

123

CHILD DEVELOPMENT CENTER

Personnel Handbook

Personnel Policies

123 Child Development Center is committed to employing individuals who are most qualified to fulfill the needs of the Center and the children in our care. Employment decisions will be based on demonstrated competence or potential, as evidenced by academic achievements, personal disposition, and relevant work experience, in alignment with the required qualifications and essential duties outlined in the job description.

Mission statement

The 123 Child Development Center is dedicated to providing a safe, enjoyable, and clean environment. We offer nutritious meals and create opportunities for children to grow, learn, and socialize with their peers, all while ensuring they have fun in the process.

Curriculum Statement

123 Child Development Center will implement the Creative Curriculum for our New Mexico PreK classrooms while adhering to the New Mexico Early Learning Guidelines for our infant and toddler classrooms. Additionally, we will incorporate recommendations from the FOCUS program to effectively organize the learning environment and structure our daily lesson plans. Children will participate in a diverse array of developmentally appropriate activities designed to foster their emotional, social, physical, and intellectual growth.

Our Philosophy

Our Motto is “What is given to the children, the children will give back to society.”

We provide children with lesson plans designed to enhance their developmental skills, fostering an understanding of diverse family cultures and traditions. Our curriculum includes a dual language program in English and Spanish, as well as instruction on well-being and hygiene practices. Additionally, we encourage active family participation in the program to create a supportive learning environment.

Equal Opportunity Employer/Non-Discrimination Policy

123 Child Development Center provides equal opportunity in all employment decisions. Choices are based only on each person's qualifications and fitness, without consideration of race, color, religion, creed, gender, age, national origin, sexual orientation, pregnancy, or disability.

We do not allow discrimination or harassment of any kind. This includes protections related to race, color, religion, gender, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other category protected by law.

In alignment with this Equal Employment Opportunity Policy, 123 Child Development Center will hire, train, and promote individuals accordingly. Employment decisions will adhere to the principle of equal opportunity, imposing only bona fide occupational qualifications for job opportunities. Furthermore, all personnel practices and programs—including compensation, benefits, transfers, and training—will be administered in accordance with this Equal Employment Opportunity Policy.

At-Will Employment

Employment with 123 Child Development Center is classified as at-will, signifying that either you or the organization may terminate the employment relationship at any time, with or without cause. Neither statements nor promises made, nor information contained within this Employee Handbook or other publications, can alter this at-will status. Only a written and signed agreement by the Executive Director or the Board can modify an individual's at-will employment status.

Before commencing employment at our company

Employees hired for positions where the primary responsibility is direct childcare must be eighteen (18) years of age. and must be able to lift up to 25 pounds. Safety Screening Just as your individual health is important to the Center, other personal factors which may affect the safety and health of the children in your care or of other individuals at the Center must be assessed as well. The following items must be completed prior to employment:

- **Criminal Background Check:** The Early Childhood Education and Care Department (ECECD) mandates that all new employees possess current clearances issued by the state of New Mexico. Licensing regulations further require that these clearances demonstrate that the employee has no unresolved allegations or convictions related to child abuse or neglect, nor any felony violations pertaining to the illegal possession or distribution of substances classified as controlled under the New Mexico Controlled Substances Act.
- **Provide Proof of Identification:** All individuals applying for a position within our organization must present a valid form of identification issued by an entity in the United States of America. Identification documents from other countries, including driver's licenses, will not be accepted.

Introductory Period

The first ten days of employment are designated as the Introductory Period. During this time, either the employee or the employer may terminate the employment relationship at will, with or without cause or prior notice.

This Introductory Period provides new employees with an opportunity to demonstrate their capability to meet the performance standards set by The Organization, while also allowing them to assess whether the position aligns with their expectations. Concurrently, The Organization will evaluate the employee's skills, work habits, and overall suitability for the role.

It is important to note that the successful completion of the Introductory Period does not guarantee continued employment, as all employment remains at-will. Additionally, 123 Child Development Center will compensate employees during this period at the applicable hourly rate.

At the outset

Required Training: The 123 Child Development Center must ensure that all staff members receive adequate and appropriate training to effectively work with children. The following training items are mandatory for all new employees at the Center:

- Adult and Pediatric First Aid/CPR/AED, to be completed within the first 30 days at maximum.
- Completion of the mandated training within the first three months, in accordance with ECECD regulations.
- An understanding of the training requirements, along with the ability to create a plan to ensure all necessary training is completed within the estimated timeframe.

Other Required Documentation

Federal and state regulations mandate that 123 Child Development Center maintain specific documentation to verify your eligibility to work in the United States and ensure you meet the qualifications for the position. Required items may include:

- Proof of eligibility to work (such as a driver's license or other state-issued identification, and a Social Security card)
- Education transcripts.

Please be aware that the list above is not exhaustive; additional documentation may be necessary for a new hire to commence employment at the Center. The orientation process will entail further documentation requirements, which will be communicated prior to or during that time.

Personal Appearance

Employees play a crucial role in shaping the image of 123 Child Development Center and are expected to maintain a neat, clean, and appropriate appearance for their roles. The designated uniform consists of black scrubs; variations such as stamps or different colors are not permitted. Additionally, leggings and jeans are not acceptable attire, and only scrubs are authorized as part of the uniform.

Footwear guidelines stipulate that open sandals and open-toed shoes are not allowed. Acceptable options include tennis shoes; however, crocs are prohibited. The uniform serves to uphold professionalism and support the children, families, and individuals representing city or state organizations, ensuring that our staff can be easily identified.

Accessories must also adhere to safety standards; therefore, chains and rings that pose a hazard to children are not permitted.

For nail care, acrylic nails must not exceed a maximum length of two.

Earrings that may present a hazard to staff or children, such as oversized earrings, are prohibited. While neutral makeup is permissible, more extravagant styles, such as glitter eyeshadow suitable for nightlife, will not be accepted. The administration staff is available to provide guidance and visual examples as needed.

Absences Policy

- Regular attendance is a fundamental condition of employment.
- Employees must report any anticipated absences to their supervisor with a minimum notice of two weeks; four weeks is preferred. In emergencies, notify your supervisor as soon as possible regarding the reason for your absence and your expected return date.
- Unexcused absences may result in immediate disciplinary action, up to and including termination.
- If an employee is absent for three consecutive days without prior notification or a valid excuse, termination will occur.
- Absence for three consecutive working days without notifying a supervisor will be regarded as job abandonment, leading to termination.

Work Schedule

123 Child Development Center is open Monday through Friday 6:00am until 7:00pm. Work schedules are prepared by the Director or administration staff, with hours set for each employee. The schedule will include workdays, work hours,. Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. In the event that a parent is late in picking up a child (after 7pm), the employee must remain with the child until an approved adult arrives to take the child home. Employees will be paid for any such time beyond their normal work hours. Hours of attendance have been carefully planned and employees are required to work the hours and days for which they have been scheduled. If you are unable to report to work for any reason, you must notify the Director or administration staff at least 6 hours prior to your scheduled starting time. Failure to provide notice in a timely manner will be considered unexcused absence and may result in disciplinary action. Employees will not be permitted to use available leave time for an unexcused absence. Employees who fail to notify the director or administration staff at all may be considered to have abandoned their position, which will result in termination.

Holidays and Other Closings from time to time, the Center may be closed for a holiday observance or because of an emergency situation. Non-exempt (hourly) staff are not paid for their regularly scheduled hours during holidays or emergency closings. In situations where the Center closes after opening for the day, non-exempt employees will be paid only for the hours they actually work.

Emergency Closings due to severe weather conditions or other emergency situations, there may be times when 123 Child Development Center may be closed. Emergency closing is at the discretion of the Owner/Director. Severe Weather Conditions: In the event of severe weather conditions, 123 Child Development Center will generally follow the APS District in determining whether or not to close the Center. Employees are instructed to listen to local radio and television stations for emergency closing information in these circumstances. Employees are also instructed to contact the Director for further instructions. Employees are instructed to contact the Director by 6am and again at 8am for further instructions.

Other Emergencies: Other situations, including but not limited to electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which could endanger the safety or health of children and employees, may result in 123 Child Development Center being closed at the sole discretion of the Owner/Director. Employees will be advised of their obligations in these situations. in this cases employee will not be paid for the non-work hours.

123 Child Development Center reserves the right to adjust work schedules as necessary to meet its operational requirements. Staffing needs and operational demands may result in changes to both start and end times, as well as fluctuations in the total hours scheduled on a daily and weekly basis.

The director or administrative team will communicate your expected work schedule and notify you of any necessary amendments.

All employees are required to clock in and out upon arrival for work, during meal breaks, at the end of each day, and whenever leaving their designated work area. It is imperative that you do not commence work prior to your scheduled start time or leave before your scheduled end time without prior approval.

You are expected to be prepared to begin work at the start of your shift. Therefore, clocking in even two minutes after your shift begins—only to then use the restroom or engage in conversation with colleagues—will not be tolerated. Additionally, you may not clock in more than five minutes before your scheduled shift or more than fifteen minutes after your relief staff member arrives.

JOB POSITION DESCRIPTIONS

Director

Hours: 8 to 10 hours per day

The Program Director is responsible for overseeing all facets of the child development program, acting as a conductor who harmonizes the various elements of childcare management. The Center Director, in turn, ensures the health, safety, and educational quality for all children under the center's care. This role entails direct accountability for overall operational management in alignment with established guidelines, which include curriculum development, staff and facility management, legal compliance, budgetary oversight, and long-term planning. The Center Director is committed to meeting the needs of students while achieving the center's objectives. The director's responsibilities encompass, but are not limited to, the following:

General Responsibilities:

- a. Liaising with state and local regulatory agencies.
- b. Ensuring compliance with health, safety, and licensing regulations, including food program requirements.
- c. Serving as a member of the child development program's board of directors and attending all board and committee meetings.
- d. Managing all administrative matters related to the center.
- e. Maintaining records pertinent to the center's administration.
- f. Defining policies regarding admission, attendance, educational objectives, and special programs for infants, toddlers, preschoolers, and children with special needs.
- g. Conducting self-evaluations as the director.
- h. Adhering to the food program and ensuring all documentation is completed and submitted timely to maintain compliance.
- i. Ensure that the Remind App activity maintains a minimum of three posts per week for each classroom.

Quality Assurance:

- Establishing a quality vision for the center and managing adherence to quality standards in alignment with state and local requirements. Implementing measures to evaluate effectiveness.
- Developing a comprehensive educational curriculum in collaboration with staff to create engaging learning activities that comply with state and local regulations.
- Maintaining student records according to established enrollment procedures and guidelines.
- Facilitating communication with parents of current and prospective students through direct conversations, newsletters, and a parent handbook; implementing community outreach activities to foster positive relationships within the community.
- Approving menus and maintaining positive relationships with regulatory agencies to ensure legal and financial compliance.
- Overseeing all office functions, including payroll, accounts payable and receivable, tuition billing and payment, human resources, and personnel management, as well as purchasing.
- Resolving conflicts and implementing corrective actions when necessary to ensure a positive experience for all stakeholders.
- Establishing illness and emergency procedures and ensuring appropriate staff training.
- Implementing strategic plans and goals in alignment with the program's mission.
- Maintaining a personal professional development plan to ensure continuous quality improvement.
- Following the FOCUS program to enhance the quality of care at the center and meeting with consultants based on the center's needs.

Required Qualifications:

- A high school diploma or equivalent,
- CPR certification, and
- Child Development Certificate or an equivalent credential under ECECD regulations.

Education/Experience Requirements:

- Must meet all state licensing minimum age and educational prerequisites.
- Comprehensive knowledge of all State Licensing Requirements and Regulations.
- Familiarity with CACFP (Child and Adult Care Food Program) requirements.
- Possession of or progress toward a degree in Early Childhood Multicultural Education or a related field.
- Knowledge of Federal and New Mexico Labor Laws and Human Resources.
- Proficiency in the entire Microsoft Office Suite—Word, Excel, Publisher, PowerPoint, or a comparable office suite.
- Proficiency in Canva, Adobe, or a comparable software program.
- Expertise in ProCare, with the ability to adjust database objects and merge forms as necessary for optimal user output.

