

Shiocton Child Care Center Staff Handbook 2023-2024

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This handbook is designed to provide information on philosophy, personnel, policies, and procedures that can be a helpful reference while working in the Shiocton School District. All board policies referenced in the handbook can be found on the Shiocton School district Website.

We invite your suggestions as to how we can improve the utilization and content of this handbook.

Nichole Schweitzer, Superintendent
Megan Jarosh, Director

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This Employee Handbook is a summary of employment policies, procedures, rules, and regulations of the Shiocton Child Care Center ("SCCC"). It has been prepared to acquaint employees with the policies,

procedures, rules and regulations to provide the orderly and efficient operation of SCCC. If you have questions regarding any of the information set forth in the Handbook, or about matters which are not covered, please direct them to the District Administrator or [Shiocton Child Care](#) Center Director.

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitutes a guarantee of employment, a guarantee of any right or benefit, or a contract of employment, expressed or implied. All of SCCC's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual written contract or by statute. The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by SCCC when in the best interests of SCCC.

Commented [3]: Added these based off of the professional staff handbook

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MISSION STATEMENT

Our goal at SCCC is to provide an exceptional education to secure the future of our children and our families.

MOTTO

"Where Excellence Is Expected."

VISION

Expect and provide excellence in education for the children and families of the School District of Shiocton.

STATEMENT OF PURPOSE

The purpose of SCCC is to provide quality care for children while promoting the development of each child's potential growth at an appropriate rate for the child. SCCC will strive to provide a positive and nurturing environment.

Many opportunities for all children to interact and socialize with both their peers and teachers will be provided. Activities are scheduled to allow the children to be in groups for eating, music and art, science activities, and a variety of social play experiences.

Experiences will be provided for each child that will help develop a sense of identity as an individual, as well as part of a group. These activities will be dramatic play, individual and group singing, storytelling, art display, and a constant recognition by the staff of each child's contribution.

PHILOSOPHY

The ~~School District of Shiocton's~~ SCCC program gives children a foundation to build on. Children will think big, be strong, and aim high in their futures. As educators, SCCC will strive to ensure that all milestones are met on time if not before. The classrooms are set-up to meet the needs of each and every unique child. Safety will always come first and foremost. SCCC pay close attention to every detail-big and small. We want parents to be reassured that their child is in good hands. We will guide the children to help them properly develop social and emotional skills they'll use forever. Each child will be assisted in every way to successfully achieve goals on their own terms. ~~We are here at the Shiocton Child Care Center because of our love for children.~~ Not only will we teach, but we will also love, nurture, and provide for the needs of each and every child every day. We believe in these children and will provide them opportunities to develop the confidence they will need to continue to grow throughout the rest of their lives.

SHIOCTON CHILD CARE CENTER POLICIES

All SCCC policies are available on our website (<https://www.shiocton.k12.wi.us/child-care/>).

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EMPLOYMENT

Employees are employed on the basis of their personal and professional qualifications and ability to meet the specifications of the licensing rules. Unless an employee has a separate written employment contract executed by the employee and the School District of Shiocton, **employment with SCCC is an at-will employment relationship**. At-will means that the employment relationship can be ended at any time for any or no reason by either the employee or SCCC; unless otherwise prohibited under Federal Law. It is the policy of SCCC to provide equal opportunity for all employees and applicants regardless of age, race, religion, color, marital status, sex, national origin, ancestry, veteran's status, sexual orientation, disability, or any other legally protected status, except where such characteristics are a bona fide occupational qualification.

Commented [MJ6]: Per Stacey

Application

Qualified applicants need to complete an application form or submit a resume and provide documentation of their training and experience.

Recruitment

Open positions are posted on the SCCC website, the School District of Shiocton's Facebook page, in the local paper, FVTC's Facebook page, CCR&R's website, and on Indeed.

Background Checks (Policy #4121)

To more adequately safeguard children and employees, the Board of Education and Department of Children and Families requires an inquiry into the background of each applicant the District Administrator recommends for employment. All information and records obtained are to be considered confidential and shall not be released.

Staff Physicals and TB Screening (Policy #4160)

As a requirement for employment, new employees will be required to furnish evidence of a physical examination and tuberculin questionnaire or test in accordance with the Board Policy. An employment physical will be offered through a selected clinic and paid by the district.

Fingerprinting (DCF 13.03)

All newly hired staff shall submit fingerprints through the Fieldprint office within 60 days of employment and every 5 years thereafter.

Position Types

This Document refers to the following SCCC positions:

- Lead Teacher
- Assistant Teacher
- Float Teacher
- Paid Volunteer
- Center Director

Commented [7]: Added this per professional staff handbook and per my above comment.

SCCC offers part-time and full-time positions. Full-time positions are defined as being regularly scheduled for 35-40 hours per week. Part-time is defined as being regularly scheduled for less than 40 hours.

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~~per week. Regular employees are defined as those who work 12 months. Part-time seasonal employees are defined as those who work less than 12 months.~~

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JOB DESCRIPTION (CF)

Each employee will be given a job description in their employee packet that will be applicable to his/her position. This job description will outline the following: job title, supervisor, job classification, location of employment, the general function of their position, the lines of authority, minimum requirements to hold the position, and specific job responsibilities for the position.

- Administrator
- Center Director
- Lead Teacher
- Assistant Teacher
- Float/Assistant Teacher
- Paid Volunteer

Position Types

This Document refers to the following SCCC positions:

- Lead Teacher
- Assistant Teacher
- Float Teacher
- Paid Volunteer
- Director

~~SCCC offers part-time and full-time positions. Full-time positions are defined as being regularly scheduled for 35 - 40 hours per week. Part-time is defined as being regularly scheduled for less than 35 hours per week. Regular employees are defined as those who work 12 months. Part-time seasonal employees are defined as those who work less than 12 months.~~

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Probationary Period

All newly hired employees shall serve a probationary period of ninety (90) days of scheduled employment. Probationary employees may be discharged by the Board at its sole discretion. Probationary employees shall not have access to the grievance procedure (see Page 20).

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Commented [NS16R15]: Yes.

Commented [MJ17R15]: Looking in the support staff handbook, probationary period does not have a policy #

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The Registry

All new employees will join The Registry and add SCCC as their employer within 14 days of employment. ~~The cost of the registration will be reimbursed from SCCC. SCCC will reimburse the cost of this registration.~~

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Recruitment

~~Open positions are posted on our the SCCC website, the School District of Shiocton's Facebook page, in the local paper, ads, FVTC's Facebook page, CCR&R's website, and on Indeed.~~

~~Staff Physicals and TB Screening (Policy #4160)~~

~~As a requirement for employment, new employees will be required to furnish evidence of a physical examination and tuberculin questionnaire or test in accordance with the Board Policy. An employment physical will be offered through a selected clinic and paid by the district.~~

Work Schedule

• Schedules (New)

Schedules may change according to enrollment, and all employees are required to record their arrival, departure, and breaks each day. NO employee will be guaranteed a specific shift. It is the employee's responsibility to verify any changes to their work schedule. Employees not in their assigned area within five minutes of their scheduled start time will receive a warning unless the Director has been notified. If the employee is more than five minutes late or is late on a regular basis, disciplinary action will be taken.

• Hours (New)

Each week's schedule will be set initially on the basis of anticipated enrollment and assignment of the classroom. Hours are subject to change based upon children's attendance. Employees may be scheduled for a workday longer than eight hours, with a non-paid break during the day. During their break, employees are free to leave the building or use the staff lounge areas. Employees are able to take short bathroom breaks needed as long as they ensure they are not leaving their classroom out of ratio, they are not leaving during a particularly busy time, and as long as they limit how often they are out of the classroom.

• Clocking In

Each employee will clock in and out each scheduled workday on the SCCC laptop and reviewed by the Director prior to submission to the Business Manager. Falsification will result in disciplinary action.

• ~~Schedules (Now)~~

~~Schedules may change according to enrollment, and all employees are required to record their arrival, departure, and breaks each day. NO employee will be guaranteed a specific shift. It is the employee's responsibility to verify any changes to their work schedule. Employees not in their assigned area within five minutes of their scheduled start time will receive a warning unless the Director has been notified. If the employee is more than five minutes late or is late on a regular basis, disciplinary action will be taken.~~

• Lunch Break (New)

One 30-minute lunch break will be given to all employees scheduled over five (5) hours.

Requests for Time Off

~~Requests for time off must be approved by the Director. Employees seeking to request time off must notify the Director in writing two (2) weeks in advance. The Director will give approval based on the number of employees off that day, anticipated enrollment, and substitute/float availability, as well as any other factors that may influence the decision as it relates to providing quality care and coverage for the children enrolled. No more than five (5) consecutive work days can be taken with pay without special permission from the Director. Vacation requests for two (2) or more consecutive work days must be turned in to the Director two (2) weeks in advance. Personal day requests for two (2) or more consecutive work days must be turned in to the Director two (2)~~

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~~weeks in advance. The Director will enter approved vacation or personal days in AESOP/Frontline and notify the employee of approval. In the event that the request for time off is denied, the Director will meet with the employee to discuss the reasons for denial.~~

• **Lateness/Absences (New)**

Employees are expected to work the scheduled shifts as assigned weekly by the Director. However, if circumstances beyond the control of the employee cause him/her to be late, absent, or otherwise unable to perform their duties on campus as scheduled, the employee is required to notify the Director at least two (2) hours prior to the start of his/her scheduled shift. The employee must receive a response from the Director or the Director's designee. Texting or calling are suitable forms of contact. If you are unable to reach the Director by telephone, you are expected to come in until arrangements for your absence can be made.

As a courtesy, please call prior to 6:00PM that evening to inform the Director whether you will be able to return to work the next day.

Frequent lateness, absence, or failure to provide timely notice will be considered sufficient cause for disciplinary action, up to and including termination.

• **Lunch Break (New)**

One 30 minute lunch break will be given to all employees scheduled over five (5) hours.

• **Requests for Time Off**

~~Requests for time off must be approved by the Director. Employees seeking to request time off must notify the Director in writing two (2) weeks in advance. The Director will give approval based on the number of employees off that day, anticipated enrollment, and substitute/float availability, as well as any other factors that may influence the decision as it relates to providing quality care and coverage for the children enrolled. No more than five (5) consecutive work days can be taken with pay without special permission from the Director. Vacation requests for two (2) or more consecutive work days must be turned in to the Director two (2) weeks in advance. Personal day requests for two (2) or more consecutive work days must be turned in to the Director two (2) weeks in advance. The Director will enter approved vacation or personal days in AESOP/Frontline and notify the employee of approval. In the event that the request for time off is denied, the Director will meet with the employee to discuss the reasons for denial.~~

EMPLOYEE RECORDS

All employees must have:

- Application for employment or resume
- Three References
- Educational Qualifications (Degree, Certificate Copies)
- First Aid and Child/Adult CPR certification/AED certification
- Current TB skin test and a statement of good health signed by a doctor
- Tax withholding forms
- Job Eligibility (I-9 form)
- Statement of previous convictions (Background Information Disclosure)
- Caregiver Background Check
- Job Eligibility (I-9 form)
- Copy of Finger Print results

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Commented [NS31R30]: Yes. Restate this sentence to be in keeping with the process we currently follow.

