

Beautiful Beginnings  
Preschool & Childcare  
Center

Staff Handbook

2009

Revised February 2009

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## Preface

This Handbook is for employees of child care and early education programs operated by Beautiful Beginnings Preschool and Childcare (hereafter referred to as BB or the Company). The Handbook addresses the relationship between BB and its employees to clarify the expectations of both parties. It includes employment policies and operational policies. Employees are provided with a copy of this Handbook and asked to sign a statement affirming that it has been received and read, that they will abide by its rules, and that the Handbook will be returned to BB when the employment ends.

This Handbook is not intended to and does not create an employment contract between employees and BB. Because the Handbook is not contractually binding, you have the right to terminate your employment relationship with BB at any time, with or without any notice or reason, and BB retains the same right. Your employment relationship with BB is one of employment at will.

BB maintains an open, honest, and cooperative work environment. This work environment gives us an opportunity to get to know you and encourages you to understand and share our goals.

Welcome to Beautiful Beginnings Preschool and Childcare!

### **Mission Statement**

At BB we believe that parents have and always retain the primary responsibility for rearing their children. Our task is to support them in this role. It is a privilege and a solemn responsibility to help children grow spiritually, emotionally, physically, and intellectually. Therefore, it is imperative that each staff member knows and understands the mission and vision of Beautiful Beginnings. Our mission is to provide developmental child care services that favorably differentiates us from other providers.

This will be accompanied by:

- creating a strong sense of confidence and pride among our parents in their choice of BB
- offering a program that stresses the individual educational and social needs of a child
- meeting the highest health and safety standards
- hiring, developing, and motivating qualified teachers and managers
- continually questioning, evaluating, and upgrading established procedures and systems

We will know that we have achieved and are sustaining our mission when the parent community understands that BB is the value leader among child care and development organizations.

### **State Requirements**

Beautiful Beginnings Preschool & Childcare Center shall comply with all childcare and preschool requirements in the Iowa Administrative Code and Code of Iowa as found in the Standards and Procedures of the Iowa Department of Human Services for the Licensing of Child Day Care Centers and Preschools.

### **Supervision**

The Beautiful Beginnings Board, Director(s), and teachers shall work together in carrying out the purposes and objectives of the center. (The daily schedule, activities, curriculum...) The teachers are responsible to the Board and will be evaluated annually.

### **Financial Support**

Beautiful Savior congregation views its early childhood program as an integral and important element of its ministry.

Under the supervision of Beautiful Beginnings Board and Church Council, Beautiful Savior congregation supports this ministry by providing the ministry of its pastor to the children (and parents) enrolled in its program, as well as, financial support when necessary.

## General Provisions of Employment

### **General Staff Qualifications**

All staff members shall be of good character and in good physical, mental, and emotional health. They shall pass an Iowa Bureau of Investigation criminal background check and the Child Abuse Registry. Criminal background checks may be conducted also in other states in which a prospective employee has resided, this check is done through the Federal Bureau of Investigations. Authorization for these checks must be given at the time of employment. <sup>1</sup>

### **Requirements of Staff Members**

All staff members must have certification required for their position, or be prepared to obtain it within the allowable period of time.

- Lead teachers must be at least 18 years of age, and have six months teaching experience. Education can be substituted for experience.
- Teacher's Assistants, floaters/substitutes, and volunteers must be at least 16 years of age. However, only staff members that are 18 and older may be allowed to supervise children alone.
- Have no record of having "abused, neglected, or deprived a child or adult or to have subjected any person to serious injuries as a result of intentional or grossly negligent misconduct" as evidenced by a written statement to this effect obtained at the time of application. A mandatory State of Iowa Background check, and National Background check through the FBI are required.
- Not be suffering from any physical or mental health disorder that would interfere with the applicant's ability to perform assigned job duties adequately and in accordance with BB policies.
- Each staff member shall be required to submit a physician's statement concerning his/her health within 30 days of employment. The health assessment shall be conducted and signed by a licensed physician or a nurse approved to perform health assessments. It shall be kept current, no earlier than six months before the date of employment. This assessment shall be kept on file at BB.
- Staff shall have a record of a negative tuberculin test kept on file at the center. This test must be dated less than two years before employment date. A physician or nurse may decide (after performing an assessment) that an employee does not have the

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<sup>1</sup> Revised August 2010.

- risk factors present to require a TB test. The physician can then sign off on the assessment results. This will be kept of file at BB.
- Staff shall be trained to observe symptoms of illness, neglect, and child abuse and shall observe each child on a daily basis. A copy of current Mandatory Reporting certification must be on record with BB. This certification must remain current during employment, per Iowa Licensing standards.<sup>2</sup>
  - All applicants must complete the 12-hour Preservice Essentials Training. This training must be completed by all staff within the first 90 days of employment. These hours may count towards professional development hours the first year it is taken. Employees will be paid for 12 hours of training the first time they complete their Essentials training. This certification must be kept current, and redone per Iowa licensing standards.<sup>3</sup>
  - Applicants shall successful complete a 90-day probationary period. During this time, all necessary background checks, Mandatory Reporting certification, Universal Precaution training, First Aid, and CPR certification must be obtained or current. These certifications are a required part of employment with BB, and failure to obtain current certifications and/or background checks may result in suspension or termination of employment with BB.<sup>4</sup> BB will offer these certifications free to all staff; however, employees who receive the free certifications but do not complete their 90-day probationary period will be required to reimburse BB for the cost of tuition for the class. This amount will be deducted from the employee's final paycheck.<sup>5</sup>
  - All new staff will participate in the New Staff Orientation Program. This 16 hour orientation will teach staff about early childhood development and procedures. Staff will also meet regularly with the Director to ensure information is clear. State requirements and training will also be discussed.<sup>6</sup>
  - Staff will be required to complete ongoing trainings. The first year of employment, all staff will be required to complete 10 hours of training. Beautiful Beginnings will pay for all training classes; however, it is the responsibility of the employee to attend the classes and bring their certificate to the Director for credit. Essentials training will count for these hours the first year. Employees will be given some freedom to choose trainings that are of interest to them, but the Director will help to point out

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<sup>2</sup> Revised May 2010.

<sup>3</sup> October 2016.

<sup>4</sup> Revised August 2010.

<sup>5</sup> Revised November 2015.

