

AristoCat Children's Academy



Employee Handbook

Mission Statement:

The AristoCat Children's Academy Childcare Center exists to provide a safe, developmentally appropriate gateway to a bright future. We are committed to strengthening the bridge between your work and family life by creating a special place that supports them both. Our focus is to provide a stimulating learning experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to support children's desire to be life-long learners.

Introduction:

It is the desire of AristoCat Children's Academy to provide a fair, equal treatment and reasonable conditions of employment for all members of the Academy team. There are no insignificant jobs or positions at AristoCat Children's Academy. Each person has a place of responsibility yet in different capacities. Every job is necessary for an effective and efficient operation. Employees are expected to work together in harmony and in a cooperative spirit. Employees are expected to set an example in conduct and mortality. Your job is important in the work and goals of AristoCat Children's Academy.

About this handbook:

These guidelines are intended to provide our employees with a general understanding of our personnel policies. You are encouraged to familiarize yourself with the contents of this handbook, as it will answer many of the questions you may have regarding your employment.

However, the handbook cannot anticipate every situation or answer every question about your employment and/or your duties here at AristoCat Children's Academy. This handbook is not an employment contract and does not create contractual obligations, implied or otherwise.

To ensure flexibility in the administration of policies and procedures, the leadership of AristoCat Children's Academy reserves the right to change, revise, or eliminate any of the policies or benefits described in this publication.

It is understood that the contents of this handbook does not constitute the terms of a contract of employment. Nothing contained in this hand book should be constructed as guarantee of continued employment, but rather employment with AristoCat Children's Academy is an "at-will basis". This means that the employment relationship may be terminated at any time by either the employees, upon giving proper notice, or the company, for any reason that is not prohibited by law. Any oral or written representation to the contrary are invalid and should not be relied upon by any of perspective or existing employee of AristoCat Children's Academy.

Promotions: See: Say: Do: /

It is a policy of AristoCat Children's Academy to promote from within whenever and wherever feasible. All promotional consideration shall be based on ability, efficiency, conduct, willingness to do the new job, and loyalty. Personnel should acquaint themselves with the qualifications and requirements of positions in higher levels or responsibilities, so they are aware of their personal needs to prepare for a promotion. It is the responsibility of each employee to make the AristoCat Children's Academy Director aware of the willingness and desire to seek to fill a new position. Evaluations are an excellent opportunity for this information to be shared.

New Teacher Training: See: Say: Do: /

All team members must meet the following minimum training requirements within 30 days from the hire date:

- 1) **Background clearance through FBI and/or state agencies.** Fingerprinting/Live Scan will need to be done at the local School District Office by appointment. The fee is to be paid by the applicant and is not reimbursable.
- 2) **Certification in American Red Cross or American Heart Association for infant, child and adult cardiopulmonary resuscitation (CPR) and must include AED training.** This course is offered every month. To register, please contact the Park City Fire Service, Summit County District, at (435)649 - 6706. Pre-registration is required.
- 3) **Certification in infant, child and adult first aid.** This course is offered every month. To register, please contact the Park City Fire Service, Summit County District, at (435) 649 - 6706.
- 4) **Food handlers training and certification.** This class can be taken online at www.utahfoodsafety.com and sending the certificate to acacademy@ymail.com. Ask the director for further instructions if needed.

All team members will be at a training wage of \$7.25 until all above requirements are met.

Ongoing Training: See: Say: Do: /

During and following your first year of employment, all team members shall be personally responsible for:

- 1) A minimum of 20 face-to-face hours of training per year from one or more of the following relevant areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices. (New teacher orientation and orientation videos are counted as part of your training.) Any classes taken through Care About Childcare (CAC) will be reimbursed upon receiving certification documentation.
- 2) Maintaining current certification for infant, child and adult CPR (required every 2 years).
Updating Personal Files:

To ensure that your file is current and complete, please do the following:

- 1) Turn in any changes in name, address or phone number.
- 2) Turn in copy (and keep original) of records of all training including a certificate when available/ provided.

The Academy will pay \$7.25 hourly for any classes taken by the employee for the required 20 hours.

Personnel Records: See: Say: Do: /

- 1) All personnel records, including employees applications, evaluation report, and correspondence relating to employee are secured in the main office of AristoCat Children's Academy and are accessible only to the administrative staff.
- 2) The employee upon request to the director may individually review personnel records. This review is to be done in the presence of the director. Employee may not remove documents.

Work Schedule Policy: See: Say: Do: /

To ensure that we continually meet the state regulations for ratios, it is very important that you follow the weekly schedule that is written. You are responsible for being here and at your post at your schedule time.

- 1) Changes may be made to ensure compliance with ratios. Check the schedule daily.
- 2) There will be no make-up hours for workdays missed.
- 3) A team member becomes a visitor when they are at the academy but not on the schedule. This can be before the start of a shift or have after they been released by the director on duty. At this point visitors must wear a "Guest" badge.
- 4) Employees are paid on posted/ approved schedule only.
- 5) If you have a child attending the academy they must be turned over to their respective teacher prior to your clocking in and you must clock out prior to retrieving them from their teacher.

Pay Periods and Information: See: Say: Do: /

Pay periods will be bi-weekly. All Paychecks will be direct deposited. All payroll deductions will be made according to the law, employment agreement, or upon the request of the employee. Deductions may include but may not be limited to the following:

- 1) Federal and state income tax
- 2) Social Security tax
- 3) Training or classes
- 4) Uniforms
- 5) Garnishments

.50 cents per hour of the next two weeks pay period. More than one unexcused absence in a four month period may result in termination. A doctors note may excuse an absence if ACA deems it applicable.

Please schedule all appointments on your day off.

