

LITTLE SCHOLARS- EARLY LEARNING CENTER

Personnel Handbook

Kerra Bower

2019

2015 N. MONROE SPOKANE, WA 99205

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The Mission:

The mission of Little Scholars is to provide a family centered holistic childcare experience. In doing so, we provide care that meets the hours needed of the working family. We also offer nutritious made on site meals that can be altered to be vegan and vegetarian friendly. Our curriculum focus is to provide a stimulating early education experience that promotes each child's social/emotional, physical and cognitive development.

We are well equipped to meet the needs of the children that are entrusted into our care; and commit to the families we serve to treasure their most valuable treasures.

The Philosophy:

Childcare must be more than simply watching or babysitting' a child. Quality childcare is accomplished by engaging a child through listening, exemplification, and child led play. A childcare provider must commit to listening to the child's world view and effectively guiding them in a manner that develops the whole child's mind, body, and soul. A provider must offer the nurturing touch of a loved one and the educational guidance of a teacher

At Little Scholars, we believe that curriculum should be designed to meet the individual need of the whole child. Curriculum should have a balance of activities that support social/emotional growth as well as build a solid academic foundation in preparation for kindergarten. It is our belief that education is something that should be experienced rather than just received through a lecture or book. A child's personal learning style, hands on activities, instructional time, large and small group activities as well as individual learning times are all a part of what we consider when creating our daily curriculum.

Education is something that should be experienced rather than just received through a lecture or book. At Little Scholars Early Learning Center we endeavor to bring our lessons to life by engaging the child in various avenues of play, sensory stimulation, academics, and social/emotional etiquette. In early education each form of education should be relatable to the child's world and encourage real life application.

Cultural Awareness should be an integral part of the childcare experience. A child should have the opportunity to see, hear and experience various cultures. In doing so we set the stage for a generation to function with less blinding stereotypes when it comes to people and customs that do not reflect their own.

Chain of Command:

Owner/Director- Kerra Bower

General Duties: Payroll, Employment, Curriculum Development and Oversight, Business Administration, Accounting, Employee Schedules, General Day to Day Oversight

Center Day Lead:

General Duties: Time Sheets, Quality Assurance, Medication Distribution, General Day to Day Oversight, Incident Reports, Child Data, Member Schedules, File Management

Center Evening lead

General Duties: Quality Assurance, Medication Distribution, Incident Reports, Member Schedules, Student File Management, Form Development

Supervision and Requirements of Primary Staff, Assistants and Volunteers:

Little Scholars Early Learning Center requires that all staff members treat the children in our care with respect. Below is a list of expectations that each staff member must meet when confronted with the situation:

- Speaks to children at their eye level; listens to children with attention and respect
- Must not use profanity or obscene language
- Adheres to the no smoking policy
- Treats Children respectfully
- Allows equal opportunities to participate in developmentally appropriate activities
- Sits with children during meals when possible
- Keeps children in auditory and/or visual range during care
- Appropriately responds to needs of children within timely manner
- Appropriately holds, touches and smiles at children
- Is responsive to children, encourages sharing of experiences, ideas and feelings
- Performs nurturing activities such as diapering, toileting, feeding, dressing, and resting in a relaxed reassuring and individual manner
- Do a head count upon entering and exiting a door way
- Keep all non-licensed spaces locked and inaccessible to children.

Duties of Staff

170-295-7050 (5)

- Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students
- Perform duties as planned under the leadership of the Director
- Implement the curriculum that is planned by the Director unless otherwise discussed
- Interact with the children in a way which conveys respect and nurturing
- Support the social and emotional development of children
- It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
- Assist in the selection of books, equipment and other instructional materials appropriate for the early childhood program
- Maintain attendance records of children attending Little Scholars Early Learning Center
- Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
- Maintain a safe environment based on safety standards set by the WAC
- Help other staff in preparing meals for children as required
- Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
- Assist in the development and facilitation of interactive parent and child activities
- Maintain open, friendly, and cooperative relationships with each child's family and encourage their involvement in the program
- Continue professional development through attending workshops, conferences and other staff development
- Demonstrate behavior that is professional, ethical, and responsible
- Be aware of personal bias to religion, culture, race, or sexual orientation, be sure to correct them before working with families who may be effected by your bias.
- Consistently work with families to understand their families needs and culture.
- Perform other duties and responsibilities as assigned by the Little Scholars Management Staff

Pay Dates

110-300-0110 (2b)

Little Scholars pay dates are the seventh (7th) of each month. If the 7th should fall over the weekend staff should expect to be paid the following Monday.

