

Jet's Daycare Inc. & Ity Bity Learning Center & J&L Learning Academy

Employee Handbook

- The Center/Operating Policy
- Mission Statement
- Philosophy
- Hiring Practice/Non-Discrimination Policy
- Employee Rights
- Training Requirements
- Job Requirements/Descriptions
- Employee Benefits
- Classroom Ratios
- Absentee Policy
- Training Requirements
- Professionalism
- Dress Code
- Confidentiality
- Staff Evaluations
- Resignations, Dismissals, Grievances/Probationary Period
- General Health and Safety
- Meal and Snack Routines
- Universal Procedures and Precautions
- Toileting
- Hand washing
- Dispensing Medication
- Children's Illness
- Authorized Adults / Signing In and Out
- Classroom Safety
- Supervision
- Medical Emergency Policy
- Accident Reports

- Emergency Procedures
- Playground / Outdoor Play
- Staff and Parent Interactions
- Visitors
- Maintenance (room/building organization and cleanliness)
- Telephone Policy
- Resource Room Storage
- Photo Copier
- Drug-Free Workplace Policy
- Staff Bulletin Board
- Parking
- Holidays
- Discipline Policy
- Dos and Don'ts
- Important Phone Numbers
- Cooperation

The Center/Operating Policy

The Centers 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 six weeks and older and are 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.

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.

J&L Learning Academy, located at 3 Florida Park Dr., Palm Coast, FL 32137, is open year-round, Monday through Friday, from 6:00 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 J&L is (386)-627-8585, and the fax is (386)-627-8085.

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 play and group activities.

Our Program's Philosophy

Our Centers are a Child Care Facility that believes children should be allowed to be children. We also believe birth to eight years is vital 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 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 to learn shapes and colors, recognize letters and numbers, and socialize with their peers.

Hiring Practice/Non-Discrimination Policy

Our Centers promote hiring 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 must apply with appropriate identification, followed by an interview with the Director.

Employee Rights

Your rights as an employee are not to be harassed or discriminated against (treated less favorably) because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older), or genetic information (including family medical history). Receive equal pay for equal work. Receive reasonable accommodations

(changes to how things usually are done at work) that are needed because of their medical condition or religious beliefs, if required by law. Expect that any medical or genetic information they share with their employer will be kept confidential. Report discrimination, participate in a discrimination investigation or lawsuit, or oppose discrimination (for example, threaten to file a discrimination complaint) without being retaliated against (punished) for doing so.

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 12 months of hiring date).
 - o First Aid & CPR

All teaching staff must obtain 24 clock hours of training about 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. For your convenience during the year, various optional in-service hours will be presented in the office. Some hours, courses, or workshops must be scheduled and attended by the employee outside of regular working hours.

Within 30 days

<p>Childcare Center Walk Through</p> <ul style="list-style-type: none"> • Classroom setting • Room arrangement • Age of children in each room <p>Initial & Date _____</p>	<p>Discussion of Expectations of Staff Members</p> <ul style="list-style-type: none"> • Promptness required • Keeping attendance • Classroom ratios • Daily routine • Role Model <p>Initial & Date _____</p>
<p>Review of paper work and policies</p> <ul style="list-style-type: none"> • Employee Application • Employee Handbook • Emergency Procedures Book • Parent and Provider Handbook <p>Initial & Date _____</p>	<p>Training on Cleaning Procedures</p> <ul style="list-style-type: none"> • Daily cleaning review • Chemical storage/Toxins • How to clean a bathroom properly • Working together to create a safe environment <p>Initial & Date _____</p>
<p>Going over daily Schedule</p> <ul style="list-style-type: none"> • Daily Routines • Outdoor Play 	<p>Outside play and safety of children</p> <ul style="list-style-type: none"> • Continuously moving around on play area

<ul style="list-style-type: none"> • Meal Time • Nap Time Initial & Date _____	<ul style="list-style-type: none"> • Children’s safety is our number one priority (most accidents happen outside) • Be sure to be observant of all children Initial & Date _____
<p>Overview of Bathroom/Changing Procedures</p> <ul style="list-style-type: none"> • How many children allowed in restroom • Diapering procedures • Diaper disposal Initial & Date _____	<p>Child Care Courses</p> <ul style="list-style-type: none"> • SAFE – Safe Sleep Practices for Child Care • DACM - Developmentally Appropriate Classroom Management • FEP – Fire Safety & Management Preparation • TICS R – Trauma-Informed Care for Early Childhood • BGD – Basic Guidance in Discipline Initial & Date _____

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 verbal threats or harsh, loud, or abusive language in the presence of or directed toward a child can lead to immediate termination.
- I wholeheartedly accept my responsibility to interact positively 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, and older children are a time to be nurturing and loving. 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 I will respectfully treat them.
- 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 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, and 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 classroom's adult-to-child ratio has been met.
- I understand that I must not attend to personal business during scheduled work. 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.
- I understand I must attend a monthly meeting to discuss possible improvements and goals.

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

Benefits:

All centers include Health Insurance, 401k Retirement, and Holiday Pay benefits.

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

J&L Learning Academy

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

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

Staff Illness

You must keep yourself in good physical and mental health. While very rewarding, the care and education of young children can also be very draining. To provide quality care and education to our children, you need a lot of energy and an alert mind. Employees who become ill at the Center must ensure their shift is covered before 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 absent from the Center during scheduled work hours and has not made arrangements for a substitute or 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 their cell phone at (386) 503-9923. Please notify them of your absence at least one hour before your scheduled shift or as soon as you know you will be absent.
- Absence Request Form: The employee must submit an absence request form for planned or unplanned absences and have it approved by the Director (before the absence if it is planned). The request form must be placed in the mailbox on the office door for approval. An absence request form must be submitted at least two weeks before planned absences. If you have an unexpected absence, you must notify the Director, and upon returning to the Center, you must fill out an absence 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 cannot 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 in your evaluation.

