



## Personnel Handbook #4

### History

Willows has been a licensed group center since 1993 when Joan Beck opened Willows to address the needs of the community. Our current building was built in 2000, especially designed for a group childcare center, we are licensed for 48 children. We participate in the Wi YoungStar program and have held a 5-star rating since 2012. We achieved national accreditation through the National Accreditation Commission (NAC) in 2003.

### Our Team Philosophy

We believe that children deserve the chance to learn and grow in a safe, enriching, high quality environment. We believe learning happens through positive relationships, exploration, experiences, and a sense of belonging that enable children to become productive contributors to the world in which we live. We believe play is a vital part of children's learning and essential to a child's quality of life. Exploration and play are a child's primary way of understanding the world. We are committed to fostering each child's self-esteem, well-being, and growing need for independence. All aspects of their development and learning are connected and interdependent.

We believe in the TEAM approach, we all work together, we solve problems, and we communicate!!

### Our Team Vision statement

To love, protect and encourage

### Our Team goals

Willows will continue to strive to provide a safe, developmentally appropriate, inclusive environments for infants, toddlers, preschoolers and school age children. Our focus is to provide a stimulating early learning educational experience to promote each child's social/emotional, physical, and cognitive development through interest-based play and experiences. Our goal is to support and nurture each child individuality through positive social emotional experiences and guidance techniques.

### Our Team Expectations

Be Kind - You as a team member, are expected to BE KIND always.

Be Respectful - You as a team member, are expected to be respectful of all our children, families, and other team members.

Be Responsible - You as a team member, are responsible to follow all positive child guidance guidelines with love, protection, and encouragement.

You as a team member, are responsible for doing your job, to the best of your abilities, and are responsible for seeking help when and if you need it. We are here for each other.



**Accreditation**

The National Accreditation Commission for Early Care and Education Programs offers early childhood leaders the opportunity to demonstrate and document quality performance using research-based criteria and evidence-based practices. The National Accreditation Commission provides a comprehensive, ongoing quality improvement system that recognizes the inherent diversity among programs through the self-study and award process.



**Pyramid Model (Positive Behavior Support)**

The Pyramid model is a process to facilitate the social emotional development of children and address challenging behaviors. The pyramid model is a developmentally appropriate, evidence-based framework for supporting the social and emotional development of infants, toddlers, preschoolers, and school-agers. The pyramid model intentionally teaches children pro-social behavior, the ability to solve conflicts, express emotions instead of repressing them, how to lead and follow in peer groups, and the ability to make friends. Our program-wide implementation model ensures that we are attending to the execution of evidence-based practices and the development of support for our program.

We as a team are committed to teach and follow our Expectations and Rules throughout the center and in our outdoor environment.

Willows expectations are posted in our entry ways, classrooms, and outdoor environments. Our programs-wide expectations are clear and followed by everyone. *Be Kind Be Responsible Be Respectful*

Our pyramid model framework is imbedded into our all of learning here at Willows.

**Positive Guidance Policy**

Young children desire consistency and structure. They flourish in an atmosphere where they are given plenty of choices and a few simple rules to follow. We believe that children need space and opportunity for play in order to interact with their friends. Our goal in guiding children is for them to move towards controlling their own behavior. We avoid using techniques that will damage the children’s good feelings about themselves or others. We plan activities that interest the children, not asking them to be still for too long, and meeting their needs for food, rest and active play.

We believe the foundations for all healthy social-emotional development in the classrooms include:

- Nurturing, trusting relationships
- A safe, peaceful environment
- Effective positive guidance and teaching practices

As a team member we expect you to-

- Spend quality time everyday talking and listening to each child

- Give the children the same respect given to adults
- Help set developmentally appropriate rules in the classroom
- Help create classroom environments that promote independence and engagement, materials should be organized so children can easily access them for play
- Observe children to understand the causes of behavioral challenges, such as fatigue, confusion, or frustration. Help children solve problems and find solutions.
- Model positive communication and social interactions. Teach social skills directly when needed.
- Use positive descriptive feedback constantly throughout the day

### **Behavior Incident Report**

The Behavior Incident Report System (BIRS) provides the classroom Teacher's a system to collect and analyze behavior incidents in their program. Teachers within programs collect data on behavior incidents that are not developmentally normative or are a cause of concern to the teacher.

We use the Behavior Incident Form provided by Pyramid Model Framework.

BIR Analysis is a Powerful Tool-

- Data that guides decisions related to behavior prevention and response
- Data for identifying and addressing concerns related to discipline responses
- Summary data for challenging behavior across classrooms that provides who, when, where and how adults respond that might inform program practices
- Data to identify children and teachers in need of support

Willows gathers data from Incident reports and sends them to the Wisconsin Alliance for Infant Mental Health, this helps them with data collecting around the state and provide statistics on how effective the pyramid model is.

