emergencies. No personal phone calls are allowed except in case of an
business. No personal phone calls are allowed except in case of an

Telephone in classrooms are to be used only for CPS & ECC

"You as a parent, your job at CPS & ECC,

Get to know your personal phone number and are NOT to be carried with

an incoming text or phone call, personal cell phone are to be

Because we know it is nearly impossible for most of us to go

Phone Disuse

may result in disciplinary action, up to and including termination.

medias, Dustin non-working hours. Abortion of this policy,

during working hours at CPS & ECC and appropriate use of social

minutes or less. This policy is to provide the

from providing the proper supervision and attention that the child

Technology has made it easy to talk on the phone, not the

Phone, Internet and Social Media Policy

Cell Phones, Social Media, & Confidentiality

You are unsure of;

CPS is licensed by New York State. We strive to meet all regulations. Please ask to see another doc's policies that

have any questions, please feel free to ask any of the teachers.

with the rules of the area. And that means anything. If you

to know where everyone is. Be knowledgeable of the area you are

child to keep them safe. Count the group often, being sure

child to keep the group together. You may move them with the

other students or staff. You may not exceed your assigned

child is in the group. You may only leave the group if

Therefore, when assisting a child, let the child do as much as he /

We try to help children become self-reliant and independent,

Discussion of a particular child or children's behavior, parent

Discussion of a particular child or children's behavior, parent

We may become aware of information of confidential nature.

school, are a part of a professional staff. As such, your

the teacher handles problems. While working at the pre-

You should discuss this with the teacher and observe how

If a child has a behavior problem, you are

the child and need to be a good role model in your speech

When you are in the classroom, you are seen as a teacher by

GENERAL GUIDELINES

When?

outside of school and help me with whatever you can, no matter

you are the classroom. You are a part of a professional staff.

You will be working with children from the ages of 3 months to

You will be interacting with the children in the classroom. In the

a sense, it is a school and we need the teacher to ensure this.

The shift depends on you to be prompt. The safety of the

White working at the Preschool, you are part of a professional

YOUR ROLE

Local conversations and formal conferences with parents are all

a venture between parents and teachers, and for that reason the

and diversity are prized and noticed. Finally, education is

meant to promote play and early hands-on exploration help

experiences which foster social, emotional, and physical development.

Children thrive in an inviting and enriching environment that includes
Discuss with your teacher child abuse management.

- Make the decision of time out for a child.
- Time out is a last resort. A regular staff member can only use words to solve their problems.
- Help children deal with anger, sadness, and frustration by encouraging them to discuss their feelings and recognize other child's feelings.
- Do not force child to apologize or explain their behavior.

- Logical or natural consequences should be applied to problems.
- Encourage child's evaluation of the problem and insist that they work it out by using words.
- Encourage child's development of understanding of the problem and insist that they are developed in conjunction with child.
- Encourage awareness of appropriate behavior.
- Planning ahead to prevent problems.
- Reduction.

- Duration: Guidance methods include:
  - Use positive approaches to help children behave constructively.
  - Provide children of both sexes with equal opportunities to take part in all activities.
  - Cultivate equality with respect and consideration.
  - Treat children of all ages, religions, family backgrounds, and

Adequate Staff/Child Interactions

- Or any other person or entity associated with CPs & EEC.

- report.

- About CPS & EEC, CPs & EEC employees, parents, children
- from position or status or family or religious communities.

- Positions that are discriminatory or harassing for reasons of
- representativeness of CPS & EEC.

- Should you indicate in any position that you speak or write as
- in your capacity (e.g., “student,” “employee,” “member” of the community), you should not use CPs & EEC’s name.

- Identification: If you are identified on external social media
- and copyright may not be used in any manner

- Cultural, CPs & EEC’s intellectual property, logos, trademarks
- Information about the child in CPs & EEC’s care is confidential.
- All have shared such information with CPs & EEC Español?

- Infant care training of similar information of third parties who
- indicate their interest in or similar information on social media.
- You may not disclose confidential or proprietary

- Confidential or Proprietary Information: In participating in

- Social media sites while you are on duty at CPs & EEC.

- Access during Working Hours: You are not to access personal

- Problematic Activities

- You use, disseminate, or duplicate

- Multimedia: Photoblogging (e.g., Flickr), video sharing (e.g., YouTube), blogspotting (e.g., blogspot.com),

- Collaboration: Wikis, social bookmarking, social news, blogs

- Contentious discussion or political borders.

- LinkedIn, social affiliation, and even after work or vacation,

- Social media includes, but is not limited to:

- Those guidelines apply to all CPs & EEC staff and volunteers

Social Media
OTHER LUNCHTIME EXPECTATIONS

- Children are to keep their hands in their sleeves while eating.
- Children are to be seated up to the table.
- Children are to be seated at their desks.
- Be prepared to do as much self-helping running, clearing, and cleaning as possible to free the teacher to be with the children.
- If you are seated in the table, you should eat the child’s needs are attended to.
- The child’s needs are attended to.
- You may get lunch but this is second in priority to being sure.
- Time responsibilities.
- Room for any specific directions she may have for your lunch.
- Check with the teacher if this is your first time in the class.