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 are taken very seriously at the Centers. Each 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 the centers:

- 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 the 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 Center shirt while working.

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 confidential and not be discussed with anyone outside 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 web pages, any social media website, etc.

Staff Evaluations & Performance Requirements

Employees are observed and informally evaluated on an ongoing basis. There will also be an annual evaluation on or around the employees' anniversary date. The director or Owner will conduct evaluations.

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, 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 the 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 an individual's employment at the Center if efforts toward improvement haven't been attempted during the stated time period.

Resignations, Dismissals, Grievances, Probationary Period

The Director may terminate a teacher 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 performance is deficient, 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 an employee removes food from a 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, but the child has not eaten it. However, this should be done only as a last resort and 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 hire date.

An employee must give two weeks' notice in writing, explaining 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 shall have a quiet time
- Each crib shall be equipped with an individual bottom sheet and blanket, provided by the 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. The staff members will dish up all meals. 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 must be encouraged to sit at the table 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, to assist the 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 and wash their hands/faces.

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 only to eat when the children 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 should change gloves between children, never using the same gloves twice. After use, gloves must 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 their hands following the CDC guidelines. Staff is also responsible for ensuring children wash their hands after using the restroom, before every meal, and if they come into contact with bodily fluids, theirs, or others.

Toileting

Children wearing diapers will be changed regularly 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 three 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 clothes, bag any soiled clothes/belongings, and remind them that if they need to go potty tell someone or ask for help if they need it. The attitude should be: I know you’ll remember next time. Staff must always wear gloves 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 a designated area to be sent home. CHILDREN’S ITEMS MAY NOT BE LAUNDERED AT THE CENTER. Soiled underpants or training pants MAY NOT be rinsed out before placing in a plastic bag. Employees shall remove gloves and wash their 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 staff’s responsibility 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 wastebaskets. 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. To teach good HAND WASHING skills to children, please help them wash their hands as noted above. Research has shown that proper HAND WASHING effectively reduces the spread of communicable illnesses/diseases.

How: Wet hands with warm, running water, apply liquid soap, and wash hands vigorously for 20 seconds. Rinse well with fingertips pointed down, dry hands with a paper towel, and turn off the 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. The 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. Employees should take temperatures. 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 return 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 completing an Illness Documentation Form.

For illnesses other than fever, diarrhea, and vomiting, children must be kept home for 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 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 to pick up their child and they are not on the approved list, the answer is NO, with no exceptions. They MUST have someone from their approved list pick the 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 their 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, you CANNOT let the child leave if he/she is not on the list. 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.

When employees must separate (for example, one teacher on the playground, one teacher cleaning/preparing the classroom), each employee shall be responsible for several 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 the injured child. Have another employee assume responsibility for the other children if you 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! The 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 at the nearest hospital. The child's Emergency Release Form and name of current physical the child must be sent with the child to the emergency room.

After the child has received emergency medical care, 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). The Director will then notify DCF and ELCFV about the incident.

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; if any injury involves the head, even if there are no visible signs of the injury; if a child is bitten. The form's purpose is to notify parents of the injury, how it happened, and what steps we took to administer first aid and 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 copy goes to the parent on the day of the injury, and the Center shall keep the original. 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 the children to the nearest designated exit, and the second teacher will follow the children out. Teachers must take the emergency bag, emergency contact list, and class attendance sheet at all centers. Teachers must take attendance and a head count when safely outside the building. Teachers will lead children inside the building after the designated person 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 must take

rollcall and a head count when safely at the designated location. Teachers will lead children back to the classrooms after the designated person 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 their feet first down the slide and 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 for his/her turn while tricycles are in motion, the 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 to be on opposite ends.
9. No climbing on the fence.
10. No more than four children on monkey bars at all times.

While outside with the children, you must be actively engaged with them. 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. The Director assigns these duties, and you will be notified if these duties are assigned to you.

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

Infants and Toddlers will go outside.

When going out on hot days, be mindful of the heat's effect on the children. Teachers will provide opportunities for shade and plenty of water and limit the time the children are outdoors. When going outside on cold days, teachers must ensure that coats are zipped, caps (or hoods), and mittens are on, and limit the time the children are outdoors.

Employees can cancel outside play if the children's conditions are too hot or too cold, staying mindful of the heat index and wind chill.

Staff, Parent, & Community 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 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. We need to ensure communication about different community programs in our area.

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 clean and orderly 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 in the “on” position in the classrooms and are not 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 and 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 each staff member must 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's approval.

Drug-Free Workplace

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

Staff Bulletin Board

All Centers:

The board is on the refrigerator's side. It informs 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 any non-parking spot, as this poses a hazard to other drivers.

Holidays

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

We must 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 demonstrate compassionate, caring behaviors that set examples for children to follow.
- Passive intervention: Teachers give children time to work through their problems
- 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 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 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 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 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) of 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 to clean Johnny's table"
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

Cooperation

The Centers 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. Staff members need to communicate with each other civilly and courteously. Children learn from examples. That stated, it is the job of the center's staff to set a good example of interpersonal skills for 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
accordance with the rules and regulations of the
Centers.

Employee's Signature Date

Supervisor's Signature Date