

Proposed *NPUC EDUCATION CODE*

Supplemental ECEC Policies

1000 Introduction and Philosophy

- 1002:13** **Introduction**—Early Childhood Education and Care (ECEC) is a program within the Office of Education that provides out-of-home education and care for young children from birth to entrance into formal schooling (K-12). ECEC programs operated by churches or schools shall be in harmony with the following policies and practices to ensure high standards of quality and to meet governmental regulations.
- 1004:13** **Philosophy**—Early Childhood Education and Care (ECEC) has its foundation in the Biblical imperative for purposeful training of the young child. We are counseled to teach the words of Scripture “diligently unto thy children,” and to “train up a child in the way he should go” (Deuteronomy 6:7 and Proverbs 22:6, KJV).
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).
In partnership with the home and church, it is essential that a balanced ECEC program be established to meet the needs of a child's spiritual, physical, intellectual, social and emotional development from birth to entrance into formal schooling. This focus has the full intention of affirming the value of each child and family, bringing them closer to Christ.
- 1006:13** **ECEC Mission Statement**—To provide young children with Christ-centered, developmentally-appropriate experiences in safe, nurturing environments that are aligned with the beliefs and values of the Seventh-day Adventist Church.
- 1008:13** **ECEC Vision Statement** – To see young children growing in their love for God and love for others through purposeful integrated learning experiences in a caring Christian environment.

1100 Organization and Administration

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NPUC ECEC Leadership and Functions—The ECEC Coordinator will report to the Vice President for Education and fulfill responsibilities that facilitate the development of policies, collaborate with conference Office of Education personnel in overseeing implementation of ECEC policies and best practices, and serve on the NAD ECEC Advisory. The responsibilities of the NPUC ECEC Coordinator include, but are not limited to, the following:

1. Provide leadership in developing, maintaining, and long-range planning for union-wide, Christ-centered, ECEC programs.
2. Advance the mission and vision of ECEC programs.
3. Collaborate with the NAD ECEC Advisory, Adventist Risk Management, Human Resources, and legal counsel to develop and implement policies and guidelines unique to ECEC programs.
4. Provide counsel and guidance to local conferences in the establishment of new ECEC programs.
5. Maintain awareness of ECEC governmental regulations.
6. Consult with local conference personnel to ensure consistent implementation of denominational policies and compliance with applicable governmental regulations.
7. Coordinate with the conferences regarding the implementation of the NAD evaluation process for the accreditation of ECEC programs.
8. Compile and report data as may be required by the NAD and/or useful to the planning and reporting of union-wide ECEC programs.
9. Oversee that the conference implements appropriate protocols to ensure that child, program, and employee records are maintained in accordance with governmental regulations.
10. Collaborate with the NAD in the development and implementation of an effective developmentally-appropriate curriculum for young children.
11. Facilitate the planning and implementation of in-service and professional growth opportunities for ECEC personnel.
12. Assist the local conference in implementing a personnel evaluation process.
13. Consult with the certification registrar in the implementation of the NAD certification program for ECEC personnel.
14. Chair a union-wide ECEC Advisory.
15. Serve on boards, committees and councils, and fulfill other duties as assigned by the Vice President for Education.

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NPUC ECEC Advisory—Provides leadership, general oversight and counsel on ECEC programs operated by Seventh-day Adventist churches or schools. The Advisory meets at least once a year. The Advisory is chaired by the NPUC ECEC Coordinator and composed of the following:

1. One representative from each conference who serves as the conference ECEC liaison
2. One center director from each conference
3. NPUC Vice President for Education (*ex officio*)

1106:13 NPUC ECEC Advisory Functions—The functions of the NPUC ECEC Advisory shall include, but not be limited to, the following:

1. Recommend policies that represent ECEC best practices in schools or churches to the NPUC Office of Education for review by the Education Council and possible adoption by the NPUC Board of Education.
2. Foster communication and collaboration between and among conference ECEC leaders and other ministries/departments.
3. Facilitate the sharing, development, and implementation of materials and resources such as marketing, recruitment, etc.
4. Collaborate in the review and adoption of developmentally appropriate curriculum materials, resources, and practices.
5. Review and/or develop protocols for conference supervision of ECEC program effectiveness to ensure that the mission, goals and objectives are being met.
6. Provide leadership for planning and implementing a program of professional development for ECEC personnel.

