



MIDDLE RIVER BAPTIST CHURCH CHILD DEVELOPMENT CENTER

EMPLOYEE MANUAL

Middle River Baptist Church Child Development Center
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A ministry of Middle River Baptist Church, Pastor Michael Hyatt, Senior Pastor

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EMPLOYEE ACKNOWLEDGEMENT



Employee Name: _____

Please check and sign this disclosure statement and return to the office. It will be placed in your employee file.

- I have received a copy of the Employee Manual.
- I have read and understand the Employee Manual for Middle River Baptist Church Child Development Center.
- I have been given the opportunity to ask questions about the policies and procedures in this Manual.
- I understand that this document is not a contract, but an affirmation of my understanding of guidelines for employment.
- I also understand that additional policies, procedures, and expectations may be instituted and forwarded to me in writing.
- I understand that my signature, herein affixed, indicates my agreement to abide by the policies, procedures, and expectations recorded within this Manual and its Amendments.
- I understand that non-compliance may result in disciplinary action up to and including termination of my employment as noted herein.

Employee Signature

Date

Welcome

It is our pleasure to have you among our family at Middle River Baptist Church Child Development Center (MRBCCDC).

We have developed and revised this manual for you. As an employee of MRBCCDC and as a child of God, you are valuable and vitally important, especially for the early education and care that you provide for the children of this community – the children that we serve.

This manual, while not an implied or express contract, states in general terms the conditions and benefits of employment with Middle River Baptist Church Child Development Center (MRBCCDC). We place special emphasis at MRBCCDC on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind Middle River Baptist Church Child Development Center to continued employment of any individual employee, or group of employees.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of Middle River Baptist Church Child Development Center. It also explains the benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with the Personnel Director or Executive Director

This manual will be amended from time to time, as policies change or are added hereto, in accordance with Policy No. 1.2. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption.

By state law, an employment medical examination and a criminal background check with fingerprinting are required prior to employment to ensure the health and safety of the employee and the children.

Please read and sign the EMPLOYEE ACKNOWLEDGEMENT and return it to the Personnel Director. It indicates your understanding of these policies and your agreement to abide by them. Failure to comply with policies as presented in this handbook is grounds for disciplinary action up to and including termination.

IF YOU HAVE QUESTIONS REGARDING THIS HANDBOOK:

Discuss your questions with the Personnel Director.

OR

Discuss your questions with the Executive Director.

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1.1 Our History

The Old Testament tells us:

“Train a child in the way he should go, and when he is old he will not turn from it” (Proverbs 22:6, NIV).

Jesus told His disciples,

“For I have given you an example that you also should do just as I have done for you” (John 13:15, HCSB).

Jesus also directed His disciples,

“Let the little children come to Me, and don't stop them, because the kingdom of God belongs to such as these” (Luke 18:16, HCSB).

In response to Jesus' words, Middle River Baptist Church has chosen to serve children and families in our community by providing an environment for children where they can experience healthy cognitive, social, physical, and spiritual growth. It is our firm conviction that by serving children in Jesus' name, we will contribute to their growth into ***oaks of righteousness*** (Isaiah 61:3) and teach them to be faithful to Jesus' command to ***love others as Jesus loves us*** (John 13:34).

The Center opened on May 1, 1995, with 6 staff and approximately 40 children. Enrollment quickly rose with the licensed capacity reaching 232 with over 30 staff. Our enrollment and space usage has changed over the years. We now have a capacity of 115 with about 25 full- and part-time staff. Some of our staff have been employed with us since 1995.

Since the center's opening, we have served over 2,000 families with quality early childhood care and education. We have always been committed to providing a sense of community that feels more like family. Some of our past students have brought their children into our care; and some have returned as teachers.

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1.2 Statement of Faith

As a Christian ministry, we agree together to view God's Word, the Bible, as our standard and Jesus Christ, the Word made flesh, as our model. As Christians, we have common beliefs:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33),
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
His sinless life (Hebrews 4:15, 7:26),
His miracles (John 2:11),
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
His Resurrection (John 11:25, 1 Corinthians 15:4),
His Ascension to the right hand of God (Mark 16:19),
His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

1.3 Statement of Non-Discrimination for Employment

Employment at Middle River Baptist Church Child Development Center (MRBCCDC) is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. MRBCCDC is a religious educational ministry, permitted to discriminate based on religion. All prospective and current employees must agree with MRBCCDC's mission statement, and they must be willing to conduct their lives in conformity with the school's Statement of Faith (Policy 1.2) and the school's declaration and agreement to ethical and moral integrity.

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1.4 Statement of Mission and Purpose

Middle River Baptist Church Child Development Center (hereafter referred to as “MRBCCDC,” “CDC,” or “the center”) is a family/community outreach ministry of the Middle River Baptist Church. As a ministry of Middle River Baptist Church, we share in its mission to see “everyday people changed into joyful followers of Jesus Christ for the Glory of God!!” We exist to love God and to love children. The purpose of this ministry is to provide quality loving care and guidance so that each child enrolled may reach his/her greatest potential. We seek to provide a program of ministry and outreach to the families of the children enrolled and the community.

The Child Development Center (CDC) is open to any child regardless of sex, race, national origin, color, ethnicity, or ability. Our goal at MRBCCDC is to recognize each child’s uniqueness as an individual and to ensure that each child develops a cheerful outlook toward learning.

Staff development, continuing education, and continuous program evaluation and improvement are fundamental aspects of our program. We invite parents to participate in the evaluation process with annual surveys. Our staff is committed to providing the most appropriate environment and experiences for children. Staff are encouraged to seek additional training, and to implement innovative ideas that reflect appropriate practice. We are continually evaluating our program and practice for its effectiveness. Our prayer is that every child who attends our center will acquire skills and a love for future learning and excellence.

1.5 Adopting and Amending Policies

Policies and Procedures within this manual may be amended at any time with or without prior notice. Likewise, new policies and procedures may be instituted for the good of the children, families, employees, and center. The procedure for amending policies is as follows:

1. A need for amendment of existing policy or institution of a new policy is brought to the attention of the administrative team by personnel, families, or church. The individual requesting the change is requested to provide in writing what precipitated the request and suggest possible change.
2. Review of current policy and written request is taken under advisement by the administrative team and oversight committee.
3. Proposed amendment of current policy or new policy is written and reviewed by the administrative team and CDC oversight committee.
4. Any corrections or suggestions for the proposed change are presented to the CDC oversight committee and administrative team for final approval.
5. After approval, the amended or new policy is presented to personnel and included in this manual.

1.6 Licensing Authority / Affiliations

Middle River Baptist Church

Middle River Baptist Church Child Development Center (also referred to as “MRBCCDC” or “the Center”) is a ministry of Middle River Baptist Church (also referred to as “MRBC” or “the Church”). We are one in

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purpose and faith. We share the church's mission to see "everyday people changed into joyful followers of Jesus Christ for the Glory of God!!"

While we are a ministry of MRBC, we maintain separate accounting. All monies collected from families for tuition, fees, and donations remains within the Center's bank accounts for expenses pertaining the operation and maintenance of the Center's facility. The center does contribute to the church's budget to reimburse costs incurred by the CDC for which the church pays, i.e., utilities and maintenance salaries, which are among some of the expenses.

Middle River Baptist Church invites all to worship. Employees and families are encouraged to worship with us if they do not have a church home. There are special occasions in which the church will invite families, and occasion where the church will be invited to participate in MRBCCDC events such as Annual Christ program, Easter program, and PreK Graduation.

Our relationship with the Church is one of cooperation and shared mission.

Maryland Department of Education

Middle River Baptist Church Child Development Center is licensed through the Maryland State Department of Education. Our license office is in Harford County at:

Office of Child Care Region 11 (Cecil and Harford Counties)
Maryland State Department of Education
3105 1A/B Emmorton Road
Abingdon, MD 21009
Phone: 410-569-2879
Toll free: 1-800-343-0955

Our current Licensing Specialist is Ms. Betty Johnson.

As per regulations, we have license inspections yearly. All inspections are unannounced, although we know that our yearly inspection is usually in the month of March. We strive to always be ready for inspections, whenever they may occur.

Regulations may be viewed online at <https://earlychildhood.marylandpublicschools.org/regulations>. Scroll to the bottom of the page to view the regulations for Subtitle 16: Child Care Centers.

Maryland State Child Care Association

Middle River Baptist Church Child Development Center (MRBCCDC) is a member organization of the Maryland State Child Care Association (MSCCA). As an employee of MRBCCDC, you are also a member of MSCCA. MSCCA has professional development conferences, symposia, and training that you are eligible to attend. Please see the Personnel Director or check MSCCA's website at <https://mscca.org/> for more information.

Baptist Convention of Maryland / Delaware

Middle River Baptist Church is a member of the Southern Baptist Convention (SBC). The Southern Baptist Convention has regional offices through the country. Our regional convention office is the Baptist Convention of Maryland / Delaware (BCM/D), located in Columbia, Maryland. As a ministry of the Church, we are also part of the Southern Baptist Convention and BCM/D. As members of BCM/D, we have access to training and support through BCM/D Kids, led by Kris Buckman.

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Periodically, our center will close to attend Convention-wide training for Weekday Early Education teachers. While these training events had been suspended for several years, plans are to resume in March of 2024.

1.7 Program Standards

Witness

We are a ministry of Middle River Baptist Church. Our primary purpose is to be a positive witness to children, families, and the community, as we provide quality care and education, and meet spiritual needs of children and families in our community. We hold God's Word, the Bible, as our authority. We look to Jesus as our model. We model God's love in each aspect of our program.

Relationships

We build positive relationships with children, parents, church, and community through communication, helping children make friends, creating a calm classroom atmosphere, cooperative learning, forming partnerships, and promoting self-regulation. We provide ways for the families of the Child Development Center and church membership to interact through block parties, children's programs, and cooperative activities.

Families

The parent is the child's first and most influential teacher. Partnerships empower parents to be actively involved in their child's education. We encourage family partnerships through ongoing communication, volunteerism, holiday programs, field trips, family outings, and conferences.

Curriculum

Our curriculum promotes emotional, physical, cognitive, social, language, and spiritual development. We use the Maryland State Department of Education approved *The InvestigatorClub*® for our children aged three through five. *The InvestigatorClub*® is an inquiry-based curriculum published by Robert-Leslie publishing. *Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age*, published by the Maryland State Department of Education, frames and guides instruction for infants, toddlers, and two-year-olds. Bible stories and character modeling encourage the integration of biblical principles into daily living.

Teaching

Teachers use techniques and strategies that are appropriate for the development of the group and for the individual. We teach biblical concepts in a manner that is appropriate for the child's development.

Assessment

We complete progress reports two to three times per year with parent conferences available following each report of progress. Teachers use assessment information to evaluate effectiveness of planning, to guide instruction, and to inform parents of child progress. With parental permission, we may share assessment information with early intervention and special service providers to facilitate diagnosis and intervention. Yearly program surveys evaluate the effectiveness of our program.

Health and Wellness

We strive to maintain an environment for children that fosters health and wellness. We use recommended cleaning and sanitizing techniques to insure a clean and healthy environment. Our Food Service personnel

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prepare a nutritionally sound and varied menu of proteins, fruits, vegetables, grains, and milk. Children engage in outdoor play two times daily, weather permitting, to promote strong physical development. We do not permit television and limit computer usage to ages three and older only to coincide with curriculum goals and objectives.

Safety and Emergency Management

Safety policies ensure a safe environment for children, parents, and staff. Periodic safety inspections of classroom spaces and equipment ensure that children are safe. Our *Comprehensive Safety Plan* ensures that we have the safest environment possible for the children, families, and staff.

Teachers

We understand that qualified and dedicated staff is the key to a successful center. We hire each staff member to meet qualifications according to the position and in keeping with the church's Christian faith and character. We require and provide ongoing in-service training for staff, requiring more than the amount of yearly continued training required by the State for childcare teachers and assistants. Classroom assistants participate in the same training as teachers. Training topics vary, depending on the center's need and the employees' individual Professional Development Plan. Training will cover a variety of specific topics, including child development; health, safety, and nutrition; curriculum; professionalism; special needs; and community.

Physical Environment

The atmosphere of the center is cooperative and calm. Spaces, furniture, materials, and supplies are developmentally appropriate for each group. Policies are in place to ensure that each classroom environment is clean and safe. Appropriate and safe playground equipment and surfaces provide opportunities for safe and creative play outdoors.

Community Relationships and Resources

We are a ministry of Middle River Baptist Church. As a ministry of the church, we involve the CDC in the community of the church. We also seek to develop relationships with business and organizations in the local and national community that develop resources for children and that advocate for children. We use resources within the community to enrich our program and the learning experiences of children. Resources may also be available for families, including but not limited to counseling, financial assistance, behavioral assessment, educational assessment, and food assistance. Our office has information for available resources. Families may also browse our [Parent Information](#) area in our foyer for pamphlets and resource materials.

Leadership and Management

Policies, procedures, reporting systems, management structures, resources, clear expectations, compliance with regulatory agencies, staff stability, supportive environments, program accountability, and continuous program evaluation and improvement promote staff growth, accountability, and program excellence. The center's leadership works closely with church leadership for policy, planning, and fiscal accountability.

2 – EMPLOYMENT PROCESS

2.1 At Will Employment

As an employer within the state of Maryland, Middle River Baptist Church Child Development Center and its employees have an established “At-will” relationship. The “At-will” relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the “At-will” employment relationship may not be altered by any written document or by verbal agreement unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Middle River Baptist Church Child Development Center.

Without knowing what the future may bring, permanent employment commitments are not possible. Employees are free to terminate employment at any time if they decide it is no longer necessary, possible, or within God’s will to continue working for MRBCCDC. We request that any employee give two weeks’ notice before concluding their employment at MRBCCDC, so that MRBCCDC can make appropriate arrangements for the education, care, and supervision of the children. Likewise, MRBCCDC reserves the right to terminate employment, reduce staff, or eliminate jobs when it is necessary to do so.

2.2 Recruitment

Middle River Baptist Church Child Development Center does not advertise for staff. We have always relied upon prayer to our Almighty God to bring appropriate staff to our center. He has never failed to meet our needs in His time as we wait for His choice of staff to come to our center.

2.3 Application

Each prospective employee completes an Application for Employment as part of the Employment Process. Applications are expected to be legible and complete. Applications may be mailed, emailed, or brought into the Center.

We will always accept applications and resumé’s from individuals who wish to apply. We will review applications and determine eligibility and suitability for employment. All employment decisions are based on regulations, center need, and our Christian faith and character.

2.4 Eligibility and Suitability for Employment

Eligibility

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. As part of the employment process, a form must be completed, and proper documents submitted to verify eligibility to work in the United States.

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Suitability

Section A of COMAR 13A.16.06.03 states that the center “may not employ an individual who, as reported on or after October 1, 2005, has received a conviction, probation before judgement disposition, a non-criminally responsible disposition, or a pending charge for the commission or attempted commission of” any of the violations listed in COMAR 13A.16.06.03(A). The Maryland State Department of Education’s Office of Childcare will contact the center if any CHRI reveals unsuitability.

Likewise, as a Christian center we make hiring decision based on the applicant’s willingness to abide by our Statement of Faith.

2.5 Interview

After the Personnel Director receives the Application for Employment, an initial interview will be arranged with the applicant. The interview is not an invitation for employment, but rather an opportunity for the prospect and the Center to discuss the position and to determine if there is a “good fit” for employment.

2.6 Job Descriptions

Each position within the Center has a specific Job Description with responsibilities, expectations, and requirements. They are included in this document as Appendices A-1 through A-6. The employee is expected to understand the Job Description and to follow through with all aspects. Any reasonable and safe accommodations/changes to job responsibilities due to physical limitations will be made. While, as a ministry of a church, we are exempt from the Americans with Disabilities Act, we will make every reasonable and safe effort to accommodate our employees’ needs.

2.7 Pre-Employment Requirements

Medical Report

Prospective employees must obtain a medical evaluation, conducted by a practicing physician, certified nurse practitioner, or registered physician’s assistant, on a form supplied or approved by the office (OCC 1204), that has been completed within 6 months before the individual begins work in the center.

The medical evaluation shall be signed by the individual who conducted the evaluation or the individual’s designee and include verification that the prospective employee is (1) free of communicable tuberculosis and (2) able to perform the duties of the position.

The medical evaluation may transfer directly from one center to another if the evaluation was completed within 24 months before the transfer.

The medical evaluation shall be updated every 5 years, measured from the individual’s previous medical evaluation date.

Orientation

Each employee will engage in an orientation before beginning work. Initial orientation includes, but is not limited to the following:

- Location of telephones and emergency telephone numbers.

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- Location of children’s emergency forms.
- Emergency procedures, including emergency evacuation.
- Identify staff with First Aid and CPR.
- Available adults for emergency coverage.
- Proper handwashing procedures.
- Standard Precautions.
- Discipline.
- Chain of Command.
- Signs and symptoms of child abuse and neglect.
- Child abuse reporting requirements and reporting procedures policy.
- Content of State of Maryland childcare regulations.

Staff will sign an orientation check-off after completion of the initial orientation.

2.8 Criminal Background Checks / Clearance

Background Checks

State Regulations require that all individuals employed or volunteering in childcare submit to an eight (8) point background check: (1) MD Criminal Background Check, (2) FBI Background Check, (3) MD Release of Information, (4) MD Sex Offender Registry, (5) Out of state CBC, if applicable, (6) Out of State Child Abuse clearance, if applicable, (7) Out of State Sex Offender Registry, if applicable, and (8) National Sex Offender Registry.

Fingerprints: All prospective staff are required to be fingerprinted as part of the eight-point background check (MD Criminal Background and FBI Background). The prospective employee is responsible for paying for their fingerprints and part of their employment. Each employee is required to be fingerprinted every five years to maintain their compliance with the Criminal Justice Information System. The center will pay for each five-year update during the employee’s tenure.

MD Release of Information: All prospective staff complete and notarize a Release of Information Form. The Maryland State Department of Education Office of Child Care uses the information on this Release of Information to conduct background checks through the Sex Offender Registries and other state and federal resources.

