

Children's Palace Preschool and Childcare Incorporated

EMPLOYMENT PRACTICES revised June 2010

Whom does Children's Palace Preschool employ

Equal Opportunity Statement

The Children's Palace is an equal opportunity employer and follows a practice of affirmative action in promoting equal employment opportunity. The Children's Palace Daycare does not discriminate on the basis of a person's religion, color, race, sex, age, national origin, disability, or Vietnam Era Status, regarding considerations such as recruiting, hiring, training, on-the-job treatment, and promotion.

The Children's Palace requires employees to be team players who genuinely care about children. What is expected out of each qualified employee is a caring person to contribute to every child's individual need and education.

Employee Classification

Employees are classified as follows:

Full-time employees: Employees who regularly work with the minimum hours specified in the benefits section on a continuing basis are considered full-time employees.

Part-time employees: Employees who regularly work the minimum hours specified in the benefits section are considered part-time employees.

Temporary employees: Employees who hold jobs for limited duration arising from special projects, abnormal work leads or emergencies.

Substitute employees: Employees who are not regularly scheduled and work only as needed and as called. Please note DCF 251.05(1)(j) for substitute requirements.

Non-exempt employees: Employees who are paid overtime according to State and Federal guidelines.

Exempt employees: Professional, managerial and executive positions are not covered by. Such duties might include supervising two or more employees, exercising independent judgment and discretion, work that requires advanced knowledge and the consistent exercise of judgment and discretion, or primary duties of management. Primary duties of management would include the selection, evaluation, payment and discipline of employees.

Definitions

Full-time staff: Employees who regularly work a minimum of 35 hours per week on a

continuing basis throughout the calendar year. Employment status is evaluated based on maintaining the minimum hours on average in the preceding quarter.

Part-time staff: Employees who regularly work less than 35 hours per week on a continuing basis. Employment status is evaluated on the average number of hours worked weekly in the preceding quarter.

Employee job descriptions:

Assistant Teachers

Assists in the daily management and supervision of the classroom and children. Assists in planning and implementing curriculum and other programs under the guidance of the classroom teacher. Instructs assists and manages the children in the classroom. Interacts with the children and guides them with their play. Assists in keeping the classroom stocked with supplies, neat and organized. Participates in general clean up and maintenance of the center.

Teachers

Plans and implements curriculum and other programs. Instructs, manages and supervises the children in their classroom. Interacts with the children and guides them with their play. Ensures that all activities in the classroom are age appropriate. Keeps the classroom orderly and organized at all times. Interacts daily with parents and provides an open door of communication. Offers resources when necessary to the parents. Plans and conducts Parent Teacher conferences. Informs the Director of any concerns before they are an issue. Records child's attendance daily. Records meals offered to children at each mealtime. Participates in general clean up and maintenance of the center.

Directors

Maintains compliance of DCF rules at all times. Plans and implements staff development and submits for approval with the registry.. Ensures all documentation is recorded efficiently. Manages all aspects of the center, including human resources, quality control, physical facility, parent relations, and licensing. Ensures effective operation of the center to achieve budget targets, effective cost control, and improved quality of operations. Supervises all support staff. Maintains an efficient schedule of staff, to ensure compliance of child to staff ratio. Participates in continuing education as required by the state. Supervises the planning and implementation of Children's Palace policies and philosophy. Communicates effectively to the Administrator daily.

Please note it is the responsibility of each team member to maintain a clean and safe work environment!

Change of Employee Status or Address
It is your responsibility to immediately advise your supervisor of any change in your status, telephone, address or name. This is very important for your benefits information to be accurate. Supervisory personnel must immediately submit a Personnel Action Form to the payroll department indicating any such changes.

At Will Employment

If it appears to the employee or The Children's Palace Daycare at any time that the job situation is not beneficial to either party, the employee may resign, (with a two week written notice) and/or The Children's Palace Daycare has the right to terminate the employee at will for the any reason with or without cause.