Workers Compensation: See: Say: Do: /

In the case of a work related accident to any employee, immediate notice should be given to the supervisor on duty and relayed to the AristoCat Children's Academy Director and leadership team. An incident report form should be filled out and should include; the nature of the injury, how it happened, the time of day, witnesses, pictures if possible, etc. AristoCat Children's Academy maintains workers compensation insurance for job related accidents.

Staff Children Policy: See: Say: Do: /

Team members are allowed have their child(ren) attend the academy. Children who are 4 years or older DO NOT count against ratio/group size if the team member is actively on the clock. Discounted childcare ONLY applies if the team member is working for the day. A full tuition rate will be charged for each child if the team member is not working for ACA that day. All children are to be treated and cared for equally. No favors may be shown to staff students or otherwise. Favoring any child (including your own) while on the clock will result in disciplinary action.

Nursing Staff Member- Nursing mothers will be given the opportunity to nurse two times per day in addition to their regular lunch break. Nursing breaks will be 15 minutes total, and lunch is 30 minutes total (unpaid). These breaks will be given until the child is one year of age. Pumping is strongly encouraged to keep a constant source of food for the baby for times that the team member is unable to get to child before they become hungry.

PTO Policy: See: Say: Do: /

PTO will be accumulated after one year of employment. To collect PTO you must turn in a formal written request no later than one month of the request date. To receive this form, please ask your director. PTO is forfeit if upon termination of employment for any reason.

Working from Home: See: Say: Do: /

For no reason should you work from home. You will have time during your regular scheduled day to work on curriculum, and anything else work related. Any work taken home must be approved by the Academy.

Sexual and Other Forms of Harassment: See: Say: Do: /

AristoCat Children's Academy is committed to providing a work environment that is free of unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other it legally protected characteristic will not be tolerated. If an employee feels that he or she has been a victim of sexual harassment or any other form of unlawful harassment by an employee or non-employees during the course of their work day, the said employee should report such harassment to his or her immediate supervisor, AristoCat Children's Academy Director or any member of the leadership team of AristoCat Children's Academy.

Cause for Discharge: See: Say: Do: /

Each of the following it may constitute the cause for dismissal of an employee:

- 1) Neglect or abuse of a child and /or so failure to report such an offence to the director on the day such offence was witness in compliance with the state health department.
- 2) Theft, misuse, or unauthorized use of AristoCat Children's Academy property including time card falsification.
- 3) Insubordination.
- 4) Absence without authorize leave.
- 5) 3 or more unexcused late arrivals in a 60 day period.
- 6) Unexcused absenteeism or continued tardiness.
- 7) Unprofessionalism- professionalism will be expected for each a staff member. Inappropriate or indiscreet conversation with parents, children, or staff can be grounds for dismissal. As professionals, teachers and other staff members we will be expected to have no discussions of wages/salaries or raises among themselves.
- 8) Substance use, misuse and / or abuse.
- 9) Not adhering to company or licensing policy or procedure.

Conflict of Interest Agreement: See: Say: Do: /

Each employee will sign a conflict of interest agreement. It states:

All persons employed by AristoCat Children's Academy owe a duty of fidelity to the Company. Employees must never place themselves in a position where their self-interest may conflict with this duty. All policy parts are in effect and valid for 36 months after termination date.

Any employee who breaches this agreement is subject to disciplinary action.

Conflict of Interest:

Employees must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests for business of the company. Employees must avoid any satiation or activity that compromises, or may compromise, their judgment or ability to act in the best interest of the company.

Disclosure of Potential Conflicts:

Employees must promptly disclose to the company material information regarding any relationship, ownership, or business interest, whether direct or indirect, that the employee or a member of his/her immediate family has with any person, or in any business or enterprise, that:

- 1) Competes with the company, or provides similar service as the company
- 2) Has any client and/or employee relationship with the company

Harm to Business or Reputation:

Employees must refrain from engaging in conduct that could adversely affect the Company's business or reputation. Such conduct includes, but is not limited to:

- 1) Publicly criticizing the Company, it's management or it's employees, or it's students; or
- 2) Engaging in criminal conduct or other behavior that could harm the Company's business or reputation.

Gifts or 'Kickbacks'

Employees must never accept any 'kickbacks', loans, gifts, or personal payments of any kind, from any person or business enterprise that:

- 1) Competes with the company, or provides similar service as the company
- 2) Has any client and/or employee relationship with the company.

Confidential Information

Confidential information (printed, electronic or otherwise) relating to the Company's past, present, future and contemplated assets, operations, products or services, industrial designs, inventions, production methods, marketing procedures must never be disclosed to anyone outside the Company's organization, without the company's express written authorization.

Outside Employment or Business Activity

these submissions by text, email or through our suggestion box located near each office door.

Appearance & Demeanor- See: Say: Do: /

ACA operates within a highly professional environment. As such, all its employees are required to present themselves in a respectable manner. In addition, caregivers are expected to be highly respectful to all parents, children and visitors.



Dress Code Policy: See: Say: Do: /

- 1) Leadership team and office personnel - must wear professional, business casual attire. Slacks, khakis, knee length skirt, button up shirt, collared shirt or nice blouse.
- 2) General teaching team- must wear a clean uniform shirt handed out at the beginning of your employment. Each employee is given one-two shirt(s) and then we'll be able to purchase additional shirts if the employee so desires. Uniform Shirts are to be seen at all times. Shorts are acceptable if they are within three inches of the knee. Skirts must be knee or ankle length. Black slacks or Khakis are the only acceptable style and color of pant. Blue Jeans may be worn on Friday only. No sweatpants, yoga pants, leggings, or pajama type of bottoms. Undershirts must be black, grey or white. No holes or frays an any type on any article of clothing.
- 3) Shoes must be appropriate for weather conditions. No employee is to be barefoot at any time during the hours of operation. Basic flip flops are not allowed.
- 4) Infant Room: Please bring inside shoes that are sanitized for the infant room. You may also take off your shoes at the entrance, sanitize them, and then wear them in the infant room. Socks must be matching (preferably black). If you do not have matching socks, a pair of socks will be provided for you and deducted from your check.
- 5) Tattoos and Piercings are allowed, as long as they are covered and/or do not prove to be offensive or distracting to anyone.
- 6) Your shirt must always cover your behind, midriff and chest area at all times.



