

Staff Handbook

St. Teresa of Calcutta Catholic School



Child Care Center

416 E Main St. Ossian, IA 52162
563-532-9250

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

MISSION STATEMENT:

Our mission is to provide an enriching, developmentally appropriate environment for our children that allows them to grow and learn each day.

PHILOSOPHY:

We know that each child is special, unique, and holds the future in their hands. Our quality child care program nurtures individual needs and abilities of infants all the way through school-aged children. We believe that children thrive when they are met with meaningful, developmentally appropriate challenges to stimulate their intellectual growth and development

GOALS:

The Center strives to meet each of these goals for each child:

- ★ Offer a curriculum which encourages social, emotional, physical and intellectual growth.
- ★ Teach each child how to relate to others, value friendships, and to respect all people.
- ★ Provide a safe, comfortable environment for early learning and growth processes.
- ★ Help children develop self-discipline and independence as well as expressing their emotions in an appropriate manner.
- ★ Provide a well-balanced schedule of activities and quiet times.
- ★ Provide nutritious meals that contribute to growth and development

LICENSING

St. Teresa of Calcutta Child Care Center is a licensed childcare center through the Iowa Department of Human Services (DHS). We are inspected every year. We are required to follow the Iowa DHS licensing policies and procedures while in operation. The DHS licensing manual is available upon your request for your reference in the On-Site Supervisor's office. Our DHS licensing consultant is:

Becky Frost
319-292-2429 office
319-291-2619 fax
rfrost@dhs.state.ia.us

STATEMENT OF SERVICES

The Center is open year round, Monday through Friday, from 6:00 a.m. to 6:00 p.m. The Center will be closed on the following holidays: New Year's Day, July 4th, Memorial Day, Thanksgiving and the day after, Christmas Day, and Labor Day. If Christmas Day or New Year's Day falls on Saturday, the Center will be closed on Friday. If these two holidays fall on Sunday, the Center will be closed on Monday. Other holidays, such as July 4th, will be at the discretion of the Board of Directors if they fall on a Saturday or Sunday. St. Teresa of Calcutta Child Care Center reserves the right to close due to low daily attendance, ex. Christmas Eve. Staff will be given advance notice should these events occur.

During extreme winter weather conditions, such as when no travel is advised and/or when the plows have been pulled from the major highways, St. Teresa of Calcutta Child Care Center reserves the right to close the entire day. The On-Site Supervisor will provide a notification of late starts, early closings or complete day closing via text messaging or email message.

In that event we will also post on our website, Procure and Facebook page.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

GENERAL PURPOSE

This employee handbook is provided for information purposes only. The policies, procedures, benefits and plans described in the handbook may be revised by the Director/Supervisor at any time and without prior notice. When changes are made, you will receive a supplement or a new handbook. Any promises, representations, or actions by a Board Member or employee that are contrary to this handbook are not the official policy of the Center and are of no force or effect.

This employee handbook is not intended to create any contractual rights in favor of you or the Board. This handbook is not to be construed as an employment contract or as a promise that you will be employed for any specific period of time. Employment can be terminated at any time at the will of either you or the Center. Nothing in this handbook changes the at-will nature of your employment with the Center.

Every employee will receive a copy of and is expected to be familiar with these personnel policies.

STATEMENT OF NON-DISCRIMINATION

The Center subscribes to, and complies with, all state and federal statutes, rules and regulations, and any amendments, which prohibit discrimination in its policies, and practices as applicable to its programs and activities.

The equal opportunity statement is further refined: Pursuant to "Chapter 601-A of the Iowa Code (1973), the Center shall not discriminate against any applicant for employment, or employee for promotion on the basis of race, religion, creed, or political affiliation, sex, national origin, marital status, or physical or mental disabilities".

SELECTION OF PERSONNEL

The goal of the Board of Education is to provide the best program possible to the children served by the funds available. Success in obtaining this goal is dependent upon the competency of the Director and the staff. Therefore, it shall be the policy of the Board that the highest caliber of management and staff shall be hired for positions. The Board shall elect and employ the Director with DHS approval. Recruitment of personnel for the Center shall be the responsibility of the Director and the Board of Education. Selection shall be based upon the merits of the candidates and shall comply with all conditions listed in the "Statement of Non-discrimination Minimum Employment Requirements" as follows: All full-time employees and the Director must be 18 years of age or older. Part-time employees, substitutes, and volunteers must be 16 years of age or older. A complete physical is required from a medical examiner before employment and every three years thereafter. All direct child care staff must show ability to work with children between the ages of six (6) weeks and 12 years. Any person, who has been convicted of any crime involving mistreatment or exploitation of a child under Section 237.5 of the Iowa Code, shall not be employed.

