

## Northwoods Child Development Center, LLC Personnel Policies

### INTRODUCTION

Welcome to Northwoods Child Development Center. We are glad to have you as part of our team. The following policies will govern the working conditions at Northwoods Child Development Center. The Administrator and Director are responsible for ensuring that all staff comply with the provisions contained herein. The policy is applied fairly and impartially to all employees. The Northwoods Child Development Center will be governed by our philosophy, mission and goals set forth by the Administrator and Director, and all employees are expected to adhere to them.

This will be one of the most important jobs you will ever have. Each day will bring you new experiences and the rewards of preschool education and school age before and after care, in a caring environment. You will be helping to develop tomorrow's youth. Each child is an individual with unique needs that require our full love and attention. Parents entrust us to provide care for their child in a safe, clean learning environment. Each day will be inclusive of developmentally appropriate activities, nutritious meals and snacks, large motor development through outdoor play, teacher directed physical activity and rest time. We welcome you and wish for your success in our partnership with your early childhood career.

Our **mission** is to provide a happy, warm, nurturing, positive, loving and safe environment that fosters the growth and development of the whole child. We will nurture the joy of discovery and learning in your child and create a curriculum that complements and follows Wisconsin Model Early Learning Standards (WMELS) and provides for a healthy head start in the Northland Pines School District.

The **philosophy** of Northwoods Child Development Center is to provide exceptional childcare and infant, toddler and preschool education for children of parents who work outside the home. We provide a stimulating developmentally appropriate learning environment planned to meet the individual needs of the children and parents. Our major emphasis is learning through play. Our approach is to provide a wide variety of opportunities for children to learn by experiencing concepts and ideas. Within our classrooms, children can learn from several settings, learning Centers, large group activities, small group activities and individual time with the teacher. During "free play" children can choose any of the Centers which include: easel painting, blocks and trucks, dramatic play, puzzles, books, music, housekeeping corner, art, dramatics, manipulative learning games, science, literacy, math, and water, sand and sensory play, theatre, arts, Stem and Steam. Large and small group learning times use songs, games, language development, and fine and gross motor activities to foster skill development. We take time in our daily schedule for spontaneous discovery of the world around us.

Another major emphasis is to provide activities daily to supply good, healthy building blocks for self-esteem and self-confidence. Hopefully, the children can carry this strong image with them wherever they go. We do this by talking about ourselves, respecting the rights of other children and knowing what our rights are. We teach the children to "use their words" to express their joy and their anger. We do not promote violence of any kind, which includes the use of play guns and other weapons for play.

We believe that when a child is ready, he/she will learn to read. Usually, they will begin to read when they are 5 or 6 years of age. We do provide opportunities for children to learn readiness

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skills such as letter and number recognition, sound/symbol association, language and motor development. In our SACC Program, After the Bell Center, we also encourage the children to read, following Northland Pines School District Program of studies. Also, we provide an awareness of concepts that positively promote the social, emotional, physical and cognitive development of each child.

Teachers and assistants are at the school to guide the children in activities and to help foster independence, creativity, initiative, playing positively with others, and problem solving. Most of all they are there to provide a happy, positive, loving, and warm environment for the children they care for each day.

### **ADMINISTRATIVE STRUCTURE of the Program**

Theresa Mason (Teri) /Administrator/Director: Manages the Center, including personnel, finance, legal and business structure as well as the day to day operations of the Center. Implements programs for children, supervises the staff, and conducts staff meetings.

Site Director: assists the Administrator in planning age appropriate curriculum, supervising children and staff.

Assistant Director: Assists Administrator/Director as needed

Teacher: Plans, implements and supervises the daily activities of a group of children.

Assistant Teacher: Assists the teacher in all activities and supervision of a group of children.

Assistant Site Director: Assists the Site Director in planning and supervision.

Food service personnel: Prepares food, creates menus, ensures kitchen sanitation and nutrition.

Maintenance personnel: Maintains facility through building/property janitorial and maintenance.

### **EQUAL OPPORTUNITY POLICY AND HIRING PRACTICES**

The Center recognizes our employees as one of our greatest assets.

**Non-Discrimination Policy:** Northwoods Child Development Center does not discriminate in employment or enrollment against any employee, child and family or any applicant for enrollment/employment in admission, privilege of enrollment, or discharge condition on the basis of age, race, color, sex, sexual orientation, creed, disability, national origin or ancestry.