Cell Phone Use: See: Say: Do: /

No cell phones, bags/purses or personal belongings will be allowed while employees are giving direct care to children AND while on the company clock. If a call needs be placed or received, an employee should inform their coworkers of their intentions and take an official break from work to do so (limited to 2 short phone calls 5 minutes or less per day). Employee should inform family that if an emergency arises they should contact them on the business line and an ACA manager will assist employee with further direction if necessary. Coats, bags/purses and other personal belongings may be left in the designated areas (outside of the classroom) or in your vehicle during the day.

If a cell phone or a personal bag/purse is found in any classroom it will be confiscated by management and will be returned to the employee after clocking out for the day. Repeat occurrences will result in disciplinary action.

Social Media/Texting/Emailing: See: Say: Do: /

Employees must represent themselves in a professional manner when using all forms of social media / texting and email. Communication with clients via any personal device is not permitted unless written permission is given by leadership team. Discussing or sharing pictures/ videos of a client or their affiliates is not permitted and comments related to work or any subsidiary/ affiliate of AristoCat Children's Academy or its owner is not permitted and is grounds for immediate dismissal.

If for any reason it is seen that you or your family/friend has posted or replied on a Social Media Platform and has made any derogatory remarks about the Academy or its staff and/or students, you will immediately be dismissed from the Academy.

Code of Integrity: See: Say: Do: /

Caregivers are prohibited from using tobacco products, alcohol, illegal substances and/or sexually explicit materials on the ACA premises and/or in Center vehicles.



Employee Relations (interacting with coworkers):

See: Say: Do: /

In order to maintain a high quality of childcare services, positive communication amongst caregivers must transpire. In order to facilitate the same, every ACA employee is committed to treating his/her coworkers with the utmost respect. This includes all of the following:

- 1) Employees use courteous words when talking with or about their co-workers. Communication examples include: In and/or out of the work place, written, verbal, e-mail, text messaging, fax, body language etc.
- 2) Employees will not make accusations, gossip or spread rumors about co-workers, supervisors, children, clients or the business itself.
- 3) Employees will PROMPTLY solve issues that arise. These issues are to be approached with professionalism (in a civil, respectful manner).
- 4) Employees will not discuss pay wage at anytime for any reason. Pay wage is a personal number that is to be kept confidential.
- 5) ACA caregivers consciously act as a team to provide excellent care for all ACA client children.

As an example of this teamwork mentality, employees not engaged in a specific duty, and not on an official break, will actively search for a task. This task, when completed, will ease the overall operation of the Center that day (e.g. picking up toys, cleaning diaper stations, sanitizing doorknobs, helping other caregivers with their tasks).

To make ACA care superior, employees must focus their efforts on high proficiency productivity.

Finally, the ACA Supervisors are all openly committed to providing caregivers with active assistance needed throughout each day.

The director has an official "Open Door Policy" for all employees who have the inclination to speak about any issues, concerns and/or comments concerning the smooth and efficient operation of ACA.

ACA is a ZERO TOLERANCE facility on internal strife between employees. If such a note cannot be displayed, including immediate disciplinary measures will be forced termination.



Primary Client Relations (interacting with parents):

See: Say: Do: /

Helping parents feel at ease when dropping off their children at ACA is one of the most important tasks of ACA staff members. To that end, each and every parent will be cordially greeted upon arriving and will also be assured that their child(ren) will receive the best of care during the day.

To do so effectively, ACA employees will strive to make direct eye-contact when speaking with parents, will listen respectfully to any and all of parents' concerns, and will show *genuine* concern for the well-being of all children in the Center. Caregivers are expected to be able to explain the basic functioning of ACA to all parents, both by going over the Center's enrollment form when a child is first registered, as well as by communicating with parents while they are signing their child(ren) out — letting them know how their child(ren) felt and what they did during the day*.

*ACA caregivers will promptly log all activities in the students' bright wheel feed each day. This informs parents of how the child felt, what the child ate, any naps the child took, the activities the child engaged and any diapering for the child during that day as well as any medications or incidents that occur. In addition, caregivers will attempt to remember something specifically noteworthy about each child's ACA experience each day, to then be able to communicate the same to that child's parents when he/she later leaves the Center. A minimum of one picture of each child must be sent to parent each day.



Secondary Client Relations (interacting with children):

See: Say: Do: /

Employee-children relations are absolutely critical to the success of the AristoCat Children's Academy. Meeting the basic needs of all children and providing them with a safe, stimulating and joyful daycare experience is the responsibility of each and every ACA caregiver. As such, caregivers will adhere to the following general child-interaction guidelines to better ensure that an optimum level of care is consistently given to ACA children:

- 1) ACA caregivers use positive language and positive reinforcement with all children; avoiding the use of the word "no" and other negative absolutes, while positively redirecting inappropriate child behaviors and verbally encouraging positive ones.
- 2) ACA caregivers redirect children who put themselves or others into dangerous situations (e.g. jumping from benches, straying outside of designated play areas, etc.).