<sup>6</sup> Revised October 2010.e

trainings that are valuable to the ages of children for which they are directly caring. <sup>7</sup> After the first year, all staff are required to complete 6 hours of professional development training. <sup>8</sup>

### **Employment at Will**

For non-contracted employees of BB, the employment relationship is “at will.” It endures so long as both the employer and the employee are willing. The employment is therefore terminable at any time, with or without cause or advance notice, at the will of either the employee or BB. Such a relationship is necessary to protect the quality of the program and the freedom of the employee.

### **Equal Employment Opportunity**

BB observes all legislation related to employment and the operation of a childcare center, including all civil rights laws. Employee selection in hiring, promotion, training, job assignment, hours of work, rate of pay, and other working conditions shall not be based upon age, race, color, national or ethnic origin, sex, or physical handicap, but solely on the qualifications necessary to accomplish the work successfully.

### **USDA**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). Or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). *Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay*

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<sup>7</sup> Revised January 2011.

<sup>8</sup> October 2016.

Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Non-discrimination Statement**

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

### **Employment of Minors**

The minimum age for employment is 16. The hours of employment and working conditions strictly follow the regulations set forth by Federal and State Laws.

### **Work Schedules**

Work schedules are assigned by the directors and may only be changed by a director. These schedules may include a 30-minute lunch break (if the scheduled shift is for over six hours), which must be taken. Staff members may not work through their lunch break, work late, or come in early in order to offset or make up time missed unless approved by the Director. Employees who are scheduled to leave early must still take a lunch break unless otherwise excused by the Director.

It is vital to BB that all employees arrive promptly as scheduled, clock in, and go directly to their assigned classroom. Any personal needs must be addressed prior to the assigned reporting time.

### **Notice of Absence**

Employees must give notice if they are to be absent for an assigned shift. The request should be documented on the approved request form. Notice of a change in work availability must be given at least two weeks prior to the date of the change.

If an employee is sick or unable to work their assigned shift, notice must be given to a director as soon as possible before the shift begins in order to secure a replacement for their shift. This notice must be given directly to a

director. Texting a director is acceptable. **However, leaving a message on the office phone is not considered acceptable notice.** <sup>9</sup>

### **Performance Evaluations**

Based on actual work performance and your job description, a review will be conducted with you by your supervisor on a predetermined date. Most evaluations will take place in early spring. This is a formal and documented review. Casual and undocumented discussions with your supervisor and regular observations of work performance will also be used in employee evaluations. All employees will participate in at least one performance review session annually with their supervisor.

The purpose of the performance review is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals.

You will have the opportunity to discuss your performance evaluation with your supervisor. Although you do not need to wait for formal review to ask questions, this is a good time to ask questions and clarify important points. Performance evaluations help BB make important decisions about job placement, training, development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship between you and BB. Your signature on the review form will serve as the notice that the review has taken place and not whether you agree or disagree with the contents.

### **Family Care and Medical Leave**

A leave of absence will be granted for the birth, adoption, or foster care placement of an employee's child, or the care of an employee's child, parent or spouse with a serious illness/health condition that makes the employee unable to perform his or her duties. This leave is taken without pay, and can be taken for up to 12 weeks according to FMLA standards. A request for leave is required in advance where practicable. A person on leave is asked to keep the Director informed about their status and intention to return to work. Employees on leave are entitled to reinstatement to the same or equivalent position with no loss of status when they return to work.

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<sup>9</sup> Revised July 2009.

### **Bereavement Leave**

For employees, time off without pay will be granted in the event of a death of a close family member. If additional time off is desired, it must be approved by the Director.

### **Leave of Absence – General Provisions**

The following general provisions apply to all leaves of absence:

1. Employee leaves of absence must be approved in advance and documented by the governing board.
2. A request for an extension of a leave of absence must be made in writing prior to the expiration of the original leave, accompanied by a physician's written certification of the need or by the employee's statement of the rationale for the request.
3. Failure to return to work on the first workday following the expiration of an approved leave of absence will be considered a voluntary termination.
4. Leave is taken without pay.
5. Employees will not accrue length of continuous service after 30 days on leave.
6. Employees on leave of absence will be subject to layoff on the same basis as employees who are actively at work.
7. Employees on leave of absence who seek or accept other employment without BB's prior approval will be subject to disciplinary action, including possible termination.
8. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, including possible termination.

### **Unemployment Compensation, Federal and State**

Should you decide to leave the employment of BB or you are involuntarily terminated, you are not eligible for either state or federal unemployment claims. This is due to the church being exempt from federal unemployment tax and being either exempt or opting not to participate in the state unemployment tax program.

### **Staff Children**

The children of BB employees are eligible for discounted tuition. A discount of 50% off tuition will be given. Staff children must abide by all the regular rules and regulations of the center. They are to receive no special treatment differing from normal policy. BB will make every effort not to assign a staff member to their child's classroom on a regular basis; however, exceptions may need to be made. Staff must avoid disrupting their child's classroom by frequent intrusion.

## Payroll Considerations

### **Wages and Salaries**

Earnings are paid every other Friday. The workweek begins on Monday and ends on the Friday of the second week. Social security (PICA) and Federal and State income taxes will be deducted from wages. Federal withholding tax forms must be completed at the time of employment.

**An employee's salary is personal and confidential** and is not to be discussed by the employee with other employees. An employee may ONLY discuss this information with the Director(s) or others responsible for payroll. Any concerns or problems concerning salary need to be taken to the Director(s). Failure to adhere to the confidentiality of wage information is grounds for immediate dismissal.

### **Wage and Salary Reviews**

The wage and salary structure for employees is reviewed and adopted by the governing board. Minimum wage laws and compensation levels for similar positions in the local area may be considered. Marital status, gender, age, or perceived financial need are not a consideration.

### **Payroll Deductions**

Employees must have various deductions taken from their pay. These deductions include federal and state income taxes and Social Security and Medicare taxes. The Internal Revenue Service and each Department of revenue publish withholding tables annually based on personal earnings and the number of exemptions claimed by each worker to satisfy income tax withholding requirements. Employees are required to complete a Form W-4 to indicate the number of exemptions and any additional amount to be withheld.

Employees who have children attending the center can opt to have the tuition deducted from their paycheck before taxes. If the paycheck does not cover the total amount of tuition owed, the employee is responsible for paying this tuition or late charges will be assessed.

