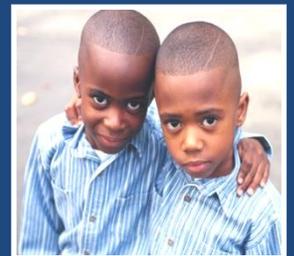
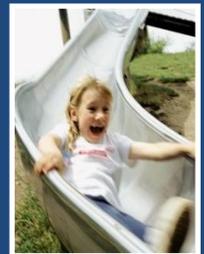


EARLY CHILDHOOD EDUCATION

2019

POLICY MANUAL

Pacific Union Conference Office of Education





EARLY CHILDHOOD EDUCATION

POLICY MANUAL

*Pacific Union Conference
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Table of Contents

Preface	7
5000. Philosophy of Seventh-day Adventist Education	8
5005. Mission	8
5010. Philosophy	8
5100. Pacific Union Conference Office of Education Policies	9
5105. Pacific Union Conference Office of Education	9
5110. Pacific Union Conference Board of Education	9
5115. Pacific Union Conference Office of Education ECE Division	9
A. Functions	9
B. Responsibilities	9
5120. Pacific Union Conference Office of Education ECE Division Board	10
A. Membership	10
B. Meetings	11
C. Authority	11
D. Responsibilities and Functions	11
E. Term	11
5200. Local Conference Office of Education Policies	12
5205. Local Conference Office of Education	12
A. Functions	12
5210. Local Conference Office of Education ECE Liaison	14
A. Roles and Responsibilities	14
5215. Local Conference Office of Education ECE Board	15
A. Membership	15
B. Responsibilities and Functions	15
5300. Early Childhood Education Program Policies	16
5305. Definition of an ECE Program	16
5310. Ownership of an ECE Program	16
5315. Purpose of an ECE Program	17
5320. Rationale of an ECE Program	17

5400. Local ECE Program Board Policies	18
5405. Local ECE Program Board	18
A. Membership.....	18
B. Meetings	18
C. Authority.....	19
D. Functions.....	19
5410. Board Officer Responsibilities	20
A. Chair.....	20
B. Vice-chairperson	20
C. Secretary (ECE Administrator/Director)	20
D. Treasurer.....	21
5415. Local ECE Program Board Code of Ethics	21
5500. Health and Safety Policies	22
5505. Emergency Information.....	22
A. Drop-off and Pick-up Authorization.....	22
B. Court Orders	22
C. At-Risk Behavior of Authorized Individuals or Others	22
D. Forcible Removal of a Child(ren).....	22
E. Termination of Services	22
5510. Environmental Safety	23
5515. Health Requirements for Admission	23
5520. Mandated Reporting Requirements.....	23
5525. Medications Administration and Storage	23
5530. Pesticide Use	24
5535. Safety Report.....	24
5600. General Administrative Policies	25
5605. Accreditation of an ECE Program	25
5610. Annual Opening and Closing Reports.....	25
5615. Exceptional Students	25
5620. Finances.....	25
5625. Nondiscrimination Statement	26

5630.	Opening an ECE Program.....	26
5635.	Operational Cessation	27
5640.	Parental Involvement	28
5645.	Photos and Stories for Newsworthy Use.....	28
5650.	Transportation and Field Trips	29
5700.	Employment and Personnel Policies	31
5705.	Continuing Education for ECE Professionals	31
5710.	Criteria for Employment.....	31
5715.	ECE Administrative Director	32
5720.	Employment Positions.....	32
5725.	Employment Status	33
5730.	Volunteers and Interns.....	33
5800.	Child Care Policies.....	34
5805.	Accidents and Injuries	34
	A. Ouch Report.....	34
	B. Unusual Incident/Injury Report	34
5810.	A Child’s Rights and Needs	35
5900.	Curriculum and Instruction	36
5905.	Curriculum.....	36
5910.	Curriculum Materials	36
5915.	Curriculum Materials Classification	36
5920.	Instruction.....	37
	POLICY MANUAL STAFF ACKNOWLEDGEMENT FORM	38
	STATEMENT CONCERNING CONFLICT OF INTEREST	39
	STATEMENT OF CONFIDENTIALITY	40
	Glossary.....	41
	Index.....	43

Preface

The *Early Childhood Education Policy Manual* is produced by the Pacific Union Conference Office of Education Early Childhood Education Division to establish a relationship among Seventh-day Adventist local conference entities — clarifying and detailing the role and responsibilities of persons, committees and boards of each entity at the local site, local conference and union offices.

The *Policy Manual* is a compilation of policies and provisions relating to the establishment, organization, administration, operation and maintenance of the early childhood education (ECE) programs, which are presently operating and/or contemplating operation within the territory of the Pacific Union Conference. The policies are developed and adopted through the cooperative efforts of ECE program directors, local conference, and union administrators. When there is no provision, stipulation, or prohibition for an area under consideration, the local conference or institution may:

- Develop policy, procedure or practice to meet a local need
- Recommend that a policy be adopted for inclusion in the *Policy Manual*.

The additions, revisions or deletions become effective upon vote by the Pacific Union Conference Office of Education Early Childhood Education Division Board. The *Policy Manual* is consistent with the policies and provisions adopted by the Pacific Union Conference, North American Division Office of Education and the General Conference Department of Education.

The official *Policy Manual* will be produced and maintained on the Early Childhood Education website, <http://paucearlychildhood.adventistfaith.org/administration>. Periodic updates, as needed and voted, will be made available on the website. Hard copies may be produced for individual use, but to ensure current policy reference, the on-line edition should be used. A comprehensive index and glossary as well as electronic search capabilities are included for ease of use in referencing the policies.

This *Early Childhood Education Policy Manual* is a separate document from the *Pacific Union Conference Education Code*. Refer to the *Ed Code* for policies relating to the K-12 system.

5000. Philosophy of Seventh-day Adventist Education

5005. Mission

The mission of the Pacific Union Conference Office of Education Early Childhood Education is to facilitate the establishment of developmentally-appropriate standards and policies and to support the local conference liaisons for the operation of high quality ECE programs that are consistent with the Seventh-day Adventist philosophy of education.

5010. Philosophy

ECE has its foundation in the biblical imperative for purposeful training of the young child. As Christian educators, we are admonished to teach the words of the Bible “diligently unto the children,” and to “train up a child in the way he should go” (Deut. 6:7 and Prov. 22:6).

The Pacific Union Conference recognizes that the early education and care of young children is the beginning of a continual growth process. “Too much importance cannot be placed upon the early training of children. The lessons learned, the habits formed, during the years of infancy and childhood, have more to do with the formation of the character and the direction of the life than have all the instruction and training of after years” (*Ministry of Healing*, p. 380).

Adventist ECE programs seek to nurture the minds of young children strengthening their ability to be thinkers rather than mere reflectors of the thoughts of others (*Education*, p. 17), provide loving service rather than seeking selfish ambition, maximizing the development of one’s potential and appreciating all that is beautiful, true and good.

In partnership with the home and church, it is essential that a balanced ECE program be established to meet the needs of a child’s spiritual, physical, intellectual, social, and emotional development. This focus has the full intention of affirming the value of each child and family, bringing them closer to Christ (*NAD Working Policy* FED 05 10).

5100. Pacific Union Conference Office of Education Policies

5105. Pacific Union Conference Office of Education

The Pacific Union Conference Office of Education (PUCOE) is an administrative office operating within a structure authorized by the Pacific Union Conference Executive Committee.

