

Cedar County Coordinated Child Care, Inc.  
Employee Handbook

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Employee Handbook

Staff Training Checklist

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

[\_\_\_\_\_] Complete and sign all paperwork

- W-2
- Confidentiality Agreement

[\_\_\_\_\_] Pre-employment health physical

- Must be completed every three (3) years of employment

[\_\_\_\_\_] Professional Growth Policy

[\_\_\_\_\_] Emergency Procedures

[\_\_\_\_\_] First Aid Procedures

[\_\_\_\_\_] Cleaning Duties

[\_\_\_\_\_] Curriculum Responsibilities

[\_\_\_\_\_] Staff to Child Ratio

[\_\_\_\_\_] Biting Policy

[\_\_\_\_\_] Child Health Policies

[\_\_\_\_\_] Grievance Procedures

[\_\_\_\_\_] Timesheets

[\_\_\_\_\_] Employee Leave Time

[\_\_\_\_\_] Evaluation and Raise Policies and Procedures

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/On-Site Coordinator Signature

\_\_\_\_\_  
Date

Date on Office File: \_\_\_\_\_

## **PHILOSOPHY and MISSION STATEMENT**

Welcome to Cedar County Coordinated Child Care, Inc.!! This Employee Handbook contains information that you will need to be familiar with and follow every day to ensure the health and safety of everyone. The mission of the organization is to provide high quality, affordable childcare services to families in our community. We are a service oriented not-for-profit organization that offers developmentally appropriate programs for children ages 6 weeks through 12 years. The services that we provide enhance the physical, social-emotional, communication/language, and cognitive development of children while contributing to the economic vitality of our community.

As an employee of Cedar County Coordinated Child Care, Inc. you will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook, combined with QRS Code of Ethics, and DHS Regulations you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision-making concerning children.

Cedar County Coordinated Child Care, Inc. staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development while assuring our parent's peace of mind in the care and service we render. CCCCC, Inc. provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

We have prepared this Handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this Handbook. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your particular question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask your Director or On-Site Coordinator. They will be glad to help you answer every question. This Handbook is not a contract of employment or a promise of continued work. Consequently, this Handbook does not alter, amend, or change in any way your employment status. This Handbook should not be read to create a contractual relationship between an "employee at-will" and CCCCC, Inc. "At-will employees" are free to resign at any time. Of course, the Center has the same right and can terminate your employment at any time for any reason. From time to time, changes in policies or benefits may become necessary and may have to be instituted without advance notice. We will, however, try to keep you informed of all changes as soon as possible through the distribution of replacement pages in your handbook. Any conflict between this Handbook and our policies or benefit plans will be resolved in favor of the current policies and plans.

The Director will give new employees a written job description and review the Policy and Procedures with them. This includes, but is not limited to: health and safety, discipline, training requirements, DHS regulation, daily and weekly tasks, CACFP and program philosophy. This staff handbook will also be covered with all staff members. A tour of the facility and grounds will include introduction to the other staff, location of first aid kits, fire extinguishers, and emergency plans. The Director will have the responsibility for hiring and terminating all other staff members in consultation with the board of directors. Staff members are directly supervised by the Director or the On-Site Coordinator but are responsible to the board of directors as well. Any individual hired by Cedar County Coordinated Child Care, Inc. may be scheduled to work at either of the sites, Sycamore Learning Center or Tiger Club, based on the need of the centers. All employees must be flexible as they may be asked to help fill in different areas as needed.

## **EQUAL OPPORTUNITY EMPLOYER**

The Center is proud to be an equal opportunity employer. It is our policy to grant Equal Employment opportunities to all qualified applicants and employees without regard to their race, color, religion, sex, sexual orientation, marital status, age, national origin, citizenship status, disability, veteran status, or any other protected classification. If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of the Director or On-Site Coordinator. If you feel you have been discriminated by the Director or On-Site Coordinator, you should bring the matter to the attention of the President of the Board of Directors. Be assured that all such complaints will be treated with the utmost confidentiality and will be thoroughly reviewed by management.

## **CODE OF CONDUCT**

You were selected for your job with the Center because you possess a level of maturity, responsibility, and commitment which are essential ingredients of our continued success. We are confident that while you work with us, you will continue to demonstrate these qualities and conduct yourself in a professional manner at all times. Your primary responsibility as an employee of the Center is to perform your duties to the best of your ability so that we can all continue to grow and succeed. This responsibility carries with it a number of obligations such as obeying the Center's rules, cooperating with management and co-workers and remaining loyal to the Center. While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct fall short of our established standards, we will not hesitate to take appropriate action. Such action will range from oral or written warnings to termination. Some types of misconduct are so intolerable that termination may be imposed for even the first offense.

The rules set forth below are not designed for the purpose of interfering with or

restricting your rights. Instead, our goal is to protect the mutual rights and interests of the Center and all of our employees. As you review the following list, please keep in mind that it is not intended to be exhaustive. It is merely intended to provide you with examples of the types of conduct that may result in disciplinary action. The Director always reserves the right to impose disciplinary action at their discretion, depending on the facts and circumstances of the situation.

Disciplinary policy is as follows:

1. Verbal Caution: An employee will be given a verbal caution when he or she engages in problematic behavior. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employee that a problem may exist or that one has been identified, which must be addressed. Verbal warnings will be documented and maintained in the employee's personnel file.
2. Verbal Warning: A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior after a verbal caution had been given. Verbal warnings are documented and placed in the employee's personnel file.
3. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior after a verbal caution and verbal warning have been given. Written warnings are maintained in an employee's personnel file.
4. Suspension: A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior after a verbal caution, verbal warning and written warning have been given. An employee's suspension will be documented and remain in the employee's file.
- 5 Decision Making Leave: Following a suspension, an employee will be reprimanded then sent home for the day on decision making leave. This is intended to help the employee decide whether they should continue employment with the company. If the employee returns, they will be expected to work harder than before to follow the Company guidelines and continue their employment without interruption. The other option is the employee may choose to resign because employment with the Company is not a match.

6. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline. Some violations will result in immediate termination. Examples include:

- Failing to maintain satisfactory work performance.
- Unexcused or excessive absenteeism or tardiness.
- Uncooperative attitude.
- Violation of the Center Smoking Policy.
- Failure to immediately report any work-related injury or accident.

**Committing any one of the following serious violations will result in immediate termination for the first offense and proper authorities will be notified, if applicable:**

- Placing children or staff in immediate physical danger or causing injury to a child.
- Theft, participating in a theft, or attempted theft of the Center property or the property of any employee or visitor of the Center.
- Failing or refusing to cooperate with the Center in an investigation of a theft or a suspected theft of another employee's or the Center property, or other conduct harmful to the Center.
- Dishonesty, lying, embezzlement, falsifying any Center record (including employment application), no matter when discovered, falsely reporting any act or transaction or attempting to defraud the Center by any means, including making a false or fraudulent statement regarding absences, medical leave, overtime, falsifying financial records, falsifying or padding your time records or time records of another employee.
- Damaging, destroying or harming Center property or the property of another employee or visitor.
- Fighting or assaulting or attempting to assault any member of management, employee or visitor of the Center, or deliberately provoking or inciting another person to engage in an assault or fight.
- Possessing firearms, or other dangerous weapons or materials on the Center premises (including the parking lot area) or in connection with the Center business without permission from management.
- Involvement in any illegal activities on the Center premises or in connection with the Center business.
- Disloyalty, including disparaging, maligning, or defaming the reputation of the Center or any of its employees.
- Negligent performance of work assignments or deliberate concealment of defective work.
- Insubordination, including refusing or failing to obey a work request or instruction of any member of management or encouraging another employee to refuse or fail to obey such a request or instruction.
- Violation of the Center's Equal Employment Opportunity or Sexual Harassment Policy.

- Violation of the Center's Drug and Alcohol Policy.
- Instigating, encouraging, or participating in any illegal work stoppages slowdowns, or other interference with, or restrictions of, Center operations
- Employees shall not post comments about work online that are demeaning, threatening or harassing to fellow staff members, board members, directors or families of Cedar County Coordinated Child Care, Inc. Employees found doing so will be reprimanded or possibly terminated depending on the severity of the issue.

If the employee is found to have maliciously started unfounded rumors about the program(s), Director, On-Site Coordinator, a situation regarding a child or family in either program, or board members, the employee may be reprimanded, or even terminated, based on the severity of the situation. The issue will be discussed between the Director and the board members from whom a decision will be made.

Any employee who signs up to attend a Continuing Education class and does not show up for the class as scheduled, will receive a write up in your employee file.

## **USE OF CONTROLLED SUBSTANCES AND MEDICATION**

All owners, personnel, and volunteers shall be free of the use of illegal drugs and shall not be under the influence of alcohol or of any prescription or nonprescription drug that could impair their ability to function.

## **EMPLOYMENT and PERFORMANCE POLICIES**

Starting wage is based on experience and college education degree. Each employee will have a 6-month probation period. All full-time employees receive a review at the end of six (6) months, and one (1) year of full-time employment, unless an agreement between the employee and Director has been made otherwise. The Director will evaluate the employee and the opportunity for a wage increase will be considered. Employees will see a copy of their review and the director will discuss it with them. The copy will then be placed in their employee file.

## **Evaluations and Pay Raise Policies and Procedures**

All employees receive a yearly evaluation on the anniversary of their hire date. Raises are given to employees based on performance and the funds that are available at that time. The employee's performance is discussed with the board and the amount of raise is discussed and voted on in closed board meetings. Raises cannot be guaranteed due to the nature of the non-profit organization. However, every effort will be made to reward positive employees for their performance.

### **Overtime**

Any employee having over 40 working hours in any given week will receive time and a half pay. Overtime must be approved by the director.

### **Breaks**

Staff are given an hour non-paid break to take care of personal business. You must clock in and out for this time period. Upon returning, staff is not permitted to read newspapers, magazines, or other non-child related materials during working hours. While children are napping, staff are to be working on lesson plans and cleaning duties - not working on personal business or leisure activities. Break times are the only times that cellular phones may be used unless the director has authorized otherwise.

### **Sick Leave**

If an employee is ill or unable to work their scheduled hours, the Director must be notified 2 hours in advance so that additional staff can be scheduled. The director must be contacted at the center or director personal cell number. Text call ins are not allowed! An employee can also arrange for another employee to substitute in order to cover their hours but this must first be approved by the director.

