

Community Child Development Center, Inc.



Staff Manual



TABLE OF CONTENTS

Policy	Page Number
Mission Statement	2
Program Philosophy	2
General Program Information	2
Employment Conditions	2
Upon Employment	3
Resignation/Termination	4
Employee Classification, Compensation & Benefits	4
Performance Evaluations	5
Pay Periods & Paychecks	5
Paid Personal Time Off/Personal Time Off	5
Employee Leave	6
Staff Illness or Injuries	6
Staff Meetings	6
New Staff Orientation	6
Vacations & Holidays	6
Confidentiality	7
Policy for Abuse & Neglect	7
Personnel Disciplinary Action	7
Chain of Command	7
Grievance Procedure	7
Conflict of Interest/Hold Harmless	7
Staff Appearance	8
NO Smoking Policy	8
Short Term Reduction of Children	8
Guidance & Discipline	8
Arrivals & Departures	9
Safety Practices	9
Health Procedures	10
Standard & Universal Procedures	10
Biting Procedures	11
Toileting Procedures	12
Injury Procedures	12
Emergency Procedures	13
Curriculum	13
Children with Special Needs	13
Classroom Cleanliness	14
Monies & Gratuities	14
Inclement Weather & Emergencies	14
Center Spokesperson	14
Lunch Breaks	14
Technology	15
Snacking & Drinking	15
Children of Staff	15
Classroom Materials	15
Parent Communication	15
Continuing Education	15
Licensing Rules & Regulations	16
Field Trip Procedures	16

Community Child Development Center, Inc. Staff Handbook

Welcome

Welcome To Community! We are thrilled to have you as a member of our staff. We recognize the development of children at our center is directly tied to the quality of the teachers and staff who work with the children. You have been selected to join our program because of your genuine love and respect for children and your desire and ability to teach. The handbook is intended to inform you of expectations required to operate a quality program for young children. The handbook located in the office, online@maconccdc.org and in each classroom will explain what you can expect from the center. This handbook is not an employment contract and can be changed at any time by the center administration with or without notice.

Mission Statement

The mission of the Community Child Development Center is to provide quality care and education to young children in Macon County and the surrounding areas.

CCDC will provide:

- Children** from all socio-economic levels with quality child care and appropriate learning opportunities in a healthy and safe environment implemented by qualified staff.
- Families** with safe, healthy, dependable, and educational child care and family education opportunities.
- Businesses** with reliable child care for employees by reducing absenteeism and turnover.
- Communities** with a quality environment for future citizens to grow and learn and a recruitment and training opportunity for businesses and higher education institutions.

General Program Information

Community Child Development Center, Inc. (CCDC) is licensed by the State of Missouri Department of Health and Senior Services, Section for Child Care Regulation. Facilities are routinely inspected by the Missouri Department of Health and Sanitation, the State Fire Marshall and the Section for Child Care Regulation to insure health and safety requirements. Applications are accepted without regard to race, religion, sex or national origin. Applications are accepted on a first-come first-serve basis. CCDC strives to maintain an enrollment of 35% income eligible children to fulfill grant requirements and to serve children from all socio-economic levels. The center will be licensed to serve children birth to age six. The program will be open year round from 6:00 a.m.-6:00 p.m., Monday-Friday except for designated holidays. CCDC is accredited by Missouri Accreditation.

Employment Conditions

1. The CCDC is an **Equal Opportunity Employer**. As a center policy, no person shall be denied employment or advancement on the basis of race, gender, sexual orientation, age, religion, national origin or disability. All employees must be legal residents of the U.S.
2. The Board of Directors engages and terminates the services of the Executive Director. The Executive Director has the authority to hire and terminate all other staff members of CCDC, Inc. with approval by the Board.
3. Opportunity will be given to all current staff to apply for any position that becomes vacant within the center by posting the vacancies.
4. All applicants for employment with the CCDC will be required to complete a standard application form. No person shall be denied the right to fill out an application; however, the center will only seriously consider those applicants who can present satisfactory evidence of meeting the qualifications for existing job vacancies. Interviews for positions will be arranged at

the discretion of the Executive Director. The completion of an application for employment with CCDC does not automatically entitle the applicant to a job interview.

5. The Executive Director shall set forth written job descriptions for all levels of employment with the center. Such documentation shall contain as a minimum, the basic skills for the job, specific qualifications and standards for job performance and shall be used as a basis for employment for all staff.
6. Procedures shall be set in place by the Board Chairperson, with the assistance of the full Board, to establish goals for the Executive Director and to annually evaluate the Executive Director's performance.
7. No person who is a member of the Board of Directors, or his immediate family, shall be employed in any capacity the CCDC, except in emergency situations of staff shortages. Staff members may enroll their own child/children in the center. A staff member's child may not be enrolled in the same class in which the parent is employed without prior approval of the Executive Director.