1108:13 Conference ECEC Leadership—Each local conference with ECEC programs operating in churches or schools is to designate qualified personnel in the conference Office of Education to serve as the ECEC leader, liaison, coordinator, representative, or Associate Superintendent for ECEC programs. This leader will work in collaboration with the NPUC ECEC leader to implement and maintain an effective ECEC program within the conference and serve on the NPUC ECEC Advisory.

The responsibilities of the conference office of education include, but are not limited to the following:

1. Advance the mission, vision, and values of ECEC programs.
2. Provide leadership in planning, developing, and maintaining conference-wide, Christ-centered, ECEC programs.
3. Provide counsel and guidance in the establishment of new ECEC programs.
4. Maintain awareness and consistent implementation of ECEC denominational policies and governmental regulations.
5. Coordinate the implementation of the NAD evaluation process for the accreditation of ECEC programs.
6. Compile and report data as may be required by the NPUC or NAD.
7. Oversee that appropriate ECEC protocols to ensure that child, program, and employee records are maintained in accordance with denominational policies and governmental regulations.

8. Implement the NAD ECEC curriculum.
9. Facilitate the planning and implementation of personnel orientation/training, and on-going professional growth opportunities for ECEC personnel.
10. Implement a recommended personnel evaluation process.
11. Consult with the certification registrar in the implementation of the NAD certification program for ECEC personnel.
12. Serve on ECEC boards, committees and councils, and fulfill other duties as assigned by the Superintendent of Education.

1110:13 **Relationship of the Conference with Local ECEC Programs**—The local conference board of education has delegated authority from the conference executive committee to govern ECEC programs within the conference. To ensure effective supervision, a church or school ECEC program’s operation is delegated to the local ECEC board (see center board description). It is important that there be regular communication and close cooperation between the local ECEC board and the local conference.

1112:13 **ECEC Programs**—A Seventh-day Adventist Early Childhood Education and Care program, is operated by a church or school. Programs vary based on age-appropriate services and are generally known as daycare centers, child care centers, preschools, pre-kindergartens, etc. The term “Center” may frequently be used in referring to ECEC programs, but is generally understood to apply to entities that are physically separate or organizationally independent of a church or school.

1114:13 **Establishing an ECEC Program**—Establishing an ECEC program is the responsibility of the local church or school constituency when it has been determined that the needs and interests of its constituency and community would be served. Programs should be established with a mission to serve young children and their families with a program of early childhood education and care that is infused with Seventh-day Adventist beliefs and values. The opening of an ECEC program shall be voted by the local 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:

1. Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy.
2. Demonstrate sufficient financial resources for start-up and sustainability of operations.
3. Consult with the local conference office of education to ensure compliance with denominational policies and governmental regulations.
4. Utilize denominational resources such as the *ECEC Center Start-Up Manual* and applicable material from entities such as Adventist Risk Management, the Office of Human Resources, etc.

5. Adopt employment and remuneration practices aligned with denominational policies to support the employment of qualified ECEC personnel as appropriate to job description.

1116:13 **ECEC Constituency**—The constituency of an ECEC program consists of those parties that assume responsibility for the overall operation of the ECEC program in cooperation with the local conference office of education. The constituency should be defined by one of the following: (a) a constitution; or (b) the local church board sponsoring a church-based program; or (c) the school constitution or school board in a school-based program. Meetings of the constituency shall be as specified by the constitution, but should be at least once a year.