### **Employment**

**Willows will provide equal opportunity for all.** Advancement opportunities for employees will be made based on merit, qualifications, availability, and ability. Willows does not discriminate in employment opportunities or practices based on race, color, religion, gender, social economic background, national origin, age, physical disability, or any other characteristic protected by law.

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

Employees with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and file grievances without fear of reprisal. Anyone found to be engaging an unlawful act and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Recruiting Staff**

Notification of Job openings will be done through: Online notifications as well as Willows sign. All applicants are required to provide a resume along with the completed Willows application.

### **Full-time Employees**

Full-time employees- work at least thirty-five (35) hours a week and are assigned to a regular schedule of work. With 30 minutes lunch break

**Part-time employees**- work at least five (5) hours per week and not more than thirty-five (35) hours.

As a part-time employee you will be assigned a regular schedule of work. With 30 minutes lunch if you work 6 hours or more in a day.

You are considered a part-time employee as a student (high school/collage), who may work any number of hours per week during school and during school breaks.

**Temporary employees**- are hired on a as needed basis, to temporally replace a full or part-time employee. Temporary employees- may be considered for employment at the end of their temporary employment.

### **Volunteers**

Volunteers will always be welcomed. They will work under direct supervision of the teacher/s in the classroom. They will not be counted in child/teacher ratios. Volunteers will fill out a background check, and be orientated concerning the health, safety and child guidance policies and procedures. They will be trained in Willows fire, tornado, and emergency procedures

### **Administrative structure**

Director/Administrator

Assistant Director

Program Director/Pyramid Model internal coach

Lead teacher

Co-teacher

### **Job descriptions, Qualification and Responsibilities:**

#### **Administrator**

The administrator is responsible for the center's management, including personnel, finances, and physical building maintenance

Must be 21 years of age

Must have a high school diploma or GED

Must have a BA degree with at least 9 credit-bearing hours of specialized college-level work in administration, leadership, or management. Must have at least 24 credit-bearing hours of specialized college-level course work in early childhood education, child development, elementary education or early childhood special education that address child development learning from birth to kindergarten.

As an administrator your **responsibilities** are:

- Hiring and firing staff in cooperation with the program director
- Orient new staff- Orientation within the first month and orientation completion sheet signed, dated, and kept on file
- Supervision and ongoing evaluations of staff

- Review staff development yearly with the Program Director.
- Meeting all licensing regulations and confirming all staff comply
- Registration and orientation of each child and parent/guardians
- Guarantee Willows is fiscally strong
- Develop and execute a budget and a strategic plan of action to continue to maintain and improve the center to meet the needs of the families and staff
- All necessary work for application and renewal of licensing
- Maintenance of physical site, safety, sanitation, fire inspections, etc.
- Keeping all appropriate records on file
- Attending professional workshops and meetings
- Work with other staff to build community partnerships
- Set and collect fees
- Continue to keep in touch with support organizations like, 4C's, WECA, ELL and WCCAA
- Complete 30 hours of continuing education, including child development and leadership

### **Assistant Director**

Must be 21 years of age

Must have a high school diploma or GED

Must have an Associate Degree or better with at least nine (9) credit-bearing hours of specific early childhood education

Have completed two (2) years of documented credit at an institution of higher education with at least twelve (12) credits equivalent to early childhood education or have satisfactorily completed eighty (80) hours of training in early childhood education

The assistant director must have a warm, friendly personality, be sensitive to the feelings and needs of others, able to relate well with children, and be willing to fulfill the job responsibilities in accordance to the program philosophy. You must be able to maintain a professional attitude toward the children, the families, and the staff always, and is able to communicate professionally and openly.

As an assistant director your **responsibilities** are:

- Part of the hiring and firing of team members
- Part of the new staff orientation and review team
- Mentor new staff
- Work with team to build community partnerships
- Organize Staff Meetings
- Attend and participate in professional conferences, lectures and other educational events
- Help plan yearly calendar events, field trips and guest speakers
- Part of the parent tours and parent orientations team
- Explore improvements to outdoor play areas
- Explore improvements to indoor environments
- Implement changes in curriculum
- Review Emergency procedures annually
- Part of the policy review team

## **Program Director**

Must be twenty-one (21) years of age

Must have a high school diploma or GED

Must have an Associate Degree with at least nine (9) credit-bearing hours of specific early childhood education

Have completed two (2) years of documented credit at an institution of higher education with at least twelve (12) credits equivalent to early childhood education or have satisfactorily completed eighty (80) hours of training in early childhood education

The program director must have a warm, friendly personality, be sensitive to the feelings and needs of others, able to relate well with children, and be willing to fulfill the job responsibilities in accordance to the program philosophy. You must be able to maintain a professional attitude toward the children, the families, and the staff always, and is able to communicate professionally and openly.