5110. Pacific Union Conference Board of Education

The Pacific Union Conference Board of Education (PUCBOE) is the policy formulating body of the K-12 school system. It derives its authority from the Pacific Union Conference Executive Committee. The PUCBOE does not formulate ECE policies, procedures or guidelines. ECE facilities are not restricted to or by the *Pacific Union Conference Education Code*.

5115. Pacific Union Conference Office of Education ECE Division

The Pacific Union Conference Office of Education, Early Childhood Education (PUCOE ECE) Division facilitates the establishment of standards and policies for the operation of high quality early childhood education programs that are consistent with the Seventh-day Adventist philosophy of education.

A. Functions

The administrative, supervisory and leadership functions of this division are:

1. To coordinate a cohesive ECE system within the PUC
2. To support local conference liaisons, directors and teachers
3. To advise the PUCOE and PUCBOE on ECE policies, standards, and practices.

B. Responsibilities

The PUCOE ECE Division establishes and organizes a union-wide ECE board. The PUCOE ECE Board is the policy, procedure and guideline formulating body of the ECE system. It derives its authority from the Pacific Union Conference Executive Committee. The PUCOE ECE Board is independent of the PUCBOE and provides guidance on policies, standards and practice, legislative updates, field notes and pertinent information.

1. To provide leadership in developing and maintaining union-wide, Christ-centered, developmentally-appropriate ECE programs in churches and schools
2. To advocate for the needs and interests of ECE personnel and programs to constituents, local conferences and union groups
3. To provide leadership in the development of long-range plans for ECE programs
4. To collaborate with the North American Division (NAD) ECE Advisory, Adventist Risk Management, Offices of Human Resources, and legal counsel to

recommend and implement as approved policies and guidelines unique to the establishment and operation of ECE programs

5. To provide counsel and guidance to local churches and schools in the establishment of new ECE programs
6. To coordinate the research and communication of current governmental regulations which impact ECE programs within the union territory
7. To consult with local conference personnel to ensure consistent implementation of denominational policies and compliance with applicable governmental regulations
8. To coordinate the implementation of the NAD evaluation process for the accreditation of ECE programs
9. To compile and report data as may be required by the NAD and/or useful to the planning and reporting of union-wide ECE programs
10. To oversee the implementation of appropriate protocols to ensure that ECE programs, and employee records are maintained in accordance with governmental regulations
11. To collaborate with the NAD in the development and implementation of an effective curriculum for young children
12. To facilitate the planning and implementation of in-service and professional growth opportunities for ECE personnel
13. To assist the local conference in implementing a personnel evaluation process
14. To coordinate a certification program for ECE personnel
15. To serve on boards, committees and councils, and fulfill other duties as assigned by the Director of Education

5120. Pacific Union Conference Office of Education ECE Division Board

A. Membership

Ex-officio

1. Pacific Union Conference Director of Education, Chair
2. Pacific Union Conference Associate Director for Early Childhood Education, Secretary
3. Pacific Union Conference Associate Director for Elementary Education
4. Local Conference ECE Liaisons (5) (one representative for small conferences)
5. Pacific Union College Early Childhood Education Representative

Appointed

1. Human Resource Representative from a local conference
2. ECE Program Directors (2)
3. Other personnel as designated by the local conference ECE liaisons
4. Risk Management Representative from a local conference
5. Pastor of a church which hosts an ECE program

B. Meetings

The PUCOE ECE Board shall meet as needed.

C. Authority

The PUCOE ECE Board is the policy, procedure and guideline formulating body of the ECE system. It derives its authority from the Pacific Union Conference Executive Committee. The PUCOE ECE Board is independent of the PUCBOE and provides guidance on policies, standards and practices, legislative updates, field notes and other pertinent information.

1. To develop and implement regulations for ECE programs operating through a Pacific Union Conference local conference
2. To adopt policies and regulations of the NAD and the General Conference (GC) for conducting its work and fulfilling the purposes of the Union.
(Bylaws of the Pacific Union Conference of Seventh-day Adventists, Article VIII, Section 3)

D. Responsibilities and Functions

1. To consider for adoption recommendations for changes, deletions, or additions to the *Policy Manual* as submitted by: the Policy Ad-hoc Committee, the local conference liaisons, and others that may be authorized by the union office of education
2. To study and give guidance on educational issues, trends, pilot programs, innovative practices, curriculum proposals, and research and position papers which affect ECE programs within the Pacific Union Conference
3. To foster communication and collaboration between and among local conference ECE leaders and other ministries and departments.

E. Term

The members, other than ex-officio members, shall serve for a term of three years. Appointed members may be recommended to serve additional terms.

5200. Local Conference Office of Education Policies

5205. Local Conference Office of Education

The local conference office of education is the administrative office operating within a structure authorized by the local conference Executive Committee. The administrative, supervisory and leadership functions of the local conference office of education are the responsibility of the superintendent of schools.

A. Functions

1. To maintain awareness and consistent implementation of ECE denominational policies and governmental regulations
2. To prepare job descriptions for each member of the local conference office staff supervising ECEs
3. To develop and maintain effective working relationships with relevant city, county, and state agencies
4. To advance the mission, vision, and value of ECE programs
5. To compile and report data as may be required by the PUC and NAD
6. To provide leadership in planning, developing, and maintaining conference-wide, Christ-centered ECE programs
7. To review applications and counsel local conference ECE liaisons, regarding the establishment of new ECE programs and/or the consolidation of existing ECE programs
8. To oversee that appropriate ECE protocols to ensure that child, program, and employee records are maintained in accordance with denominational policies and governmental regulations
9. To implement the NAD ECE curriculum
10. To assist ECE administrators and boards in the recruitment of personnel
11. To counsel with ECE administrators in the preparation of annual budgets
12. To require all ECE administrators to publish and file an annual opening and closing report with the PUCOE ECE Division
13. To require all ECE administrators to publish and file a safety report with the local ECE board, local conference office of education, and risk management department, according to the local conference office policy
14. To periodically review ECE board actions and practices as a means of maintaining unity and conformity in the application of policies
15. To require all ECE administrators to attend all local conference office of education directors' meetings
16. To develop, approve and implement an education salary and wage scale for all ECE employees within the local conference

17. To coordinate the implementation of the NAD evaluation process for the accreditation of ECE programs.

5210. Local Conference Office of Education ECE Liaison

The local conference office of education ECE liaison is the administrative representative for ECE programs to the local conference office of education and board of education as well as to the PUCOE ECE Board. The ECE liaison is appointed by the local conference superintendent of schools.

A. Roles and Responsibilities

1. To visit each ECE program within the local conference at least once per year
2. To attend at least one local ECE program board meeting per year
3. To facilitate the planning and implementation of orientation/training and on-going professional growth opportunities for local ECE personnel and board members
4. To receive, review and provide feedback on such items as local ECE board meeting minutes, annual budget and financial statements, safety reports, and enrollment reports
5. To oversee and sign any governmental paperwork for opening a local ECE program and annual renewal of licensing forms and fees
6. To chair the interview and hiring process of local ECE directors
7. To provide supervision and council to local ECE directors regarding personnel matters
8. To assist or consult with local conference human resource department concerning all job descriptions for local ECE program staff
9. To provide guidance and assist in the development of personnel performance expectation standards and evaluations
10. To complete an annual or biannual administrative evaluation on each local ECE director, as determined by performance and years of experience
11. To consult with risk management and human resources in the development of parent and staff handbooks
12. To become familiar with state licensure regulations and advocate a working relationship between the local ECE director and their local licensing analyst
13. To initiate policy proposals and submit recommendations to the PUCOE ECE Board
14. To coordinate a certification program for local ECE personnel
15. To serve on ECE boards, committees and councils, and fulfill other duties as assigned by the local conference superintendent of schools.