Probation Period

All employees shall be on probationary period for 90 calendar days. New employees will have an evaluation before the completion of this period. This evaluation review job performance and discusses needed improvements or changes of the staff member. The following factors will be considered in preparing evaluations: knowledge of job, interest, dependability, initiative, attendance and punctuality, and cooperation with other staff.

Completion of the probation period does not indicate the employee right to continued employment or a salary adjustment. An employee can be terminated during the probationary period or at any thereafter. The supervisor has the right to extend the probation period.

Performance evaluations

All performance evaluations are intended to provide the employee and management a tool to utilize in evaluating an employees area of strengths and improvement. Evaluations are a tool to discover areas of continuing education management will encourage the employee to explore. The evaluation process is also available for management to evaluate any promotions and increase in pay on a annual basis.

Promotions

It is the policy of Children's Palace, when possible, to promote from qualified personnel who currently are employed at The Children's Palace.

No Harassment Policy

The Children's Palace Daycare has a policy against harassment of any employee or applicant on the basis of gender, race, ethnicity, religion, age, physical handicap, or medical condition.

Harassment is an extremely sensitive issue that can have dire consequence even if accusations are false. We require employees to share in the responsibility to maintain a

workplace that is free of discrimination and abuse.

Substance Abuse

A drug-free workplace is required in order to maintain the safety of all the children, parents, and staff. Drugs or alcohol use, possession, sale, or distribution on or near the premises are grounds for immediate termination. Any type of substance abuse will not be tolerated.

Workplace Violence Statement

The Children's Palace Daycare will not tolerate any kind of threat, verbal or otherwise, that occurs in the workplace. All employees have the responsibility to report any kind of threatening statements or actions to their center director. The director's responsibility will be to promptly investigate any reports of such behavior and take the appropriate correct of action.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the organization's business dealings.

The materials, products, designs, plans, ideas, and data of The Children's Palace are the property of the employer and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

Children's Palace Property

All property including, but not limited to; food, art supplies, cleaning supplies, movies, copy paper, books and toys are not to be used for personal use. All items purchased or donated to Children's Palace are to remain at the center and utilized for child use only. If you are non compliant to this it is grounds for immediate termination.

Any employee who participates in any of the above practices will be subject to disciplinary action as deemed appropriate by the director, up to and including discharge of employment and legal action.

Gossip

Defined as:

- 1 Idle talk or rumor, esp. about the personal or private affairs of others: *the endless gossip about Hollywood stars.*
- 6 To talk idly, esp. about the affairs of others; go about tattling.

—verb (used without object)

—*Synonyms* 1. Small talk, hearsay, palaver, chitchat. Gossip, SCANDAL apply to idle talk and news mongering about the affairs of others. Gossip is light chat or talk: *to trade gossip about the neighbors*. SCANDAL is rumor or general talk that is damaging to reputation; it is usually more or less malicious: *The town never lived down the election scandal*. 3. chatterer, talker, gabbler, rumormonger. 6. chatter, prattle, prate, palaver.

Dictionary.com Unabridged (v 1.1)

Based on the Random House Unabridged Dictionary, © Random House, Inc. 2006.

Gossiping about anyone or anything on work premises is strictly prohibited and is grounds for immediate dismissal.

Cellular Phones

Cell phones are not to be brought into the building for any reason. If you have a Children's Palace cell phone, you may not use it for anything outside of Children's Palace business and during work hours. If you are non compliant, it is grounds for immediate termination. If there is a situation and the employee needs to utilize their personal cell phone for the care of children it must be approved by the director first.

Work Ethic

A Children's Palace employee will display a positive work ethic in all areas of their job description including but not limited to:
 respecting all confidentiality with in the Children's Palace, arriving before the scheduled time to begin your work duties so you are prepared and ready to perform at such scheduled time, offering respect to all persons with in Children's Palace, providing a nurturing, open and welcoming attitude to all persons with in Children's Palace, performing all job duties with a positive and constructive attitude, ensures that all minutes clocked in at Children's Palace are productive and fruitful to your job description and duties and respects, understands and abides all rules and regulations in DCF 251

Problem Solving Process

All issues not resolved by communicating and problem solving with your co workers should be brought to the director's attention immediately. The director will then handle it accordingly. If the employee does not feel the issue has been resolved to their satisfaction, then they need to address it with the Administrator. If the director needs guidance or assistance on how to best address any staff related issue they will seek the

assistance of the administrator.