The Center will maintain a personnel file for each employee.

RECRUITING, APPLICATION AND SCREENING

Advertisements for positions shall be posted at the Center and in local media sources. An application blank will be sent or given to anyone who requests it. A complete job description will be available upon request. An application flow record will be kept. All information requested in a reference check shall be regarding job performance only and is confidential.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

SALARIES AND WAGES

Upon hiring, the Director shall sign an Employment Agreement which shall state the compensation and the schedule of payment. All personnel policies in effect apply to the Employment Agreement. Such Employment Agreement shall be approved by the Board of Education and signed by the President of the Board. All other staff will be paid at least the Federal minimum wage. The Director and the Board of Education will review all wages and recommend changes.

EMPLOYEE STATUS OF CLASSIFICATION

DIRECTOR/SUPERVISOR: a full-time salaried employee required to sign an Employment Agreement and entitled to all fringe benefits enumerated in the Personnel Policies.

LEAD TEACHER: any employee who works a minimum of 36 hours per week on a regularly scheduled basis, and is entitled to all the fringe benefits as enumerated in Personnel Policies. This employee has the main responsibility of planning and seeing to the daily curriculum of their assigned classroom.

FULL-TIME: any employee who works a minimum of 36 hours per week on a regularly scheduled basis, and is entitled to all fringe benefits as enumerated in the Personnel Policies.

PART-TIME: any employee who works less than 36 hours per week on a regularly scheduled basis.

SUBSTITUTE: any employee who is hired for a specific and indefinite period of time.

It shall be determined at the time of hiring by the Director whether the employee will be hired as a full-time employee, part-time, or substitute. Employee classification will generally not change unless the Director/Supervisor sees the need for a permanent change in classification.

Staffing at the Center is directly related to the number of children attending the Center. Staff hours may vary due to enrollment increases and decreases. Working hours will follow the open hours of the Center, with the exception of cleaning personnel or other situations (agreed upon by the Board), which warrant staff being paid outside normal working hours of the center. This may include staff meetings.

If enrollment decreases, staff hours will be reduced. In such cases, the employee will be paid only for the actual number of hours worked. At the discretion of the Director, substitutes will be reduced or temporarily laid off.

The hours you work each week may vary and will be determined by the Director/Supervisor. It is your responsibility to check in with the Director/Supervisor every week for the work schedule which is posted in each classroom and emailed. If you wish to make changes in your work schedule, you have to have the Director/Supervisor approve them in advance.

FLEXIBLE WORK HOURS

Flexible scheduling may be an option for employees in certain job classifications. Employees should not assume or expect that flexible work hours are available upon request. Flexible work schedules may be granted as an accommodation to help meet the needs of the center. If in the opinion of the Director/Supervisor a request for flexible work hours is not workable or is not to the benefit of the center, the Director/Supervisor may deny the request. In an instance where a flexible work schedule is in process, but is not working to the satisfaction of the Director/Supervisor, the flexible work schedule will be revisited.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

COMPENSATION AND WAGES

Paychecks will be issued on the 5th and 20th day of each month. If those days fall on a weekend or holiday, checks will be issued the following business day. Overtime hours will be paid at the rate of 1 1/2 times the hourly wage of the employee. Overtime will be considered for actual hours worked over 40 in a week period. Overtime must be approved by the Director and President of the Board.

EMPLOYEE BENEFITS

Vacation Leave:

The Director/Supervisor will receive 12 days of vacation after a successful probationary period (30 days). Director/Supervisor may carry over up to 20 days of vacation annually. Any vacation days over 20 days at the Director/Supervisor's anniversary date is forfeited. The Director/Supervisor is required to notify the Board a minimum of four weeks before their departure. Accrued vacation will be forfeited if the Director/Supervisor does not work all of their remaining days or have board approval to take vacation during the four weeks. After a 90 day probationary period, full-time employees can start accumulating up to 5 days of vacation per year.

Vacation must be used in 4 or 8 hour increments. Vacation requests must be submitted seven days prior to the vacation day(s) requested. Full-time employees may carry up to 10 days of vacation annually. Any vacation days over 10 days at the employee's anniversary date will be forfeited. Accumulated vacation time will not be paid if the employee is forfeited. Accumulated vacation may be paid to an employee who is leaving on good terms, provides a two week notice and works all of those days.