- 3) ACA caregivers are knowledgeable about the specific needs of each child in their care (including food allergies, where applicable).
- 4) ACA caregivers strive to spend regular, one-on-one time with each child in their care each day; providing children with positive reinforcement and emotional support as often as possible.
- 5) ACA caregivers are specific in their communication with children with regards to the specific consequences of any inappropriate behavior(s). Once these "rules" are relayed to the child, any subsequent repetition of the same behavior will *always* be followed by the gentle implementation of the promised consequence. Caregivers do so without showing any anger towards the child; reaffirming the child's innate worth while doing so, and explaining to the child that the inappropriate behavior requires the particular disciplinary measure. ACA caregivers are clear and consistent in the application of such consequences.
- 6) ACA caregivers treat all children in their care equally; neither "playing favorites" with the children an employee happens to especially like, nor being extra-harsh with the children he/she finds most difficult. ACA staff members, via Supervisor instruction and training, will gain an understanding of the fundamental stages of early childhood development — including which behaviors are appropriate for each age group, as well as functional methods for effectively and caringly interacting with children.
- 7) ACA caregivers refrain at all times from verbally, emotionally &/or physically abusing any child in their care. When particularly frustrated by a particular child &/or a particular situation, ACA caregivers ask for help from one or more of their coworkers.
- 8) An ACA caregiver will document very accident or injury he/she witnesses on an official ACA Accident Report Form. He/She will sign said report and will assure that both the center director and the parent or authorized adult picking up the child at the end of the day sign the same. If the injury appears "serious but not life-threatening", the caregiver will (in addition to filling out the previously described Accident Report Form) immediately inform the supervisor on duty, who will then immediately notify the parents of the child to inform them of the injury. If the injury is deemed to be life threatening or life-endangering, the caregiver shall immediately inform the supervisor on duty, who will then immediately contact the appropriate emergency personnel before also contacting the child's parent(s) or, if necessary, the child's alternate emergency contact person.

Daily Center Schedules: See: Say: Do: /

Greeting Children and Parents ... All children must be signed-in by either a parent or an authorized parent-approved adult upon arriving at ACA. As stated above, ACA caregivers shall greet parents and children alike with a smile and a warm welcome during this process. If a particular child and/or parent seems be anxious during the initial phase of dropping the child off, caregivers shall give both child(ren) and parent(s) the reassurance that such anxieties are common and that their child(ren) will be fine. Caregivers can better accomplish this by explaining what activities ACA children will participate in that day.

There is a classroom schedule posted in each classroom. Team members must know the location of the schedule, know how to read it and follow it within 30 minutes of posted activities.

In addition caregivers must know where curriculum and supplies are stored, how to read it and how to execute lesson plans in an age appropriate manner DAILY.

Transitioning through Activities: See: Say: Do: /

An egg timer,(or alarm on your watch) – Teachers will show their students that they are setting the timer, and let them know that when it goes off it will be time to switch activities. Having a “ping” announce it’s time to move on takes the pressure off teachers, and when used consistently helps students transition between activities without frustration.

Verbal cues are an absolute necessity when encouraging your child to transition from one activity to the next.

Cueing will take place before, during, and after the transition. For example:

Before: After this tower, we’ll put the blocks away so we can have lunch.

During: Time to put the blocks away so we can have lunch.

After: Nice job putting the blocks away! Now it’s time for lunch.

Of course, real life doesn’t usually happen this smoothly, and that’s okay. Kids aren’t always going to like the fact that they have to stop something that they’re enjoying. Here are some steps we use to move towards smoother transitions:

- **We ALWAYS use verbal cues** before, during, and after a transition.
- **We use verbal cues that your student can understand.** Young children don’t understand abstract time frames like 5 or 10 minutes. We use concrete references like, Three more times down the slide. Then, we help your child count, reminding them how many times are left after each turn. Then remind your child several more times before it is time to transition
- **We use picture schedules and cards that can be helpful** for children who have a hard time following verbal directions. We point to the picture of the next activity, or hand your child the picture and let them carry it to the next activity. This can be helpful in transitioning. Sometimes students simply don’t understand or can’t process the verbal direction alone. This technique can be particularly helpful.
- **We establish and maintain regular schedules and routines** in our classrooms. When students know what to expect and can anticipate upcoming transitions, they can maintain a sense of organization and order leading to smoother transitions.
- **We allow for adequate time** for children to engage in their preferred activities without interruption.

Transitions will always be difficult for your young child. Developmentally, they’re simply not well-equipped to leave an activity they’re enjoying and move to a potentially less desirable one. Keep in mind that this, like any other step in your day, will be exacerbated by lack of sleep, hunger, or illness.

Check-out Procedures: See: Say: Do: /

Children will only be released to adults who are pre-approved by the child's parent(s). To qualify as "pre-approved", such adults must be listed on the child's release of liability form.

Intoxicated Parent Procedure:

If a parent or pre-approved adult arrives in an obviously intoxicated state, ACA employees must inform a supervisor before releasing a child into their care. If the ACA Manager deems the parent/authorized adult to be impaired enough so as to possibly endanger the well-being of the child, the child will not be released to that individual.

Specific Job Descriptions:

Director Duties: The ACA Manager is the full-time employee responsible for the overall effectiveness of the Center. Specifically, he/she is responsible for –

- 1) making sure that ACA remains in compliance with all Utah Department of Health, Bureau of Childcare Licensing rules and regulations
- 2) hiring (and/or firing) all staff
- 3) attending all managerial/administrative meetings
- 4) organizing the training of all employees
- 5) overseeing the effectiveness of all employees
- 6) ameliorating and resolving all parent/client complaints
- 7) improving the overall standard of care provided to ACA clients

Supervisor Duties: At least one Supervisor will be on duty at all times, generally supervising the daily operations of the Center (see specific duties below), substituting for the Manager in her/his absence, and overseeing the overall effectiveness of caregivers on duty. Specifically, Supervisors are responsible for –

