

SAFE CONDITIONS

POLICIES AND PROCEDURES



UPDATED AUGUST 2018

This **Safe Conditions Policy** is in place to clearly define the roles, responsibilities, and responses to health, safety, and security matters to ensure the well-being of all students and employees of Mt. Zion's Loving Daycare. These measures apply to the daycare's operational hours of 6:30 a.m. to 6:00 p.m. Monday through Friday.

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Mt. Zion's Loving Daycare
4900 E. 38th Street
Indianapolis, Indiana 46218
317- 549-1200

Bishop Lambert W. Gates, Sr., CEO
Patti Jones, Executive Director

www.mtzionslovingdaycare.com

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Affection toward Students

Staff and teachers may hug students but must refrain from hugging any child who does not want to be hugged, or any child whose parents have asked the staff not to do so.

Staff and teachers may not kiss or tickle students or pat them on the bottom.

While infants and toddlers can be held on the lap, older children should not be held on the lap except for occasional comfort or if they are sick or distraught. In any case, the holding should not be for a prolonged period of time, and teachers should not hold any one particular child all the time. Teachers should also refrain from holding and carrying toddlers around for prolonged periods of time without reason.

Alcohol, Drugs, and Firearms

All staff will maintain sobriety while providing child care. Staff members that are inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to disciplinary action. No guns or other lethal weapons will be allowed in the daycare. Parents who are required to carry firearms as a function of their job will lock firearms in their vehicles before entering the building.

Authorized to Pick Up a Child

Parents are required to identify in writing the names and relationships of people who they authorize to pick up their child.

Parents must also identify the names and relationships of people who are not authorized to pick up their child. However, one parent may not list the other parent as “unauthorized” unless a copy of a court order is on file at the daycare. Updated court orders must be submitted when changes have been made to the order.

Parents may call the school to give verbal authorization for someone not on the list to pick up their child, but must identify themselves with a code issued by the daycare. If the caller is unable to give the code, the daycare will not accept the authorization.

If the authorization is approved, the person picking up the child will be required to show photo ID to the receptionist and obtain a visitors’ pass.

Authorized to Visit a Child

The daycare has an open-door policy and welcomes parents to visit their child in the classroom at any time, but the visit may not interrupt the class. Before proceeding to the classroom, the parent must sign in and receive a visitor's pass. During the visit, the teacher will continue with the scheduled activities and will not be available for discussion.

Parents may call the school to give verbal authorization for other family members to visit a child's classroom, but must identify themselves with a code issued by the daycare. If the caller is unable to give the code, the daycare will not accept the authorization. If the authorization is approved, the person visiting the child will be required to show photo ID to the receptionist and obtain a visitors' pass.

Parents are not authorized to allow church employees, church members, family friends, and others not related to a child to visit classrooms or take a child out of the classroom, unless that person is authorized to pick the child up for the day and is there for that reason.

Teachers are prohibited from allowing unauthorized people to enter the classrooms or take a child out of the classroom.

Building Evacuations

In the event of a fire, gas leak, extended power outage, or the closing of schools and major highways due to severe rain, snow, or natural weather disasters, the building will be evacuated and the daycare will close. You will be notified and given a reasonable amount of time to pick your child up.

When an offsite evacuation becomes necessary, you will be notified, and staff and students will be transported in church-owned vehicles to the following location:

Indianapolis Public Library, East 38th Street Branch
5420 E. 38th Street
Indianapolis, Indiana 46218

Building Security

All entry points to the daycare/church building are kept locked during daycare hours and can only be opened with a system operated by daycare staff. All visitors to the building during daycare hours are required to sign in and out and will have limited access to the building.

Entrances to the entire building are to be kept locked. Daycare and church employees must ensure that doors are closed completely when coming and going.

Daycare or church employees should not let parents and visitors in through any entrance except the daycare entrance.

The receptionist and other daycare staff working in the lobby must be observant and attentive to the surroundings and to every single person who comes to the door. They should know or be familiar with the parents and family members, and be alert to anyone they do not recognize.

The door should not be opened to any visitor whom the staff does not recognize or feel comfortable about. The receptionist or staff person should talk to the visitor through the intercom to discern whether or not the door should be opened.

Daycare administration will conduct regular building sweeps to ensure that there are no security breaches and will fill out a report noting any unusual findings.

Child Abuse (Reporting of)

Indiana law (IC 31-33-5-1) requires anyone who suspects child abuse or neglect to report it to authorities. Organizations and individuals who knowingly fail to make a report required by this law commit a Class B misdemeanor.

Child Abuse, Sex, and Violent Offenders

Known child abuse, sex, and violent offenders may not be on the daycare premises (inside or outside), except for public church events such as funerals, Bible class, and prayer meetings, which the daycare cannot legally prevent them from attending. In these events, additional security measures are in place.

Child Sign In and Out

For fire safety as well as security, the daycare must have a count and the names of every person in the building at all times. To ensure this policy, parents or another authorized adult are 1) required to escort their child into the building and classroom and make sure that a teacher or staff person has acknowledged his or her arrival, and 2) sign their child in and out at the computer station every day. The receptionist must make sure that these requirements are carried out.

When a parent has failed to follow through, the receptionist must sign the child in, either manually or from the reception desk computer. The receptionist must also be prepared to do so in the event that the computer system is down. Parents who repeatedly fail to follow the procedures may be asked to withdraw their child from the school.

Children in Non-daycare Spaces

Staff and teachers are prohibited from taking a child outside, in a vehicle, or off the premises for any reason other than scheduled playtime or field trips. Staff and teachers are prohibited from taking a child with them on their personal time (lunch, breaks, restrooms, etc.), and may not take them into non-daycare spaces such as church offices, kitchens, and sanctuaries.

Classroom Arrangements

Classrooms and sleeping areas must be “open” with a clear line of vision. The rooms and spaces cannot be obstructed by wall panels, furniture, or other items.

Confidentiality

All employees of the daycare will maintain confidentiality relating to staff members and their families, students and their families, volunteers, and others visiting or in association with the daycare. No details of any student, parent or guardian, volunteer, or employee should be discussed either within or outside the daycare including on social media.

Staff and teachers are prohibited from posting photos and videos of students that are taken on daycare property on their personal social media pages.

Confidentiality cont'd

The daycare is prohibited from posting photos and videos of any student that are taken on daycare property in promotional materials, websites, and social media if a parent has not given permission via the media consent form.

Deaths and Serious Occurrences

The daycare will immediately notify you via one or more of our communications methods which include text alerts, E-blasts, phone calls, website, Facebook, and memos of the following serious occurrences:

- Injury or death of a student during daycare hours
- Injury or death of a staff person or teacher during daycare hours
- Arrest of daycare personnel
- Alleged abuse or neglect of student by daycare personnel
- Fire, gas leak, or power outage; building evacuation
- Security emergency such as a violent person on premises

Discipline

No person while on the daycare premises shall engage in or direct any of the following actions toward any child:

1. Inflict corporal punishment in any manner
2. Hit, spank, beat, shake, pinch, yank, or use any other measure that produces physical discomfort
3. Use cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
4. Place a child in a locked or dark room
5. Publicly or privately humiliate, yell, or use abusive or profane language
6. Associate disciplinary action or rewards with rest

Discipline cont'd

7. Associate disciplinary action with food or use food as a reward
8. Associate disciplinary action with toileting or humiliate a child regarding toileting
9. Use time-out for a child younger than age three
10. Use time-out for any purpose other than to enable a child to regain control of a negative situation
11. Use punishment to correct unacceptable behavior
12. Physically restrain a child except: a) when it is necessary to ensure their safety or the safety of others, and b) for only as long as it is necessary to gain control of the situation.

Employee Background Checks

All full and part-time employee applicants and all unpaid volunteer applicants (working 8 hours or more each month), must undergo a background screening. This applies to teachers, caregivers, drivers, administrative staff, facilities staff, and kitchen staff. The screening consists of a drug test, a criminal history fingerprint check, and social security verification.

The screening consists of a drug test, a criminal history fingerprint check (to be completed every three years), and social security verification.

Volunteers who are present in the daycare less than 8 hours a month are considered “guests” and do not require the screening. Guests are not to be left alone with children or counted within the staff of child ratios.

Volunteers under the age of 18 must have a Juvenile Criminal History Check completed by following the instructions online at <http://www.in.gov/fssa/carefinder/4182.htm>.

The daycare does not hire or use volunteers younger than 16.

Fire Drills

Monthly fire drills are conducted to prepare staff and children in case of a real event. The drills keep the daycare up to code and show the staff and children how and where to escape from a fire. Evacuation plans are posted in each classroom and in other areas that children occupy, such as the restrooms, chapel, and cafeteria. In all cases of drills or actual events, the daycare will follow the standard onsite evacuation plan and wait for clearance by daycare staff or emergency response officials before reentering the building or classrooms.

Front Desk and Lobby

The reception desk in the lobby must be staffed at all times, with a visible receptionist to greet and assist parents and children. During early morning arrival and evening pick up times, a second staff person should be in the area to walk around, greet, and assist however needed, while the receptionist maintains the desk.

Receptionists and other staff on duty in the lobby should not be engaged in activity that takes their attention away from the parents, children, and surroundings. Such activity includes eating, sleeping, engaging in personal phone or live conversations, or being engrossed in a book or electronic device.

Health Safety

A health and safety policy is on file at the daycare that ensures the proper containment and dispensing of medications, ensures that proper procedures are followed for sick children and contagious diseases, and ensures that universal precautions are followed for maintaining a healthy environment.

Indoor Safety

The daycare ensures the safety of children inside the building by following these procedures:

- Non-authorized people are prohibited from being in the classrooms or from having contact with the students.

Indoor Safety cont'd

- The building is kept securely locked and monitored for non-authorized access to the classrooms and students.
- Cleaning supplies and other hazardous materials are kept out of view and reach of children.
- Classrooms, restrooms, cafeteria, and other areas occupied for daycare use are kept clean and in a sanitary condition at all times.
- Toys, furniture, and other equipment used by children are washed and sanitized on a weekly basis, or immediately if they become contaminated or soiled.
- Toys, furniture, and other equipment used by children are kept in good condition and removed if broken, loose, rusted, splintered, etc.
- Discipline policy is followed to prevent children from physically hurting one another.
- Children are in the care and supervision of authorized adults at all times and are accounted for throughout the day by the sign in and out process and by conducting head counts.
- Repairs, construction, remodeling, and painting are done only during non-daycare hours, or during times when the children are not present in the areas where the work is being done.
- Children are not permitted to go up and down the stairs without adult supervision and or assistance.

Infant Safe Sleep Policy

The daycare follows the state's Safe Sleep Policy of placing infants 35 weeks and younger on their backs unless otherwise directed by a physician's order on file. When infants fall asleep, they are placed in their cribs, not left in car seats or swings. When infants are awake and in swings, they are securely strapped in.

Injuries and Accidents

Minor cuts, bruises, and abrasions suffered while at the daycare will be treated with soap and warm water and properly bandaged. A report will be filled out on all incidents involving your child and available for your review.

Naptime

The daycare schedules a 2½ hour naptime each day. All children are required to rest quietly on individual cots (not on the floor or in chairs) for at least 30 minutes of that time. If a child is restless and cannot sleep or lie still, they are directed to a quiet activity or book. Parents must provide a sheet for the cot and take it home every Friday for laundering.

Teachers are not permitted to lie down with a child during their naptime or lie down or sleep while children are present in the room.

Outdoor Safety

Outdoor play is scheduled daily for all children in the daycare, including infants, unless the weather or air quality poses a safety or health hazard, or your child has a health-related reason to remain indoors and the reason is documented by you or a doctor.

Staff-to-child ratio applies on the playground and other outside play areas. The daycare strives to ensure that even if a group is small, there are always two adults outside due to additional and different types of risks and hazards.

Inspections are conducted to ensure that the playground is kept free of glass and other hazardous items, and the playground fence and equipment are in good condition (not rusted, broken, splintered, loose, etc.)

Teachers are instructed to engage with the children during play and be alert and watchful to the surroundings of anyone walking the path or approaching the fence.

Teachers are instructed to always count students when going outside and again before coming back inside.

When in outside areas other than the playground, students are monitored closely and kept at a safe distance from the street traffic, the retention pond, and moving vehicles on the parking lot.

Parent Responsibility While on Premises

It is our request that when you are in the building, you not allow your child to go up and down the stairs alone or be left unattended. Please note that if you do, the daycare is not liable for any accidents or injuries that may occur while the child is in your care.

Restrooms

All students must be accompanied to the restroom by an authorized adult at all times. Whether taking groups of children or one child alone to the restroom, teachers should prop the door open and stand in the doorway. Visitors cannot go into a restroom occupied by daycare students, and teachers should not take students into a restroom occupied by a visitor.

Boys and girls are to use gender designated restrooms, not as a mixed group. If there is only one teacher and she must take boys and girls to the same restroom, one group must wait outside until the other group is finished.

Security Threats and Emergencies

Safety measures are in place for threats, acts of violence, and other security issues and are on file at the daycare. For security purposes, these procedures are not listed in this handbook.

Severe Weather Closings

If severe weather is predicted or comes before the facility opens, the daycare will keep you informed of any delays or closings through multiple means of communication, including local TV stations. It will be your responsibility to find alternate care when the daycare is closed or on delay for these emergencies outside of our control.

Smoke-Free Environment

In accordance with Indiana's Smoke-free Air Law Act No. 1149, Mt. Zion's Loving Daycare is a smoke-free environment. Smoking or holding a lit cigarette is prohibited in all areas of the daycare, including the outdoor play areas and entrance areas.

Staff and Teacher Training

All teachers are required to have a Child Development Associate Credential (CDA) that is renewed to stay current per state guidelines. In addition, daycare staff and teachers stay current on required CPR (cardiopulmonary resuscitation) training and first aid certification.

Supervision of Children

All children are supervised and accounted for at all times. Teachers are not permitted to leave any child unattended, send any child on errands or to the restroom alone, or allow any child to go up and down the stairs without adult supervision and assistance. Teachers are not permitted to send a child to another classroom for any reason without the knowledge of the executive or administrative director.

There is at least one person trained in first-aid and CPR with students at all times.

Teachers are prohibited from using cell phones in the classrooms or other areas when they are supervising the students.

Tornado Drills

Tornado drills are conducted annually in the spring. The drills keep the daycare up to code and show the staff and children where to take shelter during a tornado. Onsite sheltering plans are posted in each classroom and in other areas that children occupy, such as the restrooms, chapel, and cafeteria. In all cases of drills or actual events, the daycare will follow the standard onsite sheltering-in plan and wait for clearance by daycare staff or emergency response officials before reentering the classrooms.

Transportation

Only church-owned vans or vehicles leased by the daycare are used for transporting children to field trips, schools, and any other daycare-related trips that the school provides. Employee, parent, and other private vehicles are not permitted to be used.

The daycare ensures that drivers are at least 21 years old and have valid driver's licenses, and ensure that the vehicles are insured for the transportation of children.

Transportation cont'd

The daycare complies with emerging laws that drivers transporting 16 or more people have a valid commercial driver's license (CDL). The daycare ensures that any vehicle used has ample gas supply and is in good running condition (brakes, tires checked, etc.). The vehicle will not exceed the passenger capacity.

Staff-to-child ratio applies and is followed on all trips. Even if a group is small, there is to always be one authorized adult in addition to the driver, before, during, and returning from each trip. The staff carries a cell phone, first-aid pack, list of students, and emergency contact forms to facilitate contacting you and the school in the event of sickness or an accident.

The driver and other supervising adults are not permitted to use the cell phone except to confer with the daycare or to call in case of sickness or an accident.

Drivers are not permitted to make personal stops.

Non-authorized adults are not permitted to ride in the vehicle.

All students are restrained in seat belts for the duration of the trip.

At no time are the children left in the vehicle or offsite location alone (without adult supervision).

Field trips are planned at least four times a year for 3-5 year olds, and throughout the summer months for school-agers. A parent-signed permission slip for every child is required for a student to be able to go on a field trip. Students who have no signed permission slip on file will stay with another class during that time.

Drivers and other supervising adults are instructed to count students before, during, and upon return of all trips, and are instructed to check the vehicle upon return to ensure that no child has been left in the vehicle.



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