If there is to be an adjustment the Director will notify staff with a timely manner of the adjusted pay date.

Qualification of Staff

170-295-7050 (5)

- High school Diploma or Equivalent
- Show proof of passing a Merit background check
- CPR/First-Aid (Infant, Child, Adult) Certified
- HIV/Blood Pathogen Certified
- 30hr Stars Training
- Able to stand for 95% of your shift
- Able to perform well under stress
- Able to routinely lift children
- Able to communicate well both verbally and written
- Ability to be a team player
- Ability to move furniture
- Sustain long hours of active work
- Must meet professional development qualifications (see professional development)

Staff Benefits

170-295-7050 (5)

Little Scholars will be closed the following days annually:

New Year's Day.....Jan. 1	Friday after Thanksgiving
Memorial Day.....Last Monday in May	Christmas Eve.....Early Dismissal
Independence Day.....July 4	December 24
Labor Day.....First Monday in September	Christmas Day.....December 25
ThanksgivingFourth Thursday in Nov	New Years Eve.....Early Dismissal December 31

Little Scholars will offer two (2) Child Development Association Credentials Scholarships to full-time employees annually.

Little Scholars will provide ongoing training that is required for staff members by the WAC. Upon the employees annual review, a determination will be made of the training that is needed for further development. The employee will have two weeks to complete the training.

It is the responsibility of the employee to maintain their Stars and CPR/First-Aid certifications.

Professional Development

110-300-0100

Director, Assistant Director, Program Supervisor-

ECE state certificate or equivalent certified in Merit

2 years teaching in the age group the center serves

Complete the preservice training as required by the DCYF

Have their professional development documented in Merit annually

Complete in-service training

Lead Teacher

Complete the preservice training as required by the DCYF

ECE initial certificate or equivalent certified in Merit within 5 years of hire

ECE short certificate or equivalent certified in Merit within 7 years of hire or 2 years from completion of the initial certificate.

Have their professional development documented in Merit annually

Complete in-service training

Assistant Teacher

Complete the preservice training as required by the DCYF

ECE initial certificate or equivalent certified in Merit within 5 years of hire

Have their professional development documented in Merit annually

Complete in-service training

Aides

Complete the preservice training as required by the DCYF

Complete in-service training

In-Service Training Program

110-300-0105

Little Scholars will require at minimum, quarterly staff meetings. We will be having mandatory meetings to go over any changes that effect the operation of Little Scholars which includes but is not limited to policy and procedures, equipment that we use, the types of services we provide or health care plans of specific children.

Within 3 years of hire staff must complete the Enhancing quality of early learning (EQEL) trainings and every 3 years after that 10 hours of additional 'child development' and 10 hours of 'leadership' training.

All employees 3 months from the date of hire must complete the DCYF trainings to include :

- Recognizing and Reporting Suspected Child Abuse and Neglect

- Emergency preparedness plan

- Shaken baby syndrome/head trauma

- Serving children experiencing homelessness

- Safe sleep training

- Child Restraint

- Medication management and administration

- Prevention of exposure of bodily fluids

- CPR/First Aid

 - Infant/child/adult

 - Food workers/handlers

Health and Sanitization

Little Scholars building must be clean and sanitary. Hard surfaces including but not limited to floors, walls, counters, bookshelves, and tables should be smooth and easily cleanable.

Tables are to be wiped down using the 3 step process.

All staff are required to wash hands prior to the start of their shift and before and after each diaper change as well as before each meal.

Toys in the toddler department are to be dunked daily, along with a thorough cleaning and sanitization of the door knobs, tables and chairs.

Toys in the preschool department are to be dunked daily, along with a thorough cleaning and sanitization of the door knobs, tables and chairs.

All furniture and walls are to be wiped down and sanitized weekly

Smoking/Vaping –

Smoking/Vaping while supervising students at Little Scholars is prohibited. Employees who wish to smoke or vape must do so out of the view of the students. Employees are required to wash hands and remove any lingering aromas.

Disciplinary Plan- Actions

An employee who wishes to remain employed with Little Scholars must adhere to the policy and laws that are set in place by both the state of Washington in the Washington Administrative Code as well as by the owner Kerra Bower. Failure to comply with policy and laws will result in two occurrences (non-written warnings) followed by enacting the disciplinary plan for further infractions. Actions will be void six months from the most current date of input.