- 1) providing guidance and assistance to all caregivers when necessary
- 2) alerting the Manager when Center supplies are low
- 3) keeping inventory and ordering replacement supplies
- 4) keeping the Center organized and free from clutter
- 5) ensuring that all state daycare licensing regulations are enforced at all times
- 6) regularly monitoring all caregiver-to-child ratios
- 7) assisting in giving praise, correction and/or disciplinary action to all caregivers
- 8) conducting caregiver performance reviews
- 9) filing administrative reports (e.g. injury reports, registration forms, etc.)
- 10) providing daily care to ACA children when necessary (especially children that are proving to be "difficult" for other caregivers)
- 11) improving and updating the various learning areas within the Center
- 12) assisting caregivers in getting children ready for outside play time
assisting in the training and development of all staff members

- 13) preparing supplies and equipment for daily curriculum for caregivers

Caregivers

General Care for Children —ACA caregivers shall utilize the following methods to enhance the quality of care for all children using the Center:

- 1) **Kindness ...** At check-in, caregivers will be kind to all children and parents by introducing themselves and using gentle words of encouragement while stowing the child's belongings in a pre-designated tubby.
- 2) **Medical Inquiry ...** Also at check-in, parents will be asked about any allergies the child may have. If there are any, these will be recorded by caregiver on the "allergy board" located in the food preparation are. Finally, parents will be asked about any specific needs the child might require during the day. Parents will also be informed as to the latest time they must pick up their child that day. Caregivers will also ask each parent to label their child(ren)'s belongings to better assist ACA staff in keeping track of them.
- 3) **Transition Eased ...** In order to make the early-morning transition time smoother, an ACA employee will have play areas and/or craft centers set up in each room before the first child arrives each day.
- 4) **Food Storage ...** All food items stored in ACA refrigerators are labeled (including sippy-cups) with the date each item was first stored therein. All food items over four days old must be promptly discarded and all liquids in sippy-cups over two hours old will be similarly disposed of.

Supervision & Child Safety ... Children are never left unattended in the Center. This is especially true with regards to all diaper changes and at all meal/snack times. All children-accessible cupboards have safety locks on them, and ACA caregivers always re-secure these locks after accessing said cupboards. In addition, employees keep the Center's security doors closed at all times.

Skin Care... May through October all children are to have sunscreen applied to their exposed skin before going outdoors. In addition November-April all children are to have moisturizing lotion applied to their exposed skin after lunch time clean up (right before nap time) and any other times that are needed.

Cleanliness ... ACA caregivers maintain high levels of hygiene for all children. Caregivers also ensure that ACA rooms are kept tidy throughout the day.

Licensing... ACA caregiver is to maintain their area with the state licensing rules at all times.

- 1) **Documentation ...** ACA caregivers maintain and update each infants written report throughout each day.* when necessary, caregivers also maintain other records related to the child's ACA experience.
- 2) **Preparing for Departure ...** When a child is picked up, caregivers assure that each child is clean. In addition, caregivers always ask

parents/guardians if they wish for their child to have a fresh diaper (if applicable). Fresh diaper is MANDATORY if last documented diaper change was more than 30 minutes since last change. Employees also offer to help clothe the child before the child departs from the Center. Care giver shall have all children going home articles of clothing, shoes, coats always art & notes etc. ready, no later than 5p.m. and/or before the end of their shift.

- 3) Any incident reports for children in your care are to be handed off and detail including the Bright wheel picture AND documentation are to be given to building closer.

Specific Care for Infants —In addition to the "Child Care" guidelines previously outlined ACA caregivers shall utilize the following methods to enhance the quality of care for all infants using the Center:

- 1) Caregivers shall ensure that every piece of equipment is wiped clean before placing an infant therein and shall ensure that each child is securely buckled into every high chair, bouncy chair or stroller that is in use.
- 2) Infants are allowed to utilize swings, bouncy chairs and/or high chairs for a maximum of 20 minutes at a time.
- 3) When putting them down for a nap, infants shall always be placed on their backs into a crib. Only children over age 1 may be place on a cot for napping.
- 4) Infant are not to have blankets in class. Only swaddle wraps with fasteners (Velcro, buttons, zipper, etc.) are permitted.
- 5) A child over the age of 3 months or a child who can rollover on their own is not to be swaddled.
- 6) Children are never allowed to have a propped bottle/sippy cup while in care as this is an extreme choking hazard.
- 7) Infants that have just been put down to sleep shall be checked on by a caregiver every 5 minutes until they fall asleep. Thereafter, sleeping infants shall be checked on by a caregiver at least every 20 minutes.
- 8) Documentation including, bright wheel activities, pictures AND infant feeding logs are to be done daily
- 9) All babies' bottles shall be labeled with a baby's name in the first few moments after their arrival. All baby formula that remains unused after two hours from time of making (even if refrigerated) shall be discarded.
- 10) Caregivers shall keep thorough written records of all infants' diaper changes, feedings, naptimes and activities.

**Children under two years of age never watch TV or videos or use computers.
NO COMPUTER OR TV POLICY IN PLACE**

Diapering Procedure (for non-toilet trained children)

Parents of children in diapers are responsible for bringing sufficient diapers and wipes for each day. A fee of \$1.50 per diaper will be charged for diapers provided by the Academy.

All children who are toilet training will be taken to the restroom every 40 minutes to be given the opportunity to use the restroom.

