

# Jet's Daycare Inc. & Ity Bity Learning Center

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## **The Center/Operating Policy**

Jet's Daycare Inc. and Ity Bity Learning Center are licensed by the state of Florida, in Flagler County. Jet's Daycare Inc. has a licensed capacity of 39 children. Ity Bity Learning Center has a licensed capacity of 52 children. The centers serve children 6 weeks and older, and is open to the general public, Early Learning Coalition Funding, military funding, and other funded programs upon request.

Jet's Daycare Inc., located at 1202 East Lambert St. Bunnell, FL 32110, is open year-round, Monday through Friday from 6:00 a.m. to 6:00 p.m., and observes twelve holidays a year. Enrollment is offered full-time, part-time and drop-in. The phone number for Jet's is (386)-263-2928. Fax number is (386)-263-2935.

Ity Bity Learning Center, located at 205 North Orange St. Bunnell, FL 32110, is open year-round, Monday through Friday from 7:00 a.m. to 6:30 p.m., and may observe twelve holidays a year or less. Enrollment is offered full-time, part-time and drop-in. The phone number for Ity Bity is (386)-586-3617. Fax number is (386)-586-3618.

## **Mission Statement**

It is our mission to provide age appropriate experiences through the use of various materials both indoors and outdoors. Our program will strive to prepare your child to enter Kindergarten in a kind and gentle manner through the use of play and group activities.

## **Our Program's Philosophy**

Jet's Daycare, Inc. / Ity Bity Learning Center is a Child Care Facility that believes children should be allowed to be children. We also believe birth to eight years of age is a vital time for learning and helping a child become a successful adult. Children need hands on experiences and the chance to explore their surroundings. Children learn through play and we recognize this and realize that what a child does may or may not produce what we think is a "perfect" product, however, they are still learning. We will work with the children on learning shapes, colors, recognizing letters and numbers and socialization with their peers.

## **Hiring Practice**

Jet's Daycare Inc./Ity Bity Learning Center promotes the hiring of qualified individuals without regard to race, religion, color, national origin, gender, age, sexual orientation, marital status, veteran status, or disability, provided they meet the requirements established by the center for the position.

Prospective employees will be required to submit an application with appropriate identification, followed by an interview with the Director.

## **Training Requirements**

- Must hold at least a high school diploma
- Ability to relate joyfully and sensitively to children
- Evidence of emotional maturity
- Physical stamina
- Training in:
  - o 40-clock-hour introductory Child Care Training and 5-clock-hour Early Literacy and Language Development through Florida Department of Children and Families (or must be completed within 6 months of hiring date).

- o First Aid
- o CPR

### **With in 30 days**

Fire Extinguish class (30 days)

Safe Sleep - Health Safety and Nutrition

### **Job Requirements/Descriptions**

- I must ensure that children of any age are always supervised and cared for by an adult and never left alone or unattended.
- I understand that using physical punishment or use of verbal threats or harsh, loud or abusive language in the presence of or directed toward a child can lead to immediate termination.
- I whole-heartedly accept my responsibility to interact actively and in a positive manner with the children individually and in groups, and will give them my full attention at all times. I will play with the children and guide them in scheduled activities.
- I understand that feeding time for infants and toddlers, as well as older children, is a time to be nurturing and loving. In accepting this responsibility, I understand that bottles are never to be propped. Children are to be held during bottle feeding.
- I understand that I must follow the instructions of the Director, and Administrative Specialist, and will treat them in a respectful manner.
- I understand that I must be polite and responsive to parents.
- I must see that children are kept clean during the day (hands, faces, noses, diapers) and that I must return a clean and tidy child with all of his/her belongings to the parent at the end of the day. Soiled diapers must always be changed before a parent leaves with their child.
- I understand that other assignments will be made in accordance with my job description including, but not limited to, cleaning the room furniture, equipment, toilets and assisting in serving/preparing meals.
- I understand that I may be moved from one classroom to another, as staffing needs require, or even sent home, when the adult-to-child ratio has been met for the classroom.
- I understand that I must not attend to personal business during scheduled work time. This includes answering cell phones and/or sending text messages, etc. Homework may only be attended to during nap/quiet time, and only if the Lead Teacher does not require your assistance in other work-related tasks.
- I understand that sleeping during nap/quiet time is unacceptable and may result in a written reprimand and/or termination.
- I understand that information about parents, children or fellow employees is confidential and should never be shared with anyone else.