As a program director your **responsibilities** are

- Staff and children scheduling.
- Part of the hiring and firing of team members
- Part of the new staff orientation and review team
- Mentor new staff
- Plan, implement and monitor curriculum needs of the children
- Work with Teachers to help with observations, setting goals for classroom and individual children
- Work with Teachers to accomplish children's' what tools do they need
- Work with Teachers on a regular basis to evaluate curriculum and assess future program needs.
- Will organize, and order materials as needed
- Will make sure all materials are readily available and in good repair
- Help Teachers with resources/ideas for their learning centers inside and outside
- Promote opportunities for parent outreach activities
- Work with Teachers to build community partnerships
- Attend and participate in professional conferences, lectures and other educational events

## **Lead Teacher**

- Must be at least eighteen (18) years of age
- Must have a high school diploma or GED
- Associate or bachelor's degree in education or working on a degree required
- Must completed all employment forms (list included in this handbook)
- Must complete orientation process
- Must have, Introduction to the Child Care Profession (replaced Early Childhood 1)
- Must have, Fundamentals of Infant and Toddler Care (replaced Infant/Toddler)
- Must have, Skills and Strategies for the Child Care Teacher (replaced Early Childhood 2)
- TEACH Scholarship is available through the state of Wisconsin, administrator has more information.

- Must respect the dignity and basic right of each child and parent as stated in Willows code of ethics
- Follow classroom cleaning checklist
- Must follow opening and closing procedures

### **Teacher responsibilities**

- Working as a team with your assistant teacher. Remember to be respectful and kind, encourage each other to become better teachers, learn from each other, we all have different views and learning styles.
- Daily health checks of each child are performed each morning, during drop off times. This includes Appearances for illness or injuries. If there is anything out of the ordinary, record in medical log book.
- To provide care and protection for the children in your assigned classroom.
- At all times have a daily attendance sheet, updated gold health history sheets, and know the count, names, and location of children in your care.
- Bright wheel is our daily form of communication with parents. Keep the communication upbeat and positive and updated with pictures and information throughout the day.
- If a child in your care does not arrive at their scheduled time, call parent/caregiver to verify where they are. Document this call on attendance sheet. Please allow ½ hour time for “running late”.
- Classroom environment should be a safe, responsive, and nurturing environment. This includes developmentally appropriate materials and activities while in-cooperating the pyramid model essentials for the classroom.
- Classroom observations must be done on each child in your care. You may use any observation method that you feel comfortable with. Observations must be done on each learning domain and include friends, family, and favorites.
- Portfolio are put together on each child in your care, this is a combination of observations, drawing and art samples. After each session ends (April/May and December/January), put together each child’s portfolio, which includes your teacher reflection; the child’s developmental goals you will be working on; and a parent reflection form. Parent reflection forms include offering a time and date for teacher conferences.

### **The Classroom Environment**

- Will use developmentally appropriate, interest-play based curriculum in developing lesson plans and goals.
- Keeping pyramid model intentional teaching in mind in all your planning.
- Will reflect children’s cultural and social background.
- Lesson planning reflects our family’s values, traditions as well as seasonal celebrations.
- Lesson plans must be posted in the classroom.
- A copy of weekly lesson plans is to be kept on file in your classroom.
- A monthly one-page newsletter is developed for the families. This will include important classroom news, important dates, classroom donations needed, pyramid model updates are included.

- Always be involved with the children that includes, observing, playing and modeling while using intentional teaching and positive descriptive feedback.
- Develop self-help habits when developmentally appropriate, including eating, dressing, napping and personal hygiene. This is to be weaved into daily schedule and lesson planning.
- The program director is here to help you work through situations that arise, curriculum needs and anything that is needed with the classroom.
- Greet parents at drop off and pick up time using their name. Ask them how the day is going drop off and if there are any concerns we need to know about. At pick up time tell them something good that happened during the day and if there were any struggles that need to be discussed.
- Keep your parent resource binder updated with important information that might be useful to them.
- Ages and Stages Questionnaires (ASQ's) are sent out to parents at appropriate times.

### **Teacher Assistant**

- Must be at least eighteen (18) years of age
- Must have a high school diploma or GED
- Must have a completed all employment forms.
- Must complete Introduction to the Child Care Profession (replaced Early Childhood 1)
- Must complete Fundamentals of Infant and Toddler Care (replaced Infant/Toddler)
- Must complete Skills and Strategies for the Child Care Teacher (replaced Early Childhood 2)
- Must respect the dignity and basic right of each child and parent as stated in Willows code of ethics
- Will Float between classrooms as schedules dictate
- Follow classroom cleaning checklist
- Must follow opening and closing procedures as posted

### **Assistant Teacher responsibilities-**

- Working as a team with your assistant teacher. Remember to be respectful and kind, encourage each other to become better teachers, learn from each other, we all have different views and learning styles.
- To provide care and protection for the children in your assigned classroom.
- At all times have a daily attendance sheet, updated gold health history sheets, and know the count, names, and location of children in your care.
- Bright wheel is our daily form of communication with parents. Keep the communication upbeat and positive and updated with pictures and information throughout the day.
- If a child in your care does not arrive at their scheduled time, call parent/caregiver to verify where they are. Document this call on attendance sheet. Please allow ½ hour time for "running late".
- Classroom environment should be a safe, responsive, and nurturing environment. This includes developmentally appropriate materials and activities while in-cooperating the pyramid model essentials for the classroom.