Physical Demands:

- Frequent lifting or moving of average weight, including carrying and holding infants and children.
- Occasional lifting or moving of average weight in awkward or challenging positions.
- Requirement to stand for up to 75% of the workday.
- Daily interaction with children, parents, and teachers.
- Ability to meet the emotional, social, cognitive, and physical needs of children, parents, and staff.
- Providing assistance as needed.
- Monitoring teachers to ensure compliance with job duties, state regulations, and center policies.
- Encouraging assistants to contribute to curriculum planning.
- Coordinating field trips.

Detailed Job Description:

- Understand, follow, and enforce company policies and procedures throughout the center.
- Deliver positive customer service to all visitors at all times.
- Support and implement the company philosophy.
- Provide opportunities for individual development for each child and teacher.
- Foster a positive, loving, and nurturing environment.
- Recognize inappropriate discipline, child abuse, or neglect, whether occurring at the center or suspected elsewhere, and report all incidents to ECECD Licensing and CYFD.
- Assist with curriculum planning and implementation.
- Oversee the hiring and retention of teaching, administrative, and operational support staff, including substitutes, while maintaining appropriate payroll.
- Perform all administrative duties required by 123 Child Development Center, State

Licensing, and CACFP.

- Manage financial and food resources, ensuring costs do not exceed income.
- Organize and conduct monthly staff meetings.
- Handle enrollment and staff retention.
- Engage in marketing efforts.
- Develop and maintain an effective organizational structure and communication system.
- Cultivate community relations.
- Possess legal knowledge pertinent to center management and operations.
- Undertake other duties as required.

Personal Characteristics:

- Highly detail-oriented.
- Computer literate.
- Capable of multitasking.
- Able to quickly respond to and assess emerging situations.
- Maintain confidentiality.
- Flexible with daily demands.
- Open to constructive feedback and willing to implement appropriate changes.
- Adaptable to the center's daily business demands, including assigned working hours and room/kitchen responsibilities.

Additional Responsibilities:

- Seek assistance when needed.
- Maintain positive and supportive relationships with business, licensing, and regulatory bodies.
- Handle both routine and challenging situations with a calm demeanor.

.....

Assistant Director

NOTE: The position of Assistant Director is not mandatory when a NM PreK Supervisor is present or has been appointed.

Assist and support the Director in the daily operations of the center. Responsibilities include recruiting new staff members and facilitating their orientation, developing staff schedules, and conducting annual audits and updates of personnel and enrollment files.

Evaluate teaching staff through both formal and informal observations, providing immediate feedback and conducting annual performance evaluations. Administer parent surveys each year, review the feedback, and establish center-wide goals, assessing progress at six and twelve-month intervals.

Additionally, review and edit staff and parent handbooks at least once a year, manage training requirements for staff members, and conduct tours of the center while providing program information to prospective clients. Substitute in classrooms as needed.

Required Qualifications:

- High School Diploma or equivalent
- CPR certification
- Child Development Certificate (CDC) or enrollment in a CDC program

.....

NM PreK Administrator and or Supervisor

The New Mexico PreK Administrator (Site Administrator or Supervisor) is tasked with ensuring that early childhood programs adhere to the rigorous standards set forth by the New Mexico Early Childhood Education and Care Department (ECECD) and the Public Education Department (NMPED). This role involves leading community-based PreK sites with a focus on program quality, compliance, staff supervision, and family engagement for children aged 3 to 5.

The PreK Administrator is responsible for overseeing the daily operations and strategic direction of the PreK program, ensuring a safe, high-quality, and developmentally appropriate learning environment. Acting as the primary liaison between the site and ECECD/NMPED, the administrator ensures compliance with state funding requirements and quality improvement initiatives.

Key Responsibilities:

- Compliance & Licensing: Ensure strict adherence to New Mexico PreK Program Standards, encompassing child safety, health regulations, and, when applicable, child care licensing requirements.
- Instructional Leadership: Supervise, evaluate, and mentor PreK teaching staff, ensuring the implementation of evidence-based practices, such as the Pyramid Model, along with a high-quality, play-based curriculum.
- Staff Development: Coordinate and facilitate professional development, mentoring, and training for PreK teachers and educational assistants, ensuring compliance with the required 24+ hours of professional learning.
- Family & Community Engagement: Develop and manage a Family Engagement Plan that includes 90 hours of activities annually, such as home visits, family-teacher conferences, and community events.
- Operational Management: Oversee student enrollment, attendance tracking, and reporting. Manage budget allocations, grant documentation, and inventory of assets and technology.
- Data-Driven Improvement: Utilize classroom assessment data (such as ECECD-approved tools) to monitor child progress and inform instructional adjustments.
- Transition Planning: Implement policies to facilitate children's transitions into the program and subsequently to kindergarten.

Qualifications and Requirements:

- Education: A bachelor's degree in early childhood education, Public Administration, or a related field is typically required. A Master's degree in Educational Leadership is often required for specific school-based administrator roles.
- Experience: 3–5 years of classroom teaching experience (preferably in early childhood) and/or prior experience as a program administrator or assistant principal.
- Licensure: Must possess or be able to obtain a New Mexico Administrative License (PreK-12).
- Skills: A strong understanding of child development, New Mexico Early Learning Guidelines, culturally responsive practices, and bilingual abilities (English/Spanish) are highly preferred.
- Background Check: Must pass a pre-employment background investigation.

Working Conditions:

- Work is typically conducted in a school or childcare center setting.
- Requires interaction with young children, families, and staff.
- May involve travel for meetings or training sessions.

Key Performance Indicators:

- Compliance with New Mexico PreK Standards.
- High-quality ratings in classroom assessments.
- Attendance rates for students.
- Documentation of 90 hours of family engagement activities.

Lead Teacher

Hours: 7–9 hours per day

The Teacher is tasked with cultivating a cohesive teaching team, coordinating the curriculum, and overseeing the daily operational activities within the classroom. A comprehensive understanding of children's cognitive, social, emotional, and physical development is essential to foster a safe and stimulating environment where children are actively engaged and encouraged to thrive. The Teacher must possess effective communication skills to interact with both children and adults, thereby addressing the needs of students, guiding teacher assistants, and resolving parental concerns.

Key Responsibilities

- Coordinate and implement the educational curriculum by designing classroom activities that are rooted in developmentally appropriate practices and aligned with early learning standards, specifically those outlined by FOCUS or New Mexico PreK standards.
- Lead by example, fostering the success of the teaching team through modeling and coaching.
- Plan individual and group activities that are age-appropriate, actively engaging children while promoting their social, cognitive, and emotional development.
- Maintain regular communication with parents through informal discussions, progress reports, and parent-teacher conferences.
- Ensure compliance with all center policies and state regulations.
- Create and sustain a healthy classroom environment, which includes upholding hygiene, cleanliness standards, and ensuring the safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure adherence to planned activities, hygiene, and safety protocols.
- Maintain accurate records, forms, and files.
- Develop and uphold a personal professional development plan to ensure continuous quality improvement.
- Ensure that families are enrolled in the Remind App and that the class is updated with a minimum of three posts per week on the application.
- Collaborate with the FOCUS consultant to implement the recommended strategies for improving quality, and share any changes or plans with the rest of the staff in their respective classrooms.
- Maintain the family information board, ensuring it is up to date with the weekly lesson plan, children's allergies, newsletters, and any other important information.
- Provide feedback to the educator assistant

Additional Knowledge, Skills, and Experience Required

- A minimum of two years of professional childcare experience.
- High energy and enthusiasm.
- Proficient oral and written communication skills, along with basic computer proficiency.
- Ability to collaborate effectively with colleagues, children, and parents, fostering a supportive team environment.
- Strong understanding of child development principles.
- Excellent leadership, organizational, and interpersonal abilities.
- Certification in Infant/Child CPR and First Aid.
- Must successfully pass a comprehensive background check and health screening.
- New Mexico Pre-K educators must adhere to the current regulatory standards.

Physical Requirements

Ability to lift 25 lbs. as minimum.

Education/Experience Requirements:

- Fulfill all state licensing minimum age and educational prerequisites.
- High School Diploma or equivalent.
- Possess appropriate qualifications for the designated age group through education, training, experience, and/or personal attributes in accordance with state licensing regulations.
- Completion of ECED 1110, or an equivalent course.
- Hold or be in the process of obtaining a degree in Early Childhood Multicultural Education or a related field.
- Maintain current certifications in First Aid, CPR, and Bloodborne Pathogens.

Physical Demands:

- Frequently lift or move average-weight objects, including infants and children.
- Occasionally lift or move average-weight items in awkward or challenging positions.
- Required to stand for up to 95% of the workday.
- Engage physically with children during outdoor play or in a classroom, including running, jumping, dancing, and exercising.
- Interact professionally with children, their parents, and fellow educators daily.
- React promptly to unexpected situations, both physically and mentally.
- Seek assistance when necessary for physically demanding tasks, such as lifting or moving heavy items.
- Bend and stoop to engage with children at their level.

Detailed Job Description:

- Responsible for the direct care of children.
- Maintain cleanliness and organization within the classroom.
- Support and implement educational philosophies in classroom activities, routine conversations, and curriculum.
- Engage and play with children.
- Provide opportunities for individual development for each child.
- Ensure children are well-groomed and presented.
- Assist with family-style dining.
- Ensure that families are enrolled in the Remind App.
- Complete the required documentation for the center.
- Engage children through singing and conversation.
- Create a positive, loving, and nurturing environment.
- Remain vigilant regarding inappropriate discipline, child abuse, or neglect, whether

occurring at the center or suspected elsewhere, and report any incidents to management.

- Supervise children and foster pride in the center's appearance and cleanliness.
- Maintain proper child-to-staff ratios at all times.
- Communicate daily with families through the ProCare App.
- Collaborate with colleagues regarding the children's needs.

Personal Characteristics:

- Demonstrate respect for others, including children, parents, supervisors, and coworkers.
- Adapt to changing environments and accept constructive feedback, implementing necessary changes.
- Exhibit flexibility in response to the center's daily demands, including scheduled working hours and room/kitchen assignments.

Program Implementation:

- Understand and appropriately utilize our educational program materials.
- Prepare and adhere to lesson plans and activities suitable for each child's developmental stage. All learning areas must feature teacher-made materials and hands-on activities.
- Assist children with arts and crafts to enhance fine motor skills, including cutting and pasting.
- Encourage children to engage in tasks independently when developmentally appropriate.
- Plan and facilitate indoor and outdoor activities aimed at enhancing gross motor skills.
- Share appropriate stories with children in the classroom.
- Foster the development of verbal communication skills among children.

Classroom Management/Organization:

- Establish a Family Board that encompasses lesson plans, daily schedules, monthly newsletters, field trip details, allergy lists, and other pertinent information.
- Prepare and gather sufficient supplies and equipment in advance for each day's planned activities.
- Decorate the classroom with appropriate materials.
- Ensure the classroom is safe, clean, attractive, and ready for children.
- Personalize cots, cribs, and cubbies as appropriate.
- Promote family-style dining by modeling good manners, consuming only center-prepared food with children, fostering a relaxed atmosphere, encouraging conversation, teaching by example, and assisting with food preparation and feeding when necessary.

- Create a calming environment during rest time, which may include soothing, quiet music.
- Maintain cubbies in a clean and uncluttered state.
- Clean the classroom, outdoor play areas, and restrooms, including sweeping, mopping, and vacuuming.
- Teach respect for classroom equipment and supplies by encouraging children to assist in maintaining them.
- Provide constant supervision to ensure that no child is left unattended or supervised by another child or parent.

Administrative Procedures:

- Complete and submit all required records, including time sheets, attendance records, accident reports, and other necessary documentation.
- Attend all staff meetings, conferences, and center events as scheduled.
- Adhere to the center's appearance policy in dress code.
- Support all policies and procedures outlined in the Employee Handbook and official communications.

Safety and Sanitary Procedures:

- Check the diapers of non-toilet-trained children and assist them to changing tables as needed.
- Instruct children in personal hygiene practices, including toileting and handwashing.
- Clean and sanitize cribs, mats, cots, toys, and cubbies.
- Ensure that all children are visible at all times during rest periods, avoiding any covering of heads with sheets or blankets.