Failure to comply with these requirements or any job expectation could result in action leading up to, and including, termination of the position.

## **Classroom Ratios**

Ages of Children Served

### **Jet's Daycare Inc.**

Infant	Ages 6 weeks-12 months	Capacity 4	Ratio 1:4
Toddler I	Ages 1- 2 years	Capacity 7	Ratio 1:6
Toddler II	Ages 2 - 3 years	Capacity 11	Ratio 1:11
Preschool	Ages 3 - 5 years	Capacity 17	Ratio 1:20

### **Ity Bity Learning Center**

Infant	Ages 6 weeks-12 months	Capacity 6	Ratio 1:4
Toddler I	Ages 1- 2 years	Capacity 12	Ratio 1:5
Toddler II	Ages 2 - 3 years	Capacity 10	Ratio 1:7
Preschool	Ages 3 - 5 years	Capacity 24	Ratio 1:11

Staff members are expected to arrive on time and not to leave until the adult to child ratio is correct and you have checked with the Director, or the Administrative Specialist. Do not leave a classroom until the next Teacher Assistant has arrived. Depending on ratios, you may be moved to another room or asked to leave a shift early.

## **Staff Illness**

It is extremely important that you keep yourself in good physical and mental health. The care and education of young children, while very rewarding, can also be very draining. In order to provide quality care and education to our children, you will need to have a lot of energy and an alert mind. Employees who become ill at the Center must make sure that their shift is covered prior to leaving (remember the adult to child ratios).

## **Absentee Policy**

Staff members are responsible for maintaining regular attendance according to his/her schedule. Whenever a staff member must be absent for illness, family illness, appointments, etc. the following apply:

- Obtaining a substitute: It is the employee's responsibility to cover his/her entire schedule and responsibilities with an approved sub. It is the Director's responsibility to keep current and make available to all employees a substitute list.

An unexcused absence occurs when an employee is not present at the Center during scheduled work hours and has not made arrangements for a substitute or has not notified the Director, or the Administrative Specialist. Three unexcused absences may result in termination. A NO CALL, NO SHOW is grounds for immediate termination.

- Notifying the Director: It is the employee's responsibility to notify the Director, (386) 263-2928 or (386) 586-3617, during office hours of your absence and who is covering for you. If the Director is not in, you may call the Owner on cell phone at (386) 503-9923. Please notify them of your absence at least one hour prior to your scheduled shift or as soon as you are aware that you will be absent.
- Absence Request Form: It is the employee's responsibility to submit an absence request form for planned or unplanned absences and to have it approved by the Director (prior to the absence if it is planned). The request form must be placed in the mailbox on office door for approval. An absence request form must be submitted at least 2 weeks in advance for planned absences. If you have an unexpected absence, you must notify the Director, upon returning to the Center you must fill out an absent request form.
- Emergency/Serious Illness: If an employee is very ill and feels he/she cannot make the phone calls specified in this policy, he/she should notify the Director and they will assist the employee in finding a substitute. It is unacceptable to have parents, spouses or friends call you in sick or if you are unable to come into work, this will result in an automatic write up.

Nowhere, in any employment, would employers look favorably upon excessive absences or tardiness. In child care and education, an absent teacher or teaching assistant means an interruption in the program and an adjustment for the children. The number of days/hours missed will be included on your evaluation.

### **Training/In-service**

All teaching staff must obtain ten clock-hours of training pertaining to the care and education of young children per year and all staff must receive training in first aid and CPR and keep it up to date. Various optional in-service hours will be presented in office for your convenience during the year and some hours, courses or workshops must be scheduled and attended by the employee outside of regular working hours.

### **Professionalism**

All children, parents, visitors, and other staff should be treated with kindness, friendliness, patience and respect. Staff should refrain from gossip, loud talking, and other unnecessary noise and forms of conduct, which could disturb the program and distract from the professionalism of the Center.

The care and education of all young children is taken very seriously at the Centers. Each individual staff member is part of a team whose main goal is the well being of the children. All staff members are expected to present themselves in a professional and caring manner, which includes due respect for each other – staff members, parents, and children.

