

Employee Handbook



Little Blue Tots Daycare

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Welcome to **Little Blue Tots!** We model quality childcare and education. As an employee, you will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook, combined with NAEYC Code of Ethics, you will be on your way to meeting the goal of excellence and quality. Please use this handbook as a tool for conduct. You will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision-making concerning children.

OUR MISSION STATEMENT

Here at **Little Blue Tots**, we provide care that supports the educational development of each child. Our mission is to provide quality childcare and learning experiences for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically, and intellectually. We encourage children to express their individuality, while we provide them with a variety of experiences and enhance their development. Our goal is to uphold and promote values and principles, which encompass integrity, trust, and honesty.

PREFACE

We have prepared this handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this handbook. It will be very helpful in answering questions that arise. If you have specific questions, not found in this handbook, feel free to ask the Director or Administrator. We will be glad to assist you.

Policies and Procedures

EMPLOYMENT

This handbook is prepared to provide you with information and guidelines, however, it is not a contract between Little Blue Tots and you, as the employee. Therefore, we may terminate employment at any time, if necessary.

STATEMENT OF POLICY

We strive for each employee to be treated with respect and in a fair and just manner. All persons will be considered for employment, promotion, or training based on qualifications without regard to race, age, disability condition, creed, sex, or national origin. We guarantee fair treatment of all employees to include a safe work environment, free from harassment, and expressly prohibits any form of unlawful harassment of employees on race, religion, creed, gender, national origin, age, marital or veteran status.

EQUAL EMPLOYMENT OPPORTUNITY

Little Blue Tots is committed to encourage children and adults of every social class, religion, race, and disability to achieve his/her full potential. We are aware of the importance of introducing an awareness of diversity and anti-discriminatory practice in early years education. We strive to promote diversity and equality of opportunity, encouraging children to respect the personality, rights, and differences of others.

CONFIDENTIALITY

Little Blue Tots routinely handles confidential information about enrolled children, families, and staff. We maintain confidentiality on a “need to know” basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. Maintaining confidentiality also builds trust in our program. Fostering relationships with staff, children, and families is built on trust.

When managing sensitive information, there is an ethical and legal responsibility to protect the privacy of individuals and families.

CURRICULUM

Our program is designed to help in transitioning children through the most informative years of their lives. Children will be exposed to an array of colors, shapes, sounds and educational experiences. Hands-on arts, crafts, and social interactions take center stage in our toddler curriculum. Outside play is strongly encouraged with age-appropriate play structures and activities to thrill our tots, while helping develop their motor skills, physical strength, and self-confidence. Employees are encouraged to develop new curriculum ideas and activities. We use learning platforms such as ABC Mouse and worksheets created by our Staff.

ACCIDENTS

Staff are required to report any accidents or unusual incidents that result in injury, medical treatment, or death of any child from any cause. This includes child absence that threatens the physical or emotional health or safety of any child. All injuries, large or small, shall be reported to the Administrator/Program Director immediately. It is the intent of **Little Blue Tots** to maintain a safe environment for all children. Any injuries not reported within 24 hours may subject you to disciplinary action up to and including termination.

STATE LICENSING RULES AND PROCEDURES

The Laws and Regulations can be accessed in the handbook Title 22, Division 12, Chapter 3, that can be found online on the California Department of Social Services website or upon request in the childcare office.

Employee Policies

ZERO TOLERANCE FOR WORKPLACE VIOLENCE

Little Blue Tots will, within reason, do whatever is necessary to protect the lives and health of employees and provide a workplace free from verbal abuse, threats, or assaults that could cause or result in harm to those who are employed. We have a definitive “zero tolerance” for violence of any kind, including threats of violence.

CHILD ABUSE PREVENTION POLICY

To protect children enrolled at **Little Blue Tots**, staff and volunteers must adhere to the following policies to interact with children carefully and safely. We will not tolerate any mistreatment or abuse to children in our program. Abuse includes, but is not limited to, the following types:

Physical abuse – Injury that is intentionally inflicted upon a child.