5215. Local Conference Office of Education ECE Board

The local conference ECE board or board of education is the body authorized by the local conference executive committee and/or conference board to provide oversight and administrative assistance to all church and/or school hosted ECE programs in accordance with the *Policy Manual*.

A. Membership

Members of the local conference ECE board shall be appointed by the local conference executive committee.

1. Chairperson: Conference President, or Designee. Designee must effectively represent pastoral and church interests
2. Executive Secretary: Conference Office of Education ECE Liaison
3. Conference Superintendent of Schools
4. Conference Director of Human Resources and/or Risk Management
5. Pacific Union Conference Associate Director for Early Childhood Education
6. Local ECE Program Director.

In the case that a local conference chooses to have the board of education oversee the ECE programs, the ECE liaison would be the authorized representative for the ECE programs. Separate minutes shall be kept for board discussions and actions.

B. Responsibilities and Functions

1. To provide oversight to ECE programs within the local conference and ensure they operate in accordance with the *Policy Manual*
2. To adopt procedures or practices to meet the needs of the local conference ECE system
3. To establish and maintain the ECE program accreditation process
4. To process applications for the establishment of new ECE programs
5. To appoint an ECE liaison to the PUCOE ECE Division.

5300. Early Childhood Education Program Policies

5305. Definition of an ECE Program

A Seventh-day Adventist ECE program is a purposefully organized entity of a Seventh-day Adventist church or school, which provides for the education and care of young children, under the direction of trained personnel, and in accordance with PUCOE ECE policies, procedures, guidelines and relevant governmental regulations. In addition, it may include programs for extended care for school-age children. Age groups serviced are determined by the local state licensing agency.

Pre-kindergarten classrooms are not covered by the *Pacific Union Conference Education Code*. They are instead overseen by governmental regulation agencies and the *Policy Manual*.

Per *Pacific Union Conference Education Code* A14-116 regarding Pre-kindergarten classrooms:

Early childhood education/pre-kindergarten are not covered by this *Education Code*. Pre-kindergarten are governed by state licensing codes and the union Early Childhood Education. See also Section C15-104.

Transitional K classrooms are not covered by the *Policy Manual*. They are instead overseen by the *Pacific Union Conference Education Code*.

Per *Pacific Union Conference Education Code* A14-118 regarding Transitional K classrooms:

Each local conference shall develop a Transitional K policy in alignment with applicable state law.

5310. Ownership of an ECE Program

Since an ECE program is operated under the auspices of an established Seventh-day Adventist school or church, the conference retains legal title to all property in accordance with denominational policy.

Seventh-day Adventist churches and schools may lease their property to an ECE program according to local conference policy regarding facility rentals. Those ECE programs that are not overseen by the local Seventh-day Adventist conference office may not in any way infringe on the Seventh-day Adventist trademark or represent themselves as institutions of the Seventh-day Adventist Church. These restrictions should be made a part of the lease with the non-Seventh-day Adventist church affiliated ECE program.

5315. Purpose of an ECE Program

The primary purpose of the ECE program is to provide opportunities for children to learn about God and Jesus Christ as their Savior in a loving, caring, and intellectually stimulating environment.

The program is predicated on the belief that each child is unique and of inestimable value, and focuses on the development of the whole child.

Basic reasons for operating an ECE are:

- To provide a developmentally-appropriate environment for the nurturance of the whole child—intellectually, emotionally, spiritually, socially and physically.
- To provide a Christ-centered environment for community and congregational families
- To minister to families through the active involvement of the hosting entity
- To serve as an evangelistic outreach to the community
- To serve as a transition to elementary schools.

5320. Rationale of an ECE Program

The nurture and well-being of the whole child—intellectual, emotional, spiritual, social and physical—is the primary concern of the program. In addition, the program, as an integral part of the evangelistic program of the church, is in a unique position to provide support, counseling, and spiritual guidance for the family as a unit. Because of the importance to the family, churches and/or schools shall give the same commitment of involvement and support to ECE programs as to existing elementary and secondary schools.

The PUCOE recognizes that education is a lifelong process beginning at birth. There are, however, marked differences between the formal classroom education of elementary age children and the nurture and education of preschool children and their families in an ECE facility.

Programs for young children must be distinctive in that they provide:

- A safe growing place with activities and expectations that match their cognitive, physical, emotional, spiritual, and social abilities
- Staff who occupy the unique role of professional teacher-parents, who not only play a dual role with the children, but act in cooperating, supporting, and educating roles to the parents.

The rationale for operating an ECE program is to be determined by the local board based upon the systemic mission statement for Seventh-day Adventist ECEs, and the systemic statement of Seventh-day Adventist educational philosophy as outlined in the *Pacific Union Conference Education Code*.

5400. Local ECE Program Board Policies

5405. Local ECE Program Board

Each local ECE program shall organize an ECE board, elected by the local church or school board. With prior conference approval, an existing school or church board may act as an ECE governing board.

School board meetings are open meetings, except when sensitive topics are being discussed. In this instance, the board chair may call for an executive session, which is a closed meeting of the board when only the regular and ex-officio members are present. The board may invite interested persons to be present to provide needed information. However, such persons should be excused prior to discussion and vote by the school board.

A. Membership

The local ECE program board shall be composed of members of the Seventh-day Adventist Church who represent a cross section of the local ECE program church or school board. The local ECE program board members (other than ex-officio members) are to be elected by the local church and/or school board in accordance with the ECE by-laws and/or working policies.

1. Chairperson
2. Vice-chairperson
3. Secretary (ECE program administrator, if different from the ECE director)
4. Treasurer

Ex-officio

1. Representative from the local church(es) (if affiliated with a church)
2. Representative from the local school(s) (if affiliated with a school)
3. ECE Program Director (if different from the ECE Administrator)
4. Local Conference ECE Liaison

A representative from the program's clientele may be appointed to the program board as a non-voting invitee.

B. Meetings

The local ECE board should meet at a regular time and place and shall meet at least six (6) times during the calendar year.

C. Authority

The local ECE program board is responsible for the operation of the ECE program within the union adopted ECE policies, procedures and guidelines, conference adopted procedures and practices, governmental regulations, and the provisions of the ECE constituency. The board has authority only when meeting in an official session. The board acts as a group and no individual member or committee can act in place of the board except by board action. All actions of the board are implemented through the ECE director/administrator.

D. Functions

1. To consider, in counsel with the conference superintendent of schools or designee, a proposed plan for the organization of an ECE program
2. To cooperate with the local conference office of education and the conference ECE board in all actions relating to the employment status of ECE program personnel
3. To ensure implementation of the PUCOE ECE policies and best practices as well as the policies and practices of the local conference office of education
4. To develop policies in areas of local concern such as:
 - Property use
 - Purchasing procedures
 - Fees and/or other methods of support
 - Methods of financial support
 - Methods of operational support
 - Admission requirements
 - Equipment and maintenance master planning
 - Curriculum
5. To support the director in the administration of the ECE program
6. To ensure that official minutes of each meeting of the board are kept and a duplicate copy filed with the local conference office of education. If the ECE board also serves as the K-8, K-12 or local church board, then the ECE board minutes are to be recorded separately from the K-8, K-12 or local church board minutes.
7. To implement board decisions only through authorized agents
8. To respond to regulatory issues regarding the operation of the ECE programs
9. To participate in the process of evaluation as determined by the local conference office of education
10. To participate in the process of accreditation
11. To cooperate with the local conference office of education in planning for in-service education

12. To maintain and update a parent and staff handbooks in consultation with the local conference office of education
13. To assume responsibility for the funding of an annual operating budget
14. To make provision for the training of individuals who are members of a Seventh-day Adventist church for substitute and permanent employment
15. To appoint the Personnel Committee members and to form other committees as needed. The Personnel Committee shall consider and make recommendations regarding personnel matters and decisions as empowered by the local ECE program board.
16. To encourage the organization and maintenance of an active parent group
17. To preside at grievance hearings of employees and clientele and make necessary decisions for change and/or improvements.