1118:13 **ECEC Board**—Each ECEC program shall be governed by an ECEC board. With approval from the conference office of education the existing church or school board, or subset thereof, may serve as the ECEC board. The board is responsible for the operation of the ECEC program within conference/union policies, procedures, and practices. The board should fulfill its responsibility in harmony with the following guidelines:

1. Meetings should be conducted regularly.
2. Members shall be of the Seventh-day Adventist Church.
3. The board may include non-voting invitees who are not members of the Church.
4. Members shall be elected in accordance with the ECEC constitution, or the school constitution in school-based programs, or church manual guidelines for boards and committees for church-based programs.
5. Board officers should be identified in accordance with constitution.
6. Ex-officio board members include: ECEC program director, pastoral representation, the principal in a school-based program, and the local conference and union ECEC leader.
7. Actions of the board are implemented through the program director.

1120:13 **Licensure**—ECEC programs shall meet applicable denominational and governmental requirements regarding licensure and/or registration.

1122:13 **Annual Reporting**—ECEC programs shall meet annual reporting protocols as required.

1124:13 **Evaluation**—Evaluation provides a means by which programs examine the organization, programs and services offered with accepted standards of quality, and assists in planning for continuing improvement. It is the responsibility of the union and conference offices of education to schedule evaluations for ECEC centers utilizing instruments approved by the North American Division Commission on Accreditation.

- 1126:13** **Accreditation**—ECEC programs shall seek and maintain denominational accreditation through the NAD Commission on Accreditation by participating in scheduled evaluations. Seeking additional accreditation for a program is optional.
- 1128:13** **Closing an ECEC Program**—Closing a program shall be by official action of the constituency and the local conference office of education and only after first consulting with the conference and union offices of education. The local conference office of education shall ensure safekeeping of all records in compliance with denominational and governmental requirements and supervise the dissolution of assets.
- 1130:13** **Legal Issues**—Each program has the responsibility to implement policies that protect children and staff. These policies shall meet governmental regulations for the legal jurisdiction in which the program operates. The ECEC program has the day-to-day responsibility, legal and administrative, to operate in cooperation with the conference, notwithstanding that it adopts and follows general policies established by the union conference or division. The union conference or division does not have legal responsibility for any acts or omissions in the administration of an ECEC program unless involved in day-to-day administration of the program in which case they may be responsible only to the extent of such direct involvement.

2000 Children and Families

- 2002:13** **Admission to Centers**— Every parent should have an understanding of the values and objectives of Adventist education.
- It is the policy of the Seventh-day Adventist Church, in all of its early childhood programs, to admit children to all the rights, privileges, programs and activities generally accorded or made available to children in the program. It makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education and care policies, applications for admission, and extracurricular programs.
- Each child has unique individual needs that should be considered when admitting children to ECEC programs. Admission policies must align with applicable governmental regulations.
- 2004:13** **Non-Seventh-day Adventist Attendance**—ECEC programs serve both Adventist and non-Adventist community families providing a program that is Christ-centered and consistent with the beliefs and values of the Seventh-day Adventist church. Further, a program should provide orientation for non-Adventist and non-Christian families regarding the holistic philosophy of Adventist education and the importance of such daily activities as prayer, biblical lessons and stories, etc.
- 2006:13** **Parental Involvement**—Each program shall adopt policies and practices that create an effective partnership between the ECEC 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.
- 2008:13** **Children’s Records**—Programs shall create a cumulative file for each child admitted to an ECEC program. This record shall include, but not be limited to, such information as date/place of birth, contact information of parent/guardians, legal information regarding guardianship or custody, written reports of communication between the center and parents, the child’s attendance, the child’s health record including immunization record, allergies and/or dietary needs, safety incidents involving the child, disciplinary actions for the child, and assessments or observations about the child’s learning and development. Records shall be maintained in compliance with denominational and governmental regulations.

- 2010:13** **Right of Privacy**—Children’s records should contain only the information necessary for the process of early childhood education and care. Records must be available for review by parents, but secured so as to not be accessible to unauthorized individuals.
- 1012:13** **Supervision**—Programs shall develop and implement a program of supervision aligned with applicable teacher-child ratios to ensure child safety and well-being.
- 2014:13** **Discipline**—Discipline of young children should be redemptive, remedial, and corrective, rather than punitive. Programs shall establish disciplinary procedures in consultation with the local conference office of education that includes the rationale for disciplinary measures including suspension and dismissal. Corporal punishment is not permissible in Seventh-day Adventist ECEC programs.
- 2016:13** **Visitors**— For the safety and security of the children and employees, visitors such as current parents, prospective clients, other educators, and governmental officials are welcome with appropriate identification. All other individuals should not be present during normal hours of operation.