Sexual abuse – Any contact of a sexual nature that occurs between a child and an adult or between two children. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other children.

Emotional abuse – Mental or emotional injury to a child that results in an observable and material impairment in the youth’s growth, development, or psychological functioning.

Neglect – Failure to provide for a youth’s basic needs or the failure to protect a youth from harm.

DRUG AND ALCOHOL POLICY

We advocate that our institution be free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees. Additionally, employees are to work free from the effect of alcohol and other performance-impairing substances.

SMOKING POLICY

Little Blue Tots has a smoke-free policy in accordance with the California Child Care licensing regulations. There will be no smoking within the building or grounds, including vehicles.

TELEPHONE POLICY

If office staff are unable to answer the telephone during normal business hours, 7:00 a.m. to 5:30 p.m., the staff will answer the telephone. Telephones are never to be answered or played with by children. Personal phone usage causing distraction from supervision and/or interference with job duties is grounds for disciplinary action up to and including termination.

It is expected that all staff answer the phone in a professional manner, for example:

“Hello... Little Blue Tots Daycare this is [name], how may I help you?”

The use of personal phones should be limited to employee break times. Personal telephone calls should be in case of an emergency only. Employees should use extreme discretion with personal cell phone calls. All phone calls during work time (excluding breaks) should pertain to business and not interfere with supervision of children.

Employee Practices

INTRODUCTORY PERIOD

During the introductory period, the Program Director will evaluate the qualifications of a new employee in the first three months of service. New Staff will be given a tour of the facility and introduced to key personnel. New staff will be assisted with meeting children and families during the introductory period.

A complete orientation to policies, procedures, childcare, and safety will be provided for you during your first three months of employment. The orientation for new staff will include observations in the classroom and meeting families and coworkers prior to assuming responsibilities. The employee will be required to complete the “new hire” packet of forms

before the first day of employment. These forms will be kept in the employee's personnel file. Certification is required in CPR/AED/First Aid and Child Abuse Mandated Reporter training. These classes are a mandatory requirement for the job. The You may choose to obtain this training at your expense.

PERSONAL APPEARANCE AND PROFESSIONAL Demeanor

Employees are expected to dress in a manner that promotes pride and respect the children and families we serve. Good grooming practices and appropriate attire promote an employee's overall effectiveness in fostering and maintaining a positive image. Safety, positive role modeling and customer service goals are attained through these measures. The Administrator will reserve the right to send an employee home if the attire is not deemed workplace appropriate.

Proper attire consists of business to casual professional dress Monday through Thursday. Jeans may be worn on Fridays and dress wear must maintain a professional image. Shirts, sweaters, and cover-ups must support your professional attire. Clothing must not contain logos or pictures inappropriate for the workplace. Mid-regions should be appropriately covered.

Personal hygiene and appearance must promote a professional and clean look. Childcare is a service orientated business and employees are expected to represent professionalism in the work environment. Special dress-up days will be considered and posted in advance (which may include Halloween or other holiday events).

VISITORS

Visitors accompanied by an employee are prohibited inside the childcare facility and/or near children. Employees who are dropped off or picked up by individuals not associated with the facility, are required to wait outside.

Employee Status

STAFF SCHEDULES/OVERTIME

Employees are required to record their hours each workday on timecards and use the time clock to record time-in and time-out. Work hours should be reflective of scheduled hours and overtime must be preapproved by the Administrator/Program Director.

PAYROLL

The pay periods for employees consist of five (5) consecutive calendar days. Paychecks will be completed by the Administrator/Program Director for distribution to employees on the Friday of each week.

WAGE STRUCTURE/PERFORMANCE EVALUATION

Starting salary for all employees will be based upon education level as determined by your Experience Level. Movement within the salary structure will be determined based on Job Performance and maintaining acceptable performance standards to be determined by successful completion during the Annual Employee Evaluation Review.