5410. Board Officer Responsibilities

A. Chair

1. To preside at meetings of the local ECE program board
2. To be informed by the board secretary of the agenda for board meetings
3. To follow parliamentary procedures as adopted by the local ECE program board
4. To promote the interests of the local ECE program
5. To encourage discussion which is relevant to the agenda items
6. To be acquainted with the local ECE program and confer with the administrator on items pertaining to its operation
7. To act as a liaison with the constituency in communicating pertinent ECE issues
8. To mediate grievances from employees and clientele
9. To assist in implementing actions of the local ECE program board
10. To serve as an ex-officio member of all committees.

B. Vice-chairperson

1. To act in the place of the chairperson's absence.

C. Secretary (ECE Administrator/Director)

1. To serve as secretary of the local ECE program board
2. To administer the actions of the local ECE program board
3. To foster and promote an active parent group
4. To prepare board agendas in counsel with the chair and distribute to board members prior to a board meeting
5. To distribute minutes of board meetings to all members after each meeting
6. To distribute minutes of board meetings in executive session and/or Personnel Committee to its members following the board meeting in executive session and/or Personnel Committee
7. To serve as ex-officio members of all the committees.

D. Treasurer

1. To be responsible for the financial records and funds
2. To supply a current financial report at least nine times per year
3. To be responsible for dispersing funds from the treasury to satisfy debts incurred by the local ECE program
4. To adhere to the board-voted expenditure limit.

5415. Local ECE Program Board Code of Ethics

A code of ethics is an expression of personal ideals that should guide those who serve as board members of a Seventh-day Adventist ECE program.

The success in and contribution to the education program of the church will be in direct proportion to the behavior and ethics of those responsible for that program.

In all actions as a board member, the first commitment is to the well-being of all the children and families of the church.

The local ECE program board responsibilities for ethical behavior are:

- To base decisions on the philosophy, mission and goals of Seventh-day Adventist education
- To demonstrate attitudes and personal conduct which reflect the standards of the Seventh-day Adventist Church
- To work with other board members in a spirit of decency, harmony, and cooperation
- To recognize that a position on the board is not to be used for personal gain
- To recognize that the authority of the local ECE program board is derived from the church or school that operates the ECE program
- To accept the denominational policies as a basis for decisions regarding the local ECE program
- To recognize that the authority of the board is only expressed by its actions as a board and that an individual member is to act or speak on behalf of the board only when authorized to do so
- To abide by and uphold actions of the board and maintain the confidentiality of deliberations and actions, especially as related to personnel. (Each board member shall complete and sign a [Statement of Confidentiality](#) and a [Conflict of Interest form](#).)

5500. Health and Safety Policies

5505. Emergency Information

A. Drop-off and Pick-up Authorization

Each program must maintain a list of adult individuals authorized to drop off and pick up their child. The enrolling parent or guardian must provide specific names and contact information for each individual child. Each child must have a list of these authorized individuals in their permanent files; no two children may share a list of authorized individuals. The individual removing the child from the program shall be required to show photo identification to staff members and properly sign the child(ren) out. Refer to your state licensing regulations.

For liability reasons, persons 17 years of age or younger and program employees shall not be allowed to sign in/sign out any client's child(ren) or arrange for the transportation of any client's child(ren) to and from the program.

B. Court Orders

Official court orders restricting individuals from having contact with a specific child(ren) will be honored and a copy of the court order(s) must be kept in the child(ren)'s permanent file.

C. At-Risk Behavior of Authorized Individuals or Others

Program staff members may deny access to any person, including authorized individuals, whose behavior presents a risk to the child(ren) present in the facility.

D. Forcible Removal of a Child(ren)

In the event of a child being forcibly removed from the ECE facility, whether by an authorized or unauthorized individual, the appropriate legal authorities (law enforcement, Child Protective Services and state licensing office, if appropriate) will be immediately notified as well as the child's legally responsible parent or guardian. If this should occur, a full report will be filed with the state licensing agency and the local conference office of education ECE liaison. Refer to your local state child care forms or see [Forcible Removal Report template](#). (California programs use LIC 624 Unusual Incident/Injury Report.)

E. Termination of Services

The administration reserves the right to deny or discontinue services to, or employment of, anyone in violation of this policy, any other policy or procedure of the program, or any applicable law. Where applicable, a full report will be filed with the state licensing agency and/or the local conference office of education ECE liaison.

5510. Environmental Safety

To minimize the risk to children's health and safety, personnel are responsible to ensure that maintenance, cleaning, and repair supplies and equipment are stored in locked areas out of the reach of children and preferably outside the classroom. Monitoring, recording and communication of environmental concerns shall be conducted as required by governmental regulations.

5515. Health Requirements for Admission

A current physical examination, signed by the child's medical practitioner, must be submitted at the time of enrollment. This must include current immunizations, health care summary and name and address of the doctor. Updated reports of immunizations must be submitted annually.

For immunization exemption, a signed statement of parental objection to the immunization or a medical exemption, signed by a medical practitioner, must be submitted, or consult your local licensing agency.

5520. Mandated Reporting Requirements

Every state has laws requiring the reporting of suspected child abuse. Each state also defines abuse somewhat uniquely, usually including the elements of non-accidental physical injury, neglect, sexual abuse, and emotional abuse. Each facility shall become familiar with its own jurisdiction's mandated reporting requirements and ensure the facility is in compliance with all such requirements. Suspected abuse needs to be reported to the appropriate agency. It is then the agency's responsibility to determine if abuse has occurred. (Click the link to see your state's requirements. <https://www.rainn.org/public-policy/laws-in-your-state>) Also refer to your local licensing agency for requirements and forms. Any instances of suspected child abuse should also be reported to the local conference liaison as soon as possible so that the conference can assist the facility in handling the matter appropriately.

5525. Medications Administration and Storage

Medication may be administered by the director or other designated staff member to any child who is required to take medication as prescribed by a physician. Before dispensing any medications to a child, the parent or legal guardian must sign and date the appropriate medication form.

- Refer to your state licensing agency for guidelines on administering medications. (California programs can refer to LIC 9221.)
- A written statement from the parent or guardian of the child indicating the desire that the school administer the medication to the child in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the

name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

ECE program personnel shall not disclose any information regarding a child's medication. Information is only to be given with the signed release of the parent. Therefore, it is imperative that each child have on file a completed and signed medical release form (refer to your local state child care forms) in the event of a potentially life-threatening emergency. The program reserves the right to grant or refuse special medication administration requests.

All medication must be stored safely and securely. A strict system of logging administered medications must be maintained. When no longer needed by the child, all medications should be returned to the child's authorized representative or properly disposed of after an attempt to reach authorized representative.

5530. Pesticide Use

States may have regulations relating to the use of pesticides. California requires that all early childhood programs provide parents or guardians of children who are enrolled at the facility with annual written notification of expected pesticide use at early childhood programs. (See <http://apps.cdpr.ca.gov/schoolipm/childcare/main.cfm>)

Other states can refer to their state regulations. (See also <http://www2.epa.gov/childcare> and http://www.nasbe.org/healthy_schools/hs/bytopics.php?topicid=3170)

5535. Safety Report

The ECE program director, in collaboration with the host site safety committee and safety officer, shall work together to complete the [Annual Safety Report](#), which is due on the same date as those required by K-12 to the local conference office of education.