Mandatory certifications required by all employees will be offered to all staff free of charge. This includes CPR and First Aid classes, which are offered to staff on-site at Beautiful Beginnings. Employees have the option of obtaining these certifications from classes offered elsewhere, but the class tuition will be at the employee's own expense.

If an employee completes their free certifications with Beautiful Beginnings, but fails to complete their 90 day probationary period with BB, the employee will be asked to reimburse BB for these classes. The charge for CPR and First Aid will be billed at a rate of \$50 per class. This will be deducted from the employees final paycheck. Employees will be allowed to keep their certification cards. <sup>10</sup>

### **Garnishment**

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, your employer must deduct the amount from your pay and remit it to the designated entity.

### **Overtime**

A regular work week is based on 40 hours of work, as scheduled for the individual worker. Hours worked in excess of 40 hours per week will be compensated at the rate of 1.5 times the regular rate. Due to financial constraints, overtime will only be allowed when approved by the Director(s).

### **Personnel Records**

BB needs to have complete and accurate information on each of its workers. This includes all employees, without exception. These records remain on the property of the BB center. These documents exist to allow accurate retention of information for all that serve the children and families through BB. The Church and/or center may (but need not) permit the employee to review their personnel records upon request, but may not copy documents in the file. The contents of personnel records are considered confidential and access to them is limited to those directly involved in the supervision and/or retention of the employee. The Director(s) is the custodian of all personnel records and as such must insure they are kept confidential.

It is important that the center always has current information about its employees. Employees should immediately notify the center of changes in name and/or Social Security number, original documentation authorizing the change should be reviewed.

Section 109.2 (1) *Personnel Records* shall contain:

- a. Employment information, including age, education, and previous work history.

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<sup>10</sup> Revised November 2015.

- b. A statement signed by each individual stating there has been/not been a conviction by any law of any state involving lascivious acts with a child, child neglect, or child abuse.
- c. A physical examination report or religious exemption waiver is needed. Personnel shall have good health as evidence by a pre-employment examination, including testing for communicable diseases, taken within 6 months prior to beginning employment by licensed physician and repeated at least every three years thereafter.
- d. Professional growth and development information showing the following minimum staff training requirements are met:
  - 1. During the first 6 months of employment, all staff shall acquire 2 hours of mandatory reporter training.
  - 2. During their first 3 months of employment, all staff 18 years of age or older shall receive the following training
    - 1. At least one hour training on universal precautions and infectious disease control
    - 2. Certification in American Red Cross or American Heart Association for infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approved by the department.
    - 3. Certification in American Red Cross infant, child, and adult First Aid or equivalent certification approved by the department. A valid certificate indicating the date of training and expiration date shall be maintained.
    - 4. Ten hours of training inclusive of the following topical areas: development, guidance and discipline, appropriate practices, health and safety, communication skills, professionalism, business practices and cross cultural competence and ethics. Training received for CPR, first aid, mandatory reporting of child abuse, and universal precautions shall not count toward the ten contact hours. In following years, attend minimum of 6 hours annually, a workshop, conference, or college course for outside professional training, preferably at a LCMS conference or workshop.
    - 5. Certification in Mandatory Reporting and the understanding of the employee's role as a reporter.

6. Completion of the New Staff Orientation training. This training is a 30 hour overview of the basic principles of early childhood and best practices for childcare.

All staff training will be handled according to the policies in the current Iowa Code, section 441-109.7 (237A)

- e. Salary and benefits records.
- f. A copy of Request for Non-Law Enforcement Record Check, and forwarded to the department within three business days of the start of employment.
- g. A copy of Request for Child Abuse Information, Form SS 1606-0 is needed.

Information showing certification of a minimum of two hours training relating to the identification and reporting of child abuse pursuant to Iowa Code section 232.69 within 6 months of employment and every five years thereafter.

Complete records, forms and training as required by state of Iowa, and Beautiful Savior Lutheran Church. Any new staff person-resumes and forms must be completed and sent into the state of Iowa.

## **Ending Employment**

### **Termination of Employment**

The following are grounds for immediate termination:

- Use of unacceptable means of discipline
- Leaving children unsupervised or unattended
- Use of alcohol or illegal/illicit drugs before or during work
- Failure to report to work without proper notification
- Excessive absenteeism or tardiness
- Insubordination, rude or discourteous behavior toward staff, parents, or visitors
- Valid parental complaints; all will be investigated prior to dismissal
- Failure to adhere to the confidentiality of a child's confidential file or parent's confidential financial information
- Failure to attend staff meetings

- Immoral conduct or sexual harassment toward fellow staff or children
- Failure to obtain mandatory certifications, as outlined through Iowa Law or Iowa Licensing Standards. <sup>11</sup>

### **Resignation**

The employee initiates resignation. A two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include their reason for leaving, the last day of work, and an address at which the employee can be reached in the future. The employee will be asked to sign and date the statement.

### **Involuntary Termination**

The employer initiates involuntary termination. An employee may be involuntarily terminated when the center determines that continued employment will not be of benefit to the employee or the center. Since the employment relationship of employees and BB is of an at-will nature, an employee can be dismissed without notice.

## **Work Rules and Provisions**

### **Clocking In and Out**

Each employee is required to clock in and out in the prescribed manner at the start and end of your shift, as well as for all breaks, such as lunch, personal time, doctor visits, etc. Employees with children attending BB must take their children to the classroom prior to clocking in for their scheduled shift.

This documentation is the official record for salary payments. Any variation from assigned working hours must have prior approval by the Director(s). Employees will record only their own hours. They are not permitted to sign in or out for other employees.

If you forget to clock in or out, please notify the Director(s) as soon as possible. In this case, the schedule for that particular day will be used to determine the hours.

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<sup>11</sup> Revised August 2010.

## **Attendance**

Each staff member is expected to report to work on time every day. Absences beyond those described in the staff handbook are considered inconsistent with the needs of children and therefore may lead to immediate termination. If an employee is going to miss a day of work because of illness, he/she must notify the Director(s) the evening before the day that work will be missed. If that is not possible, he/she must notify BB with a personal phone call as soon as possible before the shift begins.

If an emergency arises and it is necessary to leave a message on BB's voice mail system, it must be followed up with a personal phone call ASAP the same day. It is vital that each staff member arrives to work 5 minutes before the time that he/she is scheduled to be in a classroom. An employee's tardiness and absenteeism will be documented. Excessive tardiness and/or absenteeism may jeopardize continued employment.