- Classroom observations must be done on each child in your care. You may use any observation method that you feel comfortable with. Observations must be done on each learning domain and include friends, family, and favorites.
- Portfolio are put together on each child in your care, this is a combination of observations, drawing and art samples. After each session ends (February/March and August/September), put together each child's portfolio, which includes your teacher reflection; the child's developmental goals you will be working on; and a parent reflection form. Parent reflection forms include offering a time and date for teacher conferences.
- The Classroom Environment will use developmentally appropriate, interest-play based curriculum in developing lesson plans and goals. Keeping pyramid model intentional teaching in mind in all your planning. The classroom environment will reflect children's cultural and social background. Lesson planning reflects our family's values, traditions as well as seasonal celebrations. Lesson plans must be posted in the classroom. A copy of weekly lesson plans is to be kept on file in your classroom.
- A monthly one-page newsletter is developed for the families. This will include important classroom news, important dates, classroom donations needed, pyramid model updates are included.
- Always be involved with the children that includes, observing, playing and modeling while using intentional teaching and positive descriptive feedback.
- Develop self-help habits when developmentally appropriate, including eating, dressing, napping and personal hygiene. This is to be weaved into daily schedule and lesson planning.
- The program director is here to help you work through situations that arise, curriculum needs and anything that is needed with the classroom.
- Greet parents at drop off and pick up time using their name. Ask them how the day is going drop off and if there are any concerns we need to know about. At pick up time tell them something good that happened during the day and if there were any struggles that need to be discussed.
- Keep your parent resource binder updated with important information that might be useful to them.
- Ages and Stages Questionnaires (ASQ's) are sent out to parents at appropriate times.

Any special health needs or disabilities, as well as any plans pertaining to that child, will be shared with the Teachers working with that child.

### **Parent Family Nights**

We host a family night, twice a year, your presence is requested. This is a great time to get to know our Willows families.

### **Continuing Education**

Continuing education is part of your ongoing educational growth. You are expected to participate in staff meetings, training sessions, conferences, workshops, and other professional

education opportunities. Each year you are responsible to complete your hours of continuing education in early childhood.

Willows has a minimum of twelve (12) two (2)-hour staff meetings a year; all teachers are required to attend. Staff meetings can be considered continuing education hours depending on the content.

Documentation of each meeting and who attended will be kept on file.

All teachers who work twenty (20) hours a week or more will need twenty-five (25) hours of continuing education per year. Teachers working less than twenty (20) hours per week will need fifteen (15) hours of continuing education per year.

Continuing education hours include any training that is recognized by the Registry. A documentation form (found in the staff lounge) must be fill out, keep records of your continuing education hours, staff meetings, mandated trainings.

State required trainings **not** considered continuing education are: CPR, AED, First Aid, SIDS, Child Abuse, and mandated reporting needs completed documentation in your staff file.

We will have these set up for staff meetings and cost will be covered by Willows

- CPR, AED and First aid (every two (2) years)

- Bodily Fluids and Universal precautions (every two (2) years)

- Child abuse and mandated reporting (every two (2) years)

- SIDS and shaken baby (every two (2) years)

Willows requires all teachers to have training in:

- Pyramid model framework (revisited yearly)

- WEMELS

- Medication and recording

- ASQ's

- Sick Child Policy

- Emergency preparedness

- Fire, tornado, and emergency procedures

- Fire Extinguishing

- Sanitizing

### **PERSONAL CLEANLINESS / HAND WASHING PROCEDURE**

A hand washing step-by-step chart is posted by all hand washing sinks. All children will be trained in this procedure. Until children can wash their hands on their own, a staff will assist them in hand washing.

Proper hand washing includes using liquid soap and running water, vigorously rubbing your hands together for at least ten seconds, including between the fingers, backs of the hands, wrists, and around jewelry. Dry hands with paper towels, after hands are dry, turn off faucet with paper towel, and then toss toweling in a foot activated trash can.

Hand washing sinks are only used for washing hands.

Children and Staff will wash their hands:

Upon arriving

After diapering or using toileting

Infant wipes are acceptable for cleaning the infant/toddler hands after diapering

After handling body fluids, blowing nose, coughing, vomiting, or handling blood.

Before and after handling or eating food

Before and after playing in the water table.

After outdoor play

When the children encounter another group of children

Before and after administration of medication

After handling garbage

Any other time you feel you need to wash your hands.

Gloves are available for staff safety, use when you feel necessary.

