

2021

Employee Handbook



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Crayons 2 Pencils Early Learning Center

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Welcome

Crayons 2 Pencils Learning Center welcomes you and is proud to have you as a staff member of our team. Whether you are a new employee, or have been with us for some time, you are our most important and valued assets. We hope you feel comfortable with your work environment and with the people around you.

Good Luck and best wishes for a long and satisfying career with our Center. Share your passion for children daily and your rewards will be many!

This is a drug free, drama free environment. We work to treat each employee with the upmost respect and expect everyone to do the same. DHS regulatory trainings are a requirement to keep your job as well as following all guidelines set by the center. We have a lot of fun planned for you here. We are excited to start this journey together.

Sincerely,

Jill Larsen & Cindy Gavin

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Employee Handbook

Welcome to the Crayons 2 Pencils!

At Crayons 2 Pencils, we focus on providing experiences all while creating a love of learning. As an employee of Crayons 2 Pencils, you will be expected to exemplify excellence and quality of service both at work and around the community. By following the employee policy and procedures outlined in this handbook, you will be well on your way to meeting the goals of excellence and quality. This handbook is just a broad 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.

Crayons 2 Pencils - Mission Statement

Crayons 2 Pencils staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render. Our focus is to provide an environment where children are excited to learn and Parents don't have to worry about them after they leave for work!

Crayons 2 Pencils provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

We foster innovation. We embrace team work. We strive for excellence. We respect and support families. We commit to service at all levels. We respect and appreciate diversity. We actively listen and seek to understand. We communicate openly and productively. We use resources creatively and responsibly. We abide by DHS guidelines and strive to go above and beyond by working to attain the highest level through the Iowa Quality Rating System.

Crayons 2 Pencils - Where Success Matters!

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 many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your particular question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director or Assistant Director. We will be glad to help you answer every question.

POLICIES AND PROCEDURES

AT WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Crayons 2 Pencils and you, as the employee. Since Iowa is an at-will employment state, you are not under contract for employment. Thus, employment Crayons 2 Pencils is not for a definite term. The Center or you may terminate employment at any time, for any reason or for no reason.

STATEMENT OF POLICY

Crayons 2 Pencils strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

Crayons 2 Pencils guarantees fair treatment of all employees. The Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Crayons 2 Pencils will be based on merit, qualification and ability. Crayons 2 Pencils does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination; will be subject to disciplinary action up to and including, termination of employment.

State ratios are important indicators of quality. The center strives to keep state ratios at all times. Please be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children approaches over limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Call the office for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public places such as the playground or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great child care and education for our parents and children. Stay positive and focus on the needs of the children in your care.

CURRICULUM

Crayons 2 Pencils 's goal is to provide the children with an environment where learning and fun go hand in hand. We focus on getting the kids ready for Kindergarten at a young age. We use the Creative Curriculum.

Themes

All teachers will be given basic layout of the themes for each year. Your Onsite Supervisors will work with you in a variety of ways to help you feel successful in teaching the materials. Ways that we help guide teachers is the following:

- Team meetings where we meet with all the rooms that are teaching the same topic as your class is learning and share ideas together.
- Video Training where you will be given a video with ideas that you can watch with both your students and other teachers. We like to share these videos at least a few days before the new lesson begins.
- Individual classroom meetings with your room to talk about each topic
- Each month we have it broken down as far as what you should work on for literacy and math so you do not have to reinvent the wheel
- We also have the availability to go in and do demo teaching where we can demo how to do a variety of things such as math and literacy, classroom management and routines.
- You have the freedom and flexibility to add more ideas and activities to your day. We look to you to fill in the gaps for the day.

Each classroom is to follow a routine daily. If it says your class is doing math at 10:50 we should walk in your room and see math activities going on. This is a very vital part of education. Children must have a routine. Exceptions to the schedule is the classroom has earned a party or something. Movies are never to be watched without permission from the office first. Parents pay for children to attend an Early

Learning Center full of hands-on learning, socialization and activities. They do not pay us to watch movies. If you need help with the schedule or ideas, please make sure you reach out. This is our job to help you be the best teacher you can be.

Be cautious of wait times while teacher. The timer starts from the minute the 1st child starts until the last child is done.

Projects of Study

Our Pre-K students will spend multiple weeks at a time doing a Project of study instead of a weekly theme. A project of study is where they will dive into a topic and spend multiple weeks breaking it down. Example they could have a project of study of Trees. They may spend one or two weeks talking about seasons, a week talking about what you can build with trees and another week talking about animals that live in the trees. They will have 4-8 projects of study per year.

Lesson Plans

When planning your curriculum, you want to make sure you have included activities daily in the following categories:

- Math Stations (hands on not worksheets)
- Literacy Stations
- Fine / Small Motor activities
- Discovery Time – Special activities that go with your theme (60 Min per morning is spent in discovery time -Play Based Learning)
- Theme/Projects of study
- Introductory Art experiences (clay, playdough, glitter, glue, scissors, markers, colored pencils and so much more)

We will have ongoing trainings about getting your classroom organized, and ready to shape the minds of young children. A good teacher is able to keep their activities age appropriate as well as being able to read the cues of the children. Know that it is time to change an activity when the children are fidgety or not paying attention. Keep them at group time for no longer than 5-10 minutes at a time.

Classroom Flow of the Day

Your classroom is not run like a babysitting program. Children are attending Crayons 2 Pencils for their first level of education. In your classroom you will need to keep it moving. Children cannot have downtime in the classroom or you will have unwanted behaviors. Teachers are to communicate together and if one teacher is working with students, the other teacher is setting up the next activities.