Upon Employment

1. All new employees must complete an introductory period of 90 calendar days. During this period, the new employee has no rights or benefits. Employees may be terminated during the introductory period at the discretion of the Executive Director and do not have the right to appeal.
2. Within 30 days of employment, all new employees must present a physical examination report including a tuberculin skin test or chest x-ray or required documentation. Documentation must indicate the employee is free of contagion.
3. All new employees must complete the Missouri Family Care Safety Registration application or Transmittal Form. Employment is contingent upon the results of this screening. History of abuse/neglect will be grounds for termination. Other criminal activity will be grounds for immediate termination.
4. Successful completion of the introductory period does not lead to tenure or guaranteed lifetime job security. Employment with CCDC is contingent upon enrollment and staff/child ratio. Personnel applications, job descriptions/expectations, and employee agreement forms are not to be considered as a binding contract in any way between employer and employee. There is no guarantee of tenure or a specific period of time of employment in these documents or other related materials. All employees are at-will employees.
5. The CCDC will maintain an environment free of tobacco, drugs and alcohol. Use of tobacco or possession of any type of illegal narcotic or alcohol on the premises during work hours constitutes grounds for immediate dismissal. Arrest for use of illegal drugs will also constitute the employee being put on probation until charges are dismissed or innocence is proved. If an employee is convicted, the employee will be dismissed.
6. Sexual harassment in the workplace is considered unacceptable conduct. Sexual harassment is subject to discipline, up to and including employment termination from the institution.
7. The employment date is communicated in the Employment Agreement by every employee prior to the first date of work. This date is used as the basis to calculate personal paid time off.
8. Personnel files are confidential and will not be released to anyone without your permission. The employee is entitled to copies of any items in your record you personally signed.

Resignation/Termination

1. Employment and compensation may be terminated at any time, at the option of either the center or employee, with or without cause and without previous notice. The center has the right, without prior notice, to modify, amend or terminate policies, practices, benefits and other programs and services with the limits and requirements imposed by law.
2. If a full time employee resigns from CCDC and gives a two week written notice, the employee will be paid 100% for accrued paid time off at their current hourly rate.
3. All employees of CCDC are expected to conduct themselves in a professional manner befitting his/her status as an employee of the center and the community. The employee shall refrain from any action and avoid any kind of public procurement that reflects adversely upon the center. As a basic standard of justice, employees will be informed of expected behavior and the rules, regulations, policies, procedures and practices by which they must provide. It will be the practice of the center to put into writing its rules, regulations, policies, procedures, and practices and to orient all new employees at the time of employment. From time to time, it may be necessary to communicate additional rules and regulations orally. In general, the standards of employee conduct normally required are as in any place of employment, such as no fighting, misuse or theft of equipment or furnishings, arrest for a crime or irresponsible behavior that would jeopardize the health, welfare or safety of any program participant or any other employee, will be the standards of employee conduct. Violations of such standards may be grounds for termination.

Employee Classification, Compensation and Benefits

1. All employees of CCDC are covered by the Federal Wage and Hour Law (including Minimum Wage Law) as applicable to the school, the State Unemployment Insurance Law and the Federal E.R.S.S.A. All employees are at-will employees.
2. The center will establish and maintain position descriptions and salary/wage scale subject to annual revision covering all employees. Such a plan shall insure minimum standards for jobs are being prescribed and met, and the center is paying comparable wages for similar responsibilities and qualifications internally. A salary schedule is available according to position. Wage increases will be based on funds available, years of service and merit.
3. Wage increases, based upon meritorious performance, responsibility and service, maybe granted to an employee by the Executive Director with approval by the Board. Increases may be given at the end of an employee's initial introductory period and upon yearly scheduled dates thereafter, or at such times the Executive Director feels such action is warranted. All wage increases are subject to available finances. The director's wage increase will be recommended by the Board.
4. Employees (for payroll and employee benefit purposes) shall be classified according to the following criteria:
 - A. Salaried employees are paid as decided by the Board and are eligible for PTO and other benefits based on their length of employment and availability of funds.
 - B. Full-time employees are paid on an hourly wage and will be scheduled to work 35-40 hours per week. Such employees are subject to hour limitations and overtime under Federal Wage and Hour Guidelines. Full-time employees shall be paid for hours actually worked. Full-time employees should not work more than 40 hours per week without approval from the Executive Director. Full-time employees shall be eligible for PTO (Paid Time Off), paid holidays and other benefits based on their length of employment and availability of funds.
 - C. Half-time employees are paid on an hourly wage and will be scheduled to work between 20-34 hours per week. Such employees are subject to hour limitations and overtime under Federal Wage and Hour Guidelines. Half-time employees shall be paid for hours actually

worked. Half-time employees should not work more than 40 hours per week without approval from the Executive Director. Half-time employees shall be eligible for one-half of PTO (Paid Time Off), one-half paid holidays and other benefits based on their regularly scheduled hours, length of employment and availability of funds.