3000 Children's Health & Safety

3002:13 Children's Health—Programs shall develop admissions procedures and maintain health records that meet governmental regulations for children's health. Policies and procedures are to be adopted that meet or exceed requirements for immunization, dispensing medications, exclusion for certain illnesses, allergies, food handling, center hygiene and cleanliness.

A record should be kept in each classroom to record any illnesses of children or program staff. It is the responsibility of each classroom teacher/care-giver to maintain an accurate record. A center should develop a protocol for recording and reporting children's illnesses to parents and physicians.

3004:13 Children's Safety—Program staff shall assume responsibility for children's health and safety while in their care. Children are never to be left alone. Safety rules are to be explained to the children beginning with their first day of attendance. Age-appropriate activities must be utilized to protect children.

Programs shall maintain first aid equipment and supplies as required by denominational policies and governmental regulations and personnel should hold current first aid certification. At least one staff member trained and certified in CPR, must be present during hours of operation. A CPR-certified individual should accompany children on field trips.

3006:13 Accident Insurance—The local conference office of education shall ensure that ECEC programs secure adequate student accident insurance coverage.

3008:13 Emergency Preparedness—Each program is to develop, implement, and document age-appropriate emergency procedures and emergency preparedness drills that meet or exceed governmental regulations for fire, tornado, intruder and other emergency situations. Programs shall implement regular safety inspections of facilities, equipment, and vehicles in accordance with denominational requirements to ensure compliance with governmental regulations.

3010:13 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.

- 3012:13** **Health and Safety Reporting**— The ECEC program director shall notify the following (as applicable to the incident): fire department, health department, insurance agency, state or provincial licensing authority, and the conference Office of Education, within 24 hours when any of the following occur: (a) an incident that requires emergency medical care, (b) injury that requires treatment by a physician, and/or (c) fire. Written reports shall be submitted as requested or required by denominational or governmental authorities.
- 3014:13** **Communicable Diseases**—Parents are expected to notify the program director within 24 hours if their child has been exposed to any communicable disease. The program director will notify parents within 24 hours when children in the center have been exposed to a communicable disease. The ECEC program director shall also notify the local health department as required by governmental regulations.
- 3016:13** **Child Abuse and Neglect**—Each conference will ensure that protocols for reporting child abuse and neglect in compliance with governmental regulations are in place. Program personnel are legally required to report suspected cases of child abuse and neglect.

4000 Curriculum and Programs

- 4002:13 Curriculum**—Curriculum is defined broadly to include all learning opportunities, both formal and informal, that guide and support children’s development. Early childhood education includes a wide variety of developmentally-appropriate, dynamic learning experiences that foster young children’s spiritual, physical, mental and social needs in a caring environment.
- 4004:13 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 is approved by the North American Division.
- 4006:13 Instruction**—Increasing knowledge of child development from research and years of observation have 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 ECEC employees with the specialized knowledge and effective instructional skills needed in-the education and care of young children.
- 4008:13 Assessment and Progress Reports**—ECEC personnel should only administer formal assessments of children’s development for which they have received training. Informal observations and evaluations are crucial to reporting children’s progress in learning and development. The conference office of education in consultation with the union ECEC leader shall develop and adopt report forms for early childhood education and care.
- 4010:13 Off-Site Activities**—Off-site learning activities (field trips) should be: (a) provided within the normal hours of operation, (b) planned as developmentally-appropriate activities integral to the curriculum, (c) meet denominational standards and governmental regulations for supervision and safety of children, including transportation in vehicles that meet or exceed the requirements for insurance, child-safety seating, and driver background checks.