Sick Leave:

Full-time employees receive 12 sick days a year. Maximum accumulation of 20 days.

Sick leave begins on the date of employment and will accumulate on the first day of the month or the previous month. Sick leave may not be used until the employee has completed 30 days of employment. Sick leave must be used in 4 or 8 hour increments. Sick leave may be carried over from year to year. Sick leave time will not be paid to employees that have resigned or have been terminated.

Social Security/FICA: All employees will have this deducted from their paychecks.

Worker's Compensation: Workman's Compensation, which provides benefits in the case of on the job injury, covers all employees.

Wages: The Board of Education will determine wages.

Maternity Leave/Adoption Leave: The Director/Supervisor and full-time staff may take up to 12 weeks of maternity leave. Leave will be used in the following order: sick leave, vacation leave, and unpaid leave.

Bereavement Leave: Full time employees will receive up to three days bereavement leave with pay to attend the funeral of an employee's or spouse's immediate family member (spouse, children, sister, brother, parents, grandparents). Other leaves for bereavement may be granted with administrator discretion.

HOLIDAYS

If the following holidays fall during the week, the center will be closed and full-time employees will receive holiday pay after successful completion of probationary period: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The Center may be closed on other days as evaluated by the attendance.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

BREAKS:

Every employee who works a minimum of a 6 hour shift is entitled to a break. Employees may leave the center for breaks only when approved by the director. Break time allowances are as follows:

6 hour shift: 10 minute break

8 hour shift: 20 minute break

10 hour shift: 30 minute break

Break times may be split up at the discretion of the director. Breaks shall not be any longer than what is listed above without prior approval of the director. Failure to follow these times will result in disciplinary actions.

PROCESS FOR NOTIFICATION OF ABSENCE DUE TO ILLNESS

The maintenance of staff in the center is important and we know that each staff person is dedicated to ensuring that coverage is provided as needed. In the event that you are unable to work due to illness or an illness in your family, the following process of notification must be used.

- ★ Notify the Director/Supervisor by phone, 563-380-2719, as early as possible. Leave a message if the phone is not answered.
- ★ If the Director does not answer and a message is left, call the Assistant Director, 563-203-2477. Leave a message if the phone is not answered.
- ★ If the Director and Assistant Director have not answered and messages were left call the center, 563-532-9250.
- ★ If you are out sick or home with a family member that is ill, phone the Director or Assistant Director by 2:45 p.m. that day to let them know (to the best of your knowledge) if you will or will not be able to report to work the next day. This will allow time to arrange a potential substitute.
- ★ In most instances, staff are able to return the next day.
- ★ If you are unsure, please call.
- ★ If you report that you are unable and then are able to report to work and do so, that is fine. It is realized that sometimes it is difficult to know this in advance.

PERFORMANCE REVIEW PERIOD

All new employees will serve a performance review period beginning on their first working day to determine whether or not they fully satisfy requirements of the job. The performance review period will be three (3) months for all new employees. If the new employee's performance is not satisfactory, the Director will notify the employee according to the Disciplinary Action Policy discussed later in this handbook.

EVALUATIONS

The Director will conduct at least one evaluation of each staff member annually around their anniversary date including one written evaluation using a documented form. The objective of these evaluations is to assist employees in their career development and to improve overall effectiveness of the Center's program. Evaluations will be signed and dated by the Director and employee. All evaluations and employee statements become a part of the employee's personnel file. An employee's file is confidential and can only be viewed in the presence of the Director or designated Board member.

The Principal will evaluate the Director. A summary of the Principal's observations and recommendations will be given at the next Board meeting following the evaluation. The Director's file will be kept with other employee records and will include recommendations and evaluations from the Principal. Evaluations will be signed and dated by all participating parties. All evaluations and employee statements become part of the

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

employee's personnel file. Employee raises will be reflective of each individual's evaluation when funds are available based on an annual basis.

STAFF DEVELOPMENT & ORIENTATION

At the time of hiring, the employee is responsible for reading the Staff Handbook, Parent Handbook, and Emergency Procedures. Each employee is also responsible for reading and following required DHS standards for operation of a licensed child care center.

