to parents you must go over the activities their child did what improvements you observe through the classroom and areas to improve
- daily reports should also be a time to engage with parents to discuss change and behaviors
- always back a negative with a positive example
(today Johnny was a bit wiggly in the classroom towards the end of the day he was much better and was a big help during cleanup time)!



Co-Worker Communication

OPEN COMMUNICATION BETWEEN STAFF MEMBERS PARENTS AND CHILDREN IS CRUCIAL TO A SUCCESSFUL PROGRAM BEFORE LEAVING A CLASSROOM FOR ANY REASON BATHROOM MAKING COPIES CALLING A PARENT AND EMPLOYEE SHOULD INFORM HIS OR HER CO WORKER STAFF THE REASON FOR LEAVING THE CLASSROOM ALL EMPLOYEES ARE EXPECTED TO FUNCTION AS A TEAM MEMBER AT ALL TIMES

NEVR SAY....

I don't know

That's not my job

Names are lost we all need to put in the effort to find the missing item if a child has an injury or missing shoe you never say I don't know what happened you need to find out immediately from another staff when you notice it injury or missing shoes

there's no excuse why we should not ever know what happened



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Personal belongings

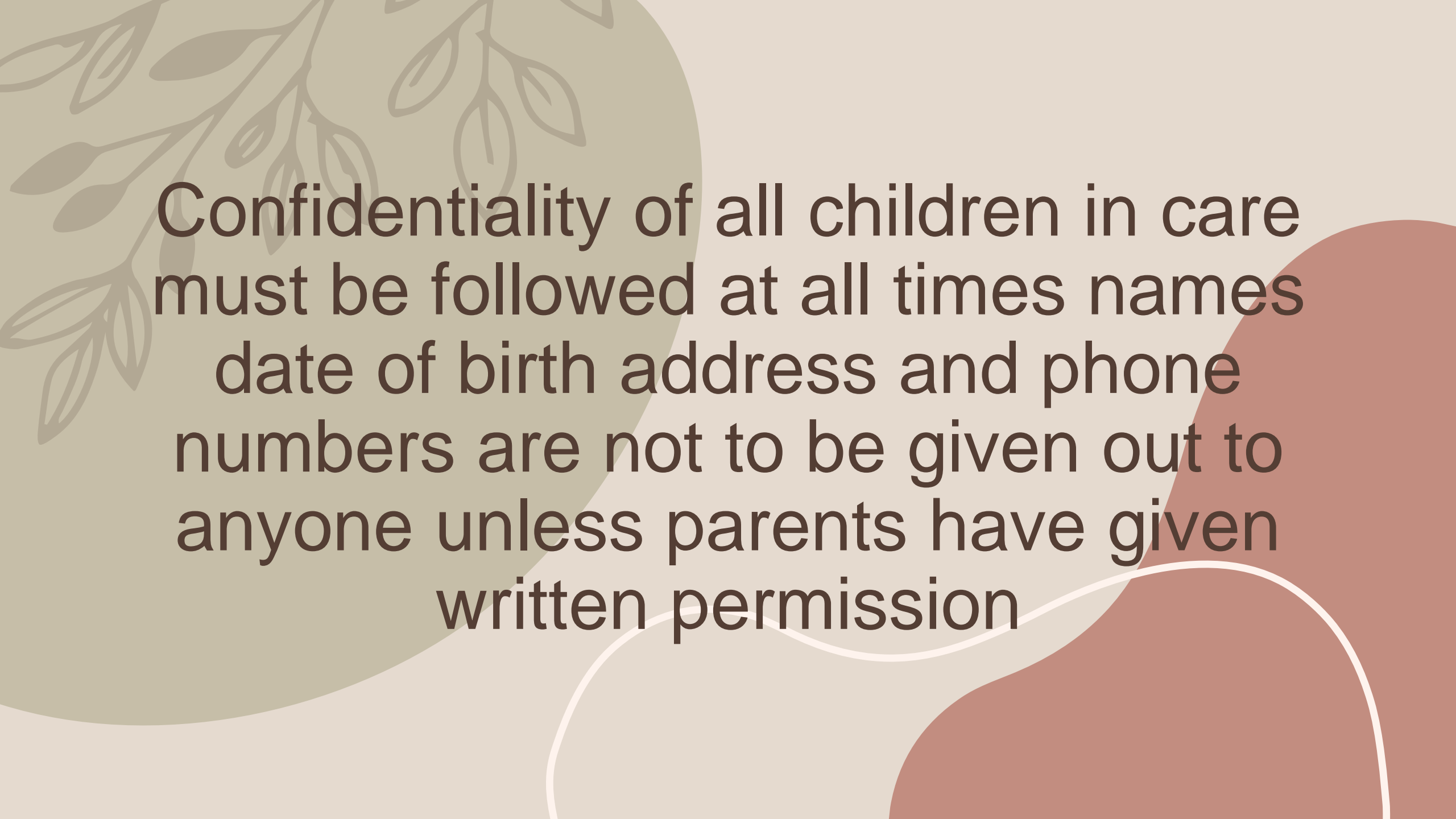
Personal belongings coats backpack purses etcetera must be safely put on hooks in the closets or cabinets out of reach of children personal belongings may also be stored in staff break room let the children come is not responsible for lost or stolen items