Children are never bathed at the center. If a child requires a bath, let the parent know, and document if this child frequently needs bathing or clean clothes. This is a form of neglect.

Hand Sanitizers are not a substitute for washing your hands and may only be used as a temporary solution. Use according to manufacturer's recommendations. But never on the children.

Toothbrushes shall be kept separate of other children when used at the Center.

See Infants and Toddlers page 1.2 for diapering procedure.

***To ensure a clean environment for the children and the staff, each staff is responsible to clean and sanitize their room according to the Cleaning and Sanitation Checklist posted in each room.***

### **Monitoring furnishings, materials, and equipment for safety concerns**

Teacher will monitor classroom materials, furnishings, and equipment every night before they leave for the day. Throw away broken materials, report to Joan if furnishing and equipment need replacing. You are responsible for keeping your classroom safe for your children.

### **Health Information**

All staff must have a staff health report on file, within one year of employment at Willows. This form needs to be updated every two (2) years. You will need to schedule an appointment to have a TB test done.

### **Workman's Compensation**

Federal law requires that we keep records of all illnesses and accidents, which occur during the workday. The state workmen's compensation act also makes it mandatory that you report any

illness or injury, no matter how slight. If you fail to do this, you may jeopardize future workers compensation payments.

### **Background Checks**

All staff must complete a background information disclosure before they start employment, a background check will be run. If you are convicted of a crime, or are being investigated by a government agency, have a substantiated government finding; or have a professional license denied, revoked, restricted, or otherwise limited, you must report this to the administrator immediately. This information must then be reported to DCF by the next day. Background checks are done yearly.

### **Finger Printing**

Finger printing will be done according to State requirements. The administrator will alert you when your next appointment needs to be made.

### **Probationary Period**

Willows provides a thirty (30) probationary period for all new team members. During this orientation period, you are regarded as a Temporary Employee. This period gives you time to get to know us, and we get to know you. During this time, no benefits will be offered, but wages will be paid. The orientation period will provide time for new staff to review all orientation information, meet all the staff, children, and families in the classrooms. You will be given licensing regulations, center policies; safety and emergency procedures and parent handbook to review. During your first week you will be in the classrooms doing observation, participating in classroom activities and duties. New hires will be evaluated after thirty (30) days by the administrative team.

### **Hours of Work and Payday**

Our regular business hours are from 5:00am to 5:30pm, we operate Monday through Friday. Lunch will be eaten with your class as part of your daily routine. No employees will work with children for more than twelve (12) hours in a twenty-four (24) hour period (by law). Payday is every other Friday. At the start of employment, it will take two (2) to Four (4) weeks before hourly workers will receive their first paycheck

### **Breaks**

Paid break time will be thirty (30) minutes if you are in the building eight (8) hours or more, fifteen (15) minutes if you are in the building four-eight (4-8) hours and less than four (4) hours you will not get a break. State licensing mandates that you take a break, please clock in and out on your timecard, for this break.

### **Hourly Range**

Hourly wages will be determined based on the Following:

Position

Education

Opening and Closing responsibilities

Length of service

Everyone will be considered based on his/her merit

### **Payroll Deductions**

Deductions will be shown on each paycheck stub. Social Security and Withholdings taxes will be deducted (according to law) depending upon your earnings and number of dependents you have; this is based on the information you provide for state and federal income tax withholding form you fill out. Any changes in name, address, marital status, or number of dependents must be reported to administrator promptly, withholding tax forms need to be redone to ensure proper credit for tax purposes.

Willows does not provide benefits for health ins. or 401K, etc.

### **Overtime Pay**

For hourly employees, overtime (at rate of time and a half) is paid for all hours worked more than forty (40) hours per week. The administrator must approve all overtime in advance. When necessary to work overtime, it is your obligation to cooperate.

### **Paid Leave Time**

Employees that have completed a period of continuous one (1) year Full-time employment are entitled to paid time leave on the following basis

All leave time must be scheduled in advanced so we can function efficiently. A request for "leave time form" must be filled out and given to the program director. The program director will let you know if it is approved

You must give two (2) weeks' notice (there will be exceptions for emergencies)

You must use your earned paid leave time within the same year.

Paid leave time is based on the following schedule:

40 hours, of paid leave time after one (1) year of service

80 hours, of paid leave time after two (2) years of service

120 hours, of paid leave time after six (6) years of service

8 hours of paid leave time will be added every year after six (6) years up to eleven (11) years of service. Maximum paid leave time after eleven (11) years, is 160 hours

When your employment ends, paid leave time will not be paid out

### **Non-paid time off**

Employees may request days off without pay, you must fill out "request for leave time" form out completely and is given to program director, the program director will let you know if it is approved.

### **Holidays**

Willows observes the following holidays for which you will receive 8 hours of pay:

New Year's Eve, New Year Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas day

If a holiday occurs on Saturday or Sunday, we will observe the holiday in accordance with other businesses. Part time employees are paid one-fifth (1/5) their regular weekly wage for a Holiday.

