



The Employee Handbook

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

ZNR Daycare employee handbook is used to outline the expectations, policies and procedures of the school that all employees must understand and comply with. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of the ZNR Daycare family.

WHO ARE WE?!

MISSION STATEMENT AND PHILOSOPHY OF EDUCATION

At ZNR Daycare we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. Our mission is to provide a safe, nurturing, exciting quality learning environment for all of our students. Our love for children is the reason the school first opened, and the reason we remain open to this day. Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers, each and every day. Children deserve to feel special, love, adored, and cherished. They deserve to participate in experiences that will change their lives forever and ZNR Daycare promises to provide the environment to make this come true!

OUR VALUES

Our vision is to provide a community where all students feel respected, loved, and encouraged to become to best person they can be. Our vision is the backbone to our business, supporting children to develop into their fullest and greatest potential.

Our values consist of the following but are not limited to:

Quality – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.

Inclusion – all students are included into our learning environment. We welcome all with open arms, and love in our hearts.

Respect – Respect is essential in building the relationships with our students and families that lasts a lifetime. Respect is a key component to our work as it helps to optimize the talents and diversity we bring into the school as partners in the child’s growth and development.

Accountability – We strive to provide open communication with all partners of our business. This allows us to be transparent, open and honest with one another, and in turn provides the best environment for our students at home and at school.

Teamwork – The combined action of both the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we are working to provide the best care for our little ones!

OUR GOALS

ZNR Daycare goals provide us a path to our desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

1. To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from, but also enjoy.
2. To provide a flexible, calm and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged and expectations are clear for all students.
4. To meet the physical, emotional and social needs of our students.
5. To provide an atmosphere of respect for self and one another.
6. To provide opportunities of cooperative play.
7. To create a happy, warm and exciting environment that is inviting, comfortable, and manageable for the children.
8. To support a caring staff who show genuine respect, love and encouragement for the children.
9. To offer individual guidance to children based upon careful observation of each child’s needs and in keeping with parent/guardian direction.
10. To ensure the safety and welfare of all children.

A LOOK INTO OUR PROGRAM

WHAT WE DO AND WHAT WE BELIEVE

At ZNR Daycare we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. We strive to have the upmost respect and love for all children who walks through our school's doors. We are a family!

DESCRIPTION OF AGE GROUPS

INFANTS

This age group begins at 6 Weeks to 12 months old.

In the infant classroom, we follow a wonderful daily flow. No matter what your babies individual sleeping and eating schedule is, we always come together to make wonderful memories. We enjoy story time together, outside walks, learning circle, sensory exploration and creative art. We also enjoy our days learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, size of items, and shapes. We love learning about our weekly themes like shapes, colors, animals and people. Our little ones are always nurtured, cuddled, loved and adored and whenever they need something, we are there!

TODDLERS

This age group begins at 13 months to 24 months old.

In the toddler classroom, we explore anything and everything we possibly can. Our little one's love wondering around the classroom learning through their senses. Our toddlers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime and the most important and fun time of the day, PLAYTIME! During our group time we read books about age-appropriate subjects. We talk about our day, how we feel and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Our weekly themes consist of exploring our homes, families, pets and animals. Singing and playing our days away is what makes our room so special!

OLDER TODDLER

This age group begins at 2 years old to 3 years old.

Our older toddlers love to dance, sing and play. We inspire them to explore the world around them and learn something from everything. Socialization is very important to our older toddlers as they begin to share, use their manners and learn to take turns. In this age group we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the day of the week, the month and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Getting outside and playing on the playground is a part of our everyday schedule. We also enjoy walks around the neighborhood and putting a smile on our neighbors faces!

PRESCHOOL AND PRE-K

This age group starts at 3 years old and prepares the students for Kindergarten.

In this age group we focus on our social emotional growth and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We enjoy writing our names, learning to read and exploring phonics. We enjoy extreme science projects that make us say "WOW!" and we dive into our sensory bin which helps enhance the learning theme we are studying that week. We often have guest speakers and love exploring the community to supplement our learning. We get outside often to move our bodies and strengthen

our fine and gross motor muscles. This age group helps to prepare our students for the next grade which is Kindergarten. Our little ones are well on their way to a successful journey into the older ages!