Disciplinary procedure verbal warning

- Up one verbal warning if a staff member's job performance is not meeting standards or if a staff member is in violation of any policy stated in this handbook or state regulation he or she will be informed of the problem and the possible penalties with performance does not improve suggestions on ways to improve job performance are discussed through verbal warnings may be given for violation of let the children come policies failure to follow procedures unsatisfactory performance absentees or tardiness
- Mornings will be recorded discussed and signed by both the staff member and director and or assistant director after three verbal warnings have been issued for any reason within a period of six months a written warning will be issued

Written warning

- A written warning is given if the problem identified by multiple verbal warnings have not been corrected written warnings will be recorded discussed and signed by both the staff and director or assistant director a staff member may receive only one written warning during a six month. After one written warning has been issued any further issues or action subject to the disciplinary procedure may result in suspension or termination.
- Written warnings will be issued immediately for refusal to follow lawful instruction or any other serious policy violation which endangers the safety or integrity of a child or staff member
- Termination may result when using progressive disciplinary if steps have not been produced satisfactory and acceptable performance termination may be immediate without using progressive discipline



Confidentiality of all children in care must be followed at all times names date of birth address and phone numbers are not to be given out to anyone unless parents have given written permission

T.V & Music

Anything played on the television or radio needs to be children age appropriate at all times

TV time should not exceed more than 30 minutes a day



SAFE SLEEP

Children should only lay on cots cribs playpens or mats provided by the center

Each use of a mat cot playpen or crib fitted sheets need to be changed and the sleeping area needs to be wiped down

Cribs and playpens needs to be free from any blanket pillow toy stuffed animals children need to be placed on their backs when placed in crib or playpen

no sleeping in swings after a child may fall asleep in a swing or highchair the child needs to be moved to a crib or playpen



FEEDING

Who cannot hold their own bottle the bottle needs to be held at every feeding do not prop bottles when highchairs are in use every child needs to be buckled in the highchair

do not add cereal or baby food in bottles milk only children who are 18 months and younger should have a bib's on at feeding times

children records should be reviewed for any allergies or food restriction

all bottles must have a label with the child's name

when feeding infants, you will always put 3 tablespoons of cereal and one jar of food in a bowl and mixed together



Diapering And Toileting

- End or soil diapers are changed immediately
- diapers are checked every hour
- individual disposable toilets are used
- wet and or soil diapers are properly stored and disposed
- diaper changing surfaces are cleaned after each use by sanitizing the surface
- proper hand washing is done after each diaper change
- soiled or wet clothes need to be changed and bagged or washed pending parents say
- restroom breaks should be done as a group line your class up and go as a group

Special Needs and Handicap accessible.

The center will assess the need of the child and will ensure all needs and safety measure can be meet

Ramp, storm shelter & restrooms are available.





