

Starmont Child Care Center

Employee Handbook



2014-2020

Mission Statement

109.1(4)

Starmont Child Care Center is committed to providing a safe, nurturing, and enriching environment that fosters the development and enhancement of the mental, physical, emotional and social health of each child and family.

Vision Statement

109.1(4)

Starmont Child Care Center is a non-profit organization operating under the direction of the Starmont Community Schools Board of Education, a director, and staff. Our goal is to provide a rewarding experience for you and your child by offering a developmentally appropriate environment designed to enhance the social, emotional, intellectual, language and physical development of your child.

Statement of Non-Discrimination

The Starmont Community School District and Starmont Child Care Center does not intentionally discriminate on the basis of sex, race and color, national origin, religion and creed, age, marital/parental status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or socioeconomic status or familial status in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. If you believe such discrimination has occurred and want to receive more information about the grievance procedure, please contact Angie Bergan, Equity Coordinator at 3202 40th Street, Arlington, Iowa 50606 or call (563) 933-2218.

Selection of Personnel

109.6

The goal of the Board of Education is to provide the best program possible to the children served by the funds available. Success in obtaining this goal is dependent upon the competency of the Director and staff. Therefore, it shall be the policy of the Board that the highest caliber of management and staff shall be hired for positions. The Board shall employ the Director. Recruitment of personnel for the Center shall be the responsibility of the Director and the Board of Education. Selection shall be based upon the merits of the candidates and shall comply with all conditions listed in the Iowa Department of Human Services Child Care Centers and Preschools Licensing Standards and Procedures, Section 109.6.

The Center will maintain a confidential personnel file for each employee in a locked and secured area accessible by the Director and School Superintendent.

Recruiting, Application and Screening

109.6

Open positions shall be posted in the school and in local newspapers when appropriate. An application form will be sent or given to anyone who requests it. A complete job description will be available upon request. Reference checks will be performed with the written knowledge of the applicants. All information requested in a reference check shall be regarding job performance only and is confidential.

Confidentiality Statement (must sign acknowledgement in Appendix A)

Outside information, knowledge and events about families, children, and employees must remain outside the Center and should not be discussed or allowed to influence the Director and staff interactions with the children, parents or fellow staff members.

All information about a child, child's family, or staff member within the Center is confidential and shall not be discussed with anyone outside the Center. No child shall be subjected to verbal abuse, threats, or derogatory remarks about such child or child's family. Such remarks shall also not be made concerning a child to a fellow staff member within the Center or school.

The records of each family are confidential. Staff may not share information on file with others without written permission from a parent or guardian. No information regarding a child or employee will be given over the phone to anyone for any reason.

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

Hours of Operation

The Starmont Child Care Center is open from 7:30 a.m. – 5:00 p.m. Monday through Friday and follow the Starmont School calendar. Additional days of operation will be publicized to staff and families.

Staff Orientation

109.4(2)d

All staff will participate in an orientation at the beginning of their employment. The Licensing Regulation Checklist will be used. A Staff Orientation Form will be signed by the employee indicating that the orientation was provided (see Appendix B)

Professional Development

Emergency Procedures

109.10(15)a

Emergency plans for fire, tornado, intruder, intoxicated parent/visitor, lost or abducted children, bomb threats, and chemical spills/hazardous materials are located on a flip chart within the daycare rooms. Additionally, a red 3-ring crisis binder contains more detailed information regarding each of these emergencies.

In the event school is delayed, dismissed early or cancelled because of any inclement weather or power failures, the announcement will be made to staff and parents through the three local television stations (KCRG, KWWL, KGAN) and the radio stations of KOEL, KMCH, and WMT. Staff and parent will be notified by text or email after they sign up for School Alerts through the school website.

First Aid Kits

109.10(9)

A clearly labeled first aid kit must be easily accessible to staff when children are in the center, in the outdoor play area, on field trips, and during emergencies. The kit shall be sufficient to address first aid related to minor injury or trauma and shall be stored in an area that is inaccessible to children.

Infectious Disease Control

109.10(5)

Soiled diapers shall be stored in containers separate from other waste. Double-bag and tie the plastic bags used to contain articles that are contaminated with blood, feces, or other potentially infectious materials. All staff are required to complete one hour of training annually on universal precautions.