OUR CURRICULUM

DEVELOPMENTALLY APPROPRIATE CURRICULUM

At ZNR Daycare we provide our students with a developmentally appropriate curriculum that is based on New York standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning. We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our student's interests and what grabs their attention. We try our best to meet every child's individual cognitive and development level and encourage and inspire them to continue to progress this growth.

LANGUAGE DEVELOPMENT

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling represent meaningful learning opportunities which incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings and ideas. Our language activities foster your child's handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

COGNITIVE DEVELOPMENT: SCIENCE, MATH AND SOCIAL STUDIES

Cognitive development means how children explore, think, create answers and figure things out. It is the development of knowledge, skills, and problem solving, which help children to think about and understand the world around them.

Math

Early math skills involve children learning the basic concepts of numbers, counting, simple addition and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

Science

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses in order to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At ZNR Daycare our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the school into the neighborhood and around the world. Here at ZNR Day Care, we explore different cultures, places, foods, music and backgrounds of beautiful people around the world. We take monthly virtual trips to different countries, where we interact with people who share insight into their traditional customs and culture. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

SOCIAL EMOTIONAL

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. Children are learning to talk about their

feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in school and home experiences, and for their overall positive self-growth.

PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children have to learn how to control their muscle movement in their hands in order to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors, color, play with Legos, draw pictures and more. These skills can turn into more advanced ones later on like when your child decides he/she wants to knit, play the guitar or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, at home and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

SENSORY EXPLORATION

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world, and it's beneficial to provide them with opportunities for sensory play. Here at ZNR Day Care the student participates in activities that allow them to explore different types of

materials and enhance their senses through music and dance games, sensory bin exploration, and playing with a variety of materials that smell, feel and taste very different!

ART, MUSIC, DANCE AND CREATIVE EXPRESSION

At ZNR Daycare we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. The creative arts engage children's minds, bodies, and senses and allows them to explore their imagination, sense of movement and rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to different kinds of art media, music, culture and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items in the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

GENERAL SCHOOL POLICIES AND PROCEDURES

STATE REGULATIONS AND LICENSING

All ZNR Daycare employees must be knowledgeable in the state's childcare licensing rules and regulations. A copy of the state and local guidelines is kept in the school at all times, and each employee receives their own copy upon hire.

EQUAL EMPLOYMENT

ZNR Daycare provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal,

state or local laws. This policy applies to all terms and conditions of employment at ZNR Daycare.

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NON-DISCRIMINATION POLICY

At , ZNR Daycare all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let administration know immediately. Every complaint will be appropriately investigated.

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SEXUAL HARRASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on

the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

ZNR Daycare encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman. See the complaint procedure described below.

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CHILD NEGLECT AND ABUSE

All ZNR Daycare employees will be screened by the appropriate law enforcement agency using the New York state's background system. Adults will never be alone with children on premises unless they can be observed by others. All staff or volunteers ARE NOT EVER physically, verbally, or emotionally abuse or punish children.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the Director who will determine the action to take. An immediate phone call to the local law enforcement will be made by the reporting adult. A written report, as a backup to the phone report, will be completed and filed with the director or owner.

CONFIDENTIALITY

Childcare programs maintain **confidentiality** on a "need to know" basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

HAZARDOUS ITEMS

ZNR Daycare has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the employee, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the school's outdoor and indoor environments.

SMOKING POLICY

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at ZNR Daycare. Parents/guardians who smoke are strongly encouraged to not do so prior to picking up their child from school, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking prior to arriving to school.

ALCOHOL POLICY

The influence of alcohol and/or any other toxic substances will impair the health and safety of the employee, the students and the overall business. Therefore, under no circumstances is any member of staff or other professional allowed onto the premises if they are under the influence of alcohol and/or any other substance abuse. If administration believes a staff member or other professional is intoxicated by alcohol or any other toxic substance, appropriate action will be taken. The employee will be asked to leave the premises immediately and the school will take disciplinary action which may result in termination.

SUBSTANCE ABUSE

ZNR Daycare is a drug-free workplace. This policy applies to all personnel onsite at the school including staff and volunteers. This policy covers the following substances but is not limited to alcohol, illegal drugs, inhalants, prescription drugs without authorization, and over the counter drugs.