For those children who require diapering (including infants) the procedure is as follows:

****ONE HAND IS TO BE KEPT ON THE CHILD AT ALL TIMES**** (including when turned away from changing table)

1. Before beginning the diapering procedure, clean your hands by using proper hand hygiene (handwashing according to directions)
2. To minimize contamination, prepare for diapering by getting out all of the supplies needed for the diaper change and placing them near, **BUT NOT ON**, the diapering surface, for example:
 - ◆ Enough wipes for the diaper change, including cleaning the child's bottom and wiping the teacher's and child's hands before putting on the clean diaper (wipes must be taken out of their container)
 - ◆ A clean diaper
 - ◆ A plastic bag for soiled clothes and a set of clean clothes (if soiled clothing is anticipated)
 - ◆ **PUT ON Non-Porous gloves**
 - ◆ A dab of diaper cream on a disposable paper towel (if used)
3. Place the child on the diapering table, keeping soiled clothing away from you and from any surface that cannot be easily cleaned and disinfected. **REMOVE ALL CLOTHING** to access diaper. If soiled, place clothes into a plastic bag. **Always keep one hand on the child.**
4. Unfasten the soiled diaper but leave it under the child. Lift the child's legs as needed and use wipes to clean child's bottom from front to back (one wipe per swipe). Put the wipe in the soiled diaper.
5. Fold the soiled diaper inward, wrapping it up. Then by placing the diaper and wipes in your gloved hand, pull your gloves over the diaper so that it is completely covered.
6. Throw away the glove wrapped diaper and wipes into a lined, covered, hands-free trash container.
7. Use a wipe to remove soil from your hands and throw into trash container.
8. Use another wipe to remove soil from child's hands and throw into trash container.
9. Slide a clean diaper under the child and use the tissue or paper towel to apply any necessary diaper cream. Dispose of the tissue or paper towel in the designated container, then fasten the diaper.
10. Redress the child in either the clean clothes they were wearing or into new clean clothes.
11. Wash the child's hands following the proper handwashing procedure. **ALL CHILDRENS HANDS MUST BE WASHED REGARDLESS OF AGE.**
12. Return the child to the play area without touching any other surfaces.
13. Clean the diapering surface by spraying it with HB Quat, and wait at least 30 seconds (As Per HB Quat Instructions). Wipe with a paper towel.
14. Disinfect the diapering surface by spraying it with HB Quat and wait at least 2 Minutes before wiping (or allow to air dry).
15. Clean your hands by using proper hand hygiene.

Security

It is recommended that you lock your car whenever you leave it unattended in front of the Academy. The front door is locked each day at 6:00 p.m. We will not release a child to an unauthorized person. Anyone other than a parent picking up his or her child will have to show identification (by scanning fingerprint), or be on the authorized pick up list. When someone needs to be added to the authorized pick up we prefer that a parent/guardian does this in person with a staff member on duty. However, we will accept a call made from the parent/guardian to the academy's direct phone line, where they will be prompted for verification and name of authorized pick up personnel.

A security camera system is used inside the building at all times. Video and Audio Recordings are only available for management review unless requested with a subpoena.



General Health & Well-Being

Policy related to Disease Control: See: _____ Say: _____ Do: _____ / _____

Pre-Check-In Illness Procedures ... ACA has an official policy related to the illnesses that require a child to be excluded from the daycare setting*.

*As a general rule, in order to assure the safety and well-being of all ACA children, any child sent home or excluded from ACA due to illness must remain away from the Center until cleared in writing as "non-contagious" by a licensed physician.

In order to be better able to control the spread of illness, caregivers are expected to be familiar with the following symptoms of the following illnesses, and also to inform an supervisor if any of these symptoms are exhibited by any children attempting to enter ACA:

Chickenpox

A red, itchy rash resembling insect bites small, liquid-filled blisters that break open & crust over common sites for the rash include face, scalp, chest & back.

It is ACA policy that children with chickenpox will be kept out of the Center until all sores have dried and crusted (usually 6 days after initial diagnosis).

Diarrhea

Watery stools, not associated with a change in diet and uncontrollable by the child's ability to use the toilet

It is ACA policy that children with diarrhea will be kept out of the Center for 24 hours after the condition passes.

Fever

Axillary (arm pit) body temperature over 100 degrees Fahrenheit, oral body temperature over 101 degrees Fahrenheit, rectal body temperature over 102 degrees Fahrenheit, accompanied by behavior shift or other symptoms of illness.

It is ACA policy that children with fever will be kept out of the Center until the child has been symptom free for 24 hours.

Head lice

Itchiness on head, behind ears &/or on back of neck noticeable nits stuck to a child's hair as it grows out pillows/sheets dirtier than normal (due to louse droppings)

It is ACA policy that children with head lice (Pediculosis) will be kept out of the Center from the end of the day on which the condition is identified until three days after the first treatment is completed.

If it comes back a second time, it is ACA policy that the student must be kept out of the Center from the end of the day on which the condition is identified until 10 days after the treatment is completed.

Impetigo

identified by small blister or scabs, most often then forming honey-colored crusts ... sometimes blisters leave red, raw skin

It is ACA policy that children with impetigo will be kept out of the Center until the condition passes.

Hepatitis A

(symptoms are varied and often difficult to detect)

It is ACA policy that children diagnosed with Hepatitis A will be kept out of the Center until one (1) week after the beginning of the illness, or as directed by the local health department if a passive immunoprophylaxis (e.g. a preemptive immunization shot) has already been administered to all appropriate children and staff members.

Measles

begins with mild to moderate fever along with a cough &/or a sore throat ... Spots then appear 2-3 days later, followed by a fever that spikes as high as 105 degrees Fahrenheit. At that time, a blotchy rash appears, usually on the child's face.

It is ACA policy that children with Measles will be kept out of the Center until 24 hours after treatment has been initiated by a licensed health care professional.

Mouth sores

Usually found on the tongue, inside lining of the lips &/or the base of the gums the ulcers begin as small reddish swellings that rupture into white membrane-covered sores.

It is ACA policy that children with chronic mouth sores (sores accompanied by noticeable drooling) will be kept out of the Center until the condition passes, unless a health care provider or health department official determines that the child is not infectious.