### **Dress Code**

The following describes dress that is appropriate for staff while working at Jet's Daycare Inc. and Ity Bity Learning Center:

- Clothing that is modest and provides coverage

- o Shorts must be at least fingertip length (hem of shorts meet the tip of your fingertips when your arms are hanging at your sides)
- o Skirts are unacceptable
- Clothing that allows the staff member to move freely, sit on the floor and be with the children,
- Shoes that allow staff member to comfortably play outside with the children
- Clothing that allows the staff member to be comfortable with the messy activities of the program
- Staff should be dressed neat, clean, comfortable, approachable and properly covered.

All staff must wear the provided Jet's Daycare or Ity Bity Learning Center shirt while at work.

### **Confidentiality**

It is contrary to the interest of the Centers and those we serve to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside of the Center. We trust all staff members will appreciate the value of respect for one's privacy. Inside the Centers such information shall be discussed only when it will benefit the care we offer the children and the parents. Personal pictures of the children are not to be taken. Information, pictures, and talking about the children will not be allowed on blogs, personal webpages, any social media website, etc.

### **Staff Evaluations**

Employees are observed and informally evaluated on an on-going basis. There will also be an evaluation each year on or around the employees' anniversary date. Evaluations will be conducted by Director or Owner.

In order for our Centers to run smoothly, staff members must be willing to work together. When a concern arises with an employee the Director will discuss the concern. If the concern is not resolved then the Director will ask the Assistant Director and the employee causing concern to join in a conference to discuss the concern. The concern will be discussed and improvement goals will be determined along with an appropriate timeline. The conference will be documented in writing, signed by the individuals present during the conference, and placed in the individual's personnel file. If the individual is showing an effort at conference, but does not meet all designated goals within the stated time period, the Director reserves the right to schedule a second conference to continue working towards improvement. The Director also reserves the right to terminate individual's employment at Center if efforts toward improvement haven't been attempted during the stated time period.

### **Resignations, Dismissals, Grievances, Probationary Period**

A teacher may be terminated by the Director for gross negligence in performing required duties, failure to provide quality performance, refusing to work when needed and available, continuous personal conflicts with other visitors, staff members, parents, or children and gossiping with other staff members, students, parents, or visitors. Employees will be counseled where there is a deficiency in performance and every effort will be made to help the employee solve a problem.

There are, however, exceptions to this rule. The following are grounds for immediate dismissal:

1. Striking or abusing a child, humiliating a child, withholding food from a child as punishment. (It is NOT considered withholding food when employee removes food from child because of excessive food-playing or sends a child from the table when he/she is playing with food consistently

instead of eating. Food has been offered, the child has not eaten it. However, this should be done only as a last resort and only in extreme cases.)

2. Abuse or inconsiderate treatment of parents, staff or visitors.
3. Unauthorized removal of property
4. Unauthorized removal of records or unauthorized divulgence of parents', children's, or Center's confidential information
5. Leaving children unattended and/or unsupervised.
6. Leaving your work shift without prior authorization (this includes a NO CALL, NO SHOW)

The probationary period is 90 days from the date of hire.

An employee must give 2 weeks notice in writing, in which they explain their intent to resign from his/her job at the Center.

### **General Health and Safety**

Employees will ensure that the children:

- Wash their hands before and after meals, and after toileting
- Wash their faces after meals
- Children remaining at the Center for more than four hours shall be encouraged to nap according to their individual needs
  - o Children who do not sleep shall have a quiet time
- Each crib shall be equipped with an individual bottom sheet and blanket, provided by parent.
  - o Sheet and blanket will be sent home weekly to be laundered by parents
  - o Children shall not share bedding
- Nap/Quiet time bedding:
  - o Each child shall have a sheet and blanket, provided by the parent
  - o Center's cot sheets shall be laundered once after every five uses, immediately when wet or soiled, and always before a change in occupancy
  - o Blankets should be sent home to be laundered once a week (usually on Fridays)
- Cots arrangements:
  - o Cots shall be separated from each other by at least two feet in all directions except when boarding on the wall
  - o Cots may also be arranged so that children are head to feet
  - o When not in use, cots shall be stored in a clean, sanitary manner
- Teachers will monitor the bathroom if more than one child is using it

Teachers must report any suspected child abuse immediately to the Director or Administrative Specialist.

### **Meal and Snack Routines**

Children should wash their hands before being seated for breakfast/lunch/snacks. All meals will be dished up by the staff members. Children are encouraged to try all foods, however, if a child is not interested in a particular food, do not force him/her to try it. Food is not to be used as a reward or punishment.



