



## **Employee Handbook**

- Job Descriptions
- Philosophy
- Pay Days and Paid Vacations
- Holiday Pay
- Prohibitions (smoking, drinking, cell phones, etc.)
- Code of Behavior
- Maintenance of Daycare
- Two Week Notice Requirement
- Caregiving
- Breaks and Meals
- Employee Evaluation /Promotion/Pay Increases
- Probationary Period
- Employee child care
- CPR, FIRST AID, and UNIVERSAL PRECAUTIONS
- Staff In-Service Training
- Work Schedule (Hours)
- Illness and Sick Policy
- Dress Code
- Answering the Business Phone/Parent Relations
- Child Abuse/Neglect

## **Job Descriptions**

### **Lead Teachers**

Lead Teachers in daycare centers are responsible for the development of preschool children; typical job duties are developing lesson plans, supervising academic and emotional development, maintaining open communication with parents, coordinating preschool teachers, and helping with children transitions.

- Follow and implement curriculum
- Plan and prepare classrooms for daily activities to run smoothly and be understood for all who enter the classroom
- Create a fun and loving environment for up to 12 students daily
- Communicate progress and daily activities with parents and members of leadership
- Stay current on all certifications and trainings
- Established a safe play environment for the children.
- Collaborate with co-teacher on developing new classroom projects, lesson plans and monthly themes.
- Comply with all state, local and schools' regulations.
- CPR/First Aid Card Holder.

### **Assistant Teachers**

Assistant teachers in daycare centers work to assist lead teachers in a variety of functions, including observing, supervising and disciplining children, organizational duties, and optimizing the learning and play environment. They may work with other assistant teachers to further aid the teachers and support students.

- Assist staff with both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program mission.
- Maintain daily open communication with parents.
- Maintain confidentiality.
- Report any suspect abuse to supervisor.
- Arrange a classroom environment in accordance to program goals.
- Maintain a safe and healthy environment.
- Inspect and report damaged or lost materials.
- Attend staff in-service trainings.
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable licensing regulations.

## **Philosophy**

Bre's Joyful Tots Family Daycare goal in providing quality childcare for children is to provide a safe, nurturing, and learning environment. A learning environment is not necessarily the ABC's and 123's, but it also the learning of values. The learning of honesty, respect, self-reliance, potential, self-discipline, moderation, the values of being dependable, loving, sensitive to others, kind, friendly, and fair.

Bre's Joyful Tots Family Daycare choose to foster unconditional love, this kind of love is very important to our program because children should not grow up feeling that to be loved and cared for they must meet numerous conditions.

Bre's Joyful Tots Family Daycare understands that parents or caregivers play a key role in the lives of a child. We make it a point to get to know each one of our children and their families by learning their culture, their traditions, routines, and styles of parenting. We strive to include parents/caregivers in all aspects of their child's education because in doing so, we believe it to be vital to a child's growth and development.

## **Pay Days and Paid Vacations**

Employees are paid bi-weekly of every other Friday of the month. Paychecks are available for pick up on Friday afternoons.

After a full year of working full time employees will receive a 1- week paid vacation. Part time employees will receive 3 days paid vacation. A 30-day notice and approval are required for both. 30 hours or less is considered part time and 30 hours or more is considered full time for employees.

## **Holiday Pay**

Holiday pay policy will kick in after your first 90 days of employment. Paid holidays are: Good Friday, Memorial Day, July 4th, Labor Day, and Thanksgiving Thursday & Friday. If these holidays fall on your normal day to work, you will receive holiday pay. If the holiday time plus your working hours are more than 40 hours, there is no overtime pay for holiday pay. We do not offer paid sick days.

## **Prohibitions (smoking, drinking, cell phones etc.)**

In keeping with our intent to provide you and our children with a safe and healthy work environment, smoking, drinking, or any illegal drugs by employees, visitors, or any parties is prohibited within our facilities. Cell phones are prohibited while caring for children.

## **Code of Behavior for Staff**

**Friendliness:** Maintains a positive attitude towards others. Acknowledges the presence of others with a greeting and is alert to the moods and needs of others. Please SMILE! No matter what time of day it is...SMILE!