If a Holiday occurs during an employee scheduled vacation, the employee may use the holiday pay as part of their paid leave time.

### **Employees Birthday**

You will receive a paid (8) hours off on the day of your birthday. Should your birthday fall on a weekend or a holiday, you may select an alternate day within a two (2) week period of birthday. Fill out a "request time off" form and give to program director, note that it is your birthday day off.

### **Child Care**

Childcare will be available to all employees at a charge of 50 percent off regular fees.

### **Leave of Absence**

#### **Disability, Illness and Pregnancy**

Employees who develop an illness or physical condition, including pregnancy, which requires medical treatment and possible restrictions or precautions for their health are required to submit a physician's statement dictating the length of time they are off. A physician's statement releasing them for returning to work will need to be on file at the end of the leave of absence. In the event an employee becomes ill at work their emergency contact person will be called if they are not able to drive. Other available staff will be called in to cover your room. If seriously ill, 911 will be called and Woodland/Iron Ridge EMT's will respond. At that time, a decision will be made if the staff needs to be transported to Aurora Medical center of Washington County in Hartford, or if their emergency contacts called.

If an employee's attendance or job performance suffers during the periods preceding and/or following a disability leave, management reserves the right to suspend the employee until such time as the employee is able to resume activity in terms of their job demands. In some special circumstances Willows will consider granting a leave to an employee for a personal reason, but never for the purpose of taking employment elsewhere or going into business for themselves.

### **Jury Duty**

Leave of absence for jury duty will be granted for all employees. Management will be notified as soon as possible after employee receives notice of jury duty so arrangements can be made to cover their position. Management will require documentation of employee's jury service and

### **Employee Parking**

Employees Park in lower level (behind building). Please park close, but respectfully so there is enough room for all employee vehicles.

### **Performance reviews**

All wage and salary reviews are made based on merit and length of service. In the case of a promotion, or an increase in the duties and responsibilities of an employee, an annual assessment will be used as a guide. Wages are reviewed biannually. The annual assessment will be performed yearly; it will be used to assess progress and growth of the teaching staff. This assessment will be conducted by the administrator and discussed with the teacher being reviewed.

A professional developmental plan will be developed from these reviews. You will be setting goals and how you plan to achieve them. The professional development plan will be revisited twice a year.

Staff surveys will be used to evaluate the performance of the center as well as administration. These surveys will be handed in anonymously.

**Disciplinary Procedures:**

Any staff who physically abuse a child will be turned over to the Dodge County Sheriff's Dpt.

All staff and volunteer members of willows are expected to abide by all the policies of Willows, failure to do so is considered cause for reprimand and, when appropriate, dismissal. The administrator will consider disciplinary procedures when a complaint of misconduct is filed. The person the complaint is about will be consulted immediately. No disciplinary procedure will be continued until the person or persons involved are consulted. Appropriate reprimand and possible dismissal will be discussed at this time.

Causes for discipline action may be the following:

- Verbally abusing children
- Unauthorized removal of equipment or documents from the center
- Engaging in an act of violence, or threats of violence, toward fellow employees
- Complaints about employee behavior by a parent or other staff
- Sleeping on the Job
- Habitual tardiness
- Horseplay or damage of property
- Disclosure of confidential information to parents or other non-Willows staff
- Being intoxicated or using illegal drugs while working or on Willows premise
- Departure from acceptable modes of dress, personal grooming
- Harassment of any kind to anyone
- Not following state regulations
- Recruitment of children for another childcare
- Bringing firearms on Willows premise
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These corrective actions guidelines are designed to encourage the individual to become an acceptable employee rather than punish them. Corrective action may take the form of a verbal and written warning, and/or termination. Management reserves all rights to immediately terminate an employee based upon the employee's unacceptable conduct

Management also reserves the right to add, modify or eliminate any of the above examples of unacceptable conduct when circumstances require a change. Unemployment will not be challenged if an employee is terminated with cause.

Voluntary termination of employment may take place at the employee's request. Two (2) weeks' severance pay may be an option by the management instead of a two-week notice. No unemployment will be paid in this instance

Willows will notify DCF immediately if an employee has been convicted of a crime or for abuse or neglect.

## **Confidential Information**

Do not discuss Willows business with anyone who does not work at Willows (including past employee). If someone, including the media or government agencies, question you please refer the request to the administrator.

Do not discuss children who are no longer in the center with anyone. If a school age child has a problem at school or on the bus, encourage them to talk to their parents and teacher. Don't get involved.

All files, children, and staff are confidential. They will be kept in the office in a secure place. Access to these files is prohibited to anyone but Willows staff. A parent's written release form requesting their child's file to be released to anyone else is required. Willows release information form must be filled used.

This policy also applies to Social Media.

