

Part One: About the Center

Welcome

- Include a 'welcome' paragraph. Also include expectations you have of all of your employees – “as an employee of this center you will be expected to exemplify excellence”.

The Staff

- At-will employment?
- Explain that your center will not hire based on age, gender, race, religion, creed, national origin, marital or veteran status, national origin, or the presence of handicaps or disabilities.
- If applicable state that you guarantee fair treatment of all employees.

Delegation of Responsibilities and the Decision-Making Process

- Create a chart showing the different levels of the center- this chart will help explain the grievance procedure.

Part Two: The Program

Mission and Philosophy of the center

Curriculum

State Licensing Rules and Regulations

- It is expected that all employees will be knowledgeable in the ND Child Care Rules and Regulations handbook and follow all procedures.

Primary Care

- Give an explanation of what primary care is and why you use it in your center.

Guidance and Socialization (Discipline)

- Explain your procedure for disciplining the children in your care.
 - Explain the importance of never using physical punishment.
 - If you do use time out. Explain how you expect it to be used (never on a child under age 2, one minute per age of the child, etc.)
- Explain the importance of duplicate toys and large motor activities to prevent problems from occurring.

Children with challenges or children with special needs

Confidentiality

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- Explain that due to the sensitive nature of information you will know as a teacher, it is extremely important to keep sensitive information confidential. Information should be shared on a 'need to know' basis only.
- Sensitive information should not be shared in any public area of the center.
- Explain the importance of staying positive.

Part Three: General Policies and Procedures

Curriculum

- Include inserts of all of the rooms daily schedules
- If applicable, explain the expectations of lead teachers and assistant teachers as far as planning time, parent teacher conferences, primary caregivers, etc.

Outdoor Play

- Explain your outdoor policy. This policy should be posted in all classrooms listing the high and low temperatures that would prevent children from going outside.
- Explain the importance of all children having outdoor time every day except for days your outdoor policy needs to be used.

Field Trips

- If your center participates in field trips; explain your expectations of staff on the field trips.

Mealtimes

- Explain your procedure for meal time including sanitizing tables, keeping food covered, washing staff hands and children's hands, wearing gloves and/or using tongs when serving children.

Diapering, Toileting, and Washing Up

- Explain your procedures for these items. It is recommended to post the step-by-step procedures next to the appropriate areas (contact CCR&R's Health Consultant to receive a copy of the procedures)

Napping

- Explain your procedure regarding rubbing backs (do you have a parent permission form)
- Explain your procedure for 'non-nappers'. Who's responsibility is it to plan activities for the non-nappers?
- Enforce your Back-to-Sleep policy. (SIDS)

Maintaining Equipment, and Materials and Purchasing

- Explain teachers roles in rotating resources
 - It is recommended to list an expecting rotation schedule such as 'toys, books and wall display must be changed at the very minimum on a monthly basis'.

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- If applicable explain how resources/equipment are purchased.
 - Do individual classrooms have a monthly/yearly budget?
 - Do classrooms keep an ongoing wish list and turn it in to the director at specified times?

Meetings

- It is recommended to hold monthly staff meetings. If the meetings are held on the same night every month please list that information. It is also recommended to note that attendance at the meetings is mandatory.

Supervision

- Explain your expectations for supervision throughout the day. Specifically address supervision for eating, sleeping, playing outdoors, playing in gym/large motor room, field trips, children using the bathroom independently, etc.

Part Four: Personal and Professional Behavior

Confidentiality and Right to Privacy

- Explain that each employees records with be kept confidential.

Professional Demeanor

- Explain the importance of using good judgment in each employee's behavior.

Explain your dress policy

- Jewelry – should be conservative. It is recommended that long chain necklaces or pendants not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative and secure, to prevent children from grabbing and pulling loose.
- Shoes – must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground then shoes should be appropriate for the situation. Open toe or open heel shoes are not recommended for safety reasons (this would include flip flops).
- Clothing – should be clean and in good repair at all times. You are hired to work with children and being down and on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Clothes that are too revealing should be avoided. Clothes that have graphic designs should be avoided. Clothing should not have holes or lavish accessories. It is highly recommended to use a conservative outlook when deciding upon clothing.

Nametags

- If applicable, explain the importance of wearing employee nametag/identification.

Smoking

- Smoking in not permitted on a child care facility premises.

Food and Hot Beverages

- Food brought from home may not be eaten in the presence of the children. Instead please consume all outside food on your designated lunch break.
- If your center serves meals family style it is recommended for staff to serve the same food to themselves as to the children and for staff to serve as role models to the children by eating nutritiously in front of the children.
- Staff should avoid drinking hot beverages around the children to avoid possible burns.
- All other beverages should be kept in a closed container and kept away from children.
- Keep respect for all of the children at the forefront of decisions regarding food.

