

# Staff Handbook

## Little Dreamers Childcare

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## **Section 1- Welcome to Little Dreamers Childcare**

### 1.1 Mission Statement:

Providing quality childcare that meets the needs of each child and family through a safe, healthy, and educational environment while also making our center feel like home.

### 1.2 Core Beliefs:

- Children learn best through play and exploration.
- A child's behavior is communication.
- "Never help a child with a task at which he feels he can succeed." -Maria Montessori
- Building strong relationships with children and families will create a better learning environment.
- Accommodate each child's needs and learning style.

### 1.3 Introduction:

Little Dreamers Childcare opened here in the Flathead Valley in December of 2022, but has been a dream of mine for a long time. I, Seonna Clark, worked hard to make this dream a reality. In May 2020, I graduated with an Applied Associates of Science Degree in both Early Childhood Education and Small Business Management. I have worked at the Early Childhood Center at FVCC since November of 2018 as well as working at a drop center for two years. I also did a lot of nannying throughout my life and have business experience in helping run and teaching at Dream Dancers Dance Studio.

Being born and raised in Kalispell, I quickly realized that there was a desperate need for quality childcare in the valley and that demand keeps continuing to rise. Little Dreamers Childcare welcomes all families to ease the struggle of balancing quality, affordable childcare and work. We want all children here to have a fun and engaging environment while fostering their independence and education through play and exploration. Through my education, I have learned the importance of implementing a play-based curriculum. Through children's play and exploration, they will learn from a wide variety of activities: reading, art, math, science, music and movement, outdoor play, and more through a structured and routine day. I also strongly believe in developing strong relationships with both children and their families.

I'm really looking forward to having you join our center and becoming part of our center family. If you have any questions, please don't hesitate to ask.

### 1.4 Daily Operations:

#### **Infant Classroom:**

- 7:30 Morning Greeting
- 7:45-8:15: Exploration of Materials
- 8:30-9:00: Breakfast
- 9:00-9:10: Story Time
- 9:15-9:45: Outdoor Play
- 10:00-10:30: Morning Snack
- 10:45-11:15: Sensory Activity
- 11:30-11:45: Music and Movement
- 12:00-12:45: Lunch
- 1:00-3:00: Play Time and Exploration
- 3:00-3:30: Afternoon Snack

- 3:45- 4:15: Story/ Music Time
- 4:15- 5:15: Floor/ Teacher Time
- 5:30: Departure

\*Each infant will nap on their own schedule and not be given a designated quiet time. Infants that are not yet on solid food will have bottles or breastfeed based on their own schedule (typically every 2 hours but depends on the baby). If their nap time coincides with other activities, we will provide additional opportunities to make up for it.

**18 Months- 3 Year Old Classroom:**

- 7:30 Morning Greeting
- 7:45-8:15: Free Play
- 8:30-9:00: Breakfast
- 9:00-9:10: Brush Teeth
- 9:15-9:45: Gym
- 10:00-10:30: Morning Snack/ Story Time
- 10:45-11:15: Center Play/ Activity
- 11:30-11:45: Music and Movement
- 12:00-12:45: Lunch
- 1:00-3:00: Quiet/ Nap Time
- 3:00-3:30: Afternoon Snack
- 3:45- 4:30: Outdoor Play
- 4:45-5:15: Group Play/ Sensory Activity
- 5:30: Departure

**3- 4 Year Old Classroom:**

- 7:30 Morning Greeting
- 7:45-8:15: Free Play
- 8:30-9:00: Breakfast
- 9:00-9:05: Brush Teeth
- 9:10-9:15: Morning Gathering
- 9:15-9:45: Center Play/ Activity
- 10:00-10:30: Morning Snack
- 10:45-11:15: Outdoor Play
- 11:45-12:00: Song/ Story Time (at table)
- 12:00-12:45: Lunch
- 1:00-3:00: Quiet/ Nap Time
- 3:00-3:30: Afternoon Snack
- 3:45- 4:30: Gym
- 4:45-5:15: Group Play/ Sensory Activity
- 5:30: Departure

**4-5 Year Old/ Preschool Classroom:**

- 7:30 Morning Greeting
- 7:45-8:15: Free Play
- 8:30-9:00: Breakfast
- 9:00-9:05: Brush Teeth
- 9:10-9:20: Morning Meeting
- 9:30- 9:50 Outdoor Play

- 10:00-10:30: Morning Snack
- 10:45-11:45: Center Play/ Activity
- 12:00-12:45: Lunch
- 1:00-2:30: Story/ Quiet Time
- 2:45- 3:00: Songs (at table)
- 3:00-3:30: Afternoon Snack
- 3:45- 4:30: Outside Play
- 4:45-5:15: Group Play/ Sensory Activity
- 5:30: Departure

Each classroom will have their own daily schedule displayed in the class. In the summertime, gym time will be replaced with additional outside time with outdoor learning and may also be implemented through the year if the weather allows for it. The infant schedule is very adjustable with its times because each infant will be on their own schedule that staff will adjust and accommodate to.