When a staff member is believed to be under the influence, they will be asked to leave the school right away. If another staff member or administration has cause to believe a staff member is impaired while working on the job, the employee may be suspended or terminated without pre warning or a write up.

At any time, the school reserves the right to search work area, handbags, briefcases, lunch boxes, vehicles, personal packages or other personal possessions to determine the presence of drugs or alcohol.

If a substance is found, the employee will be terminated immediately and a report will be written to the governing bodies including the police and the state licensing officials.

RECREATIONAL CANNABIS

The following information regards to the limitations of lawful use of recreational and medical cannabis in the school.

Undertaking any task under the influence of cannabis would constitute negligence, professional malpractice or professional misconduct.

Using cannabis in any public place.

Possessing cannabis in a private residence that is used at any time to provide licensed or unlicensed childcare (day care and foster care) or other similar social service care on the premises.

Using cannabis in a private residence that is used at any time to provide licensed or unlicensed childcare (day care and foster care) or other similar social service care on the premises.

Using cannabis knowingly in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the Compassionate Use of Medical Cannabis Pilot Program Act.

Smoking cannabis in any place where smoking is prohibited.

Facilitating the use of cannabis by any person who is not allowed to use cannabis under either the Cannabis Regulation and Tax Act or the Compassionate Use of Medical Cannabis Pilot Program Act.

The use of recreational marijuana onsite will result in immediate termination of employment, and any violation of these laws may subject the violator to civil or criminal penalties.

EMPLOYEE MEDICATION AND PRESCRIPTION MEDICATION

Any prescription medication provided by a registered doctor, must not affect an employee's ability to work at ZNR Daycare.

If prescription drugs are required to be taken during the work hours, the prescription must be provided by a licensed medical provider.

The employee must do the following:

Take prescription as directed by the doctor

Only take the dosage as prescribed by the doctor

The employee must be aware of the precautions of use

All medication must be in its original container

Only a single-day medication supply is allowed onsite

No medications will be stored in the classroom.

All medication must be labeled correctly with the person's name, doctors name, and the name of the medication with dosage.

At any time, the employer may terminate the employee for the following policies on prescription drugs, but is not limited to:

If the present medical condition does not exist and the medication is continued to be used without consent from a doctor

The medication is interfering with the employees work ethic and daily job functions

The medication is interfering with the employee's overall work performance

The medication is being taken illegally

At any time, the administration has the right to ask the employee for a doctor's notice proving a medical visit. Administration may also ask for a letter from the doctor confirming the employee is able and safe to work in a school environment on the prescribed medications.

EMPLOYEES USE OF TELEPHONE AND INTERNET

Under no conditions are phone calls, texts, or internet surfing on personal devices allowed at any time in the classroom. If you have to make a personal phone call, you may leave the classroom to do so, making sure all students are under proper supervision and the classroom remains in ratio. This also may not occur without administration's verbal consent that it is safe to take the phone call.

The only device allowed to take photos of the students is ZNR Daycare. Sharing pictures of the children or school is strictly prohibited.

SOCIAL MEDIA

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps.

Upon enrolling a child into the center, all parents or guardians must complete the social media consent form. This form is used as an approval for allowing a parent or guardian's child to be seen on our social media platforms.

COMMUNICATION AND GRIEVANCE

Each staff member shall act in a responsible manner and continually strive to improve the school's operational efficiency and well-being. Our goal is to provide a pleasant and productive working environment at all times. Our ability to achieve this goal depends upon all of us showing mutual respect and maintaining open lines of communication. Therefore, we have an "Open Door Policy." This means that if you have any questions about your job, complaints of any kind, or opinions about matters which affect your employment, we encourage you to discuss

them with the Administration. Any matter will be treated with dignity and respect as a solution is achieved. We are eager to help you with any work-related problems or listen to your suggestions or complaints. We encourage your input and hope that you will help keep the lines of communication between us open at all times.

- First Aid

The daycare is responsible for immediate treatment of any child sustaining bites, scratches, or any injury from animals. If the injury is too severe for our staff to treat, emergency services may be contacted. In either case, guardians will be notified of the circumstances and will also be advised to watch for signs of infection.