Employee Benefit and payroll Information

Pay Periods

Pay Periods will be bi-weekly

Time Keeping

All employees must clock in/out and have their sheet signed by the director before overtime is established. Any forging of this information are grounds for immediate termination.

Hours of Work

All employees are expected to be on time and ready to begin their duties immediately. Lunch break is an hour unpaid. Employees will be given the time of break upon hiring, this is subject to change. If the staff to child ratio is over then the employee will be asked to break at a different time. Each child care employee may not give care for more than 10 hours in a day.

The employer reserves the right to assign the employee to any duty the employee is

qualified and capable of.

Overtime

Overtime will be considered as after 80 work hours not including your unpaid lunch break. The director will approve overtime before it is worked. Overtime is paid, as state regulations require. If the employee is caring for children after hours due to the parents being late, it is the employee's responsibility to collect payment from the parents at the time of pick up. The parents should be charged \$5.00 per child every 15 minutes late.

Other Group Benefits

Children's Palace offers a medical policy from Gunderson Lutheran Health Plan. Please contact Jeff Ascher from Covera Insurance.

Vacation and Holiday Pay

Full-time employees will receive 5 vacation days after one year of consecutive employment. 10 vacation days will be offered when an employee has reached their 5 year anniversary.

The following Holidays will be paid after 12 months of consecutive employment.

Christmas Eve

Christmas Day

Fourth of July

Thanksgiving

Labor Day

Memorial Day

In the case of the Holiday falls on a scheduled workday.

Sick leave

Employees are required to bring in documentation from their Physician before a sick day is approved. If you utilize a sick day before or after a paid holiday you will NOT be paid for that holiday. After two unapproved sick days in a calendar year you will loose the next paid holiday rate.

Personal Time Off

In order to request Personal time off you must fill out a Request Time Off form and give it to your Director. All personal time off will be considered if the Director is able to find a replacement, if the employee has consistently worked 80 hours for every four hours requested, continuing education is prorated to be current and a minimum of two weeks notice is met.

Jury Duty Leave

Jury duty will be without pay. Employees should notify their supervisor immediately if they receive notice to report for jury duty. Proof of serving jury duty is required.

Leaves of Absence

Leaves of Absence Policy Under Family and Medical Leave Act (FMLA):

Eligible employees have the right under the federal law to take a total of 12 weeks unpaid leave during any 12-month period for certain family or personal health care needs (referred to in this policy as "family leave"). This policy describes your right to obtain family leave and how this leave related to The Children's Palace Daycare's other benefits.

Eligibility: You are eligible to take family leave if, at the time you request it, you have been employed by The Children's Palace Daycare for at least one year and/or worked at least 1,250 hours in the preceding 12-month period.

Reasons for Leave: You may take family leave for any of the following purposes:

- The birth of your child or the placement of a child with you either through adoption or foster care.
- To care for your husband, wife, parent or child who has a serious health condition requiring either in-patient care of continuing care by a health care provider for a condition requiring more than three days absence from work or school which otherwise prevents your family member from performing daily activities for more than three days.

-To care for yourself because of a serious health condition, as described above, that prevents you from performing the essential functions of your job. A serious injury to self related Workers' Compensation Leave would be considered family leave for the first 12 weeks.

Amount and Crediting of Leave: At the time you request family leave, you are entitled to take up to a maximum of 12 work weeks less the total of any family leave you have already taken in the previous 12-month period. Leave for the birth placement of a child must be taken all in one block and must be taken within one year of the birth or placement.