5600. General Administrative Policies

5605. Accreditation of an ECE Program

Accreditation provides a means by which ECE programs examine the organization, programs and services offered with accepted standards of quality, and assists in planning for continuing improvement. ECE programs are encouraged to seek and maintain accreditation.

5610. Annual Opening and Closing Reports

The director of the ECE program shall submit an Early Childhood Education Annual Opening Report/Program Staff Worksheet to the local conference office of education by September 15. The local Conference office must submit the ECE opening reports to the Pacific Union Conference Office of Education no later than September 30.

The director of the ECE program shall submit an Annual Closing Report/Program Staff Worksheet to the local conference office of education by the end of the fiscal year or a date determined by the local conference liaison.

The Opening and Closing Reports are supplied by the PUCOE ECE Division. Refer to the PUCOE ECE website: <http://paucearlychildhood.adventistfaith.org/opening-and-closing-reports>.

5615. Exceptional Students

Seventh-day Adventist ECE programs usually do not have the equipment or staff for special education and may not be able to accept students who have exceptional mental, physical, or social needs.

5620. Finances

All ECE programs must maintain independent and discrete financial accounting systems. Funds of the ECE program are not to be co-mingled with the funds of other entities, including the host church or school.

All money received by and for the ECE program is to be turned over promptly to the ECE administrator or ECE treasurer in the absence of the administrator. Receipts shall be given for all funds received. These funds belong to the ECE program and may be disbursed only by board policy. Such funds are to be held by the ECE program and may not be borrowed or in any way diverted by any other entity from the objective for which they were intended.

In order to operate a fiscally sound ECE program, the organizing church or school will:

- Support the financial viability and operations of the program
- Revenue generated by the ECE program should first fund ECE program improvements unless otherwise voted by the ECE board to fund other church/school projects
- Ensure financial audits are conducted according to local conference office policy.

5625. Nondiscrimination Statement

The Seventh-day Adventist Church in all of its ECE programs, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender.

A statement of nondiscrimination is to appear in each ECE program Parent Handbook. The following model statement contains the basic elements that are to be included in the nondiscrimination statement.

"(Name of ECE program) admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the ECE program. (Name of ECE program) does not discriminate on the basis of race, color, ethnic background, country of origin or gender." (*Education Code A23-108*)

5630. Opening an ECE Program

Establishing an ECE program is the responsibility of the local church or school board when it has been determined that the needs and interests of its constituency would be served. Programs should be established with a mission to serve young children and their families with a program of early childhood education that is infused with Seventh-day Adventist beliefs and values. The opening of an ECE program shall be voted by the local church or school board and the conference board of education. The program must operate in harmony with denominational policies, guidelines, and governmental regulations.

In the establishment of a program, the governing board shall:

- Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy
- Demonstrate sufficient financial resources for start-up and sustainability of operations
- Consult with the local conference and union offices of education to ensure compliance with denominational policies and state licensing regulations for opening and operating an early childhood education program
- Utilize denominational resources such as the [Steps for Opening an ECE Program](#) and applicable material from entities such as Adventist Risk Management, the Office of Human Resources, etc.
- Adopt employment and remuneration practices aligned with denominational policies to support the employment of qualified ECE personnel as appropriate to job description.

Local Conference Liaison: The chief executive officer (Conference President) delegates an authorized liaison from within the conference office of education staff. Via an Executive Committee resolution and a designation of facility responsibility form (California programs refer to the form LIC 308), this individual is responsible for assisting with and signing all application forms. The liaison also provides oversight of the facility's strategic planning, governmental

licensing forms, and content of supportive documents as set forth by governing agencies and the *Policy Manual*.

Local Host Site Duties

It shall be the duty of each local church and/or school host site to support the local conference-associated ECE program by:

- Electing its representatives to the local ECE program board ([policy 5405](#))
- Providing ways to ensure the stable operation of the local ECE program ([policy 5620](#))
- Ensuring that plans are in place for the capital improvement needs of the local ECE program. ([policy 5620](#))

5635. Operational Cessation

A decision to close an ECE facility must be recommended to the local conference Executive Committee by the local ECE board through the local conference ECE liaison.

Many state licensing agencies require programs to provide their clientele with a 30-day closure notice. The minimum of a 30-day closure notice is a courtesy extended to all who will be affected by the program's closure.

During the closure process, the program leaders and board members should attempt to preserve the future evangelistic opportunities of the church/school. The integrity of the Adventist Church as a body of Christ's representatives must be maintained.

Top priorities for the distribution of information:

- Local Conference Office of Education ECE Liaison
- Local Conference Office Human Resource and Risk Management Director(s)
- Pacific Union Conference Associate Director for ECE
- Director and Staff
- Licensing Analyst
- Clientele

Hold meetings in succession with:

- Local Conference Office of Education ECE Liaison
- Pacific Union Conference Associate Director for ECE
- Director
- Staff
- Clientele

Give written notice to those listed above as soon as possible, stating:

- On-going commitment to children and families
- Brief explanation for closure (optional)
- Short list of other childcare/preschool facilities in the area without any recommendations
- Contact information for the local Child Care Resource and Referral Agency.

After closing the doors:

- The local government licensing office must be notified of final closure.
- All records must be placed in a secure, tamper- and weather-proof storage area; records are still confidential material.
- The following documents must be sent in their entirety to the local conference office of education ECE liaison and retained indefinitely (*NAD Working Policy*, B 60, October 2006):
 - Licensing forms, documents and files
 - Board meeting minutes and resolutions
 - Personnel records
 - Children's enrollment and health records
 - Billing/financial records, both venter and clientele
- Maximize the effectiveness of the Record Retention Schedule (*NAD Working Policy*, B 60, October 2006): document it, sign it, and follow it. This has the effect of making records management efficient and affords some protection should the entity become involved in litigation in which records are questioned.
- Assets remaining after all claims and debts have been satisfied shall be the responsibility of the local host site to be dispensed as appropriate, and in accordance with any applicable law.

5640. Parental Involvement

Each ECE program shall adopt policies and practices that create an effective partnership between the ECE program and parents. Policies shall include, but not be limited to, regular and emergency communication procedures, visitation protocols including custody, parent meetings and conferences, monitoring child development, conflict resolution, children's health guidelines and procedures, etc. A program should include information for parents in a parent handbook that is distributed upon admission and updated annually. A current copy shall be sent to the local conference office of education.

5645. Photos and Stories for Newsworthy Use

If a program will be using pictures of the children, families, or staff members, the following rules should be followed carefully.

- There must be no intrusion into anyone's solitude, seclusion or private property without permission.
- Private information, whether by photo or story, must not be published without permission.
- Photographs or stories that present the subject in a false or negative light, even if true, must not be published.
- Photos must not be appropriated for commercial use without permission.

In addition, ECE directors/administrators should observe the following privacy preventative measures.

- Photos for public distribution should avoid using full-frontal shots.
- Photo captions and the accompanying story should never use the child's full name.

Photos/Stories for Commercial Use

If a particular picture is not newsworthy, publication may be considered an invasion of privacy.

Including anyone's picture in an advertisement or brochure without their permission, or the permission of their guardian in the case of minors, may be considered to be a misappropriation of the name or likeness of a living person for purposes of trade or advertising without that person's consent, and therefore illegal.

Each program must include a photo release form in their registration packets for clientele as a means for children and their families to safeguard their privacy rights.

Sample release statement:

"I hereby give permission for my child to be photographed for preschool use for promotional and advertisement purposes and having school portraits taken."