Mumps

swelling and pain in one or more salivary glands, swelling in one or both cheeks, pain when swallowing, a fever of 101-104 degrees Fahrenheit, pain when eating sour foods or drinking sour liquids, and/or a poor appetite

It is ACA policy that children with Mumps will be kept out of the Center until 9 days after the onset of the child's parotid gland swelling.

Pink Eye

Eye pain, redness in or around eye(s), along with a moderate to large amount of white or yellow discharge

It is ACA policy that children with Pink Eye (purulent conjunctivitis) will be kept out of the Center until 24 hours after treatment has been initiated. Only a drs. Note stating it is not Pink Eye determines if the child can come back without treatment.

Rash (chronic)

An outbreak of bumps on the body that alters the way the child's skin looks and feels ...
Characterized by either scaly &/or red, itchy patches of skin.

It is ACA policy that children with chronic rash (a visible rash in conjunction with a fever &/or noticeable behavior shift) will be kept out of the Center until a health care provider determines that these symptoms do not indicate a communicable disease.

Rubella

Often begins with a mild fever and swollen lymph nodes (usually those in the back of the neck or behind the ears) This is followed by a rash that begins on the face and spreads down the body ...
The rash, lasting up to 3 days, can itch and appears as either pink or light red spots.

It is ACA policy that children with Rubella will be kept out of the Center until six (6) days after the onset of the rash.

Scabies

Produces small red bumps and blisters, usually located in "out of the way" areas of the body (the webs between the fingers, the wrists and the backs of the elbows & the knees, around the waist, armpit folds, the areas around the nipples, the sides and backs of the feet, the genital area, and the buttocks). The bumps (medically termed papules) may contain blood crusts.

It is ACA policy that children with Scabies will be kept out of the Center until after treatment has been fully completed.

Strep Throat

Severe & sudden sore throat, pain or difficulty with swallowing, a fever of over 101 degrees Fahrenheit, swollen lymph nodes in the neck &/or dark red spots at the back of the roof of the mouth

It is ACA policy that children with strep throat (or other streptococcal infection) will be kept out of the Center until 24 hours after the initial antibiotic treatment has been administered (as long as there is also a cessation of fever).

Vomiting

3 or more episodes of vomiting within previous 24 hours.

It is ACA policy that children with vomiting will be kept out of the Center for 24 hours of being symptom free, or until a health care provider determines that the cause of the vomiting is not contagious and that the child is not in danger of becoming dehydrated.

Whooping Cough

Initially mild symptoms include runny nose, sneezing, red & watery eyes, a mild fever and a dry cough ... Later stages of the disease are characterized by severe coughing, in children often leading to vomiting &/or a red or blue face due to the exertion thereof.

It is ACA policy that children with Whooping Cough (Pertussis) will be kept out of the Center until 5 of the 14 days of appropriate antibiotic treatment have been completed.

Post-Check-In Illness Procedures See: Say: Do: /

ACA caregivers are to adhere to the following procedures when a child becomes sick after they have arrived and checked in to the Center: Initially, the child is comforted while being secluded from contact with other children. Once the child has been so "quarantined", the parents of the child are notified of the illness. Parents are then requested to come pick up their child, and the child remains secluded (and continues to be cared for and comforted by ACA staff) until the parent arrives to take him/her from the Center.



Immunization Verification Procedures See: Say: Do: /

ACA caregivers adhere to the following protocol to ensure that children are properly immunized* before entering the Center:

- 1) In compliance with all state and federal regulations, ACA requires that the parents of all regular attendees provide ACA with a copy of their child(ren)'s

immunization records before a student can attend. These records are then filed in the ACA main office.

- 2) In addition, the parents of all children who register for ACA services in advance of their visit are asked to bring their children's immunization records with them as a condition of admittance into the Center.
- 3) The parents of all children who do not bring said records, as well as those of all "drop in" children, are required to sign an Attestation of Immunization form at the time of their child's/children's enrollment; stating that their children have received all proper immunizations.
- 4) Finally, children of parents who "opt out" of immunizations (regardless of their reason for doing so) will not be admitted into ACA without first obtaining an official written exemption release from the County Health Department.

*Of the fourteen (14) reportable communicable diseases, nine (9) have an available immunization shot. These 9 are -- Diphtheria, Hepatitis, influenza, Measles, Mumps, Pertussis, Poliomyelitis, Rubella, and Tuberculosis.



Hand Washing Procedures See: _____ Say: _____ Do: _____ /

ACA caregivers wash their own hands thoroughly (with soap) for at least 20 seconds at the following times:

- 1) before handling food or bottles, before and after eating meals or feeding children, before and after diapering a child, after using the toilet or helping a child to use the toilet, before administering medication, after coming into contact with any bodily fluids, after playing with or handling animals, when coming in from the outdoors, after cleaning or taking out garbage.
- 2) In addition, caregivers will ensure that children wash their hands thoroughly (with soap) for at least 20 seconds at the following times: before and after eating meals and snacks, after using the toilet, after coming into contact with bodily fluids, after playing with animals, after coming in from outdoors

Sanitization Procedures See: _____ Say: _____ Do: _____ /

All ACA staff is responsible for sanitizing all toys, activity materials, and high-use surfaces on a daily basis.



Food Preparation See: Say: Do: /

ACA caregivers adhere to the following policies & procedures to ensure that food preparation complies with all state and federal requirements:

Food is never prepared at a sink that is also used for diapering hand washing.

- 1) All food is prepared in designated food-preparations areas.
- 2) All eating of food by children occurs in designated food-eating areas.
- 3) All food is served to children on plates.
- 4) All tables and chairs are sanitized with a HB- Quat solution at least 2 minutes prior to the children entering the eating area.
- 5) All ACA employees wash their hands thoroughly before preparing any food or drink given to any child(ren).
- 6) Children are not allowed to share food or drink with one another.
- 7) All on-plate food not eaten by the children is disposed of in a waste receptacle.
- 8) All not-yet-served food not eaten by the children is dated and refrigerated in sealable containers for a maximum of four days. Any uneaten portions more than four days old are disposed of in a waste receptacle.
- 9) All known allergies for all children are written/posted on an "allergy board" located in the food preparation area.