Commented [MJ32R30]: Please view updated language

~~Three References~~

- ~~• Educational Qualifications (Degree, Certificate Copies)~~
- ~~• First Aid and Child/Adult CPR certification/AED certification~~
- Child Abuse and Neglect Training
- SIDS Training
- Head Trauma/Shaken Baby Syndrome Training
- Registry Certificate
- Additional documentation as reasonable determined by ~~the~~ Director.

ORIENTATION

All employees will have an orientation within one week of assuming responsibilities.

The orientation will include all the items on the Staff Orientation Checklist (DCF-2026) provided by the state. This form documents the date, the person being oriented, and the person performing the training/orientation. The orientation of the Director will be conducted by the District Administrator of the School District of Shiocton. ~~The and the~~ Director will be responsible for the orientation of all other employees.

The orientation checklist will be reviewed regularly for areas of need, which will guide professional development and individual employee education efforts., ~~and it will guide the Continuing Education Plan for the Center.~~ Items such as child abuse and neglect, emergency procedures, and licensing regulations will be reviewed at the regular monthly staff meetings.

Employee Meetings

Employees are expected to attend the monthly staff meetings and in-service meetings unless they are excused by the Director. Requests to be excused should be held to a minimum. All lead teachers, assistant teachers, and support staff are expected to attend the meetings.

DUTIES OF EMPLOYEES

~~Subject to change at the discretion of The Director. Staff Duties are included~~ Duties include, but are not limited to the following:

~~Opening Duties~~

- ~~• Unlock classroom doors and turn on lights~~
- ~~• Organize classroom clipboards with roll call sheets~~
- ~~• Place garbage bag in the garbage can~~
- ~~• Mark time down as children arrive~~
- ~~• Greet each child and person dropping off the child~~
- ~~• Prepare snacks for children and stock snack cupboard as needed~~
- ~~• Supervise children~~
- ~~• Other duties as assigned by the Director or his/her designee~~

Daily

- ~~• Supervise and monitor the safety of children.~~
- ~~• Serve meals and snacks to children~~
- ~~• Change the diapers of all children using diaper or pull-ups.~~
- ~~• Organize frequent bathroom breaks for all children who are ready and able to use the toilet.~~
- ~~• Follow classroom schedule and lesson plans~~

Commented [33]: Other Duties as assigned.

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Closing

- Prior to pick-up, all children wearing diapers are changed.
- Gather any artwork/projects, water bottle, or sleeping gear that are to go home with the child, put in the backpack
- Once all children leave each classroom, clean the room. Pick up toys and sanitize.
- Take out the garbage and wipe down the garbage can.
- Wash and sanitize all surfaces – shelves, tables, and chairs.
- Sweep the floor and pick up carpet areas.
- Put all supplies away in the supply area in the proper place.
- Charge walkie talkie and tablets.
- Wipe counters and sink area.
- Put the rags in the dirty bin.
- Place all clipboards and snack bins in the preschool designated classroom.

Diapering Procedure (New CF)

Diapering procedures must be followed closely to prevent the spread of disease.

- Sanitize the changing table or pad.
- Wash hands well with warm soapy water or use sanitizer.
- Gather a child's clean diaper and wipes, and authorized ointments.
- Put on gloves.
- Let the child know you are coming to get them to change their diaper.
- Lay the child on a changing surface. DO NOT leave the child unattended!
- Remove soiled diapers and any soiled clothes. Seal soiled clothing in a plastic bag to be sent home.
- Wipe the child well, from front to back, using wet wipes. Repeat with fresh wipes as needed.
- Place used wipes in the soiled diaper and carefully fold the diaper closed. Dispose of diaper and gloves in the foot activated covered trash container.
- Use wipes to clean hands. If applying cream, put on a new pair of gloves to apply lotion. Dispose of the gloves and re-wash hands with a wet wipe.
- Put a dry diaper on the child and redress them.
- Wash the child's hands.
- Sanitize the changing table or pad.
- Wash hands well with warm soapy water.

Please remember that while diapering is a routine time of the day, it can also be a time to bond with the child, have fun, and maybe learn something. Singing songs, talking about their day, and discussing what color clothes they are wearing are just three of many simple activities you can do with the child during this small amount of time it takes to change a diaper. Be sure to use transitioning techniques before and after the diaper change as well.

Toilet Learning (New CF)

Toilet learning will be done in cooperation with the child's learning at home to maintain consistency for the child between home and the SCCC. Attempts to train children under 18 months of age will not be made.

Commented [NS35R33]: I would reword this entire statement

Commented [MJ36R33]: Thoughts on this change?

Commented [MJ37R33]:

Commented [38]: Is this too specific?

Commented [NS39R38]: If it is the current practice to place all clipboards and snack bins in this specific classroom AND it will always remain so, you can leave wording as is. HOWEVER, you can give yourself some latitude in the event the room needs to be changed by saying "...in the designated classroom."

Commented [MJ40R38]: Changed

Cleaning and Disinfecting—Cleanliness is one of the most important factors a parent takes into account when selecting a child care center. Although the School District of Shiocton employs custodial staff, the upkeep, maintenance, and appearance of SCCC are the responsibility of everyone. The children should be included in the room responsibilities; it is part of the teaching process. Please advise the Director of any repairs needed. The staff is responsible for:

- Keep rooms in neat order. Toys, games, puzzles, etc. are to be picked up and placed in their respective areas when not in use.
 - To wash and disinfect a hard, plastic toy utilizing the lunchroom dishwasher weekly
- The room must be organized and picked up prior to playground time.
- Tabletops must be washed with soapy water and sanitized prior to and following meals and snacks. Tables are washed after messy art projects as needed. Floors are swept after lunch meals and as needed.
- Clean and disinfect appliances.
- Tables should be washed using the proper sanitizing procedure before children eat while at the table and afterward.
- Changing tables/pads should be washed using proper sanitizing procedure after each diaper change.
- Tables and chairs, faucet handles, and changing tables should be washed with soapy water and disinfected with Sanispray after every group use. The Sanispray must be left on the surface for at least 2 ten (10) minutes before wiping dry with a clean rag.
- Floors, shelves, doorknobs, and other surfaces often touched by children should be sanitized at least once a day whenever soiled.
- For toys that children (particularly infants and toddlers) put into their mouths, allow the child to finish playing with it, and then place the mouthed toy into the dirty toy bin. These toys will be sanitized daily.

Laundry (New-CF)

- Do not wash or rinse clothing that is soiled with fecal material in SCCC. Employees may empty solid stool into the toilet but be careful not to splash or touch the toilet water with their hands. Put the soiled clothes in a plastic bag and seal the bag to await pick up by the child's parent or guardian at the end of the day. Always wash hands after handling soiled clothing using the proper handwashing procedure.
- Explain to parents that washing or rinsing soiled diapers and clothing increases the chances teachers and children may be exposed to germs that cause diseases. Although receiving soiled clothes is not pleasant, remind parents that this policy protects the health of all children and staff.
- Each item of sleep equipment, including cribs, cots, sleeping bags, sheets, blankets, etc., should be washed in hot water. There will be a dirty laundry bin in each classroom for crib sheets, bibs, etc.
- Sleeping bags and blankets should be sent home weekly, on the last day a child is in attendance, with children to be washed and returned on Mondays or the first day of the week, unless they are soiled. Then, they should be sent home immediately.

Naptime

Naptime Wisconsin licensing rules mandate a nap or rest period for all children under the age of five. After thirty minutes of rest time or after a child awakes, employees should provide a quiet activity that does not disturb sleeping children. Children awake after 30 minutes must be provided with activity either in their sleeping bag or in another area of the classroom. Employees should not wake sleeping infants with exception of a building evacuation or a note from home or physician. It is critical that children feel secure during this time, so children one-year-old and older may bring a nap-appropriate blanket or cuddly toy. The State requires

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Commented [NS42R41]: Great idea

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Commented [MJ45]: Per Stacey

Commented [46]: Based on the label of ingredients, licensing requires 10 minute wait time.

Commented [NS47R46]: Then I would error on the side of 10 minutes so that we don't have to keep checking the ingredients

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Commented [MJ49R46]:

that the blanket be sent home weekly to be laundered. Sleeping children must be placed at least two feet away from the next sleeping child. Cribs may be placed end to end with a plexiglass barrier. SCCC provides crib sheets. It is preferred that children under one year of age be provided with an open arm sleep sack. **No blankets will be placed in the cribs of children under the age of one.** If wet or soiled, a crib sheet should be placed in the solid linen basket. If a sleeping bag or sleep sack is soiled, it shall be replaced immediately and sent home to be washed.

CURRICULUM

At SCCC, we believe that, from birth, all people are capable and competent. Since each child is different, these differences must be accepted and encouraged so that each may discover in their own way. Each child will learn and develop in a unique way. The Shiocton Child Care Center's curriculum follows weekly themes chosen with the interest of the children. The role of the teacher is to support and extend children's learning by listening, asking open-ended questions, engaging in conversations, and challenging children to explain their thinking.

The content of children's learning is guided by key developmental indicators in Health and Physical Development, Social and Emotional Development, Language Development and Communication, Approaches to Learning, and Cognition and General Knowledge. These indicators align with the WI Model Early Learning Standards.

Lesson Plans

Each Lead Teacher is required to prepare developmentally appropriate lesson plans each week with the help of the assistant teachers in the classroom. It is impossible to teach effectively without pre-planning. Lesson plans are to be turned in to the director on Friday for the next week, and no later than the Monday of the week. The lesson plans should be based on the weekly themes. Activities need to be open-ended, explained, and age-appropriate. Each activity should have a purpose or intent as to what the children are learning and the Wisconsin Model Early Learning Standard it is focusing upon.

Commented [MJ50]: Left off here

Classroom Schedules (New CF)

Each classroom has a schedule of activities for the day. The daily routines are comforting for the children, and provide a sense of time for them. While it is important to try to stay on schedule during the day, employees also need to be flexible to the children's and SCCC's needs. A detailed classroom schedule is posted in each classroom. While each classroom's schedule varies somewhat, they all contain a healthy balance of the following components:

- Active and quiet activities,
- Free selection of individual activities,
- Reasonable regularity in routines such as snack, clean up time, circle time, etc.,
- Large group, small group, and individual activities. Each child will receive one-on-one attention from staff each day,
- **Exposure to cultural diversity through music, art, literature, and languages, as well as learning about different cultural celebrations, lifestyles, and ethnic foods.**

Routines (New CF)

Routine times such as bathroom time, hand washing, and getting ready for meals or outside play should include fun transitional activities that minimize waiting and make the transition more interesting. G-rated

videos that the staff has previewed may only be used as a special treat, and as a supplement to the daily activities. Other activities must be available, and children are not required to watch the video. Viewing the video or other televised shows must be limited to 15 minutes maximum.

Transitions (New CF)

• Another Area

Whenever children are being transitioned to another area, the teacher will do a face to name count with the classroom roll call sheet. Counts will be done when leaving, returning to classrooms, and periodically at each location. **Clipboards, emergency bags and walkie talkies will be taken with teachers and staff at all times.** No child will be left unsupervised.