Additional Responsibilities:

- Seek assistance when needed.
- Maintain positive relationships with business partners, licensing authorities, and regulatory agencies.
- Collaborate harmoniously with other center staff and exhibit enthusiasm for the role.
- Handle routine and challenging situations with composure.
- Participate in group decision-making and demonstrate teamwork.
- Communicate children's progress to parents and be available for discussions at appropriate times.
- Provide excellent customer service to all visitors at all times.
- Encourage children to seek assistance and foster trust and confidence in their abilities.
- Perform other duties as required, which may include washing dishes, taking out the trash, covering for other staff, answering phones, taking messages, and organizing storage areas.

.....

New Mexico PreK Lead Teacher

- Adhere to the New Mexico PreK standards in all educational practices.
- Complete a professional development plan in accordance with the New Mexico PreK standards.
- Implement the curriculum as outlined by the Early Learning Guidelines.
- Familiarize themselves with and adhere to the Family Manual of New Mexico PreK.
- Maintain organized documentation of class activities and materials.
- Follow the implementation calendar as outlined by New Mexico PreK requirements.

Education and Experience Requirements:

Education: Bachelor's degree in Early Childhood Education (preferred) or an Associate's degree in Early Childhood Education with experience.

Licensure: Must meet NM state licensing requirements, which may include holding an Early Childhood Education license (Birth-Grade 3).

Experience: At least 1-3 years of experience as a lead preschool teacher is typically required.

Certifications: CPR, First Aid, and Food Handler's certifications, along with a clear background check/fingerprinting.

Skills: Strong communication, organizational, and interpersonal skills, with the ability to work with diverse populations. Bilingual skills (English/Spanish) are often required or preferred.

Physical Demands:

- Frequently lifts or moves average weight, such as carrying and holding infants and children.
- Occasionally lifts or moves average weight in awkward positions.
- Required to stand for up to 95% of the workday.
- Must interact with children on the playground or in the classroom, engaging in activities such as running, jumping, dancing, and physical exercise.
- Must professionally interact with children, their parents, and other teachers on a daily basis.
- Must be able to respond immediately to unexpected circumstances, both physically and mentally.
- Should seek assistance for performing physically demanding tasks, such as lifting or moving heavy objects.
- Must be able to stoop and bend to interact with children at their level.

Detailed Job Description:

- Responsible for the direct care of children.
- Maintain cleanliness and organization within the classroom.
- Support and implement educational philosophies through classroom activities, conversations, and curriculum.
- Engage and play with children.
- Provide opportunities for individual development for each child.
- Ensure children maintain a neat and clean appearance.
- Assist with family-style dining.
- Ensure that families are enrolled in the Remind App.
- Complete the required documentation for the center.
- Engage in singing and conversations with children.
- Foster a positive, loving, and nurturing environment.
- Remain vigilant regarding inappropriate discipline, child abuse, or neglect, whether occurring at the Center or suspected elsewhere.
- Properly report any incidents of abuse or neglect to management.
- Nurture and supervise children.
- Take pride in the appearance and cleanliness of the Center.
- Maintain proper child-to-staff ratios at all times.
- Communicate daily with families through the Remind App.
- Collaborate with coworkers regarding children's needs on a daily basis.
- Model appropriate behavior for children within the classroom.

Key Responsibilities

- **Curriculum & Instruction:** Develop and implement weekly lesson plans that are play-based, developmentally appropriate, and meet NM Pre-K standards (e.g., Teaching Strategies GOLD).
- **Classroom Management:** Maintain a clean, organized, and safe classroom, ensuring active supervision at all times (including playground and transitions).
- **Child Assessment:** Conduct, maintain, and report on ongoing, systematic observations and assessments of each child's development for portfolio documentation.
- **Family Engagement:** Communicate daily with parents/guardians, conduct at least three parent-teacher conferences per year, and encourage family participation.
- **Leadership & Teamwork:** Supervise, train, and mentor Educational Assistants (EA) or aides, and work collaboratively to maintain a positive classroom environment.
- **Compliance:** Ensure all classroom operations meet NM state licensing and NM Pre-K standards.
- **Health & Safety:** Maintain current certifications in CPR/First Aid, and follow all health, safety, and sanitization procedures (including meal/snack time)

Personal Characteristics:

- Demonstrates respect for others, including children, parents, supervisors, and coworkers.
- Adapts to changing environments and accepts constructive feedback, implementing appropriate actions.
- Remains flexible to daily operational demands of the Center, including scheduled working hours and room or kitchen assignments.

Program Implementation:

- Understand and properly utilize our educational program and materials.
- Prepare and adhere to lesson plans and activities appropriate for the developmental stages of each child, ensuring all learning areas include teacher-made materials and hands-on activities.
- Assist children with arts and crafts to enhance fine motor skills through activities such as cutting and pasting.
- Encourage children to engage in independent activities when developmentally appropriate.
- Plan and participate in indoor and outdoor activities aimed at enhancing gross motor skills.
- Share age-appropriate stories with children in the classroom.
- Work with children to develop appropriate verbal communication skills.

Classroom Management and Organization:

- Maintain a Family Awareness Board featuring lesson plans, daily schedules, “Look What I Did Today” displays, notes, field trip information, attendance lists, allergy lists, and other relevant information.
- Prepare and gather sufficient supplies and equipment in advance for each day's planned activities.
- Decorate classrooms with appropriate materials.
- Ensure the classroom is safe, clean, attractive, and ready for children.
- Personalize cots, cribs, and cubbies as necessary.
- Promote family-style dining by modeling good manners, consuming only Center-prepared food with children, fostering a relaxed atmosphere, encouraging conversation, and assisting with food preparation and feeding when necessary.
- Provide a restful environment during nap time, including soothing music.
- Maintain cubbies in a clean and uncluttered manner.
- Clean the classroom, outdoor play areas, and restrooms, including sweeping, mopping, and vacuuming.
- Teach respect for classroom equipment and supplies by encouraging children to assist in their maintenance.

- Provide constant supervision of all children, ensuring that no child is ever left alone or supervised by another child or parent.

Administrative Procedures:

- Complete and submit all required records, including timesheets, attendance records, accident reports, and other necessary documentation.
- Attend all staff meetings, conferences, and Center events as scheduled.
- Dress in accordance with the Center’s appearance policy.
- Support all policies and procedures outlined in the Employee Handbook and official memos.

Safety and Sanitary Procedures:

- Check diapers of children not yet toilet trained, lifting and carrying them to changing tables as needed.
- Assist and instruct children in personal hygiene practices, such as toileting and washing hands and faces.
- Clean and sanitize cribs, mats, cots, toys, and cubbies.
- Ensure that all children are visible at all times during rest periods, avoiding covering their heads with sheets or blankets.



Educator Assistant-EA

Hours: 5–8 hours per day

NOTE: For the New Mexico PreK Educator Assistant position, all mentioned qualifications apply, in addition to the essential requirements to adhere to New Mexico PreK standards, including the educational professional requirements.

The Educator Assistant plays a vital role in supporting both the teachers and the director by

fostering a nurturing and safe environment for children, as well as assisting in activities designed to enhance the overall quality of education. The ideal candidate must possess strong communication skills, demonstrate effective listening abilities, and thrive in a collaborative team setting. In addition to aiding staff in delivering a high-quality educational program, the Educator Assistant is responsible for cultivating positive relationships with children and their parents. This includes observing and documenting children's interests and progress, subsequently sharing this information with parents and staff. Under the guidance of the Teacher and the Director, Teacher Assistants implement developmentally appropriate activities tailored to the interests and needs of the children.

Key Responsibilities:

NOTE: The educator assistant must follow the Lead Teacher's instructions and indications, which are based on the children's needs and the planning that supports their development.

- Assist in implementing curricular activities and encourage children's participation.
- Actively engage in activities while maintaining cleanliness, order, and accessibility of classroom materials.
- Communicate frequently with parents through informal discussions and progress reports.
- Promote self-help skills and good hygiene by modeling appropriate behavior.
- Facilitate smooth daily transitions from home to the childcare center.
- Adhere to all center policies and state regulations.
- Maintain a personal professional development plan to ensure continuous improvement.

Additional Knowledge, Skills, and Experience Required:

- A minimum of 1–2 years of professional childcare experience.
- High energy and enthusiasm.
- Ability to collaborate effectively with others.
- Strong verbal and written communication skills, along with basic computer proficiency.
- A solid understanding of child development principles.
- Exceptional leadership, organizational, and interpersonal skills.
- Certification in Infant/Child CPR and First Aid.
- Must successfully pass a comprehensive background check.

Education and Experience Requirements:

- Compliance with all state licensing minimum age and educational requirements.
- High School Diploma or equivalent.
- Appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities as per state licensing standards.
- Completion of ECED 1110, a 45-hour class, or an equivalent course.
- Possession of or progress toward a degree in Early Childhood Multicultural Education or a related field.
- Maintenance of current First Aid, CPR, and Bloodborne Pathogens certification.

Physical Demands:

- Frequent lifting or moving of average weight, including lifting, carrying, and holding infants and children.
- Occasional lifting or moving of average weight in awkward or challenging positions.
- Requirement to stand for up to 95% of the workday.
- Ability to interact physically with children on the playground or in the classroom, including running, jumping, dancing, and engaging in physical exercise.
- Professional interaction with children, their parents, and other teachers on a daily basis.
- Capacity to respond immediately to unexpected circumstances, both physically and mentally.
- Seeking assistance when necessary for physically demanding tasks, such as lifting heavy items.
- Ability to stoop and bend to engage with children at their level.
- Ability to lift up to 25 pounds.

Detailed Job Description:

- Responsible for the direct care of children.
- Ensure cleanliness and organization within the classroom.
- Support and implement classroom philosophies through activities, routine conversations, and curriculum.
- Interact and play with children, providing opportunities for individual development.
- Maintain children's neatness and cleanliness.
- Assist with Family Style Dining.
- Ensure that families are enrolled in the Remind App.
- Complete the required documentation for the center.
- Engage in conversation and singing with children.
- Foster a positive, loving, and nurturing environment.
- Remain vigilant regarding inappropriate discipline, child abuse, or neglect, whether it occurs at the Center or is suspected elsewhere; report all incidents to management.
- Supervise and nurture children.

- Take pride in the appearance and cleanliness of the Center.
- Maintain awareness of proper child-staff ratios at all times.
- Communicate daily with families through the ProCare App.
- Collaborate with coworkers regarding children's needs on a daily basis.
- Model appropriate behavior for children in the classroom.

Personal Characteristics:

- Display respect for others, including children, parents, supervisors, and coworkers.
- Adapt to ever-changing environments and accept constructive feedback, implementing appropriate changes.
- Demonstrate flexibility regarding the daily demands of the Center, including scheduled working hours and room/kitchen assignments.

Program Implementation:

- Understand the educational program and utilize materials effectively.
- Prepare and adhere to lesson plans and activities suitable for each child's developmental stage. All learning areas must include teacher-made materials and hands-on activities.
- Assist children with arts and crafts to enhance fine motor skills, including cutting and pasting.
- Encourage independent work when developmentally appropriate.
- Plan and engage in indoor and outdoor activities to enhance gross motor skills.
- Share appropriate stories with children in the classroom.
- Collaborate with children to develop effective verbal communication skills.

Classroom Management and Organization:

- Maintain a Family Awareness Board, which includes lesson plans, daily schedules, "Look What I Did Today" displays, field trip information, attendance lists, allergy lists, and other necessary information.
- Prepare and gather sufficient supplies and equipment in advance for daily activities.
- Decorate classrooms with appropriate materials.
- Ensure the classroom is safe, clean, attractive, and ready for children.
- Personalize cots, cribs, and cubbies as appropriate.
- Promote family-style dining by modeling good manners, consuming only Center-prepared food with children, creating a relaxed atmosphere, encouraging conversation, teaching by example, and assisting with cutting food and feeding when necessary.
- Provide a restful atmosphere during nap time, including soothing background music.
- Keep cubbies clean and organized.
- Clean classroom areas, outside play spaces, and restrooms, including sweeping, mopping, and vacuuming.