An eligible employee must take paid vacation leave for any part of the 12-week period of leave for birth or placement of a child, or to care for the employee's child, spouse, or parent who has a serious health condition. An eligible employee must take accrued paid vacation leave, as well as any medical or sick leave for any part of the 12-week period of leave for a serious health condition. When an employee is on leave, accrued sick and vacation balances will be paid out to the employee on a regular pay period basis until the accrued paid time off is exhausted or the employee returns to work. Vacation days will continue to accrue only during any paid portion of the leave; once accrued paid time off is exhausted, vacation and sick days will not accrue during the remainder of your leave. Both paid and unpaid leave will count toward your 12 weeks leave allotment. In addition, leave taken as part of another benefit plan will count as family leave if the reason for the leave otherwise meets the standards for family leave (e.g., disability leave for the birth of your child.)

Miscellaneous:

The Children's Palace has the authority and the responsibility to take all steps necessary to administer this leave policy, including deciding which absences from work will be charged to family leave time. To the extent consistent with applicable law, The Children's Palace Daycare has the responsibility to interpret this policy and to decide any issue not expressly addressed by it. The Children's Palace Daycare may also from time to time and at any time change this policy such changes comply with applicable law. Nothing in the family leave law insulates you from the application of any other company policies, i.e., while on family leave you remain subject to all changes that may occur in The Children's Palace Daycare health care program and are subject to all other employment related policies of general applicability, including layoff.

Bereavement Leave

In the event of a death in your family your absence from work up to 3 days is guaranteed to be excused if the death is one of a parent, grandparent, aunt, uncle, first cousin, child or spouse. All relatives of your spouse that are named above are also excused. All other bereavement incidents will be considered.

Job Abandonment

If an employee act on an approved leave of absence is not at work for a period of one working day and does not notify the supervisor, it will be considered that the employee has abandoned the job and has terminated employment with the company.

Rehire Policy
If an employee resigns and is re-employed, the employee's date of hire will become the date the employee returns to work, not the original date of hire. The employee will then be eligible for benefits according to the schedule that applies to all new hires.

Health and safety for employees

Safety
All employees have a responsibility to themselves and their fellow employees to maintain safety at all times. If any unsafe incident occurs, it is to be reported to the director immediately. Not reporting such behavior by any employee who has information is ground for termination. All employees need to follow the guidelines outlined in any and all manuals for equipment utilized. All employees need to ensure the safety of themselves and the children in their care at all times.

First AID
A first Aid kit will be located in the Directors office. Any employee offering first Aid to another employee will only do so if they hold a current certificate of first Aid or higher education in the medical field training and ask the employees permission verbally before administering any Aid.
*** The only first Aid you may utilize on any child enrolled at Children's Palace including an employees own child is the use of soap and water and a bandage.

Personal Injury While Working

If you receive an injury while on the job, fill out an accident report and give to the Director to sign immediately. If you need medical treatment you will need to document that on the incident/accident report and the Administrator will contact the Workmen's Comp Insurance.

Exposure Control Plan

Blood borne Pathogens Exposure Control Plan was developed in order to minimize or eliminate employee occupational exposure to blood or certain other bodily fluids The plan defines blood borne pathogens, mainly Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), including information regarding symptoms and how such diseases can be transmitted in the workplace as discussed during the orientation process.

An exposure to blood borne pathogens is defined as a specific skin, eye, mucous membrane or potential contact with blood or other potentially infectious material resulting from the performance of any employee's duties.

Specific procedures should be used in order to reduce exposure to blood borne pathogens. These include using protective items such as puncture proof containers for disposing of sharp items, latex gloves for changing diapers, cleaning, etc., and using disinfecting

solution for cleaning contaminated areas. Work practices that can prevent transmission of disease, such as effective hand washing should be used. Finally, disposal procedures for contaminated materials should be followed, for example; contaminated first aid items should be sealed in a Zip-lock bag before disposal.

Any exposure incident should be documented as described in the Medical Log Book and reported to the director immediately and receive medical attention to access the exposure. In addition, the Hepatitis B vaccine is available at no cost to the employee if there is an exposure.