- D. Part-time employees are paid hourly and are subject to hour limitations and overtime under Federal Wage and Hour Guidelines. Part-time employees shall be paid only for hours actually worked and be scheduled to work less than 20 hours per week are not eligible for benefits. Part-time employees may not work more than forty hours per week without prior approval from the Executive Director. Part time and substitute employees will not be paid for holidays.
- E. Any hourly wage employee working more than forty hours in a given week shall be compensated at the rate of one and one half times his/her regular rate for each hour worked over forty hours. Hourly employees should only accumulate overtime approved by the Director or designee.
- F. All employees of CCDC are covered by the Workman's Compensation in accordance with Missouri State Law. It is the employee's responsibility to report any injury or accident to the administrative staff within 24 hours of an incident.
- G. The rates for employee child care will be established at Level I for the appropriate age group.
- H. In the event of a teacher taking an extended leave of more than two weeks, the full time assistant teacher shall fulfill the teacher's duties. After the initial two weeks and if the classroom enrollment is over 50%, the assistant will be paid on the teacher's scale of the CCDC salary schedule for the remainder of the leave.

Performance Evaluations

Performance evaluations for all employees will be conducted by the Executive Director following the completion of the 90 day introductory period. Subsequent performance evaluations will be conducted during the anniversary month of employment each year of employment. Staff may view their performance evaluation and personnel file at any time.

Pay Periods & Paychecks

Wages will be determined by the Executive Director and the Board. Wages will be based on the staff members' experience, educational background, performance, years of service and responsibility. Pay checks will be issued every two weeks with pay day following Thursday. Time sheets must be turned in on schedule in order to receive a timely check. Deductions will be taken from the employee's check for Federal and State taxes and Social Security. The Executive Director shall have the authority to determine the work hours and schedule of employees. Schedules are determined based on the needs of the parent's arrival/departure schedules. Employees must complete a time sheet to receive payment for paid time off, parent activities and professional development. Employees are responsible for monitoring paid time off and must turn in payroll information before the payroll period.

Paid Time Off/Time Off

Paid Time Off (PTO) is awarded to full time employees (35 hours or more a week) and half-time employees that have successfully completed the 90 calendar day probationary period. PTO begins to accrue on the first day following the probationary period. Employees are encouraged to take paid time off leave for rest and relaxation during the year. If leave for the current year is not used by the September 1st of that year, the employee will lose any hours beyond the carry over limits. If a full time employee resigns from CCDC and gives a two week written notice, the employee will be paid 100% for accrued time at their current hourly rate.

Employed 90 days-2 years-----4 hours per pay period/104 yearly

Employed 2 years-----1 add hr per pay period/130 yearly
Carry over 40 hours maximum

Employed 5-10 years-----Carry over 60 hours maximum
Carry over 50 hours maximum

The use of PTO or Time Off (PTO) requires written approval by the Executive Director except in case of illness or emergency and must be scheduled at least two weeks prior to time off. The director has the right to refuse time off if staff members request time off simultaneously. Staff members are required to use paid time off if they are gone one hour or more in a day. Staff members in each classroom are requested not to ask time off at the same time. Our first loyalty is to the children in the program so please request off early so proper classroom coverage can be scheduled. If the census is down an employee, maybe asked to use paid time off.

Employee Leave

Full time employees and half-time employees that have completed one year of consecutive employment may be granted extended illness or parental leave for a period not to exceed six weeks. There is no compensation for this other than the employee's PTO. If an employee is absent for a period longer than six weeks, the leave will have to be approved by the Board. The employee may not be granted employment, same position or rate of pay upon return. An employee taking unpaid time off will not accrue paid time off or holiday pay. Employees called to jury duty will be granted leave with full pay (minus that paid for jury service). The employee must provide written verification of jury duty and jury pay. All other leave requests will be considered and acted upon by the CCDC Board of Directors.

Staff/Family Illness or Injuries

If you are unable to come to work because of personal or immediate family illness or injury, call the Director as soon as possible between the hours of 5:30 a.m. and 10 p.m. so staffing can be arranged. If you cannot contact the Director or designee, call the center and leave a message stating the reason for the absence. Call the center if you see you will need additional days so staffing can be arranged. A doctor's excuse can be requested by the director. Excessive absences can be grounds for dismissal.

Staff Meetings

All CCDC employees are expected to attend monthly staff meetings unless time off is approved by the Director. Meeting dates and times will be determined by Director and notification will be given to each staff person at least two weeks prior to the meeting time.

New Staff Orientation

The director will conduct the new staff orientation using the orientation checklist. New staff will be expected to carefully read the Staff Manual and to sign an employment agreement. The director will explain basic information about policies and procedures to staff including confidentiality, child abuse and neglect and health procedures. The classroom teacher will explain individual classroom procedures to the new hire. New staff is encouraged to ask questions.