- Teach respect for classroom equipment and supplies by encouraging children to assist in maintaining them.
- Ensure constant supervision of all children, preventing any child from being left alone or supervised solely by another child or parent.

Administrative Procedures:

- Complete and submit all required records, including timesheets, attendance records, accident reports, and other documentation.
- Attend all staff meetings, conferences, and Center events as scheduled.
- Adhere to the Center's appearance policy in dress.
- Support all policies and procedures outlined in the Employee Handbook and official memos.

Safety and Sanitary Procedures:

- Check diapers for children who are not toilet-trained and assist with diaper changes.
- Instruct and assist children in personal hygiene practices, including toileting and handwashing.
- Clean and sanitize cribs, mats, cots, toys, and cubbies.
- Ensure that all children are visible at all times during resting hours, avoiding any covering of heads with sheets or blankets.

Additional Responsibilities:

- Seek assistance when necessary.
- Maintain positive relationships with business partners, licensing authorities, and regulatory agencies.
- Work harmoniously with other Center staff and demonstrate enthusiasm for your role.
- Handle routine and challenging situations with a calm demeanor.
- Participate in and cooperate with group decisions, demonstrating teamwork.
- Communicate with parents about their child's progress and be available for meetings during appropriate times.
- Provide exemplary customer service to all visitors at all times.
- Encourage children to seek assistance, fostering trust and confidence in them.
- Perform other duties as needed, which may include washing dishes, taking out the trash, covering for other staff, answering phone calls and taking messages, and organizing storage areas.

.....

Chef

Hours: 8-10 hours per day

To ensure compliance and maintain high standards at our facility, please adhere to the following actions:

- Understand and comply with all New Mexico state regulations.
- Familiarize yourself with USDA and CACFP guidelines and policies relevant to our facility.
- Follow all sanitary procedures to maintain a safe environment.
- Prioritize the safety of all children and personnel.
- Adhere to the weekly menu and utilize the CACFP meal pattern for portion sizes.
- Observe scheduled meal times and make necessary adjustments to ensure that all children receive a nutritious meal or snack.
- Ensure that hot, nutritious meals are served to each classroom.
- Confirm that all children and staff have sufficient food at each meal service.
- Complete and submit all required documentation, including the menu record book, time sheets, accident reports, and any other necessary materials.
- Maintain menu production records at each meal service.
- Keep kitchen and dining areas clean and sanitized at all times in accordance with health codes.
- Attend regular CACFP training seminars.
- Participate in at least one food preparation workshop annually.
- Adhere to center infection control guidelines and procedures.
- Understand and follow all company policies and procedures.
- Be aware of all children's allergies and provide alternative meals as necessary.
- Foster positive relationships with business partners, licensing representatives, and regulatory agencies.
- Collaborate harmoniously with other center staff and demonstrate enthusiasm for your role.
- Address both routine and challenging situations with a calm demeanor.
- Engage in and support group decision-making as a team player.

.....
Position: Floater

Hours: 4-8 hours per day

Education/Experience Requirements:

- Meet all state licensing minimum age and education requirements.
- High School Diploma or equivalent.
- Appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities in accordance with state licensing regulations.
- Completion of ECED 1110, a 45-hour class, or equivalent.
- Maintain current certifications in First Aid, CPR, and Bloodborne Pathogens.

Physical Demands:

- Frequently lift or move average weights, including infants and children.
- Occasionally lift or move weights in awkward or difficult positions.
- Required to stand for up to 95% of the workday.
- Must engage physically with children on the playground or in the classroom (e.g., running, jumping, dancing, exercising).
- Capable of interacting professionally with children, parents, and colleagues daily.
- Must respond promptly to unexpected situations.
- Seek assistance for physically demanding tasks, such as lifting heavy objects.
- Able to stoop and bend to interact at a child's level.

Detailed Job Description:

- Seamlessly continue the activities initiated by the relieving teacher, including diaper changes, classroom cleaning, and settling children for rest periods or art activities.
- Support the relieving teacher by treating the classroom with respect and adhering to the curriculum or instructions provided.
- Maintain a positive attitude at all times.
- Directly responsible for the care of children, ensuring compliance with proper child-staff ratios.
- Model appropriate behavior, as a positive demeanor fosters a happier environment for children.
- Engage in play, conversation, and singing with children.
- Maintain the children's cleanliness and appearance.
- Assist with family-style dining.
- Provide opportunities for individual development for each child.
- Create a positive, loving, and nurturing environment.
- Ensure the classroom remains clean, including proper closure procedures for evening

shutdown.

- Remain vigilant regarding inappropriate discipline, child abuse, or neglect, whether occurring at the Center or suspected elsewhere, and report any incidents to management promptly.
- Nurture and supervise children consistently.

Personal Characteristics:

- Displays respect for others, including children, parents, supervisors, and coworkers.
- Adaptable to changing environments, receptive to constructive feedback, and able to implement necessary changes.
- Flexible regarding the Center's daily demands, including work hours and room or kitchen assignments.

Classroom Management/Organization:

- Maintain a safe, neat, clean, and attractive classroom environment ready for children.
- Encourage family-style dining by modeling good manners, consuming only Center-prepared food, creating a relaxed atmosphere, fostering conversations, and assisting with feeding when necessary.
- Provide a calm environment during rest time, including soothing background music.
- Keep cubbies organized and free of clutter.
- Clean the classroom, outdoor play areas, and restrooms, including sweeping, mopping, and vacuuming.
- Teach respect for classroom equipment and supplies by encouraging children to participate in their maintenance.
- Ensure constant supervision of all children, preventing any child from being left alone or under the supervision of another child or parent.

Administrative Procedures:

- Complete and submit all required records, including time sheets, attendance records, accident reports, and "My Day" parent communication forms.
- Attend all scheduled staff meetings, conferences, and Center events.
- Adhere to the Center's appearance policy.
- Support all policies and procedures outlined in the Employee Handbook and official memos.

Safety and Sanitary Procedures:

- Check the diapers of children not yet toilet trained and assist with changes as necessary.
- Instruct children in personal hygiene practices, including toileting and handwashing.
- Clean and sanitize cribs, mats, cots, toys, and cubbies.
- Ensure visibility of all children during rest hours, avoiding any coverings of heads with sheets or blankets.

Additional Responsibilities:

- Seek assistance when needed.
- Maintain positive relationships with business partners, licensing agents, and regulatory bodies.
- Work harmoniously with Center staff and demonstrate enthusiasm for the role.
- Respond calmly to both routine and challenging situations.
- Participate in and cooperate with group decisions, embodying a team player mentality.
- Communicate with parents regarding their child's progress and be available for discussions at appropriate times.
- Provide exceptional customer service to all visitors at all times.
- Encourage children to seek assistance, fostering trust and confidence.
- Perform additional duties as required, which may include washing dishes, taking out the trash, covering for other staff, answering phone calls, and cleaning storage areas.



Driver

Hours: 4-8 hours per day

Education/Experience Requirements:

- Fulfill all state licensing minimum age and educational requirements.
- Possess a High School Diploma or equivalent.
- Be appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities as per state licensing standards.
- Complete ECED 1110 (45-hour class) or an equivalent course.
- Maintain current certifications in First Aid, CPR, and Bloodborne Pathogens.

Physical Demands:

- Frequently lift or move children and infants, which may involve carrying, holding, or supporting them.
- Occasionally lift or move children in awkward or challenging positions.
- Required to stand for up to 95% of the workday.
- Must be able to interact actively with children on the playground or in the classroom, including running, jumping, dancing, and engaging in physical activities.
- Engage professionally with children, parents, and colleagues on a daily basis.
- React promptly to unexpected situations, both physically and mentally.
- Seek assistance for any physical demands of the job, such as lifting heavy weights.
- Be able to stoop and bend to interact at a child's level.

Detailed Job Description:

- Uphold cleanliness and maintenance standards for the company vehicle driven.
- Adhere to all state laws while operating company vehicles.
- Conduct daily vehicle checks for cleanliness and safety.
- Maintain an up-to-date schedule of assigned routes and the children being transported.
- Keep an emergency contact binder in the company vehicle.
- Assume personal responsibility for the insurance deductible (\$1,000) for any accidents deemed your fault.
- Be accountable for all traffic violation fines incurred in company vehicles.
- Maintain a positive attitude.
- Provide direct care for children and ensure proper child-staff ratios at all times.
- Model appropriate behavior; a positive demeanor fosters a happier environment for children.
- Engage in activities such as play, conversation, and singing with children.
- Assist during family-style dining.
- Facilitate opportunities for individual child development in a nurturing environment.
- Maintain cleanliness in the classroom, including securing rooms at day's end.
- Be vigilant regarding inappropriate discipline, child abuse, or neglect, whether it occurs at the center or elsewhere; report any incidents to management.
- Take pride in the center's appearance and cleanliness.

Personal Characteristics:

- Exhibit respect for all individuals, including children, parents, supervisors, and coworkers.
- Adapt to ever-changing environments, accept constructive feedback, and implement necessary adjustments.
- Demonstrate flexibility in response to the center's daily demands, including changes in scheduled hours and assignments.

Classroom Management/Organization:

- Ensure the classroom is safe, neat, attractive, and ready for children.
- Promote family-style dining by modeling good manners, consuming only center-prepared food with children, fostering a relaxed atmosphere, encouraging conversations, and assisting with food preparation when necessary.
- Keep cubbies clean and free of clutter.
- Maintain cleanliness in classrooms, outdoor play areas, and restrooms through sweeping, mopping, and vacuuming.
- Teach children to respect classroom equipment and supplies by encouraging their participation in maintenance.
- Provide constant supervision to ensure that no child is left unattended.

Administrative Procedures:

- Complete vehicle maintenance logs daily.
- Submit all necessary records, including timesheets, attendance records, accident reports, and parent communication forms.
- Attend all scheduled staff meetings, conferences, and center events.
- Adhere to the center's appearance policy.
- Comply with all policies and procedures outlined in the Employee Handbook and official memos.

Safety and Sanitary Procedures:

- Log all children onto your roster for each transport.
- Ensure all children under 5 years of age or weighing under 40 pounds are in an approved booster safety seat.
- Confirm that all children, regardless of age or weight, have their seatbelts fastened before the vehicle begins moving.
- Check off each child on your roster for every transport.
- Conduct a physical inspection of the vehicle's interior for debris and confirm that all individuals have exited before proceeding to bring children into the building.
- Ensure that all children are escorted into their classrooms, and turn in rosters to classroom teachers after each transport.
- Maintain company vehicles in a clean and functional condition at all times.
- Assist and instruct children in personal hygiene practices, such as toileting and handwashing.
- Clean and sanitize mats, cots, toys, and cubbies.

Additional Responsibilities:

- Request assistance when needed.
- Foster positive and productive relationships with business partners, licensing officials, and regulatory agencies.
- Collaborate harmoniously with other center staff and demonstrate enthusiasm for your role.
- Approach both routine and challenging situations with a calm demeanor.
- Participate in group decision-making and exhibit teamwork.
- Provide exemplary customer service to all visitors at all times.
- Encourage children to seek help and instill trust and confidence in them.
- Perform other duties as required, which may include washing dishes, taking out trash, covering for absent staff, answering phones, and organizing storage areas.

.....

Major Responsibilities and Duties

Responsibilities and Duties for Classroom Employees

All employees working in the classroom must be capable of fulfilling the following responsibilities. Please refer to the job description for specific duties associated with different roles.