## **Tardiness**

In the case of tardiness, a worker (or someone on behalf of the worker) should contact the supervisor as soon as it is determined that the employee will be late. A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If contact or a call cannot be made ahead of time due to physical limitations, earliest contact is required. The Director shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failing to call the Director(s) according to the policy, will be considered "unexcused."

A consistent pattern of absence or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination. An employee who fails to call in or report to work for 3 consecutive days will be considered to have abandoned the job and will be terminated.

## **Breaks/Meals**

Employees who are scheduled for at least 5 hours a day receive an unpaid meal period of at least 30 minutes on that day. This break must be taken.

Employees who work at least 3 ½ hours daily are provided with a paid break of at least 10 minutes. The break should normally be taken as close to the middle of the work period as possible. In situations with more than one staff person, breaks should be staggered to insure proper coverage in the classroom at all times.

### **Staff Meetings**

Staff members must attend staff meetings as scheduled by the Director(s). Proper notice will be given, attendance is required, and the time is included in the pay period. Attendance will be reflected in staff evaluations. Repeated failure to attend can be grounds for dismissal. A request for an excused absence from a staff meeting can be submitted to the Director(s) prior to the meeting date and will be evaluated on an individual basis.

### **Alcohol, Drugs, and Controlled Substances**

The use, sale, transfer, possession, or being under the influence of alcohol, drugs, or controlled substances when on duty, on BB property, or in BB vehicles is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of BB is prohibited.

For the purpose of this policy, "**Under the Influence**" is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates, in the judgment of a Director(s), a risk to the safety and well being of the affected employee, other co-worker, the public, or BB property. Legal definitions of the term are also included. Violation of this policy may result in disciplinary action, up to and including possible termination. BB reserves the right to drug test any employee suspected of violating this policy.

### **Harassment**

BB is committed to providing a work environment free of harassment or any form of discrimination. In keeping with this commitment, BB maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important to understand that certain jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others, and should be avoided.

### **Sexual Harassment**

BB strictly prohibits any conduct that constitutes sexual harassment will discipline any employee found to be guilty of such conduct. Acts of sexual harassment by employees, supervisors, or managers, are prohibited practices and are subject to sanctions and disciplinary measures.

If you believe that you are being or have been harassed in any way, or if you have witnessed an incident of sexual harassment, please report the facts of the incident or incidents immediately to the Director(s) or the board. You may make such a report without fear of reprisal. In determining whether the alleged conduct constitutes unlawful

harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated. Verifiable violation of this policy will result in disciplinary action, up to and including termination.

### **Visitors**

Visitors seeking to speak with employees are allowed on the premises only with the approval of the Director(s) or an administrator. Personal visits should be kept to a minimum length to insure the employee can effectively do his/her job.

### **Personal Phone Calls and Mail**

There are justifiable reasons that individuals must receive or make personal telephone calls while at work. However, limit these calls to a minimum. Messages from personal phone calls will be taken and given to staff to return when they are not involved in their assigned duties or activities. Long distance calls may not be charged to BB. Local directory assistance and \*69 may not be used unless absolutely necessary and must be approved by the Director(s).

Employees are not permitted to have or use personal cell phones while they are working with children. In the case of an emergency, the employee may be contacted through the main telephone number. If an employee needs to make a personal call on his/her cell phone, the employee must exit the classroom, or when possible, the building, to make the call. Calls will not be made from the classroom. It is vital parents trust that their children are being properly supervised while in our care. Talking on a cell phone does not ensure this trust. Employees found using a cell phone during scheduled shifts will be subject to disciplinary action, up to and including termination.

BB may not be used as a personal mailing address.

### **Personal References**

BB has adopted a policy of neutral references in regards to other parties seeking information on former employees. Therefore, only confirmation of length of service, title of last job held, and eligibility of rehire will be given to inquiring parties.

### **Practicing Health and Hygiene**

Health and Hygiene are extremely important. Follow these guidelines:

- Use disposable gloves whenever coming in contact with blood or bodily fluids, when administering sunscreen, when serving food, and when doing a diaper change.
- Food handling gloves must be worn when handling food in the classroom or kitchen.
- Wash hands thoroughly with soap before/after administering first aid, upon arrival to work, after being outside, before/after serving food, before/after administering medication or sunscreen, after wiping a child's nose, after changing a child's clothes, after helping in the bathroom, and any other time necessary to keep hands clean and as free from germs as possible.
- Use disposable gloves for changing diapers and correctly follow the state recommended diapering procedure every time.
- Sanitize the changing table prior to use and after each child.
- Wash child's hands and your hands after diaper changing.
- Wash YOUR hands constantly! This is for your protection and the children's. With a good soap it takes at least 60 seconds to kill all of the germs on your hands, so don't be afraid to scrub often. Antibacterial hand gel is provided for each classroom, please use often. The antibacterial gel may not be used on children. It also does not take the place of hand washing.

### **Company Vehicles**

BB provides vans to transport children to school and/or other activities. In order to be able to drive a BB vehicle, the Director(s) will ask for certain information and documents in order to add you to our list of insured drivers. Only employees over the age of 25, who have a valid driver's license, and who have completed our online van training course will be added to the list.

School age children will be transported to and from school and field trips in our bus. Our Director will transport. Only employees with a valid CDL with a passenger endorsement will be allowed to drive the bus.

Employees who elect to use personal vehicles for BB business do so at their own risk, and are not subject to coverage from BB's insurance plan. Except in an emergency, employees should never transport children in personal vehicles for any reason. If you do so, you assume liability for any claim or coverage under your own automobile insurance. Only authorized drivers in a BB vehicle are fully covered under BB insurance. For this reason, only authorized drivers should transport children in BB vehicles, no exceptions.

All drivers are required to observe safety standards regarding the operation of the vehicles at all times. Failure to observe these procedures will be considered a performance violation and may be cause for discipline, including termination.

### **Expense Reimbursement**

BB will reimburse employees for expenses whenever the employee must spend his/her personal money for company supplies. All such expenditures must be approved by the Director(s) BEFORE the expense is incurred. A receipt must be obtained in order to receive reimbursement for any expenditure. In order to receive reimbursement, an approved expense report must be submitted within 30 days of the purchase.

### **Outside Employment**

Outside employment will be permitted if it does not interfere in any way with the employee's performance of required duties with BB. Outside employment that represents a conflict of interest or that compromises BB's community reputation and credibility will not be permitted.