For example, employee Raymond is being put on the disciplinary plan for tardiness and is given a verbal warning 2/1/2010, a written warning 3/1/2010 but is not absent again until 11/1/2010. Raymond would not be suspended at that time as all aforementioned actions are older than 6mo. but instead would be issued a verbal warning.

The following is a three-step action plan for any employees disciplinary plan:

Verbal Warning

This will be a written document that will outline the reason for the warning as well as any communications regarding this warning.

Written Warning

Written document that explains issue and corrective measures needed to address situations.

Temporary Suspension

Unpaid leave and relief from duties, for a time to be determined by the director.

Termination

Permanent leave from duties

Opening and Closing Responsibilities

Little Scholars hours of operation are 5:30a-11:30p. The following duties pertain to the opener and closer:

Opener:

Arrives at 5:30a and is responsible for unlocking the front door and ensuring that the front area is ready to receive members as they arrive. He or she should also make sure all cots and blankets have been properly laid out and that the atmosphere is set to encourage rest to those of our children who arrive prior to 7:00am.

Closer:

Works until 11:30 pm and is responsible for ensuring all exit doors are locked before leaving the building. They are responsible for making sure all center trash has been disposed of and that all classrooms have been properly closed out and are ready for the next shift.

Children who arrive prior to 6 am will be offered the opportunity to rest as well.

Attendance Expectations

It is the expectation of Little Scholars that staff will show up on time for their scheduled shifts. Employees who are late to their shifts will be given up to two occurrences and then will be put on the disciplinary plan.

For absences please refer to the leave of absence policy

Cell Phone Policy

There are to be no cell phones on the floor at any time for any reason. If you have an emergency contact a supervisor or lead and ask to be excused to make the needed phone call.

Leave of Absence Policy

Scheduled

All scheduled leaves of absences need to be requested using our requested leave of absence form at least 2 weeks prior to your leave. You are responsible for finding coverage for shifts by using the staff directory that has been made available to you.

Unscheduled

All unscheduled leave needs to be called (no texts or e-mails) in to a member of the management staff at least 2 hours before your shift. You are responsible for trying to find someone to cover your shifts.

Typical daily schedule and activities:

170-295-2080 (2c)

Daily Activities

Children learn a great deal from our daily learning activities. It is the responsibility of the classroom instructor to make sure that they are incorporating ideals and activities into their day to day routine.

Below is a non-inclusive list of some of the activities that you can incorporate into your curriculum :

- Painting
- Cutting
- Gluing
- Singing
- Reading
- Circle Time
- Finger plays
- Flannel board stories

- Stick puppets

- Museums
- Libraries
- Cooking
- Science experiments
- Nature walks
- Water day (summertime only)
- Playing with play dough, blocks, puzzles, and other educational manipulative

As some of these activities will be messy, encourage your parents to dress their child in comfortable washable play clothes each day.

Schedule

Hours of operation: Sunday-Saturday 5:30am-11:30pm

Little Scholars Early Learning Center will provide a schedule full of fun educational activities. Below is a sample of what our day will look like:

5:30-7:30	Arrival/Health Check/Rest/Free Choice in Activity Areas
7:30-9:30	Breakfast/children engage in free choice activity areas
8:00-9:00	Before school drop-off
9:00-9:30	Group time: Calendar, Weather, Days of the week song, hello songs, concept games, discussion of daily activities
9:30-10:30	Outdoor play or vigorous indoor activity (including teacher directed games)
10:30-11:00	Toileting, Clean-up, Water, Snack
	Activity Areas (children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials)
11:00-11:45	Some teacher directed activities as well as some self-directed activities are included Example of activities; creative art, cooking, science/discovery, block building, dramatic role play, language art/listening, sand and water play, fine motor manipulative, gross motor skills
11:45-12:45	Toileting, Preparation for lunch Lunch Toileting, preparation for nap, perhaps a quiet story, Nap time (children are encouraged to rest but are provided with alternate 'down time activities' if they are unable/willing to sleep such as reading books or listening to soft quiet music, while drawing or coloring)
12:30-2:30	
2:30-2:45	Toileting, Outdoor play time
2:45-3:30	Afterschool Pick-up Group Time: Shapes, Colors, ABC's, 123. Various activities to do with these
3:30-4:10	Snack, Homework for School Aged Kids
4:10-4:50	Outside play
4:50-5:00	Toileting and preparation for Dinner

Typical Meals and snacks

170-295-2080 (2d), (2(iii))

Our center food service will comply with the U.S. Department of Agriculture Child and Adult Food Program with the addition of:

A minimum of one serving of Vitamin C fruit, vegetable or juice daily and

- Three servings of food high in Vitamin A, sweet potatoes, carrots or mangoes per week.