### **Holiday/Paid Time OFF (PTO) and Family Leave Policy**

The following holidays will be observed as paid holidays by CCCCC:

- New Year's Day (or observed)
- Memorial Day
- Independence Day (or observed)
- Labor Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Eve if it falls on a Monday – Thursday
- Christmas Day (or observed)

If a holiday falls on Saturday it will be observed on Friday. If it should fall on a Sunday it will be observed on Monday.

Part-time employees will be paid for the number of hours they normally work each day. For example, if the employee is normally scheduled to work 3:00pm – 6:00pm Monday through Friday, the employee will receive three (3) hours of holiday pay.

Only full-time employees (employees who work 35 hours or more per week) receive vacation, or paid leave. This paid leave is based on average amount of hours worked per week. The Director must approve all paid leave in advance of the required time-off. Time-off is on a "first-come-first-served" basis. If you need to request a day off, please do so in writing, on the specified form, before the schedule is posted. At a minimum,



vacation requests need to be submitted to the Director two (2) weeks prior to the time off. If the schedule has already been posted, it is then the employee's responsibility, except for illnesses, to find a replacement. The Director needs to be made aware of any changes in the posted schedule due to staff trading hours.

Paid Time Off should be used during the year it is given except for 40 hours which maybe rolled over to the following year. Paid Time Off will not be given to employees whose file is not in compliance with DHS regulations. All unpaid leave needs to fall under the family leave policy below. Unpaid time off outside of family leave shall not be granted.

Paid Time Off is as follows:

- After six months of full-time employment, an employee shall receive (5) day of paid leave.
- After one (1) year of full-time employment, an employee shall receive an additional five (5) days of paid leave.
- After two (2) years of full-time employment, an employee shall receive (10) days of paid leave per year. For any employee working less than 40 hours per week, vacation will be calculated on the average hours worked per week.
- After five (5) years of full-time employment, an employee shall receive fifteen (15) days of paid leave per year. For any employee working less than 40 hours per week, vacation will be calculated on the average hours worked per week.

### **Sick Leave**

Full time employees will be granted two paid sick days per year for themselves or their immediate family. These leave days must be used during that calendar year.

### **Family Leave Policy**

Any employee of the Cedar County Coordinated Child Care, Inc. program may take up to twelve (12) weeks of unpaid leave for the following reasons:

- a. The birth of a son or daughter of the employee and in order to care for such child.
- b. The placement of a son or daughter with the employee for adoption or foster care.
- c. In order to care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter, or parent has a serious health condition.
- d. A serious health condition that makes the employee unable to perform the functions of their position with the Sycamore Learning Center or Tiger Club program.

Leave may be taken as a block of time or on an intermittent schedule, as agreed upon by the employee and the Director. In any case in which the necessity for leave is foreseeable, the employee shall provide the employer with no less than thirty (30) days' notice before the day of the employee's intention to take Family Leave.

The Director or board of directors may require that a request for the leave be supported by certification issued by the health care provider of the employee or of the family member for which the leave was taken. This certification shall state, to the extent possible, the nature and the date the serious health condition commenced, the probable duration of the condition and the appropriate medical facts within the knowledge of the health care provider regarding the condition.

In any case in which the Director or the Cedar County Coordinated Child Care, Inc. Committee board members have reason to doubt the validity of the certification provided regarding either Reason "C" or "D" as listed above the board may require, at the expense of Cedar County Coordinated Child Care, Inc., that the employee obtain the opinion of a second health care provider which is chosen or approved by the Director. The health care provider shall be knowledgeable in the area of health that the employee has listed as the condition for the leave. The opinion of the second health care provider shall be final.

An employee who takes leave shall be entitled on return from Family Leave:

- a. To be restored to the position of employment held by the employee when the leave commenced  
OR
- b. To be restored to an equivalent position with the equivalent employment benefits, pay, and other terms and conditions of employment.

As a condition of restoration, the Director and/or members of the board may require that the employee provide certification from the health care provider of the employee that the employee is able to resume work.

### **Jury Duty**

Jury duty will be paid out at employee's current rate of pay minus the juror pay from the courts for a maximum of 10 days. A receipt from the courts with the payment information will be required to be submitted. If the trial goes over ten days, you may be paid using any available PTO if you choose.

### **Center Closure**

If the center closes due to inclement weather or any other unforeseeable act full time employees will be paid for their normal scheduled hours.

### **Bereavement Leave Policy**

All employees will be allowed three (3) paid days of bereavement leave due to a death in his/her immediate family. Immediate family includes children, parent, grandparent, grandchildren, sibling, in-laws, or significant other. One (1) paid day of bereavement leave is allowed for a death in an employee's extended family. Extended family includes: aunt, uncle, niece, or nephew.

The authorization of additional unpaid time is up to the discretion of the Director.

**Nursing Mothers** Staff needs to notify the director of amount of times/length of time needed for breastfeeding and/or pumping and the director will try to accommodate. This time will be unpaid. A table, chair and outlet will be provided.

### **Tobacco Policy**

At no time will smoking, vaping, nicotine, or electronic cigarettes be allowed in the program or on the properties or while in your vehicle on the property. Clothing worn at work must be free from the smell of smoke.

## **CONFLICTS OF INTEREST**

As an employee of the Center, it is expected that you will avoid actions that involve, or appear to involve, conflicts of interest between your duties and other business ventures or personal relationships. It is in your best interest and that of the Center that you act with discretion and good common sense in conducting all business on behalf of the Center.

## **APPEARANCE AND DRESS**

While we respect your individuality, your neat appearance and proper attire are important to our ability to maintain a professional atmosphere and leave a favorable impression with our patrons and visitors. We strive to maintain a professional atmosphere and rely on your good judgment in this area. Your clothing should be tasteful, clean, neat, and appropriate for your duties. Nice jeans, jean shorts, shirts, tops, tanks that cover bra (inch thick strap, no spaghetti straps) or t-shirts are appropriate. Any clothing that is worn must cover all areas to include but not limited to bellybuttons, cleavage, buttocks and bras. No short skirts or shorts (need to at the bottom of your fingertips when your hands are to your side), shirts with beer slogans/pictures or sexual implication, skulls or curse words will not be allowed. Hats shall not be worn inside the building. Staff will be outside with children year-round, so bring weather-appropriate clothing. Good personal hygiene is required. Children learn by example – so be a good one!

### **When a Provider should wash their hands:**

1. Upon arrival at the center or room.
2. After handling animals or cleaning cages.
3. When hands are dirty.
4. After being outdoors.
5. Before and after using moist items (for example: clay).
6. After a nose blow (self or child), cough, or sneeze.
7. After cleaning up messes.
8. After cleaning or disinfecting surfaces.
9. Before and after applying bandages or first aid.
10. Before and after administering medication, ointment, or lotion.
11. After cleaning up any body fluid.
12. After removing rubber gloves.
13. After touching mouthed items.
14. Immediately before handling food, preparing bottles, or feeding children.
15. After using a toilet, assisting a child in using the toilet, or changing diapers (wet or soiled).

16. Before going home.

**When a Child should wash their hands:**

1. Upon arrival at the center.
2. After touching an animal or animal cage.
3. When hands are visibly dirty.
4. Before and after using moist items (for example: clay).
5. After being outdoors.
6. After a nose blow, cough, or sneeze.
7. After nose or mouth contact.
8. After touching another's mouthed item.
9. Before and after eating meals and snacks.
10. After a diaper change or toileting.
11. Before going home.

**CONFIDENTIALITY**

In order to maintain the level of trust of parents needed to properly care for their children, employees are entrusted with confidential information regarding the emotional and physical condition of the child or the family. This information is strictly to remain within the respective program. For example, information regarding Tiger Club children is not to be shared with staff members of the Sycamore Learning Center. The only exception that may apply to this rule is if staff members of one program are helping the staff of the other program and there is just cause for notifying the staff member of the condition. Staff may share information with the Director and Tiger Club On-Site Coordinator only. Confidential information is not to be shared with the following persons:

1. Parents of other children enrolled at either the Sycamore Learning Center or Tiger Club programs.
2. Members of the community that are not current members of the board. This includes sharing information with spouses of current or past board members.
3. In the situation of separated/divorced parents, it is up to the parents and/or their legal representation to communicate personal information between the relevant parties. This point is especially important where the child's safety may be at stake due to a flight risk with one of the parents, guardians, or other persons known.

This is not to say that you cannot discuss your workday with family members, or share a happy event that occurred at the centers. However, first or last names may not be used during your conversation.

If it is brought to the attention of the Director and/or the members of the board that an employee has shared confidential information with unauthorized person(s), the issue will be discussed between the Director and the employee, a record of the event will be

noted in the employee's record, and the issue will be discussed at the next closed board meeting. Depending on the *severity* of the situation caused due to the employee's indiscretion, the employee may be terminated from their position, as decided between the Director and the members of the board.

In regards to business and employee management, if any employee is found engaging in severe misconduct, the employee may be terminated from their position, as decided between the Director and members of the board. (see pg. 6 for definition of "severe misconduct").

This code of ethics is in place to protect the children and families that are enrolled in the programs that we provide and to make them feel safe and secure in the care that is being provided.

## **COMPUTER/INTERNET USE**

There is one computer accessible to all staff. During working hours, this computer is to be used for professional related child care business, only. Use of the computer for personal business must be done during a break in your scheduled work shift. If at any time you are doing personal business on a computer and another staff member needs to use the computer for professional business, you must discontinue your use of the computer.

The order of importance for use of the computer is as follows:

1. Professional Business – relating directly to CCCCC, Inc.  
Example: working on children's lesson plans.
2. Personal Professional Development – business that relates to Professional Child Care Development. Example: college course work
3. Personal Business – business that is personal in nature  
Example: online games, Facebook, personal emails, or anything dealing with non-center business.

You are given access to our computer network to assist you in performing your job. You should not have any expectation of privacy in anything you create, store, send, or receive on the computer system. Without prior notice, the Director or On-Site Coordinator may review any material created, stored, sent or received on its network or through the Internet or any other computer network. Do not put the computer systems to uses that would reflect adversely on CCCCC, Inc., such as uses involving pornography, violations of statute or regulation, unofficial advertising, inappropriately handled sensitive information, and other uses that are incompatible with public service.