Routine daily sanitation and disinfecting will be completed at the close of the center each day.

Universal Precautions

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

All staff and volunteers must always exercise good hygiene practices in the work place, particularly in and around classrooms. They serve as role models for children as they develop hygiene habits.

Handwashing:

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

1. Helping children with toileting
2. After nose-blowing (your own or assisting children)
3. Changing diapers or undergarments
4. Before and after changing or applying dressings to wounds
5. After your toilet use, combing hair, applying make-up, etc.
6. Before setting tables, working with foods or feeding children
7. After cleaning up spills, body fluids or other potentially dangerous materials
8. After outdoor activities
9. AFTER REMOVING GLOVES

Method:

1. Wash hands under running water
2. Wet hands with water and apply a heavy soap lather
3. Wash all areas of the hands-between fingers, around nail beds, under finger nails and back of hands
4. Rinse well under running water holding hand so water flows from wrist to finger tips
5. Dry with disposable towel, using a new towel

6. Use towel to turn off faucet and discard
7. Use hand lotion to prevent cracks in the skin which are openings for germs

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

Clean-Up:

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

Use a solution of 1 part bleach to 10 parts water or to disinfect, ¼ cup bleach to 1 gallon water. Clean up surfaces that have been contaminated with blood, mucus or any other body fluid. Mops should be cleaned and rinsed in the bleach solution.

Put soiled or wet diapers or other clothing in a plastic bag and tie securely. Label with child's name and send home with a parent.

Sharps:

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

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

Bloody Materials:

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

Employee/Student Health Status:

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

Food, Drink, and Cosmetics:

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

Personal Protective Equipment:

All personal protective equipment will be provided to employees. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable protective gloves for use when attending to any situation in which exposure to blood, potentially infectious materials, non-intact skin, and mucous membranes may occur. Gloves are available and located in the following locations: both daycare rooms and nurse's office.

Maintaining Equipment and Materials 109.12(4)

All furniture, equipment, and materials should be assessed to ensure that:

- a. The items are stable and free of any safety hazards, such as sharp points or corners.
- b. No wood items are splintering or have peeling or chipping paint.
- c. No item has loose or hazardous small parts.
- d. No nails, bolts or screws are protruding.
- e. No toys have small or removable parts that pose a choking hazard to small children.
- f. No item presents a pinch or collapse hazard, such as the potential with folding chairs and gates.

If in doubt on any item, remove or secure the items until you can get further consultation.

Arrival of Children 109.10(4)

Each child shall have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group. The center shall post notice on the doors of the Center where it is visible to parents and public of exposure of a child receiving care by the Center to a communicable disease, the symptoms, and the period of communicability.

Transporting Children Off School Grounds 109.4(2)b

Iowa Code section 321.446 requires that all children transported in a motor vehicle subject to registration, except a school bus, must be individually secured by a safety belt, safety seat, or harness, in accordance with federal motor vehicle safety standards and the manufacturer's instructions.

- a. Children under the age of six shall be secured during transit in a federally-approved child restraint system. Children under one year of age and weighing less than 20 pounds shall be secured during transit in a rear-facing child restraint system.
- b. Children under the age of 12 shall not be located in the front seating section of the vehicle.
- c. Drivers of vehicles shall possess a valid driver's license and shall not operate a vehicle while under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair their ability to operate a motor vehicle.

- d. Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for vehicle and tire maintenance and inspection.

Discipline Policy

109.4(2)b and 109.12(2))

All staff members contribute to Starmont Child Care Center's friendly, inviting environment. We set the tone through our actions and attitudes. When minor misbehavior occurs, staff views the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences. We consistently teach students expectations for responsible behavior in every school environment by relating student actions to our guidelines for success.

Be Responsible

- *Follow directions
- *Use self-control
- *Be honest

Show Respect

- *Be polite
- *Use manners
- *Accept individual differences

Do Your Best

- *Always try

Help the Rest

- *Cooperate
- *Share
- *Care

Children will be redirected whenever possible. A time-out may be used. Time-out is taking the child away from the situation for a short period of time and redirecting the child's behavior when they return. The staff member talks with the child about his or her behavior and discusses positive alternatives.

