

123 Child Development Center

Personnel Handbook

Page 2.....	Personnel Policies, Mission Statement, Curriculum Statement
Page 3.....	Equal Opportunity Employer/Non-Discrimination Policy
Page 4.....	Organizational Chart
Page 5.....	Work Schedule
Page 6-7.....	Job Description
Page 8.....	Personal Opportunities/Procedures and Criteria For Performance Evaluations/Termination Of Employment
Page 9	Retention of Qualifies Staff/Health
Page 10.....	Safety/Vacations
Page 11.....	Other Policies
Page 12.....	Confidentiality
Page 13.....	General Duties
Page 14.....	Major Responsibilities and Duties
Page 15.....	Working Conditions/Illnesses
Page 16	Medication
Page 17.....	Diapering/Handwashing
Page 18.....	Child Safety/Disaster Preparedness
Page 19.....	Injures
Page 20.....	Drop Off and Pick Up
Page 21.....	Field Trips
Page 22	Abuse, Child Abuse Prevention Policy, Sexual Harassment
Page 23.....	Gross Misconduct/Discipline
Page 24.....	Parent Interaction

123 Child Development Center

Personnel Policies

123 Child Development Center strives to employ people who are the best qualified to meet the needs of the Center and the children under our care. Employment shall be based on proven competence or potential ability as indicated by academic achievements, personal attitude, and prior work experience in accordance with the necessary qualifications and essential duties listed on the job description.

Mission statement

123 Child Development Center promises to provide a safe, fun and clean place. Offering a healthy nutrition and the opportunity to grow, learn, socialize and developing with children their age while having fun at the same time.

Curriculum Statement

123 Child Development Center will use a Creative Curriculum as our guide for organizing the learning environment and structuring daily lesson plans. Children will participate in a variety of developmentally appropriate activities that are aimed at enriching their emotional, social, physical and intellectual growth.

Our Philosophy

*“What is given to the children, the children will give it to the society”
Children are exposed to lesson plans that offer to improve their developmental skills, getting to know family cultures and traditions, exposure to a dual program in English and Spanish, well begin and hygiene practices, and family participation in the program.*

123 Child Development Center

Equal Opportunity Employer/Non-Discrimination Policy

123 Child Development Center is an Equal Opportunity Employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates, and/or employees without regard to race, color, religion, creed, sex, gender, age, national origin, sexual orientation, pregnancy, or disability.

Employees hired for positions where the primary responsibility is direct childcare must be eighteen (18) years of age. Employees who are in the Continuity of Care room must be twenty-one (21) 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** State law mandates that all new employees have current clearances from State Police. State law and licensing regulations stipulate that the clearances show the employee has no open accusations or convictions of child abuse or neglect, nor of a felony violation of any law intended to control the illegal possession or distribution of any substance classified as a controlled substance in the New Mexico Controlled Substances Act.

Required Training 123 Child Development Center must ensure that all staff have adequate and appropriate training to work with children. The following items are required training for all new employees of the Center:

- First aid (within the first 30 days)
- CPR (within the first 30 days)
- 45 Hours Certificate