GOSSIP POLICY

Gossip is malicious or actionable talk about someone when they are not present or can hear. Gossip often involves just untrue tales and can include truthful remarks. Gossip is also any talk of a person's or institution's affairs, whether personal or professional, innocuous or slanderous. In the workplace, gossip can distract, drain, and hurt one's overall job satisfaction.

DEFINITION OF GOSSIP

- A. A person who habitually reveals personal or sensational facts about others
- B. A rumor or report of an intimate nature
- C. Chatty Talk

Gossip is a noun which means it is something you have to DO and act on. This means gossip is something you can choose to DO or choose NOT to do. To stop gossip from starting, or to end it after it has started, simply walk away, do not engage, ignore or simple state "this is gossip and I won't be participating in this!"

GOSSIP FREE AND PROFESSIONAL WORKPLACE

- A. Refuse to participate in any gossip matters. This means making the choice not to engage, choosing to walk away or ignore, or stating you will not participate.
- B. Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.
- C. If a person does something unethical, against the business policies, procedures or code of conduct, I will report this to administration immediately.
- D. While off the job, I will continue to follow all policies and procedures of the school, especially when it comes to the code of conduct and gossip policy. I will not speak to others about someone in any negative way. I will always commit to using positive and professional communication.
- E. I promise to be a professional, be kind, be respectful, and do the best job I can do!

DISCIPLINARY POLICIES FOR GOSSIP

- A. The first offense of gossip - Administration will have a meeting with the employee in a private setting. This meeting is meant for the employee to clarify any confusion and state their reasoning. Administration will document notes and these notes will remain in the employee's file. Depending on the conversation, administration will decide if a verbal or a written warning will occur.
- B. The second offense of gossip – Administration will review the notes from the first offense. Administration will write up the employee with a first written warning.
- C. The third offense of gossip – Administration will review the notes from the first and second offense. A final written write up will occur. The employee will be notified that one more offense will result in probation, suspension or termination.

NEW EMPLOYEE ORIENTATION

HIRING PROCESS

ZNR Daycare uses a variety of outlets to find qualified employees. These outlets consist of Indeed, LinkedIn, word of mouth referrals and other forms of contact.

The following information outlines the procedure used to find quality candidates:

- Job description and document is written to outline the job and describe the candidate's qualifications the school is looking for.
- An email is sent to prospected employees to set up a good time for a phone interview.
- The phone interview occurs, and general questions are asked.
- The next interview is in person with the director of the school
- The final interview is a working interview in which the prospective employee is paid. The prospective employee is observed in the classroom by the owner, director, assistant director and other classroom teachers.
- The working interview is finalized with a sit-down meeting with the owner for any final questions the school may ask.
- References will be called.
- Official transcripts will be reviewed and sent to the school's licensing rep to confirm the candidate is qualified

The candidate will be called if the school feels they are the best candidate. An email will be sent out having written documentation of the detailed offer. The candidate has 24 hours to accept or decline the position.

EMPLOYEE ORIENTATION AND PROVISIONAL STATUS

The director will schedule an orientation meeting on the first day of employment to complete the required paperwork and review the school's general rules, policies and procedures. New staff members first task is to review, understand and comply with the school's emergency handbook policies and the policies and procedures outlined in this employee handbook.

The following details a list of staff orientation objectives, but is not limited to the following:

Basic Teacher/Classroom Responsibilities

- Duties of Lead Teacher vs. Assistant Teacher vs. Substitute or Floater
- Classroom's Daily Routine: include enrichment activity schedule as well
- "That's not my job" does not have a place here

Interaction with Children

- Actively participate with children, get on their level
- Appropriate language to use: "No thank you" with a positive explanation, "Friends", etc.
- Discipline Policy: redirection, removal of privilege, quiet time
- Observation & Documentation
- Be on your feet at all times while children are playing

Logistical Job Responsibilities

- Monthly Newsletter
- Opening/Closing the Classroom: cleaning procedure, etc.
- Procedures that occur during your shift
- Nap time to be utilized for daily sheets, preparing for next week, cleaning the classroom etc.