Out-of-State Criminal Background Checks: All prospective employees that have resided in another state for any period in the past five years must have a criminal background check for that state. The Executive Director and/or Personnel Director can guide the applicant in obtaining a Criminal Background Check from another state.

Clearance

After all background checks are completed favorably, the licensing specialist or another representative from the Office of Child Care’s Licensing will send a Letter of Clearance to the Center. An employee may only work with children after a Letter of Clearance is in the Center’s possession.

2.9 Employee Classification

Regular full-time: Employees are scheduled to consistently work at least 30 hours per week for an unspecified period. Regular full-time employees can receive all employee benefits as they are eligible.

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Regular part-time: A person whose scheduled regular workweek is less than 30 hours per week for an unspecified period is considered RPT. RPT employees are not eligible to accrue or use vacation, nor do they receive holiday pay. Regular part-time employees that work at least 12 hours per week (24 hours in a pay period) are eligible to accrue Sick and Safe pay at a rate of one hour per every 30 hours worked up to a maximum of 48 hours per year.

Substitute: A person who works on an on-call basis. Substitutes are not guaranteed a specific number of hours and are not eligible for benefits.

Nonexempt employees: Most of our staff fall into the non-exempt category. Their work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime, which means that they are eligible to earn overtime wages at 1.5 times their regular salary when working over 40 hours in a one-week period.

Exempt employees: Our Administrative team fall into this category. They are exempt from the minimum wage and overtime provisions of the FLSA. Their positions meet the standards and criteria established under the FLSA by the U.S. Department of Labor (29 CFR Part 541, established May 18, 2016).

Provisional employee: At hire, an employee is placed on a provisional basis for 90 days. During these 90 days, the employee is getting oriented to the routines, expectations, and policies of the Center. The employee may be placed in a variety of settings and situations to determine the best “fit” for them within the center.

During the 90-day provisional period, leave may be accrued but may not be used until the provisional period ends.

Probationary Employee: Occasionally a staff member may be placed on probation as a disciplinary action for a specified period. During this probationary period, the employee will be expected to make improvement in performance/behavior. While on probation, the employee will continue to earn leave, but may not use leave.

2.10 Resignation

As an employer within the state of Maryland, Middle River Baptist Church Child Development Center (MRBCCDC) and its employees have an established “At-will” relationship. The “At-will” relationship affords the employee the right to resign for any reason.

MRBCCDC expects that any employees that wish to resign their positions to give two weeks’ written notice of resignation. This will give administration time to rearrange schedules, orient an existing employee to the position, and/or hire a new employee to assume the position that will be vacated.

Likewise, we would request that employees coming into our employment give their current employers a similar courtesy of two weeks’ notice.

2.11 Abandonment of Position

If employees decide to resign their position, it is expected that employees that wish to resign their position to give two weeks’ written notice.

2 – EMPLOYMENT PROCESS

An intention to quit one's job can be manifested by actions as well as words. The employee's failure to take sufficient steps to renew the employment relationship, after having been out for a long period due to illness, constitutes job abandonment without good cause or valid circumstances.

Any employee that misses three days of work without notice or excuse has abandoned their position and will be terminated.

2.12 Return of Center Property

Center property, such as equipment, vehicles, telephones, other communication devices, computers, and software, is not for private use. These devices are to be used strictly for company business and are not permitted off the campus unless authorized. Company property must be used in the manner for which it was intended.

When the employee/employer relationship ends, it is expected that the former employer will return all materials, equipment, uniforms, etc. to Middle River Baptist Church child Development Center. Failure to return items may result in wages equal to the current estimated value of the non-returned items being withheld until items are returned.

2.13 Former Employees

Former employees are "former" employees, and do not have the right to access any part of Middle River Baptist Church Child Development Center, its current employees, children, materials, or resources.

Former employees may visit but will not have access to children or areas where children are present.

3 – EMPLOYEE ASSIGNMENT

3.1 Provisional Period

New Staff will be on a provisional period for 90 days. Leave will be accrued in the first ninety (90) days but may not be used until after the first day of permanent placement. During the initial orientation and evaluation period, staff will be oriented to the position using an appropriate plan. At the end of this period, staff will be evaluated and considered for a permanent position.

3.2 Work Schedules / Hours

All employees work schedules that are determined by the needs of the children and the center. While an employee may have a desired schedule, that schedule may not meet the needs of the children in care or the center as whole. The Personnel Director will make every effort to meet the desires of staff, but staff are hired with the understanding that schedules may change accordingly as needs arise.

Some positions by necessity have fluctuating schedules; for example, teachers in the school aged program may be required to work a split shift during the school year, or a full day if public schools are not in session.

3.3 Meals and Break Periods

Unless the worker is under 18 years old or is an employee who works in certain retail establishments, there is no law requiring an employer to provide breaks, including lunch breaks. Minors under 18 must receive a 30-minute break for every 5 hours of work. Middle River Baptist Church Child Development Center believes that employees should have the opportunity to have a break to regroup and meet personal needs if it is feasible. Breaks are scheduled by an administrator.

If an employee is scheduled for a break, and coverage does not arrive, the employee may not leave. The employee must wait for appropriate coverage.

There may be circumstances where an employee may be asked to work without a break when there is no coverage for a break. The employee will be paid for the time.

If an employee is scheduled for a break, it must be taken. If an employee does not wish to take a break, the employee must arrange with the Personnel Director to work in another area if needed. If there is no need for the employee to work during their scheduled break, the employee must take their break. Employees are encouraged to leave classrooms during scheduled break times and may not take breaks in occupied classrooms.

3.4 Professional Development

Middle River Baptist Church Child Development Center is a community of professionals. As professionals, we seek to learn and grow personally and professionally. As professionals, employees are required to follow through with all training requirements.

Continued training required by the center, including workshops and first aid/CPR class will be provided. The Center will schedule staff in-service training as appropriate for center and employee needs. All staff are required to attend staff in-service training, unless leave time is approved. The State of Maryland also requires yearly continued training each year. The center may not provide all training required by the State for continued training required for Credential Renewal. It is the employee's responsibility to obtain

3 – EMPLOYEE ASSIGNMENT

necessary supplemental training to meet yearly requirements. The center is closed one day per year for center-specific policies and procedures training and fall room prep (no MSDE approved hours are earned with this training). All staff are expected to be in attendance. Failure to complete the required training will jeopardize the employee's position or employment.

Please See [Professional Development Leave](#) under [Employee Benefits](#).

3.5 Performance Appraisals

Employees will be reviewed informally throughout the year through health & safety checklists and classroom observations. Written employee self-assessments and performance appraisals will be made yearly. Appraisals are based upon job performance: including, but not limited to communication, knowledge of early childhood education and care, professional skill, and work ethic. Self-appraisals and personnel appraisals for Child Care Teacher, Child Care Aide, and Food Service Personnel are included in this document as Appendices B1-B4.

3.6 The Role of the Teacher

The teacher is the key to the quality of care and education that Middle River Baptist Church Child Development Center provides for young children and their families. Teachers model God and His love. All employees approach tasks with assumptions and beliefs about young children, how they learn best and how best meet their needs. There are a diversity of ideas, approaches, and personalities. Yet, we hold a common set of beliefs from which all else stems.

In relation to children:

- We are interested in the total child and believe in the potential of each one.
- We have control of ourselves and an appropriate sense of humor.
- We demonstrate sincere warmth and enthusiasm.
- We understand child development and study to learn more.
- We are aware and alert whenever we are working with children.

In relation to parents:

- We are committed to developing and maintaining open communication.
- We believe that parents have the freedom to speak honestly about issues.
- We notify parents in case of injury or illness (small hurts, too).
- We keep them informed about daily events and any special problems.
- We want to know about problems at home that could carry over to our center.
- We notify parents prior to events and remind them.
- We seek to empower parents to play an active role in their child's education.

In relation to other staff:

- We are dependable (on time, plans ready, prepared, and willing).
- We share tasks like washing, setting up, cleaning, and diapering.
- We keep track of supply needs, and do not waste, hoard, or pilfer.
- We make constructive suggestions and share the workload.
- We respect all rooms during rest time, not congregating in any room.
- We are willing to assist in rooms other than ours when necessary.

3 – EMPLOYEE ASSIGNMENT

Right of Teacher to be a Whole Person

We believe that to meet the needs of the children, teachers must meet their own personal needs by:

- Being open and mature in dealing with children, parents, and colleagues.
- Keeping the child's feelings in perspective always, remembering professionalism.
- Showing our feelings to children and labeling feelings so they learn them.
- Spending time on us – developing, learning, and growing professionally and personally.
- Leaving home problems at home and focusing on children at the Center.
- Giving to others as much as we expect to receive.
- Participating with the children; being involved with them.

3.7 Emergency Closing

Severe Weather or Related Emergency

The CDC is committed to providing reliable care and education for children. If the CDC is closed or open late due to weather or other emergencies, we will inform employees in the following manner:

- Staff will be notified via email and phone if the center is closed or opened late due to poor weather.
- Announcements on the center's website: (<https://www.middleriverbaptistcdc.org>)
- Announcement will also be on the Center's Facebook page (<https://www.facebook.com/mrbcdc>).
- Opening personnel will be notified by phone.

All full-time, non-provisional, and non-probationary staff will be paid for the day. Staff who are unable to report while the center is open may use earned leave time.

Decisions to close or open late are made by 5:30 AM with notifications made shortly thereafter.

Medical Quarantine

During time of disease outbreak or epidemic, the Center may institute temporary Quarantine as directed by a health officer. In such instances, employees may or may not be paid, depending on circumstance, length of quarantine, and center financial health.

3.8 Exclusion from Work

Except with the approval of the Office of Child Care and/or a Health Department official, an employee with a serious transmissible infection or communicable disease listed in the *Communicable Diseases Summary*, as published by the Maryland Department of Health, may not work at the Center during the period of exclusion from childcare as recommended by the Summary.

3.9 Work from Home

Most positions at the Center are not conducive to working from home. Exceptions may be positions that fall in the exempt category, namely administrative positions.

It is not required that staff take work home. Staff are given one to two hours per day during the children's nap time for lesson preparation.

4 – EMPLOYMENT RECORDS

4.1 Location of Records

All Employment Records are kept in a secure, locked file cabinet in the Personnel Director's office. All employment records must remain in the Personnel Director's or Executive Director's office. Records are never taken out of the center.

4.2 Employee Documentation / File

Each employee has two files. One file contains all forms that are required by state and federal law and regulations. The second file contains all forms that are required by the Center. A chart of Forms follows:

Federal Forms	State Forms	Center Forms
<ol style="list-style-type: none">1. Federal I9 form with copies of documents (driver's license, SS card, birth certificate, passport, green card, etc.)2. W-4 (Federal Withholding)3. Noncriminal Justice Applicant's Privacy Rights	<ol style="list-style-type: none">1. MW 507 (Maryland Withholding)2. MD DLLR CR # 01596030 - Unemployment Waiver3. MSDE Employment History Review Form Child Sexual Abuse and Sexual Misconduct4. OCC 1260 – Notarized Release Form5. OCC 1204 – Pre-Employment Medical Report6. OCC 1205 – Individual Personnel Information Form7. OCC Orientation Verification8. Criminal Background check results9. Documentation of education & experience	<ol style="list-style-type: none">1. Application for Employment2. Employment Application Addendum3. Reference Checks4. Emergency Contact Form5. Payroll Deduction for childcare6. Direct Deposit Form7. Leave Request Forms

Employee's Right to Access File

Each employee has the right to review their employment file. Please submit a request in writing to the Personnel Director. A mutually determined time will be decided to view the file.

4.3 Criminal History Records Information (CHRI)

We securely lock and keep confidential all information forwarded to the center by The Criminal Justice Information System. Only those individuals with a right to know may access this information. Each view of employees' CHRI is recorded on the CHRI Dissemination Log. After the employee's last day of work, we discard all CHRI according to current law (COMAR 12.15.02).

CHRI Security

1. Each computer that accesses CHRI is equipped with ESET Protect Advanced, which is Full Disk Encryption that is FIPS 140-2 validated with 256-bit AES encryption.

4 – EMPLOYMENT RECORDS

2. CHRI records are accessed from the Maryland Department of Public Safety and Correctional Services Secure Message Center.
3. Records are reviewed and the determination of employment suitability is made by the Executive Director and/or the Personnel Director.
4. Records of approved candidates are printed on a secure printer and filed in the CHRI file in a locked cabinet in the Personnel Director's office.
5. All Employees sign and date a "Security Awareness Acknowledgement."

Employee Right to Access CHRI

Employees have the right to review their CHRI. The process for review is follows:

1. Request is made to the Personnel Director in writing.
2. At a mutually determined and arranged time, the employee will present a government-issued photo ID to verify identity.
3. The Personnel director will retrieve the information from the locked cabinet in which it is stored.
4. The employee may review CHRI in the Personnel Director's desk.
5. Each review of CHRI is documented on the CHRI Dissemination Log. Information is never removed from the Center.

4.4 Employment Records Retention

Employee Records are destroyed two years after the employee's date of termination, except for the following:

1. **Criminal History Records Information** is destroyed the day immediately following the employee's date of termination.
2. **All payroll documents** are kept for a minimum of three years, including W-4, W-2, M507, payroll registers, and records on which wage computations are based, i.e., timecards, time sheets, and records of additions to or deductions from wages.

The method of destruction is a cross-cut paper shredder. Paper shreds (less than ¼ inch diameter) are then discarded for recycling.

5 – COMPENSATION

5.1 Salaries

All salaries are determined based on the following information:

1. Experience in the early care and education field.
2. Education that pertains to the field of early care and education.
3. Current salary scale in effect.

Salary scales are reviewed yearly and adjusted based on current trends, minimum wages, and center financial health.

5.2 Pay Increases / Bonuses

Raises may be granted on an individual basis based upon the quality of your performance appraisal to the discretion of the Administration. Pay scale increases and bonuses may also be granted periodically at the discretion of the administration and the CDC Advisory Committee.

5.3 Holiday Pay

The center is closed for children and staff on the following holidays: New Year's Day, MLK Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, July Fourth, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. Full-time, non-probationary permanent staff will be paid for these days. Substitutes do not qualify for this benefit. Absence without pre-approved leave or illness documented with a doctor's note the days before and/or after a holiday will result in the holiday being unpaid.

5.4 Breaks

Breaks are scheduled by the Personnel Director, Executive Director, or the Finance Director. If you are scheduled for a break, and no one arrives to cover for you, you may not leave. You must wait for appropriate coverage. If you are scheduled for a break, but choose to not take your break, you will not be paid for the time. Staff is encouraged to leave their classroom during scheduled break times to regroup and meet personal needs. *Staff may not take their break in occupied classrooms.*

5.5 Employees' Child Tuition Discounts

Full time permanent employees may enroll their children/grandchildren/great-grandchildren at a 25% discount. Substitutes do not qualify for this feature. The employee's gross tuition will be reduced by 25%. This will only apply for full-time staff. For multiple children, parents will pay 75% of the total gross tuition. After five years of employment, we will offer a 35% discount. After ten years of service the employee will receive a 50% discount. "Sibling discounts" will not be applied. Tuition for staff children may be automatically deducted from the staff member's paycheck with a "Payroll Deduction for Child Care" form.

5 – COMPENSATION

5.6 Insurance

Group dental insurance for employees and family is available for a small cost through CareFirst Blue Cross/Blue Shield. Employees are encouraged to obtain their own health insurance coverage through www.marylandhealthconnection.gov.

5.7 Time Records

Employees must sign in and out of work and for breaks. Time records are legal documentation of your work. When you are signed in, you are supposed to be working. When you are on the clock, you are legally and ethically on Center time and should be working. Time records are maintained in the center for three years.

5.8 Overtime

Time *worked* over forty hours per pay week will be paid 1.5 times regular pay. Exempt employees are ineligible for overtime. See the definition and explanation for exempt employees under the heading [Exempt Employees](#) in this section. Holidays and leave days are not considered time worked.

5.9 Pay Dates

Pay periods end every other Sunday. Payroll is submitted to our payroll vendor on the Monday or Tuesday following the end of the pay period. Pay day is the Thursday following the end of the pay period. Therefore, pay days are every other Thursday.

5.10 Parking

Parking is available in the middle portion of the parking lot between the ballfield and the back of the building. Opening staff and closing staff may use the last five parking spaces in the front of the building for safety reasons.

6 – LEAVE POLICIES

6.1 Vacation Leave

Each week during the first year, full-time staff may earn vacation leave in the amount of .76 hours per week. During the first year, full-time staff may earn up to forty **(40)** hours of vacation time. After one year of service, full-time staff vacation will accrue at the rate of **1.53** hours per week. This equals eighty **(80)** hours of vacation. After five years of service, vacation leave will be accrued at the rate of **2.30** hours per week. This amounts to **120** hours of vacation. Each year thereafter, an additional day of vacation will be accrued during the anniversary month up to five **(5)** additional days of vacation per year. After ten years of service, an individual may earn up to **160** hours of vacation per year. Vacation leave will not be paid if there is absence the days before and/or after time taken, unless a doctor's note verifying illness is provided. A total of forty **(40)** hours of vacation may be carried over to the next year.

6.2 Sick and Safe Leave

Sick and safe leave is available for all staff who consistently work more than twelve **(12)** hours per week. Sick and safe leave may be used for any of the following: the employee's or a family member's physical or mental illness, injury, or preventive care; maternity or paternity leave; or if they are the victim of domestic violence, sexual assault, or stalking. Staff will earn sick and safe leave at the rate of **1** hour for every **30** hours worked. Employees may earn a maximum of forty-eight **(48)** hours of sick and safe leave per year. Sick and safe leave will begin to accrue at employment but may not be used until after the ninety **(90)** day provisional period. The administration requests that, for all foreseeable instances, employees give as much notice as possible. The amount of sick and safe leave accrued does not change with years of service. Sick and safe leave is not paid upon termination of employment but may be reinstated in the case of re-employment within **8** months. You may carry over twenty-four **(24)** hours of sick and safe leave to the next year.

6.3 Professional Development Leave

Full-time permanent staff will be given paid professional development days in which to earn their continuing training hours. Professional Development Leave must be requested in advance on a Leave Request Form. Staff will be required to provide documentation of hours earned to be paid for the time.