Activities must be prepped before the start of the day. You are to use the classrooms rest time to lesson plan and prep. It is up to the teacher in the classroom to ensure that all teachers know the plan for the day and work effectively together.

For children in the 2's and up program they must have the following Daily:
(Under age 2 will have a version of the below)

Small group literacy

Small Group Math

Discovery time – 60 Minutes (Have items and stations that also go with your theme/project) Recess does not count as discovery time

Theme/Project of Study Time

Story Time

Music Time

Large Motor Time

Fine Motor Time

Spanish Classes

Large Group Outside game or activities on days when the weather allows

These are not ideas, these are expectations for daily learning! If you need ideas, we are able to assist.

[Weekly Communication](#)

Every classroom is expected to communicate with their parents through the avenue provided for them for the year. This could be through your class Facebook page, a weekly newsletter or others as requested by the office. The point of this is to connect the parents with your classroom.

***Never ask the parents for supplies without first checking with the office. Most cases we do not rely on the parents to bring in supplies you may need for a lesson. The items you are able to request are individual child's needs such as diapers and wipes. Please ensure that the child is actually out or almost out before you ask parents to replenish. Check where you store extra items first.

[Effective ways to Communication with parents](#)

Speaking to parents is an important part of your job. They are who pays your paycheck each week, just remember that. Each parent deserves to be given a proper greeting each morning and afternoon. You should always list a few things that the children did each day. If you are an after-school teacher coming in to replace the full-time teacher you need to find out what activities the children did before the lead

teachers go home. This will help to make an easy transition for parents. When they leave their child with one teacher and pick up with another teacher it can cause a communication gap.

Reporting a negative event that the child did to the parents

Never start out by saying “your child hit someone today”. You want to always sandwich the good and the bad. Example: “today Johnny had a great time playing with his friends in the block area. They were having so much fun building towers and knocking them down together. At nap time, however he struggled with falling asleep and he did wake up his friends a few times by making loud noises and throwing his shoes. I was able to sit by him and pat his back and he did end up falling asleep. When we went outside, he really enjoyed playing with his friends on the bike path. He also enjoyed our story time today. It was all about puppies and he liked it because he had a puppy at home, he told us.

- What was I getting across- he was being disruptive at nap time but I did not word it that way.

Never argue with a parent. Some parents want to know every single detail of their child’s day. It is not a reflection on you but it is just that they miss their child. They feel like they are missing out while their child is away from them. Remember that when a parent has lots of questions for you. Just communicate with them about their day and be polite. Never yell, argue with a parent under any circumstances. If you feel uncomfortable ask for them to come to us or page us to come to you.

- You are not allowed to tell a parent the name of the child that hurt their child. You just say a boy in his class or one of his friends.... You may not use the child’s name as that is confidential. The child can say who did it and most of the time they will but you are not allowed to see.

Playground Communication with Parents

The second a parent walks onto the playground whatever staff is closest should always greet the parent. If that parent is not one of your children in your classes parent, you should ask them what color their child’s classroom is and then help them find their teacher. A parent should never be left to wonder the playground looking for their child.

Borrowing Funds

Employees are not allowed to borrow funds or items with the intention of future payment from families enrolled in the program or staff while employed at Crayons 2 Pencils while on the premises.

Out of Pocket Expense

Teachers can spend up to \$25 per month out of pocket and get reimbursed to help with activities and crafts needed for your classrooms. Any amount over \$25 that you spend will be out of your own pocket. That is why it is important for you to get us your lesson plans in advance. If we know about items ahead of time, we have plenty of time to order things for you. The \$25 is just if you were out at the store and picked up something.

ACCIDENTS

All accidents must be reported immediately to the Director/Assistant Director. Accident reports must be written, signed by an administrator, given to parents, and copied for the child's file. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free. Crayons 2 Pencils strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers. If you have children that tend to hit or bite more frequently it is the teacher's responsibility to keep that child fairly close to you during the day. Please ask your classroom teacher what the policy is for reporting accident reports with the office.

Daily Checks

To ensure that children are kept safe, all staff will need to check toys daily. If anything is broken, cracked or otherwise not safe for children, please either throw it out or let the director know. If you find something unsafe that cannot easily be thrown out, please contact the director immediately.

If you are on the playground – Do not just stand around. Please interact with the children, check toys for anything broken or damaged, supervise children and ensure they are following all the rules and regulations.

STATE LICENSING RULES AND REGULATIONS

ALL staff is expected to be knowledgeable in The Minimum Standards for Child Care. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

Full time lead or assistant teachers in our learning center must be at least 18 years of age and have a high school diploma or its equivalent. Note: A 16-year-old that attends school can work as childcare assistant after school and during the summer and school breaks.

Required Trainings in the First 90 Days

Upon hiring, each staff member will complete the following in the first two weeks:

- *Register with ProCare to get a code for outdoor entry and also to begin a timecard.
- *Get three staff shirts to wear while at the Center. It is your responsibility to purchase more shirts to fit your needs. You will need to ensure your shirts are wrinkle free and clean each day.
- *All Child Care Center Staff Must Complete the Following Areas within the first 90 days working at the center if they do not already have this training.
 - * Prevention and Control of Infections disease
 - * Prevention of SIDS and use of safe sleeping practices
 - * Administration of Medication
 - * Prevention of and response to emergencies due to food and allergic reactions
 - *Building and physical Premises Safety

- *Prevention of shaken baby syndrome and abusive head trauma
- * Emergency preparedness and response planning
- *Handling and storage of hazardous materials
- *Precautions in transporting children
- *First Aid and CPR (Good Every 2 Years)
- *Universal Precautions
- *Mandatory Child Abuse Reporter (Good Every 3 Years)
- *And any other requirement DHS requires of you

Each employee has 90 days from their start date to get 100% of the training listed above completed as required by DHS. Failure to do so could result in termination at Crayons 2 Pencils. In addition to the trainings above we ask that each staff take additional training classes as the directors see fit to enhance the needs of your classrooms.