1. Assist in creating a classroom environment that is conducive to learning and appropriate for the physical, social, and emotional development of children.
2. Execute duties as outlined by the Director or Lead Caregiver for the assigned classroom.
3. Aid in the implementation of the planned curriculum.
4. Interact with children in a manner that conveys respect and nurturance.
5. Support the social and emotional development of each child.
6. Engage in active play with children, often necessitating getting down on the floor to interact with them.
7. Provide activities and opportunities that foster curiosity, exploration, and problem-solving, tailored to the developmental levels of the children.
8. Maintain accurate and appropriate records for each child in the assigned classroom.
9. Attend to the personal hygiene of each child under your care, including changing diapers, soiled clothing, and ensuring proper handwashing.
10. Uphold a safe environment in accordance with safety standards established by the Center and state guidelines.
11. Assist other staff members in serving meals to children as required.
12. Contribute to the cleaning and organization of the childcare rooms.
13. Collaborate effectively as a team member by maintaining open communication and continuously sharing pertinent information.
14. Assist in developing and facilitating interactive parent-child literacy activities.
15. Foster open, friendly, and cooperative relationships with each child's family, encouraging their involvement in the program.
16. Pursue ongoing professional development by attending workshops, conferences, and other educational opportunities.
17. Exhibit professional, ethical, and responsible behavior at all times.
18. Perform any additional reasonable duties and responsibilities necessary to comply with ECECD regulations.

General Housekeeping and Cleaning Duties

Employees are responsible for a range of housekeeping duties. While most of these tasks pertain specifically to your classroom, some responsibilities will extend to the maintenance of other areas within the Center. A list of housekeeping duties is posted at the entrance of each classroom and must be updated monthly. This list is essential for ensuring that our classrooms remain clean and well-maintained. Furthermore, administrative staff are required to check each classroom at the end of each day without exception.

A childcare sanitizing process involves a three-step method: **Clean** (soap & water to remove dirt), **Rinse**, and then **Sanitize/Disinfect** with a safe solution like diluted bleach or an EPA-approved product, ensuring items like mouthing toys, changing surfaces, and high-touch areas are treated daily, with special care for body fluids. Always follow product directions, ensure fresh air, keep products away from children, and prioritize cleaning before sanitizing.

The 3-Step Process

1. **Clean:** Remove visible dirt, food, and grime using soap/detergent and water.
2. **Rinse:** Rinse surfaces with clean water to remove soap residue.
3. **Sanitize/Disinfect:** Apply a sanitizing or disinfecting product according to its label for the correct contact time to reduce germs.

Key Areas & Items

- **Toys:** Especially those mouthed by children, should be cleaned, rinsed, and then sanitized (boiled, steamed, dishwasher, or bleach solution).
- **Surfaces:** Tables, changing pads, counters, door handles, and light switches need frequent attention.
- **Fabrics:** Bibs, linens, and placemats should be machine-washed and dried.
- **Body Fluids:** Clean up spills immediately with gloves, remove the fluid, clean the area, then disinfect, always treating bodily fluids as infectious.

Safe Sanitizing Solutions

- **Bleach Solution:** Mix 1 teaspoon of household bleach (5-6%) per 2 cups (1/2 liter) of cool water, or follow CDC guidelines (e.g., 5 tablespoons per gallon).
- **EPA-Approved Products:** Use commercial sanitizers/disinfectants, following instructions carefully, ensuring they are safe for childcare.

Safety Tips

- **Never** use cleaning products with children nearby; ensure good ventilation.
- **Wear gloves** when handling cleaning/sanitizing agents.
- **Label** sanitizing solutions and keep them out of reach.
- **Clean first, then sanitize/disinfect**, as dirt prevents sanitizers from working effectively

Training

- New employees are required to complete a 10-day orientation period.
- All new staff members must familiarize themselves with the requirements outlined in the Minimum Standards Handbook, as well as the facility's childcare policies. They will also be trained on emergency procedures, exit protocols, and the use and location of all fire extinguishers. Emergency maps and exit routes will be prominently displayed throughout the Center.
- Each staff member is required to obtain a minimum of 24 clock hours of training annually, exclusive of CPR and First Aid. Training must be selected from the following areas:
 - Child Development
 - Care of Children with Special Needs
 - Adult and Child Health
 - Nutrition and Safety
 - Curriculum Planning
 - Risk Management
 - Identification and Care of Ill Children
 - Recognition of Child Abuse, Neglect, and Sexual Abuse, along with the responsibility to report any incidents
 - Cultural Diversity
 - Professional Development

Policy for Preventing Child Injuries

A child's arm or hand can be injured by pulling, particularly if the arm is twisted. Even minimal force can lead to injury.

Injuries may arise from actions such as:

- Grabbing a child's hand to prevent a fall.
- Lifting a child by their hands or wrists.
- Inserting a child's arm through a jacket sleeve.
- Swinging a child by their arms or hands.
- Pulling a child's arm in an attempt to make them walk faster.
- Picking up a child by their arms.

To help prevent injuries, consider the following guidelines:

- Avoid lifting a child by their arms or hands; instead, lift them under the arms.
- Refrain from tugging or jerking a child's hand or arm.
- Never swing a child by their hands or arms.
- Avoid pulling a child by their legs or any other extremity.

EXCEPTIONS: If a child runs away and their life is in immediate danger—such as running into the street where vehicles are passing—the educator must take swift action to physically restrain the child to prevent more serious injury. In such cases, this policy will be exempt.

Professional Opportunities

It is the Center's policy to promote employees from within the Center, as far as possible, to all jobs in which vacancies arise. Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the job, which is available, with due consideration of the employee's length of continuous service with the Center. In the event of an opening for a promotion, the director/administration shall determine which employee is to be promoted to the open position. Center staff may recommend the strongest candidates for open positions in which a promotion is involved within the organization, and the director/administration will consider these recommendations along with the candidates' other qualifications.

Procedures and Criteria for Performance Evaluations

Performance evaluations for staff members will be conducted by the Director or administration every six months. In addition, informal evaluations will occur throughout the year during both scheduled and unscheduled classroom observations. Parent surveys may be distributed shortly before a staff member's evaluation meeting, and the feedback gathered will be incorporated into the evaluation process. Staff members will also be required to complete a self-evaluation, along with an evaluation of their coworkers, which will remain anonymous. The Director or administration will review these evaluations to support the professional growth of each teacher.

The following criteria may be considered during the evaluation process:

- Punctuality
- Awareness of health and safety matters
- Engaging in eye-to-eye interaction
- Use of an appropriate tone of voice
- Maintenance of confidentiality
- Initiative in providing assistance
- Contribution to teamwork
- Adherence to policies and procedures
- Knowledge of documentation related to observations, evaluations, and planning.

Termination of Employment

Employees are required to provide a two-week notice prior to terminating their contract to ensure the well-being of the children. Similarly, the 123 Child Development Center will issue a two-week notice before terminating a staff member's contract, unless the Center determines that the employee is unable to maintain a safe environment for the children. In such instances, the termination will be considered immediate.

The employee is required to adhere to the policies and guidelines of the 123 Child Development Center, as well as those set forth by the State.

Resignation refers to the voluntary termination of employment initiated by the employee.

Termination denotes the involuntary termination of employment initiated by the 123 Child Development Center.

Layoff describes an involuntary termination for non-disciplinary reasons initiated by the 123 Child Development Center. It is essential to implement regulations to prevent such terminations.

Retention of Qualified Staff

To enhance employee retention, we will implement the following strategies:

- Engage with employees periodically to solicit their feedback.
- Foster motivation among our team members.
- Provide recognition for their contributions.
- As our capabilities allow, we will adjust our staffing and schedules to support employees during personal challenges. It is essential to treat each individual as a valued person within our organization.
- Clearly communicate expectations to employees, along with opportunities for their professional growth at 123 Child Development Center.
- Effectively manage the employee's schedule to facilitate attendance at professional development classes whenever possible.
- Provide financial incentives, including bonuses, which will be detailed in our Bonuses Policy outlined below.

Bonuses

At the end of each year, employees will receive a Christmas bonus, equivalent to \$10.00 for each month worked. For instance, if an employee has been with the company for 15 months by the Christmas break, they will receive a bonus of \$150.00. The longer the employee has been with us, the higher the bonus. Employees who have worked for five years will receive a total bonus of \$600.00, calculated as \$10.00 multiplied by the total number of months worked (60 months). It is important to note that employees must complete their first 6 months of service to qualify for these bonuses.

Thanksgiving presents an opportunity to express gratitude to our employees. Each employee will receive a bonus ranging from \$50 to \$100, determined at the discretion of the administration staff and based on the financial situation of the center.

The administration will exercise discretion in planning bonus incentives for employees who achieve pre-established goals. These goals should be anticipated and monitored through an action plan without a corrective focus. For instance, when an employee earns a Child Development Certificate (CDC), an Early Childhood associate degree, or a bachelor's degree, there are various ways to motivate through bonuses. These bonuses may range from \$100 for obtaining a CDC, up to \$250 for an associate degree and \$400 for a bachelor's degree. It is important to emphasize that these achievements are requirements for the employee, and compensation is aligned with these established standards.

PTO and Sick Leave Policy

At 123 Child Development Center, we have a combined policy for Paid Time Off (PTO) and Sick Leave, providing employees with a total of 64 hours per year. Employees will earn 1 hour of PTO for every 30 hours worked. These accrued hours can be utilized for either PTO or sick leave; however, employees are required to comply with the specific policies governing each type of benefit, including the completion of the request form. Please review the details outlined below.

PTO Eligibility and Accrual

A Paid Time Off (PTO) benefit is a policy provided by 123 Child Development Center that grants employees paid days off for a variety of reasons. This benefit consolidates traditional sick days, vacation days, and personal leave into a single pool of hours, thereby offering employees the flexibility to address illnesses, appointments, or personal matters while still receiving their regular pay. This adaptable approach not only alleviates stress but also enhances work-life balance, serving as an effective strategy for staff retention.

Both full-time and part-time employees are eligible for PTO, which is calculated at a rate of 1 hour for every 30 hours worked. Accrual of hours begins after the completion of the first ten days of employment. However, PTO cannot be used until the employee has completed three months of service at the Center.

To request earned PTO, employees must submit an application at least four weeks in advance of the desired time off. Any changes to approved vacation time must receive prior approval from the Director or administration.

123 Child Development Center reserves the right to deny a PTO request for various reasons, including but not limited to: other employees requesting the same time off, unsatisfactory employee performance that may disrupt corrective action efforts, or special events and activities requiring the employee's presence.

Additional PTO Guidelines

PTO time may NOT be used to satisfy the requirement of providing two weeks' notice for full-time employees ending their employment at the Center. Additionally, PTO cannot be used during the holiday break, as we do not provide PTO three days before or during the three days following a holiday. Any remaining vacation time must be taken prior to giving the two weeks' notice; any unused PTO will be compensated in the employee's final paycheck.

Sick Leave and Accrual

Employees accrue one hour of earned sick leave for every thirty hours worked, starting their first day of work. Employees may use accrued sick leave for the following reasons:

- Employee's treatment or diagnosis of illness, injury, or health condition, or preventative medical care.
- Care of employee's family members for treatment or diagnosis of illness, injury, or health condition, or preventative medical care.
- Meetings related to employee's child's health or disability.
- Absence necessary because of and related to domestic abuse, sexual assault, or stalking suffered by the employee or their family member

REASONABLE DOCUMENTATION: 123 Child Development Center may require reasonable documentation to verify that sick leave was utilized for a covered purpose if an employee takes two or more consecutive workdays of sick leave. Employees may use their sick leave for a single day without the necessity of providing documentation; however, documentation will be mandatory for any sick leave spanning two or more consecutive workdays.

123 Child Development Center will provide each employee with a copy of the New Mexico Paid Sick Leave (Healthy Workplaces Act). This information will also be posted in accessible staff areas, including the staff restroom, kitchen, and other communal spaces.

Holidays

- The 123 Child Development Center observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving, and Christmas, amounting to a total of ten holidays each year.
- The Thursday and Friday preceding Easter are not recognized as paid holidays for employees; however, the Center may be closed on the Friday before Easter.
- The determination of paid holidays is at the discretion of the 123 Child Development Center.
- Employees must complete their first 90 days of employment to become eligible for holiday pay.
- After the initial three months, employees at the 123 Child Development Center will qualify for payment for five of the ten holidays observed. These holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. To receive pay for these holidays, employees must not have any disciplinary actions and must adhere to all job requirements. Administration or the director must approve the commencement of payment to employees for 5 out of the 10 holidays. Employees must have completed the required training in accordance with ECECD regulations and the policies of the 123 Child Development Center.
- Once an employee completes their first year of employment, they will be eligible to receive payment for the remaining five holidays, resulting in a total of ten paid holidays. In order to receive payment for the ten holidays, employees must have completed the required training in accordance with ECECD regulations. Additionally, they must have completed at least one course toward the Child Development Center (CDC) certificate and comply with center policies. Employees must not have any active action plans resulting from a failure to adhere to any center policies.
- Employees who have not completed the required professional development plan will not qualify for the holiday pay benefit until the requirement has been fulfilled.