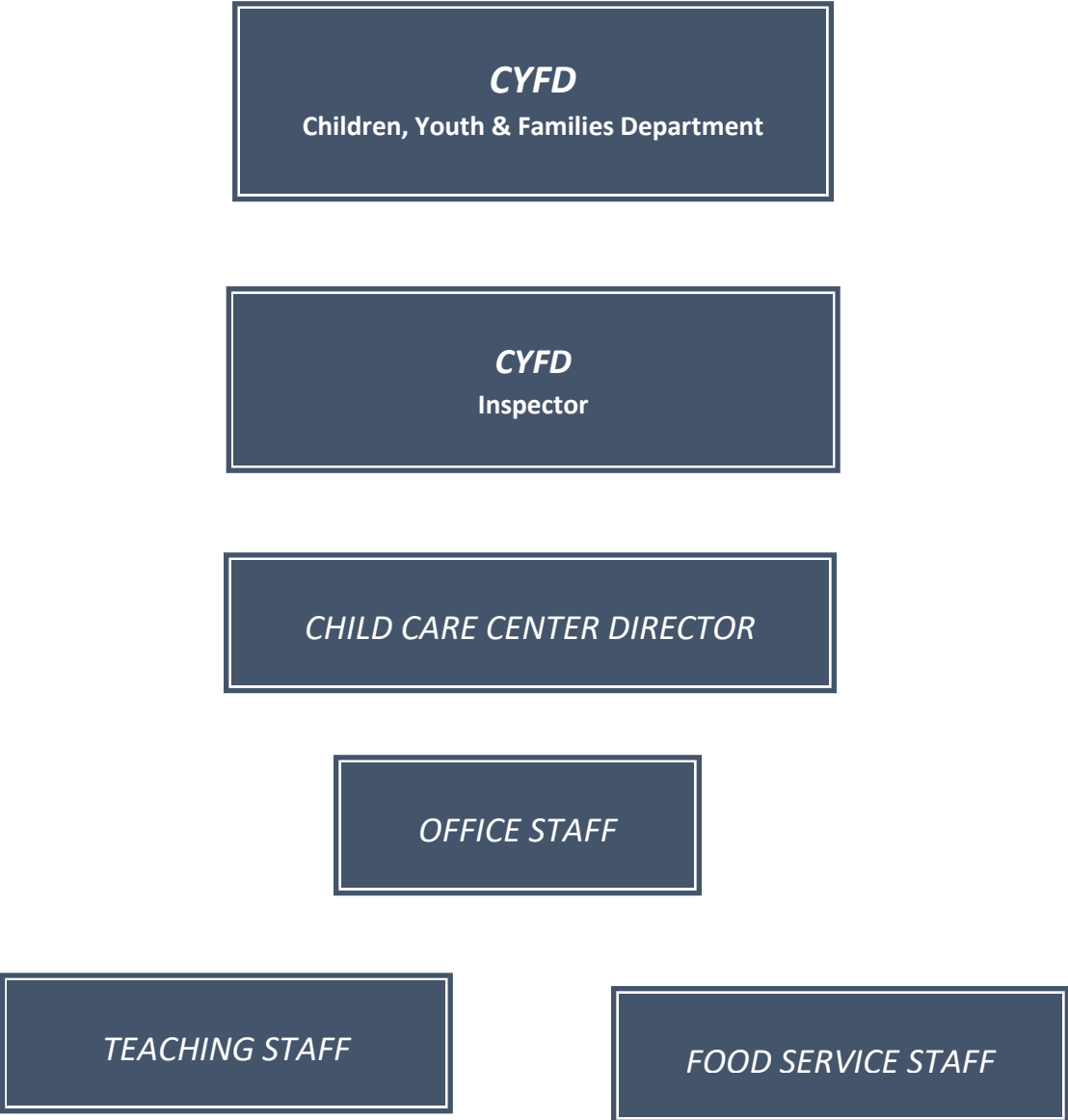
Other Required Documentation Federal and state law require that 123 Child Development Center have other documentation on file or recorded to ensure that you are eligible to work in the United States and that you are properly qualified for the position. These items can include:

- Proof of eligibility to work (Driver's license or other state-issued identification, Social Security card)
- Education transcripts

Please note that the above list is not all-inclusive of items which may be required for a new hire to begin work at the Center. The orientation process will require additional documentation, and this will be explained before or during that time.

123 Child Development Center

Organizational Chart



123 Child Development Center

Work Schedule

123 Child Development Center is open Monday through Friday 6:00am until 7:00pm. Work schedules are prepared by the Director each month and will be posted, with hours set for the following month. The schedule will include workdays, work hours, and days off. 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 10pm), 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 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 Owner/Director 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.

123 Child Development Center

Job Description

Director

General Job Description Program Director manages all the affairs of the child development program. The director acts as the conductor, conducting the various components of childcare management. Tasks include but are not limited to the following:

General Responsibilities: a. Contacting state and local regulatory agencies. b. Conforming to health, safety and licensing regulations. Serving as a member of the child development program board of directors and attending all meetings of the board and its committees. d. Handling all matters related to the administration of the many aspects of the center. e. Keeping records that pertain to the administration of the center. f. Defining policies of admission, attendance, tuition, and educational goals and special policies for special programs, such as infants, toddlers, school age and special needs. g. Evaluating your own work as director.