Vacations and Holidays

Full time staff and Half-time staff that have completed the probationary period will be paid for the holidays according to their weekly schedule. Community Child Development Center, Inc. will observe the following holidays:

<i>New Year's Day</i>	<i>Friday Before Easter</i>	<i>Monday After Easter</i>	<i>Memorial Day</i>	<i>Week of Fourth of July</i>
<i>Labor Day</i>	<i>Thanksgiving Day</i>	<i>Fri After Thanksgiving</i>	<i>Christmas Day</i>	<i>Christmas Eve</i>
<i>Professional Conference in March</i>		<i>Week between Christmas and New Year's is optional.</i>		

Confidentiality

As a professional, it is our responsibility to protect the confidentiality of the children and families we serve. Discussion that contains a child's name, address, behavior, family relations, progress, etc. must be kept confidential. Be cautious not to give any information to or in the presence of another parent, visitor or volunteer. Avoid grocery store parent-teacher conferences!

Policy for Abuse and Neglect

1. CCDC has zero tolerance for abuse or neglect of children. **Staff observed verbally or physically handling a child in any way will be terminated immediately.**
2. Employees of CCDC will use positive guidance, redirection and the setting of clear limits that encourage a child's own ability to become self-disciplined. Discipline involves teaching character and self-control. Employees will not, UNDER ANY CIRCUMSTANCES, use physical punishment or abusive language. Discipline will not be associated with food, rest, toileting or outside play.
3. All employees are mandated reporters under Missouri Law. If a staff member suspects child abuse or neglect, the staff member **must** report it to the Executive Director immediately. All suspicions of abuse or neglect must be documented in writing on an Incident Report Form and given to the director within 24 hours of the verbal report. Reports must be dated and detail the event or situation including time and location. The abuse or neglect will be reported to the Section of Child Care Licensing and the Child Abuse and Neglect hotline at 800-392-3738.
4. In the event a staff member is accused of abuse or neglect, without foundation, the staff member may be placed on paid leave pending an investigation by the Children's Division. CCDC will cooperate completely with all agencies involved in the investigation.
5. Services to the family may be terminated immediately, at the discretion of the Executive Director, if child abuse and neglect accusations are proven false.

Personnel Disciplinary Action

Action will be taken by the director against any employee who is not fulfilling his/her duties as directed or who has violated any of the rules or policies of the center set forth by the Board. The Director will provide verbal or written constructive criticism whenever possible. Problems that cannot be rectified by this simple process will be addressed by written disciplinary action. The Board will be apprised of the written disciplinary action and has the right to change or modify consequences recommended by the Director. Consequences may include, but are not limited to remediation, reduction in work hours, probation, suspension or termination. All personnel disciplinary actions shall be documented in the employee's file.

Chain of Command

Follow the chain of command in regards to handling any question that may arise. The chain of command is Board of Directors, Director, Teacher, Assistant Teachers, and Support Staff. Talk with appropriate staff related to the questions. If a conflict or concern arises, for whatever reason, please take it to the director immediately. If the conflict or concern is unable to be resolved, a meeting with staff may be called at your request. CCDC should operate as a team.

Grievance Procedure

Staff members should discuss grievances with their Director with a written description of the conflict. If the grievance is not settled with discussion, the staff member should submit a written, signed and dated complaint to the director. The director and staff member will attempt to resolve the problem to the mutual satisfaction of the parties involved.

Any employee that believes he/she has been terminated, demoted or disciplined unfairly may request a hearing by submitting a letter to the Board President stating the nature of the grievance. Such a letter must be submitted within ten days of the act causing the employee to be aggrieved. The Board

President shall contact the Executive Committee, within two weeks of the receipt of the employee's grievance to hear the employee. The Executive Committee shall make a report and recommendations regarding the resolution and findings of the hearing to the Board at the next regularly scheduled Board meeting. The Board of Directors shall make the final decision.

Conflict of Interest/Hold Harmless Policy

If employees of CCDC wish to provide care for families with children enrolled in CCDC programs outside their regularly scheduled hours it is required for staff, parents and director to sign a Hold Harmless Agreement Form. Employees may provide care for families previously enrolled in CCDC when enrollment has been terminated for a minimum of 90 days. It is considered a conflict of interest if you accept a position in another child care center while working at CCDC. Additional employment cannot interfere with your working hours, energy level or flexibility to work extended hours in an emergency.

Staff Appearance

CCDC employees are expected to comply with a dress code. Employees are asked to wear clean, neat, comfortable, modest clothing that allows for the up and down movement of working with children. Employees need to represent themselves in a manner that will positively impact a parent's first impression about the center. Since children are encouraged to explore many art mediums, employees are encouraged to bring in a spare set of clothing. Clothing that advertises any product, phrase or organization (other than CCDC) is inappropriate while working at CCDC.

Inappropriate tattoos or piercings maybe result is dismissal.

Inappropriate clothing include:

- Spaghetti strap shirts or tank tops
- Belly shirts (If you lift your arms and your belly shows)
- Low cut shirts
- Boxer shorts or short-shorts or short skirts
- Jeans with holes or rips (even if you bought them that way)
- T-shirts advertising anything
- Sweat pants

NO Smoking Policy

No Smoking will be allowed in the building or on the grounds of the CCDC.