General Facility Cleanliness See: Say: Do: /

ACA caregivers adhere to the following procedures to ensure the general cleanliness of its facilities throughout the day:

- 1) The first caregiver to enter an ACA room in the morning is responsible for re-filling that room's HB- Quat bottle, ensuring that there is enough solution for each day.
- 2) ACA caregivers regularly use HB- Quat to sanitize all chairs, tables, door-handles, diapering stations (after each use) and toys.

esteem. In cases when sterner disciplinary measures are required, caregivers are instructed to separate children from any discordant interactions. Physical punishments of any kind are strictly prohibited*. In the very rare cases where a particular child becomes consistently disruptive to the overall functioning of the Center & for is physically threatening the safety of the other children, the parent of that child may be asked by the Manager or an on-call Supervisor to remove that child from the Center.

*Discipline measures shall never include the following: any form of corporal punishment (e.g. spanking, pinching, or any other measure that produces physical pain or discomfort), restraining a child's movement, shouting, emotional abuse, the withholding of sustenance (including food, drink &/or rest), confinement in any tight enclosure. Caregivers may use gentle, passive restraint with children only when it is needed to stop children from injuring themselves, injuring others and/or destroying property.

Abuse & neglect See: Say: Do: /

Utah state law requires that all staff members of childcare centers report any and all suspected cases of abuse or neglect to Child Protective Services (801) 538-4100. Consequently, all ACA caregivers are trained in recognizing the symptoms of both child abuse & child neglect, and are encouraged to report the same to a Supervisor &/or the ACA Manager when they are witnessed.

Some symptoms of child abuse with which ACA caregivers are familiar are as follows:

- Physical Abuse:** bruises, burns, cuts and/or skin discoloration
- Shaken Baby Syndrome:** inability or difficulty sucking or swallowing, difficulty breathing, loss of consciousness, unusual alterations in child's awareness levels
- Sexual Abuse:** bloody &/or stained under-clothing, itching, extreme lack of self-confidence
- Emotional Abuse:** extreme mood swings, frequent temper tantrums, extreme withdrawal from and/or fear of others
- Neglect:** clear evidence of lack of supervision, poor nutrition, unattended medical needs &/or poor hygiene



Employee Health

Employee Sick Policy See: _____ Say: _____ Do: _____ / _____

All caregivers must notify the Manager immediately upon becoming officially ill* with 24 hours of a scheduled shift. Co-worker phone numbers will then be provided to the sick employee and he/she will be asked to find another caregiver to take over his/her shift. If a substitute caregiver cannot be found in this manner, the Manager or Supervisor will be called again by the ill employee and informed of his/her failure to find a replacement.

*Definition of being "officially ill": any illness that impairs bodily functions, that causes extreme pain, and/or that causes a loss of judgment. Note that every reported employee illness is noted, and that any illness lasting for two days or longer will require a doctor's note as verification thereof. If such a note cannot be provided, disciplinary measures will be taken.

Employee Safety See: _____ Say: _____ Do: _____ / _____

The center sets basic safety rules and regulations to help protect employees from work-related injuries. These are given to and reviewed for every employee during his/her initial orientation. In addition, ACA is committed to providing caregivers with all the equipment and training needed for them to effectively and safely perform their required duties.

General Environment See: _____ Say: _____ Do: _____ / _____

It is the responsibility of ACA to maintain the quality of the Center's working environment. This includes assuring that all doors and windows are in good working order, that all kitchen appliances and lights function properly, that all floor surfaces are regularly cleaned and maintained, and that the heating/cooling units in each room are operating efficiently.

Equipment See: _____ Say: _____ Do: _____ / _____

Along with the above-mentioned assurances related to ACA general environment, caregivers are provided with all the materials they require to fulfill their duties. These materials include but are not limited to the following: age-appropriate toys, DVD's, music CD's, age-appropriate books, food & drink, dishware, latex gloves, first aid kits, an Employee Policies and Procedures Manual (with one copy thereof being located in each room), an Emergency and Disaster Plan, cleaning supplies,

*Corporal punishment of any kind is never allowed, nor is the withholding of food or drink ever considered to be an appropriate consequence for any child's inappropriate behavior(s).

Self Safety Periods are only to be used with pre-school/ School Age children, and then only after other positive redirective methods have been exhausted. In the rare instances when Self Safety Periods are utilized as a disciplinary measure, they are not to exceed one minute per age of the child in their length and are to be administered gently, either caregiver explaining clearly that the child is still liked/loved and that the Self Safety Period is not a punishment given by the caregiver but rather a necessary consequence stemming from the child's previous non-harmonious actions.

| | <u>Behavioral Expectations</u> | <u>Method(s) of Discipline Employed*</u> |
|-----------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Infants: | Sleep, play quiet games, roll over, crawl | N/A ... Caregivers provide a safe environment for children's exploration & in order to allow children to feel more at ease in their surroundings. |
| Toddlers: | Playing well with others & learning new words | Caregivers redirect children behaving inappropriately towards other activities &/or gently separate children who are in conflict. Children are constantly reaffirmed as worthy beings, especially when behaving "poorly." |
| Pre-schoolers: | Positive communication & ethical interactions | Caregivers encourage harmonious behavior via positive reinforcement & encourage ethical interactions amongst the children by giving them clear, consistent and consequent guidance in a positive, reaffirming tone. |



Remember: REDIRECT children to alternate activities ...

Use Self Safety Periods only as a last resort ...