Materials in the Classroom

- emergency contact sheets
- Sign in and out sheets
- Allergy Information
- Classroom daily schedule
- Organization of materials in the classroom

Responsibilities

- Familiarize yourself with the children's illness policy
- Pick up/Drop off Authorization
- Medication Administration
- Positive/Negative/Positive way of delivering news
- Feel free to ask management to proof-read emails

Health and Emergency Information

- Emergency info pertaining to children
- Action Plans for children with allergies
- Emergency Protocol: tornado and fire drills
- Handwashing/diapering procedures

Walks & Field Trips

- Appropriate temperature for walks and route information
- Field Trips Rules
- Emergency Backpacks

Extra Information

- How to submit a classroom maintenance or reimbursement request
- Phone ringing for center vs. individual classroom
- Give new employee list of all contact numbers including cell phones
- Meetings with Management
- Policy for combining classrooms at beginning/end of day
- Garbage/recycling

As part of new staff orientation, the childcare director and all staff will review the Federal and State Documents:

The Child Care Act of 1969

The Abused and Neglected Child Reporting Act

Licensing Standards Handbook for the State of New York.

NEW EMPLOYEE FILE CHECKLIST

PAPERWORK

Employee's Medical

T-DAP

TB Test

2 MMR Vaccinations Documented

Information on Person Employed

Transcripts from College or High School Diploma

3 Letters of Recommendation

Mandated Reporter Status

Mandated Training Certificate

SIDS

Shaken Baby

DCFS Universal Precautions

Employee Health Policy and Agreement including Vomit and Diarrhea Cleaning Procedure

The Licensing Standards Acknowledgment

Guidance and Discipline Policy

Outdoor Play Rules and Regulations

Food Handler Certificate

CPR/First Aid

Receipt of Staff Handbook
Receipt of Emergency Management Handbook
Probation Policy Contract
Continuing Education and Professional Development Certificates
I-9 with Identification
Background Check Clearance
Tax Documents needed for Federal and State
Direct Deposit Information

EMPLOYEE 90 DAY PROBATIONARY PERIOD

New and rehired employees will be subject to a probationary period for the first 90 calendar days after their date of hire. The introductory and training period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is used to assess and evaluate the employee’s general capabilities, general work habits and their overall performance in our childcare setting.

If during this probationary period, administration feels the expectations of the school are not being met, at any time, the school may end the employment relationship. During this time, if the employee feels the school is not meeting their individual expectations for a learning environment, they may also end the employment relationship with or without cause or advance notice to the employer.

30, 60, 90 Day Employee Evaluation

ZNR Daycare’s conducts a 30-, 60-, and 90-day review to provide our educators with feedback on their performance. This is an opportunity to touch base with all new employees and discuss what is going well, what the school would like the employee to work on, along with providing a

general sense of the employee’s overall work habits, work ethic and overall performance. This standard helps our employees understand what the school is looking for and provides a benchmark for measuring performance.

The 30, 60, 90-day reviews also provide an opportunity for the employee to discuss their concerns, general questions they may have or any other comments relating to the school’s operations.

GENERAL EMPLOYEE POLICIES

STAFFING STRUCTURE

ZNR Daycare staff primary concern is the care and safety of the children. Sufficient childcare staff is always provided to assure that staff to child ratios are maintained as specified by our states licensing instructions. A written staffing plan is maintained to organize the staff and enable all to give children continuity of care and supervision. The staffing structure is altered time to time to comply with the school’s overall program needs.

EMPLOYEE CLASSIFICATIONS

ZNR Daycare has the following employees on staff to ensure proper supervision and learning environment.

Owner: The owner is in charge of and oversees all elements of the program. The owner handles all business in regard to the city and state. The owner oversees the business finances and the business as a whole.

Director: The childcare director shall be responsible for the planning and supervision of the program and activities of the children; orientation to newly employed staff; on-site supervision of all staff; and in-service training. Executive Director is in charge of the overall management of ZNR Daycare. The executive director oversees all aspects of the program. Executive director conducts all business affairs dealing with property owners, city departments, government agencies and all other businesses affecting the function of ZNR Daycare. The executive director's main responsibilities will include:

- creation of school policies, guidelines and procedures
- supervision of all health and sanitation standards
- supervision of all safety and security procedures
- supervision of maintenance of the school
- supervision of all staff members and business they conduct
- supervision of public relations and accessibility to customers and staff
- maintenance of all financial, accounting, staff and students' records
- recording tuition payments and providing receipts to the parents
- submitting payroll

Lead Teacher: A lead teacher is responsible for the academic, social-emotional growth and development of children in their care who are in their care. The main focus for our lead teachers is to work with parents, administrators and other teachers to improve students' experience and meet teaching goals. Additionally, lead teachers plan, evaluate and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.