Child Care Aides

Non-credentialed teaching aides will be granted one day (8 hours) per year for Professional Development. Aides are required to obtain 6 clock hours of training per year.

Child Care Teachers

Non-credentialed Teaching Staff and Teaching Staff at Levels 1 and 2

Non-credentialed teaching staff and teaching staff at levels 1 and 2 are required to have 12 hours of training per year. The Center will grant 2 days (16 hours) of Professional Development Leave to obtain this training.

Teaching Staff at Levels 3-6

Credentialed teaching staff at levels 3 through 6 will be granted 3 days of Professional Development Leave. Credentialed teaching staff at level 3 are required to have 18 hours. Credentialed teaching staff at levels 4 through 6 are required to obtain 24 hours per year.

6 – LEAVE POLICIES

6.4 Bereavement Leave

For the death of immediate family or spouse's immediate family MRBCCDC will pay three (3) days of bereavement leave. Immediate family members are defined as:

- Spouse
- Child/Stepchild
- Parent/Stepparent
- Grandparent
- Sibling
- Mother-in-law/Father-in-law
- Grandparent-in-law
- Siblings in law

For other members of your family or your spouse's family, MRBCCDC will pay for one (1) day of bereavement leave. Staff may request other vacation/personal time off as necessary.

6.5 Jury / Witness Duty

MRBCCDC will pay the employee their normal salary for up to three (3) days of jury or witness duty. The employee may keep compensation received from the court for meals and parking. The employee must contact the Personnel Director if they are subpoenaed to serve as a juror or witness. The employee will need to supply documentation of the time served on jury duty before the employee is paid.

Court responsibilities lasting longer than three days will be treated on an individual basis.

6.6 Leave of Absence/Maternity Leave/Medical Leave

AS AN EMPLOYER WITH FEWER THAN 50 EMPLOYEES, MIDDLE RIVER BAPTIST CHURCH AND ITS CHILD DEVELOPMENT CENTER IS EXEMPT FROM THE FAMILY MEDICAL LEAVE ACT OF 1993.

A leave of absence may be taken for up to six weeks for family sickness, maternity leave, surgery, or other extended absence. A request for leave must be submitted to the Director for Personnel and/or Executive Director for approval before leave begins. Your position may be filled in your absence by a substitute. If leave time is ambiguous or extends beyond six weeks, your position may be filled permanently by another person. Upon return, you will be offered any available positions of equal or lesser status.

6.7 Unpaid Leave

Unpaid leave may be requested for emergencies, maternity, health matters, etc. Each request will be considered individually. All unpaid time must be approved by the Director. The Executive Director and/or Personnel Director may approve time off beyond vacation time if staff coverage is available, and the amount is not excessive.

6.8 Treatment of Unpaid Leave Upon Separation

At the employee's separation, unpaid leave will be paid in the following manner:

- **Vacation time** accrued will be included as a lump sum with the employee's last paycheck.
- **Sick and Safe pay** is not paid upon termination.
- **Professional Development Leave** is not paid at termination beyond what has been used.

7 – PROFESSIONAL STANDARDS

7.1 Attendance and Promptness

Because young children require regular patterns in their lives, attendance is crucial. Regular absences are detrimental to the children and will not be allowed. Each staff member is required to be in their classroom by their starting time. To ensure promptness, plan to arrive before your start time. Each member of staff is punctual and responsible when arriving for duty and returning from breaks. Excessive tardiness or unexcused absence is grounds for disciplinary action, up to and including termination of employment. Staff is expected to be in attendance for all evening programs and meetings. Approved absence from evening activities must be granted by the Personnel Director or the Executive Director.

7.2 Closing Procedures

- Clean tables, counters, and cubby tops of debris
- Wash and sanitize/disinfect all surfaces.
- Sweep floors.
- Stack chairs in one area in short stacks (no more than 5 chairs).
- Mop floors every Wednesday. Cleaning staff will mop Monday, Tuesday, Thursday, and Friday.
- Remove trash bags from trash receptacle and replace them with clean bags. Take trash to dumpsters every evening.
- Turn off all media equipment.
- Flush bathroom toilets and turn bathroom lights off.
- Make sure all faucets are turned off.
- Bring all items in from the outside and hallways.
- Close and lock windows and emergency doors. Closing administrator will lock all classroom doors.
- Turn off room lights when the last teacher leaves.
- Complete the closing checklist.
- Take attendance clipboards, closing checklist, and disinfecting spray bottles to the office before leaving.

7.3 Confidentiality

We must respect privacy and confidentiality. Staff may not disclose information about children, families, or co-workers with, or in the presence of, children or clients. Confidential information should be shared with coworkers on a need-to-know basis for problem-solving only.

7.4 Communication

Appropriate language

Staff members are expected to use appropriate language, good grammar, and correct spelling in communication with and in the presence of children, parents, and coworkers. Interactions with children, parents, and co-workers are always expected to be courteous and respectful. Profanity, derogatory remarks, etc. are never permitted.

Written Communication

- Fill out daily communication sheets, as required by directors or requested by parents.

7 – PROFESSIONAL STANDARDS

- Strive to make communications positive.
- Incident reports are filled out completely for any injury, even a minor one.
- Distribute parent communications responsibly. Distribute communications to non-custodial parents as appropriate.

Conferences

Parent/Teacher conferences are held in January and May. At other times, conferences are held as needed. Fill out a conference report in the parent's presence. Have the parents sign the form. Make a copy. Give the parent a copy and place a copy in the child's file. A Director must be present at conferences for reasons other than progress.

Communicating about Behavior

- Be discreet in communicating behavior with parents.
- Notify parents of behavior only as outlined in "problem behaviors" section of Child Discipline. Share with the parent when there is a repeated problem. Let the parent know how it is being handled. Assure the parent that we are in control.
- Recognize that hearing of misbehavior creates a negative impression of you and the center. Be as positive as possible.

Other Communication

- Interpret policies clearly and positively to parents.
- Encourage parent involvement and observation.
- Meet parent's reasonable requests (i.e., cap over ears, give teddy bear at rest).
- Deal with any parental concerns immediately. Keep all conversations professional and confidential and acknowledge parent's concerns.
- Call parents about serious injury or illness. Parents are called for all injuries of the head and/or face and temporal temperatures of 100.4°F or above or axillary temperatures of 99.5°F or above. Parents are also called when children are ill and unable to participate in activities.
- Communicate clearly; make sure that responsibilities are understood.
- Provide adequate directions and instructions for substitutes.

Gossip is not allowed. Rumors, complaints, concerns, etc. must be addressed to the Director or an Assistant Director. They are not to be shared with other staff or parents. *What is gossip?* It is inappropriate and unnecessary information being discussed. Gossip and/or stirring dissention among other staff or families are grounds for immediate dismissal. Before sharing any information ask yourself, "Is what I am going to say useful or necessary" and "Does it build others up or does it tear down?"

7.5 Cooperation

Sharing of Space

The CDC operates as a ministry of the Church. Classrooms may be used on other days of the week or in the evening by another ministry. It is to be expected that materials may not be exactly as you leave them when they have been used by other programs. We make every effort to create smooth transitions from one program to another. We will do our part to make the environment clean and organized for other groups of children or ministries using classrooms.

7 – PROFESSIONAL STANDARDS

Sharing Responsibility

All staff share the responsibility for caring for property. As a team, we agree to work together for the glory of God in each of our responsibilities. We share responsibility and are part of the total team effort. We share room tasks responsibly and work cooperatively with other staff.

7.6 Physical Appearance / Dress Code

An employee's personal appearance and hygiene is a reflection on the character of Middle River Baptist Church Child Development Center.

Staff are expected to be clean and dress in a professional manner appropriate for their position. Because the Center provides a Christian witness, the following dress code must be followed. Persons out of dress code will be asked to go home and change without compensation during the time taken to change.

Clean, comfortable, and appropriate clothing is expected. Scrub tops and pants are permitted. Torn or sloppy clothing is not permitted. Sweat clothing is not professional dress and is not permitted.

- **Shorts and skirts** may not be any shorter than your fingertips when your arms are fully extended at your side.
- **Tops** must cover all private body parts. Shirts straps must be at least two finger widths wide. No halter-tops or crop tops are to be worn. Slogan shirts must be Christian or in keeping with Christian principles. Cleavage should not be visible at any time.
- **Swimsuits:** If bathing suits are worn for outdoor water play, summer camp water-related field trips, or swimming, they must be modest one-piece suits. ***You may be asked to wear a T-shirt over your swimsuit.***
- **Piercing:** Three earrings per ear may be worn at any time. No other visible piercings are permitted.
- **Tattoos:** Body art (tattooing) is not acceptable. Tattoos must be covered to maintain a professional appearance.
- Belly buttons, breasts, buttocks, bellies, and backs must be covered.
- Undergarments should never be visible.

7.7 Child Development Center Property

Center property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business and are not permitted off the campus unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Center computers, the internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on center computers may not be copied for personal use.

Center phones are for emergencies and business use. The center requests that employees not receive personal calls while on duty, except for emergencies. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of center computers or other electronic equipment.

7 – PROFESSIONAL STANDARDS

Violations of these policies could result in disciplinary action, up to and including termination.

7.8 Fraud / Lying / Falsifying Documentation

As Christians, we are to model the behavior of Jesus in His honesty and truth. Falsifying any document is immediate grounds for dismissal. Documents include, but are not limited to, Employment Applications, documentation of education and experience, attendance records (staff and child), any payroll record, requests for payment, etc.

Likewise, an employee caught lying on the job may be disciplined, up to and including termination, depending on severity of incident.

7.9 Insubordination

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instructions from supervisors or other people of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met, and accusations of insubordination avoided.

7.10 Lesson Preparation

It is the teacher's responsibility to be prepared for the activities of the day. Lesson plans are prepared weekly and handed in to the Director on Wednesdays for the following week. Teachers have preparation time daily during the children's nap time.

7.11 Regulations

Staff must maintain Office of Child Care (OCC) licensing regulations, as well as Center guidelines. Each staff person is responsible for his/her respective classroom or area. Each member of staff is responsible for maintaining OCC regulations and recommendations for best practices as appropriate for his/her position.

Current Child Care Center Regulations are in the office and can be access online at:

<https://earlychildhood.marylandpublicschools.org/regulations>. Scroll down the page to the links for Subtitle 16 Child Care Centers.

7.12 Reports and Records

Attendance

Attendance records are legal documents of the children's attendance in our program, and of the persons dropping off and picking up. Records are kept on roll sheets provided and/or electronic sign-ins as available.

7 – PROFESSIONAL STANDARDS

Conferences

Conferences will be recorded on paper and filed in the child's file for future reference.

Incident Reports

In case of injury or accident, a report must be filled out and one copy made. A parent must sign the original to be filed. The parent keeps the copy.

Medication Forms

When over-the-counter or prescription medication is required, a OCC 1216 Medication Authorization Form must be completed by the parent and a health care professional. Only staff who have taken the MSDE approved 6-hour medication certification course may administer medication. The person administering the medication will sign and date the medication form. Completed forms will be filed in the child's file.

Topical Preventives

Topical preventive preparations (diaper crème, sunscreen, bug spray) must be accompanied by an OCC1216E Topical Basic Care Product Application Authorization Form. The parents may complete this form without a health care professional's signature.

Progress Reports

We assess children two times per year. Reports are to be completed and turned in to the Director before the teacher schedules conferences with parents. See [Planning, Evaluation, and Assessment in Curriculum](#)

7.13 Room and Equipment

- Basic room rules and schedules are to be posted in rooms.
- Teachers sit on the floor or larger student chairs during the time that children are awake. Sitting on tables is unsafe and a poor example; therefore, is not allowed.
- Each teacher is responsible for maintenance of equipment and resource materials.
- Staff model the appropriate use of materials and equipment.
- Rooms are arranged in organized learning centers that provide areas for loud and quiet, active and restful, and group and solitary activities.
- Furniture is arranged so that all areas can always be seen by the teacher(s). Remove any unnecessary furniture.

7.14 Supervision

It is our responsibility to ensure the safety of each of the children in our care. The key to safety is supervision. Observe the whole group even when involved with one child or small group. **Children are never left unsupervised or inadequately supervised.** Leaving children unsupervised or under-supervised is grounds for immediate dismissal. If you must leave your classroom to use the rest room, please contact the office for appropriate coverage at a time that is safe and convenient for your classroom. If you have center responsibilities that require time out of your classroom, you must obtain coverage for your classroom before leaving.

7 – PROFESSIONAL STANDARDS

7.15 Child Discipline Procedures and Techniques

Philosophy

The Bible (Hebrews 12:5-6, NIV) suggests that discipline takes place in a relationship where there is love. The goal of discipline is to guide the child to self-regulate and be self-disciplined. We use positive guidance, choice of age-appropriate materials, a variety of interesting activities, interesting room arrangements, consistent routines, and calm and positive attitudes. The guidance techniques used are based on the developmental level of the child, including re-direction, group problem-solving, logical consequences with empathy, “quiet corner” or “safe place” for reflection and time to regain composure. Corporal punishment (smacking, spanking, hitting, etc.) is never permitted. Corporal punishment may not be used by parents with their children or other children while on our premises in accordance with licensing regulations.

As a Christian Child Development Center, Christian values are taught. Love, concern for others, sharing, consideration, treating others politely, speaking and acting kindly and appropriately, and having empathy will be demonstrated and taught. Children are made aware of expectations through the consistent use of clearly defined rules. Examples of classroom rules are as follows:

Behavior	Scripture
1. We love and respect our friends.	Proverbs 17:17; John 13:34; 1 John 4:7
2. We help (serve) one another.	Hebrews 13:16; Galatians 5:13
3. We share with others.	Hebrews 13:16
4. We are kind to one another.	Ephesians 4:32; 1 Thessalonians 5:15
5. We obey our parents.	Colossians 3:20; Ephesians 6:2
6. We pray for each other.	James 5:16
7. We tell the truth.	Exodus 20:16; Exodus 23:2; Zechariah 8:16
8. We respect others' property.	Exodus 20:15
9. We do to others what we would have them do to us.	Matthew 7:12; Luke 6:31
10. We obey our teachers.	Hebrews 13:17

These are just examples. Appropriate rules for each classroom are determined by the teachers and the students. More specific rules such as “We walk indoors,” “We use inside voices when in the building,” etc., may also be chosen.

Behavior Management Strategies

Corporal Punishment

Physical punishment is never permitted. This includes any form of hitting or smacking, grabbing, pushing, yanking, or shaking. No one has the right to harm another person physically or emotionally. Rough treatment is not in keeping with our philosophy of modeling Christ and will not be accepted. It is grounds for immediate dismissal.

Natural and Logical Consequences

Natural consequences are logical and reasonable and given with empathy. (“Aw, I’m so sorry that you missed your favorite story. Maybe next time you can clean up your area when it is time, so you don’t miss anything.”)

Problem solving

Encourage children to solve their own problems. Model problem solving techniques.

7 – PROFESSIONAL STANDARDS

Routines

Prevent opportunities for misbehavior by following a schedule and maintaining regular routines.

Transition

Transitioning from one activity to another is often difficult for young children. Poorly managed transitions often create behavior issues. The general techniques for smooth transitions are as follows:

- To as great a degree as possible, incorporate the transition into the activity; for example: after reading a story about the zoo, call children two by two to move like different animals mentioned in the story to the table.
- Periods that require a child to sit and wait for everyone should be avoided. Find some activity that the children can engage in (puzzles, file folder games, etc.).
- Try counting, finger plays, singing a song, imitating, etc. as transition activities. Find a method that works for the group. Be flexible to new methods.
- Model the correct behavior. Praise cooperation and completion.
- Supervision is maintained and appropriate, aware of all children and their whereabouts.

Voice Tone

- A reasonable and calm tone of voice is used with children.
- To be most effective, get the child's attention and then speak in a low, quiet tone.
- Use short, simple, and specific directions, repeated frequently.

Problem Behaviors

Continuous, unsafe, or harmful behavior will first be addressed in the classroom setting with the techniques in the previous section. After the teacher has exhausted all efforts in addressing a child's behavior in the classroom, a behavior report will be completed, and the parent will be called to speak to the child. Parents will be asked to sign two copies of all behavior reports (one copy for the parent, and one for our files). At this point, the teacher and/or administration may recommend a referral to Baltimore County Infants and Toddlers or Abilities Network for intervention.

THE CENTER RESERVES THE RIGHT TO SUSPEND OR DISMISS CHILDREN IMMEDIATELY FOR HARMFUL OR UNSAFE BEHAVIOR. ALL SUCH MATTERS WILL BE CONSIDERED ON AN INDIVIDUAL BASIS AND WILL BE KEPT IN CONFIDENCE.

School-aged Children and Rules

School aged children are involved in forming the class rules as much as possible. There may be some rules that are imposed by administration or teachers for the purpose of maintaining safety. School-aged children may be required to write specific sections of one or more of the class rules as reminders of said rules should the need arise.

In addition, selections from bus rules and or modifications of any of the above may be used. Selection will be made in accordance with the behavior. We need and want the parents' help in helping the children understand that there are some behaviors that are not acceptable.

BEHAVIOR ENDANGERING THE SAFETY OF ANYONE COULD RESULT IN IMMEDIATE DISMISSAL.