5000 Personnel Employment

5002:13 Authority to Employ—Whereas the conference board of education has governance and oversight authority of ECEC programs within the conference, the conference board of education is the employer of all ECEC employees. The recruitment, assignment, evaluation, and supervision of ECEC employees may be delegated by the office of education to the local ECEC program’s administrative director and/or local board. As the employing authority, the conference board of education shall take action on all employment or discontinuance of employment recommended by the local board.

5004:13 Criteria for Employment—Individuals employed in Adventist ECEC programs shall affirm their commitment to uphold the beliefs and values of the Seventh-day Adventist church, the ECEC policies governing the program, and shall demonstrate the personal qualities and interests that will ensure the safety and well-being of young children.

No person shall be employed in any capacity in a Seventh-day Adventist ECEC program who: (a) is not a legal resident, (b) has been convicted of a felony, or (c) has exhibited unethical or immoral conduct that would put children at risk. To ensure children’s safety, each prospective employee shall have current childcare licensing as required by governmental regulations and shall have completed a comprehensive criminal background check utilizing fingerprint identification prior to reporting to work.

5006:13 Employment Status—Upon employment, each ECEC 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 ECEC 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 ECEC employees shall be categorized as non-exempt personnel, paid on an hourly basis, and considered “at will” employees. Under the law, such employment may be discontinued without cause.
2. **Exempt/Salary**—Persons employed in one of the following administrative job categories that meets the requirements of the federal Fair Labor Standards Act (FLSA) for an exempt classification should be placed on salary. These individuals shall be members of the Seventh-day Adventist Church.
 - a) **Supervisor**—One who has overall supervision of multiple ECEC sites/programs and does not qualify to be counted in the student/child census of any site/program. This person may be considered an assistant or associate superintendent for Early Childhood Education and Care.

- a) **Administrative Director**—One who has direct responsibility of the overall operation of an ECEC program with 51% or more of work hours spent on non-clerical administrative tasks and non-teaching/care giving.

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Employment Positions—The conference shall, in consultation with union ECEC leadership, create job descriptions aligned with denominational standards of quality and governmental regulations. Job descriptions shall be consistently applied to all ECEC program positions in a conference. Following are typical job assignments with a brief summary of responsibilities. All are hourly employment positions with the possible exception of an ECEC Supervisor and/or Administrative Director (see above).

1. **Supervisor**—Has overall supervision of multiple ECEC sites/programs and does not qualify to be counted in the student/child census of any site/program. This person may be considered an assistant or associate superintendent for Early Childhood Education and Care.
2. **Administrative Director**—Has direct responsibility of the overall operation of an ECEC program with 51% or more of the 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 ECEC 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 program director and assists with responsibilities for the overall operation of an ECEC 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 his/her 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; and meets established requirements to be left alone with young children.
9. **Support Service Positions**—Fulfill various job assignments that assist with specific program 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.

- 5010:13** **Wages/Salary**—ECEC employee remuneration is based on the wage scale adopted by the conference board of education incorporating prevailing community rates that meet or exceed applicable governmental regulations including minimum wage laws. The wage scale shall be reviewed at least annually and revised as necessary.
- 5012:13** **Employee Benefits**—All ECEC employees shall be enrolled in a worker’s compensation program as required by law. Employees may be eligible for holiday pay as required by governmental regulations should the employee’s work assignment include a legal holiday. The conference employer may choose to provide additional benefits to ECEC employees such as, but not limited to, retirement, health care, life insurance and long-term disability. The schedule of benefits adopted by the employing conference shall be based on employee status (i.e. exempt/non-exempt and full/part-time employment) and available to all ECEC employees in the conference.
- 5014:13** **Employee Orientation and Training**—In consultation with the conference/union offices of education, ECEC programs shall adopt and implement an employee orientation program that includes items such as but not limited to safety, children’s nutrition, cleanliness and sanitation, illness care, medication protocols, emergency procedures, appropriate disciplinary practices, abuse and neglect awareness.
- 5016:13** **Employee Performance Evaluation**—The center director, in consultation with the conference/union office of education ECEC leader, shall implement regular personnel performance reviews to ensure high standards for education and care are met and maintained.
- 5018:13** **Employment Records**—Up-to-date employment records shall be maintained for each employee in accordance with denominational policy and governmental regulations.
- 5020:13** **Probation**—A period of initial employment in which an employee is to demonstrate competency as determined by the director/board. It may also be used as a disciplinary tool.
- 5022:13** **Suspension**—Immediate removal, without pay, of an employee for a specified period of time from all duties for the purpose of investigating serious charges or as a consequence of inappropriate action.
- 5024:13** **Discontinuance of Employment**—Cessation of employment by employee resignation or employer dismissal/termination shall be provided in writing and comply with governmental regulations.