After you have taken the initial classes listed above, you are required to have ongoing training of 12+ hours per year. When you stop learning, you stop growing. Classes can be taken in the evenings through Child Care Resource and Referral or they can be taken at a few locations online. It is your responsibility to pay for the classes online and will be reimbursed for them when you bring in your certificate.

How do I sign up for classes?

You can do these online in your own time by visiting <http://www.extension.iastate.edu/humansciences/content/essentials>

To take your Universal Precautions class or your Mandatory Child Abuse Reporter class, online classes are available at <https://prepareiowa.training-source.org/training/courses>

To find more trainings that will help you grow and learn please sign up for classes at <https://ccmis.dhs.state.ia.us/TrainingRegistry/Search/SearchTrainings.aspx>

* You will find a number of classes here on just about every subject you could possibly imagine. Some of the classes will be online or held around the metro area. For many of the classes there is a \$5.00 or more fee for the classes. Once you pass the class bring in your certificate to get a refund.

If you need our Child Care Center Registration Number, it is the following: 27088

First Aid and CPR Classes

*First Aid and CPR are not included in the Essentials training and will be scheduled through the Norwalk Fire Department. C2P will set up training each quarter for those who need it. You will be required to take the class and turn in your certificate. Crayons 2 Pencils will pay for this class for you however if you leave within 60 days of getting your first aid certificate the cost of the class \$75 will be deducted from your final paycheck.

EMPLOYEE POLICIES

SEXUAL AND OTHER UNLAWFUL HARASSMENT

*Sexual harassment will not be tolerated in any way, shape or form.

Crayons 2 Pencils is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment, should promptly report the matter to the Owner/Director within 24 hours. Employees can raise concerns and make reports without fear of reprisal.

Corporal Punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping, or pinching a child. (This will not be tolerated at all).

Verbal Communication with a child

The tone in which you speak to a child is very important. Yelling, name calling or telling a child to "shut up" "Go Away" for example are not acceptable in any circumstance. Raising your voice to the point you are screaming at a child will not be tolerated and may be grounds for on the spot termination.

Sometimes children will ask to do things multiple times. How you handle the situation is going to be key to being a successful teacher. You will have to repeat yourself many times as that is just part of the job.

Example: A child has asked to go potty at nap time however they have already gone 2 times and you know that they are doing this to avoid taking a nap. How do you handle the situation?

What NOT TO DO: Lay down, you can just pee your pants because you're not getting up until after nap.

What To DO: Acknowledge that what they say is important to start with.

I know you have to go potty, you have gone two times, how about we make sure as soon as it is wake up time you are one of the first ones to go potty. Can I sit by you and rub your back to help your body rest a little while?

Can you see the difference? It is all about how you talk to a child. The tone you speak in, and the words you say can make a huge impact on the child.

CHILD ABUSE PREVENTION POLICY

The mission of Crayons 2 Pencils is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of

communication with parents. We will operate with an open-door policy allowing parent access to programs at any time. When those who are employed at Crayons 2 Pencils in any and all kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

GROSS MISCONDUCT- Grounds for Immediate termination:

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work two consecutive workdays without proper notification
- Falsification of center records (i.e. employment application, time clock, and your records) ☒
- Working under the influence of alcohol or illegal drugs
 - If we suspect or get word from anyone that there is a possibility of an employee using drugs they may be asked to take a drug test at their expense. They have 24 hours to take the test. Failure to do so can result in immediate termination of employment. If they take a drug test, and it comes back clean Crayons 2 Pencils will reimburse the employee for the cost of the drug test. The Employee will not be permitted to return to work until we have the results of a clean drug test. The time you are away from the center is unpaid.
 - Falsely Accusing an employee of using drugs is also grounds for immediate termination
- Conviction of a felony for any offense committed while employed by the center
 - If after you have started working at Crayons 2 Pencils you get convicted of any type of felony, you are to report it to the office immediately.
 - Anytime police are involved with you outside of work aside from a traffic ticket, you are required to let the office know.
- Fighting, threatening violence or boisterous or disruptive activity in the work place
 - Any type of social media attack is not accepted. If we find that any employee has been leaving inappropriate messages to another employee or parent it is grounds for dismissal. This is a place of work and you are to act professional at all times. We do not expect employees to be best friends but we do expect professional manner at all times.
- Leaving a child unattended (inside or outside)
- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
 - It is unacceptable to lay down while you are watching children even at nap time. Use nap time as a time to organize your walls, get crafts ready, or do trainings if all kids are asleep.

- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
 - Calling in, showing up late habitually puts stress on all the classrooms while you are gone. It is imperative that we stay at ratio 100% of the time.
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination that show gross disrespect such as threatening, profanity, or yelling at the Directors.
- Unauthorized use of telephones, mail system, or other employer-owned equipment (No cell phones allowed in the center during work hours!)
 - You are not allowed to take pictures on your cell phones without prior office approval. All pictures are not for your use but they are owned by Crayons 2 Pencils. You are not allowed to post pictures to your own social media for any reason.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
 - If we suspect you with any type of illegal drugs or alcohol in your system you will be asked to leave immediately with no warnings.
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees
- Promoting and sharing rumors or negative information about Crayons 2 Pencils
- Posting something negative on social media sights about staff, parents or a child may be grounds for termination.