7 – PROFESSIONAL STANDARDS

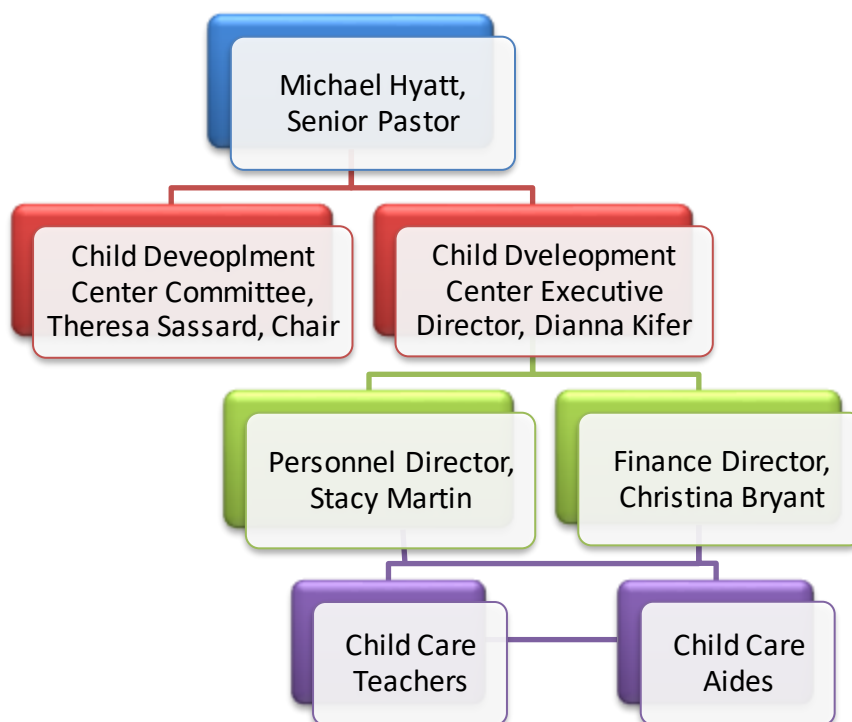
7.16 Mandated Reporting of Suspected Child Abuse and Neglect

Any employee, substitute, or volunteer who has reason to believe that a child has been abused or neglected in or out of the center shall report that belief directly to the protective services unit of the local department (410-887-8463 or 410-853-3000) or to a law enforcement agency, as required under Maryland law. If a child has been subjected to injurious treatment, it shall be reported to protective services and the OCC office (410-569-2879).

Staff receive training with regards to signs and symptoms of child abuse and neglect at orientation. This training includes instructions to the staff of their legal obligation to report directly to the local department or the appropriate law enforcement agency. The telephone numbers of the Child Protective Services unit of the local department and the appropriate law enforcement agency are posted next to each telephone within the Center.

8 – EMPLOYEE RELATIONSHIPS

8.1 Organizational Chart / Chain of Command



Please refer to “Reporting Relationships” in your Job Description for more details.

8.2 Teacher’s Relationship to the Child

We believe that children have rights as individuals. Our task is to provide space and an environment for children to grow and learn within a nurturing relationship. We never require a child to participate in an activity or abide by any policy that is not good for them. We believe that needs of children include:

Love and Security

These are, we believe, basic and universal needs of all people. We will strive to meet these needs in such ways as:

- Holding, talking to, and telling all children that we are glad they are here.
- Offering appropriate physical affection, as well as verbal affirmation.
- Maintaining a sense of humor; being playful and positive.
- Offering choices to each child whenever possible and appropriate.
- Having good physical care and watching out for their safety.
- Providing a place to be alone, as well as a place to be with others.
- Learning about each child.

Healthy Self Concept

We work to help each child develop good feelings by:

- Initiating frequent positive interactions, verbal and physical.
- Noting verbally each child’s abilities, gifts, and accomplishments.

8 – EMPLOYEE RELATIONSHIPS

- Being really interested in what the child is saying and doing.
- Letting the child work at his or her pace.
- Letting the child take responsibility for the room and for self as they are able.
- Disciplining with love and empathy.
- Discovering and honoring uniqueness and actively seeking the child out.
- Talking about and accepting different feelings and expressions.
- Going to the child quietly and privately when discipline is necessary.
- Praising each child publicly and frequently.

Care for Physical Needs

We will work to help each child feel safe and secure by:

- Being observant, meeting physical needs, and keeping children in view.
- Meeting children’s emotional needs through appropriate physical contact.
- Providing challenging physical activity to help children develop their bodies.

Right to Make Choices

We believe that children grow by making decisions for themselves and accepting responsibility for their behavior as they are able. To enhance this, we:

- Provide activities and materials so they can be involved independently.
- Encourage children to make their own decisions, taking their choice seriously.
- Help children learn to solve their problems.
- Offer choices only when children have a true choice to make.

Learn by Experiencing

We believe that children learn by doing. We will:

- Offer a variety of group and individual experiences to challenge growth.
- Introduce the child to new materials that involve all senses in learning.
- Interact on the children’s level, understanding their different learning styles.
- Offer a variety of literacy-based experiences to encourage emerging literacy skills.
- Plan responsibly, knowing learning principles and practical applications.
- Let children get ready for activities and help clean up.
- Involve children in meaningful life tasks – pouring juice, setting tables, etc.

Boundaries and Limits

We believe that children have freedom to learn and grow when we offer an environment with clear and simple limits. We will provide limits by:

- Having basic room rules posted and stated.
- Being consistent in expectations, the rules are always the same.
- Using repetition to remind children of limits and consistently following through.
- Valuing people highly with comments such as “I will not let you pull Mary’s hair. She is a person, and it hurts people when you pull their hair.”
- Helping the child understand the logical consequences of his/her choices/actions, such as “Next time let’s clean up when told so we can have more time on the playground.”

8 – EMPLOYEE RELATIONSHIPS

8.3 Parent / Teacher Relationships

Staff members are expected to maintain professional relationships with parents. When a staff member has a personal relationship with a client that predates a child's enrollment in the program, special care should be taken to keep the two relationships as separate as possible, and to maintain a strictly professional relationship at work.

Babysitting and Out-of-Center Care

We do not advocate, nor do we permit our staff to provide childcare services outside of the center. For the safety of the employee, babysitting after hours is not permitted.

8.4 Preferential Treatment

It is inappropriate and unacceptable to extend preferential treatment and favoritism towards children, staff, and/or parents. Likewise, it is inappropriate and unacceptable to treat any person unkindly or disrespectfully. We love all as Jesus loves us.

8.5 Conflict Resolution / Grievance Procedures

We expect all employees to conduct themselves in a manner that glorifies our Lord and Savior Jesus Christ. He is our model in all matters. If in the event an employee has a grievance with another employee, a parent, or with the administration, there is a procedure to follow to assist in resolving the situation in a professional manner. We handle grievances as in compliance with Matthew 18:15-18, which states:

¹⁵If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. ¹⁶But if he won't listen, take one or two more with you, so that by the testimony of two or three witnesses every fact may be established. ¹⁷If he pays no attention to them, tell the church. But if he doesn't pay attention even to the church, let him be like an unbeliever and a tax collector to you. ¹⁸I assure you: Whatever you bind on earth is already bound in heaven, and whatever you loose on earth is already loosed in heaven (HCSB).

Employee Behavior

As Christians, we should all treat others as we want others to treat us. We expect our employees to treat everyone with respect. We do not allow disrespect of any kind as it is not Christ-like. Disrespect includes, but is not limited to, the following:

1. Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group.
2. Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols.
3. Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands.
4. Physical assault or stalking.
5. Displays or electronic transmission of derogatory, demeaning, or hostile materials; and
6. Unwillingness to train, evaluate, assist, or work with an employee.

Employee to Employee Grievance

1. Discuss your concern with the person involved. Speak the truth in love.

8 – EMPLOYEE RELATIONSHIPS

2. If the situation does not improve, discuss it with the Assistant Director of Personnel and/or the Director. Together, you and the AD and/or the Director will discuss with the person involved.
3. If there is still no improvement, discuss it with the Director. The administration may discuss the matter with all staff (without mentioning names) at a staff meeting.
4. If there is still no improvement, The Director and Assistant Director for Personnel will decide further action, up to and including termination.

Employee to Administrator Grievance

1. Discuss your concern with the administrator involved.
2. If the situation does not improve, discuss it with another administrator. Together, you and the other administrator will discuss with the person involved.
3. If there is still no improvement, send a letter to the CDC Committee, in care of the church. You may request to be present at a committee meeting to voice your concern. Discuss your concern with the committee. The committee will determine if the matter should be brought before the church.

Employee to Parent Grievance

1. If there is a difference of opinion with a parent concerning the care of his/her child, you may share with the parent only information that applies to you and his/her child.
2. Approach the parent in a non-threatening manner and discuss your concern calmly.
3. If there is no improvement, discuss your concern with the Director.

Parent to Employee Grievance

1. If a parent approaches you with a grievance against another staff member, request that the parent speak to the specific staff member or to an administrator.
2. You may inform the parents that you will express the concern to an administration in a confidential manner. The administrator will then discuss the matter with the parents, and then the staff member.
3. Do not discuss the matter with anyone else except the staff member or an administrator, as this could be considered a violation of privacy and gossip.

9 – HEALTH, SAFETY AND HYGIENE

9.1 Accident/Injury Routine

Child Injuries

Take care of the child's immediate medical needs first. First aid supplies and isolation area are in the office. Comfort the child, pray with him/her. It is the general policy of the Child Development Center to report all injuries to the parent. If the child has a mark, scratch, or bruise, fill out an *Incident Report*, make a copy, and have the parent sign the original report. Keep the signed original to place in the child's file. Give one copy to the parents. If the injury is more than a scratch or if the injury is to the child's head or face, call a parent and note the phone call in the report. Parents are called for all biting incidents.

Visitors

Our policy requires that bodily injuries, accidents, or medical emergencies involving a visitor or member of the public that occur at the site be recorded and reported to the CDC and/or church office as soon as possible.

First responders are responsible for rendering emergency care to visitors who need first aid and/or emergency care for health problems during the school day.

PROCEDURES

During School Day

1. Report the accident, injury, or medical emergency to the office.
2. During the school day, render emergency care or first aid as needed. Call 911 if necessary.
3. All information is recorded by an administrator or designated person on an **Accident Report Form** and sent to the CDC office as soon as possible.
4. Provide injured visitor(s) with an insurance claim form.
5. If the visitor is sent to the hospital by ambulance, an administrator will contact our insurance carrier.

After Hours

If the accident occurs after school hours, the individual is referred for medical treatment, or if necessary, 911 is called.

After center hours, any employee present or aware of the incident can make the report to the CDC and/or church office. Center administration will record all the information received on the **Accident Report Form** and send it within 24 hours to the insurance carrier. If the individual is transported by ambulance or the incident is serious, the church office or center administration may contact the insurance carrier.

Provide visitor(s) with the phone number for the claims department of the insurance carrier for follow-up concerns.

This policy is for visitors related to the CDC. All other accidents or injuries will be handled by the church office.

9.2 Employee Accidents / Worker's Compensation

As required by law, the company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

9 – HEALTH, SAFETY AND HYGIENE

Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill because of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from the Personnel Director.

9.3 Child Health

Health Surveys

The well-being of each child is to be carefully guarded. Routinely give a "sight" health check of each child upon arrival and before the parent leaves. Report any new marks, bumps, etc. to the parent to determine origin. Record on the Daily Child Health Survey.

Cleanliness

Regularly wash children's faces and hands. Children's hands should be washed after toileting, before and after eating, after returning from outdoors, after gym play, after art activities, and whenever they appear to be soiled or dirty.

Toileting Procedures

- Children learning to use the toilet need to be taken hourly and parents informed of progress daily.
- Children should flush the toilet and wash their hands. Encourage self-help skills.
- Quietly reassure children who have accidents.
- Be sure you reward successes. Praise is a great encourager!
- Do not forget to wash your hands and the child's hands using the approved procedure.
- Only paid employees may provide toileting / assistance to children other than their own.

9.4 Medications

Only personnel that have taken the MSDE-approved Medication Administration Course may administer medications, except for topical preventives including diaper cream, sunscreen, and bug spray. Each medication or preventive must be accompanied by a complete Medication Administration form:

- OCC 1216 Medication Authorization form – for over-the-counter and prescription medications for general conditions (cough, cold, etc.)
- OCC 1216A Asthma Action Plan and Medication Authorization
- OCC 1216B Allergy and Anaphylaxis Medication Authorization Form
- OCC 1216C Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form
- OCC 1216D Special Health Condition Individualized Care Plan Checklist
- OCC 1216E Topical Basic Care Product Application Approval

9 – HEALTH, SAFETY AND HYGIENE

All medications except Topical Basic Care Products (diaper cream, sunscreen, and bug spray) must be ordered by a physician. The forms for each medication must have a health practitioner's signature.

9.5 Standard Precautions

Standard Precautions are the minimum infection prevention practices that apply to care, regardless of suspected or confirmed infection status of the individual, in any setting where care is delivered. These practices are designed to both protect the individual and prevent from spreading infection.

Standard Precautions include:

- Hand hygiene, including proper hand washing procedures (See 9.8 Hand Washing in this section)
- Use of personal protective equipment (e.g., gloves, masks)
- Respiratory hygiene / cough etiquette
- Clean and disinfected environmental surfaces and toys

Staff receive training at orientation with yearly refresher training.

9.6 Supervision

Supervision of the children in our care is paramount. It is our responsibility to ensure the safety of each child in our care. The key to safety is supervision. Teachers observe the whole group even when involved with one child or a small group. Children are never left unsupervised or inadequately supervised. Leaving children unsupervised or under-supervised is grounds for immediate dismissal. Teachers must call the office for coverage if they must leave the classroom to use the rest room or any other time that their work requires time out of their classroom (getting milk from the refrigerator, going to the resource room, etc.). Leaving children unattended or underattended is grounds for immediate dismissal.

9.7 Emergencies

Become familiar with all *Universal Emergency Procedures*. Training in the center's *Comprehensive Safety Plan* is provided at orientation and during yearly health and safety training.

9.8 Hand Washing

Research has proved that washing our hands is the single, most effective thing we can do to prevent and control illness. Routine and thorough hand washing can help prevent the spread of Coronaviruses, CMV, HIV, RSV, Methicillin Resistant Staphylococcus Aureus (MRSA), Hepatitis A and C, and several other bacterial and viral diseases. Training is provided in proper procedures for washing hands.

Staff and children must wash hands before and after handling food, after each diaper change, after removing disposable gloves, after visiting the rest room, after wiping mouths and noses, after helping children with toileting, after outdoor time, and before and after administering medication. Remember to wash your hands and/or children's hands any time that there is a possibility that germs may spread!

9 – HEALTH, SAFETY AND HYGIENE

9.9 Housekeeping Responsibilities of Staff

- Disinfect surfaces using bleach solution.
- Clean off tables, sweep floors after meals and snacks to pick up crumbs.
- Maintain a clean room, free from clutter, dirt, debris, and dust on all surfaces.
- Remove all items from the hall to avoid clutter, as required by fire codes.
- Wash tabletops before and after meals and snacks using appropriate disinfectant.
- Place trays and other eating utensils in the appropriate place to be taken to the kitchen for washing.
- Clean and sanitize toys weekly, unless needed more frequently. Infant/toddler toys are washed and sanitized after each use.
- The staff is responsible for monitoring the cleanliness of bathrooms after use and for cleaning them as necessary. A daytime custodian is not available when cleaning is necessary; therefore, staff will need to clean out toilets and mop floors as needed to maintain clean environments for children.

9.10 Nutrition

Proper nutrition is required for maximum development. Keeping the children’s maximum nutritional health in mind, we commit to the following:

- We will teach children the importance of eating healthy foods.
- We will post monthly menu plans on our website and on our classroom parent information boards.
- We will serve whole milk to children under the age of two, 1% milk to children two years of age and older.
- We will limit serving 100% fruit juice to 4-6 ounces per day.
- We will offer water to children throughout the day.
- We will serve fresh and frozen fruits and vegetables as much as possible. We will serve fruits canned in fruit juice only – not syrup.
- We will not serve products containing peanuts or tree nuts due to high incidence of nut allergies.
- We will limit serving sugary foods, such as cookies and cakes. Cupcakes and cookies are “special occasion” foods for holidays and birthdays.
- We will serve meals family style. Children will be encouraged to prepare the table, serve themselves, try new foods, engage in quiet conversation, and to clean up after themselves.

Breakfast is served from 8:30 a.m. until 9:00 a.m. for preschool children. School aged children are served breakfast from 7:30 a.m. to 8:00 a.m. during the school year. During the summer program, school-aged children eat breakfast at the same time as preschool children. Breakfast consists of:

- Fluid milk, and of one item from each of two of the following groups:
 - o Fruit or vegetable or 100% fruit juice
 - o Bread or bread alternate or cereal
 - o Protein source other than fluid milk

Lunch is served at 12:00 PM and consists of the following:

- Fluid milk
- Protein source other than fluid milk
- 2 different fruits; or 2 different vegetables; or 1 fruit and 1 vegetable
- Bread or bread alternate or grain

9 – HEALTH, SAFETY AND HYGIENE

Afternoon Snack is served after nap for preschoolers; after afternoon outdoor play for school-aged children. Snacks consist of one item from each of two of the following groups:

- Fluid milk
- Fruit or vegetable or 100% fruit juice (Juice will not be served if milk is the only other component or if juice was served at breakfast).
- Bread or bread alternate or grain
- Protein source other than fluid milk

Modified Diet

If children require a modified diet due to medical (allergies or intolerances), cultural, or religious reasons, please indicate them on the *Food Information Form* (COMAR 13A.14.02.61). If modifications are due to medical reasons (allergies or intolerances), a physician must sign the Food Information Form. This includes children who require a milk alternative. The *Food Information Form* is available in the CDC office.

9.11 Playground Safety and Supervision

- Teachers pay full attention on the children (if talking to parents, make sure you are still facing the children).
- Teachers are spaced around the playground. All areas should be covered.
- Teachers are involved with the children, interacting, and observing.
- Teachers greet parents as they arrive to pick up children to signify that you know they are now completely responsible for their child.
- Teachers follow outside and inside scheduled times for large motor activities.
- Use sandboxes, tricycles, etc. at your own discretion, but be sensitive to the children's developmental needs and parental requests.
- All play equipment is to be returned to the shed before your classroom leaves the playground. Equipment that is left out will rust and deteriorate.
- Teachers should be sure to send children to the bathroom before entering the playground. Trips to the bathroom or water fountain should be as a group only, with a teacher.
- Prevent problems by redirecting children and reminding them of the rules.
- Teachers must strictly enforce safety rules.
- Children go up the stairs and down the slide.
- There is no climbing on the top of equipment or on fences.
- Most equipment has room for a limited number of children. Please follow the limits.
- When sand is provided outdoors, sand must stay in the sand area. Throwing or carrying it out of sandboxes is not allowed.

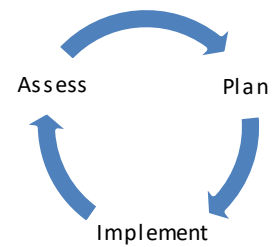
9.12 Other Safety Concerns

- **No hot beverages are allowed in any area where there are children. This includes classrooms, hallways, gym, playground, etc.**
- **Smoking** is not allowed. No employee may smoke on church grounds.
- Please see the *Comprehensive Safety Plan* for more information.