In a ten hour period children will have two meals and two snacks. Children arriving from school will also have a snack. Meals will be no longer than three and a half hours apart.

All menus will be posted and dated by Little Scholars employees

Children have meals and snacks at least once every three hours according to the following schedule

- Breakfast: from 7:30 to 8:30
- Morning snack: from 9:45 to 10:15
- Lunch: from 11:45 to 1:00
- Afternoon snack: from 2:30 to 3:40

Our menus and substitutions have been approved by the Bureau of Licensing. Food or drink brought from home for an individual child must be clearly labeled with the child's full name and be refrigerated, if needed. Bottles that are premade and are brought into the center are not allowed to be left with the child and if they are it needs to be disposed of immediately.

Food or treats brought in for all of the children for parties or other special occasions must be commercially prepared. Parents or caregivers cannot bring homemade food or treats to the facility to share with the children.

If a child has allergies Little Scholars staff will work with the family to create a individual care plan. The plan will include the known allergy, possible substitutions, and plan to contain the allergy. All allergy list will be posted of children's food allergies and sensitivities in the kitchen and in the classrooms. Each class will also receive a copy of each child's registration to ensure that they are aware of any allergies as well as the individual care plan stating what the symptoms are for the allergy and what to do if the child begins to exhibit symptoms.

Once per day students will be provided with an opportunity to brush their teeth after meals.

Toddlers and Infants feedings will remain in compliance with the WAC including but not limited to: When bottle feeding, staff must:

- (a) Check bottle temperature using the thermostat before feeding, to avoid scalding or burning the infant's mouth. Temp should not be more than 120 degrees;
 - (b) Hold infants when the infant is unable to hold his or her bottle;
 - (c) Not prop bottles when feeding an infant;
 - (d) Not give a bottle or cup to an infant who is lying down;
 - (e) Feed infants on demand or based on the parent or guardian's recommended feeding schedule;
 - (f) Stop feeding the infant when he or she shows signs of fullness; and
 - (g) Not add medication, cereal, supplements, or sweeteners to the contents of the bottle unless prescribed by a health care provider.
- (2) When an infant can hold his or her own bottle, the licensee or staff:
- (a) May hold the infant or place the infant in a semi-reclining or upright position during the bottle feeding; and
 - (b) Must be in the same room within visual range of the infant during feeding.
- (3) The licensee or staff must take the bottle from the infant when the child finishes feeding. When breast milk is provided for a child, the staff must
- (1) For breast milk to be used on the day received, refrigerate and label the breast milk container;
- (2) If the breast milk is to be frozen, label the container with the child's name and date the milk was brought to the child care. The staff must:
- (a) Store frozen breast milk at ten degrees Fahrenheit or less;
 - (b) Keep frozen breast milk no more than two weeks;
 - (c) Use frozen breast milk within twenty-four hours after thawing;
 - (d) Thaw breast milk in the refrigerator, under warm running water, or in a container with warm water that is not more than one hundred twenty degrees Fahrenheit; and
 - (e) Never thaw or heat breast milk in a microwave oven or stove.
- (1) The licensee must consult with and have approval from an infant's parent or guardian before introducing solid food to an infant.
- (2) When serving infants solid food the licensee or staff must:

- (a) Hold or sit the infant in a semi-reclining or upright position;
- (b) Not allow infants to share the same dish or utensil;
- (c) Stir and test for safe temperature after heating food and before serving;
- (d) Throw away any uneaten food from the serving container;
- (e) Serve solid food by utensil or let the child feed themselves; and
- (f) Feed the infant when hungry unless the parent or guardian gives written instruction for an alternative feeding schedule, and stop feeding when the infant shows signs of fullness.

All employees must wash their hands.

Foods must be refrigerated at 41 degrees and freeze foods at 10 degrees.

Food must be stored in original containers or in clean, labeled, dated and airtight food grade containers.

Food must not be directly stored on the floor.