**Americans with Disabilities Act:** The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunities for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.

### **ORIENTATION**

During your orientation we will cover many important procedures and policies. If at any time you feel that you are not comfortable with your position, please feel free to discuss your concerns with the Director.

You will be given a copy of the Personnel Policy Packet and Parent Policy Packet for your review and for your convenience. Copies are also kept in the office and teacher lounge.

The success of the Center is built on your support. By keeping a positive disposition toward the facility, your co-workers, the children and their families, your job will continue to keep Northwoods Child Development Center among the Northwoods finest child development facilities.

All new employees, substitutes, and regularly scheduled volunteers are required to complete an initial orientation within one week of starting work. Orientation topics include:

- Center policies
- Parent Packet Policies and items related to orientation
- Licensing codes DCF 251
- Confidentiality
- Training in emergency procedures, including fire, tornado, threat to facility, staff, child or families, facility closings (Parent Policy Packet)
- Operation of fire extinguishers
- Training on First aid, CPR and AED
- Job responsibilities as pertained to job description (Addendum B & C)
- Medication administration
- Recognition of childhood illnesses
- Infectious disease control
- Hand washing procedures and universal precautions for handling body fluids
- Schedule of activities of the Center (Addendum D and Parent Policy Packet)
- Review of child abuse and neglect laws and reporting procedures
- Procedure for ensuring all child care workers know the children in their care (Parent Policy Packet)
- Child management techniques (Parent Policy Packet)
- Integration of children with special needs into the program (Parent Policy Packet)
- Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times (Parent Policy packet sign in/out, arrival procedures)
- Procedure for sharing information regarding a child's specific health care needs
- Procedure to contact a parent if child is absent from center without prior notification (Parent Policy Packet)
- Information on any special needs child enrolled in the Center
- SIDS training (prior to working with children)
- Child absence procedures
- Transportation tracking
- Good communication with parents

### **STAFF RECORDS AND HIRING PRACTICES**

The Center may recruit new staff in a variety of ways in keeping with the non-discrimination and ADA policies. The Center will maintain a file on all past and present employees. This file will include a completed application and/or resume, W-4 form, Wisconsin withholding, I9, staff record form, orientation checklist, background information disclosure form, criminal record check-fingerprinting, physical examination form, documentation of educational qualifications, continuing education form, copy of the job description signed by the employee, and verification that personnel policies were received. Any false information given will be grounds for dismissal.

- **Background Information Disclosure Form:** The DOJ and the IBIS reports are part of a complete back ground check. The criminal background check must be done annually.
- **Criminal Record Check:** The Center must submit a criminal record check request to the Wisconsin Department of Justice (DOJ) within the required timeline per Wisc. Code DCF 251 after hiring a new employee. The employee must be fingerprinted. This is on a one-time basis for the Center.
- **Physical:** All personnel are required to have a physical and TB test either 12 months prior to or within 30 days after beginning work at the Center. The staff health report must be completed, signed and dated by a physician, physician's assistant or HealthCheck provider.

- **Job Description:** Employees are given a job description upon hire. Employees are responsible for all duties listed on their job description.
- **Registry Certificate:** All staff personnel are required to become a member of the Registry three months after assuming the role of Teacher, Director, and Assistants.

### **STAFF SELECTION AND TRAINING**

Northwoods Child Development Center does not discriminate on the basis of race, creed, color, religion, ethnic or national origin or sex. Northwoods Child Development Center is proud to be an equal opportunity employer.

#### **Staff Selection Procedures:**

1. The Administrator/Director first notifies staff of an opening and then makes the advertisement public.
2. Advertisements are made in local newspapers, professional newsletters, online and at local colleges and schools.
3. The advertisement reflects the job description and includes such items as:
  - Required education and experience
  - Method of applying and deadline if applicable
4. Initial screening devices may include a telephone interview, application or resume.
5. Qualified applicants are interviewed by the Administrator/Director, Assistant Director, or Site Director.
6. Interview may include:
  - Review of application
  - Discussion of applicant's education, experience and reasons for applying
  - Questions to assess applicant's knowledge of child development, child psychology, and appropriate educational and behavior management methods
  - Presentation of hypothetical situations to assess applicant's problem solving ability
  - Discussion of Northwoods Child Development Center philosophy and operation
  - Job description
  - Opportunities for promotion and personnel evaluation procedures
  - Salary, length of day, holidays, fringe benefits
7. If applicant's responses are favorable, then other members of the staff may be asked to participate in a succeeding interview.
8. Applicant can be asked to participate in a trial performance and observation of the duties of the job from 1-4 hours. This procedure will help both the applicant and the employer to assess applicant's potential and comfort to perform the job.
9. Credentials research is performed. Includes requests for transcripts, telephone and written reference check, and criminal records check.
10. Successful candidates are offered the job by the Administrator/Director, Assistant Director or Site Director for a minimum of a three month probation period. Upon successful completion of the probationary period the candidate is given the job on a permanent basis.
11. Depending on the position, pre-service and orientation will be conducted within one week of assuming responsibilities.