No cell Phones

NO RECORDING OR POSTING
CHILDREN TO PERSONAL SOCIAL
MEDIA PLATFORMS

Medication

When giving a child any medication prescription or over the counter diaper cream teething tablets Tylenol Vicks etcetera the five rights must be followed

- the right drug
- the right recipient
- the right dose
- the right route
- the right time

all medication must have a medication permission and record form completely filled out

proper hand washing needs to be completed before and after giving or applying medication



Fire and tornado Drills

Drills are performed once a month

infants evacuate through the front door and go straight across the street to weigh maker Baptist Church

all infants are placed in a moving crib and pushed to safety

post it safe evacuates are posted in every room of the center to find your fastest and safest exit you must become familiar with them

tornado shelter is located in the basement

blankets are stored and safely packed with flashlights in the room already

children should be shown how to kneel down and cover their head



Housekeeping & Maintenance

- Rooms walls floors and ceilings must be kept clean dry and in good repair and free from clutter
- all trash needs to be taken out and at the end of the shift or as needed
- all bathrooms need to be cleaned daily
- all floors need to be swept mopped and vacuum
- tables and chairs need to be wiped down after each use
- all cleaning products need to be put away and stored in a locked cabinet
- dishes need to be washed dry and put away after each shift
- laundry needs to be completed by the end of the day
- if you wash a child's clothes it is your responsibility to get it returned back to the child and complete it through the washing process wash dry put away
- toys need to be checked daily for any broken or chipped toys that need to be thrown out

Alcohol and Controlled Substances

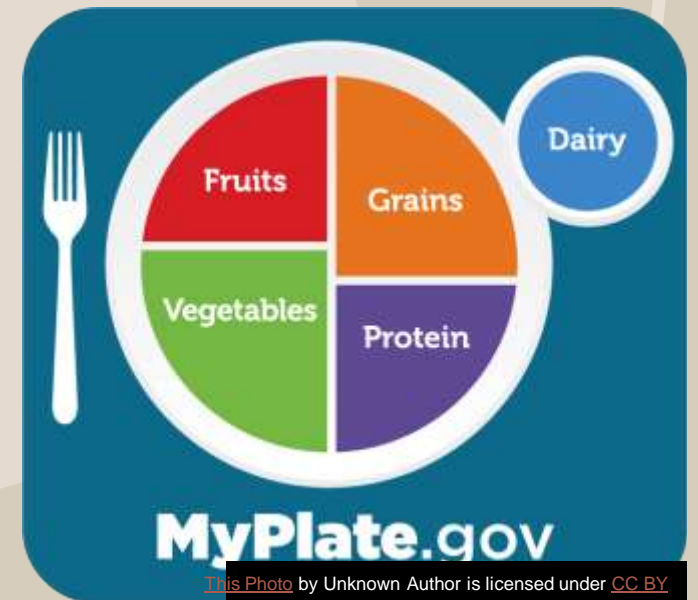
- No alcohol or controlled substance is allowed on the premises this includes parking lot
- you cannot consume alcohol or controlled substance before or during work times or at lunchtime
- you must never be impaired when caring for children
- if found or believed to be impaired you will be terminated immediately
- smoking cigarettes or vapes are prohibited on the center premise you must cross the street on your lunch or break time

Personal time away from the classroom

- This includes taking personal phone calls
- smoke breaks
- gas station runs
- Bathroom
- classrooms must never be unattended if you need to step away you need to make sure another teacher is present

Nutrition

- BREAKFAST IS 7:30 AM TO 9:00 AM IT CONSISTS OF MILK GRAIN AND A FRUIT
- AM SNACK IS 10:15 AM IS CONSIST OF A MILK AND GRAIN
- LUNCH 11:30 PM PROTEIN FRUITS VEGETABLES GRAIN DAIRY
- PAM SNACK 2:30 PM GREEN FRUIT
- DINNER 6:30PM PROTEIN FRUITS VEGETABLES GRAINS DAIRY
- EVENING SNACK 8:30 PM MILK GRAIN



Nap Time



Time is from noon to 12:30 PM no later

staff must remain awake and alert

soft music should be played in background

children are not required to sleep or lay down they can sit on their mats quietly

at least one staff member needs to be in the nap room at all times

the lights can be turned off, but the room needs to have a night light to supervise the children

Mats needs to be 3 feet apart

everyone needs their own blanket and pillow no sharing

Matt should be wiped down with Lysol wipes after use

Reporting Abuse & Neglect

Adult & Child abuse & neglect hotline

- 1800-652-1999
- State law requires any person who suspects that a child has been physically, emotionally, or sexually abused or neglected to report it promptly to the state of Nebraska health and Human Services Department



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Attendance

Attendance is Crucial to creating successful program

Members are expected to be in regular attendance in order to provide a consistent environment and routine

chronic absentee and or tardiness will be documented in the staff members personal file reoccurring absences or tardiness are subjected to the disciplinary procedures

all Call ins need to take place 9pm the night before

Call ins needed happen two hours before shift

Send a text be sure you get a response back if you do not then you need to call and speak with the director

All Children needs to be signed in and out daily and with the accurate dates and times.