Food requiring temperature control must be maintained by using a calibrated and working metal stem-type or digital food thermometer.

Refrigerated leftover food must be stored and then served again within forty-eight hours of originally being prepared.

Frozen leftover food must be promptly served after thawing and being cooked.

Frozen food must be thawed in a refrigerator, under cool running water w/o a plug, or in a microwave if it's apart of a continuous meal.

Ensure food does not touch the sink basin

Dishes must be washed with a dishwasher that cleans and sanitizes or by handwashing, rinsing, sanitizing, and allowing to air dry.

Permission for Free Access:

170-295-2080 (2e)

Each parent listed on the enrollment form has a right to full access of all licensed areas that are used by your child, including Little Scholars Early Learning Centers most recent Department of Early Learning monitor review.

Little Scholars Early Learning Center encourages parents to be involved with the care of their children by participating in center organized development activities such as reading time, arts and crafts, or by volunteering to come along on field trips. Little Scholars Early Learning Center will notify you of participation opportunities as they become available.

Once a child(ren) have become accustomed to being in the care of Little Scholars staff we encourage you to also come by on your breaks or lunch hours to visit your child(ren) as you see fit.

Child Abuse, Neglect and Exploitation Reporting Requirements

170-295-2080 (2g)

By law it is the responsibility of all Little Scholars Learning Center staff to alert the authorities of any suspected child abuse, neglect, or exploitation and we will not hesitate to do so.

Child Guidance and Discipline:

110-300-0110 (v)

All forms of discipline will be carried out in a manner that is to guide the child's behavior based on an understanding of the individual child's needs and stage of development, as well as to promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others. It is the goal of Little Scholars Early Learning Center to provide fair, reasonable, and consistent discipline that is related to the child's behavior. There are to be **no forms** of corporal punishment (spanking, swatting, pinching, or slapping) for any of the children in the care of Little Scholars Early Learning Center. There are to be no forms of verbal abuse as well including but not limited to yelling, shouting, name calling, shaming, making derogatory remarks about a child or the child's family, or by using language that is threatening, humiliating, or frightens the child. In the instance that guidance or discipline is necessary time-outs (ages 3 and over), redirection, and privilege take-a-ways will be used. All forms of guidance and discipline will be provided in a nurturing way and on an age appropriate level.

In emergency situations, a staff member may use limited physical restraint when protecting a person on the premises from serious injury, obtaining possession of a weapon or other dangerous object or protecting property from serious damage. If a situation should arise that requires physical restraint an incident will be completed and placed in the child's individual file as well as a copy given to the parent.

Parents will also be made aware of repetitive corrective measures that are required.

Nondiscrimination Statement

170-295-2080 (2i)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. There is a poster available in the general area available for further clarification of our USDA non-discrimination policy.

Fraternizing

There is to be no fraternizing with members at any time. As Little Scholars staff it is our job to build bonds with the families of the children in our care. However, we are not to build personal relationships with them. There is to be no childcare provided by staff members for families outside of your work hours at Little Scholars. There is to also be no communication unrelated to childcare outside of working hours (ie. Facebook, Twitter, texting).

Sign-in and sign out procedures:

Each staff person will be assigned a registration number to be used to register in our electronic check-in system. Once registered staff will check in each time they start or resume their shift and each time they are leaving the center for more than 30 minutes (ie. Lunch break or end of shift)

Off-Sight Fieldtrips

Staff are to submit a request to management in the form of a field trip form no later than 2 weeks prior to the requested timeframe. Staff are to ensure that all parents have completed the field trip forms

before leaving for the activity. Lead staff are to submit a roster that shows a running tally of students who have received their field trip forms.

Notification of a field trip must go out to parents at least 2 hours prior to the activity.

Potty trained preschoolers in in Preschool 2 and Pre-K are permitted to participate in off site field trips. Students who are not potty trained are asked to stay home on the day of the field trip to avoid any ratio issues as a result of their not attending the field trip.

While on a field trip teachers must take a name to face attendance upon entering and exiting the vehicle.

Transporting Students

Little Scholars will transport students in clean and maintenance vehicles. Students will either provide or be provided age appropriate car seats for their trips. Drivers, must have valid drivers license and a clean driving record to operate the Little Scholars vehicle.

While on a field trip teachers must take a name to face attendance upon entering and exiting the vehicle.

It is the drivers responsibility to ensure that there are adequate car seats for each student.