10 – CURRICULUM AND INSTRUCTION

10.1 Purpose

Clear statements of program and teaching standards should assist the staff in the three aspects of our curriculum – planning, implementing and assessment. Adhering to curriculum standards assures that effective planning and implementation will occur. Further, the standards become the criterion for evaluating strengths and weaknesses, to inform teachers how to improve, creating a cycle of planning, implementation, and assessment. To further assist teachers in the process, we have developed a set of goals and objectives for each age group, as well as curricular guidelines for each age group.



Curriculum cycle:
Planning, Implementing, Assessment

10.2 Curriculum

Our curriculum provides structure to ensure quality care and education. It is a base from which staff can operate freely.

Children will learn by participating in large and small group activities; working actively with materials relating to math, language, science, and social living; listening to fictional and non-fictional stories; participating in art activities; interacting with others; and exploring classroom centers and outdoor equipment. Teachers plan activities based on effective and developmentally appropriate practices for early childhood. Learning begins with the introduction of familiar topics and expands to include concepts that are more challenging. For older preschoolers, basic readiness skills, including the introduction of letters, numbers, shapes, and colors are a regular part of the curriculum. Our *Curriculum Overview* outlines a more complete description.

Learning Centers

Each area of the room and each component of curriculum have primary learning goals. No area is completely self-contained, and each activity covers multiple aspects of learning. For this document, we note purposes of each curriculum area with the reminder that all the areas intertwine. Each classroom uses the areas in developmentally appropriate ways.

Creative Art encourages self-expression, fosters creativity, assists motor development, encourages perseverance, encourages thinking and planning, releases tension, and builds self-concept.

Block play enhances motor development, develops planning skills, encourages creative thinking skills, encourages orderliness, develops language and math skills, develops cooperative skills, builds respect for others through cooperation, and develops eye-hand and fine-motor coordination.

Dramatic play gives children a chance to try on roles, gives practice in cooperative play, gives a chance to live out fantasies, provides release for emotions and tensions, builds knowledge of community and home roles, encourages new experiences, develops a sense of self, clarifies new concepts, and builds self-help skills.

Language and Literacy learning helps build letter and sound recognition, enhances reading, writing, listening, and speaking skills, helps build vocabulary, aids in the development of patterning and sequencing skills, and helps build the connection between letters and sounds.

Library enhances vocabulary, encourages development of reading behaviors and skills, encourages discovery and problem solving, aids development of attitudes, fosters listening skills, encourages creative storytelling, reinforces learning, encourages use of imagination, builds recall skills, and teaches sequencing.

10 – CURRICULUM AND INSTRUCTION

Math teaches sequencing, builds recognition skills, teaches matching, helps with recognition of shapes, develops spatial orientation, helps with recognition of size comparisons, helps with recognition of basic colors, develops classification skills, and develops ordering skills.

Music and Movement encourage social development, help develop rhythm, act as an emotional release, develop memory/retention/recall, encourage participation/enjoyment, develop listening skills, encourage exploration of body movement, help in defining volume and pitch, offer enrichment and relaxation, teach care for instruments and audio equipment.

Science builds observation and critical thinking skills, sharpens the senses, helps develop a natural curiosity, develops understanding of self and others, teaches skills for care of plants and animal, forms a growing appreciation and care of God’s created order.

Outdoor play encourages problemsolving, develops gross motor skills, stimulates curiosity and learning, releases emotional tensions, and builds social skills through social interactions.

Sensory play encourages body and sense awareness through experimentation texture, temperature, and measurement.

Toys and games develop fine motor skills; enhance math skills such as matching, sorting and classifying; develop critical thinking skills; develop eye hand coordination; develop self-image; build perseverance; and give children a sense of mastery.

Learning Activities

Children engage in group and individual activities throughout all curricula and learning areas throughout the week. In each unit, children use a variety of materials and senses in their play experiences to foster growth in all areas of readiness. Children will show evidence of learning through play activities.

Bible learning is an integral part of the curriculum. Children learn bible verses, stories, and concepts through active learning experiences appropriate for young children.

10.3 Planning, Evaluation, and Assessment

Planning

Classroom teams, consisting of the lead teacher and assistants, plan throughout the week, submit plans to administration. Teachers keep plans available for review.

Implementation

Teachers keep notes regarding implementation or plan forms to help in evaluation and assessment and record changes appropriately.

Observation

Ongoing observation of children and staff is an essential assessment tool. Teachers keep running observation logs to assist in child assessment and curriculum development.

Assessment

Assessment of teaching is a continuous and on-going process and is an essential part of curriculum development as well as personal and professional growth. Teachers evaluate the effectiveness of the week’s plans, their own performance, the growth of the children, and individual concerns.

Assessment of children’s progress is a continuous process. Teachers use different methods of assessment, such as observation logs, child portfolios, photos, and/or journals. Parents may sign up for conferences as needed.

10 – CURRICULUM AND INSTRUCTION

10.4 Schedules and Routines

Routine and consistency are important to young children. Follow routines to ensure good classroom behavior. The schedule provides the needed variety in atmosphere (i.e., from active to restful) and of experience (i.e., from teacher-directed to child initiated). The schedule allows for flexibility in activity level and time allowances for each activity and transition, depending on the demands of the classroom and development of the children. Children will engage in teacher-directed activity, self-directed exploration, active learning, and restful reflection. The schedule will provide time for rest, nourishment, and personal hygiene.

Meal and Snack Procedures

- Teachers and children must wash their hands before and after managing any food.
- Teachers wear food service gloves when handling food and food service equipment.
- We remember to thank God for providing our food through memorized prayers, songs, or impromptu prayers.
- We serve meals and snacks family style.
- Encourage children to do as much as they can for themselves.
- Encourage, but do not force, children to eat. Likewise, encourage, but do not force, children to try new foods. **Parents may provide a modified diet only with proper documentation.**
- A teacher should sit with one group, model manners, and socialize with children.
- Parents may bring food for parties and special occasions. **All products must be store-bought with an intact label.**

Rest Time Procedures

- All children must use the restroom before rest time. Encourage self-help skills.
- Teachers may awaken children during nap time to use the bathroom with parental permission.
- Speak only in a whisper. Play a CD or tape quietly – rest time music only.
- Provide comfort, back rubs, and nurturing. This is a time to build relationships.
- Provide books on cots for children who have rested, but not slept after an hour.
- After the children are on their cots, rest time is for lesson preparation and room cleanliness.

10.5 Teacher Supplies

- When teachers need supplies/special items for future use, fill out a supply request form and turn it in to the Resource Coordinator or Finance Director. Filling out requests in advance will ensure that you have your supplies when needed.
- Keep your room supplied with basic supplies.
- Hoarding supplies is unfair to the other classrooms and children. Supplies are limited.
- Removing supplies for personal use is grounds for immediate dismissal.

10.6 Meals and Snacks

Teachers are encouraged to eat with the children the lunches and snacks that the children are served. Teachers may not eat any other food in the presence of children. Soda and personal foods may be in the classroom only when the children are sleeping. **Hot drinks are never allowed in classrooms.**

11 – TECHNOLOGY

11.1 Internet Use

The Internet at Middle River Baptist Church Child Development Center is provided for work use. It is a privileged resource and should only be used to complete essential work functions. Administrative computers are encrypted and passworded. These computers are not available for staff use, except under specific circumstances as determined by the administration.

11.2 Computer Files / Storage / Content

Employees are not permitted to download any “pirated” software, files or programs and must receive permission from a supervisor before installing any new software on a company computer.

Parent Communication Apps

The Center may use computer apps for parent communication. These apps are available only for work purposes appropriate to the position and are limited for use on center devices. All communication is limited to the purpose for which it is intended.

Computer Files

Files or programs stored on center computers may not be copied for personal use.

11.3 Email / Text Messages

Communicating with families is an important aspect of the teacher’s job. All communications should be handled using Center equipment and communication, i.e., center telephones, computers, emails, and internet. This is for the protection of the employee. The Center does not advocate, nor does it permit center communications to be done with the employee’s internet or equipment. This is for the protection of the employee, Center, and families.

For the employee’s protection, text messaging parents is not permitted using employee’s own devices.

11.4 Computers / iPads / Tablets

Center equipment such as telephones, computers, tablets, communication devices, and software, are privileged resources to be used to complete essential job-related functions. Devices are to be used strictly for Center business and are not permitted off the campus unless authorized. All Center property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any Center devices they possess.

Employees are reminded that they should have no expectation of privacy in their use of center computers or other electronic equipment.

11.5 Social Networking

Employees are reminded that no communication is secure. Please remember that anything that you post on the internet is available to the world, including parents, family members, administrators, and co-workers. Nothing placed on the internet is confidential.

11 – TECHNOLOGY

Employees are discouraged from developing online relationships with families, as such relationships can pose difficulties for the employee and for the Center. Relationships that pre-date a child's enrollment in our Center should be handled with care to separate personal from professional.

Teachers are not permitted to place children's pictures on the internet, except for the parent communication app for work purposes.

11.6 Photography

For the protection of the employee, photographs taken for classroom purposes must be taken using the Center's camera. Photographs may be taken with center devices for communicating with the parent about the child's day. Photographs will be printed for the classroom activity from an encrypted Center computer. At no time is it appropriate for teachers or others to take pictures of other people's children on their personal devices.

11.7 Audio / Video Recording

Audio or video recordings taken for classroom purposes must be taken using Center devices and equipment. Recordings will be made for the classroom activity using a Center device. At no time is it appropriate for teachers or others to record audio or video of other people's children on their personal devices. This is for the employees' protection.

11.8 Personal Device Usage

Purpose

THE PURPOSE OF THIS POLICY IS TO PROTECT YOU, THE EMPLOYEE. INAPPROPRIATE USE OF COMMUNICATION DEVICES AT WORK CAN CAUSE INJURIES AND UNSAFE SITUATIONS BECAUSE IT DISTRACTS ATTENTION AWAY FROM SUPERVISING THE CHILDREN. DEVICES, HEADPHONES, AND OTHER WIRELESS COMMUNICATION DEVICES MAY ALSO DISTRACT ATTENTION .

Devices Covered

This Policy covers all communication devices, including but not limited to cell phones, pagers and other texting devices, tablets, and computers.

Persons Covered

This Policy covers all persons responsible for the supervision of children and those operating any machinery on the premises, including teachers, aides, substitutes, food service personnel, bus/van drivers.

Activities Covered

This Policy covers all work-related activities, including but not limited to classroom activities and driving to and from work-related activities whether the vehicle is owned by the Center or the employee. The Policy applies to all conversations whether personal or work-related.

Prohibited Uses

General: While on the job, employees are expected to focus on work and supervising children and may not use any device in the Center for any inappropriate purpose including but not limited to:

11 – TECHNOLOGY

- Engaging in personal conversations
- Surfing the internet
- Playing games
- Checking email
- Sending or receiving texts of any kind

Driving: While operating a vehicle, an employee may not answer a Communication Device unless and until they pull over to a safe spot. If it is urgent, an employee may accept or return a call provided they remain parked off the roadway. They may not resume driving until the conversation is over. Employees may not place a call while driving. If workers must make a call, they must pull over to a safe spot. Use of hands-free devices is distracting and is not permitted while driving Center vehicles.

Permitted Uses

In the Field: Cell phones may be used while in the field, on field trips, or in areas where phone access is limited for EMERGENCIES ONLY!!

Off hours: Employees may use communication devices while they are not working and are in the break room, church, and offices.

Training: Computers may be used during nap time only for work purposes and training only.

Storage of Devices: Personal communication devices must be deposited in the office in the Device Lock Box, in the employee's locker, or in another secure location outside of the classroom. Devices may not be on the employee's person during work hours.

Violations

Employees who violate any portion of this Policy will be subject to disciplinary action up to and including termination depending on the circumstance.

11.9 Center Telephones

Center phones are for emergencies and business use. The center requests that employees not receive personal calls while on duty, except for emergencies. If urgent, please keep personal calls to a minimum and conversations brief. Personal long-distance calls are not permitted.

12 – EMPLOYEE DISCIPLINE

12.1 Employee Discipline

The Middle River Baptist Church Child Development Center reserves the right to discipline and/or terminate any employee who violates Center policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action, up to and including termination. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that Middle River Baptist Church Child Development Center does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace.
- Possessing, distributing or being under the influence of illicit controlled substances.
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business.
- Unauthorized use of company property, equipment, devices, or assets.
- Damage, destruction or theft of company property, equipment, devices, or assets.
- Removing company property without prior authorization or disseminating company information without authorization.
- Falsification, misrepresentation or omission of information, documents, reports, or records.
- Lying.
- Insubordination or refusal to comply with directives.
- Failing to adequately perform job responsibilities.
- Excessive or unexcused absenteeism or tardiness.
- Disclosing confidential or proprietary company information without permission.
- Illegal or violent activity.
- Falsifying injury reports or reasons for leave.
- Possessing unauthorized weapons on premises.
- Disregard for safety and security procedures.
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards, expectations, or regulations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The Center reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Disciplinary action is any one of several options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, termination, or some other disciplinary action. The course of action will be determined by the Administration at its sole discretion as it deems appropriate.

12.2 Termination

Employment with Middle River Baptist Church Child Development Center is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment.

12 – EMPLOYEE DISCIPLINE

- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work.
- to return all files, documents, equipment, keys, access cards, software or other property belonging to the Center that are in the employee's possession, custody, or control, and turn in all passwords to his/her supervisor.
- to participate in an exit interview as requested by the Personnel Director or Executive Director.

13 VOLUNTEERS

13.1 Application

Each prospective volunteer completes an application. Applications are expected to be legible and complete. Applications may be mailed, emailed, or brought into the Center.

We will always accept applications from individuals who wish to volunteer. We will review applications and determine eligibility and suitability for placement. All decisions are based on regulations, center need, and our Christian faith and character.

Volunteer Application paperwork includes:

- Application for Employment.
- Fingerprint LiveScan application.
- Notarized Release of Information.

13.2 Background Checks / Clearance / Suitability

Background Checks

State Regulations require that all individuals volunteering in childcare submit to an eight (8) point background check: (1) MD Criminal Background Check, (2) FBI Background Check, (3) MD Release of Information, (4) MD Sex Offender Registry, (5) Out of state CBC, if applicable, (6) Out of State Child Abuse clearance, if applicable, (7) Out of State Sex Offender Registry, if applicable, and (8) National Sex Offender Registry.

Fingerprints: All prospective volunteers are required to be fingerprinted as part of the eight-point background check (MD Criminal Background and FBI Background). The prospective employee is responsible for paying for their fingerprints and part of their employment. Each employee is required to be fingerprinted every five years to maintain their compliance with the Criminal Justice Information System. The center will pay for each five-year update during the employee's tenure.

MD Release of Information: All prospective volunteers complete and notarize a Release of Information Form. The Maryland State Department of Education Office of Child Care uses the information on this Release of Information to conduct background checks through the Sex Offender Registries and other state and federal resources.

Out-of-State Criminal Background Checks: All prospective volunteers that have resided in another state for any period in the past five years must have a criminal background check for that state. The Executive Director and/or Personnel Director can guide the applicant in obtaining a Criminal Background Check from another state.

Clearance

After all background checks are completed favorably, the licensing specialist or another representative from the Office of Child Care's Licensing will send a Letter of Clearance to the Center. An employee/volunteer may only work with children after a Letter of Clearance is in the Center's possession.

Suitability

EVEN THOUGH THIS REGULATION REFERS TO EMPLOYMENT, VOLUNTEERS THAT WORK DIRECTLY WITH CHILDREN MUST MEET THE SAME REQUIREMENT.

Section A of COMAR 13A.16.06.03 states that the center "may not employ an individual who, as reported on or after October 1, 2005, has received a conviction, probation before judgment disposition, a non-

13 VOLUNTEERS

criminally responsible disposition, or a pending charge for the commission or attempted commission of” any of the violations listed in COMAR 13A.16.06.03(A). The Maryland State Department of Education’s Office of Childcare will contact the center if any CHRI reveals unsuitability.

13.3 Orientation

Orientation

Each volunteer will engage in an orientation before volunteering. Initial orientation includes, but is not limited to the following:

- Location of telephones and emergency telephone numbers.
- Location of children’s emergency forms.
- Emergency procedures, including emergency evacuation.
- Identify staff with First Aid and CPR.
- Available adults for emergency coverage.
- Proper handwashing procedures.
- Standard Precautions.
- Discipline.
- Chain of Command.
- Signs and symptoms of child abuse and neglect.
- Child abuse reporting requirements and reporting procedures policy.
- Content of State of Maryland childcare regulations.

13.4 Responsibilities

Volunteers may be called upon to perform any classroom task that a paid employee performs, including:

- Serving food.
- Child hygiene, except for toileting and diaper changing.
- Reading to children.
- Interacting with children.
- Cleaning surfaces and floors.
- Bulletin boards
- Cutting out classroom materials

Other tasks that a volunteer may perform include:

- Field trip chaperone.
- Holiday event food server.
- Cleaning for special events
- Special projects (playground renovations, painting,

Volunteers will not be asked to perform the following duties:

- Toileting or Changing Diapers
- Child Discipline
- Lesson planning
- Preparing food
- Cleaning bathrooms

Appendices



Middle River Baptist Church Child Development Center

Job Description: Executive Director

Purpose: *The position of Center Director was established for the purposes of: leading Middle River Baptist Church Child Development Center ("CDC"); forming policy in compliance with church philosophy and state regulations; facilitating effective educational programs for children; supervising personnel in their daily performance, continuing education, and ongoing professional activity; communicating philosophies, policies, and programs to families; ensuring compliance with philosophies, regulations and policies; and, creating an environment of caring, learning, and Christian fellowship.*

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Possesses sufficient security and judgment to handle crisis situations and to use supervision constructively.
3. Communicates well with both adults and children.
4. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
5. Possesses a high level of emotional intelligence, maturity, and stability.
6. Demonstrates high personal integrity.

Position Qualifications

Personal

- Must be 25 years of age or older.
- Suitable for Employment as detailed in COMAR 13A.16.06.03.

