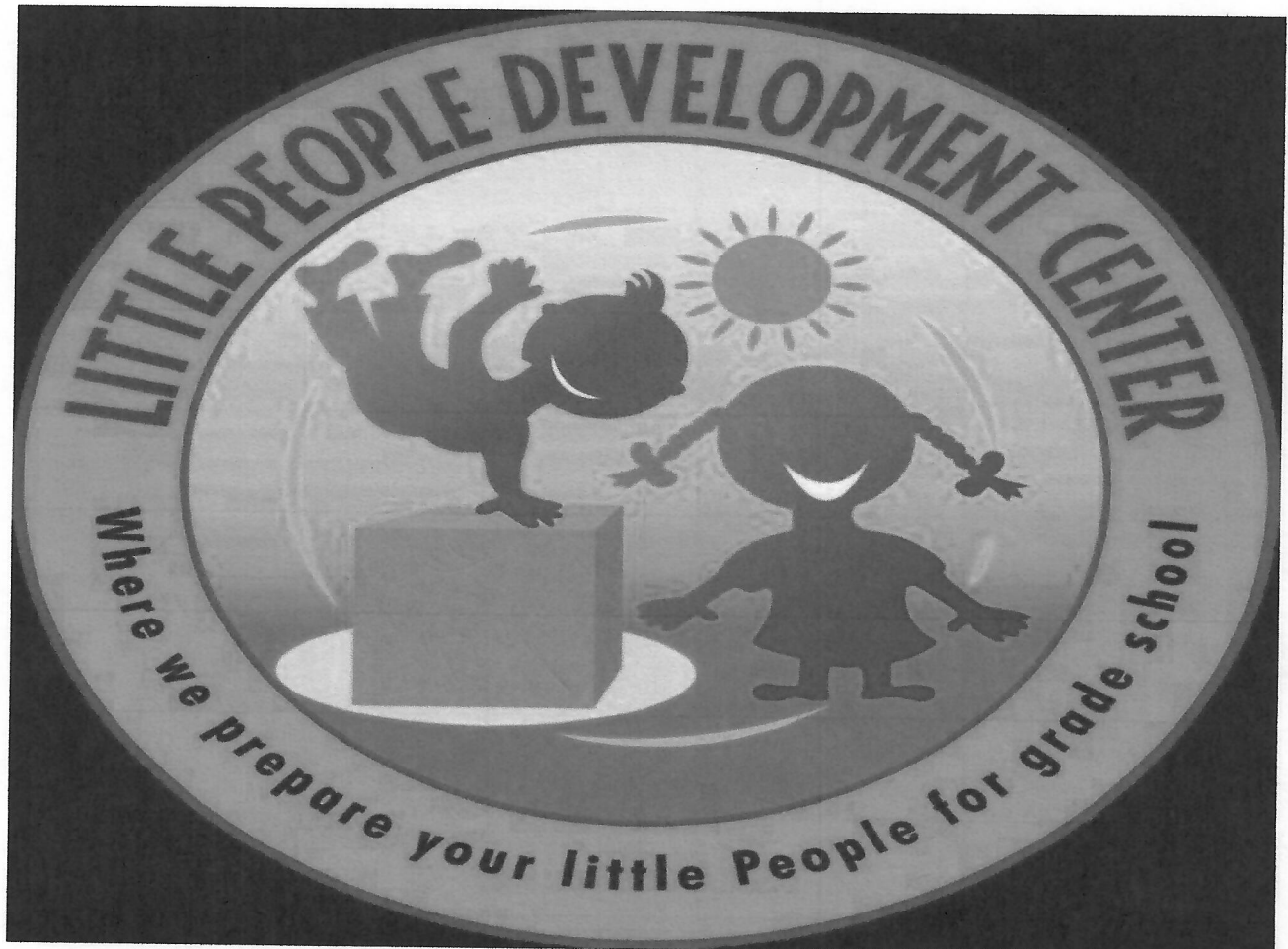


Little People Development Center
Employee Handbook



Zackory Foster / Cree Robinson

(Owner/Director)

194 German Hill Road

Dundalk, MD 21222

443-503-6565

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This handbook is intended to familiarize staff members with current Little People Development Center policy, practices and standards.. A print copy of the handbook is available upon request. Little people reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur

History

Little People Development Center opened in February 2015 home based and consisted of; infants/toddlers, two-year-olds, and three- to five-year-olds. Over the course of the following years Little People saw a substantial amount of growth and expansion. In April 2019 Little People Development Center decided it was time to move the business out of the house and into a center.