Short Term Reduction of Children

If the number of children decreases for any reason, a reduction of staff will be implemented. The director and the Board President will decide what positions will be eliminated or what hours will be reduced. Multiple factors are to be included in the decision.

Guidance and Discipline

CCDC Board and administration view behavior management as a teaching moment. In accordance with Missouri Licensing Regulations for Child Care Centers, positive forms of discipline that will strengthen self-esteem will be used. CCDC defines discipline as, *"The slow bit by bit time consuming task of helping children see the sense of acting in a certain way."* Our goal is to guide children through positive, non-threatening teaching techniques to increase children's respect for themselves by guiding them to become responsible for their own actions and to help them grow to respect the rights and feelings of others. If you encounter a situation and you need discipline direction, please seek out the assistance of the director for further assistance, assessments or suggestions.

The CCDC utilizes the following guidelines:

1. The staff will establish simple, understandable rules for children's behavior and will explain them regularly to the children.
2. Expectations for a child's behavior shall be appropriate for the developmental age of the child.

3. Only constructive, age appropriate methods of discipline will be used to assist the child in developing self-control.
4. Praise and encouragement for good behavior and good efforts will be used.
5. Firm, yet positive statements of redirection of behavior will be used.

When conflicts or inappropriate behaviors cannot be resolved using these techniques, the goal is to work further with individual children. CCDC adheres the policy of **NO corporal punishment on the premises by anyone at any time**. Children are never embarrassed or ridiculed for misbehavior.

The CCDC will utilize the following steps in conflict resolution:

1. The teacher will go to the child or children displaying unacceptable behavior and explain why the behavior is unacceptable.
2. The teacher will ask for the child's assistance in correcting the behavior.
3. Together, the teacher and child/children will brainstorm solutions to the problem.
4. Together, the teacher and child/children will decide on the best solution.
5. The teacher will implement the solution and follow up to make sure it is followed.
6. If conflicts and/or negative behavior continue, the teacher and director will require the parent of the child to meet for a conference. The problem will be defined on paper and goals will be established. Parents and child will be involved in creating a solution.
7. If the initial plan does not solve the problem, the parents may be asked to contact outside resources such as a counselor, pediatrician or child psychologist to assist with identifying problems and solutions.
8. *The CCDC reserves the right to terminate care without notice if we feel it is unsafe to offer care for any reason.*

Arrivals and Departures

The arrival and departure of children is a crucial time for children, staff and parents. Procedures must be followed to ensure a safe and happy child.

1. Children must be clocked in and out on the pin pad on the lobby counter.
2. CHILDREN WILL ONLY BE RELEASED TO LEGAL GUARDIANS AND PERSONS ON THE AUTHORIZED PICK UP LIST.
3. It is vital that staff knows who is authorized to pick up a child.
4. Only release a child to someone else if you have a written note from the parent.
5. If a parent states that someone new will be picking up a child, you MUST ID that person to identify them. Write down the person's driver license number and name.
6. NEVER, NEVER, NEVER let a child go unless you are sure the person picking the child up is authorized.
7. ALWAYS check ID if you are uncertain. The parents will thank you later.
8. Under no circumstance, should a staff member transport a child or leave a child unattended.

Safety Practices

1. Persons, unfamiliar or unidentified in the center should be asked IMMEDIATELY their purpose and directed to the Director. Alert the Director if you are suspicious of any activities on the premises, including playground and parking lot.
2. No child should be left alone for ANY reason. All rooms and bathrooms should have constant supervision.
3. Never pick up a child by one arm. The proper way is to use both of your hands under a child's armpits.
4. Volunteers, parents and student interns are not staff and do not count towards child-staff ratio. Children should not be left alone with them.
5. The playground and discovery area is an extension of the classroom. All areas being used by the children need to have constant and direct supervision.

6. Prevent accidents in the classroom by careful room arrangement. There should not be any “blind spots” within the classroom.
7. Supervise restrooms diligently and age appropriately. Bathroom doors may be partially closed to provide privacy, but may not be shut.
8. Prompt repair of any broken equipment equals prevention. Report any equipment needing repair to the Director immediately.
9. Climbing equipment in the classroom over 1.5 feet should have padding placed underneath it. If a child sustains over a fall from a height over 1.5 or more, an ice pack and other first aid should be applied. Parents should be informed of the accident.

Health Procedures

A health check will be conducted each day on each child upon entering school. If a child’s health is in doubt, he/she will be isolated and parents will be contacted. Parents must pick children up within one hour. The child may return after 24 hours without symptoms.

Children and staff should not attend CCDC if they exhibit any of the following symptoms:

- -a temperature of 100 degrees F by mouth.
- -more than one abnormal loose stool.
- -severe coughing.
- -difficult or rapid breathing.
- -yellowish skin or eyes.
- -pinkeye.
- -unusual spots or rashes.
- -sore throat or trouble swallowing.
- -infected skin patch(es).
- -unusual dark, tea-colored urine/gray or white stool.
- -headache or stiff neck.
- -vomiting more than once.
- -severe itching of the body or scalp/scratching of the scalp.
- If a child has head lice, he/she will be excluded from the program until he/she has received treatment for the condition and is nit free.