Smoking is prohibited

- Smoking is not allowed in or around Crayons 2 Pencils. This includes inside the building, in the parking lot, on the playground and even inside your car parked in the parking lot.
- You may not smoke wearing your Crayons 2 Pencils shirt at any time both on or off the clock.
- Staff will not be relieved to take a smoke break. Any residue of smoke on clothes is harmful to children.

Smoking or Alcohol is not permitted on the center premises at any time.

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and the Director's discretion, violations may be followed by a warning, a two-day suspension, and/or termination of employment.

Note: Severe offenses may result in immediate termination!

REPORTING ABUSE AND NEGLECT

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director.

- If you suspect a child under the age of 18 is being abused or neglected
- If you believe the child is in imminent danger, CALL **911** immediately.
- Call the Abuse Hotline at **1-800-362-2178**, available 24 hours a day, 7 days a week.

- Please be ready to provide identifying information and the whereabouts of the child.

- You may remain anonymous.

Note: Employers are prohibited from retaliating against caregivers who make reports in good faith.

EMPLOYEE PRACTICES

EMPLOYEE STATUS

Full-time employees have a basic schedule between thirty-five (35) and forty (40) hours per week. Part-time employees have a basic schedule between ten (1) and thirty-four (34) hours per week.

STAFF SCHEDULES

All staff have been notified of their hours in advance. Hours of work are subject to change by Director to meet the needs of our families and Center. Any requests for days off must be given in writing two weeks in advance for approval. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available. You are required to check the staff schedule both when it is posted and the day of to ensure there are no changes.

You WILL be asked to assist in other classrooms anytime it is necessary. We are a one team here that will work together in times when a normal routine is not able to be followed.

Filling in

When one staff member is out for a day you may be asked to fill in at another classroom as our number one goal is to keep ratio at all times. We as directors will do our best to try and find a sub to fill in for the absent staff member but know that in the event, we are unable to do so, you could be asked to change your schedule around.

TIME OFF/ABSENTEES

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. Crayons 2 Pencils depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided, are subject to discipline up to and including discharge.

Employees requesting leave related to any medical condition concerning the employee or family members, will be required to provide a physician's statement verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

Note: Foreseeable absences must be requested at least 14 days in advance.

- Request for leave should be in advance for foreseeable events (at least 14 days) and as soon as possible for unforeseeable events. Requests for leave must be made in writing on the Employee Time-Off Request Form. Request will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to Crayons 2 Pencils operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred.
- Requesting time off does not guarantee you will receive time off.
- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before employee is scheduled to work. Even sooner if at all possible!
 - Car trouble is not considered an emergency
 - Please arrange for a ride from a friend or family member if the problem arises.

Employees are required to Message through Facebook Cindy Gavin no later than 6 AM if you are unable to work for the day. If it is after 6:00 AM, you will be required to come in and we will do our best to get you home early.

Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested substantiation will result in discharge.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Director and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members, but affects the children as well.

- Without a doubt, working in a child care environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup or even a "stress free" day off needs to be taken. Crayons 2 Pencils strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.
- Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for NEGLECTFUL SUPERVISION. This action results in the employee not being allowed to work in child care again. Also, the employee's last paycheck will be mailed to the employee on the next pay period and may not be picked up at

the Learning Center office. This also applies to employees who simply do not show up for work and does not call or give notice of their decision to quit.

- If any employee plans to terminate employment with Crayons 2 Pencils, a four-week notice in writing is required. If this procedure is followed, the employee's paycheck can be picked up at the Learning Center office.

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and state laws require Crayons 2 Pencils to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employer will determine the hourly schedule for each employee. It is the responsibility of the employee to check in and out each time they enter the building. You are required to use the fingerprint scanner to check in and check out each day. You need to check out when you leave for your lunch and back in again when you return from lunch. If the fingerprint scanner is not working, you need to write your end time and give it to the director before you leave.

Note: Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

OVERTIME/CLOCK IN AND OUT

All overtime will need to be authorized in advance. We do not offer overtime unless it is absolutely necessary. If you arrive more than 10 min before your shifts starts, you must wait to clock in at the start of your shift. Please make sure you balance your time correctly to ensure you are not going over the allowed time on your shift. If you feel you are not having enough time to get things done at the end of the day causing you to have to stay later, you will need to let the office know and we can find a way to help some of the closing items get done earlier. Staying later to get things done may only be on the clock when approved by the office.

If you arrive early in the morning before your shift starts, that does not mean you can leave earlier in the day. Please plan your time to arrive in the morning at your scheduled time.

Child/Staff Ratio

It is the lead teacher's responsibility to report to the office when their classroom has reached ratio. One teacher will be asked to either help in another classroom, go home, or help with clean up duties around the center. The ratios are as follows

6 Weeks – 24 Months – 1 staff to 4 children

2 years old - 1 staff to 6 children

3 years old - 1 staff to 8 children

4 & 5 years old – 1 staff to 12 children

School Age Children – 1 staff to 15 children

ORIENTATION

All new employees are oriented to the Crayons 2 Pencils policies and procedures. During the first few weeks we have staff get familiar with the center, students in their room, and other teachers. Once staff have become comfortable in their classrooms, we will begin setting you up with special trainings and topics. In some cases, we may assign a new staff member a mentor to make sure that all procedures are explained and demonstrated. In other cases, the new staff member may meet as a group with other new staff members and the directors.