## **TELEPHONES, CELL PHONES and PROGRAM RESOURCES**

The phones in either of the locations are for business use. If you have a necessary personal call, you may make it during your break. The call must be brief and you will be

responsible for any charges that are incurred. Please limit the number of incoming personal calls.

Staff is not allowed to freely help themselves to food in the program kitchen(s) or pantries. The majority, if not all, of foods have been purchased through grant and government programs specifically for the program. If you are doing a class project that requires food items, a food list must be submitted to the Director prior to grocery pickup.

Cellular phones are only to be used during hour non-paid breaks.

## **ATTENDANCE/LATENESS**

Work schedules will be posted for two (2) weeks at a time. The hours are determined by the needs of the Center. The Center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a regular, consistent and timely basis. CCCCC, Inc. depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees who take excessive time off or abuse the benefits of vacation provided are subject to discipline, up to and including discharge. It is your responsibility to notify your supervisor personally 1-2 hours BEFORE your starting time. State the reason for your absence or if lateness, when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of Center rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness, except in emergency situations. In the case of repeated absence or lateness, you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested substantiation will result in discharge.

For each day of work, every employee must clock in and out on the Brightwheel application on the classroom tablet. Paychecks are distributed bi-weekly on Friday by 1:00 pm.

### **Attendance Policy**

The acceptance of a job carries with it the responsibility of being present and prompt. Employees who are absent or tardy from work create a serious scheduling problem and place a burden on their team members. Building an effective, cohesive team environment requires employees who are dependable and reliable. Being on time and working your scheduled shift is critical to the success of our facility. To ensure consistent application of the attendance policy for all employees, the facility's time keeping system will be the "system of record" for attendance. When you, or one of your fellow employees, are absent from work on an unplanned basis, it places a burden on your co-workers and the organization. This often requires unscheduled overtime that adds unnecessary cost to our facility. Unplanned absences disrupt employees' personal schedules as well as production schedules, which affect our customers.

### **Calling in to Report an Absence**

When you are unable to report to work, you must call in following the Director or On-Site Coordinator to report your absence. You must also call the Director or On-Site Coordinator if you will be late for work. This is the only acceptable method for reporting an absence or tardiness.

Absence notification requirements:

As soon as you learn you will have an unplanned/unscheduled absence from work, you must call in 2 hours prior to your scheduled start time to allow for coverage to be arranged. Any call in later than your scheduled start will add .5 point to your total.

1. Exceptions to this rule are:

- a. If you are hospitalized and unable to call
- b. Are otherwise unable to call due to an emergency or other extenuating circumstances.

Only in cases of emergency may an employee entrust someone else to call in to report his/her absence or tardiness. However, each employee is responsible and accountable for his/her proper notification to the Company.

You are responsible for updating the company per call in protocol each day you are unable to report to work, unless you have advance notice you will be out for more than one day and you have communicated that per call-in protocol. If your total number of absences has changed, you must report that per call-in protocol as soon as you become aware.

### **Extended Illness or Injury**

1. Absences for **two (2) or more consecutive scheduled working days** will require a medical doctor's release to return to work, if you would like the occurrences grouped. This documentation must communicate that you are well enough to return to work. This documentation does not excuse the absence. Please see Section entitled "Documenting an Absence" below for how to document an absence.

An OCCURRENCE results when you are absent from work for a partial day, full day or possibly as long as months. Tardiness, leaving work early and leaving/returning during your shift are included as occurrences. Absences occurring when an employee is scheduled to work outside their normal shift/workweek (overtime) are also considered as occurrences unless other arrangements are made in advance.

Occurrences: This is a No Fault Attendance Policy.

- Any absence from work during scheduled work hours will be considered an occurrence except an absence for the following reasons:
  - Jury Duty – Jury duty verification must be provided to your supervisor
  - Approved Medical Leave of Absence
  - Bereavement Leave
  - Military Leave of Absence
  - Layoffs
  - Vacations
  - On-the-job-Injuries/Illnesses

- Holidays – As defined in the Employee Handbook.
- Lack of Work
- Corrective Action/Disciplinary Time Off (Suspension)
- Any other leave provided by applicable law or approved reason, including but not limited to certain situations covered under state or local sick-leave laws and the Americans with Disabilities Act.

**Note: Appropriate documentation and/or pre-approval of absence is required to avoid occurrence being assessed.**

- Leaving work prior to the end of your scheduled shift will be counted as one (1) full occurrence unless:
  - You leave work early because of an on-the-job injury
  - You were given permission to leave early due to lack of work as approved by your director or your director's designee
  - Personal Leave of Absence approved through the center's Director.
  - You leave no more than two (2) hours prior to end of scheduled shift.  
Example: Employee Schedule: 9:30am-6:00pm
    - Left Early – after 4:00pm but before 6:00 pm = 0.5 occurrence
    - Left Early - 3:59pm or earlier = 1.0 occurrence
  - You leave work early due to a medical issue or other reason for which applicable law provides leave rights under the circumstances.

**Note:** Leaving work early without notifying your director or your director's designee may create an unsafe condition. This will be considered job abandonment and could result in immediate termination.

- You will be considered tardy/late for work if you clock in later than your scheduled start time.
  - You will receive a half (0.5) occurrence for tardiness up to two (2) hours after the start of your shift.
  - You will receive one (1) full occurrence for tardiness greater than two (2) hours after the start of your shift.  
Example: Employee Schedule 5:30am-3:00pm
    - Tardy between 5:30 am and 7:30 am = 0.5 occurrence
    - Tardy from 7:31am and later = 1.0 occurrence and may not work per management's discretion.

**Excessive Absenteeism/Corrective Action**

It is Cedar County Coordinated Child Care's sincere hope that each employee will make every effort to report to work on time as assigned so that the following corrective action procedures will not be necessary. In the event your total number of occurrences (not total days) within a rolling twelve (12) month period becomes excessive (as described below), then the following corrective action steps apply.

**Full Time Employees:**

- **STEP 1 – WRITTEN WARNING**  
Four (4) full occurrence in a rolling twelve (12) month period



- **STEP 2 – FINAL WRITTEN WARNING**  
Eight (8) full occurrences in the twelve (12) month period.
- **STEP 3 – Termination**  
Twelve (12) full occurrences in the twelve (12) month period.

**Part Time Employees:**

- **STEP 1 – WRITTEN WARNING**  
Three (3) full occurrence in a rolling twelve (12) month period.
- **STEP 2 – FINAL WRITTEN WARNING**  
Six (6) full occurrences in the twelve (12) month period.
- **STEP 3 – Termination**  
Nine (9) full occurrences in the twelve (12) month period.

**Note:** Two half (0.5) occurrences (tardy before two hours of scheduled shift, leaving early less than two hours before end of shift, etc.) will count as one (1) full occurrence for purposes of corrective action.

**Attendance Related Work Rules**

- Employee records that demonstrate a recognizable absenteeism pattern may be subject to skip any steps set forth above and even proceed directly to termination, even if the total number of occurrences does not merit corrective action under the attendance policy.
- If you do not call in when required to and do not work, this will be considered a NO CALL/NO SHOW absence. A NO CALL/NO SHOW is defined as failure to report an absence before the end of the scheduled shift.
  - Three (3) consecutive scheduled workdays that are NO CALL/NO SHOW absences will result in immediate termination for job abandonment.

**Note:** Generally, the only exceptions to this rule are if you are hospitalized and unable to call, are otherwise unable to call due to an emergency or other extenuating circumstances, or some other FMLA or ADA (or applicable state or local law), qualifying event prevents you or your designee from calling in.

- Three (3) nonconsecutive scheduled workdays that are NO CALL/NO SHOW absences within in a rolling twelve (12) month period will result in immediate termination.

New Hires – Any occurrence within the 90-day probationary period may result in termination of employment at the discretion of management.

**Occurrence Summary—All Schedules**

- |   |                |
|---|----------------|
| • Leave Early ≤ 2 hours prior to end of scheduled shift | 0.5 Occurrence |
| • Leave Early > 2 hours prior to end of scheduled shift | 1.0 Occurrence |
| • Tardy ≤ 2 hours from start of scheduled shift         | 0.5 Occurrence |
| • Tardy > 2 hours from the start of scheduled shift     | 1.0 Occurrence |
| • Leave & Return ≤ 2 hours                              | 0.5 Occurrence |
| • Leave & Return > 2 hours                              | 1.0 Occurrence |

- |                   |                 |
|-------------------|-----------------|
| • Absent          | 1.0 Occurrence  |
| • No Call/No Show | 2.0 Occurrences |

### **Occurrence Review Process**

Any employee wishing to have his/her number of occurrences may request a review. This request must be submitted in writing, explaining the reasons why the employee believes the occurrences are inaccurate (including any documentation that supports the employee's position).

### **Documenting an Absence**

Absences for **three (3) or more consecutive scheduled workdays** will require a medical doctor's release to return to work. To document an absence, you must follow these guidelines.

1. Employees must provide a written note and/or medical excuse from a doctor (details below). If you have any questions on what kind of documentation is necessary, see below and/or Human Resources before departing or returning to work.
2. When you are released to return to work, it is your responsibility to provide your documentation to the Director.
3. The medical doctor's release must include all the following:
  - a. The fact that you were unable to work or had to leave work.
  - b. The exact dates and times you were unable to work.
  - c. Date of release to return to work with no restrictions.
  - d. **Any employee that desires to return to work with restrictions must first meet with the Director to determine if work is available.**
  - e. The doctor must sign the document.
  - f. The documentation should be on the letterhead of the doctor or prescription pad.

The purpose of this procedure is to verify that you have been unable to work for the entire length of your absence due to medical reasons and that you are now able to return to work without any medical restrictions. **If your documentation does not meet the guidelines as listed, your documentation may not be accepted.** Medical documentation may be subject to verification by the company.

If proper documentation is presented prior to your next scheduled shift, then the days covered by the documentation will be charged as one individual occurrence. If proper documentation is **not** presented prior to the start of your next scheduled shift, then each absent day will be charged as an individual occurrence.

### **Severe Weather**

Weather related tardiness and absences are counted under the No Fault Attendance Policy. Employees are expected to report to work unless the center is closed. The Center Director has the sole discretion to grant exceptions to the Attendance Policy due to inclement weather.