Required Qualifications. High School Diploma or equivalent, CPR and Child Development Certificate or equivalent certificate under CYFD regulations

Assistant Director

General Job Description Assist and support the Director in the daily operation of the center. Recruit new staff members and provide an orientation. Develop schedules for staff members. Audit and update personnel and enrollment files annually. Conduct formal and informal observations to evaluate teaching staff; provide counseling through immediate feedback and annual performance evaluations. Administer parent surveys annually; review feedback and set center-wide goals; assess progress at six months and 12-months marks. Review and edit staff and parent handbooks at least annually. Manage training requirements for staff members. Conduct center tours and provide program information to prospective clients. Substitute in classrooms as needed.

Required Qualifications. High School Diploma or equivalent, CPR, Child Development Certificate (CDC) or must be enrolled in CDC program.

Lead Teachers

General Job Description Plan and implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme-related materials, and rotation of toys and equipment on a regular basis. Provide safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationship with parents and families. Assess all areas of development of children using the Creative Curriculum.

Required Qualifications:

Infant/Toddler/Two-Year-Old Classrooms: High School Diploma or Equivalent, CPR-45hours Certificate, Child Development Certificate (CDC) or must be enrolled in CDC program. 6 months' experience working with children birth to two years in home or center setting.

123 Child Development Center

Preschool Classrooms: High School Diploma or equivalent, CPR-45hrs, Child Development Certificate (CDC) or must be enrolled in CDC program, 6 months experience working with children three to five years in a home or center setting.

Training

- 8 hours of pre-service training must be completed by new staff.
- All new staff must be oriented in the requirements in the Minimum Standards Handbook, the facility's child care policies, the procedures to follow in handling emergencies and exits, and the use and location of all fire extinguishers. Emergency Maps and Exits will be displayed throughout the Center.
- All staff must obtain at least 24 clock hours of training annually, exclusive of CPR and First Aid, 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 and the Responsibility of reporting any incidents

Cultural Diversity

Professional Development

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/owner 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/owner will consider these recommendations along with the candidates' other qualifications.

123 Child Development Center

Procedures and Criteria for Performance Evaluations

Evaluations of a staff member's performance will be conducted by the Director and the owner. Evaluations will be performed every 6 months. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member's evaluation meeting and feedback will be included in the staff member's evaluation.

Staff members will be required to complete a self-evaluation, also the Director and/or the Owner will review the evaluation to ensure the professional growth of each teacher.

These are some of the observations that the Evaluation will may include:

- Arrives on time
- Alert in Health and safety matters
- Eye to eye interaction
- Uses appropriate voice
- Maintains Confidentiality
- Looks for ways to help

Termination of Employment

Employees must give a two week notice before terminating their contract for the benefit of the children's well-being. In the same respect, 123 Child Development Center will provide a two-week notice before the termination of a staff-members contract, unless 123 Child Development Center deems the employee incapable of providing a safe environment for the children.

The employee must work under the rules and understanding of 123 Child Development Center and the State

Resignation – voluntary employment termination initiated by an employee.

Termination – involuntary employment termination initiated by 123 Child Development Center.

Layoff – involuntary employment termination initiated by 123 Child Development Center for non-disciplinary reasons. Regulations to avoid the termination.

Retention of Qualified Staff

In order of retention of good employees, we will ensure to:

- Talk employees periodically and get their feedback
- Motivate them
- Give them recognition
- Financial rewards such as bonuses (it required to be planed)
- Make sure employees know what's expected of them and how they can grow

123 Child Development Center

- Manage the Employee's schedule to ensure that the employee can meet classes for their professional development

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 Owner/Director 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 vacation time may be used as sick days.

Employees who have been employed for at least 1 year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, 123 Child Development Center will review business considerations and the individual circumstances involved. Upon return from Family Medical Leave, the employee will return to the same or to an equivalent position. Family or medical leave will be unpaid leave.

Safety

The safety of our employees, the children under our care, and of anyone we may interact with is important to us as well. The following are general principles and guidelines; specific procedures are covered in the General Duties section of this handbook.

All facilities, grounds, and vehicles of 123 Child Development Center are tobacco-free environments. Smoking or any other use of a tobacco product in the presence of children or parents during working hours is strictly prohibited. Failure to abide by this policy will result in disciplinary action, up to and including termination.

Furthermore, using, possessing, or being under the influence of alcohol or illegal drugs during working hours or while on 123Child Care Center property (including vehicles and during class excursions) is strictly prohibited and will result in immediate termination of duties.