Education / Pre-service Training

- Possession of a bachelor's degree from an accredited college or university (master's degree preferred)
- Sufficient knowledge and experience in the fields of management and finance
- Comply with State licensing prerequisites for Child Care Directors

Experience

- At least 3 years of experience as a director or Owner of a licensed childcare center of comparable scope and budget (a church-operated childcare center or nursery school preferred)
- At least 2 years teaching experience in a church-operated licensed childcare center or nursery school.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are available to provide emergency care.
- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Emergency Management Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures, accident reporting, and MSD (Material Safety Data) overview; and



Middle River Baptist Church Child Development Center

Job Description: Executive Director

- Other information as determined by Administration.

Professional Development

- Apply for the Maryland State Department of Education's Child Care Administrator's Credential; maintain requirements for Credential once received; and, progress through levels as appropriate.
- Obtain necessary training as required for the center's license and to maintain his/her level of the Maryland State Department of Education's Child Care Credential and to proceed to the next Credential level.
- The Child Development Center will pay for yearly attendance at a state conference (fees, lodging, meals)
- Budget permitting, the CDC will pay for attendance to a national conference every three years (fees, transport, lodging, meals)
- Obtain additional training as required for Credential renewal and progression.
- Maintain memberships in professional organizations in the field of early childhood and Christian education.
- Attend meetings, workshops, and conferences to enhance knowledge and skill in the field.

Required Knowledge & Skills

1. Knowledge of child development in all areas, including physical, emotional, cognitive, spiritual, and social development.
2. Knowledge of general learning theories and philosophies.
3. Ability to apply learning theories and philosophies in curriculum development and planning.
4. Ability to administer a program and budget of comparable scope and complexity.
5. Ability to plan curriculum, in-service staff training, program goal setting, and established procedures for evaluating the progress of individual children.
6. Ability to develop new, imaginative, innovative programs.
7. Ability to discern special medical or psychological needs of children.
8. Ability to delegate authority judiciously.
9. Articulate in public speaking.

Key Responsibilities

General Administration

- Shapes the program; leads, coordinates, makes decisions; develops and maintains a quality Christian Center.
- Ensures compliance with center policy.
- Ensures compliance with local, state, and federal regulations governing children, personnel, property, and liability.
- Develops record-keeping and data retrieval systems.

Financial Administration

- Recommends fiscal policy. Prepares budget projections.
- Maintains fiscal control of the center's finances.
- Monitors accounts receivable, accounts payable and cash flow.
- Supervises audits of all accounts.
- Keeps advised about potential financial resources from which to draw support for CDC programs and projects.
- Makes contacts, presentations, and negotiations for potential financial resources.
- Develops inventory control systems.



Middle River Baptist Church Child Development Center

Job Description: Executive Director

Personnel Administration

- With the Assistant Director for Personnel, hires, orients, and evaluates employee performance.
- Disciplines center personnel, as necessary, including termination.
- Develops and periodically reviews an effective, efficient administrative structure.
- Ensures the development of a staffing plan that clearly delineates and defines position functions.
- Ensures the development and periodic review of a wage and salary program that ensures similar remuneration for similar responsibility, education, and experience.
- Ensures the preparation of written policies and practices and center-wide adherence to them.
- Ensures center-wide compliance with federal, state, and local laws and regulations covering equal opportunity employment, minimum wages, etc.

Communication and Teamwork

- Relates joyfully and sensitively to children, families, and personnel.
- Establishes and maintains appropriate communication with parents through spoken and written communication.
- Establishes good communication and working relationships.
- Assists the Child Development Center committee in developing appropriate resources to achieve the center's vision, goals, and objectives.
- Informs the church's Child Development Center Committee about changing needs, concerns, and trends within the center and within the profession.
- Communicates factual data and expert opinion as required for effective Committee deliberation and decision making.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.

Health and Safety

- Models, teaches, and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- Monitors Emergency Management Plan and makes revisions as necessary to maintain compliance with regulations and appropriate practice.

Leadership

- Serves as a resource for the Child Development Center Committee.
- Supervises and trains personnel.
- Leads staff meetings and parent involvement programs.
- Attends all Committee meetings.

Public Relations and Marketing

- Develops Christian atmosphere for the CDC within the community.
- Maintain liaison with Middle River Baptist Church (MRBC) and the community.
- Assists colleges and universities in teacher preparation programs, as needed or requested.
- Acts as a resource person for other local, state, and federal programs.
- Develops plans for public relations and marketing as necessary.
- Makes speeches and prepares items for publication such as, but not limited to, news releases, articles, brochures, and policy handbooks.

Supervision

- Develops, and ensures adherence to, supervisory standards for the center.
- Directly supervises the center administrative team and other center personnel.



Middle River Baptist Church Child Development Center

Job Description: Executive Director

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking		X		
Lifting 20-50 pounds		X		
Push/Pull		X		
Standing		X		
Sitting			X	
Stooping		X		
Reading			X	
Writing			X	
Driving		X		
Type/Keyboard			X	
Irregular Schedule			X	
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet			X	
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease		X		
Electrical hazards	X			
On call				X

Reporting Relationships

- Center Director reports to the Senior Pastor and the CDC Committee chair
- All center personnel report to the Center Director

Limits of Authority

- Must have prior authorization:
 - To set center and fiscal policy
 - To reorganize the center’s administrative structure
- May act, but must inform CDC committee before:
 - Revising wage and salary program
 - Revising or re-writing job descriptions, personnel policies and practices
 - Hiring and terminating administrative personnel
- May act, but must inform CDC committee after:
 - Forming yearly budget
 - Preparing procedure statements and manuals
 - Developing supervisory standards
 - Developing a public relations policy for the center

Time Commitment

The Center Director is expected to commit time sufficient to ensure professional competence.



Middle River Baptist Church Child Development Center

Job Description: Executive Director

Salary and Benefits

Base Salary

\$45,000/year, with minimum qualifications

Personal/Sick Leave

.92 hours of sick time accrued per week, totaling 48 hours per year

Vacation Leave

During the first year: Vacation time is accrued at a rate of .76 hours per week for a possible of 40 hour of vacation time per year.

Years 2-5: Vacation time is accrued at a rate of 1.53 hours per week for a possible 80 hours of vacation time per year.

After 5 years of service: Vacation time is accrued at a rate of 2.3 hours per week for a possible 120 hours of vacation time per year.

Each year after 5 years of service: An additional day of vacation is granted during the anniversary month (1 additional day at 6 years; 2 additional days at 7 years, 3 days at 8 years, etc. up to 5 additional days) for a maximum of 160 hours of vacation per year.

Carryover

There is no limit to the amount of vacation carryover to the next year. Personal/Sick time does not carry over.

Health Insurance

\$6,000/year is supplemented to salary for a health care allowance.



Middle River Baptist Church Child Development Center

Job Description: Personnel Director

Purpose: The function of the Assistant Director of Personnel is to recruit, assist in hiring and the monitor all matters pertaining to staff. In the absence of the Director, the Assistant Director for Personnel will assume responsibility for operation of the center.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22)
2. Possesses sufficient security and judgment to handle crisis situations and to use supervision constructively
3. Communicates well with both adults and children
4. Joyful approach to position requirements.
5. Exhibits organization, self-discipline, reliability, conscientiousness and honesty
6. Possesses high level of emotional intelligence, maturity and stability
7. Demonstrates high personal integrity

Position Qualifications

Personal

- Must be 25 years of age or older
- Suitable for Employment as detailed in COMAR 13A.16.06.03

Education / Pre-service Training

- Possession of at least an Associate Degree from an accredited college or university (appropriate coursework and experience may be substituted for degree)
- Sufficient knowledge and experience in the fields of management and human resources
- Comply with State licensing prerequisites for the position

Experience

- At least 2 years teaching experience in a church-operated licensed child care center or nursery school
- Experience in Human Resources is recommended.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers
- The location of each child's emergency form
- Identity of the staff members who have first aid and CPR training
- Identity of the staff members and other adults who are available to provide emergency care
- The center's child discipline policy
- The requirements and procedures for reporting suspected child abuse and neglect
- Signs and symptoms of abuse and neglect in children
- The content of the most current regulations
- The center's Emergency Management Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures, accident reporting, and MSD (Material Safety Data) overview; and
- Other information as determined by Administration.

Professional Development

- Apply for the Maryland State Department of Education's Child Care Administrator's Credential; maintain requirements for Credential once received; and, progress through levels as appropriate.



Middle River Baptist Church Child Development Center

Job Description: Personnel Director

- Obtain necessary training as required for the center's license and to maintain his/her level of the Maryland State Department of Education's Child Care Credential and to proceed to the next Credential level.
- The Child Development Center will pay for yearly attendance at a state conference (fees, lodging, meals)
- Obtain additional training as required for Credential renewal and progression.
- Maintain memberships in professional organizations in the field of early childhood and Christian education.
- Attend meetings, workshops, and conferences to enhance knowledge and skill in the field.

Required Knowledge & Skills

1. Knowledge of child development in all areas, including physical, emotional, cognitive, spiritual, and social development
2. Knowledge of general learning theories and philosophies
3. Ability to delegate authority judiciously
4. Knowledge of proper hiring procedures
5. Knowledge of law pertaining to wage and labor, including but not limited to:
 - a. Minimum wage requirement
 - b. Underage employees
 - c. Federal Income Eligibility requirements
 - d. Employment suitability as required in COMAR 13A.16.06.03.
 - e. Criminal History Records Information requests, storage, dissemination, and destruction.

Key Responsibilities

- Recruit staff as needed, final hiring approval is given by Director.
- Provide orientation for new staff which includes reviewing with them their job description, staff rules and personnel policies of the Center.
- Present and review staff manual, personnel policies, insurance benefits and OCC regulations.
- Assist staff in all matters.
- Maintain records of Education and CPR training expiration dates for staff. Arrange for needed training.
- Maintain personnel records, keeping track of vacation, sick and personal time earned and taken.
- Maintain Criminal History Records Information in compliance with state and federal law.
- Maintain staff insurance records.
- Review time cards for each pay period and provide totals to Church Financial Secretary for payroll service.
- Meet with all staff members at the end of their probationary period.
- Maintain control of personnel costs, as they relate to the budget, monthly.
- Maintain staff/child ratios in accordance with OCC regulations and MSDE recommendations; responsible for staff scheduling; recruits and schedules substitutes; monitors tardiness, absenteeism, and requests for leave.
- Arrange conferences with administrative team and individual staff members who are having professional or personal difficulties affecting their job. Mediate difficulties between or among colleagues or co-workers and report meeting proceedings to director either verbally or in writing.
- Schedule and supervise classroom volunteers, teaching assistants and teachers.
- Schedule, execute, and record results of monthly fire drill.
- Maintain daily records of staff/child ratios and any changes to the staffing patterns in each classroom.
- Attend monthly staff meetings and all parent involvement programs.



Middle River Baptist Church Child Development Center

Job Description: Personnel Director

- Insures center-wide compliance with federal, state and local laws and regulations covering equal opportunity employment, minimum wages, etc.
- Works with administrative team in the development and periodic review of a wage and salary administration program that insures similar remuneration for similar responsibility, education, and experience. Present plan and plan changes in writing to Child Development Center Committee for approval.
- Distributes payroll checks.
- Supervise a staff of varying educational backgrounds and experience.
- Maintain confidentiality in all matters pertaining to:
 - Children
 - Parents
 - Staff
 - MRBCCDC

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking		X		
Lifting 20-50 pounds		X		
Push/Pull		X		
Standing		X		
Sitting			X	
Stooping		X		
Reading			X	
Writing			X	
Driving	X			
Type/Keyboard			X	
Irregular Schedule			X	
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet			X	
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease		X		
Electrical hazards	X			
On call				X



Middle River Baptist Church Child Development Center

Job Description: Personnel Director

Reporting Relationships

1. Reports to Executive Director. In absence of the Executive Director, reports to Pastoral staff.
2. Assists Executive Director in reporting to Child Development Center Committee.

Limits of Authority

1. May take action without informing when
 - a. Calling in substitutes
 - b. Changing schedule of volunteers
 - c. Updating personnel files
 - d. Reviewing time cards
2. May take action but must inform when
 - a. Placing ads for new employees
 - b. Changing schedules of employees
 - c. Conferring with staff relative to performance
3. Must have prior approval to hire or to spend money.

Category / Time Commitment

The Personnel Director position is an exempt position. The Personnel Director is expected to commit time sufficient to ensure professional competence.

Other Duties

As directed.

Salary and Benefits

Base Salary

\$40,000/year, with minimum qualifications

Personal/Sick Leave

.92 hours of sick time accrued per week, totaling 48 hours per year

Vacation Leave

During the first year: Vacation time is accrued at a rate of .76 hours per week for a possible of 40 hour of vacation time per year.

Years 2-5: Vacation time is accrued at a rate of 1.53 hours per week for a possible 80 hours of vacation time per year.

After 5 years of service: Vacation time is accrued at a rate of 2.3 hours per week for a possible 120 hours of vacation time per year.

Each year after 5 years of service: An additional day of vacation is granted during the anniversary month (1 additional day at 6 years; 2 additional days at 7 years, 3 days at 8 years, etc. up to 5 additional days) for a maximum of 160 hours of vacation per year.

Carryover

There is no limit to the amount of vacation carryover to the next year. Personal/Sick time does not carry over.

Health Insurance

\$3,000/year is supplemented to salary for a health care allowance.



Middle River Baptist Church Child Development Center

Job Description: Finance Director

Purpose: The function of the Assistant Director for Finance is to monitor center finances. This individual is also responsible for maintaining child records.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Possesses sufficient security and judgment to handle crisis situations and to use supervision constructively.
3. Communicates well with both adults and children.
4. Joyful approach to position requirements.
5. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
6. Possesses a high level of emotional intelligence, maturity, and stability.
7. Demonstrates high personal integrity.

Position Qualifications

Personal

- Must be 25 years of age or older.
- Suitable for Employment as detailed in COMAR 13A.16.06.03.

Education / Pre-service Training

- Possession of at least an associate degree from an accredited college or university (appropriate coursework and experience may be substituted for degree).
- Sufficient knowledge and experience in the fields of management and finance.
- Comply with State licensing prerequisites for the position.

Experience

- At least 2 years teaching experience in a church-operated licensed child care center or nursery school.
- Experience in accounting is recommended.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are available to provide emergency care.
- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Emergency Management Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures, accident reporting, and MSD (Material Safety Data) overview.
- Other information as determined by Administration.

Professional Development

- Apply for the Maryland State Department of Education's Child Care Administrator's Credential; maintain requirements for Credential once received; and, progress through levels as appropriate.



Middle River Baptist Church Child Development Center

Job Description: Finance Director

- Obtain necessary training as required for the center's license and to maintain his/her level of the Maryland State Department of Education's Administrator's Credential and to proceed to the next Credential level.
- The Child Development Center will pay for yearly attendance at a state conference (fees, lodging, meals).
- Obtain additional training as required for Credential renewal and progression.
- Maintain memberships in professional organizations in the field of early childhood and Christian education.
- Attend meetings, workshops, and conferences to enhance knowledge and skill in the field.

Required Knowledge & Skills

1. Knowledge of child development in all areas, including physical, emotional, cognitive, spiritual, and social development.
2. Knowledge of general learning theories and philosophies.
3. Ability to delegate authority judiciously.
4. Knowledge of accepted accounting procedures.
5. Knowledge of regulations pertaining to child enrollment procedures.
6. Knowledge of basic accounting using Microsoft Office Excel.

Key Responsibilities

1. Receive visitors and phone calls.
2. Ensure prompt and efficient handling of telephone messages and visitors to the Center.
3. Receive, record, and deposit payments, donations, and other income.
4. Prepare and distribute by hand or mail tuition statements as requested, weekly and year-end.
5. Review all incoming bills and invoices for accuracy.
6. Pay all bills and accounts in a timely manner.
7. Maintain Government records according to regulations.
8. Prepare and pay all government billings.
9. Keep precise records of all income and expenses.
10. Submit to Director weekly financial report.
11. Receive and distribute mail and deliveries.
12. Maintain petty cash and records.
13. Submit requisitions for expenditure and file copies.
14. Maintain all child lists, including waiting lists, classroom enrollment lists, attendance lists.
15. Process child enrollment applications.
16. Monitor registration process.
17. Maintain communication with agencies and businesses in community.
18. Maintains all fundraising accounts and records. Sends payments to fundraising companies.
19. Periodically backs up computer files.

Requirements

1. Sensitivity to the individual and group needs of children. A joyful approach to the child.
2. Evidence of emotional maturity and stability.
3. Sufficient maturity and judgment to function in a crisis.
4. Ability to seek supervision and use it constructively.
5. Ability to create an atmosphere of positive and appropriate discipline.



Middle River Baptist Church Child Development Center

Job Description: Finance Director

6. Sensitivity to the individual needs of parents.
7. Ability to communicate with parents effectively.
8. Confidentiality in all matters pertaining to:
 - a. Children
 - b. Parents
 - c. Staff
 - d. MRBCCDC
9. Ability to relate professionally to church staff, CDC staff, parents, and vendors.
10. Must have ability to maintain computer bookkeeping program.
11. Maintain computer security.

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking		X		
Lifting 20-50 pounds		X		
Push/Pull		X		
Standing		X		
Sitting				X
Stooping		X		
Reading			X	
Writing			X	
Driving		X		
Type/Keyboard			X	
Irregular Schedule			X	
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet			X	
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease		X		
Electrical hazards	X			
On call				X

Reporting Relationships

1. Reports to Executive Director.
2. Senior Staff Teachers report to the Finance Director in matters relating to child placement, finance, supplies, and materials.
3. Informs Executive Director and staff of ongoing activities and dates.
4. In the absence of the Executive Director, reports to the Personnel Director and/or Pastoral Staff.



Middle River Baptist Church Child Development Center

Job Description: Finance Director

Limits of Authority

1. May act without informing others when:
 - a. Notifying teachers of changes in enrollment.
 - b. Communicating center policy to parents.
2. May act, but must inform the proper authority when:
 - a. Attending meetings outside of the Center.
 - b. Sending out balance due notices when accounts are two weeks past due.
 - c. Speaking to parents about outstanding accounts.
3. Must have prior approval:
 - a. To deviate from center policy.
 - b. To designate families as "special cases." A "special case" family may be so designated only with the Director's and the Committee's approval.
 - c. To make major purchases, exceeding limits of petty cash and office supply budgets.
 - d. To dismiss families due to outstanding balances.