- plan and implement activities to meet the physical, emotional, intellectual and social need of students
- purchase adequate eco-friendly materials for the classroom
- ensure equipment and the facility are clean, well maintained and safe AT ALL TIMES
- maintain classroom storage space
- keep the inventory of classroom materials

maintain record of classroom budget money
provide weekly lesson plans in advance
develop rotating materials which introduce math, literacy, science and cultural concepts
establish acceptable disciplinary policies
be familiar with emergency procedures
attend professional meetings, educational conferences, and teacher training workshops in order to improve professional competence
plan and supervise class projects, field trips, or other experiential activities
provide well written weekly newsletters and keep the classroom app updated with fun and proper pictures daily
ensure children are supervised at all times
provide various experiences and activities for children including songs, games and story telling
teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills
build children's esteem
comfort children as needed
clearly and effectively communicate in a manner that children understand
observe children and complete assessments
respect children and their feelings and emotions
develop positive relationships with parents
keep parents informed of program expectations, program activities and their child's progress
conduct parent conferences once a year
train assistants
keep track of the classroom cleaning schedule and ensure that the classroom and equipment get cleaned on regular basis
create a professional relationship of teamwork and cooperation

ensure that assistants have jobs assigned for nap time
share classroom responsibilities in maintaining healthy environment and
positive learning experience

Assistant Teacher: The assistant teacher will support the lead teacher in general supervision of the class, and the overall classroom management. The assistant teachers' duties are the following but not limited to, assist in planning and implementing activities to meet the physical, emotional, intellectual and social need of students, assist in teaching social emotional management and independence, assist in the creation and planning of activities, class project, field trips, and other program activities, staying on task and following the daily schedule, and helping to communicate to parents.

prepare for activities planned by the Lead Teacher
decorate and keep the classroom attractive and relevant to the theme
clean shelves and toys once a month
organize the classroom as directed by Lead Teacher
attend required Staff Meetings
keep communication current with Lead Teacher and Director
maintain professional attitude and loyalty to the school
treat children, parents, other teachers with respect and dignity

Floater and Substitutes: The floater/substitute position act as a support for all teachers in the classroom. This person is required to have all of the same qualifications as an assistant teacher and have the correct paperwork on file.

Serving meals and washing dishes afterwards
Strictly following the food portion guide
Paying special attention to serving food to children with allergies
Keeping kitchen and entrance areas clean and organized
Room coverage after 4:30 and other times when necessary
Maintain classroom cleanness and sanitation
Maintaining ZNR Daycare's policies and procedures

Additional duties as needed

Cook: The Cook is responsible for preparing and serving nutritionally balanced meals for the children. This position is responsible for maintaining high standards of quality food production and portion control using standard recipes and also for appropriate quantities of food needed to meet menu requirements. The Cook is also responsible for assisting with supervision of the children at times during the day and when teachers need assistance. This includes but not limited to cleaning, sanitizing and preparing meals. In addition to assisting the children during their mealtimes, encouraging and teaching portion control. The cooks' main responsibilities shall include, but not limited to:

Food preparation

Food Serving

Staying in compliance with state licensing and health standards

Documentation of food serving temps

Maintenance of menus

Cleaning and general maintenance of kitchen

Serving foods in timely manners

Being knowledgeable of allergies and good restrictions

Wearing proper cooking attire

Food sanitation

Assists with ordering food and supply when necessary

Ensure proper portions of food are served

Sanitization of food serving supply and overall kitchen

Ensure all food is not expired

Helps to supervise children when asked

Ensures a safe and healthy environment with the school team

Follows all protocols and policies of the school

EMPLOYEE HOURS

Employee staffing schedule is based on the needs of the center. The staffing schedule is changed from time to time to satisfy the state's teacher to student ratio. Employees are asked to be flexible with their assigned hours of work. If the employee has important outside elements that effect their working hours, these needs to be addressed immediately with the owner and director, and they will try their best to accommodate the employee's schedule needs.