Mission Statement

At Little People Development Center, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

My Philosophy

The Curriculum I provide is Creative Curriculum based approved by MSDE, I will strive to provide a safe, comfortable, stimulating, fun, educational environment in while in my care with a semi-structured day plan. Activities will include free playtime, large motor skill playtime, small motor skill activities, story time and theater activities, and other educational yet fun activities. I will also provide nutritious meals and snacks, along with encouraging good personal hygiene skills and manners. The television will rarely be on during regular hours of care, and then only to watch educational programs or activities which I have personally pre-screened to be appropriate. **THERE WILL BE NO SCREEN TIME FOR CHILDREN UNDER 2 YEARS OF AGE.** Through a mixture of guided and directed creative play, children in my care will have the opportunity to learn about color, shapes, textures, numbers, letters, animals, seasons, senses, nutrition, personal hygiene, manners, basic science, math concepts, and creative concepts such as "pretend" play, art, music drama, and dance. We will be using materials such as stencils, flash cards, magnetic letters, finger plays, blocks, Velcro numbers and learning game all the material used to teach are eye level so children can get them on their own when needed. I do not believe in pushing any child to learn at an accelerated rate, I will not make a child feel pressured to achieve developmentally milestones. By providing the right kind of fun safe environment. I believe the children will learn at their own appropriate pace.

General Center Information

ADMINISTRATION

Executive Director:

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Director

Cree Robinson

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HOURS OF OPERATION

Little People Development Center is open Monday through Friday from 7:00am to 6:00pm. The center is closed for the following holidays:

New Year's Day Labor Day

Memorial Day Thanksgiving (2 days)

Independence Day Christmas (2 days)

All State Holidays

PROGRAMS

There are 4 childcare programs offered at Little People Development Center. They are:

- Caterpillars 24 months 6 children
- Butterflies 3 years
- Grasshoppers 4 years
- Dragonflies 5 years

RATIOS

At Little People Development Center, we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children Minimum Ratio of Staff to Children

- 2 years 1 staff for every 4 children
- 3 years 1 staff for every 8 children
- 4 years 1 staff for every 12 children
- 5 years to 10 years 1 staff for every 15 children

Children of different age groups may be combined if the following guidelines are followed:

- Children 2 years old may be combined with children who are 3-5 years old as long as the ratio of 1 to 6 is maintained.
- Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the majority of the children in the group.

During naptime, at least one staff member shall be present in every room where children are sleeping and/or resting. Staff-to-child ratios can be reduced to one staff member per room where children are resting for a period not to exceed one hour. Staff should remain in the center so, if needed, they can assist in a classroom.

Volunteers such as high school students (at least 16 years of age), college students, parents, or retired individuals may be used to meet staff-to-child ratios.

Ratios must be maintained at all times, including when emergency procedures are in effect.

LICENSING

Little People Development Center is a public program voluntarily licensed by the Maryland Department of Childcare Administration. A copy of the licensing rules is available for review in the office, the staff break room.

WEATHER-RELATED CLOSINGS

Little People Development Center will remain open during most severe weather. The Director and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

In the event that Little People Development Center closes early or cancels care for the following day, parents will be contacted and informed of the situation it will also show on WJZ NEWS STATION Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

General Staff Expectations

PROFESSIONALISM

Each Little People Development Center staff member is a child care professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

- Arrive on time and stay entire shift, if needed.
- Is not absent from work on a regular basis.
- Dress appropriately for interaction with children. Always dress in uniform
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families and co-workers).
- Attend staff meetings and other Center events.
- Complete DHS required training courses in a timely fashion.

DRESS CODE

Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

- **COMFORTABLE** – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Close toe shoes are appropriate footwear.
- **CLEAN** - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.
- **COURTEOUS** - Staff members interact with children and parents on a daily basis and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including: halter tops, strapless "tube" tops, short skirts/shorts (must hit at fingertip length or below), sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments. It is expected that all staff members will present themselves and Little People Development Center in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

CELL PHONES

It is important that every staff member's attention remains on the children *at all times*. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the program rooms with the exception of lead teachers for documentation purposes. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

It is expected that when leaving the center for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform both the Lead Teacher and Director and/or Assistant Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom.

Ratios must be maintained at all times.

UNMONITORED CONTACT

For the protection of each staff member, we always work in teams. No staff should ever be alone with a single child. Another staff member should be within sight/sound at all times

TIME CARDS AND PAYROLL

Each hourly staff member is responsible for clocking in and out each scheduled workday using the computer. Staff members may not clock in more than 15 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. If a staff member forgets to clock in or out, the Director and/or Assistant Director must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay processing of a staff member's payroll check until the following pay date. Payroll will be paid bi weekly.

