

Early Childhood Education and Care

Pacific Union Conference

That Big Binder

Vol. 6, No. 2, Spring 2008

By now, each early childhood program within the Pacific Union has received a large, new Policy, Procedure and Guidelines Manual. The reason is simple...

In October of 2007, the Pacific Union Conference Early Childhood Education and Care (ECEC) Board voted to institute several new policies and guidelines. The Policy, Procedure and Guidelines Manual (PPGM) provides for the establishment and maintenance of early childhood education and care (ECEC) facilities throughout the Union. The purpose of this manual is to establish a relationship among Seventh-day Adventist conference entities in the Pacific Union who are presently operating or contemplating the operation of an ECEC program.

In an effort to keep our center directors and staff informed, this newsletter will briefly describe some of the recent additions within the PPGM.

This year, **Transportation and Field Trips** was the only existing policy updated. In our review of the PPGM, a few errors were detected in this policy, hence, the updated version.

Several new policies were adopted for inclusion in the current PPGM. New policies include:

- **Application Process for Operational Licensure**
This policy outlines the steps required in the establishment of a new Adventist ECEC program.
- **Application Process Division of Responsibilities**
This policy lists the responsibilities of the local conference Office of Education and the potential new Adventist ECEC program when a new ECEC program is being established.
- **Volunteer & Intern Clearance and forms**
This policy details the parameters regarding the use of volunteers and interns (or student teachers) within an ECEC program. *Please note the age requirement is higher than that allowed by most state licensing agencies.*
- **Pesticide Use Policy and forms**
This is a streamlined version of the California right-to-know law on pesticide usage in schools and preschools. A more detailed letter of explanation will be coming from the local conference Office of Education.
- **Safety Reports and forms**
Adventist Risk Management requires annual safety reports to be completed for all church owned facilities. This policy and the

accompanying forms were specifically developed for the early childhood facility. A more detailed letter of explanation will be coming from the local conference Office of Education.

- **Closing an Early Childhood Education and Care Center**

In an on-going effort to protect the financial interests of our ECEC programs, this policy deals with the fair and equitable distribution of inventory and funds upon the unfortunate closure of an Adventist ECEC program.

Guidelines differ from policies in that they are procedural recommendations. A couple of new guidelines were adopted for inclusion in the current PPGM. New guidelines include:

- **Visitor Registration**

Recommended precautionary measures necessary for the safety and security of children and employees.

- **Professional Achievement Recognition and Application**

The purpose of Professional Achievement Recognition is to certify and acknowledge the efforts and attainments of the early childhood professional who is continually learning and growing within their area of expertise. A more detailed letter of explanation will be coming from the local conference Office of Education.

The ad-hoc committee responsible for the PPGM will continue to meet in an effort to address on-going and additional concerns. The current PPGM components can be found on the PUC website at (<http://www.puconline.org/article.php?id=152>).

The PPGM is an evolving document that has and will continue to address the collective needs and concerns of Adventist ECEC facilities within the Pacific Union Conference.

Should you wish to be involved or request an investigation into a matter, please contact the Early Childhood Education and Care Division of the Pacific Union Conference Office of Education at (805) 413-7344.

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Highlights

Directors Workshop Notes

As most of you know, at the end of the Director's Workshop in October, participants were asked to share bits of wisdom with each other. There seemed to be a theme throughout, that of (a) pray (b) be thorough with state requirements, and (c) call for help, answers and encouragement.