All children need to be encouraged to sit at the tables during meal/snack time. Encourage the children to show courtesy by not eating until everyone is served. After finishing the meal, children should be instructed to wash their hands. Employees will scrape leftover food from the plates into the trash bins and dump fluids into the designated area. Employees are to encourage and demonstrate pleasant conversation at the tables. Employees may also eat what the children are eating while the children are eating, modeling good table manners. Once the children begin to finish, all staff members must finish, as well, in order to assist children with their clean-up. Do not rush the children through a meal, however, do not allow children to play with their food. After lunch, have the children use the bathroom, wash their hands/face.

Teachers shall wash and sanitize table surfaces before meals and snacks. After meals, the table shall be washed with a bleach water solution and the floor swept. No outside food can be brought inside and eaten in front of the children. Employees are to only eat when the children are eating and eat what they have.

### **Universal Procedures and Precautions**

“‘Universal Precautions’ is a strategy which requires caregivers to treat blood or any bodily fluid of all persons as potential sources of infection, and its core principle is that proper hygiene and sanitary conditions are critical in communicable disease control,” Florida Department of Children and Family.

Ity Bity Learning Center recognizes and practices “universal procedures and precautions” when dealing with any and all bodily fluids (blood, feces, saliva, urine, vomit, nasal/eye discharges). Staff members are to wear gloves when handling bodily fluids. They are to change gloves between children, never using the same gloves twice. After use, gloves are to be placed in a tightly closed bag and disposed of in a trash receptacle. Soiled/contaminated bedding, clothes, etc., are to be washed using a 1/2 cup of bleach. Toys in use are to be disinfected every day. Open wounds are to be bandaged on both staff and children. Staff must wash hands in accordance with the CDC guidelines. Staff are also responsible for making sure children wash hands after using the restroom, before every meal, and if they come into contact with any bodily fluids, theirs or others.

### **Toileting**

Children wearing diapers will be changed on a regular schedule, and as needed. Changing tables shall be disinfected after each use. Staff will wash their hands before and after diapering, and wash the child’s hands after diapering. Children are not to be left unattended on changing tables. Diapering procedures are posted in classrooms with children under 3 years of age. Employees of preschool classrooms are required to remind children to go to the restroom, assist them, and help clean up/change a child in the event of an accident.

Toilet accidents should be treated as that: accidents! The child should not be shamed or made to feel bad. Simply require the child to change his/her own clothes, bag any soiled clothes/belongings, and remind them that if they need to go potty to tell someone or ask for help if they need it. The attitude should be: I know you’ll remember next time. Staff must wear gloves at all times while helping a child who has had an accident, changing a child’s diaper, or helping them wipe.

Teachers shall change children’s clothes if they become wet or dirty. Soiled clothes shall be removed in a sanitary manner, placed in a plastic bag, closed securely and placed in the child’s bag or outside in designated area to be sent home. CHILDREN’S PERSONAL ITEMS MAY NOT BE LAUNDERED AT THE CENTER. Soiled underpants or training pants MAY NOT be rinsed out before placing in a plastic bag. Employee shall remove gloves and wash hands after changing soiled clothing.

Employees that have soiled clothing shall change clothes immediately. Extra shirts are located in the Center. However, it is the responsibility of the staff to have an extra set of clothes on hand.

Bathrooms need to be checked and cleaned frequently throughout the day. Use paper towels only to clean toilets, etc. Make sure children are flushing toilets. Paper towels are disposed of in waste baskets. Check with each classroom teacher for cleaning duties to be carried out during nap/quiet time.

### **Hand Washing**

Hands should be washed upon arrival at the Center, before handling food, after every diaper change, use of the bathroom, before using the water table, after being outside and after blowing/wiping noses. In order to teach good HAND WASHING skills to children, please help them wash their hands as noted above. Research has shown that proper HAND WASHING is effective in reducing the spread of communicable illness/disease.

How: Wet hands with warm, running water, apply liquid soap, wash hands vigorously for 20 seconds. Rinse well with fingertips pointed down, dry hands with a paper towel and turn off faucet with a paper towel. Children are to follow these exact steps.