Personal, Family, or Medical Leave

Employees who have been with the company for at least one year and are eligible for family and medical leave may take time off without losing their position, even if they do not have accrued paid time off (PTO) or sick leave. If an employee is unable to work for more than three days, they can still retain their position upon their return.

For those employees who do not qualify for family and medical leave, 123 Child Development Center will assess the business considerations and individual circumstances involved. Upon returning from family or medical leave, the employee will be reinstated to their original position or to an equivalent role. Please note that family or medical leave will be considered unpaid leave.

Health

Your health is important to us! Not only does your health affect your own ability to perform your duties effectively, but your health can also affect others - the children under your care, parents, and another staff. As such, staff should follow similar guidelines to those laid out for sending children home (temperature exceeding 101°F, vomiting, etc.) as indicators as to when staff should also remain at home instead of reporting to work, or when a staff member should be sent home from work.

Illness

If you are ill, please contact the director/administration at least 8 hours in advance to ensure that we are able to provide adequate coverage to meet state ratio requirements. In general, staff who provide adequate notice will not be required to provide documentation (doctor's note, etc.) for the first day of absence. Providing less than 8 hours' notice or having an illness which lasts more than a day may require official documentation in order to validate the absence and permit the employee to return to work.

Sick Days Please refer to the Benefits section of this section for an explanation of how earned pto or sick leave may be used as sick days.

Illnesses can impact not only the affected child but also anyone in contact with them. It is essential for employees to recognize the signs and symptoms of potential illnesses and to know how to respond appropriately when such situations arise. If a child exhibits any signs of illness, these symptoms must be reported immediately to the Director or administration. In certain cases, the child may be required to go home until they have fully recovered.

Symptoms that warrant reporting include:

- Fever exceeding 101°F (38°C)
- Vomiting
- Rash (other than heat or diaper-related)
- Diarrhea
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Breathing difficulties

Please note that this is not an exhaustive list. For further details, refer to the Exclusion List posted in the office.

Procedures for Sick Children:

Once a child's symptoms have been reported to the Director or administration, a determination will be made regarding whether the child should be sent home. Staff members are not responsible for making this initial assessment. If it is concluded that the child is unwell, the parents will be contacted to arrange for the child's pickup from the Center. The child will be kept separate from other children when necessary and, when possible, in accordance with staff-to-child ratio compliance, until they are picked up.

Safety

The safety of our employees, the children in our care, and all individuals we interact with is of utmost importance to us. This document outlines general principles and guidelines, while specific procedures are detailed in the General Duties section of this handbook.

All facilities, grounds, and vehicles associated with 123 Child Development Center are designated as tobacco-free environments. Smoking or the use of any tobacco product in the presence of children or parents during working hours is strictly prohibited. Noncompliance with this policy will result in termination.

Moreover, the use, possession, or being under the influence of alcohol or illegal drugs during working hours or while on 123 Child Development Center property—including vehicles and during class excursions—is strictly forbidden and will lead to immediate termination.

Possession or use of any weapon, dangerous object, or explosive device on Center property is also prohibited and will result in immediate termination. Exceptions are made for items that may reasonably be expected to be used in the normal course of an employee's duties.

Employees are advised not to carry hazardous objects in their uniform pockets, such as coins, gum, keys, rings, or any items that could potentially cause accidents. Pockets should remain empty or contain only work-related items for the day, such as tissues or sticky notes.

Glass containers, cups, and plates are not permitted in the center.

Personal beverages, such as water containers, must be labeled with the staff member's name and must have a secure lid.

Meals and Breaks Policy

In accordance with ratio requirements and state guidelines, the handling of meals and breaks at the Center is structured as follows:

Employees are expected to consume the same meals as the children under their care, in alignment with state regulations. Meals taken alongside the children are considered paid time, as they fall within the scope of assigned duties. The Center does not impose any charges for these meals.

Employees are entitled to a break of up to 20 minutes for every full three hours of work, or 30 to 60 minutes for every four hours worked, contingent upon staffing ratios and requirements. It is important to note that these breaks are classified as unpaid time. During breaks, employees must not leave children unattended, and appropriate ratios must be maintained at all times.

Mandatory Staff Meetings

Effective communication between staff and Administration is essential for fostering best practices within the Center. Therefore, mandatory staff meetings will be scheduled on a monthly basis. The time allocated for these meetings will be classified as training hours for payroll purposes, with a maximum duration of two hours. Employees are required to sign in to provide evidence of attendance for Continuous Quality Improvement (CQI) purposes.

All employees of the 123 Child Development Center are expected to attend these meetings; any exceptions must be approved in writing by the Director prior to the meeting. Meetings will be announced at least two weeks in advance and will typically take place after the Center's closing hours. Administration staff will maintain a printed roster for sign-in during each meeting.

Employees will receive compensation at their standard hourly wage for attending the meeting. It is imperative that all staff maintain a sense of decorum during interactions with colleagues at the Center, adhering to established standards of conduct. Staff members are expected to embody a caring, honest, respectful, and responsible demeanor, in alignment with the mission statement of 123 Child Development Center.

Behavior Expectations

Staff members are expected to consistently serve as positive role models by exhibiting loyalty, patience, courtesy, tact, and maturity while at work. This standard applies during all work-related activities, including field trips and any occasions where an employee represents 123 Child Development Center, such as at schools or required training sessions.

Specific expectations include:

- Refraining from intimate displays of affection in the presence of children, parents, and fellow staff members.
- Prohibiting the use of profanity, inappropriate jokes, sharing of intimate personal details, or any form of harassment in the presence of children, parents, or colleagues.

Staff are required to report any violations of these or other policies outlined in the handbook to the Administration/Director for potential action. Such reports will be treated confidentially.

Co-worker Interaction

While employees are encouraged to foster professional and personal relationships, behaviors such as gossiping, spreading rumors, and other negative conduct are strictly discouraged. Any gossip that could adversely affect the Center's operations, employee relations, or community standing may result in disciplinary action or termination for the employee involved.

Standards of Conduct

Courtesy, honesty, and a pleasant demeanor are essential at all times, as your actions significantly influence the reputation of the 123 Child Development Center. All employees are considered "at-will," meaning they have the freedom to resign at any time, with or without notice or reason. Similarly, 123 Child Development Center reserves the right to terminate employment at any time without reason or notice. This policy cannot be altered by any individual.

The following are examples of policy violations that may lead to disciplinary actions, including verbal reprimands, suspension without pay, or immediate termination:

- Failure to adhere to 123 Child Development Center's Standards of Conduct.
- Neglecting to report observed inappropriate behaviors to a supervisor.
- Leaving children unattended; staff must never leave a child alone for any reason, including in hallways, adjoining classrooms, restrooms (when applicable), or diapering tables. Children are prohibited from entering the kitchen at all times, whether supervised or not.
- Negligence or carelessness in child care, or any action that endangers children's safety.

- Inappropriate discipline methods, including isolation, verbal abuse, spanking, pulling hair, or any rough handling or improper use of restraint. Please refer to our discipline policy for further details.
- Allowing personal visitors to have contact with children.
- Consuming or being under the influence of alcohol or drugs while working, on company business, or reporting to work under such influences.
- Engaging in fighting or assaulting a co-worker or any individual on company premises, including yelling or throwing objects from the parking lot.
- Reckless conduct that threatens the life, safety, or health of customers or employees, including any actual or threatened violence towards anyone.
- Threatening, harassing, or intimidating customers, guests, co-workers, or children.
- Insubordination, or refusing to follow administration directions, as well as any other disrespectful behavior towards management or designated personnel.
- Possession of firearms, weapons, illegal drugs, or chemicals on Center premises.
- Unauthorized removal or use of equipment, supplies, food, Center property, or any other materials.
- Falsifying forms, records, reports, time sheets, or other documentation, including employment applications.
- Altering time records in any manner, such as clocking in or out for another employee, or having another employee clock in or out for you.
- Violating safety or health regulations.
- Sleeping while on duty.
- Excessive tardiness or absenteeism.
- Conduct that leads to repeated customer complaints.
- Noncompliance with dress code standards.
- Unexcused absences exceeding three consecutive working days, which will be considered voluntary resignation.
- Frequent or multiple documented disciplinary actions.

This list is not exhaustive and should not be interpreted as encompassing all possible grounds for disciplinary action. When necessary, 123 Child Development Center may implement additional policies, and management may establish specific rules to govern employee behavior based on business needs.

Confidentiality Policy

This Confidentiality Policy has been established to ensure the protection of individual privacy rights for children, families, and employees of the 123 Child Development Center. The dignity of all parties involved will be respected and safeguarded in accordance with applicable laws.

Information pertaining to children, families, or employees will only be disclosed to individuals who are authorized to receive such information. This policy encompasses both internal and external disclosures.

Employees are required to maintain confidentiality regarding any information obtained about children, their parents or guardians, families, and fellow employees at all times—24 hours a day, seven days a week—regardless of the manner in which the information was acquired. It is imperative that employees remain vigilant in their efforts to uphold confidentiality, as breaches may result in job-related consequences and potential civil liability for both the individual employee and the Center.

Confidentiality of Children's and Families' Information

- All private records pertaining to children, including home addresses and medical files, must be securely stored.
- Classroom binders may contain private records and will only include information essential for the care of each individual child. Access to these binders is restricted to staff members assigned to that specific classroom or to administration/director.
- Access to children's records is limited to employees with a legitimate "need to know."
- Children's records must never be removed from the Center.
- Children's records should not be left unattended on desks, tables, or other surfaces where unauthorized individuals may gain access.
- Confidential information regarding children or families must be discussed only on a "need to know" basis among employees. Staff members must remain vigilant about their surroundings during such discussions to prevent unauthorized overhearing by other children, families, or employees.
- Sharing information about children or families with volunteers, other families, friends, or community members is strictly prohibited.
- Confidential information includes, but is not limited to, medical records, educational records, special needs records, family records, financial records, and any other private information regarding the children or their families.
- All requests for the release of information must be directed to the administration/Director. Information will only be disclosed to individuals outside of 123 Child Development Center with the explicit written consent of the child's parent or legal guardian.

Personal Property/Effects

Any personal property and effects (purses, backpacks, etc.) should generally be left in your vehicle, locked up, or put in the office while you are at work. Such items are not allowed in the classrooms unless locked up securely and inaccessible to any children under your care.

Cellphone use

The use of cell phones is strictly prohibited within our facility. Accessing social media and posting from our premises is also forbidden. Employees must receive calls directly to the office number; a designated staff member will cover for any employee who receives a call. There is a designated box for employees to place their personal phones at the time of clocking in. Failure to adhere to this policy will result in disciplinary action or termination.

Emergency Exceptions: Brief, urgent calls are permitted; however, employees must clarify with the director/administration what constitutes an emergency. In the event of a personal emergency, such as a direct family member being hospitalized, an employee may request permission to carry their phone solely to respond to calls related to that emergency. In such cases, the employee must be covered by a colleague to use the phone.

Working Conditions

Emotional requirements: for educators are to be high **emotional intelligence (EI)**, including self-awareness, self-regulation, empathy, and strong relationship skills, to manage their own stress and effectively support students' complex emotional needs while maintaining a calm, consistent presence, requiring resilience, self-care, and ongoing development to prevent burnout and foster positive learning environments.

Key Emotional Competencies & Traits

- **Self-Awareness:** Recognizing one's own emotions, triggers, and their impact on students.
- **Emotion Regulation:** Managing personal feelings (stress, frustration) to remain calm, consistent, and supportive for students.
- **Empathy:** Understanding and connecting with students' diverse emotional needs and perspectives.
- **Relationship Skills:** Building strong, trusting bonds with children, colleagues, and parents.
- **Resilience & Self-Care:** Developing strategies (like mindfulness, boundaries) to cope with the emotional labor and prevent burnout.

- **Flexibility & Openness:** The ability to experience and constructively utilize a full spectrum of emotions—including those that are not solely positive—is essential for effectively managing challenges, such as sadness, for instance.
- **Positive Attitude:** Showing genuine care, kindness, and motivation.

Why These Are Critical

- **Children Support:** Educator guide students in emotional management, requiring them to model these skills.
- **Burnout Prevention:** High emotional demands and stress can result in distress, underscoring the importance of effective self-regulation.
- **Positive Learning:** Emotionally intelligent teachers create inclusive, empathetic environments that boost student motivation and development.

Supporting Educators' Emotional Needs

123 Child Development Center is compromised to providing authentic support, which includes mental health resources, opportunities for reflection, and training in social and emotional learning (SEL). We understand that staff members cannot effectively teach SEL unless they prioritize their own emotional well-being.

Physical Demands and Environmental Factors: The position requires the ability to routinely lift children, particularly in the Continuity of Care room, where a minimum lifting capacity of 25 pounds is necessary. Additionally, the role involves moving classroom furniture and maintaining prolonged periods of active work. Candidates should be capable of completing cleaning tasks, such as mopping and transporting a water bucket. Furthermore, the ability to sit on the floor during activities, such as circle time, is essential.

Writing and Documentation Skills: Educators must possess the ability to write and translate documentation related to child observations and evaluations. If the staff is not bilingual and lacks proficiency in both English and Spanish, employees should utilize translation tools when necessary. In such cases, it is imperative that they consult a bilingual teacher to verify the accuracy of the translation.

NOTE: Staff members who are not bilingual may be working on child portfolios in a language that is not their native language. For instance, staff who are Spanish speakers may be assigned to portfolios written in English, and vice versa.

Medication Administration Guidelines:

You may be required to administer medication to a child in our care. Please adhere to the following guidelines:

- **Signed Permission:** Each medication must have a signed permission slip on file. You are not permitted to administer any medication to a child without this documentation.
- **Storage:** No medication should be stored in the classroom.
- **Documentation:** Record the time(s) at which the medication is administered.
- **Fever Management:** If medication is given for a fever, take the child's temperature 30 minutes after administration.

Allergy Awareness:

Some children under your care may have allergies to specific foods or other allergens. It is your responsibility to be aware of these allergies and to implement appropriate precautions to ensure their health and safety. Allergies will be displayed on the classroom family board, which is a visible area accessible to everyone.

- **Food Allergies:** If any children in your classroom have food allergies (e.g., milk, peanuts), exercise great caution to avoid inadvertently serving these foods. In some cases, these items may be excluded from the menu.
- **Asthma Considerations:** Asthma can be triggered by allergens. If you have pets at home, the child may react to allergens on your clothing. It may be beneficial to change into other clothing upon your arrival at the Center or to wear an apron to limit exposure. Additionally, the use of perfumes or air fresheners, extreme weather conditions, seasonal allergies (such as pollen), and dust can also trigger asthma attacks. Immediately notify the Director if a child experiences breathing difficulties.
- **Other Allergens:** Be aware that children may have other types of allergies that require your attention.

Diapering

Procedures for diaper changing are clearly posted at each designated area.

1. Place diaper-changing paper on the changing table.
2. Change the child's diaper while wearing gloves.
3. Never leave the child unattended on the changing table.
4. Allow the child to wash their hands, unless they require assistance.
5. Dispose of the used diaper and other materials in the designated container.
6. Spray the changing table with sanitizer and wipe it clean.
7. Wash your hands thoroughly. Proper hand hygiene is essential in preventing the spread of disease and promoting overall health. By modeling these practices for the children in your care and ensuring they follow the same process, you contribute to the well-being of everyone involved.
8. Turn on the water and wait until it reaches a warm temperature.
9. Lather soap on your hands.
10. Rinse and scrub your hands for at least 30 seconds.
11. Dry your hands with a towel. If using the restroom or assisting a child with toileting, opt for a disposable towel.

NOTE: Diaper changes must be recorded in our diaper log binder without exception.

Emergency Evacuation Procedures

Evacuation routes are posted in each classroom, noting the specific exits for that room in case of an emergency that requires staff and children to leave the Center. While an emergency situation can be quite chaotic, you need to maintain a calm and level head, regardless of the situation.

Emergency Evacuation Plan and Disaster Preparedness

ESTANCIAS LOCATON: In the event of an emergency that necessitates the evacuation of the 123 Child Development Center, the following protocols will be implemented. The caregiver in charge during the evacuation shall: Account for all children and staff as they depart. Take a cellular phone, if available, to facilitate emergency communications. If the emergency is confined to the immediate vicinity of the childcare facility, such as in the case of a fire or toxic fumes, and the children cannot remain on the premises, they will be transported to Dion's at Las Estancias, located at 3810 Coors Blvd SW, Albuquerque, NM 87121. At this location, children will be supervised by caregivers while families, guardians, and emergency contacts are notified of the situation, and arrangements are made for either their transportation home or continued care for the remainder of the day. If the emergency extends beyond the immediate area, affecting a neighborhood or multiple homes due to a broader environmental threat, and the children cannot remain in the vicinity, they will be evacuated to the Walmart Supercenter at 3500 Coors Blvd SW, Albuquerque, NM 87121.

BROADWAY LOCATON: In the event of an emergency that necessitates the evacuation of the 123 Child Development Center, the following protocols will be implemented. The caregiver in charge during the evacuation shall: Account for all children and staff as they depart. Take a cellular phone, if available, to facilitate emergency communications. If the emergency is confined to the immediate vicinity of the childcare facility, such as in the case of a fire or toxic fumes, and the children cannot remain on the premises, they will be transported to Albuquerque Police Department at 1501 Broadway Blvd SE, Albuquerque, NM 87102. At this location, children will be supervised by caregivers while families, guardians, and emergency contacts are notified of the situation, and arrangements are made for either their transportation home or continued care for the remainder of the day. If the emergency extends beyond the immediate area, affecting a neighborhood or multiple homes due to a broader environmental threat, and the children cannot remain in the vicinity, they will be evacuated to the First Choice Community Healthcare - South Broadway Medical Center 1401 William St SE, Albuquerque, NM 87102.

Special accommodations will be provided for children with special needs. Staff members will remain with and care for the children at all times throughout the event, and attendance will be recorded whenever children are relocated.

Children's Injuries

All accidents or injuries involving children must be reported immediately to the Director or administrative staff. Employees should refrain from contacting the parents until the administration or Director has been informed of the incident. The Director or administrator will then advise employees on whether to inform the child's parents or guardians about the situation. If an accident results in bruising or bleeding, parents will be notified promptly after the Director or administration has been informed.

It is essential to consider how you would feel if you were to pick up your child at the end of the day and were not informed about a bruise or serious cut. In the event of an accident involving a child in our care, the employee must complete an Accident/Injury Report immediately following the incident. Both the parent and staff must sign the report; once signed, one copy will be provided to the parent, while the original will be placed in the child's file. Any employee who fails to report an accident or injury appropriately or who intentionally submits a false report will face disciplinary action, which may include termination.

Other Emergencies

While no policy can anticipate every possible contingency, employees are expected to adhere to all guidelines from CPR and First Aid training, as well as Universal Precautions, during any emergency requiring such training. In situations involving blood or other bodily fluids, the use of gloves is mandatory. If immediate medical attention is necessary for a child or another staff member, call 911 before providing assistance, whenever possible.

Child Drop-Off and Pick-Up Procedures

To ensure a smooth drop-off and pick-up experience for parents and children, it is essential to follow established procedures that foster interaction with families and promote consistency among parents, children, and staff.

Drop-Off Procedures:

When a child arrives at the Center, please adhere to the following guidelines:

- Welcome the family warmly upon their arrival.
- Maintain a friendly demeanor and, when necessary, gently remind families about the check-in process.
- Conduct a basic health check for each child upon arrival, observing for any signs of illness such as fever, bumps, bruises, or burns. Any concerns should be addressed with the parent or child in a non-threatening manner. Document any questionable findings in writing on our daily wellness checklist for each classroom.
- Gather pertinent information to assist in the child's care, such as: 'When was the last time he had a bottle?' 'How did she sleep last night?' 'Did you enjoy the activity you planned yesterday?'
- Assist the child in saying goodbye and engage them in an activity to ease the transition.
- Ensure that attendance is recorded for the day and make any necessary notes for the afternoon teacher regarding the child.

Pick Up Permission List

Each child has an authorized Pick-up Permission list maintained in their file, where parents or guardians provide express written consent for designated individuals to collect the child. Any alterations to this list that are not signed, or changes communicated verbally, by telephone, or through any method other than a signed amendment, will not be recognized as valid. Consequently, the child will not be released to individuals added through those means. All modifications must be authorized by the Owner/Administrator and completed in person, with the parent required to sign and date the form to reflect the current list. It is the decision of the administration or director to accept a text message or email as permission to add an individual to the pickup list.

As previously mentioned, any individual listed for pick-up who is unfamiliar to the staff member supervising the child must present a valid identification card. If the individual lacks identification, another authorized person must be contacted to retrieve the child. It is also important to note that some individuals may be prohibited from having contact with the

child due to court orders. The Center will retain a copy of such orders and document them on the pick-up permission list. UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO AN INDIVIDUAL NOT ON THE PERMISSION LIST. Employees who release a child to someone not on the list will face immediate termination.

Regarding intoxication, it is our policy not to release a child to any individual who appears intoxicated or impaired. If a person exhibiting signs of intoxication attempts to pick up a child from the Center, please notify the Director/Administrator immediately. The Director will then contact emergency contacts to arrange for an alternative pick-up. If an intoxicated individual leaves the Center with the child, the Director will contact law enforcement to file a report.

Field Trips

Field Trips from time to time, field trips may be planned to enrich the learning experiences of our children. You may suggest and plan field trips as appropriate. All field trips must be approved in advance by the Director, and information about the specifics for the trip (when, where, cost, travel arrangements) must be submitted before approval can be granted. Written permission from a child's parent(s) is needed prior to the child going on the field trip. If taking a car:

- All children must wear seat belts and/or car seats.
- Children will enter and exit on the curb side of the vehicle .
- Children will keep one hand on the side of the vehicle until told otherwise.

If taking a bus:

- We will adhere to the bus company's regulations and share this information with families and children at the earliest opportunity.

General field trip rules

- Children are required to hold onto the security rope while walking.
- No individual should cause harm to others or to any property.
- If a child violates a rule, we may request a family member to assist during the next outing.
- Staff members are not permitted to transport children in their personal vehicles.

Abuse Policy

At 123 Child Development Center, we firmly uphold that no form of abuse against children is acceptable. This includes:

- **Physical Abuse:** Any form of striking, spanking, shaking, slapping, etc.
- **Verbal Abuse:** The use of language that threatens, humiliates, or degrades.
- **Mental Abuse:** Actions such as shaming, withholding kindness, or exhibiting cruelty.

Child Abuse Prevention Policy

A fundamental aspect of our mission at 123 Child Development Center is to nurture every child entrusted to our care within a warm and loving environment. To support this mission, this policy is designed to ensure that our center is committed to providing a safe environment free from physical and sexual abuse for all those involved in childcare services.

All employees are encouraged to maintain open lines of communication with parents. We uphold an open-door policy, granting parents access to our programs at any time. Employees of 123 Child Development Center who engage in any form of child abuse, sexual exploitation, or sexual harassment will be in direct violation of their employment terms.

Sexual and Other Unlawful Harassment

At 123 Child Development Center, we maintain a zero-tolerance policy toward sexual harassment in any form. We are dedicated to fostering a work environment free from discrimination and unlawful harassment. Any actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic are strictly prohibited.

Sexual harassment, whether overt or subtle, constitutes a form of employee misconduct that demeans others and undermines the integrity of our workplace. Employees wishing to report incidents of sexual or other unlawful harassment should promptly bring the matter to the attention of the administration/Director. We encourage employees to voice their concerns and make reports without fear of retaliation.