The Center along with the Department of Human Services requires all staff employed to obtain the following minimum training requirements. Within the First Year of Employment:

- ☐ 1 hour of Universal Precautions (3 months)
- ☐ Training for Mandatory Reporting of Child Abuse (3 months)
- ☐ Certification in CPR (within the first 3 months)
- ☐ Certification in First Aid (within the first 3 months)
- ☐ Essentials Training (within the first 3 months)
- ☐ Background checks (upon hiring and every 2 years)
- ☐ FBI Fingerprinting (every 3 years)
- ☐ 10 contact hours of training from:
 - ☐ Child Development
 - ☐ Guidance and discipline
 - ☐ Developmentally appropriate practices
 - ☐ Nutrition
 - ☐ Health & Safety
 - ☐ Communication skills
 - ☐ Professionalism, business practices
 - ☐ Cross-cultural competence

Annually Thereafter:

- ☐ 1 hour of Universal Precautions
- ☐ Maintain certification for Mandatory Reporting of Child Abuse (Renew every 3 years)
- ☐ Maintain certification of CPR
- ☐ Maintain certification of First Aid
- ☐ 6 contact hours of training for the topical areas listed above
- ☐ Background checks (every 2 years)
- ☐ FBI Fingerprinting (every 4 years)
- ☐ Physical (every 3 years)

Staff will be paid an hourly wage for attending conferences, training and staff meetings. Payments for registration fees are at the Board's discretion with advanced notice.

Any staff member leaving the Center within 30 days of attending a Center paid training, will be required to reimburse the Center in full. If reimbursement is not received in full before the final day of employment, the monies will be deducted from the employee's final paycheck.

REPORTING ABUSE AND NEGLECT

The Center complies with the Section 235A of the Iowa Code which mandates that any employee of a licensed daycare make a report to the Department of Human Services when child abuse or neglect is suspected. Staff must report any suspicion that someone may have purposely hurt a child. There is no other choice under the law. The Department of Human Service investigators decide whether or not abuse actually took place.

A copy of the law and requirements are in the file system at the Center and shall be reviewed at the time of employment.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

HEALTH REQUIREMENTS

It is important that those working with and around children are in a state of good mental and physical health. Prior to employment, each member must file with the Director a health record with a complete physical completed within the past six (6) months. This is mandatory of all employees unless a religious waiver is presented. The Director and all employees must have a physical record completed every third year during their employment as required by Iowa state law. Hepatitis Immunizations are optional and are not reimbursed by the Center.

JOB DESCRIPTIONS

Written job description for the Center shall be established by the Director/Supervisor and the Board. A copy of such job description will be in each employee's file and will be signed by the employee and the Director.

STAFF MEETINGS

Staff meetings will be held monthly or as needed. The staff will be paid an hourly wage for staff meetings. The Director/Supervisor will bring the date of the meeting up to the Board of Education to get approval for compensation for the staff meeting.

CONFIDENTIALITY

Outside information, knowledge and events should remain outside the Center and should not be allowed to influence interactions with the children or fellow staff members.

All information about a child, child's family, or fellow staff member within the Center is confidential and shall not be discussed with anyone outside the Center. A signed written release of information is needed before sharing information about an individual. Violation of confidentiality policy may be grounds for terminating the employee's contract.

Family records are confidential. Staff may not share information on file with others without written permission from a parent or guardian.

Information received while in the performance of duties shall also be considered confidential and shall be treated the same as written information contained in the child's file.

ATTENDANCE

Employee attendance records which include both absences and tardiness, should be of extreme importance to the employee. It is given consideration in connection with the employee's performance reviews, salary increases, and promotions. Abuse of absences and or tardiness will not be tolerated. If employees are going to be late or unable to report to work, he/she should

make every attempt to switch shifts or find coverage. The employee must also notify the Director and/or the assistant Director via phone call prior to your scheduled start time.

NON-SMOKING POLICY

Smoking is not allowed within the center, on center property, or during any program activities including field trips.

DRESS CODE

It is an expectation that the attire of all staff members be neat, clean, and comfortable. Exposed midriffs, cleavage, backs, short skirts and short shorts are not appropriate. Shirt slogans should not include those advertising adult beverages or similar establishments or profanity. Shorts should not be shorter than finger-tip length. No clothing should be see-through. Suitable clothing for outdoor winter activity is expected. Failure to meet dress code expectations will result in verbal, then written warnings, and put on a correct of action path.