• New Classroom (New CF)

A child's transition and start date to the next older classroom is determined by chronological age, and/or developmental readiness, and/or availability. Good parent and teacher communication are critical to achieving the best transition for each child. Preparation for the transition occurs before the actual move. The actual transition occurs over a course of several days. Additional transition time may be requested by the parent or the teacher.

Transition Procedure

- The Director will notify the teacher of the transition as soon as it becomes apparent.
- The Director will send a written note to the family making them aware of when the transition will begin and a "Welcome to the New Classroom" letter.
- The child will visit the new classroom each day starting with just a small amount of time and build increasingly throughout the week.
- During the visits, the current lead/assistant teacher should visit with the child when possible.
- The new classroom teacher will reach out to the parent to answer any questions the parent might have.

Documentation of Accident/Incident Report

Children and staff accidents and injuries are common in the child care setting. Employees are to respond to all accidents and injuries that occur at the center in a timely manner. Parents are to be notified immediately of any head injuries, severe human bites that break the skin, allergic reactions, and anything that appears as though it may require medical attention or that may be alarming to see at pick up. Employees should be sensitive to each individual parent's request to be notified of any type of injury. The parent preference should be communicated with all teachers within the classroom. The employees are only able to wash wounds with soap and water, put on a bandage, apply an ice pack, and apply pressure to wounds to stop bleeding. Before you attend to any bleeding injuries, be sure to wear gloves to protect yourself from blood-borne pathogens. After you remove the gloves, be sure to wash your hands with soap and water. Dispose of all bloodied garments in a tied plastic bag in the appropriate trash receptacle. In the extreme case, telephone for emergency help immediately (911). The Director or Lead Teacher will call the parents immediately for serious injuries, for minor injuries, parents will be notified at pick up time. Make sure someone supervises the other children, reassuring them that someone is taking care of everything. If an ambulance is called, an employee needs to ride along to the emergency room.

All incidents need to be recorded in the classroom incident book. Accident reports need to be filled out and signed by the employee, parent, and Director before leaving at the end of a shift. Accident/Injury reports are filled in the child's or staff's file. Parents are given a copy of the report. If the injury is serious, copies need

Commented [51]: as well as the emergency evacuation bag and walkie talkies.

Commented [NS52R51]: I would specifically state those two items in this sentence

Commented [MJ53R51]: See highlighted change

Commented [MJ54R51]:

Commented [55]: This all seems like a parent handbook piece.

Commented [NS56R55]: Might be good to keep in staff handbook so that they are aware of the transition process. Could be especially helpful for new staff.

Commented [57]: should just say bites.

Commented [NS58R57]: Ok. Make the change

to be faxed to the insurance and state licensing agencies within 24 hours of the incident if the child or staff person is seen by a physician.

If an accident occurs while on a field trip, the same procedures are followed. Always have a first aid kit and cell phone with you on field trips and in buses.

Medical Log Book (DCF)

All employees will comply with DCF 250.07(6)(b), DCF 251.07(6)(dm)1, and DCF 252.44(6)(g), by using a medical log to record the following:

- Any evidence of unusual bruises, contusions, lacerations, or burns seen on a child, regardless of whether received in or out of the care of the center.
- Any injuries received by a child while in the care of the center.
- Any medication dispensed to a child.
- Any incident or accident that occurs when the child is in the care of SCCC that results in professional medical evaluation.

EVALUATION OF CHILDREN

• **Goals for Each Child (New)**

Goals will be created through teacher observations and be included in the weekly lesson plans.

• **Parent Conferences (New CF)**

Either the teachers or parents may request conferences as necessary. Be sure to let parents know their child's strong points, as well as any skills or areas that you are working on with the child. Involving the parents in areas that need improvement is a great way to build a relationship with the parents. The Director must approve all conferences and may attend them as well.

- Conferences may be requested by teachers or parents at any time of the year.
- Conferences must have a specific focus.
- Goals set at conferences must be realistic and developmentally appropriate.
- Problems should be presented as challenges requiring a joint effort for an obtainable solution or result.
- Close all conferences on a positive note.

The Director will guide and assist in preparing for these conferences. Other teachers who have experience with a child will also be an excellent reference if you have questions. Observations should be used in conferences and are confidential.

• **Portfolios (New)**

Portfolios will be used by SCCC staff to follow a child's development.

CONTINUING EDUCATION/IN-SERVICE TRAINING

SCCC will document continuing education hours on the form provided by the state. Employees will maintain their own record of continuing education. These records will be kept in the employee file and reviewed by the Director on a regular basis.

In-services/Continuing Education — Employee continuing education requirements for employees working more than 20 hours per week must earn 25 hours of continuing education each year. Employees working 20 or fewer hours must earn 15 hours of continuing education each year.

All SCCC employees are required to attend training in Infant/Adult CPR, AED, First Aid, SIDS, Shaken Baby/Head Trauma, and Child Abuse and Neglect. Employees may receive this training on their own or through the SCCC. A current certificate of completion will be kept in employee files.

Child Abuse and Neglect (New CF) – All SCCC employees are mandated reporters. SCCC believes that we must create a safe learning environment that contributes to the healthy growth and development of children. A licensee, employee, or volunteer at the Center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.984(1), Stat., shall immediately contact the county department of social service or human services or law enforcement agency, as required by ss. 48.981, Stat. Any mandated reporter having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse has an individual responsibility to report as provided under reporting laws.

A mandated reporter shall immediately log the observed issue in the medical log book and inform by phone or person, The Department of Social Services for the county that the child lives in. If you are not sure the situation you encounter is abuse or neglect, you can call local Social Services to discuss your concerns. They can advise you on the situation. Intentional failure to report when there is reasonable cause to suspect child abuse and neglect is unlawful and may be penalized through criminal action, which can include civil suit, imprisonment, and/or fine. You are encouraged to consult with your director or immediate supervisor who has additional expertise in this area in order to develop a course of action. However, you as the initial witness to the disclosure or visual observation of the child abuse or neglect are primarily responsible and will be held accountable for reporting.

All SCCC employees are required to attend annual training on the recognition and reporting procedures for child abuse and neglect. The law is designed to ensure reporting of suspected abuse or neglect and guarantee confidentiality to the person reporting the suspicion.

The procedure for reporting suspected child abuse/neglect is as follows:

- The Director should be notified immediately of any suspicions.
- Gather documentation and outline the basic information to be reported.
- The Director will make the call to the appropriate agency and record the name and position of the person receiving the report.
- Do not discuss any part of the situation with anyone other than the Director.
- The Director will work closely with you if this serious issue should arise.
- We are mandatory reporters. While we strongly feel it is important for management to be involved in this serious situation, if you do not feel comfortable having the Director make the call, you may by law do so on your own.

CONTINUING EDUCATION/IN-SERVICE TRAINING

SCCC will document continuing education hours on the form provided by the state. Employees will maintain their own record of continuing education. These records will be kept in the employee file and reviewed by the Director on a regular basis.

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All SCCC employees are required to attend training in Infant/Adult CPR, AED, First Aid, SIDS, Shaken Baby/Head Trauma, and Child Abuse and Neglect. Employees may receive this training on their own or through the SCCC. A current certificate of completion will be kept in employee files.

Job Related Expenses (Policy #3440)

The Board of Education may provide for the payment of the actual and necessary expenses of professional staff members incurred in the course of performing services for the District. No mileage reimbursement will be paid for travel within the school district. Mileage will be paid at the IRS rate approved travel outside the District.

NOTE: Reimbursement rates for meals are limited to: breakfast \$10.00; lunch- \$15; dinner - \$20 except where the meal is included in the registration fee. In order to be reimbursed, staff will need to turn in a detailed register tape or receipt showing the exact items ordered and not just a sum total. Otherwise, the employee will not be reimbursed

The District will not reimburse for tax paid on items where the District's purchase of those items would have been tax exempt.

Credit Reimbursement

Employees are encouraged to grow their skills and knowledge set through continued education. Employees are encouraged to participate in the TEACH scholarship program to do so.

~~**Employee Meetings**~~

~~Employees are expected to attend the monthly staff meetings and in service meetings unless they are excused by the Director. Requests to be excused should be held to a minimum. All lead teachers, assistant teachers, and support staff are expected to attend the meetings.~~

PERSONNEL

Non-Discrimination and Equal Employment Opportunity (Policy #4122)

The Board of Education does not discriminate in the employment of SCCC employees on the basis of any characteristics protected under State and Federal law.

Nondiscrimination On The Basis Of Sex In Education Programs Or Activities [Title IX] (Policy #2266)

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activities against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

- Commented [NS59]: Megan, please complete this section. Thanks.
- Commented [MJ60R59]: See addition.
- Commented [MJ61R59]:
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Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy.

Wages

Wages are set by the District and are personal and confidential between the employee, Director, and District Administrator. Earnings are not to be discussed amongst employees because of their confidential nature. Employees are responsible for clocking in and out accurately and punctually.

Payroll (Policy #6510)

All employees will be paid for actual hours worked on a bi-weekly basis. Each paycheck will include earnings for work performed through the end of the previous pay period. Direct Deposit: All employees will have their paychecks directly deposited into their bank accounts on the designated payday.

Performance Evaluations (New)

Employees will receive a probationary evaluation ninety (90) days after the start of employment with SCCC, which will determine the status of continued employment (see Page 4). After that, ~~once a year~~ the Director will evaluate the employee's work once a year; the evaluation will be in writing. The evaluation shall be discussed and compared to the employee's self-evaluation, he/she will be asked to countersign the Director's evaluation certifying that they have seen it. ~~The Director and employee will work together to create goals for the employee to work toward in the coming year.~~ Each year, effective July 1, employees ~~Annually, employees~~ will be eligible to receive a wage increase at the discretion of the Director and as approved by the School District of Shiocton Board of Education.

Resignation (Policy #4140)

~~Employees must provide written notification of resignation prior to fourteen (14) days of their last anticipated date of employment. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without the approval of the Board.~~

Termination (Policy #4140)

~~All employees are at-will employees that may be terminated or who may be non-renewed for any reason as noted on Page 4 provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Any decision to terminate a SCCC staff member shall be subject to review consistent with the grievance procedure policy.~~

Dress Code (New)

Employees are expected to dress in keeping with our role as child care professionals. Employees will be supplied with a SCCC shirt. Clothes should be neat and clean, yet comfortable and washable, so they are appropriate for caring for children. Proper undergarments must be worn at all times. If shorts are worn, they should be no more than four inches above the knee. Revealing clothing like mini-skirts, short dresses or shorts, tank or cropped tops, very low-cut pants or tops, spaghetti straps, and spandex pants are not considered appropriate attire and may not be worn. Offensive slogans or graphics are not allowed. Bandanas and/or hats are not allowed as they can be misconstrued as gang symbols. Exceptions may be made on field

Commented [NS62]: Megan, go through the document and make sure all "the director" language is changed to "the Director"

Commented [MJ63R62]: I believe this is complete.

Commented [NS64]: This may not be a fully accurate statement and may need to include language such as "effective July 1" since wage increases are provided as of July 1 each year, not when the evaluation is completed.

Commented [MJ65R64]: See change

Commented [MJ66R64]:

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Commented [NS67]: Megan, look to see what language is in this policy and how it is worded in the Support Staff Handbook

Commented [MJ68R67]: I confirmed that this is correct language

Commented [MJ69R67]:

Commented [70]: Accurate?