All staff members at Starmont Child Care Center follow the guidelines outlined in the Iowa Department of Human Services Day Care Center Standards and Procedures (section 109.7 Discipline). They read as follows:

- 1) No slapping, spanking, or shaking will occur.
- 2) No punishment that humiliates or frightens a child will be made to a child.
- 3) No threats, verbal abuse, or derogatory comments will be made to a child.
- 4) Punishment is never used in association with a child's illness or toilet training.
- 5) A child can never be deprived of food or rest as punishment.

Intentional property damage is a serious matter. Any cost for repair or replacement for damage done to the building, furniture, or toys will be billed to the child and their parents.

Incidents of aggressive behavior toward other children or staff will be reported to families. If incidents continue, a conference will be held with childcare staff, director/principal, and family. Continued offenses, or when a child's behavior requires a 1:1 staff ratio for the child to ensure the safety of other

children, the parents may be required to pay the wages of the extra staff person in addition to the regular child care ratio or child care services will be cancelled.

Biting Policy

Biting can be a safety and health risk to other children when it occurs. Often times, the parent of the child bitten is as frustrated as the parent of the child who is doing the biting. Starmont Child Care Center does understand these frustrations and will do all we can to understand why the child is biting. When a child begins to bite, the staff will notify the parents and director/principal. If biting becomes a part of the child's regular routine (more than 3 times a week for 2 weeks or more), the staff will review incident reports to try and find specific time ranges and triggers to the biting. If a trigger is suspected, the daycare will implement changes to prevent the triggers from happening for the child.

Staff Certifications and Training 109.4(2)d and 109.4(2)e and 109.7

All staff must attend required conferences/workshops/classes as dictated by state requirements annually.

All employees are required to attend the Mandatory Reporters of Child Abuse Class, Universal Precautions, First Aid, and CPR training. Staff members are required to maintain current certifications in these areas.

Each employee is responsible for reading and following required DHS standards for operation of a licensed child care center. This manual can be checked out in the office.

Video Surveillance Cameras

The Starmont Community School District Board of Directors has authorized the use of video cameras on school district premises and school district transportation. The video cameras will be used to maintain order on school premises and school transportation and to promote and maintain a safe environment. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary investigation and/or proceeding. The content of the video recordings may be confidential employee records and may be retained with other employment records. Video recordings may be retained if necessary for use in an employee disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Employees may request to view video recordings involving them if the video recordings are used in an employee disciplinary investigation and/or proceeding involving them.

Drones or Unmanned Aerial Vehicles (UAVs) **Code No. 903.5**

The use or possession of drones or unmanned aerial vehicles (UAVs) is prohibited for any purpose by any person or entity on district school grounds and within district buildings. An exception to the policy may be granted for educational purposes. Exceptions must be in the form of a written letter by the Superintendent indicating the purpose, person(s) responsible for operating the drone or UAV, location, and the duration of the exception. A copy of the letter is retained in the superintendent's file and a copy is delivered to the individual and presented to a supervising school official (e.g., teacher or administrator) during the operation of the UAV.

Organizations or individuals seeking an exception from the superintendent must meet the following criteria:

- Provide a copy of the drone's or UAV's registration information.

- Provide proof of personal liability insurance (Insurance certificate).
- Follow all Federal Aviation Administration (FAA) rules and regulations.
- Follow State of Iowa rules and regulations.
- Aerial photos and video identifying individual students is prohibited from distribution. An exception is granted for written consent from the student's parents.
- General distribution of groups and activities is prohibited without consent of the superintendent or the superintendent's designee.

The prohibition applies to the area above all spectator areas, athletic fields, courts, parking lots, practice facilities, and all indoor facilities.

For purposes of this policy, a drone or UAV is any unmanned airborne device or aircraft. The Starmont Board of Directors reserves the right to refuse admission to anyone possessing, operating, or attempting to operate a drone or UAV. Failure to abide by such request is grounds for immediate removal of the person(s) responsible for owning and/or operating the drone or UAV.

This policy does not apply to any district owned drones or UAVs purchased for educational purposes and supervised by a district teacher or administrator.

Employee Breakfast and Lunch Policy – Daycare Employees

It is recommended that parents or guardians strive to maintain a positive balance in the child/children's food service account. Positive balances at the end of the school year are rolled over to the child's account for the next school year. If the child moves or graduates, a refund check will be issued for any remaining positive balance. If at any time a parent/guardian believes they may qualify for free or reduced lunches under federal guidelines, they should contact the Board Secretary/Business Manager for the necessary paperwork.