Weapons and other Safety Hazards Possession or use of any type of weapon, dangerous object, or explosive device while on Center property is prohibited, and will result in immediate termination. This does not include items which might reasonably be expected to be used during the normal course of an employee's duties.

123 Child Development Center

Vacation

Vacation Time/PTO

Both full-time and part-time employees shall be eligible for vacation time, calculated as follows:

Upon completing one full year of employment (which not includes the employee's provisional employment period-the first 60 days), the full-time employee shall earn one (1) week of vacation. Application to use earned vacation time must be submitted at least three (4) weeks in advance of the desired time off.

A change to approved vacation time requires prior approval of Director. 123 Child Development Center reserves the right to deny an employee's Vacation request for any reason including, but not limited to: other employees requesting the same vacation time; the employee's performance is not satisfactory, and time off would disrupt corrective action efforts; special events or activities which would necessitate employee's presence.

Unused vacation time is forfeited.

Vacation time may NOT be used in lieu of a full-time employee required two weeks' notice to end employment at the Center. Any leftover vacation time must be taken in advance of the two weeks' notice; remaining vacation time is lost if not used. Full-time employees whose employment has been terminated by the Center shall also lose all accrued vacation time, without compensation for the lost time.

Sick Leave

OTHER POLICIES

Meals and Breaks Because of ratio requirements and state guidelines, meals and breaks at the Center are handled as follows:

Employees will generally eat the same meal and food as the children in their care, as per state guidelines. Meals taken with the children are considered paid time, as they are part of the duties assigned. The Center does not charge employees for these meals.

Employees may take a break of up to 20 minutes for every full 3 hours worked, ratios and staffing requirements permitting. Breaks of this sort are considered unpaid time. Employees cannot leave children unattended during a break, and ratios must be maintained at all times.

Required Staff Meetings Because communication between the staff and the Owner/Director is crucial to good practices within the Center, mandatory staff meetings will be scheduled on a monthly basis. All

123 Child Development Center

employees are expected to attend these meetings; exceptions must be approved in writing by the Owner/Director, in advance of the meeting.

All staff meetings will be announced in advance and generally will occur after the Center has closed for the day. Employees will be compensated at their normal hourly pay rate for the meeting.

General Interaction, employees need to maintain a sense of decorum when interacting with others at the Center and observe general rules of proper conduct. Staff are expected to act in a caring, honest, respectful, and responsible manner consistent with 123 Child Development Center's mission statement. Staff should always portray a positive role model by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.

This includes things like:

- Refraining from intimate displays of affection towards others in the presence of children, parents, and another staff.
- Prohibiting profanity, inappropriate jokes, sharing intimate personal details, or any kind of harassment in the presence of children, parents, or another staff.

Staff are required to report any violations by other staff members of these or other policies listed in the handbook to the Owner/Director for possible action. Such reporting is confidential.

Co-worker Interaction While our employees are encouraged to develop professional and personal connections with one another, gossiping, spreading rumors, and other similar types of negative behavior are discouraged. Gossip which could affect the ability of the Center or staff to conduct business, maintain good community or employee relations, or otherwise impact 123 Child Development Center in a negative way may result in disciplinary action for the employee who has engaged in the conduct.

Confidentiality

This Confidentiality Policy has been adopted to insure the confidentiality and protection of individual rights of privacy for children, families, and employees of 123 Child Development Center. The individual dignity of children, families, and employees shall be respected and protected always in accordance with all applicable laws.

Information about children, families, or employees will not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

An employee's responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families, and other employees applies 24 hours per day, 7 days per week regardless of how or where the information was obtained. Employees must be diligent in their efforts to maintain confidentiality and should be aware that there is job related consequences for violations of confidentiality and rights of privacy, and that there is the potential for civil liability against the individual employee and the Center.

123 Child Development Center

Confidentiality of Children's and Families' Information:

- All children's private records (home address, medical file, etc.) must be locked in a secure file.
- Classroom binders are not considered private records but will only contain information specific and necessary to the care of each individual child. Access to classroom binders is restricted to staff members who work in that specific classroom or the Director.
- Access to children's records is limited to employees with a "need to know."
- Children's records must not be removed from the Center.
- Children's records must never be left out on desks, tables, etc. where others may have access to them.
- Children's or families' confidential information must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to ensure other children, families, or employees do not overhear information that is confidential.
- Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- Information and documents which are considered to be confidential include, but are not limited to, medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- All requests for release of information shall be made to the Owner/Director.
- Information will only be released to persons outside of 123 Child development Center with the express written consent of the child's parent or legal guardian.