Tips for (*new*) directors:

1. Form a prayer team to pray and share with you.
2. When you begin at a center with a vision, be sure you can get "buy in" from your staff, parents and board. You must "sell it", so make sure you prioritize your visions and work out one vision at a time.
3. Read over the job descriptions, policy and procedure manuals, employee handbooks, and parent bulletins. These will help you be informed of what your employees and clientele are bound to and expect from you and what the philosophy of the center. Then, work as a group to make qualitative changes on those that need amending.
4. Set clear hours for yourself – not 7:00 a.m. – 6:00 p.m.
5. Set clear goals for each day. The work will not get done in one day, but with concerted effort – long term.
6. Do everything you can to understand and follow state laws *before* anyone evaluates the center so as to avoid problems in the future.
7. Avoid any discussion of payroll/finances, etcetera with *anyone* except the individual involved. If more than one person is involved, talk to them separately.
8. Find someone to pray with - not necessarily within the center - who can help carry your burden spiritually.
9. Make sure new student paperwork is completed before they begin attending. The hardest form to get is the physician's report as it takes the most time.

10. Become as informed as you can about all aspects of the business. Then:
 - a. Don't over-react
 - b. Don't panic
 - c. Trust your instincts
 - d. Trust in God
11. To avoid any anxiety about a state visit:
 - a. Complete a self evaluation form for child care centers, typically supplied by the state licensing agency. (In California: LIC 9188, 9189, & 9118.)
 - b. Collect all the information on the evaluation checklist. Check items off and clip the checklist to all the collected documents. Then, stick it in your facility file to pull out upon request by the licensing agent.
12. Spend time shadowing an experienced director.
13. Keep connected with most of the directors for more information, ideas, and updates.
14. Have a prayer buddy.
15. Take it one step at a time – you'll get there – all at once is too overwhelming.
16. Questions; unsure? Call someone and ask. We don't have to do it all ourselves.



In addition to the above advice, participants evaluated the workshop by answering several questions. The answers to one of those questions is listed here.

The part I liked best was...

- The obvious evidence of God's spirit moving in the working of centers.
- All
- Getting to know other directors that are in my same position, (and) have so many posi-

ECEC Liaison Contacts

Director's Workshop, Cont.

- tive words and experience that I can learn from.
- Hearing good ideas and information about good management skills.
 - Getting to know human resource issues since some information I didn't know at all.
 - The information on choice therapy and risk management and the sharing (networking).
 - Amount of practical information for me and our center.
 - Learning about other centers.
 - Becoming more acquainted with our evolving support system and other Adventist preschools.
 - Leadership: understanding behavior to (help) control and solve any problem (that) arise.
 - Meeting other directors and my roommate.
 - The spiritual emphasis.
 - Information about liability and hiring.
 - Dennis' presentation (on human resources and risk management).
 - Dennis Imai's presentation.
 - It all was worth my time.
 - The variety and shortness of each presentation.
 - Throwing the ball and sharing ideas; any group work.
 - Visiting with other directors / teachers. Validating our concerns; similarities, differences, ideas, tips, etc.

What a blessing it is to know none of us are alone as we fulfill the mission of reaching out to families with young children.

Here in the Pacific Union, Adventist early childhood programs have a liaison both at the local conference Office of Education level and in the union Office of Education. Please call, write, email or fax your concerns, needs and suggestions to us.

We are here to serve you.

Conference Office ECEC Liaisons



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ECEC Liaisons, cont.

Employment Opportunities



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Directors are needed in at least three centers within the Pacific Union. Interested individuals should contact the Union Office of Education, Early Childhood Education and Care Division at 805-413-7344 or christine@puconline.org.

Prayer Requests from the field

- The family of Amber Williams, former director of Three Angels Childcare Center in Ventura, CA is mourning the loss of their 2 year old son.
- The Wesley family will be subjected to more trauma as they enter the courtroom this summer.

2008 Dates to Remember . . .

May	PUC ECEC Curriculum Committee
July 15	Closing Reports due to Union ECEC Division office
Aug. 18	Southern CA Conf. ECEC Teacher In-Service
Sep. 30	Opening Reports due to Union ECEC Division office
Oct 16	PUC ECEC Board (Westlake Village, CA)
Nov 5-8	NAEYC/ ACCN Annual Conference (Dallas, TX)
Nov. 24-25	CAPSO convention (Long Beach, CA)
Dec. 3-4	North American Division ECEC Advisory's first meeting

Dates to Remember..