**** Reach way up high and way down low, if anything shows, go change your clothes****

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

PROFESSIONALISM

A positive attitude needs to be maintained in all dealings with children, parents, or guardians, and fellow staff members. The Center has a team approach where staff gives positive support to one another and shares responsibility for the quality of the Center. All staff members need to cooperate and reinforce with one another their efforts to deal with the special concerns and problems of individual children and seek further training if needed. Employees are subject to disciplinary actions if the Director or the Board are concerned with an individual's professionalism within the Center.

Employees should have their phone turned off during working hours. Cell phones are not for personal use and should only be used while on break. Cell phones may be kept in the basket provided in the kitchen. The Director, Assistant Director, and Lead staff may have their phones on them in the classroom, but are expected to have them silenced and only used for daycare purposes. If employees need to make an important phone call they are to notify the Director or Assistant Director so they are not out of ratio. Failure to meet cell phone expectations will result in verbal, then written warnings, and put on a correct of action path.

DISMISSAL POLICY/DISCIPLINE OF CHILDREN AT CENTER

Occasionally, a child will experience difficulty in adapting to the child care environment or abiding by certain rules of behavior in the group setting. Consistency, positive reinforcement, natural consequences, and positive redirection will be used at the Center to shape appropriate behavior in the child. All staff members at the Center will follow the guidelines of discipline outlined in the Iowa Department of Human Services Day Care Center Standards and Procedures (section 109.7 Discipline). Under no circumstances will corporal punishment including spanking, slapping, and shaking be used.

If a child is exhibiting unacceptable behavior, a conference will be scheduled with the child's caregiver and/or Director. When meeting with the parent(s), the Director/Supervisor will discuss a reasonable period of time for resolution of the situation. If a child continues to exhibit unacceptable behavior, and requires a great amount of staff guidance, the Director and a Board representative will meet with the parents to address the problem and work together to find a solution. The Center encourages parents to share any observations, questions, or suggestions they may have in dealing with the child. If a workable solution cannot be found, it may result in the child's dismissal from our program.

GUIDELINES FOR STAFF WHOSE CHILDREN ATTEND THE CENTER

At the discretion of the Director, a staff member may be allowed to work in the same area that their child(ren) attends.

Staff members whose child(ren) attends the Center will pay one-half (50%) of the daily tuition per child while they are working and their child(ren) is in attendance at the Center. Due to the reduced tuition fee, a second child discount will not apply.

The staff member will treat all children equally.

The Center allows staff members to nurse if and only if it does not interfere with the staff member's job duties as defined by the Director.

EMPLOYEE FAIR TREATMENT POLICY

An employee shall submit his/her grievance in writing within (5) five working days to the Director. If the grievance is not settled to his/her satisfaction through informal discussion, the Director has (5) five working days to respond in writing to the grievance. If the grievance is settled a written understanding of the discussion and settlement must be submitted in writing to the Board.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

If, after the Director has responded in writing, the aggrieved individual is not satisfied, he/she shall submit a written request within (5) five working days to the Chairperson of the Board asking for a hearing before the Board of Directors. This hearing shall be held within (10) ten working days of receipt of the written request. The aggrieved may be represented by counsel, as may the Board. The Board at this hearing will review all pertinent personnel documentation. The Board of Directors shall submit its findings and recommendations in closed session at the next regularly scheduled Board meeting. The Board's decision, including an explanation of that decision, shall be sent to the aggrieved in writing within (5) five working days of the Board meeting.

DISCIPLINARY ACTION

Discipline may be imposed upon any employee for failing to fulfill his/her responsibilities as an employee. Any disciplinary action or measure imposed on an employee may be processed as a grievance through the regular appeal procedure. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. All disciplinary procedures will be documented. In order to carry out staff discipline the following procedures will be implemented:

Oral Reprimands

Oral reprimands are given in the cases of minor infractions. The Director will advise the employee of the severity of his/her conduct and the repercussions of its repetition. The Director shall inform the employee that she/he is receiving an oral reprimand. Oral reprimands are documented in the employee's personnel file. The Director shall advise the Principal immediately and the President of the Board if warranted.

Written Reprimands

Written reprimands may be given for more serious or repeated infractions. The Director will counsel the employee, explain the problem and focus on a solution. A copy of the reprimand, signed by the employee and the Director will become part of the employee's personnel file. The employee will be informed that any additional infractions may result in more serious disciplinary action, including dismissal from the Center. The Director shall advise the Principal immediately and the President of the Board if warranted.

Probation

For more serious infractions, the employee may be placed on probation. A written statement explaining the reason for probation, the duration of probation, and a corrective action plan will be given to the employee within (24) twenty-four hours of the action. A copy of this probation and plan will be placed in the employee's personnel file. The Director shall advise the chairperson of the board within (3) three business days of serious infractions.