TARDINESS/ABSENCES

We value stability and consistency of quality childcare services, which relies on staff adhering to their scheduled hours. Regular attendance by all employees is required. All time off must be approved by the Administrator/Program Director. Unscheduled time off should be used only in cases of illness and emergency. We hold employees accountable for non-scheduled absences while at the same time remain sensitive to family, medical, and personal emergencies. Excessive unscheduled absences will result in disciplinary action up to and including termination.

Employees who are unable to work a shift because of illness should notify the Administrator/Program Director at least two hours before starting time if the employee is

unable to report to work. Employees that are going to be late for work must inform the Administrator/Program Director as soon as possible. If the Administrator/Program Director is not immediately available, the employee should leave a message and a number where she/he can be reached. When the Administrator/Program Director is unavailable, the employee must arrange for coverage of the shift or shifts being missed. Employees will receive a notice indicating that you are late according to scheduled hours. Exceptions may be granted due to actions beyond the employee's control such as inclement weather or an emergency. Three (3) late notices will result in a one-day suspension without pay. Three (3) suspensions due to lateness will result in termination. Employees that adhere to scheduled hours for six months without an infraction can remove prior late occurrence action from their record via documentation (it will not be stricken from their file).

If an employee is off work because of illness for more than three days, the employee may be requested to bring in a release from a health care professional certifying that the employee is able to return to work. Two consecutive days of unauthorized or unreported absence is considered a quit by the employee. Communicable Disease: Any employee exhibiting evidence of an infectious disease (rash, fever, etc.) will, at the discretion of the Administrator/Program Director, be required to submit to medical evaluation to determine if a communicable disease condition exists which threatens the health or well-being of the children or other staff. The affected employee will be required to furnish a statement from a licensed health professional attesting to freedom from a communicable disease before being allowed to return to work.

CHANGE IN PERSONNEL RECORDS

It is important that you report in writing to the Administrator/Program Director any change in the information that was originally given on your application, such as change of address, telephone number, marital status, change in number of dependents, etc. Employees must notify the Administrator/Program Director immediately pending charges, investigations, findings, etc. within the next business day.

DISCIPLINARY ACTION/ TERMINATION

When an employee disregards the rules established or conducts herself/himself in a manner which is deemed unacceptable, the first approach (when practical) will be that of guidance. Counseling by the Administrator/Program Director is intended to assist you in correction of your conduct. If unacceptable behavior continues, the employee will be terminated immediately.

Benefits

PAID TIME OFF

All scheduled paid time off must be approved with the Administrator in advance. The Administrator reserves the right to deny requested PTO when deemed necessary for operational purposes such as scheduling or training.

PAID HOLIDAYS

Little Blue Tots will be closed for the following holidays (*observed*):

New Year's Eve (Open Hours 7AM-12PM)
New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving (Closed Thursday & Friday)
Christmas Eve (Open Hours 7AM-12PM)
Christmas Day

CHILDCARE

Employees may elect to apply for childcare under the same rules/regulations outlined in the

Little Blue Tots Application Package. Pricing will refer to our current tuition rates.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have received a copy of the Employee Handbook for Little Blue Tots. While I understand that the Employee Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Employee Handbook.

In addition, I understand that the contents of the Employee Handbook are subject to change. I acknowledge that the Employee Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for childcare service providers, or at the discretion of the State of California. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Employee Handbook, which will be posted on the Little Blue Tots web site at <https://www.littlebluetotsdaycare.com>. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Employee Handbook upon request to the Director or Administrator.

Moreover, I recognize that it is my responsibility to contact the Program Director for any questions I might have about the contents of the Employee Handbook now and in the future.

Employee Name (Print)

Employee Signature

Date

Hard copy of Employee Handbook Provided:

Childcare Representative Signature