### **Earning Points Back**

Points may be earned back at a rate of .25 points/hour that you are requested to work past your scheduled shift.

## **STAFF MEETINGS**

Staff meetings are a chance to get together with the rest of the staff and learn something new, solve problems, and brainstorm new ideas. Staff meetings are mandatory unless excused by the Director. Meetings will be posted at least one (1) week in advance. Unexcused absences will result in a warning and two (2) unexcused absences are grounds for termination. The Center's commitment to quality care is best met by warm, experienced and well-trained staff members.

## **STAFF GUESTS**

All personal visits should be scheduled during the employee's break time. Guests may wait in the entryway until the end of the employee's shift.

If an employee's child (who is enrolled in another classroom in the Center) wishes to visit the parent, the needs of the parent's classroom take precedence, and the regulations of DHS are followed. The view of the co-teacher and other classroom parents must also be respected.

## **UNAUTHORIZED ACCESS**

Our center has a coded lock on both inside doors. The outside side doors remain locked during business hours. Unauthorized individuals are not allowed in the center. Those who do not know our code must ring the door bell and a staff member will assist them in determining if they have authorized access to enter. If someone other than parents come to pick up a child(ren) they will be asked to check in with a staff member and display a photo ID prior to leaving with a child. We also require that parents write a note or phone us with the names of the person(s) that will be picking up a child(ren). No one will be allowed to leave with any child who has not been given parental permission.

We are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people who are at the facility.

The only people who have "Unrestricted Access" in our center are staff members, substitutes, or volunteers who have had record checks and approval to be involved with child care. All other individuals entering our center will have "Restricted Access". Individuals with "Restricted Access" (parents & guardians) are not allowed to have contact with a child alone or be directly responsible for child care for any other child than their own. All other "restricted access" individuals will be asked to remain in the hallway unless office staff are available to assist them to the office area. All staff will monitor this property for any unauthorized individuals. They will also supervise parents and guardians present on our property. If center staff have any issues while supervising and monitoring said individuals, they will get children to a safe area and contact the director or authorities as needed.

## **SEX OFFENDERS**

A sex offender who has been convicted of a sex offense against a minor who is required to register with the Iowa sex offender registry (from Iowa Code 692A) shall not be on the property of the child care center. They shall not operate, manage, be employed by, or act as a contractor or volunteer at our center.

## **EMPLOYEE CHILDREN WHO ARE NOT ENROLLED AT CCCCC, Inc.**

CCCCC, Inc. employees should make appropriate advance arrangements for their child's care during their scheduled work hours. Children may not stay in any classroom or remain unsupervised at the Center. On snow days and planned school vacations, schoolage children (up to 12 years old) may attend Tiger Club after school program for a nominal fee, provided space is available and arrangements have been made with the Director or On-Site Coordinator. If Tiger Club is open on a school district snow day, every effort will be made to accommodate staff children at the School Age Program. NOTE: a child who is home from school due to illness will not be allowed to spend the day at the Center or in the School Age Program.

## **VISITORS**

A variety of visitors enter our building each day. All visitors must remain in the entryway until cause has been given for their visit. If they need to see the director they shall be escorted to the office. NO visitors are to be left unattended. All visitors must sign in and out on the visitor log. It is important for all employees to present a warm, welcoming, and professional impression at all times. To ensure a safe environment for the children, employees should notice that all visitors have been directed to where they need to be. Suspicious persons or activities should immediately be brought to the attention of the Director or On-Site Coordinator.

## **STAFF RECORDS and TRAINING**

All personnel will have on file a non-conviction statement, DHS criminal history and child abuse record check, FBI Fingerprinting and a pre-employment physical that has been performed within 6 months prior to employment. This physical is to be repeated every 3 years thereafter.

*Record checks & FBI fingerprinting.* The centers will conduct a DHS Criminal and Child Abuse Record Check along with FBI Criminal History Record Check (fingerprinting) on each owner, director, staff member, subcontracted staff and volunteers with direct responsibility for child care.

**Mandatory prohibition:** A person with the following convictions or founded abuse reports is prohibited from involvement with child care:

- (1) Founded child or dependent adult abuse that was determined to be sexual abuse.
- (2) Placement on the sex offender registry.
- (3) Felony child endangerment or neglect or abandonment of a dependent person.
- (4) Felony domestic abuse.
- (5) Felony crime against a child including, but not limited to, sexual exploitation of a minor.
- (6) Forcible felony.

**Mandatory time-limited prohibition:** A person with the following convictions or founded abuse reports is prohibited from involvement with child care for five years from the date of the conviction or founded abuse report:

1. Conviction of a controlled substance offense under Iowa Code chapter 124.
2. Founded child abuse that was determined to be physical abuse.

After the five-year prohibition period from the date of the conviction or the founded abuse report, the person may request the department to perform an evaluation to determine whether prohibition of the person's involvement with child care continues to be warranted

**Evaluation required:** For all other transgressions, and as requested, DHS shall notify the affected person and the licensee that an evaluation shall be conducted to determine whether prohibition of the person's involvement with child care is warranted.

(1) The person with the transgression shall complete and return the Record Check Evaluation form to the Director within ten calendar days. The department shall use the information the person with the transgression provides on this form to assist in the evaluation. Failure of the person with the transgression to complete and return this form by the specified date shall result in denial or revocation of the license or denial of employment.

(2) DHS may use information from the department's case records in performing the evaluation.

(3) In an evaluation, DHS shall consider all of the following factors:

1. The nature and seriousness of the transgression in relation to the position sought or held.
2. The time elapsed since the commission of the transgression.
3. The circumstances under which the transgression was committed.
4. The degree of rehabilitation.
5. The likelihood that the person will commit the transgression again.
6. The number of transgressions committed by the person.

**Evaluation decision:** Within 30 days of receipt of a completed Record Check Evaluation, DHS shall make a decision on the person's involvement with child care. DHS has final authority in determining whether prohibition of the person's involvement with child care is warranted and in developing any conditional requirements and corrective action plan under this paragraph.

(1) DHS shall mail to the individual on whom the evaluation was completed for Record Check Decision, that explains the decision reached regarding the evaluation of the transgression, Notice of Decision.

(2) If DHS determines through an evaluation of a person's transgressions that the person's prohibition of involvement with child care is warranted, the person shall be prohibited from involvement with child care. DHS may identify a period of time after which the person may request that another record check and evaluation be performed.

(3) DHS may permit a person who is evaluated to maintain involvement with child care if the person complies with the department's conditions and corrective action plan relating to the person's involvement with child care.

(4) DHS shall send a letter to the employer that informs the employer whether the person subject to an evaluation has been approved or denied involvement with child care. If the person has been approved, the letter shall inform the employer of any conditions and corrective action plan relating to the person's involvement with child care.

**Notice to parents.** *DHS* shall notify the parent, guardian, or legal custodian of each child for whom the person provides child care if there has been a founded child abuse record against an owner, director, or staff member of the child care center. The center

shall cooperate with DHS in providing the names and addresses of the parent, guardian, or legal custodian of each child for whom the facility provides child care.

**Repeat of record checks.** The child abuse and criminal record checks shall be repeated at a minimum of every two years and when DHS or the center becomes aware of any transgressions. Any new transgressions discovered shall be handled in accordance with this sub rule.

## **PROFESSIONAL GROWTH and DEVELOPMENT**

The center director, on-site supervisor, and staff counted as part of the staff ratio shall meet the following minimum staff training requirements:

*Required training within the first six months of employment.* During their first six months of employment, all staff shall receive the following training:

- a. Two hours of Iowa's training for mandatory reporting of child abuse.
- b. At least one hour of training regarding universal precautions and infectious disease control.

### ***Staff employed 20 hours or more per week:***

a. During their first year of employment, all staff employed 20 hours or more per week shall receive the following training:

- (1) Certification in American Red Cross or American Heart Association infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.
- (2) Certification in infant, child, and adult first aid that uses a nationally recognized curriculum or is received from a nationally recognized training organization including the American Red Cross, American Heart Association, the National Safety Council, and Emergency Medical Planning (Medic First Aid) or an equivalent certification approved by DHS. A valid certificate indicating the date of training and expiration date shall be maintained.
- (3) Ten contact hours of training from one or more of the following content areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross-cultural competence.

### **Following your first year of employment, all staff who are employed 20 hours or more a week shall:**

- (1) Maintain current certification for Iowa's training for the mandatory reporting of child abuse; infant, child and adult CPR; and infant, child and adult first aid.
- (2) Receive six contact hours of training annually from one or more of the content areas. A provider shall not use a specific training or class to meet minimum continuing education requirements more than one time every five years.

(3) Center directors and on-site supervisors shall receive eight contact hours of training annually from one or more of the content areas listed. At least four of the eight contact hours shall be in a group setting.

***Staff employed less than 20 hours per week:***

a. During their first year of employment, all staff who are employed less than 20 hours a week shall receive the following training:

(1) Five contact hours of training from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross-cultural competence.

(2) At least two of the five contact hours shall be in a sponsored group setting.

(3) Staff who have completed a comprehensive training package of at least ten contact hours offered through a child care resource and referral agency or community college within six months prior to initial employment shall have the five contact hours required in the first year waived.

**Following your first year of employment, all staff who are employed less than 20 hours a week shall:**

(1) Maintain current certification for Iowa's training for mandatory reporting of child abuse.

(2) Receive four contact hours of training annually from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross-cultural competence. At least two of the four contact hours shall be in a sponsored group setting

**VOLUNTEERS and SUBSTITUTES**

All volunteers and substitutes are required to meet the health and personal qualifications of the DHS. They are to follow all policies and procedures as set by Cedar County Coordinated Child Care, Inc.

a. All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:

(1) A conviction of any law in any state or any record of founded child abuse or dependent adult abuse in any state.

(2) A communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children.

b. The center shall have the volunteer or substitute:

(1) Complete DHS Criminal History Record Check, Form B. & FBI Fingerprinting.

(2) Complete Request for Child Abuse Information.

(3) Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibilities as a mandatory reporter.



Any employee attending a professional growth and developmental training course is expected to conduct themselves like professionals. If at any time inappropriate behaviors are displayed, the Director and or Board of Directors will follow with appropriate disciplinary actions.

Employees attending training outside the Tipton area will be paid one-way trip time and class time.