Termination

When other forms of disciplinary action have proved ineffective, where the conduct is so aggravated, or when the seriousness of the offense warrants it, the Director may terminate the employee.

The Director must document the situation and reason for termination. Any employee may be terminated for gross misconduct.

The disciplinary process followed by the Center is not a progressive process. In other words, an employee does not need to receive a lesser discipline before the Center may impose a greater sanction. Certain conduct is sufficiently serious in the judgment of management to warrant the imposition of greater forms of discipline, up to and including termination of employment, without prior notice or warning. Listed below are rules and examples for disciplinary actions and/or termination. They include but are not limited to:

- ★ Establishing an unacceptable pattern of tardiness or absenteeism.
- ★ Excessive absenteeism or any absences without notice.
- ★ Unwillingness to perform assigned work.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

- ★ Neglect of duty or performing work in a negligent manner.
- ★ Contributing to unsanitary conditions throughout the Center.
- ★ Engaging in insubordination or failing to cooperate with assigned employees, coworkers, supervisor, or director.
- ★ Failing to maintain confidentiality of Center, staff, children, and their families.
- ★ Indecent personal attire and conduct.
- ★ Stealing Center's, employees, or client's property.
- ★ Working under the influence of intoxicating beverages or illegal drugs.
- ★ Disrespect to co-workers, parents, and children (Gossip within the center against employees, parents, and children).

GROUND FOR IMMEDIATE DISMISSAL:

- ★ Inappropriate discipline.
- ★ Negligence or carelessness during the performance of child caring responsibilities.
- ★ Leaving children unattended.
- ★ Using, possessing, or under the influence of a controlled substance during working hours.
- ★ Profane or abusive language.
- ★ Failure to follow direction from supervisor.
- ★ Falsification of information.
- ★ Misuse of Center funds.
- ★ Conduct detrimental to children or the reputation of the program.

UNIVERSAL PRECAUTIONS:

ALL blood and body fluids are to be treated as potentially infectious.

All staff and volunteers must always exercise good hygiene practices in the workplace, particularly in and around the classrooms. They serve as role models for children as they develop hygiene habits. Gloves must always be worn at all times when the employees deals with blood and body fluids

HANDWASHING:

The best possible means to prevent disease and control infection is good handwashing. This should be as soon as possible after:

- ★ Helping children with toileting
- ★ After nose-blowing (your own and assisting children)
- ★ Changing diapers or undergarments
- ★ Before and after changing or applying dressings to wounds
- ★ After your own toilet use, combing hair, applying make-up, etc.
- ★ Before setting table, working with foods or feeding children
- ★ After cleaning up spills, body fluids or other potentially dangerous materials
- ★ After outdoor activities

METHOD:

- ★ Wash hands under running water
- ★ Wet hands with water and apply heavy soap lather
- ★ Wash all areas of the hands-between fingers, around nail beds, under fingernails and back of hands
- ★ Rinse well under running water holding hands so water flows from wrist to fingertips
- ★ Dry with disposable towel, using a new towel
- ★ Use towel to turn off faucet and discard
- ★ Use hand lotion to prevent cracks in the skin which are openings for germs

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

Special antibacterial cleaning towelettes should be used when soap and water are not available, to be followed by soap and water washing AS SOON AS POSSIBLE thereafter.

CLEAN UP:

Disposable gloves should be worn anytime staff or volunteers need to clean up a blood spill, vomit, or a child who has had a diarrhea-like accident. Paper towels should be used for clean ups. Changing soiled clothes should take place on a disposable surface or a non-porous surface which can be disinfected. Where a diaper changing area is available, ALWAYS disinfect after each use.

Use a solution of 1 part bleach to 10 parts water or to disinfect, ¼ C bleach to one (1) gallon of water. Clean up surfaces that have been contaminated with blood, mucus any other body fluid. Mops should be cleaned and rinsed in the bleach solution. Put cloth soiled or wet diapers or other clothing in a plastic bag and tie securely labeled with the child's name and sent home with a parent.

SHARPS:

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

- ★ Use a broom and dustpan or tongs to pick up sharp objects like needles or broken glass
- ★ Dispose of sharp items in puncture resistant containers.

BLOODY MATERIALS:

Gauze, sponges or towels that have been saturated with blood should be placed in leak proof plastic bags and tied off so they cannot be emptied and reused. Call the nurse for further instructions.