Supplies
responsible for reporting to
the director and or assistant
director when supplies are
running low so they can be
replenished before supplies
are completely depleted



Weather Related Closings

1. The director and assistant director will monitor the weather in local news stations to determine when it is appropriate to close the center early or cancel care for the following day
2. in the event that let the children come to me closes early or cancels care for the following day parents must be contacted and informed of the situation children should be picked up in a reasonable amount of time to ensure all parents children and staff can travel safely home
3. snow days will be broadcasted over the KE TV news station



Timecards



Payroll each hourly staff member is responsible for clocking in and out each scheduled work day using their time card and the time clock staff members may not clock in more than 10 minutes before their scheduled shift and are expected to clock out immediately after their shift ends if a staff member forgives the clock in or out the director and or assistant director must enter the time and therefore should be notified promptly when this situation arises failure to follow the above guidelines may delay processing of a staff member's payroll check until the following pay period.

Free Play

They also called child initiated activities free choice self selection must be incorporated into the morning and afternoon schedule teachers are expected to actively participate with the children during free play activities by asking questions about what the child is doing and participating in their pretend play reading books when prompted encouraging children to try new activities or play with new toys



Holidays Closing



- **New Year's Day** January 1
- **Martin Luther King's Birthday** 3rd Monday in January
- **Washington's Birthday** 3rd Monday in February
- **Memorial Day** last Monday in May
- **Juneteenth National Independence Day** June 19
- **Independence Day** July 4
- **Labor Day** 1st Monday in September
- **Columbus Day** 2nd Monday in October
- **Veterans' Day** November 11
- **Thanksgiving Day** 4th Thursday in November
- **Christmas Day** December 25

Intruder or dangerous Adult

- A dangerous adult is considered someone who is displaying inappropriate or threatening behavior carrying a weapon or showing signs of intoxication from either drugs or alcohol this includes the individual that is prohibited by the court order from picking up or having contact with a child if there is an intruder or dangerous adult in the Sinner staff members in the immediate area will position themselves between the child and intruder or dangerous adult a staff member will attempt to have the parent or intruder moved to the hallway and closed the classroom door why a second staff member caused the director or assistant director to assist the situation in the event of a truther or dangerous adult staff members will be notified by the director or assistant director of the threat all staff and children must return to their classrooms lock all classroom doors and sit in the floor away of the doors and window wait for an all clear from the director or assistant director before continuing with activities the director or assistant director or staff member designed by the director and or the assistant director will contact Police Department 911 to a notify them of the situation the director or assistant director will instruct the intruder to leave the director or assistant director will instruct the intruder or dangerous person to leave the premises maintaining visual contact with the individual until police arrive or until the individual leaves

Event of an intoxicated parent

- And or assistant director and lead teacher will talk with the intoxicated parent about alternative arrangements for pickup while another authorized pick-up person is contacted
- if another authorized pick-up person can't be reached the child must be released to the intoxicated parent
- the director and or assistant director or lead teacher will inform the parent that the police will be notified call the Omaha Police Department 911 and inform them of the situation provide as much information as possible including parents name make model car and license plate number

Power Failure

- Members and children should remain in the classroom and if possible, proceed with activities as usual or may go to the outdoor playground and tell power resumes if power cannot be restored within a reasonable amount of time the center will close and parents contacted
- Lead teachers are responsible for contacting parents to inform them of the closing and of the need of immediate pickup of their child
- Activities will resume as possible until parents arrive

Missing or Abducted Child

- In the Event of a missing child the lead teacher will search for the child in the immediate area while another staff member calls the director and or assistant director to help with the search
- if the child cannot be located in a reasonable amount of time the director and or assistant director will notify the Omaha Police Department 911 and the child's parent
- in the event of an abducted child the lead teacher must immediately contact the director and or assistant director Omaha Police Department and the child's parent