Driver must ensure that there is a traffic, triangle, student registration binder, registration, insurance,

Practices Concerning an Ill child or Staff member

170-295-2080 (21)

Staff should follow these several guidelines when determining if a child is sick or not:

While in Little Scholars Early Learning Center care

Children will be excused from care if any of the following occur while in care:

- Diarrhea (three or more watery stools or one bloody stool within twenty-four hours);
- Vomiting (two or more times within twenty-four hours);
- Open or oozing sores, unless properly covered with cloths or with bandages;
- Impetigo
- Pinkeye
- Scabies

The following will require immediate dismissal (child must be picked up within 30 minutes of the call) from care and must be treated with antibiotics or other combatant medications respectively for 24 hours prior to returning to Little Scholars Early Learning Center:

- Lice or nits
- Fever of 100 degrees Fahrenheit or higher who also have one or more of the following:
- Earache
- Headache
- Sore throat
- Rash or
- Fatigue that prevents participation in activities

Children and staff who have a reportable disease may not be in attendance at the child care center unless approved by the local health authority.

Inform the parents when appropriate of the following:

While at Home

If your child is suffering from a runny nose (green/yellow mucus), fever of 100° or more, cough, rashes, etc. please keep them home. To gauge return please wait 24 consecutive hours with all symptoms stopped or receive a doctor's note stating that it is safe for the child to return.

Medication Management

170-295-2080 (2m)

According to the WAC all medication must be requested and brought by the parent or guardian. Parents/Guardians are required to provide written instruction on the use of any and all medications administered.

Little Scholars Early Learning Center will return all unused medication to the parent or legal guardian of the child. All non-prescription medications can only be given according to the directions on the manufacturer's label for the age or weight of the child needing the medication. If a child requires a dosage that is not recommended for his or her age or weight a doctor's note must be submitted with the recommended dosage.

We will not administer any non-prescribed medications for the purpose of sedating a child.

Also, any prescribed medication will only be administered in the amount prescribed on the label. All prescribed medication must contain the following:

- Child's first and last name
- Date the prescription was filled
- Expiration date
- Legible instruction for the administration of the drug (manufacturer's instructions or prescription label) that includes the following:
 - How to give the medication
 - How often to give the medication
 - How to store the medication (proper temperature)

In the instance that medication is given in a manner that is not prescribed, the following policy will be enacted:

- Contact poison control
 - Act medically in accordance to their direction
- Notify Parent/Guardian
- Notify Department of Early Learning
- Document incident for facility file

First Aid, Including medical emergencies

170-295-2080 (2n)

- All staff members of Little Scholars Early Learning Center are fully trained in CPR/First-Aid for infants, children, and adults. In cases of emergency we will use our training to bring comfort and safety to the children in our care.
- All medications will be stored according to WAC 170-295-3070.

Potty Training

170-295-2080 (2i)ii)

We require pull-ups to start potty training for sanitary reasons. After two full weeks of being accident free AND when the child can verbalize that he/she has to go to the restroom they may try regular underpants. Please encourage parents to bring enough changes of clothing to the center during this

time. Also make sure they are wearing clothes that are easily pulled up and down. **NO** overalls, belts, onesies, zippers. An elastic waist is the best for kids and gives them a feeling of self-accomplishment when they can pull them up or down by themselves. Little Scholars Early Learning Center will supply the potty seat that will be sanitized with bleach water prior to and following each use.

Diapering-

170-295-2080 (2i)

See diapering memo

Management Absence

When the Director for any reason is not in the building immediate supervision of the center will fall to the center leads. If there is an upper management meeting or another situation requiring that both the director and center leads are out of the building immediate supervision of the center falls to the department leads. If there is an all management meeting or another situation that requires all of management to be out of the building a senior teacher who meets the lead teacher requirements will be left in charge.

All curriculum and policies are to follow the posted schedule in each classroom regardless of situations that may arise.

Teacher administrative duties

Each teacher is responsible for administrative tasks below is a table of duties and ideal time to preform those duties:

Diapering Log	After each diaper is changed/ At the beginning of the day/As students arrive
Kiddie Grams	As students arrive/During Nap
Incident Report	During Nap/ Before the end of your shift/ During quiet play or reading times in the classroom only
Transition sheets	While students are in table top activities at the end of your day
Journaling	During Nap/ Before the end of your shift/ During quiet play or reading times in the classroom only
Observations/Assessments	During Nap/ Before the end of your shift/ During quiet play or reading times in the classroom only. During your weekly curriculum.