**Honesty:** Is truthful about hours, sickness, and other matters. Takes responsibility for own errors, is trustworthy and respects the property of others.

**Voice Modulation:** Refrains from the use of abusive, and sarcastic or uncontrolled tones of voice. Utilized a soft soothing voice and a normal speaking voice. Can speak with a tone that signals a command. Yelling or screaming at a child or anyone else is not acceptable.

**Punctuality:** Arrives at work at the scheduled time knowing that others are dependent on one's promptness. This includes giving yourself time to hang coat, use bathroom and be ready to start work at your scheduled time.

**Dependability:** Performs responsibilities as promised. Does not require constant reminders. Utilizes working hours to do actual work for Two by Two.

**Integrity:** Cooperate in the maintenance of wholesome interpersonal relationships, free from gossip about one another or about staff. If there are questions about the actions of a staff member, talk directly with that person or discuss the matter with Director.

**Positive Attitude:** Refrains from complaining attitudes. Brings complaints to Director but please look for positive in every individual and situation. Maintains an evident interest in the job to be.

**Presentability:** Is poised, well mannered, neatly and appropriately dressed. Being well groomed and clean in appearance is expected. See Dress Code guidelines.

**Patience:** Maintains self-control in dealing with others.

## **Maintenance of the daycare**

Maintenance schedules are posted. If you are filling in for someone, or we are short a worker, try to continue with what is scheduled to do. Keeping in mind the care of the children is the priority, maintenance can be flexible.

## **Two Week Notice Requirement**

Employees are to provide two weeks' notice of resignation. The notice period is to give the Bre's Joyful Tots Family Daycare enough time to find a replacement. Employee will be paid for actual hours worked and will receive final wages within 21 days or the next payroll date, whichever is later.

## **Caregiving**

**Manners:** We use them as an example and encourage the kids to use them.

**Naps:** All children are required to nap. We can't make them sleep, but they must lay quietly on their mats.

**Diapering:**

- 1) Always use the changing table or changing pad.
- 2) Put clean diaper under child's current diaper to create a barrier.
- 3) Diapers are put in diaper container only.
- 4) Gloves are available, but not required.
- 5) Wash hands after each change, with soap and water.
- 6) Disinfect changing pad.

**Washing Children:**

- 1) When washing children's hands and/or faces, use a paper towel, soap and water.
- 2) A clean towel is to be used for each child.
- 3) A towel is not needed after a meal unless it's been a finger food, and/or they have managed to mess themselves. The little ones will manage to make all foods finger foods, so yes, the little ones need often a towel for clean up after a meal.

**Meals/Snacks:**

- 1) Children should always be supervised.
- 2) Clean up is done right after, including wiping the tables down.
- 3) Be informed and pay attention to those who may have food allergies.
- 4) When feeding an infant, get comfortable and make eye contact and talk to the baby.
- 5) Unused formula is to be discarded after one hour.

Comforting:

- 1) Some children need more comfort than others however, every effort should be made to spend a little one on one time with each child each day.
- 2) Give children a hug anytime they want, and they do a lot.
- 3) If you are not comfortable with hugging a child, you are in the wrong business.

Time Out/Discipline:

- 1) Explain to a child what they have done wrong. Give an example of what was expected.
- 2) No yelling and no lecturing use calm voice.
- 3) Give a couple warnings, unless it is a deliberate act of rebellion or if someone is going to get hurt.
- 4) The Director will be the one to communicate to the parent if there seems to be an ongoing discipline problem.

Discipline Policy:

The following methods of discipline will be used at Bre's Joyful Tots Family Daycare:

- a. Encourage children to solve the problem themselves-teaching them different ways to solve problems themselves.
- b. Intervention and discussion-Discuss other ways that problems can be solved.
- c. Re-direction to another play area-Give them a direction of what they can do beside whatever is causing the problem.
- d. Loss of privileges-Taking away a privilege, such as a favorite toy or item they really enjoy playing with.
- e. Time Out-Used mainly when none of the other methods have solved the behavior problem.