### **Cleaning/Disinfecting**

Employees shall implement proper and frequent cleaning and disinfecting practices and routines to provide a clean environment for children and to help prevent the spread of disease. Disinfecting with chemical agents (bleach, disinfectant) destroys specific, harmful germs. Teachers shall use the following guidelines for cleaning and disinfecting:

- Surfaces and objects contaminated with any bodily fluids; i.e.: blood, urine, vomit or stool: clean and disinfect immediately, employees must wear gloves
- Objects handled by young children (ex. toys, mouthed objects, table tops, door handles): clean and disinfect at least daily and when soiled
- Diapering area: clean and disinfect after each diaper change
- Water tables: clean and disinfect at least daily and more often if soiled
- Uncarpeted areas: clean and disinfect daily and when soiled
- Carpeted areas: spot clean and disinfect when there is body fluid soiling

Please leave a note with the Director about any rugs or carpet areas that need to be cleaned and disinfected.

### **Dispensing Medication**

Prescription medication shall be given only if the Authorization for Dispensing Medication form has been filled out completely and signed by a parent or guardian. Prescription medication should have a pharmacy label with the child's name, the name of the medication, dosage, dosage intervals, the name of the physician and the date the prescription was filled. Non-prescription medications will not be administered to any child unless their doctor has written an order for the parent or guardian, in which case the Authorization for Dispensing Medication form must be filled out.

Medication is to be administered by the Director or Assistant Director. The person dispensing medication must sign the Authorization Form, and record the date and time it was given. Director or Assistant Director is responsible for having the parent complete an authorization form when a new medication is brought to the center.

All medication is stored in a locked box in the refrigerator or other locked storage located in the kitchen.

### **Children's Illness**

Children with signs of a communicable disease cannot be admitted into the Centers. Employees and parents are to look over the child briefly upon arrival at the center for any signs of illness such as:

- A temperature over 100 degrees taken. Temperatures should be taken by employee. When a child is found to have a temperature over 100 degrees, the Director or Assistant Director will call the parent/guardian of the child. Children sent home with a fever, for whatever reason, are not to re-

turn to Jet's/Ity Bity for 24 hours after they are fever free (without the aid of fever reducing medication)

- Diarrhea – more than two abnormally loose stools per day. Must be diarrhea free for 24 hours
- Vomiting – Free of upset stomach & vomiting for 24 hours
- Inflammation of the eyes
- Skin lesions, i.e., impetigo, ringworm, and scabies
- Any undiagnosed rash

Children at the center showing one or a combination of the above symptoms are to be taken to the office and a parent called to take the child home. Only the Director or Assistant Director may call parents. The call to parents can be made after clearing the illness with the Director and an Illness Documentation Form has been completed.

For illnesses other than fever, diarrhea and vomiting, children must be kept home the recommended number of days (according to the Public Health Regulations for the Control of Communicable Diseases).

### **Authorized Adults / Signing In and Out**

The arrival and departure of children are extremely important events. Parents develop opinions about the Centers, teachers and the program from these interactions. **PLEASE GREET VISITORS, PARENTS AND CHILDREN BY INTRODUCING YOURSELF AS THEY ENTER YOUR ASSIGNED ROOM AND ACKNOWLEDGE THEM WHEN THEY LEAVE!**

Parents should sign-in the exact time they drop off their child in the room each day on the designated form located at the entrance to the building. Parents must also sign out the exact time they pick-up their child.

Parent(s) must designate, **in writing and in person** (not by phone), all other adults who may pick-up their child/children from the Center. If a parent calls and asks if someone can come pick-up their child and they are not on approved list the answer is NO, no exceptions. They MUST have someone from their approved list pick child up. If an unfamiliar adult comes to pick up a child, check the listing of authorized adults for the child and if their name is listed, check their identification. If you recognize the person listed, you do not need to check I.D. The authorized adult must sign the child out on the daily attendance record with their signature. **IMPORTANT:** No matter how insistent a person may be, if he/she is not on the list, you CANNOT let the child leave. If you need assistance please call the Director or Assistant Director immediately.

### **Classroom Safety**

The staff is responsible for the safety and well being of each child. In doing so, the staff shall be responsible for the following safety precautions:

- The classroom shall be arranged to allow for freedom of movement with no sharp corners, unanchored bookshelves or other safety hazards
- All furniture and equipment shall be in good repair
- Carpeting shall be kept clean
- Walls shall be kept clean and free of dirt, paint, or cracks
- Classrooms shall be kept clean and free from accumulated trash, dust and dirt
- All medications and cleaning substances or any toxic substances shall be kept locked and out of children's reach

- Any items in need of repair or cleaning shall be reported to the Director or Assistant Director

### **Supervision**

Children will be supervised at all times and will never be left anywhere unattended.