## **CURRICULUM and ROOM RESPONSIBILITIES**

Each staff member will be given a written job description at orientation. The first and foremost duty of all staff is to interact with the children both indoors and outdoors. Play with the children, participate in their activities, read to them, hold and rock them, sing to or with them, comfort them when needed: be an active part of their day. We are not babysitters: we are teachers and are expected to interact with the children at all times. When the children are playing outside, the staff needs to position themselves around the playground for maximum supervision. Staff are required to take children outdoors every day when weather permits.

Staff will know and follow staff ratios at ALL times! There will be adequate staff members present in EVERY room occupied by children at ALL times! Anytime there are 7 or more children present in the building prior to closing, there will be a minimum of 2 staff. When the number of children present is down to ratio, the second staff person will complete cleaning duties and then sign out.

### **Staff to Children**

Infants: 1:4

Toddlers: 1:4

2's: 1:7

3's: 1:10

4's: 1:12

5-12 yrs. 1:15

## **Cleaning**

Staff members are responsible to ensure that germs are kept to a minimum by keeping the center as clean as possible. Staff members should wash their hands when they enter the center, before all food service, after helping a child in the bathroom, or helping a child with any personal hygiene issues.

The daily cleaning duties are posted in each room. All cots and sheets are to be washed weekly or any time they become soiled or used by a new child. All chairs and tables need to be cleaned and disinfected after each use. Table and food service areas are to be sanitized before and after meals or meal preparations. The floors are to be cleaned up after messes.

All toys are to be washed daily in all classrooms. The toys in the other rooms are to be sanitized when a staff member observes a child putting them in their mouth.

### **Arrival and Departure of Children**

When a child arrives at the program location, the parent is to walk the child into their room and ensure that the child (if able) washes his/her hands. The staff will take any medications and give the parent a copy of the medication form, and also record in the daily log any pertinent information (For example: child will be picked up early by grandparent, child has a hurt foot, child has started toilet training). This is especially beneficial for staff that will arrive later in the day. When a child is ready to leave the center, the staff will again greet the parent, notify the parent of any Incident Reports that need to be signed or any other forms, and help the child gather their belongings in the room, including any medications. The parents should also check the child's file for a daily log, and the child's bin or hook for any other personal belongings. The staff is responsible for checking pick-up forms before releasing a child to anyone! Ask for a picture ID if you do not know them personally.

### **Diapering**

Staff are required to wear disposable gloves when changing children's BM diapers. All diapers are to be disposed of in the proper soiled diaper container. When diapering a child you need to place a piece of paper on the mat under the child. All BM diapers are to be put in a plastic bag and then in the soiled diaper container. Staff are required to wash the child's hands with soap and water and then their own hands after diapering procedures are finished. Diapering area is to be sprayed down with bleach solution (¼ Cup bleach to 1 gallon water) after each use. Allow to air dry if possible, or leave on for three (3) minutes before wiping with a disposable towel.

### **Universal Precautions:**

Infections material: Staff are required to wear disposable gloves when handling breast milk, blood, saliva, trash or any other potentially infectious materials. In case of a spill, staff are required to use disposable gloves and bleach solution (1/4 cup to 1 gallon of water). Spray area and allow to air dry if possible or wipe dry with disposable towel. All potentially hazardous materials need to be double bagged or placed in a "biohazard material" bag and placed in the diapering container.

Toys, cots, doorknobs, tables and chairs, restrooms and hard surface floors are to be sanitized daily with the bleach solution (1/4 cup bleach to 1 gallon water) to prevent the spread of illnesses.

## **MEALS**

Staff are to sit at the tables with the children at meal times. We encourage staff to eat with the children to model appropriate table manners. Staff need to keep a positive approach to all foods. Staff are not allowed to give comments on foods until everyone has had an opportunity to try them. Children make choices based on staff reactions to things. Make certain to keep your reactions positive when it comes to mealtime.

## **DISTRIBUTION of MEDICINE**

Whenever a child is to be given prescription medication or over-the-counter medicine, the parent and child's doctor must fill out a complete medication authorization form. They must specify the times they want the medication administered and for how many days. All medication must be in its original container marked with the child's name and dosage. We are legally unable to administer medication that is not labeled properly! Medication at the center must be stored in the medication box in the child's classroom. Refrigerated medication is to be placed in the container designated for this use in the office refrigerator. When the child is finished taking the medication, any that is leftover needs to be sent home with the child.

It is the policy of the program that the Certified Medication Administrator or the Director will be responsible for administering all medication. When administering medication, the medication needs to be given at the time specified on the medication form. Medication can only be administered 15 minutes before or 15 minutes after the specified time. If any longer than that, the medication is not to be given. After medication is administered, required information will be documented on the medication form along with the initials of the staff member that administered the medication. If a child does not receive medication per the medication form instructions, a reason must be stated on the medication form as to why medication was not given at the time specified.

Prescription diaper creams, sunscreen, bug spray, soaps, lotions and ointments may be applied by the child's classroom teacher with an accompanying medication sheet. If diaper rash ointment is to be applied, parents may enter "every diaper change" or "every BM" for the times to be given. Non-prescription diaper creams, ointments, sunscreen, bug spray, soaps, and lotions can be administered by the classroom teachers without medication sheets.

## Exposure Control Plan

Cedar County Coordinated Child Care, INC is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees.

This ECP includes:

- Determination of employee exposure
  - Implementation of various methods of exposure control, including Universal precautions Engineering and work practice controls Personal protective equipment Housekeeping
  - Hepatitis B vaccination
  - Post-exposure evaluation and follow-up
  - Communication of hazards to employees and training
  - Recordkeeping
  - Procedures for evaluating circumstances surrounding exposure incidents Implementation
- methods for these elements of the standard are discussed in the subsequent pages of this ECP. 4

## PROGRAM ADMINISTRATION

The Director and On-site Coordinator are responsible for implementation of the ECP.

The Director and On-site Coordinator will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number:

- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The Director and On-site Coordinator will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. (Name of responsible person or department will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number:
- The Director and On-site Coordinator will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number:
  - The Director and On-site Coordinator will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number:

## EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure: Job Title Department/Location **ALL STAFF**

## EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by Iowa HHS in conjunction with Iowa State University. All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
  - an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
  - an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
  - an opportunity for interactive questions and answers with the person conducting the training session. Training materials for this facility are available at (name location).

## RECORDKEEPING

**Training Records** Training records are completed for each employee upon completion of training. These documents will be kept for at least three years on the I-Power training registry and in physical form in our facility.

The training records include:

- the dates of the training sessions
  - the contents or a summary of the training sessions
  - the names and qualifications of persons conducting the training
  - the names and job titles of all persons attending the training sessions
- Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Director and or On-Site Coordinator.

## **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." Director and or On-Site Coordinator is responsible for maintenance of the required medical records. These confidential records are kept in for at least the duration of employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

## **Sharps Injury Log**

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded on an incident report. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred. This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

## **Policy for Medication Administration Errors**

If the wrong medication or dosage of medication is given the medication administrator should immediately call Poison Control at 1-800-222-1222. Follow Poison Control's directions and call 911 if necessary. Call 911 immediately if the individual collapses, has a seizure, has trouble breathing or can't be awakened. Parents should be notified immediately if a child has a missed or incorrectly given dose of medication. Medication errors should be documented on the medication sheet and on a medication error form by the medication administrator and kept in the child's personal file.

## **ACCIDENTS or INCIDENTS**

In the case of an accident or an incident, the staff that witnessed the injury must fill out an Incident Report. Any injury that leaves or may potentially leave a mark, cut, bruise, or requires TLC will be recorded. Only the name of the injured child is to be written on the form - no other child's name is to be mentioned. The original incident report is to be placed in the child's file and a copy sent home with the parent. For serious injuries, inform the Director, and/or call 9-1-1 as needed. All incidents involving blood or bodily fluids require the use of disposable gloves. Parents will be contacted as the injury requires.

## **EMERGENCY ACTION PLAN**

In the event of a medical emergency involving a child, the nearest teacher (Staff 1) will remain with the child while another staff member (Staff 2) yells for help from other staff/Director, obtains the emergency form from the emergency file and calls 9-1-1 if needed. The Director and parent will be notified. One teacher and the emergency file will go with the child if a parent is unavailable. It is important to keep the other children away from the area and to keep the children calm, the additional staff will move children to a neighboring classroom when possible.

If a child stops breathing the nearest teacher (Staff 1) should get the other teacher's (Staff 2) attention to call for help. Staff 1 will begin CPR. Staff 2 yells to get the director/coordinator or any other staff's help while dialing 911 and gathers emergency information. Staff 2 talks to the dispatcher relaying the location of the incident and information. Staff 1 continues to provide CPR while other staff/Director (Staff 3) called in moves the children present to a neighboring classroom. Once children are relocated Staff 3 will contact the kitchen staff or other available personnel to greet emergency personnel at the door. Staff 2 will contact parents of child with information on incident.

## **NAPTIME**

We are required to provide a quiet time for the children each day. All cots and cribs are to be labeled with the child's name. There needs to be 2 feet between each baby bed or cot. Quiet music will be played and staff members will sit and rub the children's backs until they are asleep. Each child will have (2) sheets: one to sleep on and one to cover up with. Cots will be sanitized weekly and bedding washed weekly unless needed otherwise. Ratio must be maintained at all times in the infant room during naptime.

Ratio in other rooms may be lessened for no more than one hour (1-2 pm) after children are down for a nap. Staff ratio must be maintained again by 2 pm. Non-sleeping children and those waking early shall be permitted to get off their cots/out of beds and be offered a quiet activity at the tables.

Infant beds must be kept free from all items including blankets, stuffed animals, pillows and wedges. Infants and toddlers are checked by staff throughout sleep to assure that they are safely sleeping. Staff maintain visual and auditory contact with each infant by maintaining constant supervision in the crib and cot area. Staff rotates through the crib and cot area to check each resting infant multiple times during sleep. Staff shall not be distracted at this important time and should not be reading books, looking at a tablet or engaging in other distracted behavior.