LUNCHTIME RESPONSIBILITIES

dine sitting mode.
Classrooms may accommodate with other classrooms in according.

EARLY & LATE CARE

Clothing you don’t mind soiling.
You will need help so that you can make something in your clothing. So choose
When choosing your clothing be aware that you will be interacting.
Clothing your teacher may require.
To toe (hip-tops are NOT allowed). Your footwear.

Shoes-please wear sneakers or other covered shoes from heel.

HIGH TIDE SHIRTS that reveal a large section of the stomach.
- Low riding pants that reveal underwear and/or lounges
- Revealing tops and bottoms
- Revealing jumps and shorts should not be showing even when
- Shoulder straps less than one inch wide
- Shoulder less than fifteen times length
- Revealing tops and bottoms
- Revealing through clothing
- Articles of clothing that are considered inappropriate are

Guidelines for proper attire

The teacher of any misconduct.
Redirect them from the source of a problem.
- Encourage them to use their words to solve a problem.
- Do not let children hurt one another by hitting, kicking, or pushing.

- Speech, etc.
- Constructive play. For example, read stories, build, sing
- Do not let children know lose or books, etc. Direct them in
- Ways for the children to be in the chair is on their bottoms.
- Do not let children climb on top of furniture. The only safe

YOUR RESPONSIBILITIES
behind the building.

Follow the last child out the door, exit to the grassy area
sheet and the emergency evacuation area. The second
person's area will be immediately visible. Take attendance
in each room. Once all numbers check the bathroom or other areas
child is located near the door that leads to the playground in
children's sound's lunch to let the children's attention
now be aware of emergency exits in any room you are in.

Please be aware of emergency exits in any room you are in.

FIRE DRILL

**DOS AND DON'TS**

- The teacher, when children's whole safety and
- Ask the teacher when you are unsure.
- Get down to the children's level.
- Be aware of the total situation.
- Let the children know.
- Redirect children to other activities when necessary. Have
- Use a low, gentle and interested voice.
- Identify your child's difficulties.
- Differentiate with the class.
- Sometimes, watch and give the child a chance to solve
- Step into a conflict promptly if there is danger.
- Think about the language of behavior.
- Take time to listen to the children. They constantly tell about
- Communicate on their activities.
- Observe the children carefully.
- Move to a different area of the room quietly and unobtrusively.
Don'ts

- Don’t distract the children from their play (which is their work). Watch and observe, but wait for them to contact you.

- Avoid putting them on the defensive. Do not ask what did you paint? “What are you building?” Show interest and make comments when it seems natural, for example, “You worked hard at the puzzle.” “What a steady builder you are.”

- The children need to have you remain an adult. Do not jump into the middle of their role-playing unless you are invited.

- Allow the children to use creative materials freely, according to their own ideas. Do not make models for them or tell them what to make.

- Avoid using an over stimulating tone of voice. Do not shout at a child across the room. Go directly to the child with whom you wish to speak.

- Avoid labeling a child good or bad. Let him know you like and accept him even when you disapprove of or curtail a certain behavior.

PARKING

Parking for the Pre-School staff is permitted in the East Gym parking lot and the lot behind the tennis courts. If you are a Binghamton University student who lives off campus, you are responsible for your own hang tag and should be aware of the designated parking areas. If you are not a BU Student, please see an office employee for options.

for your own hang tag or decal and should be aware of the designated parking areas. If you are not a BU Student, please see an office employee for options.

INTERN & VOLUNTEER TIME SHEETS

Time sheets are located on the wall across from the Executive Director’s Office. Each time you work, you are to complete a time sheet with your name, date and time in and out. Do this when you come and when you leave.

Please wear your nametag and check your time slot each time you work. We will file this record and you may use it as documentation of your volunteer time in a licensed early childhood program. We very much appreciate and value your contribution to the children in our program.

WAYS TO SAY “VERY GOOD”

You’re on the right track now.  Outstanding
You’re doing a good job.  Fantastic
You did a lot of work today.  Tremendous
You’ve got it made.  Super!
Now that’s what I call a fine job.  That’s great!
You outdid yourself today.  Superb!
You are very good at that.  Keep it up!
You certainly did well today.  Way to go!
That’s coming along nicely.  That’s it!
Now you have the hang of it.  Marvelous!
You’re doing beautifully.  Nice going!
I’m impressed.  Sensational!
Campus Pre-School & Early Childhood Center, Inc.

Intern & Student Volunteer's HANDBOOK

naeyc Accredited