At times when it is necessary for employees to separate, (for example, one teacher on the playground, one teacher cleaning / preparing classroom), each employee shall be responsible for a number of children so that no one teacher is left over-ratio.

### **Medical Emergency Policy**

DO NOT leave an injured child unattended or leave the other children to tend to injured child. Have another employee assume responsibility for the other children if you have to leave the area to care for an injured child. Provide basic first aid. A first aid kit is located in each room.

If an injury is serious enough to be considered an emergency, Director or Assistant Director should call 911 for ambulance assistance. Staff members are not allowed to transport children in their cars! Director or Assistant Director will contact the parent(s)/guardian(s) who should meet their child at the designated hospital emergency room (the hospital stated as the preference on the Emergency Medical Form) or to the nearest hospital. The child's Emergency Release Form and name of current physical for the child must be sent with the child and to the emergency room.

After the child has received emergency medical care, Jet's/Ity Bity personnel must complete an Accident Report Form. A copy of the Accident Report Form shall be given to the Director and the original will go to the parent(s)/guardian(s).

### **Accident Reports**

If a child is injured at the Center, the teacher in charge shall administer first aid and then complete an Accident Report Form describing the injury. An Accident Report Form shall be filled out if: the injury leaves a mark, bump, or cut on the skin; if it involves a burn; any injury involving the head, even if there are no visible signs of the injury; if a child is bitten. The purpose of the form is to notify parents of the injury, how it happened, and what steps we took to administer first aid and to correct (if possible) the circumstances that caused the injury. A parent must sign the form to acknowledge that he/she is aware of the child's injury. The original goes to the parent the day of the injury and a copy shall be kept by the Center. The parent will be notified by phone of the injury if it is a head injury, a bite that breaks the skin, an allergic reaction, and any injury that might need medical attention.

### **Emergency Procedures**

Fire drills will be conducted monthly. Teachers must shut windows and close doors behind them. One teacher will lead children out the nearest, designated exit, and the second teacher will follow the children out. At Jet's, children and teachers will stay together in a group in the grassy area to the east of the building by the stop sign. At Ity Bity... Teachers must take the emergency bag, emergency contact list and class attendance sheet. Teachers are to take attendance and a head count when safely outside the building. Teachers will lead children inside the building after the designated person in charge has given the all-clear.

Tornado drills will be conducted bi-monthly. The Director will announce the drill. Teachers will lead children to their designated tornado drill location. Children will sit on the floor against the wall. Teachers must take the emergency bag, emergency contact list and class attendance sheet. Teachers are to take roll

and a head count when safely at the designated location. Teachers will lead children back to the classrooms after the designated person in charge has given the all-clear.

### **Playground / Outdoor Play**

Teacher Assistants must help enforce the following playground rules:

1. Children may not throw sand, wood chips, mulch, etc.
2. Children may not climb up the slide.
3. Children must slide feet first down the slide and must be on their bottoms.
4. No toys from the classroom or toys from home are allowed outside on the playground. Balls, shovels, or other outdoor materials are not allowed on climbing structures.
5. Children must be seated to ride tricycles. If a child runs beside the bikes while waiting his/her turn while tricycles are in motion, waiting child will lose their turn.
6. Children must sit down to swing. Only one child will be allowed on the swing at a time. Children may not stand on the swing.
7. Pushing, shoving and wrestling are not allowed.
8. Staff are to be actively involved with the children on the playground. Staff must be positioned to view all parts of the playground. Staff must be spread out throughout the playground so that they are on opposite ends of the playground from each other.
9. No climbing on the fence.
10. No more than four children on monkey bars at all times

While you are outside with the children, it is your responsibility to be actively engaged with the children. Adults should be spread out over the playground, able to see all areas.

Employees will also be assigned opening and closing duties for the playgrounds. These duties are assigned by the Director and you will be notified if these duties are assigned to you.

The children are taken outside daily (except in cases of inclement weather) for fresh air and exercise.

Infants and Toddlers will go outside.

When going out on hot days, be mindful of the effect the heat has on the children. Teachers will provide opportunities for shade, plenty of water, and limit the amount of time the children are outdoors.