Commented [NS71R70]: The non-renewal language does not apply to SCCC staff. Yes, SCCC staff are governed by the same grievance policy.

trips. Shoes should be appropriate heel height and provide enough support for the employee to be able to move quickly. Closed-toed shoes with at least a strap around the back are preferred. Not complying with the dress code may lead to disciplinary actions, up to and including termination.

Confidentiality and Professionalism (New)

SCCC expects each employee to conduct themselves in a professional manner as a mature adult, respecting each employee's contributions. Comments and complaints should be made to the Director. Employment, family records, and conduct at SCCC are considered confidential. In extreme cases of emotional instability, abusive behavior, or theft, employees will receive immediate suspension without pay. Facts will be gathered about the incident and an employment decision will be made.

BENEFITS

~~**Health Insurance:** The District will provide SCCC, the Director, full time Lead Teachers, and full-time Assistant Teachers with a health insurance plan. Where possible, the Plan and its premiums will be tiered (ex: single, employee & spouse, employee & children, and family). The District will also provide a Health Reimbursement Account (HRA) with the specific contributions set annually. This contribution will be prorated for those hired after July 1.~~

~~Employees who participate in the group health plan shall continue to be required to pay 12% toward the premium.~~

~~**Dental:** The District will pay 88% of dental insurance premiums for family plans and 88% of dental insurance premiums for single plans.~~

~~**Vision Insurance:** The District will provide employees access to vision insurance. Participation is voluntary and employees are responsible for the entire cost of the insurance.~~

~~**Holidays** Employees will be paid for the following holidays if said holiday falls within the employee's work year. Payment will be based upon average hours scheduled per week divided by five:~~

| | |
|--|---------------------------|
| Fourth of July | Christmas Day |
| Labor Day | New Year's Day |
| Thanksgiving Day | Good Friday |
| The Friday after Thanksgiving | Memorial Day |
| Christmas Eve | |

~~Additionally, all regular full-time employees will be paid for two additional holidays: the day after Thanksgiving and Christmas Eve Day. (Full-time employees are staff members who work are regularly schedule 35-40 hours per week, year round/year-round.)~~

~~**Eligibility:** To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on his/her regularly scheduled workday preceding and following the paid holiday, unless a scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.~~

~~Employees will be paid on the basis of their daily rate for the week of the holiday. If a paid holiday falls on a Saturday or Sunday, the Board-District will determine if it will be observed on the preceding Friday or following~~

Commented [NS72]: Megan, read through the Handbook and make sure all references to "the center" are corrected to read "the Center"

Commented [MJ73R72]: I believe this is resolved

Commented [MJ74R72]:

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Commented [NS75]: Wording change

Commented [NS76]: Megan, I believe the District pays more than 50%. Please check with Mike.

Commented [MJ77R76]: Updated

Commented [MJ78R76]:

Commented [NS79]: Megan, verify all of this with Mike

Commented [MJ80R79]: Updated

Commented [MJ81R79]:

Commented [NS82]: Language change

Monday. In order for an employee to receive holiday pay, such a holiday must fall within the parameters of his/her work year.

Child Care for SCCC Employees

Employees working in the SCCC receive a discount on their child care fees as set annually by the Childcare Committee. All enrollment paperwork must be completed prior to the child's first day of attendance.

Commented [MJ83]: Moved per Stacey

Alcohol/Drug Use Policy

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that is free from illegal drugs.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and applicable terms of any collective bargaining agreements.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

Any employee found to be under the influence of any restricted substance as defined in this policy or having these substances for sale purposes shall be subject to disciplinary procedures.

Use of Tobacco by Staff (Policy #4215)

The Board of Education is committed to providing a tobacco-free environment on District premises, in District vehicles, and at all District-sponsored events.

Commented [NS84]: Megan, check the language included in the Professional Staff Handbook

Sexual/Other Harassment Support (Policy #4362, #4362.01)

The Board of Education is committed to a work environment that is free of harassment of any form. The Board of Education believes that an employee should be able to work in an environment free of threatening speech or actions.

Commented [MJ85R84]: This is accurate

Violence in The Workplace (Policy #5517.01)

The Board of Education is committed to providing a safe, positive, and nurturing educational environment for all of its students and employees. Every employee is required to stop and report any bullying behaviors they may see.

OSHA Standards (OSHA website)

OSHA's standard for first aid training and bloodborne pathogens requires an employer to provide training at no cost to the employee and during working hours. As part of this training, workers are to be provided with "[a]n explanation of the modes of transmission of bloodborne pathogens"[1910.1030(g)(2)(vii)(C)]; "[a]n explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials" [1910.1030(g)(2)(vii)(E)]; and "a[n] explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available: [1910.1030(g)(2)(vii)(K)].

The bloodborne pathogens standard at 29 CFR 1910.1030(g)(2) requires employers to provide training to any employees who have occupational exposure to blood or other potentially infectious materials, such as employees assigned medical or first aid duties by their employers. The standard at 29 CFR 1910.1030(b) defines "occupational exposure" as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." If an employee is trained in first aid and identified by the employer as responsible for rendering medical assistance as part of his/her job duties, that employee is covered by the bloodborne pathogens standard. OSHA's standard for first aid training in general industry, 29 CFR 1910.151(b), provides:

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.

Snacks/Beverages (New)

Employees are encouraged to eat the snack provided by SCCC while sitting at the table with the children. Employees are limited to water only while in the classroom. NO hot beverages are allowed in the classroom. No outside food can be brought into the classroom due to possible food allergies by students or other employees.

Employee Parking

Employees driving to school should park in the designated parking areas. Employees are not to park in or near the playground area in the rear of the building. Parking is also available in the lot across the street. Please park only in appropriate striped areas.

Telephone Usage (CF)

Personal calls or texts should be made on breaks and outside the classroom. Our attention and focus are to be on the children during working hours. Cell phones are not to be used during scheduled work hours unless it is approved by the Director or in the event of an emergency.

BENEFITS

Health Insurance: The District will provide SCCC, the Director, full time Lead Teachers, and full-time Assistant Teachers with a health insurance plan. Where possible, the Plan and its premiums will be tiered (ex: single, employee & spouse, employee & children, and family). The District will also provide a Health Reimbursement Account (HRA) with the specific contributions set annually. This contribution will be prorated for those hired after July 1.

Employees who participate in the group health plan shall continue to be required to pay 12% toward the premium.

Dental Insurance: The District will pay 88% of dental insurance premiums for family plans and 88% of dental insurance premiums for single plans.

Vision Insurance: The District will provide employees access to vision insurance. Participation is voluntary and employees are responsible for the entire cost of the insurance.

Commented [86]: Allergies?
Commented [NS87R86]: CHANGED

Commented [NS88]: Wording change
Commented [NS89]: Megan, I believe the District pays more than 50%. Please check with Mike.
Commented [MJ90R89]: Updated
Commented [MJ91R89]:

Long Term Disability: The District shall assume the full expense for coverage for each staff member. To be eligible for long term disability insurance benefits, employees must work a minimum of thirty (30) hours per week.

Short Term Disability: The District will provide the opportunity for members to be covered by a short-term disability plan. The member will pay the full cost to the premium through a payroll deduction. The insurance program shall continue to be offered as long as the number of participants meets the specifications of the plan.

Life Insurance: The District shall pay 100% of the cost of a \$25,000 life insurance policy. For part-time employees working thirty (30) or more hours per week, the District shall prorate its contribution based on the employee's annual hours worked compared to 1,650 hours and the amount of the District's contribution.

The life insurance policy covers active employees year-round. There are no restrictions or limitations with respect to being at work or not, nor being in school or on a break (winter, spring, summer, etc.) The life insurance policy is terminated when and employee ends employment with the Center (resignation, retirement or end of life).

Upon resignation or retirement, the employee should inquire of the Business manager regarding possible portability options.

Voluntary Life Insurance: When able, the district will make available Voluntary Life Insurance plan purchase for which the employee shall pay 100 percent of the cost of the policy. The Plan option may include life insurance plans up to \$300,000.

Flexible Benefit Plan: The District will provide an IRS Section 125 (pretax) flexible benefit plan for all employees.

Holidays - Employees will be paid for the following holidays if said holiday falls within the employee's work year. Payment will be based upon average hours scheduled per week divided by five:

| | |
|--------------------------------------|-----------------------|
| <u>Fourth of July</u> | <u>Christmas Day</u> |
| <u>Labor Day</u> | <u>New Year's Day</u> |
| <u>Thanksgiving Day</u> | <u>Good Friday</u> |
| <u>The Friday after Thanksgiving</u> | <u>Memorial Day</u> |
| <u>Christmas Eve</u> | |

Additionally, all regular full-time employees will be paid for two additional holidays: the day after Thanksgiving and Christmas Eve Day. (Full-time employees are staff members who are regularly schedule 35 - 40 hours per week, year-round.)

Eligibility: To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on his/her regularly scheduled workday preceding and following the paid holiday, unless a scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.

Commented [NS92]: Megan, verify all of this with Mike

Commented [MJ93R92]: Updated

Commented [MJ94R92]:

Employees will be paid on the basis of their daily rate for the week of the holiday. If a paid holiday falls on a Saturday or Sunday, the District will determine if it will be observed on the preceding Friday or following Monday. In order for an employee to receive holiday pay, such a holiday must fall within the parameters of his/her work year.

Commented [NS95]: Language change

Vacation Time - All full-time employees shall be entitled to vacation leaves with pay in accordance with the following schedule:

| | |
|-----------------------------|--|
| <u>Full time employees:</u> | |
| <u>One (1) week:</u> | <u>After 90 days of service (the number of vacation days are prorated for the start date relative to June 30 of the current school year)</u> |
| <u>Two (2) weeks:</u> | <u>After two (2) years of service</u> |
| <u>Three (3) weeks:</u> | <u>After eight (8) years of service</u> |
| <u>Four (4) weeks:</u> | <u>After fifteen (15) years of service</u> |
| <u>Five (5) weeks:</u> | <u>After twenty-five (25) years of service</u> |

Commented [MJ96]: Adjusted per SW's rec

Vacation requests for two (2) or more consecutive work days must be turned in to the Director two (2) weeks in advance. The Director will enter approved vacation days in AESOP/Frontline and notify the employee of approval.

Commented [97]: This isn't the process we have now. Mike generally enters in Aesop. Should we re-evaluate this section?

Eligibility: Employees must be employed by the District for ninety (90) days before they are eligible for a paid vacation. Vacation will be granted on July 1st of each year.*

Commented [NS98R97]: Yes. Restate this sentence to be in keeping with the process we currently follow.

Selection of vacation dates must have prior approval of the Director. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority. The Director may limit the length of an employee's vacation to one (1) week increments. The Director reserves the right to approve the scheduling of vacation so as not to interrupt the operations of SCCC.

Commented [MJ99R97]: Please view updated language

Commented [100]: Adjusted pls this still applicable? I believe it is after 90 days of employment.

Vacation days may be taken in half-day or full-day increments. All unused vacation will be lost.