## **Admittance/Waitlist Policy**

Admittance to the Center will be determined by a compiled list of all children of parents that have submitted interest in enrolling at Cedar County Coordinated Child Care, Inc. Waitlist entry requires the child's name, birthdate and parents name and contact information. This information is added to our waitlist on our childcare management application. Children with siblings already enrolled in our center will be moved to the top of the waitlist. Previously enrolled children in good financial standing will have priority over newly interested families. Those children first on the list will be the first to enter the Center when an opening becomes available. If your child is on the waiting list and an opening becomes available, we will hold the spot for you after you have paid a non-refundable \$10 registration fee per child and a non-refundable \$80 holding fee per family. When the child(ren) starts attending the center, the \$80.00 will go towards the first week's tuition. If you decide that the start date for your child(ren) is different than agreed upon, you will be required to pay the normal weekly tuition rate to hold the spot, or your child will have to go back on the waiting list and will no longer be guaranteed a spot. Your non-refundable registration and holding fees will be forfeited.

If the Center is at its licensed capacity and a full-time child would like to be enrolled, it is the Center's policy that the Director will ask the parent(s) of each part-time attending child to volunteer to be "bumped" for the necessary amount of time. If there were no volunteers, the first to be bumped would be the last part-time family unit to enter the program. However, this family unit in cooperation with the center has the option of changing from part-time to full-time status or removing the child from the program before a new full-time child is allowed to enter.



## WORKING IN THE CLASSROOM

1. Childcare is an active, learning experience for the children. They are learning through play activities and the interactions with adults and other children.
2. Be a positive role model. Be professional when interacting with children!
3. Use your voice as a teaching tool. Go over to children and get down to their level when communicating with them. Use a quiet tone and manner when speaking with them.
4. Be positive in the discipline. Give choices and avoid negative statements. Redirections and warnings are to be given first, then a time-out if necessary.
5. If persons other than the parents are picking the children up, and you either do not recognize, or are unaware that the person is authorized to pick up the child, ask for identification. Usually, the parent may call to inform the center that someone else is picking up the child. However, that may not always be the case. Don't hesitate to check the child's folder to verify authorized persons. If the person tells you that they are authorized to pick up the child, and you are unsure, check the child's file. *All staff will be informed of special precautionary measures required, such as a court order restraining an individual from a child. This is strictly confidential and used only for the child's safety.* If the parent has left no verbal or written note that someone else is to be picking up the child(ren) and the person(s) are not on the child's contact list, **do not release the child to that person's care and contact the parent/guardian.** It is better to be safe than sorry.
6. All beverages and personal snacks should be kept out of reach and sight of the children.
7. Always greet and/or say goodbye to children and their parents each time that they are at the center. Voice and physical interaction should be positive. It's not only what is said, but also how it is said that conveys the meaning. All interactions with the children are to be gentle, kind, and also appropriate for the child's age and abilities.

## Indoor Rules

1. We use walking feet inside – we run outside.
2. Quiet voices are used inside – loud voices can be used outside.
3. We treat others nicely; no one may hurt anyone with objects or words.
4. If you make it, you can break it – you cannot destroy others' creations.
5. Shoes are worn at all times, except nap and other special activities.
6. No rough play. Our hands are for ourselves
7. Children will clean up their toys, spills, artwork, and areas. Staff will assist.
8. All areas in which there are children will have a staff person to supervise.
9. Children will not eat while walking, running, playing, et cetera. They must be seated at the table.
10. Staff will participate with children's activities and play at all times.

## **Outdoor Rules**

1. Children should go to the restroom and get a drink before going outdoors.
2. All areas of the playground are to be supervised at all times.
3. Staff will be sure all children are properly dressed for the weather.
4. Slides are for going down, not crashing bikes.
5. No throwing things.
6. No child may enter the center without staff supervision.
7. Staff will participate with the children's activities and play at all times.

## **FIELDTRIPS**

Any time a trip is taken away from the center for five or more children (such as a fieldtrip, walk to the library, etc.), one (1) additional staff person over the required ratio must attend. This person is available to assist with supervision, crossing streets, attending to non-ambulatory children, and if needed in the event of an emergency. One (1) person may take four children or fewer on an activity away from the center, such as a short walk or stroller/wagon ride.

When children are being provided with hired transportation, two (2) staff members need to accompany them if at least seven or more children are in the vehicle. Children must be provided with the proper restraining devices. Children under age 6 shall be secured during transit in a child restraint system (specially designed seating system including belt positioning seat or booster seat that meets federal motor vehicle safety standards). A child at least 6 years of age but less than 11 years of age shall be secured during transit by a child restraint system, safety belt or harness.

## **INTERACTIONS WITH CHILDREN**

Give children a choice when possible. Children like ideas and things better if they feel they had a choice or part in the decision. For example: "You can choose to pick up blocks now, or we will not be able to play here later." Then, follow up on it by not allowing it, or giving in to what you said would happen. Always be consistent and follow through. The children will learn that you are fair, you mean what you say, and that they can trust you. Give the child a choice only when there is a legitimate choice for him to make. For example, instead of asking "Do you want to pick up now?" it should be said as "it's time for picking up toys now."

Time-out should be a last solution to a problem. Before it reaches that point, the following strategies should be tried first:

- A warning and modeling appropriate play with the children, or redirecting.
- Remove the child from the trouble area or situation.
- Give another warning if needed.
- Give a one-on-one talk with the child about what he/she is doing. Explain why the behavior is inappropriate or unacceptable. For example: "It hurts Joe

when you hit him. Do not hurt your friends here. You need to tell Joe how you feel with words when he takes your truck.”

If these strategies fail, then a time-out may be necessary. A time-out should occur when hitting, biting, or other aggressive behavior is appearing. We don't want the child or other children hurt.

The age of the child determines how long they should be placed in time-out. It should be in a less active place in the room. Talk to the child about why and what they are doing that it is not okay to do. If the child throws a temper tantrum, explain that the time-out will start when the child calms down. Having a timer (sand or stove) set helps the child become self-regulating. Also, explain to the child that what you do not like is the behavior, and that you still like the child. For example: “Johnny, I do not like it when you throw your truck and hit Joe. Usually you share and that makes me happy, but you cannot throw your toys.”

Also, sometimes behavior problems occur because the situation or activity is not appropriate for the child. Sometimes, the adults are causing the problems. Look at the overall situation to see what the cause may be before placing the child in a time-out.

A time-out is a negative experience for most children. We want to limit these as much as possible. Strive to make every experience a positive learning experience for the children and yourself.

When children enter the room upset because the parent is leaving, try to interact with the child. This can be done by picking the child up, hugging and holding, talking quietly, and asking personal, caring questions that show you want to know how they feel. It may also work to get the child interested in an activity or toy.

Give your directions in as few words as possible. Also, make the directions specific, rather than general. Make sure you have the child's attention. State directions or suggestions in a positive, rather than a negative, form. “We paint on paper” rather than “Don't paint on the easel”. Another example would be “Ride around Carol, John” instead of “Don't bump into Carol, John”. It is expected that children may test limits. Explaining the limit and giving good reasons for it helps the child to accept. Limits should be clearly defined and consistently maintained. An example would be: “We walk in the classroom. If we run, we may fall and get hurt.” Staff members need to sit and interact with the children during meals and snacks. The children should be encouraged, but not forced, to try all foods. The adults also serve as role models for the children during meals.

## **BITING POLICY**

If a child in the center bites another child, the following steps will be taken:

First biting incident: An Incident Report is written out and parents sign.

Second biting incident within the same day: Child is temporarily removed from the room; Incident Report is written out and parents sign.

Third biting incident within the same day: Parent is contacted with option

of spending the day with the child at the center or removing the child from the center for the remainder of the day. Depending on the time remaining in the day, the personality of the child, and/or other circumstances, it is up to the Director and parent(s) to determine the most effective method of action to curb the biting.

If the child continues to bite in an aggressive manner, the Director, staff members and parent(s) will meet to discuss the most appropriate way to change the behavior. The child may be dismissed from the center for a week (at half-rate fee), again depending on whether the child would see this as a reward or deterrent. As a last resort, the child may be permanently dismissed from the center after every effort has been made by the Director, staff members and parent(s)/guardian(s) to curb the behavior. The other children's safety is also of concern.

## **CHILD HEALTH**

**In some cases, children may have to be sent home early from the program due to illness. This would include:**

- An ascending temperature of 100 degrees and above.
- Two loose stools in an hour or three times in one day.
- Vomiting.
- Evidence of a contagious disease (rash, mattering eyes, untreated impetigo, ringworm, head lice, et cetera).

Upon signs of illness, staff members are to fill out a 24-Hour Re-Admittance Slip to be signed by the parent/guardian. The parent/guardian will be notified as quickly as possible. It is the parent's responsibility to ensure that the child is picked up within an hour so that the exposure will be limited for staff and other children within the program. They may not return the next day. That is considered to be the "symptom free" day.

## **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as the employee meets the performance standards of their job with Cedar County Coordinated Child Care, Inc. All employees will be judged by the same performance standards and will be subject to Cedar County Coordinated Child Care, Inc.'s scheduling demands, regardless of any existing outside work requirements. Outside employment that would interfere or conflict with performance of any CACFP duties is prohibited.

If Cedar County Coordinated Child Care, Inc. determines that an employee's outside work interferes with performance or the ability to meet the requirements of Cedar County Coordinated Child Care, Inc; the employee may be asked to terminate the outside employment if he or she wishes to remain with Cedar County Coordinated Child Care, Inc.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals from outside Cedar County Coordinated Child Care, Inc. for materials produced or services rendered while performing their jobs.

Any employee who chooses to work an outside job is expected to see that the schedules are in no way conflicting to include scheduled staff meetings. Your full-time/part-time job here at the Center is your first priority over any outside employment. If at any time your outside employment does conflict and you are unable to work your scheduled hours at the center, your position will be terminated.

## **CONCLUDING YOUR EMPLOYMENT**

### **A. VOLUNTARY TERMINATION**

In order to ensure proper staffing throughout the year and minimize disruption to the children, the Center requests that employees leaving voluntarily give as much notice as possible. In any event, CCCCC, Inc. requires the employees to work a minimum of two final weeks utilizing time for a finalization of benefits and exit interview. Director or On-site Supervisor must give a 30 day notice. Termination on grounds of severe misconduct will be immediate.

### **B. JOB ABANDONMENT**

An employee will be considered to have abandoned their job when the employee fails to call in and notify the Center of the reason for absence from work. When an employee has abandoned his/her job, the Director will be notified, and that employee shall be immediately terminated from the Center. Such termination will be considered termination for misconduct and shall not be subject to any form of grievance procedure or review.