## **Code of Ethics:**

Childhood is a unique and valuable stage in the life cycle. The prime responsibility of early childhood caregivers and educators is to provide safe, healthy, nurturing, and responsive settings for children. It requires them to be committed to support children's development, respect their individual differences, help children learn to live and work cooperatively, promote good self-image, and encourage health, self-awareness, competence, confidence, and resiliency.

Early childhood practitioners work with one of society's most vulnerable groups of young children. The quality of the relations among young children and their caregivers has a substantial, long-term influence on children's lives. The nature of the relationship and the potential that exists to do harm require the early childhood practitioners to abide by the highest standards of ethical practice.

Professional responsibilities of early childhood educators are broken into four sections, each addressing an arena of professional relationships: (1) children, (2) families, (3) colleagues, (4) community and society. The primary responsibilities of the early childhood practitioner in that area, is a set of ideals aiming at commendable professional practice, and a set of principles defining practices that are necessary, and acceptable.

These ideals and principles enable the early care practitioners to make conscientious decisions, with a shared conception of professional responsibility that affirms their commitment to the core values of this field.

Employers and employees have ethical responsibilities towards themselves and must be answerable and accountable for their actions.

Willows has a responsibility to the community by providing programs that meet its needs and to cooperate with agencies and professions that share responsibility for children.



### **Attendance**

Staff will arrive at Willows 10 minutes before their scheduled time. The scheduled time is when you are expected in your classroom, ready to start work. If you will be late or sick, please call and let Willows know, call the Willows phone. Habitual tardiness will not be tolerated

### **Technology**

Center computers are not allowed for personal use. Personal Cell phones are an authorized device to be used for the Bright Wheel app. It is important to take your personal cell phone with you when you are in the outdoor learning areas and nature walks for emergencies. Personal phone calls and texts are to be done on your break, if there is an emergency you need to find management to cover your classroom. Access to the internet is exclusive to staff.

### **Appropriate Dress and Hygiene**

Clothing must be clean and neat. Willows will provide shirts for you to start with, you can also bring in more shirts to be embroidered. Pants will be comfortable and respectable styles and color. Please make sure you can bend over without showing your undies or crack. Shorts need to reach mid-thigh to be appropriate. Closed shoes are required, we recommend tennis shoes.

Please remember showing your bra, bust, butt, or belly is not appropriate in childcare. Personal cleanliness is a must. Frequent bathing or showering and hair washing is encouraged. No strong scents, perfume, body lotion, etc. these may irritate others and the children. We must model personal cleanliness and professional dress for children and parents.

### **Tattoos and Body piercings**

All tattoos and body piercing must be appropriate for a childcare setting, if it is not please remove piercings and cover up tattoos.

### **Smoke and Alcohol-Free Environment**

Willows is a Smoke and Alcohol Free environment, there will be disciplinary actions taken if this is not followed.

### **Child Care Property**

An employee is expected to exercise due care in their use of Willows property and to utilize such property only for authorized purposes. Negligence in the care and use of Willows property may be considered cause for suspension or dismissal. Unauthorized removal of Willows property from the premises, or its conversion to personal use, will be considered cause for suspension or dismissal.

### **Discussing Complaints and Grievances**

Talking things over usually helps when you have a complaint, grievance, or any other problem. Remember communication is key but we know it can be hard sometimes with sensitive subjects. When this does not help, talk to the administrator, assistant director, or program director. If the problem involves several members of the staff the administrator will call a meeting of people involved. If this does not resolve the conflict, a written grievance will be filed. The administrator,

assistant director and/or program director will make the final decision. Staff have a right to report violations they witness to DCF, without fear of termination.

### **Dealing with Body Fluids/Universal Precautions**

Always protect yourself when dealing with body fluids. Latex free gloves are available in all classrooms. Wear them whenever you deal with any body fluids, diapering, cleaning up vomit, blood, and cleaning bathrooms, etc.

Clean up all soiled areas with soapy water followed by sanitizing.

When dealing with blood, make sure all the paper towels and gloves you used to clean up the mess are disposed of in a plastic bag and put out of the building in the trash can. Do not leave contaminated material in the general trash cans in your classroom, it may open and contaminate other children.

When dealing with broken glass, clean up the glass as safely as you can and dispose of the glass in a bag to be put outside in the trash can. Do not put it in your trash can inside your classroom, it may break open and cut a child or another team member.

When pulling garbage during the day, make sure it is taken outside to the garbage can. During operational hours, garbage bags are to be put in the outside garbage barrel, **immediately**. This is a hazard to the children. At the end of the day, all garbage must be collected, please put half bags together. This garbage is left by the office door, no children are in the building at this time.

### **Safety**

Willows expects all employees to be safety conscious and report unsafe conditions in the center.

Safety rules expected to be followed at the center include the following prohibitions:

- No smoking

- No Drugs

- No Firearms

- Use of flammable/Hazardous items, such as cleaning fluids, with caution

- Don't overload electrical outlets

- Report equipment that needs repair or is a potential safety hazard

- Report any unsafe conditions to management

- Report to management if you, or a team member, becomes ill or injured

### **Air Quality**

Will be checked on the weather ap when appropriate.