## **Section 2- General Staff Requirements**

### 2.1 Background Checks and Finger Printing

Upon hire, all staff members will have a background check ran. Also, all staff must be fingerprinted before starting so that the background check can get completed. Staff must get re-fingered printed every 5 years.

### 2.2 Immunizations

All staff must provide an updated copy of all their immunization records. If they are not up to date on their immunizations, they must get what they need within 30 days of hire. All staff must have 2 doses of MMR and a dose of Tdap (recommended every 10 years).

### 2.3 Required Certifications

All staff must be CPR and First Aid Certified. If you are not yet certified, you will have 30 days to receive your training and CPR and first aid card. You will be responsible for paying the \$20 for the online portion and Little Dreamers will pay for the in person course and schedule it for you. If you miss your in person appointment, you will be responsible for paying for the next appointment for this money is not transferable. Once you are approaching your expiration date, inform your director so she can schedule another training and get your new card. Anyone who doesn't have their CPR and First Aid certification, may not be left alone with children and does not count in ratios.

### 2.4 Training Requirements

Online trainings will be completed on [childcaretraining.org](http://childcaretraining.org). There are also a few in person or zoom trainings that may be included. Little Dreamers Childcare will have you do some of your training at work and pay for half of the required training hours (8 hours) on [childcaretraining.org](http://childcaretraining.org). It is required that all staff complete 16 hours per year of training. If you are enrolled in early childhood classes, it may count for some of these hours. Required trainings will be paid for by Little Dreamers but not paid for the time you attend the training unless discussed otherwise. Any other in person trainings you wish to attend must be purchased by you (if there is a fee). You

must pass the online courses and print your certificate of completion and give it to the director. If you fail the course, Little Dreamers will not pay you for your time.

### 2.5 Montana Practitioner Registry

All staff must be current on the Montana Practitioner Registry and can be submitted at point of hire. Once you are currently on the registry, all of your trainings will be tracked in their system. Make sure you always double check to make sure your trainings are properly posted. Montana Practitioner Registry is at mtecp.org (Montana Early Childhood Project). Everyone has to reapply for the registry every year.

### 2.6 Child Confidentiality

Child confidentiality is huge when working with children. No child's name or picture should be used outside of the center without verbal and written permission. When talking or giving reports to parents, other children's names should not be mentioned. Also, if a parent doesn't consent for other parents to have their child in their photos, different photos must be taken or have their faces blocked out.

## **Section 3- Cleaning and Health Procedures**

### 3.1 Cleaning, Sanitizing, and Disinfecting Equipment and Materials

When cleaning, all cleaning materials must be out of reach of children. When you are finished cleaning, cleaning products must be placed on the designated shelf out of reach of children. Each classroom has 3 spray bottles; soapy water, rinse water, and bleach water. The bleach is diluted for health and safety and needs to be done every morning (it only stays good for 24 hours). Children naturally explore with their mouths so each classroom has a "yuck bucket." The items in this bucket need to be washed every evening or throughout the day if there is time. There will also be a cleaning checklist to go through and initial. All play equipment and toys will be cleaned at least once per week as well as a quick clean every evening. Cleaning procedures and checklists will be posted in each classroom. Children's nap bedding, sheets, and stuffed animals as well as dramatic play and fabric toys will need to be put in the laundry basket to take home and clean once a week. Refusals to clean or follow cleaning procedures may result in a write up or termination.

### 3.2 Serving Food

All staff must wash their hands before serving food to children as well as making sure all children wash their hands. Tables need to be sanitized before and after every meal. The floors also need to be swept or vacuumed after meals. We have a family style eating routine at Little Dreamers Childcare. All the children sit down to eat together. We let the children self-serve and offer assistance as needed. We do not have children self-serve in the infant classroom. The serving utensils are used for a specific food and cannot be crossed between foods. Staff also is served a portion of food so they can eat with the kids. If this is not enough food to get you by or you do not want to eat what is being served, please pack your own meal. Hands also must be washed before preparing a baby's bottle or purée. Failure to follow these procedures may lead to a write up. All meals must be logged in order to generate the report needed for CACFP.

### 3.3 Hand Washing Procedure

All employees must wash their hands before serving food, working in the classroom, after serving food, using the bathroom, changing a diaper or assisting a child with toileting, after being outside, after coughing, sneezing, or touching your face, or when assisting a child blow their nose. Hands must be washed with soap and warm water for at least 20 seconds. All hand washing must be enforced for the children as well.

### 3.4 Diapering and Toileting Procedure

Children's diapers need to be checked every **two** hours or go to the bathroom. When changing a child's diaper, staff must wear disposable gloves. Use wipes for the child regardless, even if there is just pee in the diaper. Before putting on the clean diaper, take off the contaminated gloves to protect you and the child. Put a new glove on to apply diaper cream if needed. Once the child is dressed, wash or assist the child in washing their hands with soap and water. From there, set the child down and immediately clean the changing table and dispose of the dirty diaper. After this, staff must then wash their hands. For children using the toilet, staff still must wear gloves when assisting them and help them wipe if need be. Hand washing from both the teacher and the child is still required. There will be a diapering and toileting procedure posted. We do not force children to use the toilet and instead wait until they begin to show interest.

If a child has an accident, staff must change the child immediately into a clean pair of underwear and pants provided by the parents and clean the contaminated area. If the child does not have extra clothes, we have some that you can put them in. Once staff gets the child out of the soiled clothing, place them into a plastic bag and place them into their cubby. Remind parents to take the bag home and clean their clothing. Staff are not responsible for washing soiled clothing. Not following these diapering and toileting policies may lead to a write up or termination to ensure safety for all of our children.

## **Section 4- Infant Policies**

### 4.1 Handling Infants

Our infants are very vulnerable little beings. Before caring for infants, staff must complete the infant safety essentials training which covers topics such as safe sleep, purple crying and shaken baby syndrome. When caring for infants we ask that you remove your shoes and get on their level. Walk slowly through the classroom and use a soft tone of voice. Quick movements are often scary for our little ones. Infant development strong attachment to caregivers as well as stranger anxiety. We do everything we can to ease this anxiety and if anyone volunteers or new staff come in, we ask that you let the children come to you and ease into more communication. Babies also don't have the neck strength to hold their own heads for the first 2-3 months of life so teachers must always support their necks while holding them.

Not following these infant policies may lead to a write up or termination to ensure safety for all of our infants.

### 4.2 Infant Communication

We want staff to always be communicating with the babies. For example, let them know when you are going to pick them up and what you are doing while you change their diapers. Infants are receptive to language far before then can express that language. Also, when feeding infants, their bottle needs to be warmed to an appropriate temperature. Always check the temperature on your



arm before feeding it to the infant to prevent burning their mouth. Any food given to babies must be cut up very small to prevent choking.

#### 4.3 Natural Development

We allow children to develop naturally. We do not put infants into positions they are unable to get into by themselves and also don't put them in "containers" such as bouncers, walkers or Bumbo seats. Due to the fact that infants spend so much time in our care, parents already feel guilty for not being there as much as they would like. We ask that teachers not share infant's developmental milestones until the parent mentions it. We don't want to take that "first" away from them. Parents will inform us if they want to know these milestones, if so staff has permission to inform the parents.

Not following these infant policies may lead to a write up or termination to ensure safety for all of our infants.

### **Section 5- Parent Connection and Child's Assessment**

#### 5.1 Brightwheel App

At Little Dreamers Childcare we use an app called Brightwheel. Through this app the teachers are responsible for logging the children's daily information. All food, diapering, naps, and bottles will be logged into the app. There are also other functions such as sending parents a picture of their child, messaging them, or posting when more supplies are needed such as diapers and wipes. It is important that when logging lunch that you select the meal type and log for every child at that meal. This is an app that parents will have immediate access to from their phone so that they can check in to see how their child's day went, how their eating habits wear, how long their nap was, etc. Parents are not constantly checking this app so in any case of emergencies or a child is being sent home sick, staff must call the parents followed by emergency contact personnel. The Brightwheel app is not intended to relay large information such as injuries or illnesses, they can be added, but there is a paper form to fill out for these.

#### 5.2 Parent Relations and Involvement

Parents, families and a child's teacher are the first teachers of their lives and all have a similar goal in mind. We love to have family involvement throughout the school year, even if it is just for a little bit in the day. Staff, especially leads, should be checking in with the parents every day at drop off and pick up. Staff should also encourage family members to come in to read books, talk about their job, or showcase their talents involving the kids such as playing an instrument for them, teaching them a song, art, dance, martial arts, yoga, etc. It is important for children to learn more about outside interests and jobs, and what better way than a child feeling proud and excited by having a family member educate their classmates. This also helps children begin to think outside of the box and start to develop their own interests and expand their vocabulary. Staff needs to confirm and schedule times for volunteers to come in with the director, manager, or lead teacher.

We also like to have staff encourage family members to volunteer for things such as building and repairing furniture and materials, cleaning, cooking, curriculum ideas or activities, or anything to enhance the center for the children's overall experience at Little Dreamers Childcare.

We also expect donations of gently used toys, books, shelves, art materials, etc. If there are items your class is in need of for donations or have too many of, please inform the parents so any

materials that won't be used can be donated elsewhere. Please have parents talk to the director about any donations that they would like to bring in.

### 5.3 Parent/ Family Orientation and Conferences

New families start with a meeting with the director and go over the child intake form to help the director learn more about your child. The intake form will be shared with the lead teacher to better grasp and understand the needs of the children going into their class. Families will also tour the facility with the director or manager so that they can see the full space, ask questions, and make sure that Little Dreamers Childcare can suit all their and their child's needs.

Lead teachers will be hosting two parent- teacher conferences a year for the teacher to go over the child's portfolio, giving the teacher and parents an opportunity to set goals and discuss or ask each other questions. These meetings will be held in January and June. Conference times will be posted for parents as they can sign up for slots that work best for their schedules. During these meetings, it will be the lead teacher with possible assistance from the director, and/or assistant teachers.

We also like to host occasional family involvement days such as; family lunches, play dates, BBQ's and water play, and more. These events will be discussed with parents and posted prior to the event.

### 5.4 Curriculum and Assessment

At Little Dreamers Childcare we will be using an emergent curriculum. Through our curriculum we will post what we are doing every week and month in different subject areas such as the books we have incorporated, art projects, games and activities, music and movement, etc. The teacher will select curriculum based on children's interest while using guidelines to keep all materials and activities developmentally appropriate. We want children to be able to learn about what they are interested in while still growing and learning. Each month the teacher needs to set goals that they are looking for in the whole class as well as specific goals per child.

Once teachers have time to assess how children did with the new materials and continue to develop, they will hold parent-teacher conferences. These conferences will be held in January and June. Our intake form will ask questions about the child's development and we encourage them to tell us any more information they have or discussing what they would like to see moving forward. At the parent- teacher conferences, the teacher will compile a digital portfolio of each child on what they have learned and which milestone they are hitting in; physical, social-emotional, language, and cognitive development. From there, parents and teachers will work together to create achievable goals for the child and also will be a time for parents and teachers to address any questions, comments, or concerns. During these meeting it will be the lead teacher with possible assistance from the director, and/or assistant teachers. These portfolios will not be shared with other parents but a copy will be kept at the center for STARS to Quality. All children's portfolios are made on Google Slides and we will email them to parents upon request.

### 5.5 Code of Conduct and Discipline Procedures

All Little Dreamers Childcare staff are required to read, sign, and follow all of the aspects of the NAEYC Code of Ethical Conduct. All staff are also trained in positive guidance as discipline. None of the children will be undermined, physically punished, or placed in a time out for

“misbehaving.” We strongly believe that behavior is communication and a child’s action is their way of trying to tell us something, even if they don’t yet know how to match words to their emotions. That is why they are here, to learn.

Our primary focus for these children in their younger years is their social emotional development. Through the techniques they learn with us and at home, they will learn how to self-regulate, control their emotions, how to treat their friends, etc.

Based on a child’s needs, they may need extra guidance or reinforcement or even an IEP (individual education plan), which will be a way for their teacher to better support the child.

The expectations of the children at Little Dreamers Childcare is to respect others, take care of their environments, listen to their bodies, and be engaged learners. This will be discussed with the children and will look different in the different classrooms.

Failure for staff to follow our discipline procedures will lead to a written write up or termination.

## Section 6- Outdoor Policy

### 6.1 Weather Policy

We will follow these weather guidelines to protect children from harmful weather. If the temperature is between 30 to 89 degrees Fahrenheit, we will go outside for our scheduled play time or based on what the children can handle. Outdoor time in this temperature range will be left to the teacher’s best judgment. Any closure due to snow days or any other emergency closure will coincide with School District 5 closures (if emergency closures are made, the monthly tuition will not be adjusted) or as we see fit. Failure to abide by these weather restrictions may result in a write up or termination.

#### Cold Temps/ Wind Chill:

- 30° is chilly and generally uncomfortable (Good to go with appropriate attire)
- 15° to 30° is cold (Cold, Proceed with Caution)
- 0° to 15° is very cold (Dangerous)
- -20° to 0° is bitter cold with significant risk of frostbite (Dangerous)
- -20° to -60° is extreme cold and frostbite is likely (Very Dangerous)
- -60° is frigid and exposed skin will freeze in 1 minute (Extreme Danger!)

#### Heat Index:

- 80° or below is considered comfortable (Good to go!)
- 90° beginning to feel uncomfortable (Proceed with Caution)
- 100° uncomfortable and may be hazardous (Uncomfortable and may be Dangerous)
- 110° considered dangerous (Dangerous!)

#### Air Quality:

Outdoor Activity Guidelines Based on Air Quality for Schools and Child Care Facilities					
Health Effect Category	Good	Moderate	Unhealthy for sensitive groups*	Unhealthy	Very Unhealthy/ Hazardous
Visibility (miles)	13+	9-13	5-9	2-5	Less than 2
NowCast Concentration (µg/m <sup>3</sup> )	≤ 12	12 - 35	35 - 55	55 - 150	150 +

### 6.2 Outdoor Play

All ratios and supervision still apply when outside. Staff are required to make sure all children stay within the designated boundaries or stay with the class on walks. No child is allowed in or outside the building without adult supervision. More risky play tends to happen outside and you are also further away from a first aid kit. Due to this, the emergency backpack must be brought

outside during every play time outside or adventure. Failure to do so may result in a write up or termination.

### 6.3 Sunscreen:

When applying sunscreen to children, staff need to wear disposable gloves to protect themselves and the child. Sunscreen needs to be applied whenever necessary. When in doubt, put sunscreen on. Children's skin is still very vulnerable and sensitive. Sunscreen must be 15 SPF or higher. Failure to do so may result in a write up or termination.

### 6.4 Outdoor Clothing

All children need to be dressed appropriately to go outside in the weather that appears. Staff is responsible for making sure children are dressed properly. Even though we allow children to do it or try to put on their clothes by themselves, doesn't mean that that will be sufficient. If a child wants to go out in the snow and tennis shoes and a light jacket, the teacher will have to help them change. We have extra outdoor clothes if needed but staff should be informing parents to bring proper outdoor attire to school. Failure to do so may result in a write up or termination.

## **Section 7- Employment**

### 7.1 Childcare Lead Teacher Job Description

Must be able to work well with children. Each lead teacher will be assigned to a specific age group in one classroom. They must be able to change a diaper and know how to properly handle infants. Employees must also be able to lift the younger children when in the younger rooms. Required to be able to lift 30 lbs. Also, all employees must be first aid and CPR certified, be current on the Montana Practitioner Registry, and complete all of the required trainings. They also need to be able to read children's books fluently, construct arts and crafts, clean up after meals and activities, administer medication, make sure "Sent Home Sick" forms and "Ouchie Reports" are signed, and interact with children. All employees must be able to pass a background check and have no convictions relating to children. Our lead teachers act as the classroom manager. They create a weekly and monthly lesson plan and make sure it gets implemented, making sure the assistant is doing their job, checking in and out with parents, creating and sending out a monthly newsletter, and making sure that all activities have been logged correctly into Brightwheel.

### 7.2 Childcare Assistant Job Description

Must be able to work well with children. Assistant teachers may stay in one classroom but often will bounce around to cover breaks or when someone takes time off. They must be able to change a diaper and know how to properly handle infants. Employees must also be able to lift the younger children when in younger rooms. Required to be able to lift 30 lbs. Also, all employees must be first aid and CPR certified, be current on the Montana Practitioner Registry, and complete all of the required trainings. They also need to be able to read children's books fluently, construct arts and crafts, clean up after meals and activities, and interact with children. All employees must be able to pass a background check and have no convictions relating to children. They are responsible for helping children, assisting the lead teacher with projects, and stepping in when they can to help out.

### 7.3 Employment at Will

Employment at this company is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only Seonna Clark is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

### 7.4 Equal Opportunities Employment

Little Dreamers Childcare is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Whenever possible, Little Dreamers Childcare makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request reasonable accommodation should contact Seonna Clark.

### 7.5 Non-Harassment Policy / Non-Discrimination Policy

Little Dreamers Childcare prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated. Discrimination includes, but is not limited to; making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when: 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

#### 7.6 Reporting:

Any Little Dreamers Childcare employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her director, Seonna Clark. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation. No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

### **Section 8- Company Policies and Procedures**

#### 8.1 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy but must be kept in the staff lounge, on a high shelf, or locked container out of reach of children if medication is brought into the building.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

#### 8.2 Open Door Policy

Little Dreamers Childcare has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience as well as bettering the experience for the children. Employees are encouraged to bring any workplace concerns or problems they might have or know about to the director, Seonna Clark. They can also go to the manager or even lead teacher to see if it can get solved that way first.

#### Professional Conduct:

Little Dreamers Childcare expects all employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive in providing the best education to the children. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

### 8.3 Dress Code

An employee's personal appearance and hygiene is a reflection on the company's character. Employees can still dress comfortably and professionally. We try to avoid jeans with big wholes as well as clothing with any connotations to drugs, alcohol, nudity, or inappropriate language. With working with children, know that your clothes may get messy. You may end up with mud, paint, glue, or bodily fluids on your clothes. It is wise to keep back up clothes in your car or in the back. Little Dreamers Childcare is not responsible for any stains or snags in clothing that may incur doing work hours. Make sure clothing fully covers you. You want your butt, boobs, and bellies to stay in your clothing, even when you are on the floor or bending over to pick up a child. We also will have dress up days, pajama days, and other themed days at the center. We highly encourage all staff to participate in these, but it is not required.

### 8.4 Cell Phone Policy

While on the clock cell phones need to be silenced and put away. If a personal phone call needs to be made, please talk with the director, manager or lead teacher. If staff steps out to make a phone call, their spot must be covered to keep in ratio. Anytime a staff member is on their cell phone they are technically not supervising the children and do not count in ratios. If staff abuse taking too many phone calls or are on their phone during the time they are supposed to be watching the children, it may lead to a verbal or written warning or termination. All of the classroom have tablets so staff need to use those and not their phones in the classroom. When a class goes on a walk the lead teacher, or whoever is head of the classroom at that time, must have a phone to bring with them. They need to write down the number for parents in case they or another staff needs to get ahold of them.

### 8.5 Payroll and Pay Periods

Paychecks are distributed every 2 weeks, on Friday, based on timesheets submitted for the two weeks prior. The best way to receive pay is signing up for direct deposit through Gusto (payroll app). If staff would prefer a check, it will get distributed before the end of the work day on those Fridays. If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

The paycheck will reflect work performed for the previous period. Paychecks include salary or wages earned less any mandatory deductions. Mandatory deductions include federal or state withholding tax. All forms needed and any changes that need to be made are available to staff through Gusto. It will notify the director with any changes that are made.

Notify a director if the paycheck appears to be inaccurate or if it has been misplaced. The company reserves the right to charge a replacement fee for any lost paychecks. Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported immediately through the Gusto app.

### 8.6 Benefits

All full time staff will receive a 50% off discount to enroll their child at Little Dreamers Childcare. Staff will have the option to pay this on their own or have it deducted from their

paycheck. If staff miss a payment or owe at all, the money will be withdrawn from their paychecks. Half of tuition is due on the 1st and the other half on the 15th.

### 8.7 Company Property

Company property, such as equipment, telephones, computers, tablets, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess, especially including the key if they have it.

Company computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use. Computers may be used for childcare trainings, research, portfolios, lesson planning, and anything to better the classroom.

Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment.

Violations of these policies could result in disciplinary action.

### 8.8 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

### 8.9 Personnel Files

Little Dreamers Childcare maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request. CPR & First Aid card, Immunization records, tou notes, employee recognition winnings, training certificates, write-ups and documentations, doctors notes and observations are in that employee's personal file.

It is important that personnel files accurately reflect each employee’s personal information.

Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.



## **Section 9- Employment Classification**

Little Dreamers Childcare assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

### 9.1 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with the director if they have questions regarding their classification as a non-exempt employee.

### 9.2 Part Time, Full Time or Temporary Status

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 34 hours per week receive part-time classification. Regular employees who work at least 35 hours receive full-time classification. From time to time the company may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. An example of this may be a teacher hired for just the summer for the older children. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only company management may change an employee's temporary status.

## **Section 10- Attendance Policy**

### 10.1 General Attendance

The director will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the director.

The company does not tolerate absenteeism without reason. Employees who will be late to or absent from work should notify the manager AND director in advance, or as soon as possible in the event of an emergency (12-24 hours would be preferred). If you call out sick, by the 3rd day, we will need a doctor's note. Chronic absenteeism may result in disciplinary action.

Employees who need to leave early, for illness or otherwise, should inform a manager or director before departure. Unauthorized departures may result in disciplinary action.

### 10.2 Scheduling

The schedule will be posted anywhere between one to two weeks in advance. You must arrive at your shift on your schedule as well as leaving on the scheduled time. The schedule will be shared with staff through google sheets. If the time off request is not at least two weeks in advance, it will be denied unless you get another staff member to cover your shift or discuss it one on one with the director and it works with the scheduling. On the time off sheet, once it turns yellow, that means you can no longer request that time off. This must still be authorized by the director.

### 10.3 Arrival and Departure

You must arrive at your shift on your schedule as well as leaving on the scheduled time. Upon arrival all staff must wash their hands entering the classroom. If time is needed to settle in before your shift starts, arrive a few minutes early. If you are running behind please contact the director or manager. If you are more than 15 minutes late it will result in a write up. If you arrive late without informing the director or manager, it will lead to a write up. Staff need to wait until their

scheduled time to clock in. Anything more than 5-10 early must be authorized to clock in. Three write ups per year will result in termination.

#### 10.4 Sick Policy

If employees are truly sick we ask that you stay home to prevent spreading the sickness to the children and other staff. If an employee has a fever of 101 degree Fahrenheit or higher, they must stay home. If they come to work and have a fever, they will be sent home. If an employee has a more severe disease or illness that has led them to miss two or more days of work in a row, they must get a doctor's note releasing them to come back to work. We ask that employees try to give a 12-24 hour notice if they are unable to come in. If due to sudden illnesses, a 12 hour notice. If there is a repeat offense of calling out sick, a doctor's note will be required within 12 hours of the call out. We know it isn't always possible to give a 12 hour notice but at minimum, we need to know no later than 9pm the night before your shift. Sick days are granted on an unpaid basis to all employees. Abuse of this policy may result in disciplinary action.

#### 10.5 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives 5 minutes after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action. Often, children and teachers arrive at the same time so staff must be present for parents to drop their child off. Staff punctuality is also detrimental for staying in ratios and allowing others their proper break time.

#### 10.6 Breaks

When working conditions permit, and upon directors approval, employees are entitled to one paid 5-15 minute break for the day. This is a good amount of time to get some air, take a walk, or sit down and self-regulate yourself. Employees are not allowed this break without coverage because it will leave the other staff member out of ratio. If you are in need of this break, please contact the director or an extra teacher who can step in.

Everyone who works over 6 hours for the day is to take a 30 minute to an hour unpaid break. During this break time an additional staff will come in so that the teachers stay in ratio. If the other staff member has not arrived, the employee must wait to take a break until their position in the classroom is covered. Your full break must be taken unless authorized to clock back in early.

#### 10.7 Staff Meeting

Staff meetings will typically be held on Wednesday evenings from 6pm until 7 or 8pm. We would like to shoot for one staff meeting per month. Out of these 12 staff meetings in the year staff are only allowed to miss two meetings for sickness or being out of town. Staff meeting will be paid for by Little Dreamers Childcare for employees who are present and participating. These meetings will be a great time to address any questions, comments, and concerns as well as steps that we will be taking moving forward. Not only should Little Dreamers Childcare feel like a second home for the children, but also for the staff.

## **Section 11- Leave Policies**

### 11.1 Vacations

There is no paid vacation time. If an employee needs time off for a vacation they need to ask for the time off at least one month prior to the schedule posting. Time off is given on a first come, first serve basis, so no time off is guaranteed. If employees are really needing time off for a vacation, they should put in a time off request more in advance.

### 11.2 Family and Medical Leave Act Leave

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an 11 unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter or parent who has a serious health condition; or
- Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a manager 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a manager as soon as practicable, giving as much notice to the director as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

### 11.3 Closures

We feel holidays are a great time to spend with family, so Little Dreamers Childcare will be closed on the following dates:

- Labor Day
- Thanksgiving and the day after
- Christmas Eve & Christmas
- New Year's Day
- Memorial Day

- 4th & 5th of July
  - New School Year Prep & Professional Development- Last Monday and Tuesday of August
    - o All staff is required to attend these two days and will be paid the same rate
- Other days may be added based on how the following year lays out.

#### 11.4 Jury Duty Time Off

The company understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor. Time taken for jury duty is unpaid. Employees released from jury duty with three hours or more remaining in the workday, are expected to return to work.

#### 11.5 Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate manager. Military leave is unpaid. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

#### 11.6 Leave of Absence

Regular full-time employees may request an unpaid leave of absence. A request for a leave of absence must be submitted in writing in advance to the director, Seonna Clark. Leave of absences that are granted are unpaid. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.

### **Section 12- Work Performance**

#### 12.1 Expectations

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives while acting with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination. All staff are required to follow posted classroom and center expectations.

#### 12.2 Reviews

Little Dreamers Childcare periodically evaluates an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations. All performance reviews are based on merit, achievement, and other factors may include but are not limited to:

- Quality of work
- Interactions with children
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality

- Teamwork and cooperation
- Compliance with company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback
- Parent/ family interactions

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company. If a pay increase is conducted it will be from 0-5%.

Forward any questions about performance expectation or evaluation to the director.

### 12.3 Insubordination

Lead teachers, assistant teachers, and part time employees should interact with mutual respect and common courtesy. Assessments and part time employees are expected to take instruction from lead teachers. All employees are expected to take instruction from the director and manager. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination. If an employee disagrees with a lead teacher, the employee should first try to mend the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided. If the disagreement is unable to be solved, please contact the director or manager.

### 12.4 Behavioral Incident Report (BIR)

These reports will act as a pre-write up to formally explain to staff a behavior/language they used that is unacceptable and will not be tolerated. They will go over this form with either the director, manager, or both. They will then write down on the form how they will better handle the situation in the future and sign it acknowledging this as a warning with a course of action moving forward.