5650. Transportation and Field Trips

Field trip excursions are an enjoyable means of extending the daily curriculum and providing opportunities to learn about the community. In many cases, it is possible to bring special guests and activities into the program thereby foregoing the liability and expense of time, effort, and money for a field trip away from the program. However, should a teacher decide that a field trip would be the most beneficial means of enhancing the curriculum's theme the following policy should be adhered to in order to minimize the program's liability and maximize the advantages of the excursion.

General Policies

- The number of children transported in a vehicle must not exceed the number of passengers for which the vehicle is designed to carry. Each passenger must have their own seatbelt or car seat, as appropriate.
- No child shall be left unattended in any vehicle.
- Local and state requirements regarding the transportation of children must be followed.
- Transportation in the back of open vehicles is strictly prohibited.
- Consent for emergency treatment form (California programs refer to LIC 627; other states refer to your state licensing forms) must be on file for each child. The original will remain at the program. A copy will accompany the lead teacher on the excursion; another will accompany the supervising adult in each vehicle.
- Each supervising adult must carry a supplied first aid kit.
- Proper minimum student supervision ratios shall be maintained at all times during the field trip.

Field Trip Participation

- Prior to departure, the program must have a permission slip signed and dated by each child's parent/guardian allowing the child to attend a field trip. A copy will accompany the lead

teacher on the excursion; another will accompany the supervising adult in each vehicle.

- Each field trip is a separate excursion and requires a new notification and permission slip.
- If a child is not accompanied by a permission slip, the child must not be allowed to participate in the field trip; other arrangements must be made for the supervision of any child not participating.
- When transportation is provided for any child for field trips or any other purpose, all vehicles must be adequately insured according to the policies of the local conference office.

Buses

- If a bus is used, it must have a current and valid state-issued safety certificate.
- The driver must have a valid license for the vehicle driven.
- Appropriate supervision for children six years or under requires that attendants other than the driver be present in the vehicle. An adult/child ratio of 1:6 must be maintained for preschool-age groups or see your state licensing regulations.

Private Vehicles

- Each ECE program must maintain a “Non-owned Auto Insurance” policy through their local conference office and/or Adventist Risk Management Services.
- All drivers must meet program requirements, including being at least 21 years of age, hold a valid state driver’s license and complete a driver’s questionnaire as provided by the local conference office.
- All vehicles must be licensed, maintained, and inspected with current, adequate insurance.
- An adult/child ratio of 1:6 must be maintained for preschool-age groups or see your state licensing regulations.
- Parents who accompany their child on a field trip may only transport other children assigned to them by the ECE program.
- All transportation arrangements must be made by the ECE program.
- Local conference policy regarding driver background check must be followed.

5700. Employment and Personnel Policies

5705. Continuing Education for ECE Professionals

Authorized Early Childhood professionals may enroll in courses as per the following:

1. A local conference office of education is granted a specific number of units per year that can be allocated to full-time early childhood professionals. Full-time early childhood professionals who hold a B.S. degree in ECE Child Development or related field may enroll in graduate level classes.
2. Special Provisions: In a case where an ECE professional demonstrates leadership skills that the local conference superintendent of schools determines a B.S. degree would be beneficial, then the local conference could authorize subsidy for undergraduate classes to complete the B.S. degree.

Pacific Union Conference Education Code E10-152 A.1-2

The total hours granted to a local conference office of education is based on the allocation of one quarter hour per year for each Early Childhood professional. An Early Childhood professional may not be allocated more than 12 quarter hours during an academic year of the total hours available to the local conference office of education.

5710. Criteria for Employment

ECE staff, employed by the local conference, shall affirm their commitment, while on the job or representing the institution, to uphold the mission, beliefs and values of the Seventh-day Adventist Church, abide by all denominational ECE policies, and shall demonstrate the personal qualities and interests that will ensure the safety and well-being of young children. (*NAD Working Policy FED 30 10*)

Any person employed in any capacity in an Adventist ECE program shall: (a) not have any felony conviction, (b) have met health and immunization screening requirements, and (c) not have demonstrated unethical or immoral conduct that placed or could place children at risk. To ensure children's safety, each prospective employee shall meet all applicable governmental requirements and shall have completed a comprehensive criminal background check prior to reporting to work.

Before commencing employment, the employee must sign the [Staff Acknowledgement form](#) stating that they have read and will comply with these policies. A signed copy shall be placed in the employee's file.

5715. ECE Administrative Director

The leader of a local ECE program is the administrative director with specific responsibilities and duties as assigned by the conference and as described by denominational policy and governmental regulations. As outlined by governmental regulations, this generally qualifies the director as a salaried/exempt employee. To ensure the mission and purpose of Adventist ECE programs all newly hired directors shall be Seventh-day Adventist church members. (*NAD Working Policy* FED 30 25)

5720. Employment Positions

The local conference shall, in consultation with union ECE leadership, create job descriptions aligned with denominational standards of quality and governmental regulations. Job descriptions shall be consistently applied to all ECE program positions in a conference. All are hourly employment positions with the possible exception of an ECE program Supervisor and/or Administrative Director (see policy [5715](#)).

1. Supervisor: Has overall supervision of multiple ECE sites/programs and does not qualify to be counted in the student/child census of any site/program. This person may be considered a local conference office of education ECE liaison or a union associate director for Early Childhood Education.
2. Administrative Director: Has direct responsibility of the overall operation of an ECE program with 51% or more of work hours spent on non-clerical administrative tasks and non-teaching/care giving.
3. Site Director: Has direct responsibility for the overall operation of an ECE program with more than 51% of the assigned work hours are in teaching/care-giving and/or clerical functions (non-administrative tasks).
4. Assistant Director: Supports the director and assists with responsibilities for the overall operation of an ECE program and assumes responsibility in the director's absence.
5. Head Teacher/Lead Teacher: Has direct responsibility for program planning and provides for the care, supervision, and management of young children.
6. Assistant Teacher: Assists the head teacher and is under their supervision in the care, supervision, management and instruction of young children; and meets established requirements to be left alone with young children.
7. Teacher Aide: Assists the head teacher or assistant teacher in the care, supervision, and management of young children and is under the teacher's direct supervision and never left alone with sole responsibility for a group of young children.
8. Before and After-School Care Teacher: Has the responsibility for the supervision and management of children during specific times.
9. Support Service Positions: Fulfill various job assignments that assist with specific functions that do not include direct child care or instruction including, but not limited to, such positions as administrative assistant, receptionist, accountant, cook, custodian, maintenance, etc.

5725. Employment Status

Upon employment each ECE employee will be classified as full-time or part-time based on the hours assigned and fulfilled on duty each week. Full-time employment is defined as 38 hours of on-duty work per week and part-time employment is any assignment and hours worked that is less than 38 hours per week. At the time employment begins each ECE employee will also be classified as follows:

1. Non-Exempt/Hourly: Except where assigned responsibilities qualify the individual as administrative personnel as outlined in the criteria below, ECE employees shall be categorized as non-exempt personnel, paid on an hourly basis, and considered “at will” employees that may be discontinued without cause.
2. Exempt/Salary: (Before any employee is considered to be exempt, the job description should be approved by human resources and legal.) Persons employed in one of the following administrative job categories that meet the requirements of the federal Fair Labor Standards Act (FLSA) for an exempt classification should be placed on salary. Exempt employees are considered at will unless provided a contract with a defined term of service. Contracts may or may not be renewed at the end of service. These individuals shall be members of the Seventh-day Adventist Church.
 - a) Supervisor: Has overall supervision of multiple ECE sites/programs and does not qualify to be counted in the student/child census of any site/program. This person may be considered a local conference office of education ECE liaison or a union associate director for Early Childhood Education.
 - b) Administrative Director: Has direct responsibility of the overall operation of an ECE program with 51% or more of work hours spent on non-clerical administrative tasks and non-teaching/care giving.