Vacation shall be computed at the employee's regularly scheduled hours during the preceding twelve (12) months and vacation pay will be paid out at the employee's rate of pay when the vacation is taken.

NOTE: An eligible employee who properly resigns employment by providing a minimum of fourteen (14) days written notice to the District Administrator shall receive vacation pay on a prorated basis. Discharged employees shall not receive vacation pay.

*The number of weeks of vacation are available on July 1 of the anniversary year.

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Leave Days (Policy #4431)

Leave may only be granted on those days for which an employee is ordinarily scheduled to work. "Days" for the purpose of calculating available leave shall be of the duration for which an employee is ordinarily scheduled. (That is, if an employee is ordinarily scheduled to work five (5) hours per day, one (1) day of leave will be five (5) hours.) Employees who are ordinarily scheduled to work fewer than five (5) days per week will

have their leave prorated according to the number of days per week for which they are scheduled to work. (That is, an employee scheduled to work for three (3) days per week will receive three fifths (3/5) of the leave days allotted to a five (5) day per week employee in the same category.) The prorating of leave for employees working less than five (5) days per week does not apply to funeral leave.

Personal Leave

Personal Leave is defined as leave from a regular work day to conduct personal business that cannot be conducted outside of the regular work day. Personal Leave days are not designed to be used together so as to provide a defacto vacation. *Personal day requests for two (2) or more consecutive work days must be turned in to the Director two (2) weeks in advance. The Director will enter approved personal days in AESOP/Frontline and notify the employee of approval.*

Employees that work five (5) days per week and more than thirty (30) hours per week may take two (2) days (part-time employees may take one (1) day) of paid personal leave per year upon approval by the Director or his/her designee. This leave will be deducted from accumulated sick leave. Employees who have accumulated 75 sick days will be entitled to an additional personal day. The additional personal day will be used first. This day will not be deducted from sick leave. All personal days are non-cumulative.

Employees must request personal leave at least three (3) days before the leave is taken unless an emergency situation exists and then a reasonable time of advance notice shall be allowed. Personal Leave may be limited to two (2) employees per day.

Personal leave is not guaranteed and must be approved by the immediate supervisor and the District Administrator. Personal leave may be limited to two (2) employees per day. The use of personal leave day(s) in conjunction with a planned break (ex: winter break, spring break, extended weekends, etc.) is strongly discouraged and may result in the request being denied.

Sick Leave (Policy #4432) - Regular full-time and part-time employees will be allotted twelve (12) days of sick leave per year prorated for percentage or months of employment. Sick leave will be accrued on an hourly basis as described in Leave Days. Employees hired prior to July 1, 2014, may accumulate up to 125 unused days of sick leave. Employees hired on or after July 1, 2014, may accumulate up to 100 unused days of sick leave. Accumulated sick leave shall be calculated by adding the remainder of the unused sick leave at the end of the school year to the accumulated leave from the previous year. Sick leave will be prorated for part-time employees.

Employees switching positions that result in an increase or decrease in the number of hours worked per day will have their accumulated sick leave prorated according to hours worked/day. For example, a staff member who transitions from a 50% position to a 100% position with 10 days of sick leave accrued will have these 10 days prorated to 5 days (10 days at .5FTE = 5 days at 1.0FTE).

Sick days are to be taken in half or full-day increments.

Sick leave will not be granted until the employee has completed one (1) full day of work (i.e. worked the full shift as scheduled). Sick leave is to be taken in half-day or full-day increments.

Commented [101]: This isn't the process we have now. Mike generally enters in Aesop. Should we re-evaluate this section?

Commented [NS102R101]: Yes. Restate this sentence to be in keeping with the process we currently follow.

Commented [MJ103R101]: Please view updated language

Commented [NS104]: Megan, check with Mike as to the accuracy of this statement

Commented [MJ105R104]: This is how it reads in the handbook-see additions to this section per support staff handbook

Commented [MJ106R104]:

Any employee who will be absent on a given day must notify the Director. The Director may, at his/her discretion, request a staff member provide a doctor's note upon the use of a single sick day IF the reason for the sick day can or may be attributed to a communicable illness such as but not limited to Influenza A/B, hand/foot/mouth, strep, or pink eye. In the event such a request results in a co-payment for the employee, the District will reimburse said amount upon the presentation of a paid receipt.

The employee must report the reason for absence from work as soon as possible. The employee must keep the District informed and the District may ask the employee as to when s/he will return to work.

Upon the third consecutive day of absence, a doctor's note confirming the employee's ability to return to work will be required.

The leave will be computed and accumulated on July 1 of each year and be based at the employees' regular rate and hours actually worked per day (i.e. an employee who works six and a half (6.5) hours per day will receive six and a half (6.5) hours of pay per sick leave day). In the event of separation prior to the completion of the full year (retirement or resignation), sick days will be prorated for the period worked. Any overpayment as a result of unearned sick days used will be deducted from the employee's last check(s).

~~Vacation Time – All full-time employees shall be entitled to vacation leaves with pay in accordance with the following schedule:~~

- ~~Full-time employees:~~
- ~~One (1) week: After 90 days of service (the number of vacation days are prorated for the start date relative to June 30 of the current school year)~~
- ~~Two (2) weeks: After two (2) years of service~~
- ~~Three (3) weeks: After eight (8) years of service~~
- ~~Four (4) weeks: After fifteen (15) years of service~~
- ~~Five (5) weeks: After twenty five (25) years of service~~

Commented [MJ107]: Adjusted per SW's rec

~~Eligibility: Employees must be employed by the District for ninety (90) days before they are eligible for a paid vacation. Vacation will be granted on July 1st of each year.*~~

Commented [108]: Adjusted pls this still applicable? I believe it is after 90 days of employment.

~~Selection of vacation dates must have prior approval of the Director. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority. The Director may limit the length of an employee's vacation to one (1) week increments. The Director reserves the right to approve the scheduling of vacation so as not to interrupt the operations of SCCG.~~

~~Vacation days may be taken in half day or full day increments. All unused vacation will be lost.~~

~~Vacation shall be computed at the employee's regularly scheduled hours during the preceding twelve (12) months and vacation pay will be paid out at the employee's rate of pay when the vacation is taken.~~

~~NOTE: *An eligible employee who properly resigns employment by providing a minimum of fourteen (14) days written notice to the District Administrator shall receive vacation pay on a prorated basis. Discharged employees shall not receive vacation pay.~~

~~*The number of weeks of vacation are available on July 1 of the anniversary year.~~

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Other Leaves of Absence

Funeral Leave - Employees may be allowed up to three (3) days leave due to the death of a member of his/her immediate family* (and/or significant others). More days may be added at the discretion of the District Administrator. Any additional days that may be approved will be charged against the individual's sick leave days.

*"Immediate family" is commonly defined as one generation up and one generation down, including in-laws and step/half siblings.

Unpaid Leave - Employees who wish to absent themselves from the SCCC must complete the [School District of Shiocton's](#) unpaid leave form for a non-paid (unpaid) leave of absence. Such requests for an unpaid leave of absence of one (1) day or more shall be turned in 30 days prior to the date. In the event of extenuating circumstances, the thirty (30) day notice may be waived at the discretion of the District Administrator. The unpaid leave request must state the specific reasons and length of time requested for such leave not to exceed one (1) year.

Requests for less than one (1) day may be approved by the Director and shall be made as soon as the leave is known. Requests for up to five (5) [consecutive work](#) days of unpaid leave must be approved by the District Administrator. Requests for five (5) or more [consecutive work days of](#) unpaid leave ~~days~~ must be approved by the Board.

Commented [NS109]: Megan, this appears to be a restatement of language already included in the handbook. It is ok to have it here, but the language should be exactly the same.

The granting of an unpaid leave of absence, the length of time for such leave, and the number of employees taking such leave shall be solely within the discretion of the Director. Abuse or fraudulent use of any of the various leave provisions of this agreement shall result in loss of pay, suspension without pay, or discharge.

Commented [MJ110R109]: I believe this may be a bit of confusion. Let's review as I believe the other section was commenting on vacation time

Except as is required by the Wisconsin or Federal Family Medical Leave Act, after the initial thirty (30) days* of unpaid leave, no benefits shall be received, nor shall the leave serve as experience credit for seniority or for any other purpose. Employees may continue District insurance coverage at their own expense after the initial thirty (30) days of unpaid leave as allowed by the policies of the insurance carrier.

Commented [MJ111R109]:

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Requests for unpaid leave are non-precedential and will be dealt with on an individual basis.

Commented [NS112]: Megan, check w/Mike on this

*These days are scheduled workdays. A person who works M/W/F would have three (3) days of unpaid leave per week.

Commented [MJ113R112]: Confirmed that this is accurate per the handbook

Emergency Leave: [All employees scheduled to work five \(5\) days per week are allowed two \(2\) days of emergency leave each year, subject to approval by the District Administrator. Employees scheduled to work less than five \(5\) days per week shall receive one \(1\) day of emergency leave per year, subject to approval by the District Administrator. Such leave is non-cumulative. Requests for emergency leave shall be submitted in advance, when possible, to the employee's immediate supervisor accompanied with an explanation for](#)

Commented [MJ114R112]:

the reasons for the request. Such leave shall be deducted from sic leave. The following situations are considered to be appropriate use of emergency leave:

Birth or Adoption of a Child: Absence shall be granted to a parent for one day on the day preceding, the day or, or the day after the birth or adoption of a child. This provision is not applicable for an employee on a leave of absence or utilizing sick leave benefits.

Catastrophe: Absence due to catastrophe such as fire, flood, tornado or other causes of major damage or threat of major damage to the employee's residence to the degree that his/her immediate presence is required shall be granted.

Illness or Injury in the Family: Leave shall be granted due to serious illness or injury to a member of the employee's immediate family when the illness or injury requires the immediate presence of the employee. A physician's statement may be required by the District.

Court-ordered Appearances: Other than jury duty, excluding as a defendant or a plaintiff, shall also be considered emergency leave.

Military Leave: Employees will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Jury Duty: Each employee will be released to serve jury duty without loss of pay or other benefit. The employee will receive the employee's normal daily pay from the District for each day the employee is absent because of being on a jury panel or serving jury duty. The employee will turn over to the District the fee paid by the court to the employee for serving on a jury up to the value of the employee's normal daily wage. Meal and travel allowances provided by the court shall be retained by the employee. Employees are expected to report to work if Jury Duty is cancelled.

FMLA (Family Medical Leave Act) (4430.01): To be eligible for leave under the FMLA, an employee must have been employed by SCCC for at least twelve (12) months in the past seven years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. All full-time employees are deemed to meet the 1,250-hour requirement.

To be eligible for leave under the WFMLA, an employee must have been employed for more than fifty-two (52) consecutive weeks, and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the employee this policy, as well as the employee's rights during leave, depend upon whether the staff member satisfies the above requirements.

All earned, paid leave – sick, personal and vacation—must be used before taking leave without pay except as related to documented FMLA absence or in such case where the use of the paid time is in conflict with the purpose of the leave (EX: paid time off to visit a family member would be in conflict with the purpose of sick leave and therefore the employee would not be expected to use sick leave before seeking LWOP).

Requests for unpaid leave are non-precedential and will be deal with on an individual basis.