DIRECT DEPOSIT

Direct deposit of payroll checks is available to all staff members. Interested staff should complete and return a Direct Deposit Authorization form to enroll. Processing may take one to two weeks; staff members will receive a paper check until direct deposit is processed

PERSONAL BELONGINGS

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. Personal belongings may also be stored in the staff break room. Little People Development Center is not responsible for lost or stolen items.

FOOD/MEALS

Little People Development Center is a peanut free facility. No food containing, or processed in a facility with **peanuts**, are allowed in the center. Food must be Staff members may store a small amount of food in the break room refrigerator. All food should be clearly labeled with the staff member's name and date. Food should be removed or discarded after one week or when spoiled. Meals should be eaten and prepared only during nap/rest time or during an approved break.

HAND WASHING

Staff members must wash their hands at the following times:

- Upon arriving at the center
- After each diaper change
- After helping a child use the toilet
- After wiping a nose, coming into contact with saliva or any other bodily fluid.
- Before preparing meals
- Before and after meal times
- Before and after using the sensory table
- After removing gloves
- After using the restroom
- After returning to the center from a break
- After coming indoors from the playground

****Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).**

Professional Development

REQUIRED TRAINING

All clock hour required training approved by MSDE

STAFF MEETINGS

All Little People Development Center staff members are required to attend 3 staff meetings per year. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least two weeks in advance and must meet with the Director and/or Assistant Director if unable to attend a staff meeting

NEW STAFF ORIENTATION

All new staff members will be asked to read the Little People Development Center staff and parent handbooks. Prior to working in the classroom, the Director and/or Assistant Director will schedule an orientation meeting to complete required paperwork, and review center operation and policies.

EVALUATIONS

Evaluations of a staff member's performance will be conducted by the Director and/or Assistant Director. Evaluations will be performed annually. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member's evaluation meeting and feedback will be included in the staff member's evaluation.

Staff members will be required to complete a self-evaluation prior to meeting with the Director and/or Assistant Director.

Personnel Policies

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Little People Development Center staff members are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties, including the use of positive words and actions.
- Respectful, thoughtful, and considerate of other people.
- Courteous and helpful when dealing with children, parents, visitors, and other staff members

CONFIDENTIALITY

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure. Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, address, phone numbers, etc. with the exception of distribution to Little People Development Center employees. Personal information should never be used for personal purposes. Iowa law specifically prohibits the sharing of information about children or staff members within a child care setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek *written* parental consent before consulting with an outside agency about a child.

CHILD ABUSE AND NEGLECT

All Little People Development Center staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

**CHILD ABUSE HOTLINE, Dept. of Human Services Story County
1-800-362-2178**

Staff members may directly report suspected incidents of child abuse or neglect to the Iowa Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director and/or Assistant Director of the report and together decide whether or not to inform the parents of the report.

If a Little People Development Center staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Human Services (CPS). Little People Development Center will cooperate with any CPS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

GRIEVANCE PROCEDURE

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director and/or Assistant Director in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member's personal time

CO-WORKER COMMUNICATION

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times

SUPPLIES

Lead Teachers are responsible for reporting to the Director and/or Assistant Director when supplies are running low so they can be replenished before supplies are completely depleted.

PARKING

Staff members should park in the rear staff parking lot

SUGGESTIONS

Little People Development Center is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Lead Teacher or Director and/or Assistant Director

PERSONNEL FILES

Little People Development Center maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director and/or Assistant Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director and/or Assistant Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents.

SUBSTANCE ABUSE

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Assistant Director or other staff member has probable cause to believe a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on Little People Development Center premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Little People Development Center vehicles or in personal vehicles being used for the transportation of Little People Development Center children, and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking, before returning to work.

NON-DISCRIMINATION STATEMENT

Little People Development Center Learning Center does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Little People Development Center is an equal opportunity employer.

Little People Development Center prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior. A staff member who feels harassed has the right to file a complaint with the Iowa Civil Rights Commission and/or the Equal Employment Opportunity Commission.

Attendance Policies

Consistency is crucial to creating a successful program. We make every attempt to put as few staff members as possible in each classroom. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Regular absences will be subject to disciplinary procedure.

ABSENCE DUE TO ILLNESS

If a staff member is ill and unable to work, the Director and/or Assistant Director should be notified immediately, by phone. Electronic communications such as text message and email are not acceptable methods of contact when reporting sick. If absent more than two consecutive days, the Director and/or Assistant Director will require a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

SCHEDULES

Little People Development Center is open Monday through Friday, 7:00am to 6:00pm. All scheduling requests should be submitted in writing to the Director and/or Assistant Director. Schedules will be created based upon the needs of Little People Development Center and the children, as well as staff member availability.

Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete carry out Little People Development Center responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.). In this case, staff members will not receive additional pay for work performed outside their normal work schedule.

VOLUNTARY RESIGNATION

Lead Teachers and Full-Time Assistant Teachers should submit a letter of resignation to the Director and/or Assistant Director when resigning from a position. Little People Development Center appreciates at least four weeks' notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

Disciplinary Procedure

UNACCEPTABLE JOB PERFORMANCE

Little People Development Center uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all Little People Development Center employees are "at will" which means an employee can be terminated at the will of Little People Development Center for any reason or no reason. The following are the steps, which are taken using progressive discipline.

STEP 1 Verbal Warning

If a staff member's job performance is not meeting Little People Development Center standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of Little People Development Center policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness. Verbal warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse under Iowa law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Health & Safety Policies

STAFF PHYSICALS AND TUBERCULOSIS SCREENING

Each staff member must receive a pre-employment physical and tuberculosis (TB) skin test, performed within 6 months before beginning employment. Physicals and TB tests must be updated every 2 years. Staff members will have a “grace period” of 30 days to turn in updated physicals and TB tests. After 30 days, staff members may be suspended for a period of time or fined no more than \$10 per month the physical is expired, at the discretion of the Director and/or Assistant Director.

HEPATITIS B VIRUS (HBV) VACCINATIONS

OSHA guidance for Hepatitis B vaccinations indicate that all staff members determined to have potential workplace exposure to human blood and other potentially infectious materials must be offered the Hepatitis B vaccination series at no cost to the staff member and within 10 days of hire. This series of immunizations is available at no cost to Little People Development Center staff members, if arranged by Little People Development Center. If a staff member has previously received the HBV vaccinations, or wishes to waive his/her right to receive the vaccinations, a Hepatitis B Vaccination Consent/Waiver form must be completed

ILLNESS

Our first priority at Little People Development Center is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 101 or greater, until 24 hours symptom free without fever reducing medication
- **Signs/symptoms of severe illness**, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- **Blood in stools** not explainable by dietary change, medication, or hard stools
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- **Mouth sores with drooling**, unless a health care provider determines the sores are not contagious
- **Rash** until a physician determines that these symptoms do not indicate a communicable disease

- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours
- **Head lice**, from the end of the day until after first treatment
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling

A child who becomes ill while at Little People Development must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive.

Little People Development Center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

MEDICATION AUTHORIZATIONS

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered. If a child becomes ill while at Little People Development Center and a parent requests that medication be given, verbal authorization can only be given to the Director and/or Assistant Director. A Medication Authorization Form will be completed by the Director and/or Assistant Director and must be signed by a parent upon pick-up.

Medications must be stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at Little People Development Center. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Little People Development Center. Medications may be administered only by Lead Teachers, the Director, or Assistant Director. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances. Expired Medication Authorization Forms must be turned in to the Assistant Director to be filed in the child's permanent enrollment file.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur at Little People Development using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

DOCUMENTATION OF HEALTH INCIDENTS

Each time a parent is contacted regarding an ill child or symptoms of illness, staff members should complete a Health Incident Form. A copy of the form should be given to the parent and the original to the Director and/or Assistant Director to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs

ACCESS POLICY

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Person who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director or Assistant Director to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Iowa sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

STATE CRIMINAL HISTORY CHECKS

Each staff member must complete a DCI Waiver Statement and Criminal History Check Form-B every two years. A search will be completed and includes checks of Iowa Criminal History, Child Abuse and Sex Offender Registries. The cost of the check will be deducted from the staff members' paychecks.

NATIONAL CRIMINAL HISTORY CHECKS

Each staff member must complete a CJIS Waiver Statement and be fingerprinted by a certified technician. Fingerprint cards may be obtained from the Director and/or Assistant Director. Fingerprints are submitted to the FBI and a check of national criminal history records is conducted. The cost of the check will be deducted from the staff members' paychecks.

VISITORS

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director and/or Assistant Director if expecting a visitor.

Curriculum Planning

CURRICULUM

A based age Curriculum at Little People Development Center includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Little People Development Center uses the Creative Curriculum for Toddlers and Twos and the Creative Curriculum for Preschool as guides for planning the curriculum in each of its program rooms. We ALSO ADDED IN Basic Sign Language (ASL)

Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children's changing interests.

Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The Lead Teacher and Full-Time Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for the carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Lesson plans and the daily schedule must be posted in the classroom and visible at all times.