#### **Staff Training**

Staff members are expected to remain current on principles, foundations, techniques and Early Childhood Education and School Age Child Care Framework. They must continue their study of preschool education and School Age Childcare and keep abreast of new research

and information. This continuing education may take the form of but is not limited to pre-service, in-service, staff development and educational activities.

1. Staff will be responsible for having current documentation of continuing education.
  - a) Staff who work more than 20 hours a week shall participate in at least 25 hours of continuing education each year.
  - b) Staff who work 20 hours or fewer a week shall participate in at least 15 hours of continuing education each year.
  - c) Staff are allowed to carry-over continuing education if more are earned than required that year and for the next two years.
  - d) Food Service personnel shall participate in at least 4 hours each year in kitchen sanitation, food handling, and nutrition training.
2. All staff members in regular contact with children shall obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation and AED within 6 months after beginning to work with children.
2. It is mandatory that all staff attend the monthly staff meetings. This accounts for 9 hours of continuing education per year. Attendance will be taken and documented. Compensatory time off is given for attendance.

**Pre-Service includes:**

- Orientation as stated on page 2 of the Personnel Policy Packet.
- Philosophy and goals of Northwoods Child Development Center
- Policies and procedures
- Confidentiality of information
- Communication with parents on a daily, weekly and yearly basis.
- Safety
  - Fire safety and equipment as required on the orientation page 2 of Personnel Policy Packet
  - Classroom safety
  - Playground safety
  - Field trip safety
  - Responsibilities and actions to take in the event of an illness or injury.
- Health and welfare of the children
- Licensing standards, DCF 251, as they relate to the person's job
- Review of Northwoods Child Development Parent Policy Packet and Parent Handbook
- Observation and training from experienced personnel
- Training in specific job duties

**In-service includes:**

- Workshops conducted by qualified staff members
- Required reading of professional books, journals, newsletters provided by Northwoods Child Development Center
- Individualized training provided by administration
- Demonstration teaching
- Viewing films and videotapes
- External consultants
- Case conferences regarding specific children

**Staff Development and Education includes:**

- College and continuing education course work
- Seminars

- Professional conferences
- Workshops
- Memberships in professional organizations

Cost of Staff Development: Northwoods Child Development Center will pay full or partial reimbursement of tuition or help you in applying for available grants. This must be discussed with the Director and approved BEFORE the class or training session takes place in order to qualify for reimbursement.

### **Classroom Center Training**

You will be placed into a classroom with an experienced teacher to become familiar with the routine of children and the Center.

### **PRO First Aid and CPR, Abusive Head Trauma Prevention, Reducing Risk of SIDS and Child Abuse and Neglect: Recognition and Prevention and Intro to the Child Care Profession, Skills and Strategies**

Within the first 3 months of employment each staff person must complete Pro First Aid and CPR (American Heart & ECC/ILCOR Compliant) Abusive Head Trauma Prevention Training (formerly Shaken Baby Syndrome Prevention Training), Reducing the Risk of Sudden Infant Death Syndrome, and Child Abuse and Neglect: Recognition & Prevention and Introduction to the Child Care Profession, and Skills and Strategies (if not already completed).

### **SHAKEN BABY SYNDROME PROBATIONARY PERIOD**

All new staff hired will have a probation time. During this time the Director will be evaluating his/her performance, attendance, and abilities related to child care and teaching. At the end of the probation period an informal evaluation will be performed. Staff member and Director will then sit down together and discuss strengths and weaknesses. Goals will be determined.

- New employees with entry level or higher qualifications will be hired on a 3-month probation period.
- Employees who are fulfilling their State mandated 80 working days required for a teaching position, and, or employees who are completing entry level classes for a teaching position will have an 80 working day probation period.