Music and Television

- It is recommended to not use a television or at least limit it to very special occasions. If the television is used it is recommended on a very limited basis (20 minutes at a time) and only G rated movies should be used.
- Listening to talk radio or actual radio stations should not be allowed.

Personal Phone Calls

- Personal calls for staff should be conducted either before or after a shift, or on a lunch break.

Cell Phones

- It is recommended to not allow the use of cell phones while staff are with the children.
- Personal cell phones are occasionally used for emergency purposes only when staff and children are off site.

Staff Schedules

- Explain where schedules are posted and when they are posted.
- List the procedure for requesting time off.

Calling in Sick

- Explain your procedure for staff calling in sick.
 1. How much time is needed?
 2. Do staff need to find their own sub?
- It is recommended to have a policy for excessive absences that leads to disciplinary action.

Paychecks

- Explain when pay periods are and how paychecks will be distributed.
- If your center offers direct deposit; explain the process to set it up through the staff members bank.

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Orientation

- Licensing requires all new employees of child care centers have a minimum of 16 hours of orientation. Please explain your center's orientation process.
- If your center has a coaching/mentoring process explain how you match the new employee and mentor and the expectations of both employees.

Gross Misconduct

- It is recommended to list offenses that may occur that would require immediate disciplinary action and quite possibly, termination. Some examples of prohibited activities are:
 1. Neglect of physical abuse of a child.
 2. Withholding of food, nap or other comforts from a child.
 3. Yelling or the use of harsh tones of voice.
 4. Failure to report to work.
 5. Falsification of center records.
 6. Conviction of a felony while employed at the center.
 7. Leaving a child/children unattended.
 8. Allowing a child to leave the center with an unauthorized person.
 9. Sleeping while supervising children.
 10. Insubordination.

Conflict Resolution

- Explain your procedure for resolving conflicts. Refer to your employee chart.

Part Five: Benefits

Health/Dental Care, Life Insurance

- If your center provides insurance list the availability guidelines.

Childcare benefits

- If your center provides for free or discounted child care tuition for the children of staff please explain the details.

Paid Vacation

- Explain your vacation policy.

Paid Holidays

- List all holidays that the center is closed and staff will be given paid time off.

Sick Leave

- Explain how your center handles sick leave.
 - Is there days set aside for this in a calendar year?

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- Is sick leave taken out of their vacation days?

Bereavement Leave

- List how many days are given.
- It is recommended to explain that this policy is for immediate family members only.

Part Six: Health, Safety, and Emergency Procedures

Accident Procedure

- Explain when accident reports will be written up, when parents will be called and when emergency services will be called.

Children with Special Needs

- Explain that all children with diagnosed special health needs have a current care plan signed by a health care provider and parent/guardian, as well as a release of information form signed by parent. Care plan must be updated at least yearly.
- Emergency medication and/or equipment specified in the care plan must be available at the program at all times and when the child is taken off site during child care hours.
- All staff are recommended to be familiar with all of the children in the program with care plans.

Emergency

- Medical Emergency
- Explain your procedure for an accident/occurrence that requires immediate medical attention.

Evacuation

- Explain where your point of evacuation will be in the event of an emergency and how parents can contact you if this situation should occur.
 - Shelter location for weather related events
 - Safe Place for lock down situation.
- Explain your process for dealing with natural disasters.

Guidelines for Exclusion Due to Illness

- Offer detailed information regarding your exclusion policies for common illnesses in children such as blood in the stool, diarrhea, fever, pinkeye, rash, respiratory illness, vomiting, etc.
- List illnesses that children are diagnosed with that parents need to inform the center of immediately.
- Explain procedure that will be followed if children become ill while at the center.

Handwashing Policy

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- List all times children and adults are required to wash hands.

Handling Body Fluids

- Explain procedure for cleaning up body fluids (vomit, spit-up, blood, etc.)
- Explain procedure for an exposure incident.

Health Policies

- Explain process for notification of communicable diseases.

Medication Policy

- Explain your medication policy thoroughly. Explain your medication policy thoroughly. Written permission and instructions from a health care provider and the child's parent are recommended to be obtained to administer prescription and over-the-counter medications.
- Written parental permission is required to apply any over-the-counter products such as sunscreen, insect repellent, diaper cream/ointment, etc.

Cleaning, sanitizing, and disinfecting

- Explain what products you use for cleaning, sanitizing, and disinfecting.
- Explain procedure and frequency for cleaning, sanitizing, and disinfecting items and surfaces.

Conclusion

Please sign the attached forms that document your understanding of the enclosed policies.

By signing below, employees and director agree to abide by the written policies as stated in this handbook.

Director's Name (print)

Director's Signature

Date

Employee's Name (print)

Employee's Signature

Date

Leading the way for child care in North Dakota

Eastern North Dakota 800-941-7003 or 218-299-7026 ~ Western North Dakota 888-223-1510 or 701-223-1510

www.ndchildcare.org