We will ask the other teachers in the classrooms to show you around and help you with the day to day activities and requirements. It is each staff member's responsibility to uphold center expectations at all time. In many cases the mentor is the other teacher working in the classroom, director trainings or classes provided by DHS. You will also get on the sight training from the directors.

The orientation program covers all of the following:

- Review of Center policies & Confidentiality Policies
- Training in emergency procedures, including the operation of fire extinguishers.
- First Aid procedures.
- Job responsibilities and any other duties as assigned.
- Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids.
- How to create lesson plans and produce activities to do with the children
- How to effectively communicate with parents
- The procedure for ensuring that all Crayons 2 Pencils employees know the children assigned to their care and their whereabouts at all times.
- Child management techniques.
- The integrity of children with disabilities into the program.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Crayons 2 Pencils uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Crayons 2 Pencils may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Crayons 2 Pencils determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by the Director of Crayons 2 Pencils
- Failure to get your required trainings completed
- Failure to return from an approved leave without notifying the Director will be considered a resignation without notice.
- Continually arriving to work late or taking longer than your allotted lunch time frame
- Continued use of rude phrases with children such spoke about in earlier sections.
- Unable to perform your daily tasks
- Being on your cell phone during working hours

Note: Such resignation will result in immediate termination, and will render the employee ineligible for rehire by Crayons 2 Pencils .

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Crayons 2 Pencils. ALL employees will be judged by the same performance standards and will be subject to Crayons 2 Pencils scheduling demands, regardless of any existing outside work requirements.

If Crayons 2 Pencils determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with Crayons 2 Pencils.

Your job at Crayons 2 Pencils shall take precedence over any other job. It is un-excusable to say that another job is asking you to work during your scheduled time at Crayons 2 Pencils.

Note: Further more you cannot be employed by a competitor located in the same town as the center, as this will cause a conflict of Interest in your employment at Crayons 2 Pencils.

COACHING AND/OR PROGRESSIVE DISCIPLINARY ACTION

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or needs guidance for optimal performance of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following:

- Oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way the center's right to terminate at any time, with or without cause and with or without advance notice.)
- Maintaining a positive attitude when being trained by directors is a must. Sometimes it is not easy to hear something you may be doing incorrectly but know that we are working to guide you to become even better than you already are.

PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect how the Crayons 2 Pencils presents to parents and their children, visitors and guests. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times.

All employees should wear the Crayons 2 Pencils Tee-Shirts, blue jeans or shorts, and comfortable shoes, such as: tennis shoes.

- Jewelry should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- Shoes must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation. Open toe or open heel shoes are not recommended for safety reasons
- Clothing should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day.
- Jeans, shorts, or Capri's are allowed: however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel. (All employees must wear their Crayons 2 Pencils shirts.
 - 3 Shirts will be provided to you at the cost of the center. The shirts are \$13.00 for each additional shirt you wish to purchase. If you leave Crayons 2 Pencils during the 90 days' trial period, the cost of the shirts that were given to you will be deducted from your final paycheck.

Note: Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your Director if you have questions as to what constitutes appropriate dress.

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At Crayons 2 Pencils every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile
- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

Note: All employees at Crayons 2 Pencils will greet every parent and family with a smile; to let them know that you are truly happy to care for their child. When a parent arrives, we expect staff to stand up and greet them hello and acknowledge they are there.

Positive work Environment

When you come to work with a positive attitude it is going to set you up for a successful career at Crayons 2 Pencils. If you are constantly finding yourself being one to complain about others to the other teachers it creates a negative experience for everyone around you. What you may think as sharing information about someone or you are not fond of actually can make the person you are talking to wonder if you will talk bad about them when they are not around. It is not a good feeling to be on the other side of someone who is talking about someone. Leave the negative thoughts to yourself. If you have an issue speak to the directors about it. Do not talk bad about a staff member or parent at our program. If you are caught saying something negative to another teacher or parent it is grounds for termination if the director sees fit.

Try and find the good in everyone. Nobody is like you and you are going to have days where it seems like everyone is driving you a little crazy. Know that it is just crazy day and tomorrow is going to be different. Take a deep breath, relax and find the good in things. You will have some crazy days, I promise. Just don't talk bad about others.

If you find yourself on the other end of a staff member wanting to engage in gossip about another parent, child or staff the best way is to redirect the conversation by saying something like "they are a friend of mine so I don't feel comfortable talking about them like this". Let's keep the gossip out of the center. We don't want to be a center where the staff does not get along.

Facebook and Social Media

You are representing Crayons 2 Pencils both on and off the clock. What you post on your Facebook account is a reflection of Crayons 2 Pencils. Parents and staff alike will be looking you up and checking out your pictures.

You are not to respond in a negative light to community Facebook posts or find yourself arguing with someone on a social media community page. It gives a poor image of Crayons 2 Pencils. If even outside of work you are arguing with someone on a community social media page that other families in our program can see, this could be grounds for getting written up or possibly fired. How we conduct ourselves outside of work is a reflection of how we are seen in the community. It is ok to have different opinions from others however staff at Crayons 2 Pencils hold themselves to a higher level and does not engage in negative communication towards other people behind a computer.

You may not share personal views on your class Facebook page. Your class Facebook page posts will be reviewed prior to you posting.

Remember pictures shared on your class Facebook page are not for you to post on your personal Facebook page. Parents have to sign a waiver allowing C2P to have access to their child's pictures, they do not give staff permission to use their child's pictures.

PERFORMANCE EVALUATION

DAILY SUPPORT- Employees are strongly encouraged to discuss job performance and goals with the Director on an informational, day-to-day basis.