Likewise, employees may engage in part-time employment with civic, social, religious, or governmental organizations as long as it does not interfere in any way with the employee's performance with BB, and does not compromise BB's community reputation and credibility.

### **Occupational Injury or Illness**

Each employee is required to immediately and properly report any occupational accident, injury or illness to the Director(s). Worker's compensation insurance is in force to cover all staff members in the event of a work-related accident. The Director(s) or the board will assist in the procedures necessary. Generally, BB does not make the determination whether or not worker's compensation benefits will be awarded.

### **Security Awareness Policy**

It is the job of the Director and Assistant Director to protect all criminal justice information (CJI) of employees. This information must be kept secure and confidential at all times. The Operations Director will assume the role of the Information Security Officer (ISO) for the center. Security Awareness Training is required for all new Directors/Assistant Directors and will be maintained every 2 years following. All CJI will be maintained in a secure area, and only those authorized will have access.

If a violation of CJI information, should be reported to the ISO or the Childcare Board immediately. The ISO will report the incident to local and state agencies, and an investigation will take place to ensure the safety

of every employee's personal information. All reports should include: the date and time of the incident, the method used, the nature of the information that was breached, any actions taken, and contact information of all witnesses to the event. All witnesses to an incident must make themselves available to local/state agencies in the event of an investigation. <sup>12</sup>

## **Personnel Policies**

### **Dress and Grooming Policy**

Our staff represents BB. It is necessary, therefore, to maintain a professional appearance at all times. Personal hygiene is of utmost importance. Employees are required to come to work clean and properly groomed. Clothing must be tasteful, clean, and fit properly. Clothing that is too large or too tight is inappropriate. Employees shall wear clothing that maintains professionalism and is appropriate for sitting on the floor and actively engaging in activities with the children.

Please understand that according to state guidelines, bleach solution will be used as a cleaning agent several times daily. It is possible employees will get bleach on their clothing.

The purpose of any dress code is to ensure that employees are: 1.) able to do their jobs and 2.) do their jobs while looking professional. Please see the Director for any questions. All employees shall abide by these policy rules.

#### Female Employees:

Single color pants, capris, or jeans can be worn. Knee length shorts are allowed.

Business casual tops or Beautiful Beginnings T-shirts can be worn.

Sun dresses and other dresses/skirts are allowed, as long as it is long enough that you are able to properly care for children (get down on floor, bend over to clean, etc.).

No tank tops.

No open -toed shoes allowed.

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<sup>12</sup> Revised July 2015.

During cooler weather, fleece jackets or other solid color jackets/sweatshirts/sweaters or Beautiful Beginnings sweatshirts can be worn.

Jewelry is allowed as long as it does not interfere with your ability to properly care for children. Long necklaces and earrings should be avoided if the children in your care can pull or chew on them.

#### Male Employees:

Single color pants or jeans can be worn. Knee length shorts will be allowed.

Business casual shirts or Beautiful Beginnings t-shirts can be worn.

During cooler weather, fleece jackets or other solid color jackets/sweatshirts/sweaters or Beautiful Beginnings sweatshirts can be worn.

Jewelry is allowed as long as it does not interfere with your ability to properly care for children.

Employees should make sure their attire is professional. Clothing should allow employees to get down on the floor or bend over without "showing" anything inappropriate. If an employee's attire is not deemed appropriate by a Director, the employee will be asked to change or a Beautiful Beginnings t-shirt may be provided to the employee, at their expense. <sup>13</sup>

#### **Computer Policy**

Our computers and all of their contents are the property of BB, and we reserve the right to access any computer and any data in our system, including emails. Employees are responsible for the content of their email messages. If you receive junk email or inappropriate material or jokes, delete them permanently from your hard drive.

We use email and the internet primarily for business communication and to support the educational program. However, employees are permitted to use email for occasional personal messages as long as other aspects of our email policy are observed. Emails may only be sent during breaks, not when an employee is scheduled to be working in a classroom. There is to be no use of "instant messaging" during work hours or on work computers.

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<sup>13</sup> Revised October 2013.

Employees are permitted to use the internet for personal reasons as long as websites visited are appropriate and internet use does not interfere with the performance of your duties of school operations.

### **Facebook/Social Media**

Employees shall not post pictures of any child (that is not their own) without express consent from a parent. Consent must be obtained BEFORE any picture/image is put on a public forum. Also, no children's names will be permitted in posts or other online content. This is strictly prohibited by all employees. Protection and confidentiality of the children in the care of an employee is top priority.

In addition, when an employee is at work, the focus of that employee should be on the children they are supervising. Posting on social media sites while "working" is prohibited. Children deserve our full attention, surfing the internet and paying attention to a device instead of the children interferes with the employees ability to give the children their full attention. Engagement in such activity while at work will be grounds for disciplinary action.

### **Cleaning Policy**

State regulations require all childcare facilities to adhere to strict rules for cleaning and disinfecting areas and items used by children. These rules will be clearly outlined during orientation, and discussed regularly by staff. Cleaning is to be performed daily to ensure the safety and cleanliness of our facility. A bleach solution is used to clean toys, floors, furniture, etc. several times a day.

It is the expectation that every employee participate in daily cleaning. Cleaning checklists have been provided to all employees. Employees will sign off on the tasks performed daily. Employees who do not finish cleaning duties will be subject to repercussions.

1<sup>st</sup> offense – verbal warning

2<sup>nd</sup> offense – written warning

3<sup>rd</sup> offense – additional written warning and possible termination

### **Confidentiality Policy**

As an employee of BB, you are responsible for maintaining the confidentiality of information related to students, their families, and your co-workers. This includes information regarding the names, addresses, telephone numbers, social security numbers, or any other information that identifies, in any way, a student, client, or employee of BB.

Employees are to keep this information strictly confidential. Information will not be given out to anyone other than the student's parent or legal guardian. Employees are also not to use any information in a way that could be detrimental to BB, the individual, or in violation of state or federal law. This includes providing such information to a competitor of BB or using it to compete or assist someone else in competing with BB.

### **Workplace Violence Policy**

BB is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, BB has adopted the following guidelines to deal with intimidation, harassment, or other threats or actual violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all BB premises.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated and will be grounds for discipline (including termination). This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, religion, national origin, handicap, or any characteristic protected by federal, state, or local law.