Observations, Evaluations, and feedback

An initial **screener** will be completed by the family upon enrollment. That enrollment will be scanned into students file within 24 hours of their enrollment. Teachers are to review the form and use it to get to know their students. A **second screener** is to be completed by the primary teacher within 90 days of the child's enrollment into your class. This screener needs to be discussed with your department lead if there are any concerns. This information will be provided to the Director and appropriate resources will be recommended to the family.

Assessments are done 3 times during the school year Sept-Aug. Department leads will disseminate the assessment dates for your department during the first month of school. You are to complete assessments that correlate with your students age. Those assessments are to be used to help to develop upcoming curriculum as well as to measure development. Your assessment will include days for parent conferences. Teachers are to encourage parents to attend these conferences via phone, in person, or by social media video chat.

Classroom Transitions-

The transition form is located on the employee form wall by the kitchen. It should be completed when relinquishing responsibility of a classroom each day. These forms help to ensure that valuable information is not forgotten or not passed to the family.

Emergency Procedures

170-295-2080 (2o)

Evacuations-Fire or otherwise

Fire alarms and whistles are provided throughout the facility to assist in notifying us of the potential need to evacuate in case of an emergency. We will assist (including carrying or rolling out non-walking toddlers and infants) the children in exiting the center. We will gather either in the back of the center by the play area or in the parking lot of Baskin Robins should the situation require exiting the premises completely. Each instructor is to take their walkie talkie and registration binders upon exiting the building. Upon leaving the classroom they are to do a visual sweep of their room and a head count of their children which should be repeated upon arriving at the designated location. Supervisors will do a final sweep of the entire building calling out after each room is cleared "----room clear." Supervisors are to grab the first aid kit either in the kitchen or the room and state loudly 'kit obtained.' 911 will be

contacted once children are safely evacuated; following the call to 911 all families will be notified as to our location.

Earthquakes-

- Get under a sturdy table, desk or bed.
- Brace yourself in an inside corner away from windows

- Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects).
- Choose shelter which will provide an airspace if it collapses. If your furniture shelter moves, stay under it and follow it around the building.
- Watch for falling objects- plaster, bricks, light fixtures, pots and pans, etc.
- Stay away from tall shelves, china cabinets and other furniture, which might slide or topple over.
- Stay away from windows, sliding glass doors, mirrors.
- Grab anything handy (blanket, pillow, tablecloth, newspaper, box, etc.) to shield your head and face from falling debris and splinting glass.
- Account for all children by enrollment sheet or by calling names
- If you are outside, stay there. Move away from the building, garage, walls, power poles and lamp posts. Electric power lines are a serious hazard- stay away from fallen lines. If possible, proceed cautiously to an open area.
- Inspect your work area carefully for structural damage. Carefully open exit doors – they sometimes jam. The initial quake may damage the structure and an aftershock could knock down weakened walls. Use extreme caution when moving around in damaged areas- they may collapse without warning. Check to see that sewage lines are intact before flushing toilets.

Medical 170-295-2080 (2n)

- Should a **medical emergency** arise the child will be given immediate emergency care according to the need and your first aid training. Staff member is to contact the available member of management and follow directions given. If the situation calls for emergency care contact 911 and then your director while another staff person contacts the parent.

- **Missing Child-** In order to keep each of the children safe, no child is ever left alone and children are accounted for at all times. If a child becomes lost, we will quickly check all areas of the center and property. If the child cannot be found, the police will be called immediately, and then the child's parents or emergency contact person will be notified.

- **Lockdown-** In the event that a lockdown is necessary all doors and windows will be locked so that no one can enter or exit. All blinds and curtains will be drawn so that visibility is minimal. Children will be placed in the center of the room that possesses the least amount of danger on the floor. Parents and guardians will be contacted via cell phone after lockdown procedures have been completed. There will be no child pick-ups until government officials say it is safe.

Employee Acknowledgement of Procedures

I _____ understand the information that has been provided in the personal handbook. I further understand that this is a living document and that it will be updated as needed. I will be notified of any changes to this document by the Owner/Director or Program Supervisor as updates occur.

It is my responsibility to ask for clarification in regards to this document and I take full responsibility to uphold the standards outlined. It is also understood that if I am found in default of these standards I may be put on a guidance plan as outlined in the handbook.

Print Name

Signature

Date