EMPLOYEE/STUDENT HEALTH STATUS:

- ★ Employees with open lesions or broken skin should keep these areas covered.
- ★ Children in child care programs who have open sores should have these covered by a dressing to keep them from being contaminated, from touching others who may have scratches, or accidentally be contaminated from any oozing or bleeding.

FOOD, DRINK, & COSMETICS:

Eating, drinking, applying cosmetics or handling contact lenses should not be done in areas where there is a potential for exposure to blood borne pathogens.

PERSONAL PROTECTIVE EQUIPMENT:

All personal protective equipment will be provided to employees. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable protective gloves for use when attending to any situation in which exposure to blood, potentially infectious materials, non-intact skin, and mucous membranes may occur. Gloves are available and located in the following locations: each bathroom, kitchen and by all changing tables.

DISGRUNTLED PERSON:

When an individual demonstrates signs of being upset upon entry into the center, the On-Site Supervisor will advise the individual to wait in their office until the On-Site Supervisor is able to meet with him/her. The On-Site Supervisor will state calmly, "I understand that you are upset. I would like to address your concerns in my office where it is more private." If the individual declines entry into the On-Site Supervisor's office, local authorities will be contacted at 563.382.4268. Classrooms will also be notified to lock their doors to ensure the safety of children.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

If the individual accepts entry into the On-Site Supervisor's office, the individual will wait no longer than necessary for the Director to meet with him/her. During this time period, the On-Site Supervisor will advise the Administrative Assistant or Lead Preschool Teacher of the situation and have one of the individuals present in the On-Site Supervisor's office when meeting with the disgruntled individual. The On-Site Supervisor will listen to the individual's concerns without interjection and provide the individual with ten minutes to voice concerns. After the individual has shared his/her concerns, the On-Site Supervisor will repeat the concerns back to the individual to ensure understanding. The On-Site Supervisor will reinforce established policies of the center while involving the individual in problem solving as necessary. The concerns will be addressed in writing within three business days.

If the individual becomes hostile and the On-Site Supervisor feels threatened, the On-Site Supervisor will request an end to the meeting by stating, "Our discussion is over. I don't feel we are having a meaningful conversation so you can leave at this time." The On-Site Supervisor will then ask the individual to share his/her concerns in writing while stating the concerns will be responded to in writing within three business days upon receipt. If the individual continues to demonstrate hostility and refuses to leave, local authorities will be contacted at 563.382.4268.

Classrooms will be notified to lock their doors to ensure the safety of the children.

INTOXICATED PARENT:

If a parent picking up a child is believed to be under the influence while picking up a child, staff can not stop the parent from taking the child. If it is a custodial parent, staff is to try and stall the parent while another staff member calls law enforcement from another area of the center. Provide a description of the vehicle and attempt to get the licence plate number.

If it is not a custodial parent but the individual is authorized to pick up the child, Staff can not refuse to release the child. Staff should stall, while law enforcement and the child's parent is notified. Attempt to get a description of the vehicle and licence plate number to provide to law enforcement.

EMERGENCIES

The safety of the children in attendance at the Center is first priority. Immediate attention will be given to each situation as it arises and handled accordingly. Requiring physician and/or dental attention:

If the child is in critical condition, unconscious, bleeding, or disabled, a call for quickest medical attention is made. Please keep these numbers updated on all enrollment forms. Accident report forms will be filled out on all accidents.

Blizzard:

The Director or a staff member will listen to the radio for weather conditions. If complications prevent a child from being picked up by the parent, the staff on duty will remain in the Center with the child until the parent makes other arrangements.

Fire:

All children are removed from immediate danger through the nearest exit, and taken to a safe location. Fire drills are practiced monthly as stipulated by Iowa law.

Tornado:

The Director or staff will listen to the radio for threatening weather. If there is a tornado warning, the children will be escorted to the basement of the Center until the threat of the storm is over. A staff member will remain with the children until a family member arrives. Tornado drills are practiced monthly.

Emergency Evacuation:

If, due to an emergency, we are forced out of the Center, shelter will be made available in another suitable place until parents are able to pick up their children.