Status / Time Commitment

Sufficient to ensure timely, accurate, and professionally completed work.

Other duties

As directed.

Salary and Benefits

Base Salary

\$45,000/year, with minimum qualifications

Personal/Sick Leave

.92 hours of sick time accrued per week, totaling 48 hours per year

Vacation Leave

During the first year: Vacation time is accrued at a rate of .76 hours per week for a possible of 40 hour of vacation time per year.

Years 2-5: Vacation time is accrued at a rate of 1.53 hours per week for a possible 80 hours of vacation time per year.

After 5 years of service: Vacation time is accrued at a rate of 2.3 hours per week for a possible 120 hours of vacation time per year.

Each year after 5 years of service: An additional day of vacation is granted during the anniversary month (1 additional day at 6 years; 2 additional days at 7 years, 3 days at 8 years, etc. up to 5 additional days) for a maximum of 160 hours of vacation per year.

Carryover

There is no limit to the amount of vacation carryover to the next year. Personal/Sick time does not carry over.

Health Insurance

\$3,000/year is supplemented to salary for a health care allowance.



Middle River Baptist Church Child Development Center

Job Description: Child Care Preschool Teacher

Purpose: The function of the Child Care Teacher is to provide a warm, nurturing, safe, and loving learning environment where self-concepts are enhanced, independence is encouraged, and individuality is respected.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Creative and innovative approach.
3. Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
4. Communicates effectively with both adults and children.
5. Relates to children and adults with compassion and sensitivity.
6. Engages in continuous updating of own skills and knowledge.
7. Models in good practice and engages in self-reflection.
8. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
9. Has the ability to work effectively with others.
10. Demonstrates emotional intelligence and maturity.
11. Negotiates with others to influence change.

Position Qualifications

Personal

- Must be 19 years of age or older (COMAR 13A.16.06.09A) *(21 years of age or older preferred)*.
- Suitable for Employment as detailed in COMAR 13A.16.06.03.

Education / Pre-service Training

- Possession of a High School Diploma, certificate of high school equivalency, or credit courses from an accredited college or university (COMAR 13A.16.06.09A).
- Six credit hours or 90 clock hours of approved pre-service training, which includes 45 hours of training in preschool growth and development and 45 hours of training in preschool curriculum and materials or hold Child Development Credential with a Preschool Certificate issued by the Child Development Associate National Credentialing Program (COMAR 13A.16.06.09A) *(associate degree or higher preferred)*.
- Nine clock hours of approved pre-service training in communicating with staff, parents, and the public (COMAR 13A.16.06.09A).
- Approved Training in Americans with Disabilities Act.
- Approved Health and Safety Training.

Experience

One year of experience working under supervision primarily with preschoolers in a licensed childcare center, or 1 year of college, or a combination of experience and college that together are equivalent to 1 year (COMAR 13A.16.06.09A) *(2-3 years of experience preferred)*.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are required to be available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3).



Middle River Baptist Church Child Development Center

Job Description: Child Care Preschool Teacher

- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article, §§5-704—5-705, Annotated Code of Maryland.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Comprehensive Safety Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures (emergency evacuation; alert status; lock-down; shelter-in-place; severe weather area; drop, cover, and hold), accident reporting, and MSD (Material Safety Data) overview.
- Other information as determined by Administration.

Professional Development

- The Child Care Preschool Teacher will obtain necessary training as required for the center's license and to maintain his/her level of the Maryland State Department of Education's Child Care Credential and to proceed to the next Credential level.
- Apply for the Maryland State Department of Education's Child Care Credential; maintain requirements for Credential once received; and progress through levels as appropriate.
- The center will:
 - Pay for a yearly center subscription to the Child Care Education Institute for staff.
 - Grant Professional Development Days as outlined in the Employee Handbook.
- The teacher may need to obtain, at his/her own cost, additional training as required for Credential renewal and progression.

Key Responsibilities

Communication and Teamwork

- Relates joyfully and sensitively to children and co-workers.
- Encourages child involvement in activities.
- Establishes and maintains appropriate communication with parents through conferences and daily conversation.
- Establishes good communication and working relationships with co-workers.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.
- Keeps Administration informed of program goals and educational needs.
- Keeps Administration informed of child development and parent concerns.
- Keeps Administration informed of concerns.

Health and Safety

- Models, teaches, and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- With the Assistant Child Care Teacher / Aide, ensures that all toys and equipment are cleaned and sanitized as follows:
 - Daily – tables after each use, bathroom toilet, sinks cleaned, floors swept several times per day.
 - Weekly – all toys and equipment, open shelves, bookshelves, laundry (all washable soft toys and bedding), and sanitize cots.
 - Monthly – closet and cabinets, scrub chairs and cots.
 - As needed or required by administration – mopping floors, cleaning windows and windowsills, cubbies.
- Follows approved diaper changing procedures.



Middle River Baptist Church Child Development Center

Job Description: Child Care Preschool Teacher

- Always maintains appropriate supervision of children.
- Reports broken equipment.
- Requests equipment and supplies as needed.

Leadership

- Supervises and trains Child Care Assistant Teacher / Aide.
- Attends meetings and all parent involvement programs.
- Seeks to grow as an individual and as a professional outside of the workplace.

Learning Program

- Plans an overall program that meets the emotional, physical, intellectual, spiritual, and social needs of both the individual and the group.
- Completes weekly lesson plans based on the curriculum outline.
- Ensures that materials are prepared in advance that are needed for the program.
- Observes and records learning achievements for intervention and assessment.
- Maintains all records and turns records into the office in a timely and consistent manner.
- Views discipline as an aspect of teaching and uses appropriate technique as described in the Employee Handbook.

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking			X	
Lifting 20-50 pounds			X	
Push/Pull			X	
Standing			X	
Sitting			X	
Stooping			X	
Reading			X	
Writing			X	
Driving	X			
Type/Keyboard		X		
Irregular Schedule		X		
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet		X		
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease	X			
Electrical hazards	X			
On call	X			



Middle River Baptist Church Child Development Center

Job Description: Child Care Preschool Teacher

Reporting Relationships

1. Reports to the Personnel Director regarding staff matters, including scheduling, general payroll issues, leave time and requests, insurance, and staff relationship concerns.
2. Reports to the Finance Director with regards to supplies, materials, and child records.
3. Reports to the Executive Director.

Limits of Authority

1. Must have prior approval from Administration to:
 - a. Transfer child to another class.
 - b. Order new equipment or supplies.
 - c. Release child to unauthorized or unfamiliar person.
 - d. Take time off.
 - e. Refer parents to outside resources.
 - f. Change work assignment / work hours of self or others.
2. May act but must inform Administration before:
 - a. Calling parents about a sick child.
 - b. Scheduling class parties.
 - c. Organizing class field trips.
3. May act without informing:
 - a. Assign staff responsibilities within the classroom.
 - b. Change scheduled daily class activities (except outdoor play, gym play, laundry).
 - c. Change room arrangement.
 - d. Discipline children.
 - e. Discuss a child's activity with his/her parent/guardian.

Status / Time Commitment

This position is a non-exempt position, requiring overtime time pay for hours worked over 40 per week. The employee is expected to work any hours that are needed for the safety of the children in care.

Salary and Benefits

Base Salary

\$15.50/hour, with minimum qualifications

Sick & Safe Leave

All employees that work at least 12 hours per week are eligible to accrue sick & safe leave at a rate of .92 hours of sick time accrued per week, totaling 48 hours per year.

Vacation Leave

During the first year: Vacation time is accrued at a rate of .76 hours per week for a possible of 40 hour of vacation time per year.

Years 2-5: Vacation time is accrued at a rate of 1.53 hours per week for a possible 80 hours of vacation time per year.

After 5 years of service: Vacation time is accrued at a rate of 2.3 hours per week for a possible 120 hours of vacation time per year.

Each year after 5 years of service: An additional day of vacation is granted during the anniversary month (1 additional day at 6 years; 2 additional days at 7 years, 3 days at 8 years, etc. up to 5 additional days) for a maximum of 160 hours of vacation per year.

Carryover

A total of 40 hours of any combination of vacation time is permitted to carry over to the next work year.



Middle River Baptist Church Child Development Center

Job Description: Child Care Infant Teacher

Purpose: The function of the Child Care Teacher is to provide a warm, nurturing, safe, and loving learning environment where self concepts are enhanced, independence is encouraged, and individuality is respected.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22)
2. Creative and innovative approach
3. Evidence of sufficient security and judgment to manage crisis situations and to use supervision constructively
4. Communicates well with both adults and children
5. Engages in continuous updating of own skills and knowledge
6. Models in good practice and engages in self-reflection
7. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty
8. Has the ability to work effectively with others
9. Demonstrates emotional intelligence and maturity
10. Negotiates with others to influence change

Position Qualifications

Personal

- Must be 19 years of age or older (COMAR 13A.16.06.09A) *(21 years of age or older preferred)*
- Suitable for Employment as detailed in COMAR 13A.16.06.03

Education / Pre-service Training

- Possession of a High School Diploma, certificate of high school equivalency, or credit courses from an accredited college or university (COMAR 13A.16.06.09A)
- Six credit hours or ninety clock hours of approved pre-service training, which includes 45 hours of infant/child growth and development and 45 hours of infant/toddler curriculum and materials or hold Child Development Credential with an Infant-Toddler Certificate issued by the Child Development Associate National Credentialing Program (COMAR 13A.16.06.09A) *(associate degree or higher preferred)*
- Approved Training in Americans with Disabilities Act.
- Approved Health and Safety Training.
- Approved training in Breastfeeding in Child Care.
- Nine clock hours of approved pre-service training in communicating with staff, parents, and the public (COMAR 13A.16.06.09A)

Experience

One year of experience working under supervision primarily with preschoolers in a licensed childcare center, or 1 year of college, or a combination of experience and college that together are equivalent to 1 year (COMAR 13A.16.06.09A) *(2-3 years of experience preferred)*

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, and staff room.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3).



Middle River Baptist Church Child Development Center

Job Description: Child Care Infant Teacher

- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article, §§5-704—5-705, Annotated Code of Maryland.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Emergency Management Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures (emergency evacuation; alert status; lock-down; shelter-in-place; severe weather area; drop, cover, and hold), accident reporting, and MSD (Material Safety Data) overview; and
- Other information as determined by Administration.

Professional Development

- The Child Care Infant Teacher will obtain necessary training as required for the center's license and to maintain his/her level of the Maryland State Department of Education's Child Care Credential and to proceed to the next Credential level.
- Apply for the Maryland State Department of Education's Child Care Credential; maintain requirements for Credential once received; and progress through levels as appropriate.
- The center will:
 - Pay for a yearly center subscription to the Child Care Education Institute for staff.
 - Grant Professional Development Days as outlined in the Employee Handbook.
- The teacher may need to obtain, at his/her own cost, additional training as required for Credential renewal and progression.

Key Responsibilities

Communication and Teamwork

- Relates joyfully and sensitively to children and co-workers.
- Encourages child involvement in activities.
- Establishes and maintains appropriate communication with parents through conferences and daily conversation.
- Establishes effective communication and working relationships with co-workers.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.
- Keeps Administration informed of program goals and educational needs.
- Keeps Administration informed of child development and parent concerns.
- Keeps Administration informed of concerns.

Health and Safety

- Models, teaches, and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- With the Assistant Child Care Teacher / Aide, cleans and sanitizes all toys and equipment as follows:
 - Multiple times Daily – Mouthed toys
 - Daily – Tables after each use, bathroom toilet, sinks cleaned, floors swept often.
 - Weekly – All toys and equipment, open shelves, and bookshelves; laundry (all washable soft toys and bedding), sanitize cots.
 - Monthly – Closet and cabinets, scrub chairs and cots.
 - As needed or required by administration – mopping floors, cleaning windows and windowsills, cubbies.
- Follows correct diaper changing procedures.



Middle River Baptist Church Child Development Center

Job Description: Child Care Infant Teacher

- Always maintains appropriate supervision of children.
- Reports broken equipment.
- Requests equipment and supplies as needed.

Leadership

- Supervises and trains Child Care Assistant Teacher / Aide.
- Attends meetings and all parent involvement programs.
- Seeks to grow as an individual and as a professional outside of the workplace.

Learning Program

- Plans an overall program that meets the emotional, physical, intellectual, spiritual, and social needs of both the individual and the group.
- Completes weekly lesson plans based on the curriculum outline.
- Ensures that materials are prepared in advance for the program.
- Observes and records learning achievements for intervention and assessment.
- Maintains all records and turns records into the office in a timely and consistent manner.
- Views discipline as an aspect of teaching and uses appropriate technique as described in the Employee Handbook.

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking			X	
Lifting 20-50 pounds			X	
Push/Pull			X	
Standing			X	
Sitting			X	
Stooping			X	
Reading			X	
Writing			X	
Driving	X			
Type/Keyboard		X		
Irregular Schedule		X		
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet		X		
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease	X			
Electrical hazards	X			
On call	X			



Middle River Baptist Church Child Development Center

Job Description: Child Care Infant Teacher

Reporting Relationships

1. Reports to the Personnel Director all staff matters, including scheduling; leave time and requests; health and dental insurance; staff relationship concerns.
2. Reports to the Finance Director with regards to supplies, materials, and child records.
3. Reports to the Executive Director.

Limits of Authority

1. Must have prior approval from Administration to:
 - a. Transfer child to another class.
 - b. Order new equipment or supplies.
 - c. Release child to unauthorized or unfamiliar person.
 - d. Take time off.
 - e. Refer parents to outside resources.
 - f. Change work assignment / work hours of self or others.
2. May act but must inform Administration before:
 - a. Calling parents about a sick child.
 - b. Scheduling class parties.
 - c. Organizing class field trips.
3. May act without informing:
 - a. Assign staff responsibilities within the classroom.
 - b. Change scheduled daily class activities (except outdoor play, gym play, laundry).
 - c. Change room arrangement.
 - d. Discipline children.
 - e. Discuss a child's activity with his/her parent/guardian.
 - f. Report suspected child abuse and neglect to Child Protective Services as required by law.

Status / Time Commitment

This position is a non-exempt position, requiring overtime time pay for hours **worked** over 40 per week. The employee is expected to work any hours that are needed for the safety of the children in care.

Salary and Benefits

Base Salary

\$15.50/hour, with minimum qualifications

Sick & Safe Leave

All employees that work at least 12 hours per week are eligible to accrue sick & safe leave at a rate of .92 hours of sick time accrued per week, totaling 48 hours per year.

Vacation Leave

During the first year: Vacation time accrues at a rate of .76 hours per week for a possible of 40 hour of vacation time per year.

Years 2-5: Vacation time accrues at a rate of 1.53 hours per week for a possible 80 hours of vacation time per year.

After 5 years of service: Vacation time accrues at a rate of 2.3 hours per week for a possible 120 hours of vacation time per year.

Each year after 5 years of service: An additional day of vacation is granted during the anniversary month (1 additional day at 6 years; two additional days at 7 years, 3 days at 8 years, etc. up to five additional days) for a maximum of 160 hours of vacation per year.

Carryover

A total of 40 hours of any combination of vacation time may be carried over to the next work year.



Middle River Baptist Church Child Development Center

Job Description: Child Care School Age Teacher

Purpose: The function of the Child Care School Age Teacher is to provide a warm, nurturing, safe, and loving learning environment where self-concepts are enhanced, independence is encouraged, and individuality is respected.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Creative and innovative approach.
3. Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
4. Communicates effectively with both adults and children.
5. Relates to children and adults with compassion and sensitivity.
6. Engages in continuous updating of own skills and knowledge.
7. Models in good practice and engages in self-reflection.
8. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
9. Has the ability to work effectively with others.
10. Demonstrates emotional intelligence and maturity.
11. Negotiates with others to influence change.

Position Qualifications

Personal

- Must be 19 years of age or older (COMAR 13A.16.06.09A) *(21 years of age or older preferred)*.
- Suitable for Employment as detailed in COMAR 13A.16.06.03.

Education / Pre-service Training

- Possession of a High School Diploma, certificate of high school equivalency, or credit courses from an accredited college or university (COMAR 13A.16.06.09A).
- Six credit hours or 90 clock hours of approved pre-service training, which includes 45 hours of training in child growth and development and 45 hours of training for school aged children or hold Child Development Credential with a Preschool Certificate issued by the Child Development Associate National Credentialing Program (COMAR 13A.16.06.09A) *(associate degree or higher preferred)*.
- Nine clock hours of approved pre-service training in communicating with staff, parents, and the public (COMAR 13A.16.06.09A).
- Approved Training in Americans with Disabilities Act.
- Approved Health and Safety Training.

Experience

At least one year of experience working under supervision primarily with at least 400 hours being with school-aged children in a licensed childcare center, or 1 year of college, or a combination of experience and college that together are equivalent to 1 year (COMAR 13A.16.06.09A) *(2-3 years of experience preferred)*.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.



Middle River Baptist Church Child Development Center

Job Description: Child Care School Age Teacher

- Identity of the staff members and other adults who are required to be available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3).
- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article, §§5-704—5-705, Annotated Code of Maryland.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Comprehensive Safety Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures (emergency evacuation; alert status; lock-down; shelter-in-place; severe weather area; drop, cover, and hold), accident reporting, and MSD (Material Safety Data) overview.
- Other information as determined by Administration.

Professional Development

- The Child Care School-Aged Teacher will obtain necessary training as required for the center's license and to maintain his/her level of the Maryland State Department of Education's Child Care Credential and to proceed to the next Credential level.
- Apply for the Maryland State Department of Education's Child Care Credential; maintain requirements for Credential once received; and progress through levels as appropriate.
- The center will:
 - Pay for a yearly center subscription to the Child Care Education Institute for staff.
 - Grant Professional Development Days as outlined in the Employee Handbook.
- The teacher may need to obtain, at his/her own cost, additional training as required for Credential renewal and progression.