EMPLOYEE PROFESSIONAL DEVELOPMENT

All daycare staff are mandated to receive outside education classes for professional development on a yearly basis. This information is documented in their personal employment file.

ZNR Daycare provides many opportunities for professional development. These includes online courses, in person training, and information on trainings offered in the community.

APPEARANCE AND DRESS

Our employee's neat appearance and proper attire are important to our ability to maintain a professional atmosphere and leave a positive and supportive impression with parents and our school's visitors. Our employees clothing must be tasteful, clean, neat and appropriate for your daily duties. You are hired to work with children and being down and on the floor frequently is part of the job responsibility. Clothes that are too revealing should be avoided. Clothes that have graphic designs should be avoided, and clothing should not have holes or lavish accessories. Please refrain from wearing leggings with short tops, spaghetti strapped t-shirts, low cut tops or short shorts. Please use a conservative outlook when deciding upon clothing. All employees must be in ZNR Daycare Uniform at all times.

If administration feels an employee's dress is not appropriate, a written warning may be given, and the employee will be given a school's t-shirt to wear. If an alternative outfit is not available, the employee may be sent home that day, without pay.

SALARY AND PAYROLL

Salaries are set individually for each employee according to agreement between the employee and director. Salaries are based upon education, experience, performance and length of service. Salaries are confidential and will be evaluated annually. A salary review does not automatically imply a salary increase.

Payroll will be distributed on Bi-Weekly basis.

It is the employee's responsibility to notify administration of any changes in their personal bank information.

OVERTIME

No overtime will be paid without authorization of the administration in advance. During weeks where there is a paid holiday, overtime pay is not given.

DISCUSSION ON EMPLOYEE COMPENSATION

Conversations regarding salary or hourly pay are not allowed between employees. These topics violate the school's policies on confidentiality and are personal between the employer and the employee.

If an employee is caught discussing salary, hourly or payment discrepancies with other employees, a write up will be documented and placed in the employee personal file.

PAYMENT DISCREPANCIES

ZNR Daycare makes every effort to ensure payment to our employees is correct. Please understand that mistakes can happen. If a payment error occurs, please notify administration immediately so we can investigate and make the proper changes.

PAY EVALUATION

Administration will evaluate an employee pay during their annual evaluation, or when the administration feels an increase is deserved.

GENERAL EMPLOYEE BENEFIT INFORMATION

Employee will earn 5 sick days per year after 1 year of service (full time employee ONLY) Sick days to be used one per quarter (90 days).

CHILD CARE BENEFITS

Full time employees enrolling their child in the school are eligible for an 10% tuition discount. All enrollments will be offered on space availability.

EMPLOYEE EVALUATIONS AND ASSESSMENT OF WORK

Employee evaluations and assessments are conducted to assess the work of an employee, increase productivity levels, and encourage motivation in performance. Staff evaluations are conducted once a year, or as needed.

During an evaluation employee may qualify for an annual increase in salary. Outstanding performance above the school's standards and expectations will be recognized.

Evaluations are conducted by the director or owner of the center and are based on the following criteria, but is not limited to:

- Fulfillment of job responsibilities
- Meeting the school's expectations
- Knowledge of the field
- Compliance with the school's goals, values, and philosophy of education
- Reliability and loyalty
- Attendance
- Overall work ethic and attitude
- Curriculum development and creativity

Working with fellow employees
Working with parents
Interactions with students
Overall communication skills
Passion and drive seen towards the field of ECE
Professional development records
Overall work ethic

EMPLOYEE DISCIPLINARY POLICIES AND TERMINATION

PERFORMANCE CORRECTIVE REVIEW

If an employee's performance is at a level that does not meet the school's standards, at any time administration will conduct a performance corrective review. The purpose of this review is to provide insight and information into the employees work ethic and overall general performance at the school which is unsatisfactory and doesn't meet the school's standards.

Immediate changes must occur within 30 days of the review to improve employee's performance. At the end of the 30 days, a new review will be completed for the employer to determine if the employee has made progress on their work ethic and performance.