Universal Precautions

Universal precautions should be implemented by both staff and children enrolled at Children's Palace in all occurrences involving but not limited to; diaper changing, handling of breast milk, handling of mucous or any and all body secretions, all instances when the skin is broken and blood is present and before and after serving or eating any food, all materials used to cleanse any blood shall be put in a zip lock bag and disposed of immediately in the outside waste container.

Employee Responsibilities

Dress Code

Every employee is to wear a staff shirt. You will be provided with 3 upon hire and it is your responsibility to order any additional. All shorts, dresses or skirts must be at least 6 inches below your buttocks. No exceptions. You will be sent home with out pay to change your attire.

State Requirements

Any costs which incur while keeping in compliance with all state regulations including, but not limited to, fingerprinting, Child Abuse Index, Criminal Record Statement, tuberculin tests, First Aid/CPR, and physician's reports, are the employee's responsibility. All state and Children's Palace requirements must be completed before beginning employment.

Training

Each employee is responsible for the costs and arrangement of all continuing Education requirements mandated by DCF 251. The Children's Palace will provide classes after hours on occasion, each staff meeting will try to address one hour of continuing education the has been approved by the Registry. Each employee is responsible to meet any new requirements by DCFS in training.

General Information Notices

There will be a bulletin board in a place frequented by employee's to provide all pertinent information.

Personnel Files

Failure to complete the necessary forms required of all new employees would be grounds for dismissal. Materials maintained in an employee's personnel file will not be disclosed to anyone outside of The Children's Palace and any agencies monitoring employee compliance, except upon prior written authorization of the employee or in compliance with a lawfully served subpoena or other legal binding order upon prior approval.

It is The Children's Palace's practice to maintain personnel records that are job-related to be accurate and confidential. It is the employee's responsibility to maintain records and fees of all Registry requirements and Continuing Education requirements by the State of Wisconsin. Children's Palace recommends that all employees make a copy of any and all original certifications and keep in their own personal file.

Staff Qualifications

Per DCF251.05(1)(a)

A child care worker including the center administrator, center director, child care teachers, assistant teachers, and volunteers counted in the staff to child ratio shall be physically, mentally and emotionally able to provide responsible care for all children including children with disabilities.

All employees of the Children's Palace will be subject to a criminal background check upon hire and be repeated on a annual basis. All employees are notified upon hire that if they are convicted of a crime or any of the information listed in DCFS 251.04(2)(h)2.a. thru d. occurs during their employment at Children's Palace they must inform administration immediately and administration will report that information to the licensing specialist.

Criminal Convictions

Upon completion of each employees background check, administration will determine the employee's eligibility to work in a childcare center and review any concerns or findings with the employee. The employee needs to understand and agree to inform the administration of any of the following immediately if they occur in between the annual background check -employee has been convicted of a crime.

-the employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to misappropriation of a client's property.

-the employee has a substantiated governmental finding against them for abuse or neglect of an adult or child or for misappropriation of a client's property.

-when a professional license held by an employee has been denied, revoked, restricted or otherwise limited administration will inform the Licensure on the same day or within 24 hours of receiving the information pursuant to DCF 251.04(2) a-d.

If an employee experiences anything that would change their background results they must inform the administrator immediately.

- Review of medical log book procedures.
 - Review of the "It shouldn't hurt to be a child" pamphlet to cover DCF CAN training.
 - Emergency procedures and Contingency planning
 - Child management techniques
 - be met and confidentiality
 - Sharing information pertaining to any child's special needs, how those needs will
 - Childhood illness and disease recognition
 - Attendance tracking and absent child procedure
 - Schedule of activities
 - to:
 - *Job responsibilities in relation to their job description including but not limited
 - technique
 - *First aid procedures and universal precautions including proper hand washing
 - *location and usage of a fire extinguisher
 - *center policies and contingency plans for emergencies
 - *Licensing Rules and location of rule book
- During a new employee orientation each employee will be trained and/or review the following before their first day alone with a group of children:

Orientation policy

These requirements are specified in the DCF Group Childcare Licensing manual which is located at the main entrance of each Children's Palace facility.