All acts or threats of violence or harassment, both direct and indirect, whether directed at you or another person, should be reported as soon as possible to a Director(s). This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. If you are a witness to such acts, steps will be taken to protect your identity, if requested, as much as is practical.

BB encourages employees to bring their disputes or differences with other employees, or any other parties if appropriate, to the attention of their Director(s) before the situation escalates. BB is eager to assist in the resolution of employee disputes, and will not discipline employees simply for raising good-faith concerns.

An employee is welcome to speak with a Director at any time to report an act of violence. If the employee is uncomfortable speaking directly with a

Director, communication can be in writing. It is the desire for all employees to feel safe in their work environment; therefore, reporting of any instances of violence should be done in a timely manner to ensure the situation is addressed and no further violence can occur.

### **Smoke-free Workplace Policy**

The Beautiful Beginnings facility and grounds, including Beautiful Beginnings vehicles, are off limits for tobacco and nicotine use including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees and visitors. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the Beautiful Beginnings premises immediately. It is the responsibility of the administration to enforce this policy.<sup>14</sup>

### **Child Discipline and Zero Tolerance Policy**

Teachers will only use positive guidance, redirection, and the setting of clear-cut limits that foster the child's self-discipline. Encourage the children to be fair, to respect property, and to assume personal responsibility as well as responsibility for others.

Discipline involves teaching character and self-control. If a child engages in improper activity, we will explain to the child why his/her actions are unacceptable to others. Because people differ in their approach to discipline, parents and teachers must discuss the goals of discipline and the methods that will best achieve the goals of the child. Teachers will not use physical punishment or abusive language, as these approaches teach children to respond the same way.

Teachers will guide children to develop self-control and orderly conduct in relation to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. To protect the children and encourage more acceptable behavior, teachers will intervene immediately when a child becomes physically aggressive. To this end, teachers will show children positive alternatives rather than just telling the children "no."

Teachers are directly responsible for the behavior management of the children in their care. Teachers facilitate the development of self-control in children using the following positive guidance techniques:

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<sup>14</sup> Updated September 2017.

- Setting clear, consistent expectations for age appropriate classroom behavior
- Valuing mistakes as learning opportunities
- Redirecting children to a more acceptable behavior or activity
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts
- Modeling skills that help children solve their own problems

Beautiful Beginnings permits the following methods of discipline for unacceptable or aggressive behavior:

- Separation of the children involved
- Immediate comfort for an injured child
- Care of an injury and notification to parents of children involved in an accident
- Physical restraint will not be used except as necessary to ensure a child's safety or that of a other children and then only for as long as is necessary for control of the situation
- Teachers may ask the child to sit apart from others as a last resort if there is repeated disciplinary attention
- If all customary techniques for controlling behavior have been exhausted, a parent-teacher conference should be scheduled and held

### **Prohibited Methods of Discipline and Control (Zero Tolerance)**

Beautiful Beginnings prohibits punishment that is humiliating, frightening, or physically harmful to a child, such as:

- Corporal or any type of physical punishment, this includes hitting, spanking, abrupt placement in time-out, jerking, shaking, beating, pinching, or other measures which produce physical pain
- Verbal abuse, threats, or derogatory remarks about the child or the child's family
- Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, or similar cubicle
- Withdrawal, the threat of withdrawal and forcing food, rest, or bathroom opportunities
- Placing substances which sting or burn on the child's mouth or tongue or other parts of the body
- Any form of public or private humiliation
- Any form of emotional abuse, including rejecting, ignoring, isolating, or corrupting a child
- Abrupt, hostile, shrill, yelling, or personally angry tones of voice
- Time out for children under the age of two years

A staff member using any prohibited practice is subject to immediate dismissal, at the discretion of the Director.

### **Procedure When Staff Member is Accused of Abuse to a Child**

- Report incident immediately to a Director
- Director will ensure child is safe and take any actions necessary for child's health, safety, and wellbeing. Parents will be immediately contacted.
- Director will ask witness to make a statement, in writing about the event that was witnessed. Director will also allow witness time to make a report to DHS of child abuse.
- Director, and another authorized agent (Assistant Director or Board Member) will talk to accused staff member about the event and ask them to describe what happened in their own words. Director will also ask staff member to put a statement in writing.
- Director and other authorized agent will review video tapes from the classroom, if available (no video recording is done in gym or on the playground)
- Staff member may be placed on suspension until a review of the evidence is completed.
- Emergency meeting will be called by Director to meet with Board members to discuss statements and findings from video review. Evidence from DHS will also be included. If it is found that staff member is guilty of abuse, the staff member will be terminated. If there is no evidence, or not enough evidence, the staff member will be given written warning that they are being placed on probation for 30 days. During this time, multiple observations will be done to ensure staff member is abiding by policies set forth by Beautiful Beginnings.

### **Reporting Abuse or Neglect**

All observations or suspicions of child abuse or neglect must be reported immediately to the Child Protective Services Agency, no matter where the abuse might have occurred. A written report will be filed within 48 hours. A copy of this report will be filed in the Director's office.

### **Employee Job Descriptions**

#### **Lead Teacher Job Description (full time)**

Responsibilities will include, but not be limited to the following: Under the direction and supervision of the Director, plan, implement, and evaluate

the curriculum in accordance with the purpose and Christian philosophy of the program.

- Keep a written plan of daily class activities. Lesson plans must be posted outside each classroom for each week.
- Lead by example. This includes, but is not limited to: attendance, attitude, and quality initiatives.
- Follow all state licensing procedures and rules.
- Follow all CACFP guidelines and rules. Complete all necessary CACFP paperwork daily.
- Follow all center rules and policies.
- Attend monthly Lead Teacher meetings.
- Set up, maintain, and clean up as necessary an appropriate classroom or child care environment for children. Staff will be trained in ITERS/ECERS rating scales for classroom environment.
- Help with preparing and cleaning up of snacks and meals.
- Help with general housekeeping tasks.
- Attempt to meet the needs of each child.
- Provide a loving, caring, and positive classroom environment for all children each day.
- Be willing and able to be involved with young children- sitting on the floor, playing and running with the children, helping with their clothing as necessary, tie shoes, etc; help in the many ways young children often need assistance.
- Give guidance and direction to teacher assistants and volunteers.
- Be aware of and comply with all personal policies adopted by the board.
- Attend staff meeting and functions of the program.
- Follow Creative Curriculum guidelines in all classrooms. Follow IQPPS guidelines in both preschool classrooms.
- Take part in professional and spiritual growth and development as found in the Lutheran Church. See 441 – 109.7(237A) of the Iowa Code.