COACHING MEETINGS- Crayons 2 Pencils will also support all employees with ongoing and regular coaching meetings to address any employment issues at which performance concerns may be addressed (on an as needed basis). We will have coaching teams where we will pull groups of teachers for ongoing learning multiple times per month. This is a chance for us to train and provide support to our teachers. You will be responsible for reading the schedule to know when your scheduled training is to take place. Some trainings we will meet with everyone in the classroom, other times we will only be able to meet with a few teachers in a classroom and will ask that you share what you learned with your co-teachers.

VISITORS

A variety of visitors enter our building each day. All visitors must check in with the office prior to entering your classroom. A center director will walk the visitor to your classroom. Please let us know in advance if you are expecting a visitor and explain why they are here. If a suspicious person is in the hallways, please notify the directors immediately. You can walk them to the office or page us with your walkie talkies. A visitor would be a dentist coming to teach a lesson to kids, Mrs. Amanda the music lady or a guest from the zoo. These are visitors who would need clearance from the office to be in your classroom.

Staff Guests

ALL personal visitors will need to be cleared by the office. Boyfriends, spouses and friends may not hang out with you in your classroom. If you have someone dropping something off to you, they are not cleared to enter your classroom but will need to stay in the lobby area if children are in the building.

PAY ROLL

PAYCHECKS

Paychecks are distributed on a bi-weekly schedule week at Crayons 2 Pencils. Your management team will distribute paychecks by 3:00 PM or no later than the end of the day on the designated days. In most cases we will have them ready at the earliest by 9:00 AM. on the scheduled payday. Checks are not available earlier.

PAY DEDUCTIONS

The law requires that Crayons 2 Pencils make certain deductions from every employee's compensation. Among these are applicable federal taxes. Crayons 2 Pencils also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

Any unpaid fees to the center for child care or other events may be deducted from your paycheck.

ADMINISTRATIVE PAY CORRECTIONS

- Crayons 2 Pencils takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.
- In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible. An error must be reported before depositing check?

EMPLOYEE CHECK LOSS POLICY

- It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time. If you lose a check please let the office know.

BENEFITS

CHILDCARE BENEFITS

Full time hourly employees are eligible for a 10% discount off the regular tuition for their own children. Enrollment will be offered as space allows within state ratio and group size. If your child is enrolled in the program and they are not part of your classroom, they may not be with you in their classroom. While you are here you are at work. It is ok to stop and give them a hug or say hi on your breaks of course. They may not hang out with you in your room as each room is divided by ratios.

All staff who's children are enrolled in the program are to pay their child's tuition just like everyone else enrolled in the program. Failure to pay your child's tuition may result in the amount due being deducted from your bi-weekly paycheck.

If you use state assistance and they require you to pay a certain percentage or amount of your child's tuition, failure to do so will result in the amounts being deducted from your bi-weekly paycheck.

Note: All staff parents must adhere to the same enrollment and attendance policies that regular customers observe, and the child or children must be the natural/adopted child or children of the employee, or must have legal guardianship to qualify.

Exchange of Hours –

After 12 months of full-time service, you can earn 3 hours per month as long as you meet the requirements to earn them. Each month you have zero call in's you will earn 3 hours to exchange for a day you need off or if you want to take a family vacation. To use the exchange hours, you must be currently employed, filled out an Exchange Hours Request form found on the Crayons 2 Pencils All Staff Facebook Page and have had the hours approved by the office. You cannot fill out the form after you have taken the time off. You may not fill out a exchange hours request form if you have given notice you will no longer be working at Crayons 2 Pencils. It must have been filled out at least 1 week in advance. We must have coverage for you to use those hours/days. The max you can use at one time is up to 40 exchange hours per pay period.

The exchange hours are just that, an added bonus you can use to take a family vacation or for a special time you need to take for yourself or your family. These hours are not owed to you should you leave employment at Crayons 2 Pencils.

The hours are updated quarterly on your accounts. If you are wondering where you stand with how many exchange hours you have on file, you can message Jill or they can be found on the bottom of your paystub.

HOW TO GET PAID FOR A HOLIDAY SO I DON'T LOSE HOURS

Note: Paid holidays do not start until after 12 months of service.

Crayons 2 Pencils has a program that will help you earn your 40 hours per week if your scheduled work day should fall on a day we are closed due to a holiday. You must work the day before and the day after the holiday in order to get paid for that day. If you did not work the day before or the day after the holiday, you must have approved earned PTO built up and requested and it has been approved by the office for you to use it prior to the day of or day after the holiday. If you call in to work the day before a holiday or the day after a holiday, you will not get paid for the holiday.

Example: If a holiday is on a Friday, you must have worked Thursday and the following Monday to get paid for it. If you have Monday off each week, then you must work Tuesday. You must work your SCHEDULED day before a Holiday and after the holiday to be paid for the day.

Employees who work 4 10-hour days will get paid for the day that falls on one of their scheduled work days. To be paid for the day, it is only to ensure you do not lose pay on your paycheck. This will allow you to still earn your 40 hours per week. If a Holiday falls on a Tuesday but your day off each week is Tuesday, you do not get paid on that Holiday because it is not a day you are scheduled to work. You are not able to switch days. The week of a Holiday, you are not eligible for overtime. The max you will be paid for the week is 40 hours if you are a full-time employee. Employees only earn 40 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
6:50 – 4:50	Off	6:50 – 4:50	6:50 – 4:50	6:50 – 4:50

Example: If 4th of July falls on A Tuesday, that employee above would not get paid for that Holiday. It is not a scheduled day they work. They will not have to work that day but they will not get a bonus 10 hours on their paycheck. If 4th of July fell on a Wednesday, that employee would then get paid the 10 hours for that date.