### **NO SMOKING**

In an effort to provide a healthy, comfortable, smoke-free environment for all of our employees, and children, smoking is prohibited in the building and on building grounds.

### **NO ALCOHOL**

There shall be no alcohol or drug use on the premises or in the facility. We are an alcohol and drug free environment for both employees and parents.

### **HOURS OF WORK**

Northwoods Child Development Center hours of operation are from 6:30am to 5:30pm. Our School Age Child Care Center is open 6:30 A.M. to 6:00 P.M. Individual daily work hours will be set upon hire, but are subject to change. Hours may change if enrollment changes or if the needs of the Center change. Employees are expected to be signed in and ready to work at their scheduled time. Employees may need to stay longer than scheduled or may be asked to leave early, depending on enrollment and hours of children in attendance.

Employees will be considered "full-time" employees when working a consistent 40-hour work week, Monday through Friday. Less than 40 hours will be considered part-time employment. Typically, full time staff members work a 9-hour day with an hour break, 5 days a week.

### **TIME SHEETS**

Your time sheet is a legal document stating the hours of which you provided service for the Center. Staff sign in sheets are located in the Director's office in a labeled notebook. Any deviations on your time sheet and the time you are scheduled to work must be initialed by the Director or Assistant Director.

### **PAYROLL**

The work week will run Monday through Friday, and weekends as needed, with prior agreement. A pay period is for two weeks.

Checks will be issued on the Thursday following the pay period.

- **Overtime:** Any hours over 40 hours per week will be paid at overtime rate, which is one and one half of the regular rate of pay. If you have worked over 40 hours in a work week or have more hours than you were scheduled for, you are required to have it approved by the Director with the reason for the additional time written on your time card and initialed by the Director. No other overtime will be accepted.
- **Deductions:** Mandatory Federal, State, and Social Security taxes will be deducted accordingly from your check. Childcare expenses will also be deducted from your check if applicable.
- **Direct Deposit of Paychecks:** You will need to fill out the required form for Direct Deposit. Once enrolled in direct deposit, funds will be automatically applied to your bank account each pay period. You will be given a pay stub with wages earned and deductions, including year to date. You may go on line to obtain them. Please see the Director for how to access your account. This will be given to you during your orientation.

### **WAGES**

Wages will be set for each employee at the time of hire. This will be an agreement between the Director and employee. Wages will be based upon education, experience, job responsibilities, training, abilities, and length of service. Increases to wages will be based on the performance, professional growth, and responsibilities of the employee and upon agreement between the director and employee.

### **BENEFITS**

Benefits will be offered to all fulltime employees. A fulltime employee is one that is working a consistent 40 hour week. Any employee working less than 40 hours a week will be given a prorated pay on Holidays based on an average number of hours worked.

- **Holidays:** The Center will be closed on the following days: New Year's Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. If New Year's Day, 4<sup>th</sup> of July, or Christmas falls on the weekend, the Center will close either the Friday before or the Monday after. Full time employees will be paid for these days after they have completed their probationary period. Any call-ins the day before or the day after a holiday will exclude the holiday pay for that particular holiday.
- **Vacation:** After the first year of employment, employees will earn one week of paid vacation. After the second year of employment, full-time employees will have earned an additional week of paid vacation, totaling two weeks. After the third year and each

consecutive year of employment, an additional day of paid vacation will be earned up to a total of three weeks. Vacation pay will be for the average number of hours normally worked.