When going outside on cold days, teachers need to assure that coats are zipped and caps (or hoods) and mittens are on, and limit the amount of time the children are outdoors.

Jet's Daycare Inc./Ity Bity Learning Center employees are allowed to cancel outside play if conditions are too hot or too cold for the children, staying mindful of the heat index and wind chill.

### **Staff and Parent Interaction**

Parent Communication is very important! Make an effort to let each parent know something about what his or her child did during the day. Communication with parents is to remain positive and helpful. Parents need to know they are valued and welcome in our program. If you run into conflicts or are in doubt when working with a parent, please immediately refer them to the Assistant Director or Director. Follow specific parent instructions or requests that are determined to be within the scope of our program. Pay special attention to getting parent requests communicated to the Director/Assistant Director and coworkers that are working with the child. For staff working in infant and toddler classrooms, you will be required to complete a daily report sheet for parents. Staff working in preschool classrooms must complete daily report sheets for parents requesting this form.

## **Visitors**

We have an “OPEN DOOR” policy and we welcome parents and others to visit our center. We will notify teachers in advance of scheduled visitors. Besides prospective parents, we also have student teachers, teacher observers, administrators and an occasional “drop in” visitor. Staff is expected to be courteous at all times to these visitors and welcome them to our center.

## **Maintenance (room/building organization and cleanliness)**

It is the responsibility of each staff member to keep rooms and the building neat, safe, clean, organized, attractive and appropriate for children. Staff is required to have the classrooms ready each day before the children arrive, and are responsible for putting the room back in a clean and orderly way at the end of the day. Teachers will encourage children to clean up after themselves in the restrooms, making sure that the water is off, sinks and counters are wiped off, toilets are flushed, and there is no paper on the floor.

## **Telephone Policy**

The Center telephones are for business purposes. Staff may not receive telephone calls while they are in the classroom except in an emergency. Cell phones are not to be in the “on” position in the classrooms and are not to be on a person when clocked in for a shift. Staff members must use their break time or wait until their scheduled shift is over to return/make calls, send text messages or IMs. Cell phones are also not to be used during nap/quiet time.

## **Resource Room Storage**

Generally, classroom materials and supplies are stored in the classrooms. Teacher resource room storage is for supplies ordered by the Center and made available to the staff. Staff may use the items from the shelves, for any Center related projects.

The refrigerator in the kitchen may be used to keep staff lunches and drinks, but please label them. Staff members are responsible for removing those items each day. Keeping the resource room clean and organized is a group project and it is important that each staff member clean up after him/herself. Please clean up any messes, wipe the table, fold laundry, and put away any items when appropriate.

## **Photo Copier**

The copier is available to all employees for work related copies. No personal use without Director approval.

## **Smoking**

The use of alcohol, drugs or tobacco products is not permitted in the Center, on the playground, or on the grounds. Staff who smoke and take a break must leave the premises before smoking, must wash their hands before entering the classroom and must change into a fresh shirt.

## **Staff Bulletin Board**

Jet’s Daycare Inc.:

The board is located on the side of refrigerator. It is used to inform staff of new policies, workshops, field trip opportunities, etc. It is the staff's responsibility to check the board for current information and announcements.

Ity Bity Learning Center:

The board is located in the office. It is used to inform staff of new policies, workshops, field trip opportunities, etc. It is the staff's responsibility to check the board for current information and announcements.

### **Parking**

Staff parking is located in our parking lot and overflow is allowed across the street. Please do not park in the driveway or in any non-parking spot as this poses a hazard to other drivers.

### **Holidays**

It is impossible to totally ignore the Christmas/Holiday season in view of the flurry of activities generated by its arrival. The Christmas/Holiday season has a major impact upon the lives of young children, but we must avoid activities which impose beliefs or practices.

We need to be aware of, and sensitive to, the diversity of customs and beliefs represented by the children in our Center. It goes without saying that no child should be embarrassed or made to feel alienated because of his or her parents' specific faith or beliefs.

The spirit of the season provides an opportunity to emphasize mutual understanding, acceptance and brotherhood among all racial, ethnic and religious elements of the human family.

Activities should not involve children in worship activities and should be structured to present the culture rather than the religious emphasis of the season.