If you stay late without approval from the office, the amount of time you stay late will be deducted from the hours you are paid for on a Holiday. Again, this is for employees who stay late without authorized permission from the office.

Overtime is not allowed unless approved. Being able to get paid if your scheduled day falls on a Holiday is to only ensure that you are not missing hours on your paycheck. The goal is to keep you earning 40 Hours per week.

No employee will be asked to physically work on a Holiday as Crayons 2 Pencils will be closed on all Holidays.

If a holiday falls on a Saturday, we will be closed on the Friday before. If a Holiday falls on a Sunday, we will be closed the Monday after.

GENERAL POLICIES

USE OF TELEPHONE AND MAIL SYSTEM

Calls for or by you should be conducted either before or after a shift. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please advise the Director and she will be happy to make other arrangements.

Personal use of telephone for long-distance and toll-free calls is Not permitted. There will be no personal phone calls while on duty at the Center. Crayons 2 Pencils phone is for business purpose only. Our children should have your full attention at all times.

To ensure effective telephone communications, employees should always use the approved greeting *"Thank you for calling Crayons 2 Pencils, This is"* and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of postage paid by Crayons 2 Pencils for personal correspondence is Not permitted.

USE OF EQUIPMENT AND VEHICLE

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. If something has been damaged or broken it needs to be reported as soon as it has happened.

NO SOLICITATION/ NO DISRTRIBUTION

In order to avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Center premises during working time. The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Non-employees may not solicit for any purpose, or engage in the distribution of literature of any kind while on Center premises.

EMPLOYEE CHILDREN (NOT ENROLLED)

ALL employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Children up to age 10, may Not stay in any classroom or remain unsupervised at the Center. On planned school vacations, school age children (up to 10 years old) may attend Crayons 2 Pencils after school program, for a nominal fee, provided space is available and arrangements have been made with the Director. If your child attends Crayons 2 Pencils they may not hang out with you in your classroom but instead will need to be in the appropriate classroom that matches the age of the child. At

the end of the day when classrooms combine, they may then be with you as long as ratio is always maintained and your focus is on the children in your care.

MEALS

A benefit to our employees is that should we have enough, we provide breakfast, lunch and snack for all of our staff at no charge to you. We ask that at meal times, you eat lunch with the students at the table with them. If you want to order in lunch, we ask that you be respectful of the children around you. Eat it discreetly and safely as some of your students may have food allergies. You would not want someone to eat something that smells delicious in your presence and not offer to share the food with you. **Always avoid drinking hot beverages around the children to avoid possible burns.** Any beverages other than those being offered to children must be consumed from a closed container and kept away from the children. (Please remember to keep respect for all of the children in your care.)

Cleaning the Center

Toys

It is the duty of each staff members in each classroom to ensure that their classrooms look well-kept and organized. All toys need to be sorted by the type of toys they are and not just thrown in a bucket. Example only blocks go in the block bucket and only play food should be in the play food bucket. Children do not always do the best while cleaning and it is the staff members job to sort toys on a daily basis.

Toys need to be sprayed down with a sanitizer daily. Every other week toys need to be soaked in bleach water in the sink and laid out to dry. Nap time is the best time to do this. This also helps to make sure toys are put away in the correct buckets and to make sure that the bottom of the baskets also get cleaned.

CHECK FOR BROKEN TOYS DAILY – If it is cracked, bent, broken, torn or in really bad shape – THROW IT AWAY! You are welcome to wash certain toys in the washer and drier.

Garbage

Garbage should be taken out to the dumpster right after lunch and at the end of the day. Leaving a garbage sack by the door or in the hallway is not acceptable. Never leave a garbage bag sitting outside the building. Milk tends to leak from the bags and it is a dirty sight for parents to see. Make sure the garbage cans are wiped down frequently as well.

Bathrooms

It is the staff members job to make sure each bathroom located in their room is kept clean. Make sure children have flushed the toilet after each time. Make sure garbage is not piled up on the floor and that toilet paper is always on the rolls. Mirrors need to be cleaned on a weekly basis. If you see that they are dirty, please get the appropriate tools to clean them.

If you have an adult bathroom in your classroom that locks, we ask that you use that restroom for your bathroom needs.

Never use the bathroom while your children are on the playground. It is unsafe and leaves your room out of ratio. Please use the restroom while your children are engaged with another teacher and activities. Make sure you communicate with your teacher that you need to use the restroom. Using the restroom is not a chance for you to stop and visit in other classrooms.

Blankets and Sheets

All blankets and sheet need to be washed each week unless a child has peed on them at nap then do it right away. If a child has peed the cot needs to be sprayed down with a disinfectant and set out to dry. Sheets need to be washed right away. Please make sure all classroom sheets in your room are labeled on the tag the color of your room so we know where everything goes. If a child gets sick in your room, please wash all children's sheets that day.

Please see below for additional training topics and things to know. All items are subject to change should it need to change, you will be informed.



Yes

- Jeans, shorts, leggings
- C2P Logo Shirt (must be shown & Clean & wrinkle free)
 - Only attire on the Norwalk Shop is allowed.
- You may pick your shoes as long as they do not hinder you from your day to day tasks.

Your appearance is extremely important. This is a professional environment. We must look like professionals at all times.



