

CHILD CARE GUIDELINES

1. Students will sign in and out on the time sheet or computer.
2. Students will wash hands:
 - Upon entering classroom.
 - Upon leaving classroom.
 - After diapering a toddler.
 - Before handling any food.
 - Upon removing nose waste from any child.
3. Students will wear rubber gloves when:
 - Changing any child's diaper.
 - Attending to any type of bodily fluid (blood, etc.).
4. Students will take children out of the center only with the supervision of an adult.
5. If a student needs to leave the center for any reason, it must be cleared by his/her supervisor.
6. Candy, pop, or gum will be eaten outside of the day care center.
7. Students will come into the center **ONLY** during assigned work time. You may not visit during other times of the day.
8. Visiting with friends should take place outside the center when you are not teaching.
9. Check your schedule or assignment sheets regularly.
10. When working with children, check with the teacher to see if there is any updated information from each child's parents.
11. You are welcome to use the information and books that are in the center while in the center; however these books need to be left in the center.
12. Clean up after yourself and help the children do the same.
13. Use appropriate rewards for positive behavior, redirection for negative behavior, and on occasion, use "time out".
14. Dress appropriately. Wear clothing that is comfortable and not limiting. Please be modest in action, dress, and speech.

If you follow these rules, you will probably be successful in this center.

Ways to encourage a child's learning in the preschool:

1. Actively listen and respond to each child at his/her eye level.
2. Call each child by name.
3. Be consistent in guidance techniques.
4. Help child accept responsibility for personal care.
5. Accept and respect each child.
6. Communicate on an appropriate level.
7. Display and praise each child's work.
8. Acknowledge each child's arrival and departure.
9. Encourage the children to ask questions.
10. Provide an appropriate language model.
11. Support and accept each child's creativeness.
12. Encourage cooperative behavior.