Retirement: The board shall contribute to the Wisconsin Retirement Plan (WRS) for all eligible employees; WRS determines eligibility.

Any employee with fifteen (15) years of service in the District, who elects to retire from active employment in the School District of Shiocton at the age of 55 or older, shall be entitled to receive \$50 per day at the time of retirement for each day of unused accumulated sick leave, not to exceed the maximum number of days allowed to be accrued (see page 5 of the School District of Shiocton's Support Staff Handbook). The amount of money generated by the formula will be paid out in one lump sum within 30 days of the last day worked.

Employees must provide notice of intent to retire at least ninety (90) calendar days prior to the date of retirement.

Resignation (Policy #4140)

Employees must provide written notification of resignation prior to fourteen (14) days of their last anticipated date of employment. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without the approval of the Board.

Termination (Policy #4140)

All employees are at-will employees that may be terminated for any reason as noted on Page 4 provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Any decision to terminate a SCCC staff member shall be subject to review consistent with the grievance procedure policy.

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Commented [NS115]: Megan, look to see what language is in this policy and how it is worded in the Support Staff Handbook

Commented [MJ116R115]: I confirmed that this is correct language

Commented [MJ117R115]:

Commented [118]: Accurate?

Commented [NS119R118]: The non-renewal language does not apply to SCCC staff. Yes, SCCC staff are governed by the same grievance policy.

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EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Staff Discipline (Policy #4139)

Employees may be disciplined for violations of Board policy or other failures to meet the expectations and obligations of their positions as determined by the Director or his/her designee. No employee may be subject to arbitrary or capricious disciplinary actions. The Director may issue discipline to employees when he/she deems appropriate. The levels may range from oral reprimands to suspension or termination. Progressive discipline will generally progress as follows:

- Oral reprimand, with a written record placed in the employee file
- A written reprimand, also placed in the employee file
- Suspension, length of which would be determined
- Termination

The Director may skip one or all the steps in the progressive discipline model. In a case that the conduct is so egregious, the immediate termination of employment may be recommended. The level of discipline shall be consistent with the seriousness of the offense as determined by the Director. Where the level or degree of staff discipline necessitates, the School District of Shiocton District Administrator, as representative of the employing body, may become involved. All instances of employee discipline are subject to the employee grievance procedure if the employee chooses to file.

Grievance (Policy #4340)

A grievance shall mean a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace safety. Only one subject matter shall be covered in any one grievance.

A written grievance shall contain:

- The name and position of the grievant
- A clear and concise statement of the grievant
- The issue involved
- The relief sought
- The date the incident or violation took place
- The specific section of the Policy or Handbook alleged to have been violated
- The signature of the grievant and the date

All employee grievances must be filed by the aggrieved employee. The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. Such grievance must be filed in writing to the District Administrator, who shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply within ten (10) working days.

In the event that the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District. The hearing officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall hear the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall, after discussion with appropriate personnel and after hearing the grievance, make a decision by majority vote, which shall be final.

Alcohol/Drug Use Policy

~~The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that is free from illegal drugs.~~

~~Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and applicable terms of any collective bargaining agreements.~~

~~The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.~~

~~Any employee found to be under the influence of any restricted substance as defined in this policy or having these substances for sale purposes shall be subject to disciplinary procedures.~~

Use of Tobacco by Staff (Policy #4215)

~~The Board of Education is committed to providing a tobacco-free environment on District premises, in District vehicles, and at all District-sponsored events.~~

Sexual/Other Harassment Support (Policy #4362, #4362.01)

~~The Board of Education is committed to a work environment that is free of harassment of any form. The Board of Education believes that an employee should be able to work in an environment free of threatening speech or actions.~~

Violence in The Workplace (Policy #5517.01)

~~The Board of Education is committed to providing a safe, positive, and nurturing educational environment for all of its students and employees. Every employee is required to stop and report any bullying behaviors they may see.~~

OSHA Standards (OSHA website)

~~OSHA's standard for first aid training and bloodborne pathogens requires an employer to provide training at no cost to the employee and during working hours. As part of this training, workers are to be provided with "[a]n explanation of the modes of transmission of bloodborne pathogens" [1910.1030(g)(2)(vii)(C)]; "[a]n explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials" [1910.1030(g)(2)(vii)(E)]; and "a[n] explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available." [1910.1030(g)(2)(vii)(K)].~~

~~The bloodborne pathogens standard at 29 CFR 1910.1030(g)(2) requires employers to provide training to any employees who have occupational exposure to blood or other potentially infectious materials, such as employees assigned medical or first aid duties by their employers. The standard at 29 CFR 1910.1030(b) defines "occupational exposure" as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." If an employee is trained in first aid and identified by the employer as responsible for rendering medical assistance as part of his/her job duties, that employee is covered by the bloodborne pathogens standard. OSHA's standard for first aid training in general industry, 29 CFR 1910.151(b), provides:~~

~~In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.~~

Snacks/Beverages (New)

~~Employees are encouraged to eat the snack provided by SCCC while sitting at the table with the children. Employees are limited to water only while in the classroom. NO hot beverages are allowed in the classroom. No outside food can be brought into the classroom due to possible food allergies by students or other employees.~~

Employee Parking

~~Employees driving to school should park in the designated parking areas. Employees are not to park in or near the playground area in the rear of the building. Parking is also available in the lot across the street. Please park only in appropriate striped areas.~~

Commented [NS120]: Megan, check the language included in the Professional Staff Handbook

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Commented [121]: Allergies?

Commented [NS122R121]: CHANGED

Telephone Usage (CF)

Personal calls or texts should be made on breaks and outside the classroom. Our attention and focus are to be on the children during working hours. Cell phones are not to be used during scheduled work hours unless it is approved by the Director or in the event of an emergency.

GENERAL INFORMATION

EMPLOYEE RESPONSIBILITIES

Subject to change at the discretion of the Director. Duties include, but are not limited to the following:

Opening Duties

- Unlock classroom doors and turn on lights
- Organize classroom clipboards with roll call sheets
- Place garbage bag in the garbage can
- Mark time down as children arrive
- Greet each child and person dropping off the child
- Prepare snacks for children and stock snack cupboard as needed
- Supervise children
- Other duties as assigned by the Director or his/her designee

Daily

- Supervise and monitor the safety of children.
- Serve meals and snacks to children
- Change the diapers of all children using diaper or pull-ups.
- Organize frequent bathroom breaks for all children who are ready and able to use the toilet.
- Follow classroom schedule and lesson plans

Closing

- Prior to pick-up, all children wearing diapers are changed.
- Gather any artwork/projects, water bottle, or sleeping gear that are to go home with the child, put in the backpack
- Once all children leave each classroom, clean the room. Pick up toys and sanitize.
- Take out the garbage and wipe down the garbage can.
- Wash and sanitize all surfaces - shelves, tables, and chairs.
- Sweep the floor and pick up carpet areas.
- Put all supplies away in the supply area in the proper place.
- Charge walkie talkie and tablets.
- Wipe counters and sink area.
- Put the rags in the dirty bin.
- Place all clipboards and snack bins in the preschool designated classroom.

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Commented [123]: Other Duties as assigned.

Commented [NS124R123]: Added.

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Commented [NS125R123]: I would reword this entire statement

Commented [MJ126R123]: Thoughts on this change?

Commented [MJ127R123]:

Commented [128]: Is this too specific?

Commented [NS129R128]: If it is the current practice to place all clipboards and snack bins in this specific classroom AND it will always remain so, you can leave wording as is. HOWEVER, you can give yourself some latitude in the even the room needs to be changes by saying "...in the designated classroom."

Commented [MJ130R128]: Changed

Diapering Procedure (New CF)

Diapering procedures must be followed closely to prevent the spread of disease.

- Sanitize the changing table or pad.
- Wash hands well with warm soapy water or use sanitizer.
- Gather a child's clean diaper and wipes, and authorized ointments.
- Put on gloves.
- Let the child know you are coming to get them to change their diaper.
- Lay the child on a changing surface. DO NOT leave the child unattended!
- Remove soiled diapers and any soiled clothes. Seal soiled clothing in a plastic bag to be sent home.
- Wipe the child well, from front to back, using wet wipes. Repeat with fresh wipes as needed.
- Place used wipes in the soiled diaper and carefully fold the diaper closed. Dispose of diaper and gloves in the foot-activated covered trash container.
- Use wipes to clean hands. If applying cream, put on a new pair of gloves to apply lotion. Dispose of the gloves and re-wash hands with a wet wipe.
- Put a dry diaper on the child and redress them.
- Wash the child's hands.
- Sanitize the changing table or pad.
- Wash hands well with warm soapy water.

Please remember that while diapering is a routine time of the day, it can also be a time to bond with the child, have fun, and maybe learn something. Singing songs, talking about their day, and discussing what color clothes they are wearing are just three of many simple activities you can do with the child during this small amount of time it takes to change a diaper. Be sure to use transitioning techniques before and after the diaper change as well.

Toilet Learning (New CF)

Toilet learning will be done in cooperation with the child's learning at home to maintain consistency for the child between home and the SCCC. Attempts to train children under 18 months of age will not be made.

Cleaning and Disinfecting - Cleanliness is one of the most important factors a parent takes into account when selecting a child care center. Although the School District of Shiocton employs custodial staff, the upkeep, maintenance, and appearance of SCCC are the responsibility of everyone. The children should be included in the room responsibilities; it is part of the teaching process. Please advise the Director of any repairs needed. The staff is responsible for:

- Keep rooms in neat order. Toys, games, puzzles, etc. are to be picked up and placed in their respective areas when not in use.
 - To wash and disinfect a hard, plastic toy utilizing the lunchroom dishwasher weekly
- The room must be organized and picked up prior to playground time.
- Tabletops must be washed with soapy water and sanitized prior to and following meals and snacks. Tables are washed after messy art projects as needed. Floors are swept after lunch meals and as needed.
- Clean and disinfect appliances.
- Tables should be washed using the proper sanitizing procedure before children eat while at the table and afterward.
- Changing tables/pads should be washed using proper sanitizing procedure after each diaper change.

Commented [131]: Meals?

Commented [NS132R131]: Great idea

Commented [MJ133R131]: changed

Commented [MJ134R131]:

Commented [MJ135]: Per Stacey

- Tables and chairs, faucet handles, and changing tables should be washed with soapy water and disinfected with Sanispray after every group use. The Sanispray must be left on the surface for at least 2 ten (10) minutes before wiping dry with a clean rag.
- Floors, shelves, doorknobs, and other surfaces often touched by children should be sanitized at least once a day whenever soiled.
- For toys that children (particularly infants and toddlers) put into their mouths, allow the child to finish playing with it, and then place the mouthed toy into the dirty toy bin. These toys will be sanitized daily.

Commented [136]: Based on the label of ingredients, licensing requires 10 minute wait time.