No

- Jeans with holes in them
- Non C2P clothing unless a special occasion
- Sweatpants
- Spandex
- Short shorts – we must not be able to see your bottom if you bend over
- No slippers
- No high heels
- Do not look like you just got out of bed. Come prepared to be professional for the day!





8 Minute Teacher Talk

Immediately following breakfast time teachers put on a 8 minute lesson or show
For the kids that has to do with the theme or holiday you are in

For those 8 Minutes you are going to talk play by play what is happening for the day.
Who is going to do what – Who will set the table for lunch, who/what needs set out for
math, literacy...

Once the 8 Minutes are done, you jump into your daily routine.

Make sure everyone knows the plan and what role they play that day!

Share the Workload



Teachers work best when they complement each other.

Each teacher comes to the table with their own set of strengths.
Take time to figure out what they are.

Creating lesson plans, communication with students and
parents and classroom routines falls on both teachers

Split up the activities for your class. Have each teacher be
responsible for creating a part of your day.

Example:

Literacy Groups: teacher A plans 1 activity
Teacher B plans the second activity

Nap time is your planning time

What are things you need to be doing during nap time?

Are all of your Signs posted around the room?

- Helper Charts Done
- Pictures posted in Dramatic Play areas
- Labels by their art work
- Daily sheets filled out for rooms that use them?

What projects need to be prepped?

- What needs to be printed
- What needs to be cut out
- Do you need to print anything for tomorrow's lesson?
- What supplies are needed for tomorrow's lessons?

Communicate with your co teacher



- What activities/themes you are BOTH thinking of next
- How to incorporate BOTH your ideas into lessons and activities
- Who your low/high children are and how to get them to the next level. Talk about what you saw for the day during small groups (Example: Zoey had a hard time counting out 5 objects...)
- Who is going to work on what.
- **Each teacher should know what the other is working on. That is working as a TEAM**

What does it mean to lesson plan?



Prepping and planning happens in two parts

Part 1 – Communication and Decision Making

1. What is your theme or Project
2. What is your goal for the day/week (work on counting by 5's, colors...)
3. What supplies will you need to complete math, literacy, theme, Projects, Discovery Time
4. Who will prep what activity

Part 2 – Doing and Prepping

1. Each day needs to have a system where all items you need for the day are in one basket. This needs prepped at least the day before
2. Place all items ready for your lesson in the basket. This included math items you will use and special activities.

Whiteboards – Laptops and Videos

Whiteboards are to be used for learning tools not for watching movies or cartoons. What is a learning tool?



Movies and cartoons are off limits unless permission by the office has been given.

Never would we do a movie from 3:30-close. Movies are for special occasions only.

Please do not bring children into the office to ask us a question. Use the phone in your room to pages us and we can answer it on the phone or come to your room.



Communication
with the office

- **You can text or Facebook Message us**

- If we don't respond back quickly we may not have seen it and try another method

- **Call the office**

- If it is something a child has done or a question that could be confidential – Ask us to pick up the phone so others in the office don't hear- don't tell private information over speaker phone. When you call the office it goes on speaker phone unless we pick up the phone.

- You do need to have Facebook messenger as that is where we send our schedule, important messages and notes.

Please do not bring children into the office to ask us a question. Use the phone in your room to pages us and we can answer it on the phone or come to your room.



Each room is required to have a visual daily schedule that is followed each day



Make time for: Discovery time 70 minutes (children get to choose what areas with teacher interacting with them – Gross motor – put indoor/outdoor time (recess or indoor activities) Math, literacy activities for 3 and up – Questions: ask directors

Crayons 2 Pencils Does **NOT** do “Time Outs”

- Children act out for a reason, as teachers it is our job to figure out what the real cause is for not listening.
- Time outs are not allowed to be used in this program

Instead you can:

- Redirect a child and get them interested into something new
- Have a talk with the child about the behaviors
- Older kids can write an apology letter or have them draw the child they hurt a picture
- Play with them and teach them the appropriate way to play in the areas they are having trouble in
- Have a class demo on behaviors and classroom expectations.



Transitions to Meal Time

Teacher/Student Team Work

- Have one teacher reading to the children on the rug while the other teacher is setting up meal time.
 - When one table is ready to go, have the kids that sit at that table go wash their hands while the rest of the kids continue in group time
- Children should never have to wait for EVERYONE to be sitting. Let them eat as soon as they get to the table.

- Start dismissing tables when you notice many of the kids are done. Send them to wash their hands and set up an area for them to play at until their friends finish up.
- Don't make them wait until everyone is done



Potty Accidents



- If a child has peed- they need to be changed immediately
 - Pee clothes need to be placed in a bag
 - Poop on clothes needs to be rinsed out
 - Cots need to be sprayed with sanitizer
 - Wear Gloves
 - If a child has been known to have an accident at nap time, make sure you check them when they wake up.
- It has happened! A child had peed and the teacher did not know. The child stayed in their pee clothes till they dried because it was not caught by the teacher.

Causes – Dark Jeans or Pants, Child does not tell you



- Look for clues- Hiding behind toys or not wanting to play or come to group.

ACCIDENTS – WHAT TO DO

***Tip: Check every child's back daily for extra clothes –
If you notice they are out remind them, If they had an accident,
remind parents they need new clothes***

If they had an accident ☹️

Check backpack for extra clothes

Check staff room for extra clothes

If it is before 2:00 PM – Go ahead and wash the dirty clothes.

Find something for them to wear temporarily and change them when their clothes are clean again.





Handwashing Table Sanitizing & Diaper Changes



**Please watch the videos attached on the link
below**

<http://www.extension.iastate.edu/humansciences/helpful-resources>



Soapy Water



Bleach Water