Staff will meet DHFS licensing requirements outlined in DCF 251. A childcare assistant teacher must complete all of the minimum requirements within 6 months of assuming the position.

- A Child care staff record form
- A Background Information Disclosure Form
- A Group Childcare Orientation form pertaining to that childcare center
- Documentation of all qualifications for the position hired
- Review SBS/SIDS orientation with the Director..
- In person SBS training must be completed within 6 months if the video was utilized as entry level qualification before start date.
- A Child Care Providers Guide to Safe Sleep provided by the American Academy of Pediatrics will be reviewed.

Before an employee of Children's Palace can start they must have completed:

Within 30 days employees need to have the following in their file:
-A signed Health exam and TB test results

Within 90 days employees need to have the following in their file:
-Registry certificate

Within 6 months employees need to have proof of the following in their file:
-CPR/AED Training

Infant care

Each employee caring for a child under the age of 2 will complete Fundamentals of Infant and toddler care before the 6 month anniversary of caring for that age of a child. Each employee caring for infants will be familiarized with all state licensing rules pertaining to the care of infants including but not limited to, all SIDS/SBS requirements and rules, proper feeding instructions and options, timely and efficient diapering and proper sanitizing procedures, Under 2 intake forms, DPI forms related to infants and Children's Palace biting policy.

****Children's Palace Trempealeau staff are exempt from infant care requirements.**

Sharing information on a special needs child

Definition:

A special need is defined (but not limited to) any health care need including any physical, emotional, social or cognitive disability or any form of allergy including food, chemicals, airborne and medication

When a new staff is hired into a center that has a child enrolled with special needs the director of the center will orientate the new hire as to all of that individual child's special needs and how Children's Palace as a whole intends to meet those needs. When a child is a new enrollee at Children's Palace the parents/guardians and any other team member available in determining how to best meet that child's needs will conference with the director and all directly related employees on devising a plan for Children's Palace to best meet that individual child's needs.

Each staff meeting the administrator and/or the director will reiterate to all staff in attendance the specific plan outlined to meet each and every special need for any newly enrolled child in care with a special need At each staff meeting a revised list of all allergies of all of the children in care will be presented to the staff in attendance and posted on the refrigerator of each center pertaining to the children in that specific facility.

****Children's Palace Trempealeau has a list located in the daily sign in binder. All Trempealeau staff are immediately informed of any change to that list.**

Continuing education requirements for Children's Palace employees

Each administrator, center director and childcare worker who works less than 20 hours a

week will complete a minimum of 15 hours a year of continuing education related to their job description.
Each administrator, center director and child care worker who works more than 20 hours a week will participate in a minimum of 25 hours a year of continuing education as related to their job description.

Staff Meetings

All staff will be required to meet for a staff informal meeting one time per month. This meeting will not be paid for and the employee is expected to attend. This is a mandatory meeting. Children's Palace does offer incentive programs to employees whom attend staff meetings. Children's Palace will offer continuing education at most but not all staff meetings and keep a "staff meeting" binder that has attendance, copies of all handouts and an agenda of the continuing education portion of the staff meeting.

Documentation of all meetings/in-service Training

The employee is responsible to provide the Director with proof of all attended classes that they receive continuing education for outside of Children's Palace. The Director is then responsible to keep this information in the employee's personal file. All Staff meetings at Children's Palace has an attendance record that the director ensures is complete.

Schedule of activities

Each classroom will have posted a schedule of daily activities next to their lesson plan. The schedule will include but not be limited to:
circle and calendar time, small group fine motor skill time (puzzles, lacing and tracing as *examples*), large motor/outdoor time, meals and snacks, rest time and planned bathroom times.