### **Discipline Policy**

Teachers use many techniques to assist children in resolving conflicts. Although methods vary depending on children's ages and the severity of the situation, all teach problem-solving skills and instill an intrinsically motivated sense of right and wrong. Teachers use the following techniques when dealing with conflict situations:

- Conscious Discipline
- Limit setting:
  - o Children are given basic, clear, and concise rules to guide their behavior
  - o Boundaries and expectations expand as children develop.
- Consistency:
  - o Helps children know what to expect
  - o Limits and expectations are consistent throughout the classes
  - o All adults respond in a similar way to conflict situations
- Tone: A kind yet serious tone delivered by intervening adults reinforces children's sense of security and lets them know the situation is under control
- Modeling: Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.
- Passive intervention: Teachers give children time to work through their own problems
  - o Teachers are there to help if things escalate to destructive or aggressive behavior
- Physical intervention: Children are physically separated if they begin to hurt each other

- Identifying/ interpreting: Teachers clarify problems, diffuse tension, and facilitate problem solving
- Validating feelings: Acknowledging one's own emotions and those of other children facilitates learning
- Generating options/solutions: Children are given tools to settle conflicts (negotiate, make retribution, collaborate, etc.)
- Redirection: A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior to replace it
- Natural consequences:
  - o Teachers point out and reinforce natural consequences as they occur
  - o Children see the results of their own behavior and begin to modify it accordingly
  - o "You threw sand after we asked you not to. Now you need to leave the sandbox and find a different area to play in."

Teachers shall plan their programs as to minimize behavior problems by:

- Planning a program that is appropriate for the age and individual levels of the children
- Providing a balance between active/quiet and self-directed/teacher-directed activities
- Carefully planning transitions between activities
- Focusing 100% attention on the children, guiding their behavior, facilitating their learning, interacting (including listening, listening, listening) and encouraging them as they meet and strive to overcome new challenges

**Dos and Don'ts**

Do say / don't say

Sit down when you slide	Don't stand up when you slide
Dig in the sand	Don't throw the sand
Keep the puzzle on the table	Don't dump the puzzle on the floor
Turn the pages carefully	Don't tear the book
Talk in a quiet voice	Shut up! Don't shout
Time to go inside	Should we go inside?
Wash your hands	Do you want to wash your hands?

DO.....

1. Speak in a calm, kind voice
2. Speak directly to the child; do not call across a room
3. Speak in short, meaningful sentences appropriate to the child's level of understanding, beginning with the child's name



4. Get down on the child's level, if possible, so that the child can see your face
5. Keep your emotions under control
6. Praise the child for appropriate actions

DON'T...

1. Make fun (harass, humiliate, name call, embarrass) the child
2. Give the child a choice if he cannot, in reality, have a choice
3. Compare the child with another child: "see how clean Johnny's table is"
4. Be dishonest with the child: "Johnny didn't mean to hit you"
5. Make a child feel guilty by saying: "I'm ashamed of you" instead express your feelings: "That makes me angry when you do that"
6. Make a child feel inferior by saying: "you're big now" or "only babies cry"
7. Make a child say they are sorry

### **Important Phone Numbers**

Jet's Daycare Inc.		(386)263-2928
Fax		(386)263-2935
Ity Bity Learning Center		(386)586-3617
Fax		(386)586-3618
Director	Rebecca Heath	(386) 503-9923
Director	Julie Dinofrio	(386)503-1902
Assistant Director	Christine Muck	(407)803-3021
Assistant Director	Cory Tanner	(386) 569-1416
Employees	Carolynne Fleck	(386)517-4099
	Vonda Smith	(561) 654-9687
	Lisa Barbel	(386) 517-3505
	Traci Posner	(386) 517 - 3654

### **Cooperation**

Jet's Daycare Inc./Ity Bity Learning Center promote a corporative work environment. Staff members are expected to work as a team in all things. This includes, but is not limited to, the care of the children, cleanliness and safety of the building and outdoor play areas. It is vital for staff members to communicate with each other in a civil and courteous manner. Children learn from example. That stated, it is the job of the center's staff to set a good example of interpersonal skills to the children.

Please note: any problems with a co-worker not being corporative should be brought to the attention of the owner/operator.

Employee Handbook  
Authorization Sheet

I \_\_\_\_\_ have read the  
above handbook and will perform my job in ac-  
cordance with the rules and regulations of the  
Center.

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Employee's Signature Date

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Supervisor's Signature Date