**No physical discipline will occur. NO YELLING, NO saying things like "you are driving me crazy", etc.**

### **Breaks and Meals**

We do not have scheduled breaks. Anytime that you need to use the bathroom, just let another assistant know you are stepping away. If possible, try to plan your break according to the schedule of things for the kids. All breaks must stay on the property.

Plan to bring in your lunch if your shift begins in the morning through 3pm. If your shift starts or ends at 1pm, lunch break is not provided.

Beverages are allowed anytime of the day. Be especially careful of any hot beverages. Keep all hot beverages away from the children, and in a self-contained container. No open cups of hot beverages allowed.

If you want to snack while the kids are snacking that is fine. If at any time you need food to take medication, then eat what is needed. Don't bring in goodies and eat them in front of the kids...you won't enjoy them-*little vultures descend upon you!*

Help yourself to water at any time.

### **Employee Evaluation /Promotion/Pay Increases**

Employees will be evaluated on an annual basis. Wages are reviewed at least annually and will be based on individual performance and external marketing conditions. Upon notification from an employee of his/her interest in another position, the Director over the position will determine the eligibility for promotion.

### **Probation Period**

Your first ninety days of employment are considered a probationary period. During this time, your Director will provide information regarding your job duties and responsibilities. You will also receive feedback on your job performance throughout this period. If any time during the probationary period it becomes obvious to either the employee or Director that the employment relationship is unsatisfactory, separation from employment will occur, without regard to reason.

### **Employee Childcare**

Bre's Joyful Tots Family Daycare offers employees 20% off their tuition rate for childcare. Reduced tuitions slots are limited based upon availability. Tuition under this policy must be paid with employee payroll.

## **CPR, FIRST AID, and UNIVERSAL PRECAUTIONS**

Staff will be trained annually in universal precautions and will repeat this training annually and include the following topics: Infant Safety Essential: practice includes safe sleep and prevention of shaken baby syndrome, disaster planning: Emergency Preparedness, Child Abuse and Neglect: Mandatory Reporting, Medication Administration in Childcare Part 1, Prevention and Control of Infectious Diseases & Immunizations, Protecting children from harm, Child Growth and Development, Child Guidance Curriculum, Environmental Design, Diversity, Family and Community Partnership, Health and Well-being, Observation, Documentation and Assessment, First Aid and CPR Annually.

All staff counted in child/staff ratios shall have training in basic first aid as follows:

Training will be completed within 60 days of employment and annually thereafter. Basic first aid training will include rescue breathing and first aid for choking and shall be consistent with basic first aid training developed by the American Red Cross or the National Safety Council for First Aid Training Institute. Written records of current certification of first aid training shall be maintained by Bre's Joyful Tots Family Daycare.

Staff shall have training in cardiopulmonary resuscitation (CPR) as follows:

At least one staff will be trained annually in pediatric CPR and will be present within Bre's Joyful Tots Family Daycare during all hours of operation and with children on field trips. All infants and toddler caregivers are required to be trained annually in infant or pediatric CPR as appropriate. Training in adult CPR is required for teachers if children eight years of age or older are present. All staff members will be informed of which employees are trained in CPR and how to obtain the trained employee's assistance in an emergency. Written records of annual training in CPR shall be maintained at Bre's Joyful Tots Family Daycare for three year.

### **Staff In-Service Training**

Two days each year, Bre's Joyful Tots Family Daycare will be closed for in-service training. The in-service days will consist of training and individual time for planning, and goal setting. Every employee must attend and if the training is missed due to illness, the employee has 30 days to make it up. In-service training will cover the following: Caregivers shall receive training in each of the following categories: (A) Positive classroom management and discipline. (B) Developmentally appropriate practices and curriculum. (C) Child development (D) Health, nutrition, sanitation, and safety.



## **Work Schedule**

Employee's schedules will be posted on the refrigerator 1 week in advance, schedule may vary and subject to change to meet the needs of our families. Any requests for days off or changes need to be submitted to the director for approval. Requests for special days at the last minute will be honored whenever possible and when coverage is available. Please make appropriate corrections of time worked on the calendar if it is different than original schedule.