Commented [NS137R136]: Then I would error on the side of 10 minutes so that we don't have to keep checking the ingredients

Commented [MJ138R136]: changed

Commented [MJ139R136]:

Laundry (New CF)

- Do not wash or rinse clothing that is soiled with fecal material in SCCC. Employees may empty solid stool into the toilet but be careful not to splash or touch the toilet water with their hands. Put the soiled clothes in a plastic bag and seal the bag to await pick up by the child's parent or guardian at the end of the day. Always wash hands after handling soiled clothing using the proper handwashing procedure.
- Explain to parents that washing or rinsing soiled diapers and clothing increases the chances teachers and children may be exposed to germs that cause diseases. Although receiving soiled clothes is not pleasant, remind parents that this policy protects the health of all children and staff.
- Each item of sleep equipment, including cribs, cots, sleeping bags, sheets, blankets, etc., should be washed in hot water. There will be a dirty laundry bin in each classroom for crib sheets, bibs, etc.
- Sleeping bags and blankets should be sent home weekly, on the last day a child is in attendance, with children to be washed and returned on Mondays or the first day of the week, unless they are soiled. Then, they should be sent home immediately.

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Naptime

Naptime Wisconsin licensing rules mandate a nap or rest period for all children under the age of five. After thirty minutes of rest time or after a child awakes, employees should provide a quiet activity that does not disturb sleeping children. Children awake after 30 minutes must be provided with activity either in their sleeping bag or in another area of the classroom. Employees should not wake sleeping infants with exception of a building evacuation or a note from home or physician. It is critical that children feel secure during this time, so children one-year-old and older may bring a nap-appropriate blanket or cuddly toy. The State requires that the blanket be sent home weekly to be laundered. Sleeping children must be placed at least two feet away from the next sleeping child. Cribs may be placed end-to-end with a plexiglass barrier. SCCC provides crib sheets. It is preferred that children under one year of age be provided with an open arm sleep sack. No blankets will be placed in the cribs of children under the age of one. If wet or soiled, a crib sheet should be placed in the solid linen basket. If a sleeping bag or sleep sack is soiled, it shall be replaced immediately and sent home to be washed.

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CURRICULUM

At SCCC, we believe that, from birth, all people are capable and competent. Since each child is different, these differences must be accepted and encouraged so that each may discover in their own way. Each child will learn and develop in a unique way. The Shiocton Child Care Center's curriculum follows weekly themes chosen with the interest of the children. The role of the teacher is to support and extend children's learning by listening, asking open-ended questions, engaging in conversations, and challenging children to explain their thinking.

The content of children's learning is guided by key developmental indicators in Health and Physical Development, Social and Emotional Development, Language Development and Communication, Approaches to Learning, and Cognition and General Knowledge. These indicators align with the WI Model Early Learning Standards.

Lesson Plans

Each Lead Teacher is required to prepare developmentally appropriate lesson plans each week with the help of the assistant teachers in the classroom. It is impossible to teach effectively without pre-planning. Lesson plans are to be turned in to the director on Friday for the next week, and no later than the Monday of the week. The lesson plans should be based on the weekly themes. Activities need to be open-ended, explained, and age-appropriate. Each activity should have a purpose or intent as to what the children are learning and the Wisconsin Model Early Learning Standard it is focusing upon.

Commented [MJ140]: Left off here

Classroom Schedules (New CF)

Each classroom has a schedule of activities for the day. The daily routines are comforting for the children, and provide a sense of time for them. While it is important to try to stay on schedule during the day, employees also need to be flexible to the children's and SCCC's needs. A detailed classroom schedule is posted in each classroom. While each classroom's schedule varies somewhat, they all contain a healthy balance of the following components:

- Active and quiet activities.
- Free selection of individual activities.
- Reasonable regularity in routines such as snack, clean up time, circle time, etc.,
- Large group, small group, and individual activities. Each child will receive one-on-one attention from staff each day.
- Exposure to cultural diversity through music, art, literature, and languages, as well as learning about different cultural celebrations, lifestyles, and ethnic foods.

Routines (New CF)

Routine times such as bathroom time, hand washing, and getting ready for meals or outside play should include fun transitional activities that minimize waiting and make the transition more interesting. G-rated videos that the staff has previewed may only be used as a special treat, and as a supplement to the daily activities. Other activities must be available, and children are not required to watch the video. Viewing the video or other televised shows must be limited to 15 minutes maximum.

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Transitions (New CF)

● **Another Area**

Whenever children are being transitioned to another area, the teacher will do a face to name count with the classroom roll call sheet. Counts will be done when leaving, returning to classrooms, and periodically at each location. Clipboards, emergency bags and walkie-talkies will be taken with teachers and staff at all times. No child will be left unsupervised.

Commented [141]: as well as the emergency evacuation bag and walkie talkies.

● **New Classroom (New CF)**

A child's transition and start date to the next older classroom is determined by chronological age, and/or developmental readiness, and/or availability. Good parent and teacher communication are critical to achieving the best transition for each child. Preparation for the transition occurs before the actual move.

Commented [NS142R141]: I would specifically state those two items in this sentence

Commented [MJ143R141]: See highlighted change

Commented [MJ144R141]:

The actual transition occurs over a course of several days. Additional transition time may be requested by the parent or the teacher.

Transition Procedure

- The Director will notify the teacher of the transition as soon as it becomes apparent.
- The Director will send a written note to the family making them aware of when the transition will begin and a “Welcome to the New Classroom” letter.
- The child will visit the new classroom each day starting with just a small amount of time and build increasingly throughout the week.
- During the visits, the current lead/assistant teacher should visit with the child when possible.
- The new classroom teacher will reach out to the parent to answer any questions the parent might have.

Documentation of Accident/Incident Report

Children and staff accidents and injuries are common in the child care setting. Employees are to respond to all accidents and injuries that occur at the center in a timely manner. Parents are to be notified immediately of any head injuries, bites, allergic reactions, and anything that appears as though it may require medical attention or that may be alarming to see at pick up. Employees should be sensitive to each individual parent’s request to be notified of any type of injury. The parent preference should be communicated with all teachers within the classroom. The employees are only able to wash wounds with soap and water, put on a bandage, apply an ice pack, and apply pressure to wounds to stop bleeding. Before you attend to any bleeding injuries, be sure to wear gloves to protect yourself from blood-borne pathogens. After you remove the gloves, be sure to wash your hands with soap and water. Dispose of all bloodied garments in a tied plastic bag in the appropriate trash receptacle. In the extreme case, telephone for emergency help immediately (911). The Director or Lead Teacher will call the parents immediately for serious injuries, for minor injuries, parents will be notified at pick-up time. Make sure someone supervises the other children, reassuring them that someone is taking care of everything. If an ambulance is called, an employee needs to ride along to the emergency room.

All incidents need to be recorded in the classroom incident book. Accident reports need to be filled out and signed by the employee, parent, and Director before leaving at the end of a shift. Accident/Injury reports are filled in the child’s or staff’s file. Parents are given a copy of the report. If the injury is serious, copies need to be faxed to the insurance and state licensing agencies within 24 hours of the incident if the child or staff person is seen by a physician.

If an accident occurs while on a field trip, the same procedures are followed. Always have a first aid kit and cell phone with you on field trips and in buses.

Medical Log Book (DCF)

All employees will comply with DCF250.07(6)(b), DCF 251.07(6)(dm)1, and DCF 252.44(6)(g), by using a medical log to record the following:

- Any evidence of unusual bruises, contusions, lacerations, or burns seen on a child, regardless of whether received in or out of the care of the center.
- Any injuries received by a child while in the care of the center.
- Any medication dispensed to a child.
- Any incident or accident that occurs when the child is in the care of SCCC that results in professional medical evaluation.

Commented [145]: This all seems like a parent handbook piece.

Commented [NS146R145]: Might be good to keep in staff handbook so that they are aware of the transition process. Could be especially helpful for new staff.

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EVALUATION OF CHILDREN

● Goals for Each Child (New)

Goals will be created through teacher observations and be included in the weekly lesson plans.

● Parent Conferences (New CF)

Either the teachers or parents may request conferences as necessary. Be sure to let parents know their child's strong points, as well as any skills or areas that you are working on with the child. Involving the parents in areas that need improvement is a great way to build a relationship with the parents. The Director must approve all conferences and may attend them as well.

- Conferences may be requested by teachers or parents at any time of the year.
- Conferences must have a specific focus.
- Goals set at conferences must be realistic and developmentally appropriate.
- Problems should be presented as challenges requiring a joint effort for an obtainable solution or result.
- Close all conferences on a positive note.

The Director will guide and assist in preparing for these conferences. Other teachers who have experience with a child will also be an excellent reference if you have questions. Observations should be used in conferences and are confidential.

● Portfolios (New)

Portfolios will be used by SCCC staff to follow a child's development.

Child Abuse and Neglect (New CF) - All SCCC employees are mandated reporters. SCCC believes that we must create a safe learning environment that contributes to the healthy growth and development of children. A licensee, employee, or volunteer at the Center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.984(1), Stas., shall immediately contact the county department of social service or human services or law enforcement agency, as required by ss. 48.981, Stats. Any mandated reporter having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse has an individual responsibility to report as provided under-reporting laws.

A mandated reporter shall immediately log the observed issue in the medical log book and inform by phone or person, The Department of Social Services for the county that the child lives in. If you are not sure the situation you encounter is abuse or neglect, you can call local Social Services to discuss your concerns. They can advise you on the situation. Intentional failure to report when there is reasonable cause to suspect child abuse and neglect is unlawful and may be penalized through criminal action, which can include civil suit, imprisonment, and/or fine. You are encouraged to consult with your director or immediate supervisor who has additional expertise in this area in order to develop a course of action. However, you as the initial witness to the disclosure or visual observation of the child abuse or neglect are primarily responsible and will be held accountable for reporting.

All SCCC employees are required to attend annual training on the recognition and reporting procedures for child abuse and neglect. The law is designed to ensure reporting of suspected abuse or neglect and guarantee confidentiality to the person reporting the suspicion.

The procedure for reporting suspected child abuse/neglect is as follows:

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- The Director should be notified immediately of any suspicions.
- Gather documentation and outline the basic information to be reported.
- The Director will make the call to the appropriate agency and record the name and position of the person receiving the report.
- Do not discuss any part of the situation with anyone other than the Director.
- The Director will work closely with you if this serious issue should arise.
- We are mandatory reporters. While we strongly feel it is important for management to be involved in this serious situation, if you do not feel comfortable having the Director make the call, you may by law do so on your own.

Parent & Staff Communication (New CF)

Parents of our children are both customers and partners with us in providing the best care possible. Relationships with parents, just like with children, depend on regular communication and must be developed and nurtured on a daily basis. Since parents are the most important people in a child's life, getting acquainted with them and having open lines of communication are essential.

Part of SCCC's philosophy and goal is to strengthen families and improve their quality of life. Parents are the best resource for understanding the needs of the children. Treat every parent and child with respect and kindness. Address all parents by their first name and never have your back to the door during times that parents are dropping off and picking up children. Employees should try in all possible ways to meet their requests, answering their questions, and serving their needs. If you are unsure of how to handle a request or situation, talk to the Director. Always inform the Director of concerns or questions parents have so that all parties are equitably informed.

Communication is KEY! The following will help:

- Always be professional, supportive, consistent, and positive. Be a resource.
- Be welcoming! Greet parents each day so they are comfortable with you.
- Listen carefully. Do not read between the lines.
- Maintain confidentiality. We are legally and ethically bound to keep information about the children and families confidential. Parents trust and respect that we will not be disclosing private information.