Curriculum Planning

All lead teachers will have an approved Creative Curriculum based lesson plan posted on the wall every first day of the week that includes but is not limited to:
'Center play', manipulative, letters, numbers, writing, cutting, art projects, story time, music time, gross motor and fine motor skills, outside activities, rest time, age appropriate games, science activities and FUN all based on the weekly theme.

***If your Lesson Plan is not turned into the director by the Friday before, you to will receive your paycheck in the mail and not have the courtesy extended to you to receive it in the afternoon of payday.

Field Trips, Walks and Transported Children

All staff has a daily attendance sheet attached to their room clipboard. This sheet tallies the children under their care consistently through out the day. All directors have a daily

notebook that tallies the amount of children in the building and the amount of "points" to tally the child to teacher ratio in the building. Both of these items are to be remembered if ever a fire or emergency drills to ensure all children have evacuated the building in an emergency.

If the children are leaving the building for other such reasons as a walk or field trip we use a separate daily attendance sheet that the staff check off each child's name as they line them up for the exit of the building in order to ensure they know which children from their class is attending the event. We have a "five count system" in place. Defined as:

The teacher will count her children as they are lined up to leave the building. The children and teacher exit the building and stop and do the second count. When the children arrive they do the third count when the children are ready to return they do the fourth count. Upon returning to the building the lead teacher and/or the director will be given the emergency cards and class list and will do the fifth count of her own to ensure all children arrived safely back at the building.

If the children are to be transported in any type of vehicle they will also use this count system:

When the children are lined up to leave the building they will make the first count, when the children are loading on the vehicle/bus they will do the second count. When the children are sitting in the bus they will do the third count. When the children are unloading the will proceed to the fourth count. When all children are off the bus, they will "huddle" in the immediate area and do the fifth count. At the time the driver of the vehicle will "sweep" the bus and make sure everyone is off. This practice will take place during every transition with the children. All staff has been orientated to bring emergency information and a class list of children present for any adventure outside of the building. On all walks and field trips each center has a cellular phone and/or a two-way radio system so that there is always adequate communication available between Staff, the director and the Center.

****At any time the children leave the building it is the teachers responsibility to ensure they bring the attendance sheet, emergency cards and a cellular device with them.**

Nutrition

Children's Palace employs a Food Program director, Laure Olson who complies with the DPI training requirements.

All food service personnel will be orientated and trained by the Food Program director before performing any food program/nutrition related tasks. A certificate of completion will be given and documenting as training.

Children's Palace has a weekly menu which is posted in the entry way to each facility and on the facilities refrigerator, next to the list of food allergies and special diets. All menus which are child friendly and meet USDA requirements are approved by DPI. Children's Palace uses a 6 week rotating menu. Staff are encouraged to eat and socialize with the children during meal and snack times. If staff choose to eat a meal provided by Children's Palace they are to pay \$1.00 for each meal. There is a container to place the moneys in and that money will be utilized to provide food or snacks at staff meetings.

_____ Dated: _____
 have read and understand the employment practices of Children's
 Palace.

I, _____

_____ Schedule of the center reviewed and understood

_____ Policies read and understood

_____ CPR

_____ 80 hours experience met and documented

Each facility has a posting of proper dish washing and sanitization that staff need to be familiar with before performing any kitchen cleaning duties. Each kitchen staff is trained during orientation to the proper procedures.

Staff Orientation

Each staff member on or before the first day of employment will be oriented by the Director utilizing the outline provided by the Staff Orientation Checklist. Each employee will read, understand and sign this form as acknowledgement of your understanding. Each employee will be given a copy of an evaluation form to be completed at 90 days of employment by the Director. By completing the orientation form via a signature, each employee is agreeing that they have been orientated and trained on-

Licensing rules, center policies, contingency planning, first aid procedures, job responsibilities, recognition of childhood disease and illness, schedule of center activities, nutrition and feeding, child abuse and neglect, utilization of a fire extinguisher, tracking children and attendance forms, child management and guidance, sharing pertinent information in relation to a child in care while maintaining confidentiality, SIDS prevention, absent child, dress code and employees job description.

Start date _____

Physical date _____

Education level _____