### **C. EXIT INTERVIEW**

If you terminate your employment with the Center, you will be expected to meet with a Center representative for an exit interview. During that meeting, we will review certain information with you including your final compensation. The exit interview also will provide an opportunity to share information concerning your experience with and views of the Center. Your suggestions for improvements regarding any aspect of our business are invited at this time.

During this interview, you will be required to immediately return all documentary or tangible confidential information, and all other property of the Center that is in your possession, custody, or control including all office or other keys, credit cards, equipment, and any Center documents.

## **EMPLOYMENT PHILOSOPHIES**

### **Grievance And Communications: Our Open Door Policy**

**Each person shall act in a responsible manner and continually strive to improve the Center's operational efficiency and wellbeing.**

It is our goal to have at all times a pleasant and productive working environment. Our ability to achieve this goal depends upon all of us showing mutual respect, and upon our maintaining open lines of communication. Therefore, we have an "Open Door Policy." This means that if you have any questions about your job, complaints of any kind, or opinions about matters which affect your employment, we encourage you to discuss them first with your Director or On-Site Supervisor. We are eager to help you with any work-related problems, or listen to your suggestions or complaints. If we do not know about your problems, suggestions, or complaints, we cannot begin to address them. We encourage your input. Our doors are always open, and we hope that you will help keep the lines of communication between us open at all times. If you are unhappy with the results you get from the Director, you may contact a board member to be placed on the agenda for discussion at the next board meeting. This request must be made at least seven business days prior to the meeting to be placed on the agenda.

All employees of the Sycamore Learning Center and Tiger Club (or any organizations under the direction of the Cedar County Coordinated Child Care, Inc.) are to represent the program(s) in a positive manner. Negative opinions regarding other employees, management, or the board of directors is only to be directed to the next level of authority. Employees of CCCCC, Inc. are to direct comments to the Director. Employees of the Tiger Club program are to direct comments to the On-Site Coordinator. Any issues the Director has are to be directed to the members of the board. The issue(s) brought to any member of the board shall be presented at the next board meeting for discussion and resolution.

An effort should be made by direct communication to first settle any disagreement among staff members. If a problem occurs that the employee feels the need to address and/or resolve, the first contact will be the Director, or the On-Site Coordinator, as it applies. If the employee feels that the Director, or On-Site Coordinator, cannot be of assistance in the situation, the next contact is the next level of authority.

1. The On-Site Coordinator would escalate to the Director.
2. The Director would escalate to the board of directors.

If it is an issue with the Director or On-Site Coordinator, it may be understandable that the employee may wish to discuss the issue with co-workers. However, it is in the best interest of the center operations to deal directly with the Director and/or the board of directors so that the matter may be resolved. Any staff complaint with the director is to be written by the staff member to the attention of the board of directors. The concern will be placed on the agenda for the next closed board meeting, and the board will render a decision, or course of action, within seven (7) days.

## **MANDATORY REPORTING OF CHILD ABUSE**

Section 232.69 of the Iowa Code requires that every employee of a licensed day care or pre-school facility who, in the course of employment, has a reasonable belief that a child has suffered sexual abuse, physical abuse, or neglect shall immediately report the suspected abuse directly to the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report that is made by a mandatory reporter (as defined in Section 232.69 of the Iowa Code) shall be made both orally and in written documentation. The oral report must be made by telephone or otherwise to the Department of Human Services. If the person making the report has reason to believe that the immediate protection of the child is advisable, that person shall also make an oral report to the appropriate law enforcement agency. The written report must be submitted to the Department of Human Services within 48 hours of the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home addresses of the child and the parents/legal guardians.
- b. The child's age.
- c. The nature and extent of the child's injuries, including any evidence of previous injuries.
- d. The name, age, and condition of other children in the same home.
- e. Any other information that the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person(s) responsible for the injury, or in providing assistance to the child.
- f. The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

- a. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
- b. Any mandatory reporter who knowingly fails to report is civilly liable for damages caused by such failure (Legal Reference 232.75)

Any mandatory reporter whom, in good faith, makes a report of child abuse or participates in the investigation of a case of child abuse, has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases, which may be required in other situations (Legal Reference 232.73).

To report a case of child abuse at anytime (day or night), call the statewide toll-free Child Abuse number at 800-362-2178 or 515-242-6884. However, it is encouraged that

the local office is contacted first. Collect calls are accepted as well. The surrounding county offices are:

Cedar: (563) 263-9302	Clinton: (563) 242-0573
Jackson: (563) 242-0573	Louisa: (563) 753-6311
Muscataine: (563) 263-9302	Scott: (563) 326-8698

### **References throughout this documentation:**

*"Members of the board" or "board of directors" refers to the Cedar County Coordinated Child Care, Inc. Committee. This board of officers is elected into position by current members and is responsible for the overall management and fiscal responsibilities of the Sycamore Learning Center and Tiger Club programs.*

## **EMERGENCY PROCEDURES**

Although rare, there are several emergency situations that may occur. In order to be well prepared, procedures have been written to help in times of crisis. It cannot be stressed enough that a good understanding of these procedures will help immensely when in a crisis situation. It is vitally important to remain calm at all times and to keep a clear frame of mind.

In the event of an emergency, it is the responsibility of every employee to know where the sign-in clipboard, emergency folder, and first-aid kits are stored. Although it is important to retrieve the sign-in clipboard, emergency folder and first-aid kits while exiting the building, under no circumstances is a staff member, or even children, to risk their lives to retrieve these items.

If there are any procedures that you are uncertain of, or you have suggestions for, please feel free to speak with the Director, or the On-Site Coordinator, as it applies.

### **Emergency Procedure: Fire**

1. The Director, or On-Site Coordinator, will notify staff members to evacuate the building. Fire alarms will sound in each classroom and hallway.
2. The Director will assign one person to call 9-1-1.
  - a. SLC – go to the Tipton Ambulance Building
  - b. TC – go to the Tipton Elementary Building
3. The staff will check all areas, including classrooms and bathrooms as it applies, for children or other persons and evacuate the building.
4. The Director, or On-Site Coordinator, and staff members will communicate between themselves to ensure that the sign-in clipboard, emergency numbers, and first-aid kits are brought outside as everyone exits the nearest safe exit.



5. All children and staff members will meet at the intersection of Lemon and 6<sup>th</sup> Street.
  - a. SLC - Infants will be placed in labeled cribs to exit the building, no more than 4 infants per crib. Roll the cribs to the nearest safe exit.
6. Staff will take roll call to ensure that all children have made it safely from the building and to the meeting point.
7. All extra staff or volunteers will assist infants and other staff as needed in helping to evacuate everyone from the building as soon as possible.
8. Everyone will cross the street and proceed to another location.
  - a. SLC – Proceed to the Tipton Ambulance Building.
  - b. TC – Proceed to the Tipton Elementary School Building.
9. Again, roll call will be taken to account for all children.
10. Parents/legal guardians will be notified of the evacuation and the exact location of their child(ren).
11. Staff members are to remain with the children until all have been picked up by an authorized person per the child's emergency contact card.

### **Emergency Procedure: Earthquake**

1. As soon as possible, staff will be notified to evacuate the building.
2. The staff will check all areas, including classrooms and bathrooms as it applies, for children and other persons and evacuate the building.
3. SLC - Infants will be placed in labeled cribs to exit the building, no more than 4 infants per crib. Roll the cribs to the nearest safe exit. The Director, or On-Site Coordinator, and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folders, and first aidkits are brought out during the evacuation.
4. The Director, or a designated staff member, will contact 9-1-1. If it is not known if there is a gas leak within the building, or there is a likely chance of a structural failure that could endanger lives: this should be done using a cellular phone away from the building.
5. Everyone will proceed to the designated meeting area of the large open lot at 6<sup>th</sup> and Lemon Street for Tiger Club or the Ambulance building lot– directly across the street from the Sycamore Learning Center.
6. The staff will take a roll call to ensure that all the children are accounted for.
7. The parents/legal guardians will be notified as soon as possible of the evacuation and the exact location of their child(ren).
8. Staff members are to remain with the children until receiving further instructions, or until all children have been picked up by an authorized person on the child's emergency contact card.

## **Emergency Procedure: Structural Damage**

1. The Director will contact the City of Tipton offices to notify them of the situation. (City of Tipton – 886-6187)
2. If the Director, or On-Site Coordinator, is instructed to evacuate the building, the staff members will be notified immediately.
3. The staff will check all areas, including classrooms and bathrooms as it applies, for children and other persons and evacuate the building.
  - a. SLC - Infants will be placed in labeled cribs to exit the building, no more than 4 infants per crib. Roll the cribs to the nearest safe exit. The Director, or On-Site Coordinator, and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folders, and first aidkits are brought out during the evacuation.
4. All extra staff needs to assist the infant rooms and/or other classrooms as needed to ensure that everyone is evacuated as soon as possible.
5. Everyone will proceed to the designated meeting area of the large open lot at 6<sup>th</sup> and Lemon Street – directly across the street from the Sycamore Learning Center.
6. The staff will take a roll call to ensure that all children are accounted for.
7. The Director, On-Site Coordinator, or designated staff member, will contact licensing and the board of directors.
8. The parents/legal guardians will be notified as soon as possible of the evacuation and the exact location of their child(ren).
9. Staff members are to remain with the children until receiving further instructions, or until all children have been picked up by an authorized person on the child's emergency contact card.

## **Emergency Procedure: Tornado**

1. Once the Director, or On-Site Coordinator, has received confirmation (weather radio, sirens, or visual) of a tornado warning, the Director will notify the staff members and children by blowing the whistle.
2. The staff members will immediately gather all children in each classroom and check the entire room for additional children before leaving. Staff members will do a head count to account for all children for that given day.
3. Evacuation:
  - a. SLC - Staff members and children will exit to the office area.
  - b. TC – Staff members and children will exit to the boys and girls restrooms.