### **Sanitation**

For sanitizing dishes used for meal service and children's toys, San-I-Cide from North Woods is used. One(1) gallon of water to .25 ounce (1 tablespoon) of sanitizing solution. Follow this procedure for washing dishes or toys. Wash item with hot water and dish soap, rinse, finish with and soaking items in sanitizing solution for at least two (2) minutes. Let air dry. For sanitizing

surfaces (tables, diaper changing mat) Sani spray is used, spray surface and allow to stand for two (2) minutes, remove excess liquid and let air dry

### **Playground supervision**

Safety and supervision are your primary jobs outside. Your job is to also interact with the children. Outdoor time is not your breaktime where you sit at the picnic table and watch the kids. Always monitor the top of the hill and the 2 gates. When you are outside of the fenced in area, make sure you have enough supervision, cell phone, clipboard, and your classroom to go bag. You must always know the number of the children in your group. When outside, children may not go inside without adult supervision. For children who need to use the bathroom, the teacher will stand in the doorway and supervise the children outside and in the bathroom. If there are two (2) staff outside, one will come in and one stay out. Teachers on the playground will constantly move around to supervise the entire playground.

### **Nutrition**

Willows participates in the Department of Public Instruction (DPI) food program. All menus follow their nutritional guidelines.

### **Food allergies**

All Teachers must know the children and Teachers that have food allergies, whether you are in that classroom or not. It is your responsibility to stay current on allergies. It is your responsibility to be trained in First Procedures.

### **Good Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your classroom and connecting bathrooms always clean.

You are responsible for sanitizing the toys and other equipment in your area on a weekly or daily basis. If a child in your care has put a toy into their mouth while playing, put directly into sink to be washed and sanitized when they are done playing. If a toy has been in contact with bodily fluid, immediately put into sink to be washed and sanitized.

Cleaning and sanitation checklist, posted in all classrooms, are to be followed

### **Winter snow closings**

If our local schools are closed due to snow, we also will be closed. You will be notified through bright wheel, phone, or text

### **Emergency Preparedness**

**\*\*Please read emergency preparedness handbook\*\***

### **Fire and Tornado Evacuation**

It is the responsibility of all staff to familiarize themselves with the evacuation procedures, which are posted in each classroom. The excuse "No one told me" will not be accepted. It is good practice to know all classroom procedures, you will be responsible to know all the evacuation routes for both fire and tornado.

All Teachers should know the location of the flashlight in each classroom, and make sure there are extra batteries in the room where they can be easily located. IF you are an opening or closing staff this is extremely important in case of power outages.

It is the responsibility of all the staff to alert Joan if the exit lights burn out. It is mandatory that nothing blocks the evacuation routes. You do not want to be moving items when you are trying to get you and the children out of the building.

In the event of center damage due to fire or tornado, the children and staff will be evacuated to the Woodland Fire station. Parents will be notified to pick up children immediately. After all the children and staff are safely home, the administrator will contact the DCF licenser to let them know what is happening.

### **Lost child procedure**

IF, after a thorough search of the building and grounds, a child cannot be located, 911 will be called and ask for police assistance. Parents will be notified immediately after 911 and apprised of the situation. We will continue to search for the child and wait for directions for the police department. Contact DCF within twenty-four (24) hours to let them know what happened, a review of the situation leading up to the lost child will be conducted.

### **After school missing child**

Attendance will be taken as the children walk off the bus. If a child is missing, ask the bus driver; they will radio their dispatch to find which bus the child got on. Call the school to see if they know where the child is. If they are unable to track the child call the parents, using all available phone numbers until the parents are reached. If after calling all parent and emergency numbers the child is not found, call 911. Inform them we have a child who did not return from school and we are unable to locate them. Give them the child's name, home address and ask to have an officer sent to check if the child is there. If the child is still not found, follow police procedure for a missing child.

**Employee Forms**

Willows must have on file:

- Health form updated every two (2) years
- Withholding tax forms
- Automatic paycheck deposit form
- Caregiver Background checks paperwork
- Employment application
- Verification of continuing education
- Please make a copy of certificate/grade report and put in basket in office to be filed
- New-Employee training manual completed and turned in to Joan

All staff must have a copy of a staff and parent handbook.

**Acknowledgement Form**

I have received, read, and understood the personal handbook. I understand that this handbook is not intended to be an employee contract, nor does it provide employee with any guarantee of employment. I further understand that Willows has the right to add, modify or eliminate any of the above guidelines at any time.

This handbook is intended to serve as a guidebook. I understand that my employment at Willows is terminable at-will by either party for any reason at any time.

I have also reviewed the centers operational policies, the parent handbook and the state regulations concerning childcare

Personal Policies/Staff Handbook will be reviewed every 2 years.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature