



NAEYC STANDARDS

- *Relationships* foster belonging and encourage individual worth
- *Curriculum* supports individual and group goals
- *Teaching* supports exploration and personal development
- *Assessment* is informed, systematic and advances development
- *Health* practices promote safety
- *Teachers* are qualified and dedicated
- *Families* are involved and respected
- *Community Relationships* support our goals
- *Physical Environment* is safe, well-maintained, educational and fun
- *Leadership and Management* work as a

TMCC E.L. CORD CHILD CARE CENTER
 7000 DANDINI BLVD. C 100
 RENO, NEVADA 89512
 775-674-7515
 775-674-7989 (FAX)

MISSION STATEMENT

Through a quality program, TMCC Child Care Center will provide care and education based on best practice.

STATEMENT OF COMMITMENT

All E.L. Cord Child Care Center employees make the following commitments.

- Provide children individualized care that supports the development of the whole child.
- Work as a partner with each family to provide the services necessary to meet the needs of each child.
- Hold dear the inherent dignity and worth of each individual.
- Provide a safe, fun and educational environment for all children and adults.
- Work hard to support the Center's mission.
- Support the mission of Truckee Meadows Community College and the Nevada System of Higher Education.



TMCC is an EEO/AA (equal opportunity /affirmative action) institute and does not discriminate on the basis of sex, age, race, color, religion disability, national origin, or sexual orientation in the programs or activities which it operates.

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EDUCATING CHILDREN
FOR LIFE



E.L. CORD
CHILD CARE CENTER



LEADERSHIP
AND
MANAGEMENT

POLICY
BROCHURE





RELEASING HUMAN POTENTIAL

MANAGEMENT TOOLS

- Provide systematic training, mentoring, evaluation and support that adheres to Nevada Child Care Licensing Regulations and best practice; specific policy and procedure is defined in center handbooks and brochures
- Post snack menu, individual classroom schedules and curriculum, current activities, health & safety information, parent information and area resources
- Collect, analyze and utilize data to guide decision-making
- Work with parents, TMCC / NSHE and community resources to support center business and educational practices
- Maintain facilities, equipment, materials and supplies necessary to operate a high quality child care center
- Limit access to confidential information to authorized staff members for purposes of providing high quality care and education

FISCAL ACCOUNTABILITY

- Financial policies and procedures are defined by TMCC/NSHE and best practice in the business of early care and education.
- Center design center policies and procedures to ensure accountability and sound fiscal management.

HEALTH, NUTRITION, & SAFETY

- National, State and Local Health and Safety Agencies guide Center policies and procedures.
- Staff members accused of wrongdoing to a child, adult or property will proceed through established Center, TMCC / NSHE and legal procedures.
- Center staff continually assess daily operations, educational activities, policies and procedures to ensure the health, safety and well-being of all children and adults.

PERSONNEL

- Center, TMCC and NSHE handbooks define specific policies and procedures for personnel management.
- Center, TMCC and NSHE best practice are the basis for recruitment, hiring and development methods.
- Assistant teachers, full time employees and volunteers have specific job descriptions and responsibilities.
- Staff members participate in observation, interview and reference check procedures before hire.
- Staff members complete a comprehensive orientation and hands-on training before permanent work begins.
- Staff members must maintain a minimum of 15-clock hours of Nevada Registry approved training each year to continue employment.
- Staff members will to keep children safe and provide age-appropriate education in a fun environment.
- Professional development is guided by defined goals for continuous program improvement.

WE WORK HARD FOR
YOUR FAMILY