All teachers are required to sign in and out each day. If an employee should be late for any reason, the employee shall call and notify the director immediately. All employees are required to have their time sheets signed and approved by the director. Employees are required to attend all staff meetings. Staff meetings that occur after shift hours, employees will be compensated for this time in accordance with wage/hour laws.

## **Illness and Sick Policy**

**Call offs must be done at least two hours before the start of your scheduled shift to allow time to obtain a replacement. In cases of emergency, you should call as soon as possible. Excessive absences will result in disciplinary action, up to and including termination.**

Sick Policy:

1. If you have a fever 100 or higher, (without medicine), do not come back to work until you are fever free for 24 hours.
2. If you have a runny nose, sneezing, coughing, please treat the symptoms with an appropriate cough/nose medicine.
3. If you have diarrhea, or vomiting stay home.
4. If you think you have strep throat or another contagious virus, stay home.

## **Dress Code**

Your dress reflects a “*presentability*” to our clients and to the children in our care. The following are guidelines in what is appropriate dress here at Bre’s Joyful Tots Family Daycare:

Appropriate clothing includes:

Pants-blue jeans, khaki pants, knit pants, loose fitting warm up pants, cropped pants

Shorts – modest (Rule of thumb: hang your arms down while standing, the shorts should not be shorter than where the tip of your middle finger reaches.) No gym shorts

Shirts- modest T-shirts, blouses, sweaters, polo's, sweatshirts and no violent or inappropriate logos.

Tennis shoes are to be worn at all times/shoe slippers. No boots, flip flops, or open-toed shoes are allowed. If the ground is wet, have dry shoes to put on upon arrival.

Clothing must not be ripped, torn, or contain noticeable holes, soiled, stained, odorous or wet, wrinkled or hanging excessively, short, revealing, transparent enough to make underwear easily visible, and no butt cracks or breasts visible while bending over or sitting.

Keep jewelry moderate, and not hanging excessively and no rings/bracelets that will scratch a child.

### **Answering the Business Phone/Parent Relations**

All daycare calls are to be forwarded to the Director. Take the caller's name and phone number and the best time to return their call. Please do not answer questions about rates, openings etc.

Record any message for any of my family members on the back of the journal.

If you are in the middle of changing a diaper, or for any reason cannot answer the phone safely, then let the voicemail get it.

#### **Talking to parents upon arrival/departure:**

1. Keep talking time limited. Parents tend to stick around too long if we are chatting with them more than needed.
2. Do not be overly personal with parents. Show concern, and friendship yet don't inquire.
3. If you are obviously in the vicinity, your acknowledgment of a parent's arrival with eye contact and a smile is mandatory.
4. Only one greeter is needed at the door. If I'm there, then allow me to be the contact and you continue with what is going on with the schedule at the time.
5. Bad reports are not given by the assistants.

#### **Personal relationships with clients:**

**No Facebook/social media connection.** (unless they were your friend prior to being my client)  
Interaction is allowed through Bre's Joyful Tots Family Daycare private Facebook page only.

When posting on Bre's Joyful Tots Family Daycare page, strictly professional responses. Humor is fine in good taste. Be yourself, but no vulgar language or bad attitude or criticisms allowed.

**If you are asked by a parent to do on-the-side babysitting, then your professionalism as a caregiver is expected. You will be representing my daycare whenever you are around a client of mine. *Unprofessional behavior could result in immediate termination.***

## Child Abuse/Neglect

Children who attend our program are cared for, nurtured, and always kept safe. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at the Center.

It is the Center's goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced. Children at the Center should expect to be treated with kindness, concern, and respect always. Any employee who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal. **Staff is advised that corporal punishment or physical discipline is considered abuse.**

**Call the Child Abuse Hotline to report child abuse or neglect in the state of Michigan.**

**1-855-444-3911**

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Director and to appropriate authorities, as required by law. Allegations of abuse shall be reported to parents and investigated.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on administrative leave, either with or without pay, at the discretion of the Director.

\_\_\_\_\_  
Employee print

\_\_\_\_\_  
Employee sign                      Date

Director Sabrethea Rice

\_\_\_\_\_  
Director Sign                      Date