Upon the first negative balance of any amount incurred, the nutrition specialist will contact the parent/guardian by phone, email, or a written letter indicating to the parent/guardian the balance owed. This will be done at a minimum of once weekly.

If a negative balance of **\$25.00** or greater is reached, a letter will be sent home by the nutrition specialist to the parent/guardian stating that his/her child has a negative balance and that, if the total family's account reaches a debt of **\$75.00** or more:

For an Elementary or Middle School/High School student: he/she will be required to bring

a sack lunch, or the child will receive an alternate meal, such as a cheese or peanut butter sandwich, fruit, and milk instead of the regular hot lunch menu items. A fee for the cost of these alternate lunches will be charged to the student's account.

If a negative balance continues to increase, the parent may be sent a notice from the business office stating that payment must be made within five business day of the date on the notice, or further collection procedures (small claims) could be pursued for payment on the account. If a parent/guardian begins good faith efforts to make regular payments, as determined by the superintendent and business office, towards eliminating the negative balance, the district may postpone additional collection procedures.

Please note that money needs to be available in a child's lunch account in order for extra meals, extra milks, or ala carte to be purchased. This applies to all students, including students from families participating in the free and reduced program.

Negative balances will be carried over to the following school year. These negative balances must be paid in full prior to school starting as a part of the school registration process. Parents with accounts in arrears will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule arranged and adhered to. The school district reserves the right to take any other reasonable action, including legal action, to collect the balance due in any student's account.

Starmont Equity Statement

The Starmont Community School District does not intentionally discriminate on the basis of sex, race and color, national origin, religion and creed, age, marital/parental status, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, or socioeconomic status or familial status in its educational programs, activities, or employment practices, or as otherwise prohibited by statute or regulation. If you believe such discrimination has occurred and want to receive more information about the grievance procedure, please contact Angie Bergan, Equity Coordinator at 3202 40th Street, Arlington, Iowa 50606 or call (563) 933-4598.

APPENDIX A

STAFF/VOLUNTEER CONFIDENTIALITY STATEMENT

It is the policy of the Starmont Community School District that all information, records, correspondence, oral and written communication regarding students is confidential.

State and Federal laws prohibit any person associated with the District from disclosing confidential information regarding person being served to persons who are not employees or agents of the District. Violation of confidentiality laws could be a violation of federal and/or Iowa law for which a fine and/or jail sentence could be imposed. A person who violates this law may also be sued for damages.

A reasonable interpretation of these laws is:

Absolutely no information of any sort particular to a specific student, or which could identify him/her, may be provided to anyone who is not an agent, employee, or representative of the Starmont Community School District who, because they are directly working with the student or for other reasons, has a need to know such information, without the specific written consent of the parent agreeing to such disclosure.

Therefore, employees/volunteers of Starmont Community School District are bound by these confidentiality laws, as well as confidentiality regarding this district and its employees. Divulging confidential information to unauthorized persons can or may result in termination of employment and/or association with the District.

I, the undersigned, have read this confidentiality statement and I agree to maintain the confidentiality of information as outlined above.

Name

Date

Witness

Date

APPENDIX B

Starmont Child Care Center

Staff Orientation Checklist

- _____ Center policies and licensing requirements
- _____ Reporting policies for child abuse
- _____ Approved training for mandatory reporting of child abuse
- _____ Training regarding universal precautions and infectious disease control
- _____ Orientation regarding the implementation of medical and dental emergency procedures
- _____ Training on emergency plans
- _____ Responding to fire, tornadoes, intruders, intoxicated parents, and lost or abducted children

I have received orientation at Starmont Child Care Center and understand the above requirements of the Center.

Signature: _____ Date _____

Signature Page

After reading the employee handbook, you will need to read the statements below and sign and date the bottom. The handbook is to be kept by the employee and the final page with signatures returned to the Director to be kept in the employee's file.

I have read the attached Employee Handbook, understand its contents and agree to abide by the information as stated. I have also read the confidentiality policy and understand and agree to abide by the information as stated.

Employee Signature

Date

Starmont Child Care Center Director

Date

Starmont Equity Statement

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