As important as it is to keep the lines of communication open, it is equally as important to never cross the line of keeping interaction with families on a professional level. Employees also need to be aware that internet websites can be viewed by families in our program and can again reflect on the perception of the SCCC's programs.

Parent Communication Procedure

SCCC strives to keep parents regularly informed on their child's progress. We do this by providing personalized daily notices utilizing Tadpoles, or other parent communication tool, daily conversations with parents and/or guardians, and through parent/teacher conferences. With parental consent and consultation, we try our best to coordinate programming activities with the School District of Shiocton, Birth to Three agency, and/or any other agency for those families who have children who may have an individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP).

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Handling Parent Complaints (New)

If a parent has a complaint or concern, listen and do not become confrontational. Make the Director aware of the complaint or concern so he/she can address it with the parent.

Medication Authorizations (New CF)

A medication authorization must be signed by a parent for any medication to be administered to the child by an employee. The medication must be brought in the original container, have the child's name on it, the dosage times to be given, and a valid date. The employee that is administering the medication will sign the medication form and the medical logbook according to licensing regulations. All medicines must be kept in a locked box where they are inaccessible to children. Medications should be given directly to the parents to be taken home each Friday or when not in use.

Visitors (Green Badges) (New)

It is every employee's responsibility to be sure children go home ONLY with parents or other adults listed on the child's emergency card kept in the child's classroom. The adult must have a green visitor badge. If no badge is present, verification of the individual that is picking up the child must happen using the emergency cards. Notify the Director that green badges are needed for the family.

Commented [147]: Is this section duplicated

Commented [NS148R147]: It could be a duplication of that which was stated just a few paragraphs before. However, there may be value in having the same statement restated in this section since it does directly relate to Parent Communication. You decide.

Commented [NS149]: Megan, is this the current practice? Do meds get turned in to the school nurse at all?

Commented [MJ150R149]: Yes this is the current practice-We do not have Kayla hold our medications

Commented [MJ151R149]:

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~~Sexual/Other Harassment Support (Policy #4362, #4362.01)~~

~~The Board of Education is committed to a work environment that is free of harassment of any form. The Board of Education believes that an employee should be able to work in an environment free of threatening speech or actions.~~

~~Violence in The Workplace (Policy #5517.01)~~

~~The Board of Education is committed to providing a safe, positive, and nurturing educational environment for all of its students and employees. Every employee is required to stop and report any bullying behaviors they may see.~~

~~OSHA Standards (OSHA website)~~

~~OSHA's standard for first aid training and bloodborne pathogens requires an employer to provide training at no cost to the employee and during working hours. As part of this training, workers are to be provided with "[a]n explanation of the modes of transmission of bloodborne pathogens" [1010.1030(g)(2)(vii)(C)]; "[a]n explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials" [1010.1030(g)(2)(vii)(E)]; and "[a]n explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available." [1010.1030(g)(2)(vii)(K)].~~

~~The bloodborne pathogens standard at 29 CFR 1010.1030(g)(2) requires employers to provide training to any employees who have occupational exposure to blood or other potentially infectious materials, such as~~

~~employees assigned medical or first aid duties by their employers. The standard at 29 CFR 1910.1030(b) defines "occupational exposure" as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." If an employee is trained in first aid and identified by the employer as responsible for rendering medical assistance as part of his/her job duties, that employee is covered by the bloodborne pathogens standard. OSHA's standard for first aid training in general industry, 29 CFR 1910.151(b), provides:~~

~~In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.~~

Snacks/Beverages (New)

~~Employees are encouraged to eat the snack provided by SCCC while sitting at the table with the children. Employees are limited to water only while in the classroom. NO hot beverages are allowed in the classroom. No outside food can be brought into the classroom due to possible food allergies by students or other employees.~~

Employee Parking

~~Employees driving to school should park in the designated parking areas. Employees are not to park in or near the playground area in the rear of the building. Parking is also available in the lot across the street. Please park only in appropriate striped areas.~~

Telephone Usage (CF)

~~Personal calls or texts should be made on breaks and outside the classroom. Our attention and focus are to be on the children during working hours. Cell phones are not to be used during scheduled work hours unless it is approved by the Director or in the event of an emergency.~~

Photos (New)

Employees may take photos or videos of children to use for portfolios, wall hangings, SCCC newsletter, marketing, etc., only with permission from the child's parent or guardian. Employees must use district provided iPads whenever possible and are encouraged to refrain from using personal communication devices such as cellular phones due to HIPAA laws.

Supervision (New CF)

All employees in each classroom should know the number and names of children in their care at all times. Classrooms must be arranged so that the teachers and assistants can best see children in all classroom areas. Children must always be within sight, sound, and easy reach of children. No child may leave the classroom space without a staff. Bathroom doors must remain cracked open and staff aware of children using the bathroom facilities. Employees should be actively engaged with children while maintaining an awareness of all children in their care. Employees should position themselves in the room so they are always facing the children. The employees must record accurate attendance diligently every time a child arrives or departs. **Prior to transitioning outside the classroom, employees should use name-to-face procedure to ensure all children are present and accounted for.**

Field Trips (New/PH)

Commented [152]: Allergies?

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Commented [154]: using district provided iPads. Cell phones should not be used.

Commented [NS155R154]: CHANGED

Field trips may be planned for the SCCC classrooms to enhance children's learning experience. Parents will be notified in advance of any field trip requiring the use of a vehicle, including the date, time, and destination, as well as any fee associated with the child's participation. Employees will send a form home outlining the date, time, and destination of the field trip. No child may participate in a field trip without the signed permission form from the parents. Children who are unable to attend a field trip will be given the option to stay home or remain at the center under staff supervision. Regardless of attendance, the rate of tuition will remain the same.

Commented [156]: Should we include information such as, "Regardless of attendance, the rate of tuition will remain the same."

Commented [NS157R156]: Good suggestion

Commented [MJ158R156]: Added

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Emergency Procedures/Safety **EMERGENCY PROCEEDURES/SAFETY**

- **Child Absences (New CF)**

If a child who is scheduled to arrive at SCCC does not arrive within 30 minutes after the specified time on the roll call sheet, and there is no notice in advance of the child's absence, all attempts will be made to contact the parent or guardian to determine the child's whereabouts. All attempts, whether successful or unsuccessful, will be documented in Procare. SCCC requires payment for these scheduled times. Staffing is determined by the number of children in attendance.

- **Emergency Response Plan (New/CF)**

As part of the orientation process, you are required to become familiar with the Emergency Response Plan of the Shiocton School District. A copy of this plan is available in each classroom. Please refer to this manual for further information regarding first aid, and emergency situations.

- **Emergency Contact Person (New CF)**

Sometimes only one person may be in SCCC, either at opening or at closing time. If an emergency arises, contact the Director or District Administrator immediately. Other Shiocton School employees can assist in emergency situations.

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CIRCUMSTANCE AND PROCEDURES FOR TERMINATION OF CHILD ENROLLMENT **Circumstances and Procedures for Termination of Enrollment**

Parent-initiated mutual decision, center initiated, and involuntary discharge: A child may be discharged from SCCC for many reasons. Often **parents initiate** the termination. Occasionally, after an action plan has been tried without positive result, SCCC and the parents come to a **mutual decision** to end the child's enrollment. In some circumstances, the termination may be **center initiated**.

Child related: SCCC will regularly advise parents on their child's progress through daily sheets, daily conversations, and Tadpoles. When children have problems adjusting to SCCC's daily schedule and classroom rules, parents will be contacted for a face-to-face conference. At this meeting, the teacher will state her/his concerns and discuss observations made of the child's behavior, and an action plan will be developed. If, after two (2) weeks, the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services.

Parent related: If the problem leading up to termination is due to non-compliance to the SCCC's policy by the parents, the employee will contact the parents for a face-to-face meeting. At this meeting, the employee will state her/his concerns and review and clarify agency policy with the parents. Input from parents will be

encouraged so that a common understanding can be reached. If, after two (2) weeks, the problem is still present, parents will be advised in writing that their child's enrollment will be terminated. Parents will be given a 2-weeks' notice regarding the termination of their child's enrollment. The parent will be responsible for child care fees for the final 2 weeks even if the child does not attend.

Involuntary discharge of a child could occur for the following reasons:

1. Failure to pay fees on time. (Grounds for immediate termination, without notice.)
2. Lack of parental cooperation
3. Inability of SCCC to meet the needs of the child. Employees will consult with the parent concerning how any problems might be solved before ending the care arrangement. These steps will be documented in the child's file. The parent will be referred to other community resources.
4. Repeated failure to pick up the child at scheduled time.
5. Failure to complete and return required forms.

Behavior related discharges. Acting out, inability to follow classroom rules, inability to follow employee's directions are all examples of reasons why a child could be discharged due to behavior.

Steps will be taken prior to child's discharge. All efforts will be made to work out a plan for behavior management between employees and the parents to see if problematic behaviors can be managed and/or corrected. The employee will ask for a parent/teacher conference to discuss the behaviors in detail. Input from parent on behavior management is vital. If, after two (2) weeks, the behaviors have not improved, another conference will be scheduled to either revise the action plan or to terminate placement and refer the child to other services. All meetings, behavior plans, and outcomes will be documented and placed in the child's file.

Outside agency involvement: Prior to any child being terminated, efforts may be made to seek additional services from other care providers to address the problem. For example, children may be referred to a physician for a vision or hearing screening. Referrals to Birth-to-3, speech and language screenings are some of the outside agencies that could be utilized. Should the child require additional services that are not available directly through SCCC, an outside agency may be contacted to meet those needs. Employees will consult with parents before contacting any outside agency.

Discrimination issues: The SCCC will follow all Board Policies that address or otherwise attend to the issue of discrimination. It is our policy to never refuse to enroll a child based on race, sex, color, creed, political persuasion, national origin, handicap, ancestry, or sexual orientation.

Appeal process: Should parents disagree with the termination of a child for any reason, please discuss the concerns with the Director. Should parents feel a satisfactory resolution was not reached during the discussion with the Director, they are encouraged to schedule a meeting with the Director and the Superintendent.

Commented [MJ160]: Added per Stacey's rec

CHILD GUIDANCE POLICY

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While a child is in the care of SCCC, no fear-based discipline shall be used. If an employee uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed 5 minutes, and may not be used with children under the age of three years old.

No employee ~~will~~ take actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous, or potentially injurious; such behaviors are prohibited. Examples of this behavior ~~are including~~ but are not limited to: spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other forms of corporal punishment, verbal abuse, threats, ~~or~~ derogatory remarks about the child or the child's family, physical restraint, binding, trying to restrict movement or enclosing in a confined space, withholding or forcing meals/snacks/naps, actions that are cruel, aversive, frightening or humiliating to the child. Additionally, and no child will be punished for lapses in toilet training.

Inappropriate discipline of a child by an employee must be reported to the Department of Children and Families within 24 hours after the occurrence under s.DCF 251.04(3)(j). Failure to comply with this policy will result in disciplinary action, ~~including and~~ up to and including termination.

Per the Department of Children and Families policy number 251.07(2):

1. "Time-out period" means removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior.
2. "Redirection" means directing the child's attention to a different program activity.

Commented [MJ161]: See addition.