- **Personal Days: Lead teachers and director will receive 4 personal days per year.** Each fulltime employee will be entitled to 2 paid personal days per year, and part-time employees will be entitled to 1 personal day per year, after 6 months of continued employment. Personal days cannot be carried over year to year. Hours paid will be consistent with average number of hours worked per day. Personal days can be used as sick days without prior approval, but if they are not being used as sick days, approval must be given before schedules are made out.
- **Time Off Notification:** A "Time Off Request Form" for Personal Days and Vacation Days must be submitted and approved, 3 weeks before requested time off, by the Director, to ensure the Center is adequately staffed.
- **Sick Days:** You must call the Director or the designated Assistant Director, 1 and ½ hours before your shift is to begin. If you know you are ill and will not be able to make it to work the following day, please let the Director know, immediately, so someone can be called to come in for you. You may use your Personal Days to cover your sick day. Once your Personal Days are used for the year, you will not be paid for your sick days.
- **Child Care:** Child Care rate reductions may be a part of an employee's benefit package and will be negotiated on an individual basis. Reduced tuition slots are limited upon available accommodations and Director's discretion. Child care costs will be deducted from your payroll check.
- **Professional Development/Continuing Education:** The Center will reimburse for workshops, and conferences if at all possible and with prior approval from the Director. Within the first 3 months of employment each staff person must complete Pro First Aid and CPR (American Heart & ECC/ILCOR Compliant) Abusive Head Trauma Prevention Training (formerly Shaken Baby Syndrome Prevention Training), Reducing the Risk of Sudden Infant Death Syndrome, and Child Abuse and Neglect: Recognition & Prevention and Introduction to the Child Care Profession, and Skills and Strategies (if not already completed). This training will be paid for by the Center. Staff members must attend all training for which they are registered. If a staff member misses training they must reimburse the Center for the cost of the training. If a staff member leaves employment before the first year is out the training such as CPR will be deducted from your paycheck.
- **Performance Reviews and Incentives:** Your wage has been established according to your education and experience for the position you are hired for. Future increases and/or bonuses are based on your attendance, job performance, job knowledge and your participation of as a team member in the center. See Performance Evaluation section for specific performance metrics.

## PERFORMANCE EVALUATION

All employees will be evaluated at the end of the probationary period and annually thereafter. Evaluations will be based on knowledge of the job as described in the job description, quality of skills demonstrated in fulfilling the job, interest and initiative, dependability, personal and



professional growth, attendance and punctuality, and ability to work effectively in cooperation with the other staff members for the good of the Children. The evaluation will be discussed with the employee at which time they will be given the opportunity to express agreement or disagreement with the evaluation.

The Director will consider the following areas:

- ✓ **Attendance:** Consistently on time and ready to perform job functions for the entire duration of scheduled shifts. Follows proper procedures for time-off requests. No history of excessive or repeated absences or tardiness.
- ✓ **Curriculum:** Participates in planning, follows through on schedules, prepares substitute plans, submits supplies requests and makes copies one week in advance, lesson plans incorporate age appropriate activities that promote art, science, language, math, large and fine motor skills. Children are consistently engaged.
- ✓ **Adherence to Policy:** Follows the policies, general standards for staff, and job description.
- ✓ **Cleanliness:** Follows the cleaning assignments schedule. Contributes to a safe and clean Center. Consistently and thoroughly performs closing duties.
- ✓ **Room presentation:** Classroom is child friendly and well organized with appropriate children's work and pictures displayed. Displays are updated regularly according to theme or season. Classroom is a prideful demonstration of Center mission and values.
- ✓ **Child Supervision:** Follows regulations at all times. Maintains required adult:student ratio. Consistently attentive to children. Follows assigned room and keeps assignment clipboard current and with the teacher at all times.
- ✓ **Communication:** Communicates daily to parents. Reports all parent concerns to Director. Receptive to management decisions and follows through responsively.
- ✓ **Professionalism:** Maintains a positive attitude. Participates in Center functions as able.

### **CENTER OFFICE**

The Director's door is always open for you to come in and discuss any problem. Confidential documents are kept in the office and need to be protected to ensure each of our own individual privacy, as well as, the children and families. These will be kept in a locked filing cabinet. You are not to be in the office at any time without direct contact with the director or office assistant. Please ask the Assistant Director if you need to have access to the copier if the Director is out of the office.

### **BREAKS**

If you are assigned a 9 hour day, you will not be given time away from the facility (in order for the Center to keep within our ratios) but will be allowed an hour out of the room during naptime ratios permitting. No breaks are on a set schedule, they are as needed and designed to meet the needs of the center, although we do try to break the staff with our floating Teacher. We try to have the first staff in to be the first to break and work our way through the day, giving the next staff in a break, etc. There is a teacher lounge in the basement for your convenience.

### **TELEPHONES**

Cell phones are to be left out in your car, or in the resource/break room and turned off. No staff member is to use a cell phone while in direct supervision of children. If you are expecting an emergency call, you may direct it to the Center's phone. If you receive an incoming call, managers may take a message as to not interfere with your class unless it is an emergency or a parent. Although, we do make exceptions when a teacher is using her/his camera on their phone for purposes of putting pictures on our Northwoods Child Development Facebook page. We do ask that pictures of the kids be deleted immediately upon sharing them on Facebook so they are

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not on your phone. This is so their confidentiality is not jeopardized if your phone is lost or stolen.

Cell phones are allowed only while staff members are on lunch break & out of the classrooms. Calls must be kept short & within reason.

First offense: Verbal warning

Second offense: Suspension at Director's discretion

Third offense: Termination

## **STUDENT MEALS**

Staff will be required to sit at the table with the children during mealtime (DCF Licensing Regulations) and are allowed to eat **child-size portions**. You do not have to eat the meal if you do not care to. However, you may not eat other food in the room at any time in front of the children.

You may have a beverage in the room as long as it is not in its original container except for water. We ask that soda pop and other beverages be placed in cups in the room. Absolutely no pop cans are allowed in the rooms. You may not eat or serve any candy to the children.

Our food and snacks are carefully calculated to ensure student nutrition needs are met. Please do not take any food, milk or juice from the kitchen unless you have approval of the kitchen personnel or administrator. Staff may place food or beverages they have brought from home in the kitchen refrigerator for their break-time if they so choose. Any staff food left in the refrigerator overnight may be discarded. Food should be stored in sealed containers to prevent spills or contamination. If the Center has a child who has a food allergy, you will need to check and see if you may bring that food to eat at the Center. (I.E. peanuts/peanut butter.)

## **NUTRITION**

The Center follows USDA guidelines and requirements for student nutrition. All meals and snack are carefully portioned to meet these requirements. Become familiar with these requirements. Infants under the age of one will follow the feeding schedule as planned by the parent. All children over age one will receive nourishment every 3 hours.

Any special diet requirements will be noted on the intake form and a copy of this diet will be discretely posted in the room and in the kitchen.

All allergies will be noted on the intake form and posted in the room and in the kitchen.

All infant food and bottles **must** be labeled and dated with the child's name.

Breast milk may not be heated in the microwave. Bottles must always be checked to be sure they are not overheated. When feeding, bottles must always be held unless the child is able to hold on to their own. Never place a child in bed with a bottle. Dispose of unused bottles when the child will no longer take more.

All leftover infant food must be disposed of after 36 hours.

## **HEALTH / FIRST AID/UNIVERSAL PRECAUTIONS**

The Center provides latex gloves, which are to be worn during any time visible blood is present such as skinned knees, bloody noses and cuts and scrapes. You are required to wear gloves with each diaper change unless you suspect there may be blood due to diarrhea or diaper rash, Glove use during diapering is the decision of the employee.

Hand washing is required upon arrival, before handling food, before and after eating, before and after diapering, after using the bathroom and after any contact with body fluids.

All children over the age of one must wash hands at the sink before and after meals, after using the bathroom and after diapering using this same procedure. Children under one will use a wet washcloth for a one-time use hand washing.

All teachers are required to make a health observation of the children as they arrive. Report all concerns of health issues to the Director for decision as to whether the child can stay or if a parent will need to be called. Any calls made to parents will first have the Director's approval.

Any communicable disease such as pink eye or strep throat must be treated for 24 hours before the child can return to the Center.

Only the Director, Assistant Director or teachers will be permitted to administer medication. All medications to be administered will have the medication form completed per the directions on the bottle. For over the counter medication the parent must indicate that they have consulted with the child's physician about the medication administration. All medications must be in the original containers. All medications must have the child's name and instructions on the bottle. You may not use other children's medication for someone else. All medication administration must be documented in the medical log book.

All injuries shall also be reported to the Director and documented.

If a child at the Center needs an EPI pen for severe allergies. Parents will provide the pen along with a written statement from their child's physician. Staff will be trained on the use of the EPI pen. ProCare First Aide/CPR and AED has a video that will train the staff on the use of the EPI pen.

## **STUDENT DISCIPLINE**

The Center wants to promote a positive environment for the children. Our focus is to praise positive behavior. There are times when it is necessary to take action for negative behavior. Time outs may not be used for children under age 3. We do not promote the use of time out but rather give the child redirection, which may include time away from the situation and time to refocus. The Director is there to help you with the discipline of the children so that you may keep your attention to the conduct of the class. Please read this in our Parent Policy Packet.

## **STAFF MEETINGS**

Staff meetings are required by state regulation once a month. They will be scheduled in order to accommodate as many employees as possible. Notice will be given at least one week in advance. Staff meetings may last 2 hours or more. You'll receive 9 credit hours towards continuing education. You will be allowed time off as compensation, at the discretion of the Director. It is mandatory that all staff attend these meetings.

## **CONFIDENTIALITY**

Records of all children and staff are confidential and only staff, parents and referral agencies may have access. A file must not leave the Director's office without approval.

What you see here, what you hear here, what is said here, stays here! There shall be no gossip, detailing children or adult behavior or passing on confidential information of any kind. You may discuss parents or children with the Director or with your classroom teacher for the purpose of gaining understanding of behavior or to question a practice.

### **SOCIAL MEDIA**

Staff are not allowed to post pictures of the children on their social media page or make any comments about them, their families or staff. Please do not post any negative statements or opinions about the Center on social media. Our Center is on Facebook. You may post pictures of the kids, activities, etc. as long as parents have signed and given the Center the required Photo Permission Form. The signed form is kept on file in the office and in their Portfolio in your room. You must get permission to post and must show another staff member the language/written expression you are wishing to post with the picture for spelling and grammar accuracy. Also, please delete any photos from your phone once you post them on our Facebook page. This is to continue confidentiality of the kids should someone compromise your phone.

### **REPORTING CHILD ABUSE**

We are mandated advocates for children! The State of Wisconsin requires professionals who work with children to report suspected abuse or neglect immediately. Abuse or neglect is reported to the Vilas County Social Services Department (715-479-3668) or local law enforcement (911). Any employee who suspects a child is being abused or neglected should voice their concerns to the Director and/or call Social Services immediately.

### **POSTING NOTICES**

Posting notices or sending notices home to parents should not be done without the Directors prior approval.

### **CAREGIVER BACKGROUND CHECKS/ REPORTING TO CENTER**

Per DCF 12.7 (1): Caregivers must notify the Director, but no later than the person's next working day, when any of the following occurs:

- The person has been convicted of a crime.
- The person has been or is being investigated by any government agency for any other act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
- The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
- In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

### **DRESS CODE**

The Center's image is determined in large by the appearance and conduct of our employees. Staff members should dress professionally at all times. Clothing needs to be clean and wrinkle-free. Practice good hygiene and dress for success. Uniforms may be required. No body piercings other than earrings may be worn.

### **STAFF CHILDCARE**

Staff is discouraged from providing personal childcare for families out of the center as this may become a conflict of interest.

### **ABSENCE DUE TO ILLNESS**

The Center must be notified at least 1.5 hours before the employee's scheduled start time. A call from someone other than the employee will not be accepted, unless under dire medical emergency. If an employee is absent for more than 2 consecutive days, a physician's written excuse must be handed in before the employee can return to work.

### **SECURITY AND SAFETY**

Maintaining safety and providing a secure facility is each employee's responsibility. Develop good habits to keep an open eye out for safety issues at all times. Here are just a few points to keep watch for:

- Know which children are assigned to you at all times. (Parent Policy Packet)
- Understand the sign in/sign out process of the Center.
- Keep all children within sight and sound.
- Never leave your assigned areas without getting a replacement.
- Perform a frequent count of your room to assure that all your children are present
- You must follow the child tracking procedure of the name of the child and sight roll call at each transition to ensure safety and follow DCF 251 regulations.

Keep a close eye on the children during playground time. Do not allow your attention to be on one child or socializing with other staff. Sitting for long periods of time during outside time is not allowed.

- Familiarize yourself with all the parents, not just those of your class. If you are not familiar with someone, ask for their ID. This is mandatory for all new children in the first two weeks.
- Never let a child leave or be alone with an unauthorized person. Check the enrollment sheet to see that the person is authorized. If they are not, inform them that you will need to contact a parent for approval. If you cannot contact a parent, contact the Director for further direction.
- If you feel that a parent may be under the influence of alcohol or drugs when picking up their child, tell them we need to contact someone else to pick up their child for their child's safety. Inform the Director immediately. If a parent refuses to wait for safe transportation, the police will be notified.
- When authorized persons other than the parents pick up a child, a car seat is required.
- All staff is required to know the location of fire exits and extinguishers. Become familiar with our procedure for tornado and fire exiting.
- Have emergency information of all the children in their assigned rooms for access when the office is closed.
- Greet visitors who enter the building and ask their purpose.
- Familiarize yourself with the location of first aid equipment.
- Do not enter the building outside normal operating hours unless you have permission from the Director.
- Closing staff will fully check the building to ensure doors and windows are locked.
- Each person who has a key will not allow others to use the key without permission from the Director.
- Responsible for Addendum E- Safety-Playground- Classroom and Hallway.

### **PARKING**

### **Main Campus:**

Parking in on the left or right side of building. The front of the building parking spaces are designated for parent drop off. You may use the front entrance door. The side door to the classrooms are available if needed for handicap purposes and ramp is available there for entering the building. We will designate a handicapped space, if necessary.

If you have a disability and require a ramp to enter the building, you can enter on either side of the building, into the classrooms. There is a ramp available on both sides.

### **At Eagle River Elementary School SACC After the Bell:**

Park in the designated parking for staff only.

### **DISCIPLINE PROCEDURE**

In the event that disciplinary action must be taken the first step will be for the employee and the Director to meet privately and define the problem. Together, they will come up with a plan to remedy the problem. This meeting will be recorded in the employee's file. After the first meeting, if the problem continues, the employee will be given a written reminder and meet with the Director again to discuss the problem and a correction plan. The employee may be given a second chance to remedy the problem. Again, this meeting will be recorded in the employee's file. If the problem persists after the second meeting, the employee may be dismissed.

Immediate dismissal may occur as a result of any of the following, but are not limited to the following reasons:

- ✓ Failure to perform duties as outlined in the job description
- ✓ Falsification of information on the Staff Record Form
- ✓ Putting a child's safety at risk
- ✓ Conviction of crimes "substantially related" to the care of children
- ✓ Breach of confidentiality
- ✓ Reporting to work under the influence of drugs or alcohol
- ✓ Theft
- ✓ Refusal to follow Center policies
- ✓ Repeated absenteeism and/or tardiness

### **EMPLOYEE GRIEVANCE PROCEDURE**

When an employee has a problem at the Center, they should confer with the Director after ordinary means have been tried. A one on one conference will be arranged in order to discuss the employee's grievance. Together the employee and the Director will work on a resolution to the problem. The director will evaluate and make a determination within three working days.

It is an ethical responsibility of an employee to make a statement of wrongdoing within our center. You have the right to disclose that information to appropriate parties inside the center. The center guarantees that employees who in good faith disclose perceived wrongdoing to the designated parties inside the organizational/administrative structure, will be protected from adverse employment consequences; and the establishment of a fair and impartial investigative process.

### **EXIT INTERVIEW**

If you are voluntarily terminating your position from the Center, we would like to know your reason for leaving and any concerns you have, via an Exit Interview. We strive to provide the

best quality care and value the insights and/or concerns of employees. We want your departure to be a positive experience. We will keep all information confidential and use it only for the purpose of quality improvement.

A two-week written notice must be given to the Director if an employee wishes to terminate employment. Vacation time that the employee has accrued will be paid to the employee with their final check. In order to receive any vacation pay you have accumulated you must give a full two-week notice and fulfill your assigned duties during these two weeks. All Center keys must be turned in before receiving your final check. You may be excused from your position early at the discretion of the Director. Vacation time cannot be used as the two-week notice.

Once you have terminated your position, we ask that you not visit the center during hours of business in respect for the new teachers and staff. Your final check will be mailed to you within 30 days. All belongings will be set aside in the office for pickup within 30 days.

### **REHIRE**

Depending on circumstances, we may consider rehire if you have left in good standing and fulfilled your two-week notice.

### **ADDENDUMS**

Please review the addendums to our Personnel Policy Packet.

They are:

- Addendum A: Breastfeeding policy
- Addendum B: Job Descriptions
- Addendum C: General Standards for Staff
- Addendum D: The Teacher and the Classroom
- Addendum E: Safety
- Addendum F: Field Trips – Guidelines, Safety, Ideas
- Addendum G: Substitute Folder
- Addendum H: Salary Wage Scale

**PERSONNEL POLICIES**

This employee handbook is for informational purposes only, and can be changed at any time with or without notice. Termination of employees may happen at any time for any reason or without reason, except non-discriminatory reasons.

***Thank you for joining our team at Northwoods Child Development Center. We hope you enjoy your time with us and want to make your experience here as pleasant as possible. Keep this handbook available to reference for issues that may come up during your employment. It is your responsibility to adhere to the policies in this book. If any issues should arise that you are not able to find an answer to, please speak with the Director.***

**NORTHWOODS CHILD DEVELOPMENT CENTER, LLC  
EMPLOYEE CONTRACT**

**I have read, understand, and agree to follow Northwoods Child Development Center LLC's Personnel Policies, Mission, Philosophy and goals and my job description.**

**EMPLOYEE NAME (printed)** \_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_