If a child displays behavior or symptoms that indicate possible illness or other health issues, the procedure is as follows:

- The Ill Child Report is to be filled out by the staff member noting behavior, symptoms/health issue.
- The report needs to be signed by the Director.
- If indicated, the parents will be notified.
- Parents need to sign original and given a copy for their records.
- The report shall be filed.

Prescription medication will only be given with written, dated permission of the parents. All medication must be in original container and should be labeled with child’s name, instructions for administration, including times and amounts of dosages and the physician’s name. It is against our policy to dispense any over the counter medications to children-even Orajel!. All medications must have a doctor’s written script. A FAX from the Doctor’s office can be accepted. Each dosage amount and time must be documented on the child’s medication form.

Standard and Universal Procedures

Standard precautions are designed to reduce the risk of spreading infectious disease from both recognized and unrecognized sources of infections. Germs that are spread through blood and body fluids can come at any time from any person.

Standard precautions include the following hand washing

- After diapering or toileting children
- After handling body fluids of any kind
- Before and after giving first aid (cleaning cuts and scratches and bloody noses)
- After cleaning up spills or objects contaminated with body fluids
- After taking off disposable gloves

REMEMBER THAT WEARING GLOVES DOES NOT MEAN THAT YOU DON'T HAVE TO WASH YOUR HANDS!

Latex gloves should be worn

- During contact with blood or body fluids which contain blood (such as vomit or feces which blood you can see)
- When individuals have cuts, scratches, or rashes which cause breaks in the skin of their hands

Environmental sanitizing should be done regularly and as needed. At CCDC, this means cleaning toys, tables, water fountains and diapering areas regularly with a bleach solution (1 tablespoon of bleach per quart of water made fresh daily). Blood spills or objects with blood on them need a stronger solution of ¼ cup to 2 ½ cups of water. Proper disposal of materials that are soaked in or caked with blood, urine or feces requires double bagging in plastic bags tied securely. If you wash items soaked in blood, wash separately from other laundry.

Biting Procedures

Biting is very common in groups of infants and toddlers. There are many reasons young children may bite another child.

These include:

- ✓ Teething causes their mouths to hurt
- ✓ Children are experimenting.
- ✓ Children are exploring cause and effect and they want to make something happen.
- ✓ Children are trying to interact with another child.
- ✓ Children feel frustrated and lack the coping skills.
- ✓ Children are overwhelmed by too much noise, confusion or excitement.
- ✓ Children are asking for attention.
- ✓ Children are imitating behavior.
- ✓ Children feel threatened or feel their possessions are being threatened.
- ✓ Children sense adult tension.

The following strategies will be utilized to prevent biting:

- ✓ Teething toys will be offered to children.
- ✓ Many sensory activities will be provided to satisfy curiosity.
- ✓ Cause and effect toys will be offered to children.
- ✓ Behavior will be guided to promote positive interactions with children.
- ✓ Children will be observed for mounting frustration.
- ✓ Noise and confusion will be minimized.
- ✓ Attention will be given for positive behaviors.
- ✓ Loving and supportive behavior will be modeled.

The staff at CCDC will respond to a biting incident promptly with immediate action using the following steps:

- ✓ **Comfort the child who was bitten.**
- ✓ Wash the wound. Apply an ice pack to help keep bruising down.
- ✓ State clearly to the offender that biting is not all right. The talk will be firm and serious.

- ✓ Let the child who bit help you care for the bitten child. This gives the child the opportunity to help and to leave the role of aggressor. Offer the biter support and use the moment to teach caring behaviors. Remember, from the biter's point of view, it is scary to be so out of control that he hurts someone.
- ✓ Help the child who bit understand that there are other ways to express anger and frustration, such as using words.

Toileting Procedures

Children are unique individuals and each will have varying motivations and an array of self-help skills enabling them to successfully use the bathroom on their own. Some children will need a reward system and others will be motivated by discomfort. The staff will work with parents to get to know the child's personality and to create an environment that will motivate each child to become potty trained.

CCDC will start potty training when a child exhibits some or all of the following:

- ✓ shows an interest in training
- ✓ has a predictable pattern each day.
- ✓ understands and use words such as potty, pee and poo poo.
- ✓ can pull up their own pants and washes their own hands.
- ✓ indicates discomfort in soiled pants.

CCDC Staff responsibilities include:

- ✓ introducing potty training to children through the use of books & songs.
- ✓ discussing strategies with parents for potty training success.
- ✓ taking children to the potty on a regular basis, approximately every 2 hours.
- ✓ reporting the child's toilet learning progress to parents on a daily basis through the daily report form and conversations.
- ✓ expressing approval to the child when he/she is successful.
- ✓ teaching children how to flush and select the appropriate amount of toilet paper.