### **Teacher Assistant Job Description**

Responsibilities will include but are not limited to:

Assist the teacher with the daily classroom activities.

Follow all state licensing guidelines each day.

Follow all CACFP guidelines and complete necessary paperwork daily.

Assist in preparing the Christian and learning environment, setting up the centers and preparing and cleaning-up of needed materials and supplies.

Prepare and clean-up snacks/ or meals.

Attend to needs of individual children.

Be willing and able to be involved with young children- sitting on the floor, playing and running with the children, helping with their clothing as necessary, tie shoes, etc.; help in the many ways young children often need assistance.

Follow all center rules and policies.

Attend required staff meetings and functions of the program.

Assist the teacher in any other ways needed.

Be responsible for the supervision of the program activities during the absence of a teacher.

Make a cooperative effort to follow the director and teacher's direction.

Take part in professional and spiritual growth and development as found in the licensing standards as required by the state of Iowa and Beautiful savior Lutheran Church. See 441 – 109.7(237A) of the Iowa Code.

## **Center Policies and Operating Procedures**

### **Preschool Schedule**

The center will follow the same school closings as the North Polk Community School system for the preschool classes. If North Polk is starting one hour late, preschool will also start on hour late. If North Polk delays more than one hour, preschool is cancelled for the day. Check local radio and television for closings or delays. The center will strive to be open on snow emergency days as much as we are safely able.

#### **Snow Policy**

We will strive to be open on snow emergency days as much as we are safely able.

### **On the Playgrounds**

Stay active when you are outside with your class and do head counts often. Closely observing children on the playground lets you see how children use their skills in this unique environment. By observing the children both indoors and outdoors, you get a full picture of each child's strengths, needs and preferences. This close observation will allow teachers to intervene whenever the children's safety is jeopardized. If a child is standing dangerously close to a swing or if a child is using playground toys in an unsafe manner, you are able to redirect quickly. Teachers are to check the playground daily for broken items and safety hazards.

Remember to:

- Assist the children with the climbing apparatus (jumping off is not permitted).
- Watch when the children are riding on the riding toys, encourage them to travel counter clockwise.
- Teach children to walk “way out” around the swings.
- Children must climb the steps and slide down the slide on their bottom.
- We only throw balls. Throwing bark, dirt, rocks, sticks, etc. is not permitted.
- Children are not permitted to climb the fence to retrieve lost balls.
- Children must be taught from a young age that “teachers open doors.” Please watch children at all doors. Little fingers like to hang on to the door and doorframe, not the handle.

Children get excited and they do forget the safety rules. It is important that you review the rules periodically with your class and reinforce them in a daily, positive manner. Have a “Safety Check Up” once a month and have each child demonstrate for you the proper way to use the playground equipment safely.<sup>15</sup>

### **Communication with Parents**

Employees are expected, at all times, to greet parents with courtesy and respect. It is our responsibility to keep the lines of communication open with the parents of our enrolled children. Communication must be handled in a professional and positive manner, focusing on cooperation and the mutual interest of the parent and the teacher for the good of the child.

Infant and toddler daily reports give parents insight into their child's day. At least one of the child's personal accomplishments must be noted daily, as well as accurate information on napping, diaper/potty time, and eating.

Weekly information sheets for preschool and pre-K children should also reflect an accurate representation of the child's focus for that week. Individual information must be included in order to inform the parents about their child's growth and development.

Daily or weekly reports must be written in a professional and positive manner, giving accurate, personal, and informative information.

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<sup>15</sup> Revised September 2016.

Any additional communication (written or phone) must be pre-approved by the Director prior to the teacher making a call or sending it home with a child. Teachers should document communication.

Teachers are responsible for preparing and conducting Parent/Teacher conferences for preschool classrooms. These conferences will focus on the child's individual development as well as their interaction within the classroom setting. All assessments will be reviewed with the Director prior to the conferences.

### **Maintaining Supervision of Children**

Under no circumstances should any child be unsupervised or left unattended. If a teacher needs to leave the classroom or playground, the child to teacher ratios must be maintained at all times. If assistance is needed, contact the Director.

It is the closing Director's responsibility to make certain that all children have left the building prior to leaving/locking the facility. The teacher in charge of that student shall not clock out until the child has been picked up, unless other arrangements are made. The following steps should be followed if a child is not picked up by 6:00 pm.

### **Purchasing Policy**

As a requirement of the Child Nutrition Program, the following policy has been implemented for employees who purchase food and other good for Beautiful Beginnings.

- Employees are prohibited from soliciting gifts, travel packages, and other incentives from prospective vendors and contractors.
- Employees are prohibited from participating in the selection, award, and administration of any contract when the employee or a member of their immediate family has a financial interest.
- The threshold for this financial interest will be set at \$100. Gifts that fall below this threshold and are unsolicited will be considered of nominal value and may be accepted.
- Employees who purchase items for use at Beautiful Beginnings, will not be permitted to purchase items for personal use with company funds.
- If there is concern this policy has been violated, a review of the actions will be conducted by the board members. If it is

found that the policy has been violated, disciplinary action up to an including termination will take place.<sup>16</sup>

Beautiful Beginnings currently does not contract with vendors for good. However, if in the future this changes, Beautiful Beginnings agrees to:

- Only award contracts to responsive and responsible vendors who are eligible, willing, and able to meet the terms and conditions of the contract, such as quality, price, and delivery schedules.
- BB will keep records to document the history of procurements. These records will include the method of procurement used and reason the contract type was selected, contractors selected and rejected, and prices.
- BB will use responsible business practices and sound business judgment to settle procurement issues with vendors including source evaluation, protests, disputes, and claims.
- BB will use clear and accurate written descriptions of the requirements for the items or services to be procured. The descriptions will not contain features that unduly restrict competition.
- Methods of procurement will/could include: Micro-purchases, small purchases, and purchases at or above \$150,000. Guidelines for each method are outlined by CACFP rules, and must be followed.

## **Emergency Evacuation Policies**

### **Blizzard:**

- Determined by weather reports and North Polk School if cancellation or early closure is necessary.
- Parents will be contacted as soon as possible to pick up children.
- We will have quiet playtime until all children have been picked up.
- Staff will stay with children until all have been picked up.
- If seven children or fewer are present, only one staff member is necessary.