General Duties

General Housekeeping Employees are responsible for a variety of housekeeping duties. Most of these are particular to your classroom, but some duties will require you to help with the upkeep of other areas of the Center. A list of housekeeping duties will be provided each month. This list is kept in each classroom's binder and then handed to the Owner/Director at the end of each month. Please use the checklist. It is there to help us keep up with the work in the classroom. Take pride in your classroom!

- Cleaning surfaces of Eating areas/all surfaces where food and dishes may be prepared or placed must be cleaned with soap and water or another cleaner, and then sanitized prior to use. Playing surfaces: all shelves and toys should be cleaned according to the cleaning schedule.
- Sanitizing Spray sanitizer on item or surface and let it sit on the item for one minute then wipe clean. The cleaning schedule will provide more information about what to sanitize

123 Child Development Center

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.

Major Responsibilities and Duties

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of children
2. Perform duties as planned by the Director or Lead Caregiver for the assigned classroom
3. Assist in implementing the curriculum planned
4. Interact with the children in a way which conveys respect and nurturing
5. Support the social and emotional development of children
6. Engage in active play with children; this will often mean getting down on the floor to interact with them
7. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
8. Maintain accurate and appropriate records for children in the assigned classroom.
9. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
10. Maintain a safe environment based on safety standards set by the Center and state guidelines
11. Help other staff in serving meals for children as required
12. Assist in the cleaning and straightening of the child care rooms
13. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
14. Assist in the development and facilitation of interactive parent and child literacy activities
15. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
16. Continue professional development through attending workshops, conferences, and other staff development opportunities
17. Demonstrate behavior that is professional, ethical, and responsible
18. Perform other reasonable duties and responsibilities

123 Child Development Center

Working Conditions

Mental Demands: Ability to communicate effectively (verbal and written); and ability to maintain emotional control under stress

Physical Demands/Environmental Factors: Ability to routinely lift children (if assigned to the Continuity of Care room - must be able to lift a minimum of 25 lbs. regularly), move furniture in the classroom, and sustain long hours of active work

Illnesses

Illnesses don't just affect the child who is ill; anyone who comes into contact with the child may also contract the illness. As such, employees must be aware of how to recognize the signs and symptoms of possible illness, and how to address those situations when they occur.

If a child shows signs of illness, those symptoms should be reported immediately to the Director. In some cases, the child will be sent home until the illness has passed.

Recognizing A child who shows any sign of the following should be reported to the Director for observation:

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

This is not an all-inclusive list. Please refer to the Exclusion list posted at the office. Procedures for Sick Children Once a sick child's symptoms have been reported to the Director, the determination will be made as to whether the child should be sent home. Staff should not make the initial determination. If the child is determined to be sick, the parent(s) of the child will be contacted to make arrangements to pick the child up from the Center. The child will remain separated from the other children at the Center until he/she is picked up.

123 Child Development Center

Medication

Medication you may be required to administer medication to a child in your care. Please note the following guidelines:

- Each medication must have a signed permission slip. You may NOT administer any medication to a child unless there is signed permission on file for the medication.
- No medication should be kept in the classroom.
- Document the time(s) at which you give the child the medicine.
- If medicine is given for a fever, take the child's temperature 30 minutes after the medicine is given.

Allergies Some of the children under your care may have allergies to specific foods or other allergens. It is your responsibility to be aware of these allergies and take appropriate precautionary measures to ensure the health and safety of those children. Any allergies will be noted in the classroom binder.

- Food allergies: If any children in your classroom have a food allergy (milk, peanuts, etc.), great precaution should be used to not accidentally serve the child this food. In some cases, the food item will not be offered on the menu at all.
- Asthma: Can be triggered by allergies. If you have animals at home, the child may have a reaction to your clothing. It may be helpful to change into other clothes upon your arrival at the Center or wear an apron so that exposure is limited. The use of perfume or air freshener, extremely hot or cold weather, seasonal allergies (pollen), and dust can also trigger an asthma attack. Immediately notify the Director if a child is having breathing difficulties.
- Other allergens: Children may have other types of allergies.

123 Child Development Center

Diapering

Procedures are posted at each diaper-changing area.

- Place diaper-changing paper on diaper-changing table
- Change the child's diaper (use gloves if necessary - if there is blood or the child has had a bowel movement)
- Never walk away from the table while a child is on the changing table
- Let the child wash his or her hands, unless the child needs you to assist in washing
- Throw away the used diaper and other diaper-changing materials in the container designated for this kind of disposal
- Spray the table with sanitizer and wipe it off
- Wash your hands

Handwashing

Handwashing Proper handwashing helps curb the spread of disease and promotes general hygiene. By modeling these behaviors for the children under your care, and insisting that they follow the same process, you help to ensure the health of everyone you encounter.

- Turn water on and wait for water to be warm
- Lather soap on your hands
- Rinse and scrub hands for 30 seconds
- Towel dry hands
- Use a disposable towel if you are using the toilet or assisting a child with toileting

123 Child Development Center

Child Safety

123 Child Development Center does everything possible to provide a safe environment for our employees and the children in our care. As such, some items are prohibited from being used at or brought to the Center. Other policies and procedures govern specific situations dealing with safety before, during, or after an incident has occurred.

Prohibited Items Certain items are prohibited from being brought into our classrooms and the Center:

- Glass containers (except in the kitchen area and other areas designated by the Director)
- Weapons
- Any other item which might reasonably compromise the safety or health of the children in our care, employees, or visitors to the Center

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.

Disaster Preparedness

In the event of emergency situation that requires an evacuation of 123 Child Development Center the following plans shall be implemented. In all situations the caregiver in charge when evacuating shall:

*Account for all children and staff as they depart

*Take a cellular phone if available to be used for emergency notifications (director/person in charge)

If the emergency environment is confined to the immediate area of the child care facility, exp. Fire, toxic fumes; and the children cannot stay on the premises, the children will be brought to Dion's at Las Estancias 3810 Coors Blvd SW Albuquerque NM 87121. Where they will remain accompanied by caregivers while the family, guardian, emergency contacts are notified of the situation and arrangements are made for either the transporting home or the care taking for the remainder of the day.

If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to non-confided environmental treat and the children cannot remain in the area, the children will be brought to Walmart Super Center 3500 Coors Blvd SW, Albuquerque NM 87121

Staff will remain with and care for the children at all the times during an event. Attendance will be checked whenever children are moved.

123 Child Development Center

Injures

Accidents or injuries involving children must be reported immediately to the Director. Employees should not contact the parent(s) until the Owner/Director has been notified of the accident. Employees will be advised by the Director to call the child's parents to apprise them of the incident/accident as necessary. If an accident causes the child to bruise or bleed, the parent will be notified immediately once the Director has been informed of the incident, even if the accident is not serious. It is important to think about how you would feel if you picked your child up at the end of the day and you were not notified of a bruise or serious cut.

When an accident involving one of the children under our care occurs, the employee must fill out an Accident/Injury Report immediately following the incident. Parent and Director **MUST** sign the accident/injury report, once signed, one copy will be made. The copy will be given to the Parent, and the original will be placed in the child's file.

Any employee who fails to appropriately report an accident or injury, or who purposefully files a false report will be subject to disciplinary action up to and including termination.

Other Emergencies While no policy can cover every contingency, you are expected to follow all rules from CPR and First Aid training, as well as Universal Precautions, in any emergency which may necessitate the use of such training. When blood or other bodily fluids are involved, you are expected to use gloves in handling the situation. If immediate medical attention is needed for a child or another staff member, call 911 before administering assistance, whenever possible.

Drop of and Pick Up

Child Drop Off and Pick Up You need to be prepared when parents drop off children and pick them up. The following procedures are designed to ensure a certain level of interaction each day with our families and promote a consistent process for parents, children, and employees.

Drop off: When a child is dropped off at the Center, please do the following:

- Greet the family upon their arrival.
- For families who receive Child Care Connections assistance, remind the parent to clock in properly.
- Each day a basic health check should be conducted on each child upon arrival, noting any fever, bumps, bruises, burns, and other signs and symptoms of ill health. Questions and comments about anything noted should be addressed to the parent or child in a non-threatening way. Any questionable marks or responses should be documented in writing and submitted to the Director.
- Obtain information that will help you care for the child; e.g., 'When is the last time he had a bottle?' 'How did she sleep last night?' 'Did you have fun with whatever activity you planned yesterday?'
- Help the child say goodbye and get the child involved in an activity.

123 Child Development Center

- Be sure to mark down that the child has attended that day and make notes for the afternoon teacher about the child if needed.

Pick Up Permission List: Each child has a Pick-up Permission list on child's file where the parent(s) have given express written authorization and consent for individuals on the list to pick up the child. Unsigned changes to the permission list or changes submitted verbally, via telephone, or any other method of communication other than a signed change to the document will not be considered valid, and the child will not be released to any individual who has been added in any of those ways. All changes must be authorized by the Owner/Director and must be made in person, and the parent must sign and date the form to reflect the current list.

As noted previously, any person who is on the list, but not known by the staff member caring for the child, will need to show a valid identification card in order to pick up the child. If the person has no identification card, someone else will have to be contacted to pick up the child. Keep in mind that some individuals may not be allowed to have contact with the child through court order, and the Center will have a copy of that order and note this on the pickup permission list. **UNDER NO CIRCUMSTANCES IS A CHILD TO LEAVE THE CENTER WITH SOMEONE WHO IS NOT ON THE PERMISSION LIST.** Employees who release a child to a person who is not on the pickup list will be subject to immediate termination.

Intoxication and Picking Up Children It is our policy to not release a child to any person who is or seems to be intoxicated or impaired. In any situation where a person who is intoxicated or impaired tries to pick up a child from the Center, please notify the Director immediately. The Director will then call the emergency contacts to find another person to pick up the child. If the intoxicated person leaves the Center with the child, the Director will call the police.

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:

- All children must sit together on the bus
- We do not eat or chew gum on the bus.

123 Child Development Center

- We must keep our inside voices on.
- Children do not get up until the teacher says to get up.

General field trip rules:

- Children must hold hands with one another when walking
- No one should hurt anyone or anything.
- If a child breaks a rule, that child may not go on the next trip.

Staff may not transport children in their own vehicles.

Abuse

Abuse You shall not abuse children in any way, including:

- Physical abuse - striking, spanking, shaking, slapping, etc.
- Verbal abuse - using words that threaten, humiliate, degrade, etc.
- Mental abuse - shaming, withholding kindness, being cruel, etc.

Child Abuse Prevention Policy

Part of the mission of 123 Child Development Center is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parent access to programs at any time. When those who are employed at 123 Child Development Center engage in any and all kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

Sexual and Other Unlawful Harassment

*Sexual harassment will not be tolerated in any way, shape or form. *

123 Child Development Center is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

123 Child Development Center

Corporal Punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking slapping, thumping, or pinching a child. (This will not be tolerated at all).

Gross Misconduct

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- *Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
- *Neglect or physical abuse of a child ☐ Withholding of food, nap or other comfort from a child
- *Failure to report to work three consecutive workdays without proper notification
- *Falsification of center records (i.e. employment application, time clock, and your records)
- *Working under the influence of alcohol or illegal drugs
- *Smoking
- *Conviction of a felony for any offense committed while employed by the center.
- *Fighting, threatening violence or boisterous or disruptive activity in the work place
- *Leaving a child unattended (inside or outside)

Discipline

We express our disapproval (without attaching character). We state our expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a **“time to reflect what you did”**; then, **“Show and tell” teach children right from wrong with calm words and actions.** Model behaviors because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices.

No physical discipline is ever used in our care.

123 Child Development Center

Parent Interaction

Parent Interaction while general guidelines for interacting with parents (and other members of the general public) are in the preceding sections, this covers a few, more specific items.

- In general, talk to the parents whenever possible. We need to maintain open lines of communication with them at all times.
- Daily communication is required, as noted in the Drop Off and Pick Up procedures.
- Take every opportunity to discuss with the parent(s) what positive things the child has done that day.
- If there has been a behavioral issue, try not to discuss the child's negative behavior in front of the child (or other children and families). Ask another teacher or the Director to watch your class while you talk with the parent. Be sure to emphasize how you addressed the situation (as discussed later in this section).