Key Responsibilities

Communication and Teamwork

- Relates joyfully and sensitively to children and co-workers.
- Encourages child involvement in activities.
- Establishes and maintains appropriate communication with parents through conferences and daily conversation.
- Establishes good communication and working relationships with co-workers.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.
- Keeps Administration informed of program goals and educational needs.
- Keeps Administration informed of child development and parent concerns.
- Keeps Administration informed of concerns.

Health and Safety

- Models, teaches, and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- With the Assistant Child Care Teacher / Aide, ensures that all toys and equipment are cleaned and sanitized as follows:
 - Daily – tables after each use, bathroom toilet, sinks cleaned, floors swept several times per day.
 - Weekly – all toys and equipment, open shelves, bookshelves, laundry.
 - Monthly – closet and cabinets, scrub chairs and cots.
 - As needed or required by administration – mopping floors, cleaning windows and windowsills, cubbies.



Middle River Baptist Church Child Development Center

Job Description: Child Care School Age Teacher

- Follows approved bathroom procedures.
- Always maintains appropriate supervision of children.
- Reports on broken equipment.
- Requests equipment and supplies as needed.

Leadership

- Supervises and trains Child Care Assistant Teacher / Aide.
- Attends meetings and all parent involvement programs.
- Seeks to grow as an individual and as a professional outside of the workplace.

Learning Program

- Plans an overall program that meets the emotional, physical, intellectual, spiritual, and social needs of both the individual and the group.
- Provides a varied program of active and quiet activities appropriate for the group.
- Ensures that materials are prepared in advance that are needed for the program.
- Observes and records learning achievements for intervention and assessment.
- Maintains all records and turns records into the office in a timely and consistent manner.
- Views discipline as an aspect of teaching and uses appropriate technique as described in the Employee Handbook.

Physical Requirements

<i>ACTIVITY</i>	<i>RARE</i>	<i>OCCASIONAL (25%)</i>	<i>FREQUENT (50%)</i>	<i>CONTINUOUS (75%)</i>
Walking			X	
Lifting 20-50 pounds			X	
Push/Pull			X	
Standing			X	
Sitting			X	
Stooping			X	
Reading			X	
Writing			X	
Driving	X			
Type/Keyboard		X		
Irregular Schedule		X		
Overnight Travel	X			

Working Environment

<i>CONDITIONS</i>	<i>RARE</i>	<i>OCCASIONAL (25%)</i>	<i>FREQUENT (50%)</i>	<i>CONTINUOUS (75%)</i>
Quiet		X		
Noise				X
Dust/Dirt	X			
Poor ventilation	X			
Heat		X		
Exposed to disease		X		
Electrical hazards	X			
On call	X			



Middle River Baptist Church Child Development Center

Job Description: Child Care School Age Teacher

Reporting Relationships

1. Reports to the Personnel Director regarding staff matters, including scheduling, general payroll issues, leave time and requests, insurance, and staff relationship concerns.
2. Reports to the Finance Director with regards to supplies, materials, and child records.
3. Reports to the Executive Director.

Limits of Authority

1. Must have prior approval from Administration to:
 - a. Transfer child to another class.
 - b. Order new equipment or supplies.
 - c. Release child to unfamiliar person.
 - d. Take time off.
 - e. Refer parents to outside resources.
 - f. Change work assignment / work hours of self or others.
2. May act but must inform Administration before:
 - a. Calling parents about a sick child.
 - b. Scheduling class parties.
 - c. Organizing class field trips.
3. May act without informing:
 - a. Assign staff responsibilities within the classroom.
 - b. Change scheduled daily class activities (except outdoor play, gym play, laundry).
 - c. Change room arrangement.
 - d. Discipline children within appropriate discipline guidelines.
 - e. Discuss a child's activity with his/her parent/guardian.

Status / Time Commitment

This position is a non-exempt position, requiring overtime time pay for hours worked over 40 per week. The employee is expected to work any hours that are needed for the safety of the children in care.

Salary and Benefits

Base Salary

\$15.50/hour, with minimum qualifications

Sick & Safe Leave

All employees that work at least 12 hours per week are eligible to accrue sick & safe leave at a rate of .92 hours of sick time accrued per week, totaling 48 hours per year.

Vacation Leave

During the first year: Vacation time is accrued at a rate of .76 hours per week for a possible of 40 hour of vacation time for the year.

Years 2-5: Vacation time is accrued at a rate of 1.53 hours per week for a possible 80 hours of vacation time per year.

After 5 years of service: Vacation time is accrued at a rate of 2.3 hours per week for a possible 120 hours of vacation time per year.

Each year for years 6-10 of service: An additional day of vacation is granted during the anniversary month (1 additional day at 6 years; 2 additional days at 7 years, 3 days at 8 years, etc. up to 5 additional days) for a maximum of 160 hours of vacation per year.

Carryover

A total of 40 hours of any combination of vacation time is permitted to carry over to the next work year.



Middle River Baptist Church Child Development Center

Job Description: Child Care Assistant Teacher / Aide

Purpose: The function of the Child Care Assistant Teacher / Aide is to assist the Child Care Teacher to provide a warm, nurturing, safe, and loving learning environment where self-concepts are enhanced, independence is encouraged, and individuality is respected.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Communicates well with both adults and children.
3. Engages in continuous updating of own skills and knowledge.
4. Engages in self-reflection.
5. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
6. Has the ability to work effectively with others.
7. Demonstrates emotional intelligence and maturity.
8. Negotiates with others to influence change.

Position Qualifications

Personal

- Sixteen years of age or older (COMAR 13A.16.06.09A) (Prefer 18 years of age or older)
- Suitable for Employment as detailed in COMAR 13A.16.06.03

Education / Pre-service Training

- Required orientation class as described in COMAR 13A.16.06.12B
- Approved three clock hours of Basic Health and Safety training and 1.5 hours of COVID 19 in Child Care training (may complete within 90 days of employment).
- Prefer possession of a High School Diploma, certificate of high school equivalency, or credit courses from an accredited college or university.
- Prefer 6 credit hours or 90 clock hours of approved pre-service training.

Experience

Prefer at least 1 year of experience working under supervision primarily with preschoolers in a licensed childcare center, or 1 year of college, or a combination of experience and college that together are equivalent to 1 year.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are required to be available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3).
- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article, §§5-704—5-705, Annotated Code of Maryland.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Emergency Management Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures (emergency evacuation; alert status; lock-down; shelter-in-place; severe weather area; drop, cover, and hold), accident reporting, and MSD (Material Safety Data) overview.
- Other information as determined by Administration.



Middle River Baptist Church Child Development Center

Job Description: Child Care Assistant Teacher / Aide

Professional Development

- The center will pay for training as required for licensing (6 clock hours per year).
- Apply for the Maryland State Department of Education's Child Care Credential; maintain requirements for Credential once received; and progress through levels as appropriate.
- The teacher may be required to obtain additional training as required for Credential renewal and progression.

Key Responsibilities

Communication and Teamwork

- Relates joyfully, compassionately, and sensitively to children and co-workers.
- Encourages child involvement in activities.
- Establishes and maintains appropriate daily informal communication with parents.
- Establishes good communication and working relationships with co-workers.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.
- Keeps Administration informed of concerns.

Health and Safety

- Models and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- With the Child Care Teacher, ensures that all toys and equipment are cleaned and sanitized as follows:
 - Daily – tables after each use, bathroom toilet, sinks cleaned, floors swept several times per day.
 - Weekly – all toys and equipment, open shelves, bookshelves, laundry (all washable soft toys and bedding), and sanitize cots.
 - Monthly – closet and cabinets, scrub chairs and cots.
 - As needed or required by administration – mopping floors, cleaning windows and windowsills, cubbies.
- Always Maintains appropriate supervision of children.
- Reports broken equipment.
- Requests equipment and supplies as needed.

Leadership

- Attends meetings and all parent involvement programs.
- Seeks to grow as an individual and as a professional outside of the workplace.

Learning Program

- With the Child Care Teacher, plans an overall program that meets the emotional, physical, intellectual, spiritual, and social needs of both the individual and the group.
- With the Child Care Teacher, completes weekly lesson plans based on the curriculum outline.
- Helps to prepare materials in advance that are needed for the program.
- Helps observe and record learning achievements for intervention and assessment.
- Views discipline as an aspect of teaching and uses appropriate technique as described in the Employee Handbook.

Reporting Relationships

1. Reports to the Child Care Teacher.
2. Reports to the Personnel Director regarding staff matters, including scheduling, general payroll issues, leave time and requests, insurance, staff relationship concerns, and staff injuries.
3. Reports to the Executive Director.



Middle River Baptist Church Child Development Center

Job Description: Child Care Assistant Teacher / Aide

Limits of Authority

1. Must have prior approval and agreement from the Child Care Teacher to:
 - a. Change a scheduled daily activity.
 - b. Change room arrangement.
 - c. Discipline children.
 - d. Discuss a child's activity with his/her parent.
2. Must have prior approval from Administration to:
 - a. Take time off.
 - b. Change work assignment.

Status / Time Commitment

This position is a non-exempt position, requiring overtime time pay for hours worked over 40 per week. The employee is expected to work any hours that are needed for the safety of the children in care.

Salary Range at Hire

Base Salary for this position is \$13.25 for minimum qualifications.

Physical Requirements

<i>ACTIVITY</i>	<i>RARE</i>	<i>OCCASIONAL (25%)</i>	<i>FREQUENT (50%)</i>	<i>CONTINUOUS (75%)</i>
Walking			X	
Lifting 20-50 pounds			X	
Push/Pull			X	
Standing			X	
Sitting			X	
Stooping			X	
Reading			X	
Writing		X		
Driving	X			
Type/Keyboard		X		
Irregular Schedule		X		
Overnight Travel	X			

Working Environment

<i>CONDITIONS</i>	<i>RARE</i>	<i>OCCASIONAL (25%)</i>	<i>FREQUENT (50%)</i>	<i>CONTINUOUS (75%)</i>
Quiet		X		
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease	X			
Electrical hazards	X			
On call	X			



Middle River Baptist Church Child Development Center

Job Description: Food Service Manager

Purpose: The function of the Food Service Manager is to maintain a clean, efficient kitchen according to regulations and to plan for and provide nutritious age-appropriate portions on a regular basis for infants, pre-school children, and school aged youth.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Communicates well with both adults and children.
3. Engages in continuous updating of own skills and knowledge.
4. Engages in self-reflection.
5. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
6. Has the ability to work effectively with others.
7. Demonstrates emotional intelligence and maturity.
8. Negotiates with others to influence change.

Position Qualifications

- High School Diploma or GED.
- Ability to relate joyfully, compassionately, and sensitively to children.
- Evidence of emotional maturity and stability.
- Evidence of enough security and judgment to handle the pressure of daily time schedules.

Position Qualifications

Personal

- Eighteen years of age or older.
- Suitable for Employment as detailed in COMAR 13A.16.06.03.

Education / Pre-service Training

- Prefer possession of a High School Diploma, certificate of high school equivalency, or credit courses from an accredited college or university.
- Successful completion of Food Service Level 1 Certification, not required for compliance with Child Care Regulations, but is required by the State of Maryland for working in the church's kitchen.

Experience

At least 2 years of experience working in a regulated kitchen, preferably in the child care or school settings.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are required to be available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3).
- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article, §§5-704—5-705, Annotated Code of Maryland.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Comprehensive Safety Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures (emergency evacuation; alert



Middle River Baptist Church Child Development Center

Job Description: Food Service Manager

status; lock-down; shelter-in-place; severe weather area; drop, cover, and hold), accident reporting, and Material Safety Data (MSD) overview.

- Other information as determined by Administration.

Professional Development

- Renewal of Food Service Manager certificate as required by regulations.
- Investigates new and different recipes for incorporation into plans.

Key Responsibilities

Communication and Teamwork

- Relates to children and adults with compassion and sensitivity.
- Encourages child involvement in activities.
- Effectively and clearly communicates food plans in written form for publication.
- Establishes good communication and working relationships with co-workers.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.
- Keeps Administration informed of concerns.

Health and Safety

- Models and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- With the Child Care Teacher, ensures that all equipment is cleaned and sanitized as follows:
 - As needed throughout the day – Counter tops.
 - Daily – Stove tops, floors, dishwasher.
 - Weekly – Refrigerator.
 - Monthly – Closets and food storage pantries.
 - Quarterly – Stove fans.
- Reports broken equipment.
- Requests equipment and supplies as needed.
- Empties trash daily; takes to dumpster daily.

Leadership

- Attends all meetings.
- Seeks to grow as an individual and as a professional outside of the workplace.

Reporting Relationships

1. Reports to the Assistant Director for Finance for matters related to Food Service and ordering supplies.
2. Reports to Assistant Director of Personnel matters related to Personnel.
3. Reports to the Director.

Limits of Authority

1. May act without informing Administration:
 - a. Reorganize food storage areas.
 - b. Investigate new recipes.
2. May act but must inform Administration:
 - a. Substitute menu items.
 - b. Place small orders (under \$1,000).
3. Must request from Administration:
 - a. Order equipment.
 - b. Orders larger than \$1,000.



Middle River Baptist Church Child Development Center

Job Description: Food Service Manager

Salary Range at Hire

Base Salary for this position is \$14.00 for Food Manager Level II or \$15.00 for Food Manager Level I.

Status and Time Commitment

This position (Levels I and II) is a non-exempt position requiring overtime pay for hours **worked** over 40 per week.

This position requires sufficient time commitment to perform duties efficiently and professionally.

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking			X	
Lifting 20-50 pounds		X	X	
Push/Pull			X	
Standing				X
Sitting		X		
Stooping		X		
Reading			X	
Writing		X		
Driving		X		
Type/Keyboard	X			
Irregular Schedule		X		
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet			X	
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat	X			
Exposed to disease	X			
Electrical hazards	X			
On call	X			



Middle River Baptist Church Child Development Center

Job Description: Food Service Worker

Purpose: The function of the Food Service Worker is to maintain a clean, efficient kitchen according to regulations and to assist the Food Service Manager plan for and provide nutritious age-appropriate portions on a regular basis for infants, pre-school children, and school aged youth.

Overall Personal Characteristics

1. Evidence of a personal walk with the LORD as exhibited in the fruit of the Spirit (Galatians 5:22).
2. Communicates well with both adults and children.
3. Engages in continuous updating of own skills and knowledge.
4. Engages in self-reflection.
5. Exhibits organization, self-discipline, reliability, conscientiousness, and honesty.
6. Has the ability to work effectively with others.
7. Demonstrates emotional intelligence and maturity.
8. Negotiates with others to influence change.

Position Qualifications

- High School Diploma or GED.
- Ability to relate joyfully, compassionately, and sensitively to children.
- Evidence of emotional maturity and stability.
- Evidence of enough security and judgment to handle the pressure of daily time schedules.

Position Qualifications

Personal

- Eighteen years of age or older.
- Suitable for Employment as detailed in COMAR 13A.16.06.03.

Education / Pre-service Training

Prefer possession of a High School Diploma, certificate of high school equivalency, or credit courses from an accredited college or university.

Experience

None required. At least 2 years of experience working in a regulated kitchen preferred.

Orientation

All employees complete an employee orientation which includes:

- Center tour and location of resources, supplies, rest rooms, staff room, etc.
- The location of the telephone and emergency telephone numbers.
- The location of each child's emergency form.
- Identity of the staff members who have first aid and CPR training.
- Identity of the staff members and other adults who are required to be available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3).
- The center's child discipline policy.
- The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article, §§5-704—5-705, Annotated Code of Maryland.
- Signs and symptoms of abuse and neglect in children.
- The content of the most current regulations.
- The center's Comprehensive Safety Plan, including hand washing procedures, Standard Precaution procedures, Universal Emergency Procedures (emergency evacuation; alert status; lock-down; shelter-in-place; severe weather area; drop, cover, and hold), accident reporting, and Material Safety Data (MSD) overview.
- Other information as determined by Administration.



Middle River Baptist Church Child Development Center

Job Description: Food Service Worker

Professional Development

- Seeks to improve own performance and knowledge.
- Investigates new and different recipes for incorporation into plans.
- Willing to pursue a Food Service Manager certificate.

Key Responsibilities

Communication and Teamwork

- Relates to children and adults with compassion and sensitivity.
- Encourages child involvement in activities.
- Establishes good communication and working relationships with co-workers.
- Maintains confidentiality in all matters pertaining to children, families, staff, and center.
- Keeps Administration informed of concerns.

Health and Safety

- Models and encourages healthy hygiene.
- Maintains a standard of cleanliness that ensures good health.
- With the Food Service Manager, ensures that all equipment is cleaned and sanitized as follows:
 - As needed throughout the day – Counter tops.
 - Daily – Stove tops, floors, dishwasher.
 - Weekly – Refrigerator.
 - Monthly – Closets and food storage pantries.
 - Quarterly – Stove fans.
- Reports on broken equipment.
- Requests equipment and supplies as needed.
- Empties trash daily; takes to dumpster daily.

Leadership

- Attends all meetings.
- Seeks to grow as an individual and as a professional outside of the workplace.

Reporting Relationships

1. Reports to the Finance Director on matters related to Food Service and ordering supplies.
2. Reports to Personnel Director on matters related to Personnel.
3. Reports to the Executive Director.

Limits of Authority

1. Must have prior approval and agreement from the Food Service Manager to:
Change a menu item.
2. Must have prior approval from Administration to:
 - a. Take time off.
 - b. Change work assignment.

Salary Range at Hire

Base Salary for this position is \$13.50/hour with no experience or prior food service education.

Status and Time Commitment

This position is a non-exempt position requiring overtime pay for hours **worked** over 40 per week.

This position requires sufficient time commitment to perform duties efficiently and professionally.



Middle River Baptist Church Child Development Center

Job Description: Food Service Worker

Physical Requirements

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Walking			X	
Lifting 20-50 pounds		X		
Push/Pull			X	
Standing				X
Sitting		X		
Stooping		X		
Reading			X	
Writing		X		
Driving	X			
Type/Keyboard	X			
Irregular Schedule		X		
Overnight Travel	X			

Working Environment

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
Quiet			X	
Noise			X	
Dust/Dirt	X			
Poor ventilation	X			
Heat		X		
Exposed to disease		X		
Electrical hazards	X			
On call	X			