### **Earthquake:**

- As determined by staff, children and staff will go to the hallway near the restrooms.

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<sup>16</sup> Revised September 2016.

- If outside, children and staff will move away from the building and playground equipment.
- If there is structural damage to the building, children will walk with staff members to North Polk West Elementary School.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up children.

#### **Bombs:**

- Any staff informed of a bomb threat will communicate with all other staff members in the building through telephone or personal contact.
- All children will be taken to the open field across the parking lot.
- Police will be contacted and further evacuation procedures will be followed under police direction.
- If cold or inclement weather, children and staff will go to the Polk City Library or Polk City Community building.
- Children's emergency forms will be taken when leaving the building.
- Children will be counted.
- Parents will be contacted as soon as possible to pick up children.

#### **Fire:**

- When a fire emergency is detected, we will evacuate according to fire drill instructions posted on the doors.
- Children and staff will assemble by the garage.
- Children will be counted.
- When possible, children's emergency forms will be taken.
- If weather is inclement, children and staff will walk to the Polk City Library, or the Polk City Community building.
- Parents will be contacted as soon as possible to pick up children.

#### **Tornado:**

- When tornado drill is sounded or other determination of danger is verified, children will be moved to the restrooms.
- Children will be instructed to cover their heads in a crouching position, as previously practiced.
- Children will be counted.
- Parents will be contacted if the Center is closing early.
- If structural damage occurs, then police will be notified.
- If structural damage occurs, staff members and children will walk to the North Polk West Elementary.
- Children's emergency forms will be taken if leaving the building.

**Power Failure :**

- Children will remain in classrooms.
- We will continue to follow scheduled activities if possible.
- We will contact parents to pick up children if early closing is necessary.

**Intoxicated Parents:**

- A staff member will attempt to detain the parent.
- Another staff member will contact another person from the emergency contact list and request pick-up.
- Staff will inform intoxicated parent of the pick-up plan.
- If unable to contact another pick-up person, child must be allowed to leave with parent. Staff will then inform the parent that the police will be called.
- Staff will call the police to inform them of the situation.

**Intruder:**

- If it is determined that an intruder may be harmful, then staff members will lock all classroom doors and either shelter in place or evacuate the building if necessary.
- Staff member will attempt to assist intruder.
- Another staff member will contact police depending on the situation.
- We will proceed as instructed by the police.
- If children are moved, the staff members will count them.
- Parents will be contacted as soon as possible and receive text alerts to keep up to date with situation.

**Lost or Abducted Children:**

- One staff member will remain with children.
- A second staff member will alert others in the building to assist in the search.
- If the child is not found in five minutes, staff will contact parents and the police.
- Staff will proceed as directed by the police.

**Chemical Spills:**

- Staff and children will leave the area immediately.
- A staff member will contact Polk City Fire Department and follow their directions.

- Staff and children will evacuate the building according to fire department instructions, if necessary.
- Children and staff will go to the Polk City library or Polk City Community building.
- Staff will take children's emergency records if leaving the building.
- Children will be counted.
- Staff will call parents if necessary.

Beautiful Beginnings has a written procedure for fire and tornado safety. Emergency plans shall be practiced and documented at least once a month for fire and tornado drills. Emergency plan procedures for fire shall be practiced using varying exits and times. Records of practice drills will be maintained.

### **Fire and Tornado Safety Requirements/Procedures**

1. Qualified person must check fire extinguishers. Contact State Fire Marshal annually.
  - a. ABC type must be emptied and refilled every 6 years.
  - b. Every 12 years it should be pressure tested or replaced.  
(Check with Iowa Fire Equipment Co. for cost effectiveness of choices)
2. Fire drills must be done each month and logged for review by the Fire Marshal.
3. Smoke detectors must be tested each month and records kept to be reviewed by the Fire Marshal.
4. A tornado drill will be done monthly.

### **Field Trip Procedure**

Field trips may be scheduled through the year. Parents will be notified prior to the field trip and a permission form is required for each trip. If parent does not want child to go on a particular trip parent must inform the director and make other arrangements. Parents are needed to serve as drivers and helpers on field trips. Drivers are not to operate a vehicle when using prescription or nonprescription drugs that could impair driving ability or when under the influence of alcohol or illegal drugs. Children under 12 are not allowed to ride in the front seat.

## Rules to Prevent the Transmission of Disease

1. Center Staff will follow the Universal Blood and Body Fluid Precautions guidelines.
2. Staff members and children will wash hands frequently with soap and water, particularly after toilet and before eating.
3. Staff members and children will be encouraged to cover nose and mouth when sneezing or coughing and use tissues.
4. Staff members and children will need to stay home when ill, and contact their doctor when necessary.

## Medical Emergency Procedures

- Teachers implement first aid procedures within the scope of their abilities
- Teacher stays with the student/staff member
- Contact Director
- Director contacts the parent or next of kin and asks them to come to Center OR contacts people listed on the student/staff emergency form located in the Center office
- If unable to contact the parents or next of kin listed on the emergency form and the student/staff needs further emergency care (i.e. stitches), then:
  1. Call the doctor's office listed on the emergency form and request instruction
  2. Two personnel must go in the care with the student/staff. One driver and one to assist injured.
  3. Continue trying to contact parents/next of kin, inform them of the emergency and where the student/staff has been taken.

An ambulance may be called ONLY in the case of:

Non-responsiveness of subject  
Apparent heart attack  
Severe respiratory distress  
Serious injury (at the discretion of the Director)

In Case of Poisoning

Call the Poison Control Center **1-800-222-1222**

*(Take the container with you to the phone, if possible)*

## **Food Program Employee Standards of Conduct Policy**

CACFP Agreement Number: 778602

1. Employees involved in making CACFP purchases:
  - May not request gifts, travel packages, and other incentives from prospective vendors or contractors.
  - May not be involved in selecting, awarding, or administering any contract when the employee or anyone related to the employee has a financial interest.
2. Unsolicited items valued at \$5.0 or less may be excepted.
3. Disciplinary action for violating these standards is: Review of actions by childcare board. Upon finalization of review, if it is found that this policy was violated, employee will be formally disciplined. Discipline could include formal write-up (affecting eligibility for raises and promotions) or termination of employment. The level of discipline will be left to the discretion of the board based on the events that occurred.