Parental responsibilities include:

- ✓ introducing potty training at home.
- ✓ discussing strategies for potty training success with teachers.
- ✓ providing extra changes of easy to take off and put on clothes.
- ✓ providing pull ups as needed.
- ✓ teaching children how to flush & select the appropriate amount of toilet paper.

Injury Procedures

Every attempt should be made to prevent an injury or accident, but they do happen. Children take their response cues from the adults in a situation, so above all, remain calm! Assess the situation. If the injury is serious, get help from the Director or other staff immediately. Be cautious not to direct all adult attention to the injured child and neglect others. Once you are confident that another adult has the situation under control, return to the children in your care. Remember any situation that causes concern to an adult can be traumatic to a child.

ALL accidents, injuries and other incidents must be reported on a CCDC Incident Report Form. This includes ALL minor scratches to serious lacerations. ALL means, ALL. The procedure is as follows:

1. The Incident Report Form is to be filled out by the staff member that observed the incident or who was supervising at the time.
2. The report needs to be signed by the director/supervisor.
3. If needed, parents will be notified.
4. Parents need to sign original and be given a copy for their records.
5. The report shall be given to the Director for filing.

Emergency Procedures

CCDC prepares for emergencies through preparation and practice. Drills are practiced on a monthly basis with teachers and children. Teachers are responsible for counting children before and after arriving at their designated meeting spot and for taking emergency numbers and first aid supplies for their classroom. In the event of a fire, each classroom will exit through their outside door and proceed to their designated meeting spot as posted in classroom. The meeting spots are as follows: Blue Room, Red Room, Green Room, Yellow Room: Under the Chariton Valley Tower and Purple Room: Next to the NECAC Building. In the event of a disaster, classrooms will proceed to their designated indoor safety area as posted in classroom. Upon notice of a tornado, all children will proceed to the Multipurpose Room and assume the duck and cover position. In the event of an intruder in the building, classrooms will proceed to their indoor safety area. Emergencies will be announced over the intercom in the building. The director will check each classroom and count children after each drill and in the event of an actual emergency.

Curriculum

Community Child Development Center, Inc. will utilize *Creative Curriculum and the Emerging Language and Literacy*, Missouri State Approved Curriculums. Because children learn from their daily interactions with the environment, a carefully organized and rich environment is the foundation for learning at CCDC. The curriculums focuses on the individual developmental progress of each child and offers an ideal setting for all ages, including children with disabilities. The curriculums emphasis four major areas of development: social/emotional development, physical development, cognitive development and language development. The curriculums enhance a child's learning and provide a blueprint for children to thrive. The heart of the curriculum is interest centers that promote learning in each area to support development. The interest centers include construction, science, art, dramatic play, writing, music/movement, sensory, math, outdoor and reading depending upon the age of the child.

The daily schedule will follow sound early childhood practices and will be posted in each classroom. As part of the licensure ruling, children are taken outside a minimum of (1) one hour a day. Only under severe weather conditions can this ruling be altered. Infants and toddlers outside time will be limited on days of extreme weather. After a morning filled with activities, children need a quiet time to refresh themselves for the afternoon. Nap/rest time is scheduled in each room. Children are not required to sleep, but they must rest quietly. Children twelve months or older in the toddler room (ages 12-24 months) will sleep on cots with parents' permission. Children may bring a favorite sleeping companion. Infant classrooms will utilize an individualized nap schedule.

Children with Special Needs

CCDC welcomes children with special needs to the program. CCDC is willing to work with parents, special education staff, therapists and other agencies to provide services for children. If through classroom observations, a staff member believes a child is not performing age appropriately the director will be notified. The director and teacher will talk to the parents and gain written permission through the special needs packet for the child to be tested by Macon R-I Staff or other professionals as appropriate. Within their ability, CCDC staff will provide on-going support for children with special needs.

Classroom Cleanliness

Remember parents may not see what happens in the classroom during the day, but they do see what happens TO the classroom.

1. Classrooms should be clean and picked up every day.
2. Each classroom will prepare disinfectant to use regularly on table tops, water fountains, sinks, door knobs, etc. Cots should be wiped down on a weekly basis. Please be generous.
3. Involve children in putting toys away. Toys need to be disinfected on a regular basis. Toys that are put in a child's mouth should be taken away and cleaned.
4. A weekly time should be established to wipe out refrigerators and microwaves.
5. Waste baskets should be emptied on a regular basis as staff leaves the classroom for outside or breaks.
6. One person in each classroom will be assigned the task of sweeping the floor after nap and at the end of the day.
7. All dishes and other kitchen equipment should be taken to the kitchen at the end of the day.
8. The procedure for diapering and sanitation will be posted at each diapering station. Remember to always wear gloves and to place all soiled diapers in plastic bags, tie and then discard in covered trash container.