- 5026:13** **Resolution of Employee Issues**—Personnel should seek ways to encourage and support each other in congenial, collaborative working relationships. In consultation with the conference office of education, ECEC programs shall adopt a process for conflict resolution.
- 5028:13** **Harassment**—Harassment of any kind is inappropriate and intolerable in the work environment. (Refer to NAD WP E 84)
- 5030:13** **Volunteers**—Individuals who are non-employees offering service without pay in an ECEC program shall be permitted to participate only as their service is in compliance with denominational policy and governmental regulations.

6000 Finances

- 6002:13** **Financial Responsibility**—Opening an ECEC program requires sustained funding and a sound plan for financial support by the sponsoring church/churches or school.
- 6004:13** **ECEC Funding**—Funding sources for ECEC program operational expenses and capital improvements shall be from tuition and fees, local church and/or school appropriations, and gifts/donations. As a locally-funded entity, there shall be no expectation of conference subsidy support for operations or personnel payroll costs unless otherwise voted by the conference board of education.
- 6006:13** **Financial Operations**—Generally accepted accounting practices shall be established and maintained in accordance with denominational policies and guidelines. In consultation with the conference, a local board may choose to either: (a) establish separate financial operations, records, and reporting; or (b) create the ECEC program financial operations as a department or agency fund of the sponsoring church or school. The center’s financial standing shall be shown through accurate monthly income/expense reporting and other schedules as appropriate.
- 6008:13** **Financial Management**—Programs shall have adequately trained staff with sufficient time allocated to manage the financial operation utilizing appropriate financial software to maintain effective business functions and financial records.
- 6010:13** **Audits**—All programs shall be audited on a regular basis in conjunction with audits performed for the sponsoring church or school.
- 6012:13** **Wage Scale**— Hourly ECEC employee remuneration is based on the wage scale adopted by the conference board of education incorporating prevailing community rates that meet or exceed applicable governmental regulations including minimum wage laws. The wage scale shall be reviewed at least annually and revised as necessary. For assistance in determining the local wage rates consult the conference/union ECEC leader.
- (Refer to www.bls.gov/ooh/personal-care-and-service/childcare-workers.htm or check with the U.S. Department of Labor or your state department of labor.)
- 6014:13** **Insurance Requirements**—Programs shall consult with the local conference to determine that insurance policies are consistent with denominational guidelines and adequately protect the program, the children, employees and sponsoring entity. Insurance shall include property insurance for the building and contents, general liability coverage, worker’s compensation, and student accident insurance for the children enrolled.

7000 Facilities and Equipment

- 7002:13** **Ownership**—Since an ECEC program is operated under the auspices of an established Seventh-day Adventist school or church(es) the local conference retains legal title to all property in accordance with denominational policy.
- 7004:13** **Facility Requirements**—Programs shall operate in building space that will support quality education and care and meet governmental regulations ensuring the health, safety and security of children.
- 7006:13** **Facility and Equipment Safety**—Programs shall adopt policies and procedures that ensure facilities and equipment are maintained, providing for the health, safety and security of children and employees. Each program shall meet denominational guidelines and applicable governmental regulations for safety.
- 7008:13** **Facility Renovations and Repairs**—Each program should be well maintained and kept clean at all times. Facility renovations and additions must comply with denominational policies and governmental regulations. The local conference, insuring agency, and licensing authority must be notified of any proposed change in the facility. The local board and director must ensure a safe environment for all personnel and children when renovations and repairs occur.