## **Section 13- Discipline Policy**

### 13.1 Grounds for Disciplinary Action

Little Dreamers Childcare reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Physically or verbally punishing or shaming a child;
- Unreasonable communication and unprofessionalism towards a parent;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;

- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Falsifying injury reports or reasons for leave;
- Possessing unauthorized weapons on premises;
- Failure to observe all children in your care and know where they are;
- Disregard for safety and security procedures;
- Failure to care for a child's basic needs;
- Sleeping on the shift;
- Failure to abide by the cell phone policy;
- Disparaging or disrespecting supervisors and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

### 13.2 Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, behavioral incident reports (BIR), written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

### 13.3 Termination

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all keys or other property belonging to the company that are in the employee's possession, custody or control, and turn in all passwords to his/her manager;
- to provide a written 2-4 week notice to Seonna Clark.

## **Section 14- Health and Safety**

### **14.1 Workplace Safety**

Little Dreamers Childcare takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. If an area is unsafe for an adult, it is definitely unsafe for a child. Employees who observe an unsafe practice or condition should report it to Seonna Clark immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the company. Any questions regarding safety and safe practices should be directed to Seonna Clark.

In the event of an accident, employees must notify the director immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about job injuries, refer to the worker's compensation section of this handbook.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards. There will be practice fire drills, lock down drills, and earthquake drills so that both teacher and children understand what to do in case of an emergency.

### **14.2 Workplace Security**

Employees must be alert and aware of any potential dangers to themselves, their coworkers, parents, or children. Take every precaution to ensure that your surroundings are safe and secure. Teachers are responsible for protecting all of the children in dangerous situations. Report any suspicious activity to the director immediately.

### **14.3 Emergency Procedures**

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter. Teachers are responsible for all the children in their class while conducting multiple head counts and grabbing the emergency backpack on the way out of the door.

### **14.4 Poison control**

If there is an incident where a child injects any medication that is not theirs, takes more than their dosage, or consumes toxic chemicals or materials, call the American Association of Poison Control Center at (800) 222-1222. Failure to call and get assistance for the child may lead to termination.

### **14.5 Mandatory Reporting**

All of our staff are Mandatory Reporters and are required to take a training on this. If any staff members suspects any forms of child abuse or neglect, they must contact the department child abuse hotline 1(866)820-5437. Staff members have 24 hours to report any suspected abuse. The

director can assist you or be with you while the call is made but the staff member that suspect the abuse or neglect must be the one to call. Failure to make a call when child abuse or neglect is suspected, may result in termination. If a staff member is being accused of child abuse, they will be suspended while CPS investigates the situation. If the accusations are incorrect the staff member will be able to return to work. During the suspension period, no compensation of wages will be given. If suspected child abuse is correct, they will be terminated immediately.

#### 14.6 Injury/Ouch Report Procedure

If a child gets hurt, staff needs to write an “Ouch Report” and have the parent sign upon pick up. If there is a greater injury that affects the child's ability to continue to play, staff needs to call the parent to give them a heads up or have them pick them up if they need to go to the doctor. We ask parents to understand that children are exploring and learning and sometimes get hurt during risky play. Our environment is set up to help minimize injury and developmentally appropriate. All staff need to be very observant to see when they need to step in to prevent possible accidents. If a major injury occurs, teachers must provide first aid and call 911 followed by calling the parent of the child. Failure to write these reports or give them to parents may lead to a “write-up” or termination.

#### 14.7 Medication Policy

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime.
2. The parent/guardian is encouraged to discuss this possibility with the child’s health care provider. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child’s response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child’s health care provider and with written consent of the child’s parent/legal guardian. A “Permission to Give Medication in Child Care” form will be used as a Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. “As needed” medications may be given only when the child’s health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child’s health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information. For more information see the Medication Administration Form.
7. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.



8. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
- 9 Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.
10. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
11. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.
12. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
13. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly is the parent/guardian cannot be reached.
14. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

## **Section 15- Workers' Compensation**

### **15.1 Workers' Compensation**

As required by law, Little Dreamers Childcare provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify the director of their injury in order to receive benefits. Report every illness or injury to the director, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses. A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation, contact Seonna Clark.

## **Section 16 - Termination**

### **16.1 Voluntary Termination**

Little Dreamers Childcare recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provide two to four week notice in writing. This request does not alter an employee's at-will relationship with the company.

All rights and privileges of employment with the company terminate upon the date of separation. As further discussed in Section 8.3, terminating employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

### **16.2 Final Paycheck**

Employees who terminate employment with the company will be given their final pay check at the regular time paychecks are distributed. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.

**Section 17- Acknowledgement of Receipt for Staff Handbook**

I acknowledge that I have received a copy of the Staff Handbook. I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the company’s policies and procedures.

I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Seonna Clark.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company’s sole discretion.

\_\_\_\_\_ (Employees Name Printed)

\_\_\_\_\_ (Signature of Employee) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Director/Owner) \_\_\_\_\_ (Date)