Monies and Gratuities

Employees of the center are prohibited from accepting monies and other gratuities from a person receiving benefits or services from the center or from persons performing service under contract to the center or who are otherwise in a position to benefit from an employee action. Employees may accept nominal gifts at appropriate times throughout the year such as Christmas and Teacher Appreciation Week. All payments are to be made by the parents into the payment box. Never personally accept a payment. Your responsibility is to the children. If a parent allows their account to become delinquent and no payment or arrangement is made, the child will be removed from active enrollment.

Inclement Weather and Emergencies

Every effort will be made to have the program open on snowy and icy days. However, inclement weather may make conditions so hazardous that it is dangerous or impossible for employees and children to attend. For the safety of everyone if the weather is so severe that it is unsafe, cancellations will be announced. Please listen to KWIX-KRES and KTVO for early dismissal and closing information. Families and staff will be notified by Textcaster as soon as reasonably possible in the event of an emergency that would require evacuation or closing of the center. Fire and tornado drills will be practiced each month.

Center Spokesperson

An employee may **not** speak as an official spokesperson of the center without prior approval of the Director or Board of Directors. All inquiries should be referred to the Director unless the employee is given prior authorization to speak for the center. Any employee asked by an outside organization to appear as a guest speaker or invited as a program participant representing the center must obtain prior approval from the Executive Director. Center employees may not testify in court concerning issues involving center families unless served with a subpoena.

Lunch Breaks

The Director will assign a 30 minute lunch break time to each -staff person working 5 hours or over per day. Due to unpredictable delays that may occur, your lunch break may fluctuate slightly from time to time. Never leave children unattended or under attended. Wait until your relief staff releases you.

Technology

Personal phone calls may be made on break and should be limited during classroom time. Please discourage callers during class hours. Cell phones should be used during breaks or naptimes. There should be no texting between classrooms. Texting should be limited to break time only and not to teachers in classrooms. Center staff members should not use their cell phones to communicate with parents except in cases of extreme emergencies. Computers are for center and staff use only. Each staff member must sign a Technology Agreement form before using computers.

Snacking & Drinking

CCDC staff should eat meals and snack served to children. Snacking or eating in front of the children, unless all children are asleep is not allowed. All drinks should be in kept in the teacher workspace area.

Children of Staff

Children of staff are encouraged to enroll in the CCDC. Children are to act as and to be treated as any other student of the center. All staff can enroll children at the Level I rate of tuition for the child's age group.

Classroom Materials

Staff may request items for their classrooms. The director has the final decision in purchasing items. All items must be submitted to the director in writing. All materials donated by parents, individuals or organizations are property of the center. When the teacher provides raw materials (not center materials) and has assembled materials without parent or school labor, he/she may keep the item without qualification. The copier, laminator and computers are for school purposes only. Please use the equipment carefully and respectfully. Inform the director of any problems so that equipment can be maintained and kept in working order.

Parent Communication

Newsletters, notes and other parent communications are a vital way to communicate with parents. A monthly center newsletter will be sent to all families. Staff members will have the opportunity to include articles and information in the newsletter. Copies of notes about child behavior or experiences should be added to the child's files. Duplicates of communications should be sent to divorced parents. All e-mails should be professional in nature. Please encourage parents to maintain a professional relationship. Textcaster communications will be sent by administrative staff. All employees must read the Parent Handbook. There is a copy in the office, in each classroom and online at www.maconccdc.org.

Continuing Education

Professional development will be a major focus of the CCDC and is imperative to provide quality care and education for children. Each staff member will complete a professional development plan and will be required to receive training necessary to fulfill the plan. All staff is required to receive a minimum of 12 hours of training per year in a subject related to their position. Up to 12 hours per year of overtime will be paid for full time staff members to attend trainings. All attempts will be made to pay for registration fees and other expenses to attend trainings. Staff will be paid for professional development only if they attend and funds are available. Each staff member is responsible for completing the required number of hours and placing documentation in their staff file.

For online courses, staff members must self-register and pay. Staff members will be reimbursed for the course fee and for the number of clock hours upon receiving their certificates. Online coursework from Child Care Aware is approved and all other online courses must be accepted by the Department of Health and Senior Services and approved by center director. Online courses may be taken at the center after hours with director approval. Total professional development reimbursement is limited to 20 hours for full time staff and 12 hours for part time staff unless approved by the center director.

Field Trip Procedures

Field trips are a hands-on learning activity for young children. Walking and bus field trips will be allowed only with children over 2 years of age. Field trips will only be taken when it is beneficial for the age and stage of the children. Written parental permission must be secured before a child is taken on a field trip. CCDC requires a 1:4 ratio for walking and bus field trips with children. CCDC has a contract with OATS to provide field trip transportation twice yearly. Families will be asked to assist with costs of bus trips.

Licensing Rules and Regulations

A copy of the Missouri Department of Health Licensing Rules for Child Care Centers is available in each classroom and in the office. You are required to read and implement the guidelines. Staff found to be in non-compliance with licensure rules or staff guidelines will be informed through documentation of the violation. Documentation will be placed in the personnel file. Three incidents of non-compliance may result in dismissal.