



Staff Requirements

Teacher Responsibilities

Teachers are responsible for the care and education of a group of children as part of a teaching team. Lead and Assistant teachers work together to plan and implement scheduled activities. All members of the teaching team work with parents and make contributions to assess the needs of individual children.



Minimum Qualifications

High School diploma or GED certificate *and* one of the following:

- 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field.
- 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children. (1250 hours documented)
- 2 years of experience with children. (2500 hours documented)

Continual Education

- Emergency Management Training
- Mandated Reporter Training
- Fire Safety
- Health & Safety
- Pediatric First Aid / CPR
- Early Childhood Education Practices
- Classroom Inclusion
- Student assessment and/or curriculum planning

Child Abuse Policy / Mandated Reporters

All childcare staff are mandated to report any signs or suspicions of child abuse / neglect.

Parents and guardians are asked to do the same.

Call Child Line for all reporting at 1-800-932-0313



Emergency Management Yearly Review

This letter is to assure you of our concern for the safety and welfare of children attending **K-Prep Learning Center**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate evacuation – Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. **Our safe area is the fenced in playground behind the building.**
- In-place sheltering – Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. **Our shelter area is in the staff room.** In a weather emergency, the children will sit facing the solid wall putting their heads between their knees and covering their heads with their hands.
- Evacuation – Total evacuation of the facility may become necessary if there is a danger in the area. **Our relocation area is *Columbia Family Restaurant at 3985 Columbia Ave Columbia, PA 17512.***
- Modified Operation may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please contact Ann (717.538.3855) or Claire (717.808.0918) for announcements relating any of the emergency actions listed above.

Should you have additional questions regarding our emergency operating procedures, please review the Emergency Management Plan or contact the center director.

ACKNOWLEDGEMENT OF REVIEW OF EMERGENCY MANAGEMENT PLAN

I, _____, acknowledge that I have reviewed the Emergency Management Plan immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Signed: _____

Dated: _____

Date(s) of Annual Review(s)- Employee sign and date each year.

- 1.
- 2.
- 3.
- 4.