5730. Volunteers and Interns

The person selected for a volunteer or intern position will assist with supervision and group management under the direct supervision of a fully qualified/lead teacher and is not to be left alone with children. The volunteer or intern must be 18 years of age or older. Volunteer selection and utilization shall be done in compliance with any applicable law.

All volunteers and interns must go through their local conference volunteer screening process. In addition, prior to being assigned work, all volunteers and interns must have a licensed health care provider fill out and submit the required forms (CTCA.org). Other states check with your local conference HR department or local State Child Care Licensing office for requirements.

Volunteers and interns will be dismissed from service if they violate any applicable laws or any policies, rules, and/or procedures of the child care program.

5800. Child Care Policies

5805. Accidents and Injuries

The ECE program is to be operated in a manner which minimizes accidents and injuries to children and staff. The potential for injury causing incidents necessitates accurate contact information for the parents/guardians of each child enrolled. When an accident or injury occurs, staff must act immediately to administer emergency procedures.

A. Ouch Report

If an injury is superficial, or an accident appears to be minor in nature and damage, the responsible staff should fill out an “ouch” report for the parent’s information. The ouch report should be recorded on the classroom’s daily log sheet in order to keep other staff members informed and to assist the administration in tracking the recurrence of possible problems.

B. Unusual Incident/Injury Report

If it appears that an accident may lead to future medical complications, or if it becomes serious, the child needs to be medically examined. In such a situation, the following procedures are required:

1. A trained staff member will carry out immediate first aid and CPR.
2. In emergency situations, the staff should contact the local emergency unit (e.g. dialing 9-1-1) before calling the parent(s)/guardian(s) (e.g. cessation of breathing or other immediately life-threatening condition).
3. If parent(s)/guardian(s) or the alternate emergency number cannot be reached, the director/head teacher will have the authority to take whatever measures he or she determines are reasonably necessary for the treatment or care of the child. This may include contacting emergency services (dialing 9-1-1) or transporting the child to a hospital or other appropriate care provider.
4. A staff member shall accompany the injured child, with the child's health information file to the hospital and stay until the parent arrives.
5. Report the incident as required by law, and at most within 24 hours or during normal business hours the next working day. Within seven (7) days, this is to be followed by a written report (LIC 624 for California; for other states refer to your local licensing requirements) containing the following information:
 - Child’s name, age, gender, date of admission
 - Date and nature of event
 - Attending physician’s name, findings, and treatment, if any
 - Disposition of the case

6. Complete and submit a Student Medical Claim form to the local conference office or immediate supervisor. (Student Medical Claim form can be obtained from the local conference office.)

All incidents, emergencies, accidents, and injuries that occur to children, staff, or visitors must be reported on an accident report form with no attempt to evaluate fault or blame.

If an accident report form is used for a child in the program, the parents shall sign the original form and the original shall be placed in the child's permanent administrative file and a copy given to the parents.

5810. A Child's Rights and Needs

- Children have a right to be safe from physical and emotional injury by other children.
- Children have the right to be free from corporal or unusual punishment, isolation, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to: interference with the daily living functions (e.g. eating, sleeping, or toileting), or withholding of shelter, care, clothing, medication or aids to physical functioning.
- Children have the right to be accorded dignity in personal relationships with staff and other persons.
- Children have the right to be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet their needs.
- Children have a right to be supervised at all times. The staff shall always ensure that the appropriate staff/child ratio for each group is maintained.

5900. Curriculum and Instruction

5905. Curriculum

The Seventh-day Adventist system of education defines curriculum as all learning experiences, both formal and informal, recognizing the value of integrating the home, school, and church. The Adventist curriculum is developed by integrating spiritual values with learning standards for all developmental domains of young children.

5910. Curriculum Materials

Each program should adopt and implement developmentally-appropriate curriculum materials that reflect the beliefs and values of the Seventh-day Adventist Church and which are approved by the North American Division.

5915. Curriculum Materials Classification

Curriculum materials developed or recommended by the NAD and adopted by the Union ECE Board are placed in the following categories.

A. Level #1

Materials classified as level #1 are required for use in the ECE programs in the Union.

The following curriculum has been developed by the NAD for level #1 use:

- CREATION Kids

B. Level #2

Materials classified as level #2 are recommended for supplementary use in the ECE programs in the union.

The following curricula have been vetted and determined as appropriate for use as a supplement to the NAD-developed curriculum, CREATION Kids:

- Core Knowledge
- Creative Curriculum
- High Reach
- High Scope
- Learn Every Day
- Opening the World of Learning (OWL) Pre-kindergarten curriculum

For more detailed information regarding each curriculum, visit the NAD ECE website: <http://ecec.nadeducation.org/>.

C. Request to Use Alternative Supplemental ECE Curriculum

Alternative supplemental curriculums are to be evaluated and approved annually by the local conference office of Education. Requests for approval of supplemental curriculum must be submitted by the ECE program. Refer to the [Alternative Supplemental Request form](#) on the PUC ECE website.

The local conference will review the request and make one of the following recommendations:

- Approved for level #2 use by the ECE program and adoption by the local conference
- Not approved for use

5920. Instruction

Increasing knowledge of child development from research and years of observation has resulted in accepted best practices for the instruction of young children. Plans for on-going staff development by the union, conference and local program director should be created to equip ECE employees with the specialized knowledge and effective instructional skills needed in the education and care of young children.

POLICY MANUAL STAFF ACKNOWLEDGEMENT FORM

I have read, understood, and agree to abide by the **Pacific Union Conference Office of Education, Early Childhood Education Division Policy Manual**. If I have any questions in the future, I will personally address them to the director or my local conference liaison.

Employee's Signature

Date

Supervisor's Signature

Date

STATEMENT CONCERNING CONFLICT OF INTEREST

Year

The undersigned, a volunteer board member of _____,
hereby declares as follows:

In accordance with stated principles prohibiting any conflict of interest by trustees, officers, employees, and members of governing boards of organizations and institutions of the Pacific Union Conference of Seventh-day Adventists, as recited in the *North American Division Working Policy* and policies adopted by the Pacific Union Conference, the undersigned hereby declares that he or she shall:

1. Deal with all persons doing business with the organization on a basis that is for the best interest of the organization without favor or preference to third persons or personal considerations.
2. Consider only the very best interests of the organization and faithfully follow the established policies of the organization.
3. Not accept or seek any gratuity, favor, benefit, loan, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice nor accept any commission or payment of any kind in connection with work performed, services rendered or supplies provided to the organization.
4. Not use the position held by the undersigned, nor any confidential information acquired through or from the organization for any personal profit or advantage, direct or indirect.
5. Not retain or acquire any interest in other organizations or entities doing or contemplating doing any business with the organization.
6. Promptly report any present or potential conflict of interest the signer may have to the chairman or the governing board of the organization.
7. Refrain from voting on any action in which the governing board proposes to vote on any action in which the signer may have a potential conflict of interest.

Date

Signature

Printed Name

STATEMENT OF CONFIDENTIALITY

I hereby acknowledge, as a volunteer board member of _____,

I understand that all information to which I have access in relation to specific individuals and situations, including but not limited to the identities of recipients or applicants for services and/or employment, social background information pertaining to specific individuals or families, budgetary items, tuition and/or other methods of financial support, discussion items and voted actions are to be held in the strictest confidence and may not be released or discussed for *any* purpose not specifically authorized by the state licensing agency, local conference Office of Education, and Pacific Union Conference Office of Education. As an ECE board member, I shall observe the privacy preventative measure that photos of children, other than my own, placed on social media shall avoid using inappropriate and/or full-frontal shots.