- c. The staff will take another roll call/head count to ensure that all children are accounted for.
4. The Director, or On-Site Coordinator, and staff members will communicate between themselves to ensure that the sign-in clipboard, emergency folders and first aid kits are brought down to the "safety location".
5. Children will be directed by staff members to sit cross-legged on the floor with their backs against the wall.
  - a. SLC - Blankets that are stored in the room will be used to cover the children to protect them from blowing debris.
6. Staff and children are to remain in their location until further notice or until local law enforcement authorities have given instructions. A weather radio and/or battery-operated radio will be in the room to provide updates on the weather situation to staff members.
7. Staff members are to remain with the children at all times.

### **Emergency Procedure: Environmental Hazards/Chemical Spills**

1. The Director, or On-Site Coordinator, will be notified of the situation at hand. Depending on the location of the hazard, the staff and children may either be directed to remain inside the building or be directed to another location. The Director, On-Site Coordinator, and/or local law enforcement agencies will direct the staff with further instructions.
2. If the local law enforcement agencies are not aware of the situation, the Director, On-Site Coordinator, or designated staff member will call 9-1-1.
3. The Director, or On-Site Coordinator, and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folder and first aid kits are accounted for and brought along wherever directed to stay.
4. In the event of an evacuation, the SLC infants will be placed in strollers, while other children will walk with staff members.
5. The staff and children will remain in a safe location, until directed by authorities to return or until all children have been picked up by an authorized person.
6. The Director will notify the Board President of the situation as soon as possible.

### **Emergency Procedure: Lost or Abducted Children**

1. The staff member(s) will notify the Director, or other person-in-charge, as soon as the child is discovered to be missing.
2. Staff members will search all areas within the building and outside areas.
3. The Director, or person-in-charge, will notify the Police Department of the missing child.
4. The Director, or person-in-charge, will notify the parent(s) or legal guardian(s).
5. The staff will work with authorities by providing information regarding the last time the child was seen, clothing and physical description.
6. Staff member(s) will complete an incident report on the situation.

7. The Director, or person-in-charge, will notify the Board President as soon as possible of the situation.

### **Emergency Procedure: Intoxicated Parent(s)**

Our responsibility is to keep children safe. At the same time, we cannot deny any parent access to their child(ren). Staff members can try talking with the parent, or calling the other parent to pick up the child(ren). However, staff safety is also important. Remain calm with the adult. If a parent/guardian or other adult appears to be under the influence of drugs or alcohol, and attempts to take a child(ren) from the center, the following steps will be taken:

1. Ensure that the adult's name is authorized to pick up the child from the center.
  - a. If that person is not listed, he/she is not authorized by the parent/guardian to remove the child from the premises. Politely inform the person that they are not authorized to pick up the child. Any further attempts to remove the child will be reported to the parent/legal guardian of the child.
  - b. If the adult is on the list: politely inform him/her that they do not appear to be well and that if they leave the premises with the child, staff members are responsible for reporting that individual to the police department.
    - i. If the adult still insists on picking up the child, write down the vehicle information (including vehicle description and license plate number) to report to authorities. Immediately call 9-1-1 to report the adult to the police department.
2. If the Director, or On-Site Coordinator as it applies, is not already aware of the situation, notify him/her immediately.
  - a. Tiger Club person-in-charge is to ensure that the Director is aware of the situation.
3. The Director will notify the Board President of the incident as soon as possible.
4. The Director will notify DHS. The report will be filed as abuse.

### **Emergency Procedure: Bomb Threats, Physical/Emotional Threats**

1. Once the threat has been received, the Director, or On-Site Coordinator, will direct the staff members where to go with the children.
  - a. If the threat has been directed towards Tiger Club, the On-Site Coordinator must inform the Director. Based on the situation at hand, it will be decided if the Director or On-Site Coordinator will contact local law authorities.
  - b. The Director, and/or On-Site Coordinator, will contact local law authorities immediately. Law enforcement authorities may instruct the Director

- and/or On-Site Coordinator of what action should be taken with the staff and children.
- c. A physical or emotional threat may not require an immediate building evacuation.
  2. If the building to be evacuated due to a bomb threat:
    - a. Staff members immediately gather all children in their class and account for all children. Calmly lead the children to the nearest exit.
    - b. The Director, or On-Site Coordinator, and staff will communicate between themselves to ensure that the sign-in clipboard, emergency folder, and first aid kits are brought along with the children.
    - c. The staff and children will move to another location.
      - i. SLC - The staff will take the children to the West (far) end of the Tipton Ambulance parking lot.
      - ii. TC – The staff will take the children to the East (far) end of the East Sycamore Center playground area located at the corner of 6<sup>th</sup> Street and Sycamore St. (large playground across the alley from Sycamore Center).
    - d. Roll call will be taken of the children using the sign-in sheet. Staff members are to ensure that all children are accounted for.
  3. The staff is to remain with the children in a safe area until instructed otherwise by authorities.
  4. Parents will be notified of the situation by the Director, or person-in-charge, and may be asked to pick up their child(ren) as soon as possible. Again, this depends on the situation at hand.
  5. The Director, or person-in-charge, is to notify the Board President as soon as possible of the situation.

## **Emergency Procedure: Violence in the Workplace**

Upon seeing someone enter the building or property with a firearm or other threatening weapon, the first responsibility is the children and staff. The greatest danger is placing the staff and children in the way of the attacker.

1. Notify as many staff members as possible. If there is time, directly notify the Director and/or On-Site Coordinator, as it applies.
2. *Escort the children out of the building through the nearest **safe** exit. If at all possible, lead the children away from the attacker.*
  - a. If it can be done without putting any staff members in danger, take the sign-in clipboard, emergency folder and first aid kit along with the staff and children.
3. Staff should lead the children to another safe area immediately. Staff members should use their better judgment on how to move the children safely to the other location.
  - a. SLC – Proceed to the Tipton Ambulance building.
  - b. TC – Proceed to the Tipton Elementary building.

- i. If the attacker is waiting for the children to cross the street, it may be wise to go in an opposite direction away from the attacker.
4. A staff member will be designated to contact 9-1-1 to alert authorities of the situation and to inform them of the children's location.
5. Remain in a safe location/shelter until law enforcement officials give permission to return to the center, or provide further instructions.
6. As soon as possible, the Board Director is to be notified by the Director.
7. The Director, or person-in-charge, will notify the parents/legal guardians of the condition and location of their child(ren).
8. Staff members are to remain with the children until they have been picked up by their parent(s)/legal guardian(s).

### **Emergency Plan: Blizzard Conditions**

1. Staff and children will be allowed to remain at the program location until weather allows children to be picked up safely.
2. The Director, or person-in-charge, will contact the Board President to inform him/her of the situation.
3. The Director and/or staff may contact parents prior to the expected weather conditions to inform them of the situation.
  - a. Director may contact several official weather sources in order to make an informed decision.
4. Staff will provide additional meals and/or snacks according to the time that the center needs to remain open. The children will also be given time to rest and/or sleep as needed.
5. Staff will remain at the location until authorized persons have picked up all children.
6. The Director will notify the Board President when the emergency is over.

### **First Aid Basics**

The basic First Aid steps are as follows:

- For all bites, cuts, and scrapes: wash with soap and water.
- For bumps and bites: apply ice pack.
- Complete an Incident Report Form for the parent to sign, and submit to the Director.
- When in contact with blood or bodily fluids, gloves are to be worn at all times – including during clean up. Any surfaces that are in contact with blood or bodily fluids will be cleaned with a bleach solution. (1/4 cup bleach to 1 gallon of water)
- The Director is to be notified immediately of any serious injury or illness and also of any time that anyone comes in contact with blood or bodily fluids (other than that of the injured child or staff member).

## Universal Precautions

Infectious material: staff is required to wear disposable gloves when handling breast milk, blood, saliva, trash, or any other potentially infectious materials. In case of a spill, staff is required to use disposable gloves and disinfectant solution. Spray area and allow to air dry if possible, or wipe dry with a disposable towel(s). All potentially hazardous materials need to be double bagged or placed in a "biohazard material" bag and placed in the diapering container.

Toys, cots, doorknobs, tables, chairs, restrooms, and hard surface floors are to be sanitized daily with disinfectant solution to prevent the spread of illness.

***Please make sure that containers are clearly labeled and placed in their designated areas.***

## Dental Emergency Procedures

### Toothache

Rinse the mouth vigorously with warm water to clean out debris. Use dental floss to remove any food that might be trapped between teeth. If swelling is present, place cold compresses on the outside of the cheek. Do not use heat or place aspirin on the aching tooth or gum tissues. See the dentist as soon as possible.

### Orthodontic Problems (Braces and Retainers)

If a wire is causing irritation, cover end of the wire with a small cotton ball, bees wax, or a piece of gauze, until a dentist can see the irritation. If a wire is embedded in the cheek, tongue, or gum tissue, do not attempt to remove it. Go to the dentist immediately. If an appliance becomes loose or a piece of it breaks off, take the appliance and the piece and go to the dentist.

### Knocked-Out Tooth

If the tooth is dirty, rinse it gently in running water. **Do not** scrub it. Gently insert and hold the tooth in its socket. If this is not possible, place the tooth in a container of milk. Go immediately to your dentist, within 30 minutes if at all possible. Don't forget to bring the tooth.

### Broken Tooth

Gently clean dirt or debris from the injured area with warm water. In order to minimize swelling, place cold compresses on the face in the area of the injured tooth. Go to the dentist immediately.

### **Bitten Tongue or Lip**

Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply cold compresses. If bleeding does not stop, go to a hospital emergency room.

### **Objects Wedged Between Teeth**

Try to remove the object with dental floss. Guide the floss carefully to avoid cutting the gums. If not successful in removing the object, go to the dentist. Do not try to remove the object with a sharp or pointed instrument.

### **Possible Fractured Jaw**

Immobilize the jaw by any means (handkerchief, necktie, towel, et cetera). If swelling is present, apply cold compresses. Call your dentist or go immediately to a hospital emergency room.

*Information provided by the American Dental Association (1994 documentation)*



Cedar County Coordinated Child Care, Inc.  
Employee Handbook

I \_\_\_\_\_ have received a copy of the CCCCC, Inc.  
**EMPLOYEE HANDBOOK**, and I understand that it is solely for the purpose of summarizing the Center's current policies, benefits and rules and that it is not intended to be a contract or guarantee of employment or of any specific terms or conditions of employment or procedural rights, and that certain portions of this Handbook may need to be amended or eliminated from time to time without advance notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

# Cedar County Coordinated Child Care, INC Staff Handbook