SUMMER ACTIVITY FEE

- DURING THE SUMMER MONTHS OF JUNE, JULY AND AUGUST. AN ADDITIONAL COST WILL BE APPLIED TO TUITION COST. THESE FEES WILL COVER ADMISSION, TRANSPORTATION, PACKED LUNCH AND EXTRA STAFF.
- THE TOTAL SUMMER ACTIVITY FEE IS \$300.00, THIS ADDITIONAL COST CAN BE PAID IN FULL OR MONTHLY.
- \$300 PER CHILD/ \$100 PER MONTH
- EVERY WEDNESDAY PLANNED FIELD TRIP OR ACTIVITY WILL OCCUR. ADJUST DROP OFF TIMES.
- ACTIVITY FEE ARE NON-REFUNDABLE
- ACTIVITY FEES ARE FOR TODDLER, PRESCHOOL, AND SCHOOL-AGED CHILDREN DURING SUMMER MONTHS.



SUSPENSION OR TERMINATION OF CHILD CARE SERVICES

- SUSPENSION OR TERMINATION OF CHILD CARE SERVICES MAY OCCUR IF: A CHILD HAS DEVELOPMENTAL OR SERIOUS BEHAVIORAL ISSUES THAT CAN NOT BE ADEQUATELY MET BY OUR STAFFING PLAN.
- EXAMPLE: CHILDREN WHO CONTINUALLY PLACE THEMSELVES, OTHER CHILDREN OR STAFF AT RISK OF PHYSICAL HARM.
- WRITTEN DOCUMENTATION WILL LIST THE SERIOUS AND EVENT THAT OCCURRED FOR IMMEDIATE TERMINATION OR SUSPENSION.
- SUSPENSION OR TERMINATION MAY RESULT FROM, BUT IS NOT LIMITED TO: DELINQUENCY OF PAYMENT, EVIDENCE OF NEEDING SPECIAL CARE THAT THE DAYCARE CANNOT PROVIDE, BEHAVIOR THAT PRECLUDES THE PROPER CARE OF THE OTHER CHILDREN OR PUTS OTHER CHILDREN AT RISK FOR THE MAJORITY OF TIME IN CARE.

Transportation Policy

The vehicle is licensed and registered in accordance with state laws.

The vehicle is equipped with a first aid kit which meets state status

The vehicle is clean, uncluttered, and free of obstructions on the floors, aisles, and seats.

UNATTENDED CHILDREN may not be left unattended in a vehicle.

Children must be signed in on clip board

Head count when loading and unloading

All children 8 years and younger must be properly restrained in a federally approved car seat

Children 9 years and older must use seat belt.

Receive and maintain a valid certificate of completion of the “Safe Kids Buckle Up” program within 90 days of employment and every five years thereafter. Individuals who transport children who were employed before the operative date of these regulations must receive and maintain a valid certificate of completion for “Safe Kids Buckle Up” within one year and every five years thereafter. Any proposed equivalent training must be approved by the Department.

Transportation Emergency Policy

In the event a child becomes ill, parents will be notified to be picked up

Staff will pull safely over away from traffic and address the sick child to assets if medical emergency needs to be notified.

If the childcare vehicle is in an accident, police and medical will be notified. Contact childcare specialist with full police report. Parents will be notified. And location where children can be picked up from.



Off Premises supervision

- parents are informed and give written permission when children will be outside the premises of the center and supervised by center staff
- Adequate and appropriate supervision must be provided to children at all times
- Groups must stay together
- Head counts
- First aid kit and parents contact
- Center cell phone

Emergency Special needs fire & tornado exit plan

- Children with special needs or disabilities will have a written develop plan with the parent to address emergency needs and mobility issues.
- Mobility impaired students should practice moving their wheelchairs or having them moved into doorways, locking their wheels and covering their heads with a book or with their arms or hands
- Take a head count to ensure all children have evacuated the home safely.
- Have a way to provide first aid or give medications as needed
- Remain with the special needs student after the evacuation
- Carry all medication, supplies, equipment and dietary needs with student, including the 72-hour disaster kit that has been prepared ahead of time for individual student needs
- Ask the student how he/she would like to be assisted
- Inform emergency personnel of intended destination and type of assistance needed. If unable to contact emergency personnel, ask others to make the notification for assistance
- Move to designated evacuation area - the path should be unobstructed
- Be careful of falling debris as you leave the building
- Provide priority assistance to wheelchair users with electrical respirators



Let the Children Come

HOURS: 6AM-11PM

MONDAY – FRIDAY

AGES: 6WEEKS-13 YEARS

402-215-7512

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