I also understand that even after the termination of my appointment as a board member of _____, I am to maintain confidentiality of all information entrusted to me. I further understand that any such breach of confidentiality may be a violation of law and may be of personal liability to the board member, to the facility, and to the local conference.

Board Member Signature

Date

Board Chair Signature

Date

Glossary

Adventist Risk Management – The insurance carrier for many educational institutions.

Annual Budget – Local program and conference office of education budgets shall include items such as salaries and wage related expenses, school subsidies, allowances for in-service education, workshops, curriculum development, and contingencies.

Annual Safety Report – This report is to be completed by the director and staff of an ECE program to ensure compliance with local state health and safety regulations and local conference policies.

Closing/Opening Reports – These reports compile and report data as may be required by the NAD and/or useful to the planning and reporting of union-wide and local ECE programs.

CREATION Kids Curriculum – Produced by the Seventh-day Adventist Church through the NAD Education Department. A comprehensive, self-contained, digital curriculum that promotes the development of the whole child – head, hand and heart – and provides teachers guidance and support to meet the diverse needs of three and four-year-old children.

Daily Log - This sheet is used to keep other staff members informed and to assist the administration in tracking the recurrence of possible problems such as injuries, illnesses and incidents. When recording these occurrences, record the date and time.

ECE – Early childhood education.

ECE Division– Early Childhood Education Division. The administrative unit within the Pacific Union Conference responsible for early childhood education.

ECE Program – An early childhood program licensed through the local state Community Care Licensing Agency or the Health and Human Services Department. The local conference is the representative for the program at the licensing agency.

ECE Program Board – Early childhood education board. The operating board of the local ECE program within the Pacific Union Conference, which operates within the policies of the *ECE Policy Manual* and the local conference office of education.

Education Code – The *Pacific Union Conference Education Code*. This document provides the framework for the K-12 educational operations within the Pacific Union Conference.

Employer – The local conference. ECE personnel are employed by the local conference, through the office of the superintendent of schools.

GC – General Conference of Seventh-day Adventists. This is the highest governing body of the Seventh-day Adventist Church worldwide with headquarters in Silver Spring, Maryland.

Local Conference – This administrative unit within the Pacific Union Conference is responsible for the operation of ECE programs. This unit is the employing organization for the ECE employees in the local programs within the Pacific Union Conference.

Local Conference ECE Board – A meeting of local program administrators, local conference personnel, representatives of higher education, and union office of education personnel.

Local Host – A church or school which provides facilities for the operation of an ECE program.

NAD – North American Division. This administrative unit of the General Conference of Seventh-day Adventists is responsible for the operations of the church within Bermuda, Canada and the United States of America.

NAD Working Policy – This document provides the authoritative voice of the Seventh-day Adventist Church in North America and contains the accumulated policies adopted by the General Conference.

Ouch Report – This report documents minor injuries. The document should include information such as name of child, date and time, description of how injury occurred, what was done to help the child, and the teacher's signature. A copy must go in the child's file and the original given to the parent/guardian.

Pacific Union College – A liberal arts college located in Angwin, California, operated by the Pacific Union Conference.

Pacific Union Conference of Seventh-day Adventists – The administrative unit responsible for the operations of the Seventh-day Adventist Church within the territory of Arizona, California, Hawaii, Nevada and Utah.

Parent Handbook – This document is provided by each ECE program to the families they service outlining the policies of their program. The Parent Handbook shall be reviewed annually by the ECE program Board and a current copy sent to the local conference office.

Policy Manual – The Pacific Union Early Childhood Education Policy Manual. This document provides the framework for the ECE operations within the Pacific Union Conference.

Transitional K – Transitional Kindergarten is a school grade that serves as a bridge between preschool and kindergarten. TK is the first year of a two-year kindergarten program. A child is eligible for TK if a child will have his or her fifth birthday between September 2 and December 2 (inclusive). (Refer to your state laws for eligibility.)

Union Executive Committee – The highest administrative authority within the Pacific Union Conference. This committee makes final decisions on educational policies referred by the ECE Board.

Union Office of Education – The administrative unit within the Pacific Union Conference responsible for K-12 education.

Index

A

A Child’s Rights and Needs, [5810](#)
 Accidents and Injuries, [5805](#)
 Accreditation of an ECE Program, [5605](#)
 Admission, Health Requirement for, [5515](#)
 Annual Opening and Closing Reports, [5610](#)

B

Board of Education, Pacific Union, [5110](#)
 Board, Local Conference ECE, [5215](#)
 Board, Local ECE Program, [5405](#)
 Board Member forms, [5415](#)

C

Child Abuse, *See Mandated Reporting*, [5520](#)
 Child Care Policies, [5800](#)
 Closing an ECE Program, *See Operational Cessation*, [5635](#)
 Closing Reports, [5610](#)
 Continuing Education for ECE Professionals, [5705](#)
 Criteria for Employment, [5710](#)
 Curriculum, [5900](#), [5905](#)
 Curriculum Materials, [5910](#)
 Curriculum Materials Classification, [5915](#)

D

Definition of an ECE Program, [5305](#)

E

ECE Administrative Director, [5715](#)
 ECE Program Policies, [5300](#)
 Education Philosophy, [5010](#)
 Emergency Information, [5505](#)
 Employment and Personnel Policies, [5700](#)
 Employment Positions, [5720](#)
 Employment Status, [5725](#)
 Environmental Safety, [5510](#)
 Exceptional Students, [5615](#)

F

Field Trips, [5650](#)
 Finances, [5620](#)

G

General Administrative Policies, [5600](#)
[Glossary](#)

H

Health and Safety Policies, [5500](#)
 Health Requirements for Admission, [5515](#)
 Host Site Duties, [5630](#)

I

Instruction, [5920](#)

Interns, Volunteers and, [5730](#)

L

Local Conference Office of Education, [5205](#)

ECE Liaison, [5210](#)

ECE Board, [5215](#)

Local Conference Policies, [5200](#)

Local ECE Program Board, [5405](#)

Board Officer Responsibilities, [5410](#)

Local ECE Program Board Policies, [5400](#)

Local Host Site Duties, [5630](#)

M

Mandated Reporting Requirements, [5520](#)

Medication Administration and Storage, [5525](#)

Mission, [5005](#)

O

Office of Education

Local Conference, [5205](#)

Pacific Union Conference, [5105](#)

Opening and Closing Reports, Annual, [5610](#)

Opening an ECE Program, [5630](#)

Operational Cessation, [5635](#)

Ownership of an ECE Program, [5310](#)

P

Pacific Union Conference

Board of Education, [5110](#)

ECE Division Board, [5120](#)

Office of Education, [5105](#)

ECE Division, [5115](#)

Pacific Union Conference Policies, [5100](#)

Pesticide Use Policy, [5530](#)

Philosophy of Seventh-day Adventist Education,
[5000](#)

Philosophy Statement, [5010](#)

Photos and Stories for Newsworthy Use, [5645](#)

[Preface](#)

Purpose of an ECE Program, [5315](#)

R

Rationale of an ECE Program, [5320](#)

S

Safety Report, [5535](#)

[Staff Acknowledgement Form, Policy Manual](#)

[Statement Concerning Conflict of Interest](#)

[Statement of Confidentiality](#)

T

Transportation and Field Trips, [5650](#)

V

Volunteers and Interns, [5730](#)