Additionally, corporal punishment—defined as inflicting physical pain on a child to control behavior—is strictly forbidden. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping, or pinching a child.

Outside Employment

123 Child Development Center expects that all of its employees will be professionally committed to their position and responsibilities. 123CDC also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your work with The Organization.

Employees with inquiries regarding potential conflicts of interest should seek guidance from the director or administration.

Employees who intend to provide babysitting services to any current client of 123 Child Development Center must sign a waiver of liability. 123 Child Development Center will not be responsible for any accidents or incidents related to services provided by employees outside of our facilities. It is essential for all families to understand that 123 Child Development Center does not offer babysitting services outside of our operational hours or schedule, and employees will never be asked to care for children in their homes.

Pay Discrepancies

If you notice an error in your pay or deductions, please promptly inform the administration to ensure that the issue is addressed and corrected as soon as possible.

Expense Reimbursement Process

Employees must maintain accurate documentation of any business-related expenses incurred on behalf of 123 Child Development Center that need to be reimbursed. Receipts and detailed explanations of expenses must accompany all reimbursement requests.

Overtime

When operational requirements or other aspects of the work plan cannot be fulfilled during regular working hours, employees will be offered the opportunity to take on overtime assignments. However, if there are not enough volunteers, management may mandate overtime work. All overtime must receive prior authorization from management.

Overtime compensation is calculated based on actual hours worked. Time off for sick leave, vacation leave, or any other leave of absence will not count as hours worked for the purpose of overtime calculations.

Employees who work overtime without prior authorization from management may face disciplinary action, which could include termination.

Additionally, overtime work cannot be exchanged for time off.

Payroll Deductions

123 Child Development Center is legally obligated to deduct various taxes from your paycheck, including federal, state, and local withholding taxes, Social Security taxes, and any court-ordered withholdings such as garnishments or child support payments. These deductions are clearly indicated on your paycheck stub and are forwarded directly to the appropriate authorities.

It is essential for employees to update their W-4 forms according to their individual circumstances. The 123 Child Development Center is not responsible for inquiring about any changes. Employees must ensure that they accurately reflect the number of dependents and any relevant personal information.

Personal Data Changes

To ensure the accuracy of your records and benefits program information, please notify 123 Child Development Center of any changes to your personal details, including your mailing address, emergency contacts, and any other pertinent information. If you are enrolled in benefits plans, it is essential to inform both the provider and us of any significant changes regarding your marital status, dependents, beneficiaries, and similar details.

Personal Relationships

While 123 Child Development Center does not explicitly prohibit the hiring of relatives of current employees, it maintains a policy regarding close family members. Specifically, parents, children, spouses, siblings, significant others, and in-laws will not be hired or transferred into roles where they would directly or indirectly supervise, or be supervised by, another close family member or significant other. The organization reserves the right to assess and determine whether a close relationship exists that may warrant the prohibition of a supervisory relationship.

This policy encompasses educators who are not permitted to serve as teachers or assistant teachers within the same classroom as their own children. Employees are afforded the opportunity to enroll their children in our centers; however, they cannot assume the role of educators for their own children in that classroom. Educators have the discretion to choose where to receive childcare services from any provider.

Political Activity

Employees are permitted to engage in political activities, provided that such involvement does not interfere with their work performance or violate federal or state laws. It is essential to clarify in all interactions that they are acting as private citizens and not as representatives of the company.

Employee Injury Protocol

Our program maintains coverage under the Worker's Compensation Act. If you sustain an injury while performing your duties, it is imperative that you report the incident in full detail to the Director/administration immediately. All necessary forms must be submitted promptly.

In the event of a workplace injury, please adhere to the following steps:

- Notify the Director or Supervisor without delay.
- Take appropriate medical action, such as calling 911 if necessary.
- Upon your return to work, complete an incident form to facilitate any potential Worker's Compensation claims.
- If required, provide a release from your health care provider to return to work.
- Even if you do not seek medical treatment, please complete an incident form for our records.

Workers' Compensation Insurance

123 Child Development Center offers a workers' compensation program designed to support our employees by reimbursing certain out-of-pocket expenses and potentially covering lost wages resulting from injuries or illnesses incurred in the course of employment.

If you sustain an injury, regardless of its severity, it is imperative that you report the incident immediately to the administration/director. This action will help ensure your eligibility for compensation and alert 123 Child Development Center to any potential workplace hazards. It is important to note that the workers' compensation program is specifically intended for work-related injuries and illnesses. Consequently, neither 123 Child Development Center nor the program will be liable for providing benefits for injuries that occur outside of work or during employees' voluntary participation in off-duty recreational, social, athletic, or community activities, even if these activities are sponsored by 123 Child Development Center.

Gross Misconduct

Certain offenses are deemed so severe that they may result in immediate termination without prior warnings. The following examples serve as guidance for all staff members; however, this list is not exhaustive of all prohibited activities. The following actions may lead to immediate dismissal:

- **Inappropriate Behavior Toward Parents or staff:** All staff are expected to maintain professionalism and courtesy at all times. If a parent is disrespectful, please allow your director/administration to manage the situation.
- **Neglect or Physical Abuse of a Child:** This includes withholding food, nap time, or other comforts from a child.
- **Failure to Report to Work:** Absence for three consecutive workdays without proper notification.
- **Falsification of Center Records:** This includes any inaccuracies in employment applications, time clock entries, or personal records.
- **Working Under the Influence:** Being under the influence of alcohol or illegal drugs while on duty.
- **Smoking:** Smoking on the premises is prohibited.
- **Felony Conviction:** Any felony conviction for an offense committed during employment at the center.
- **Violent or Disruptive Behavior:** Engaging in fighting, threatening violence, or any boisterous or disruptive activity in the workplace.
- **Leaving a Child Unattended:** This applies to both indoor and outdoor settings.

Discipline

In our approach to discipline, we express disapproval without questioning a child's character. We clearly articulate our expectations and guide the child in making amends. We offer choices, and in more serious situations, a child may be given a "time to reflect" on their actions. The "Show and Tell" method helps teach children the distinction between right and wrong through calm dialogue and appropriate actions. It is essential to model desired behaviors, as children may sometimes struggle to make decisions independently and may need a few moments to calm down and contemplate their choices. Importantly, we do not employ any form of physical discipline in our care.

The program's goals are to promote independence, autonomy, self-esteem, and caring toward others and the physical environment. We prefer to use the "time-in" approach to discipline. This is re-directing the child's inappropriate behavior toward an acceptable form. For example, if the child is throwing blocks, we would show them a ball, and an appropriate manner and place for throwing it. When "time-in" is ineffective, we use "time-out" - a quiet, relaxed, neutral break; a cooling-off period for the child to regain self-control. Time-out is only used when a child is losing control and refuses redirection - for example, acting aggressively, throwing a tantrum, complete defiance. Simple redirection is the only form of discipline used for infants. No one is allowed to spank, hit, bite, shake, yell at, grab, threaten, ridicule, lift or pull by arms/legs or cause any physical or emotional harm to any child while on the Center property. This includes staff, other children, and parents. Children cannot be deprived of any service- transportation, field trips, food, etc. The following methods should be used on a daily basis: For Infants and Toddlers: 1. 2. 3. 4. 5. 6. 7. Meet babies' needs for love and care and build a trusting relationship. Prepare the play space thoughtfully and make child proof. Accept children's feelings, and provide outlets for them. Example: talking about their feelings, using the quiet space for them to relax and breathe - then rejoin the group when ready. Refocus toddlers' attention before inappropriate behavior occurs. State directions clearly and simply. Be calm and consistent. Allow children time to adjust to transitions. For preschool children: All of the above PLUS: 1. 2. 3. 4. 5. 6. 7. Arrange classrooms that are comfortable, interesting and encourage children's self-direction. Help children to express their emotions verbally, and through the art of play. Allow children to resolve their own conflicts when possible. Model and teach children strategies for solving interpersonal conflicts - such as negotiation, compromise, empathy. Help children learn to anticipate logical consequences of their behaviors. Involve children in cooperative projects. Assist children in setting clear, consistent, fair limits for behavior in the classroom.

Parent Interaction

While general guidelines for interacting with parents and other community members have been outlined in previous sections, this segment addresses more specific considerations.

- Maintain open lines of communication with parents at all times whenever possible.
- Daily communication is essential, as noted in the Drop-Off and Pick-Up procedures.
- Seize every opportunity to discuss the positive achievements of the child each day.
- If behavioral issues arise, avoid discussing the child's negative behavior in their presence or in front of other children and families. Instead, seek the assistance of another teacher or the administration/director to supervise your class while you engage with the parent. Be sure to emphasize how you addressed the situation, as elaborated later in this section.

Grievance Procedures

Procedures for Handling Complaints:

1. Direct all complaints concerning co-workers, parents, and children to the Center Director/Administration. **Do not** address complaints from children to their parents without first consulting the Center Director/Administration.
2. Complaints related to upper management should be referred to Diana Carrasco or Yadira Armendariz. Every effort must be made to resolve complaints within the Center. Contact Diana or Yadira only if your complaint pertains specifically to upper management-administration.

All grievances and complaints will be thoroughly investigated and treated with the utmost confidentiality. You will be kept informed as the investigation progresses.

Final thoughts.

Please maintain open communication regarding any improvements or concerns. 123 Child Development Center is committed to supporting its employees to the fullest extent possible.

Index for 123 Child Development Center Employee Handbook

This index provides a structured overview of the comprehensive policies and procedures at 123 Child Development Center, offering employees easy navigation through the handbook.

Personnel Policies

- Employment Criteria
- Equal Opportunity Employer/Non-Discrimination Policy
- At-Will Employment
- Pre-Employment Requirements
- Introductory Period
- Required Training
- Other Required Documentation
- Personal Appearance
- Absences Policy
- Work Schedule
- Holidays and Other Closings
- Emergency Closings

Job Position Descriptions

- Director
- Assistant Director
- NM PreK Administrator/Supervisor
- Lead Teacher
- NM PreK Lead Teacher
- Educator Assistant
- Chef
- Floater
- Driver
- Major Responsibilities and Duties for Classroom Employees

Housekeeping and Cleaning Duties

- 3-Step Process for Sanitizing
- Safe Sanitizing Solutions
- Safety Tips

Training

- Orientation Period
- Annual Training Requirements

Policy for Preventing Child Injuries

- Guidelines to Prevent Injuries

Professional Opportunities

- Promotion Policy

Performance Evaluations

- Procedures and Criteria

Termination of Employment

- Resignation
- Termination
- Layoff

Retention of Qualified Staff

- Strategies for Retention
- Bonuses Policy

PTO and Sick Leave Policy

- PTO Eligibility and Accrual
- Additional PTO Guidelines
- Sick Leave and Accrual

Holidays

- Observed Holidays
- Holiday Pay Eligibility

Personal, Family, or Medical Leave

Health and Illness Policy

- Symptoms to Report
- Procedures for Sick Children

Safety

- Tobacco-Free and Substance-Free Policy
- Weapons Policy
- Pocket Safety

Meals and Breaks Policy

Mandatory Staff Meetings

Behavior Expectations

- Co-worker Interaction
- Standards of Conduct

Confidentiality Policy

- Confidentiality of Children's and Families' Information
- Personal Property/Effects

Cellphone Use

Working Conditions

- Emotional Requirements
- Physical Demands and Environmental Factors
- Writing and Documentation Skills

Medication Administration Guidelines

Allergy Awareness

Diapering Procedures

Emergency Evacuation Procedures

- Evacuation Plan and Disaster Preparedness

Children's Injuries

Other Emergencies

Child Drop-Off and Pick-Up Procedures

- Drop-Off Procedures
- Pick-Up Permission List

Field Trips

Abuse Policy

- Child Abuse Prevention Policy

Sexual and Other Unlawful Harassment

Outside Employment

Pay Discrepancies

Expense Reimbursement Process

Overtime

Payroll Deductions

Personal Data Changes

Personal Relationships

Political Activity

Employee Injury Protocol

- Workers' Compensation Insurance

Gross Misconduct

Discipline

Parent Interaction

Grievance Procedures

Final Thoughts