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

LOCK DOWN POLICY:

The Center will go into a lock-down if there is ever an instance where we are concerned for the safety of our staff and/or children. Example would be if there is a community threat, a prisoner at large, or if a threat of any type has been made against a child or staff. A lock-down is defined as all building doors and windows are locked, blinds are pulled, and all children are kept inside and away from windows. We will be in communication with law enforcement, and doors will remain locked until the threat is resolved. If a parent arrives to pick up a child while the center is in lock-down, the parent will be asked to remain inside the center with the children and staff until the threat is resolved. Parents will always be notified of a lock-down within reason. Every staff member will have training on emergency plans for the above situations. These plans will be reviewed periodically and with each new employee.

SEX OFFENDER POLICY

Sex offenders who have been convicted of a sex offense against a minor shall not be on the property of the center/classroom without the written permission of the Director/Program Coordinator except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.

This also applies to parents in relation to their own children.

The Program Coordinator must consult with the licensing consultant when considering granting written permission.

Written permission will include the following:

- ★ The precise location in the Center where the sex offender may be present; 2. The reason for the sex offender's presence at the facility;
- ★ The duration of the sex offender's presence; and
- ★ Description of the supervision that the center staff will provide the sex offender to ensure that no child is alone with the sex offender.

The written permission shall be signed and dated by the Program Coordinator and the sex offender.

Sex offenders with a sex offense against a minor who are required to register on the Iowa Sex offender Registry shall not operate, manage, be employed by or act as a contractor or volunteer at a Head Start program/center.

ARRIVAL AND DEPARTURE

Parents must clock their child(ren) in and out daily indicating the time of arrival and departure. This is a state licensing requirement.

Parents are required to check in with their child's teacher upon arrival at the Center and before departure. It is very important we know your child is present, so we may greet them. At the end of the day, we must know your child is leaving because we are responsible for your child's safety and we are liable if the child is missing.

Children are only released to people on the Pick-up Authorization form. Center staff may request identification before releasing the child. The parent must turn in written permission to the Director if someone, other than those on the Pick-up Authorization form, are picking the child up.

In the event of legal separation or divorce, parents shall provide the Center with a copy of the Temporary Order of Final Judgement of Custody, indicating who is the custodial parent and visitation. In all cases, the center will discharge the child to the custodial parent unless both parents sign a statement that the non-custodial parent may pick up the child and designate the dates and times the non-custodial parent will do so. In joint custody cases, both parents need to sign a statement as to which parent will pick up the child and the times and dates each parent will pick up the child.

When picking up your child, do not allow them to open the doors or leave the center alone. They need to wait

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

with you and leave the Center with you.

No unauthorized person or group will have access to children without written approval from an On-Site Supervisor at any time. In order to receive written approval, a 24-hour notice must be given to a On-Site Supervisor to ensure proper response time. Special exceptions will be made in emergency situations.

Registered sex offenders will not be allowed on the premises at any time. If a sex offender is found to be on the grounds, local police will be contacted immediately

STAFF RATIOS:

AGES:	MINIMUM STAFF TO CHILD
6 weeks to 24 months	1:4 children
2 years	1:6 children
3 years	1:8 children
4 years	1:12 children
5 - 10 years	1:15 children

ROOM CAPACITY:

Infant Room (6 wk-12 mo)	15 children
Ones Room (12mo-24 mo)	12 children
Twos Room (24 mo+)	26 children
Preschool & School Age Before & After School: 24 children	

WELCOME TO THE ST. TERESA OF CALCUTTA CHILD CARE CENTER!

St. Teresa of Calcutta Child Care Center Acknowledgement of Staff Handbook Confidentiality and Phone Policy Agreement

I understand that outside information, knowledge and events should remain outside the Center and should not be allowed to influence interactions with the children or fellow staff members.

I understand that all information about a child, the child's family, and fellow staff members within the Center is confidential and shall not be discussed with anyone outside the Center. A signed written release of information is needed before sharing information about an individual. Violation of confidentiality policy may be grounds for terminating the employee's contract.

I understand that family records are confidential and staff may not share information on file with others without written permission from a parent or guardian.

I understand that any information received while in the performance of duties shall also be considered confidential and shall be treated the same as written information contained in the child's file.

I understand that employees shall have their phone turned off during working hours. Cell phones are not for personal use and should only be used while on break. Violation of phone use is subject to disciplinary actions as outlined in the handbook and could lead to termination.

I acknowledge that I have received and read a copy of the updated Child Care Center Employee Handbook. I understand that it sets forth general guidelines, personnel policies, and a job description.

I state by signing that I understand and agree to follow all of the procedures in the Employee Handbook along with respecting the confidentiality and phone policies.

Child Care Center Staff Signature

Date

Child Care Center Director or Board Member Signature

Date