DISCIPLINARY POLICY

As an employee of ZNR Daycare, you must perform your duties to the best of your ability. This includes complying, understanding and respecting all policies, procedures and rules of the school.

In cases where an employee's job performance or conduct do not meet our standards, administration will need to take appropriate action. This action may include verbal warnings, written warning, or termination of employment.

Violation of the following policies, rules and procedures will result in a verbal warning, written warnings, suspension or termination of employment. This list provides minimal examples:

- failure to maintain satisfactory work performance
- damaging school property
- stealing school property
- harming a student or fellow employee
- negligent performance of work assignments
- leaving children or a child unattended
- failure to immediately report injuries
- fighting, assaulting or attempting to assault children, members of management, employees or visitors of the school
- unsanitary conditions
- leaving the school for any reason during your shift without authorization
- No personal cell phone use while on duty will be tolerated
- consistent tardiness
- negative attitude
- unexcused or excessive absenteeism
- absence for three consecutive workdays without notifying the administration will result in your automatic termination
- sleeping while supervising children
- misuse or removal of school or employee information or records from school property without authorization
- revealing confidential business information to another employee not authorized to receive it or to any unauthorized person
- disloyalty to the reputation of the school
- disloyalty to the reputation of another employee

DISCIPLINARY POLICY PROCEDURE

When an employee is not performing up to the standards of the school, or if an employee violates any policy, procedure or rule stated in this handbook, or the emergency procedures handbook, a meeting will be conducted, and they will be informed immediately of the violation.

The following steps below will be conducted to correct and address the employee's work performance and behavior. At any time, administration has the right to implement corrective actions which they decide are appropriate based on the situation.

1. Verbal Warning:

After the first offense, an employee will receive a verbal warning. A meeting with the employee and the employer will be conducted in which the administration will address the problem and ask the employee to respond and explain their actions. A verbal warning is documented with a written summary for both parties to sign and is used as a letter of confirmation that the situation was addressed, and all understand the seriousness of the warning. This letter also will document the improvements the employee will be required to make immediately, with a timeframe within which the improvements must be made.

2. First Written Warning:

A written warning may be given for any violation or misconduct of the following, but is not limited to the school's policies, procedures, rule, unsatisfactory work performance, absences or tardiness. A meeting will be conducted before the written warning is issued. This is an opportunity for the employee to respond, told face to face of the transgression and create an opportunity for the employer to have a clear understanding of the situation at hand. Both parties sign the written warning form, and it is kept in the employee's file.

3. Second Written Warning:

A second written warning will be given for any violation or misconduct of the following, but is not limited to the school's rules, policies procedures, the employees unsatisfactory work performance. A second meeting will be conducted to warn the employee that this is their final

write up before suspension or termination. Both parties sign the written warning form, and it is kept in the employee's file.

4. Suspension/Probation/Termination:

After the two written warning meetings have been conducted and the write ups have been issued, administration will decide the next step. Consequences for failure to correct the misconduct and unsatisfactory behavior discussed prior may result in a 2-day, 3-day, full week, or 30-day suspension or probation period. If administration feels that the employee, even under probation, won't make progress or meet the school's standard, the employee may be subject to termination from their job at ZNR Daycare.

TERMINATION

An employee may be terminated from the school if the steps listed under the disciplinary policy have not been satisfied. Termination and or any disciplinary action is at the discretion of the owner and/or director.

A written termination form will be completed by administration, and both parties will sign. This form will then be placed in the employee's file.

RESIGNATION

Employees at ZNR Daycare must submit in writing, a letter of resignation. ZNR Daycare appreciates and encourages our employees to provide at least a two weeks' notice of their resignation.

A resignation form will be completed by the director and signed by both parties.

EMPLOYEE ATTENDANCE AND PUNCTUALITY

Being on time and punctual is important in our school. The students come early in the morning, and stay late, and we must have an adequate number of teachers present and ready to work. ZNR

Daycare cannot operate efficiently unless its employees can be depended upon for coming to work on their scheduled time, and on a consistent basis.

NOTICE OF ABSENCE

ZNR Daycare requires all employees to call administration no later than 2 hours before their scheduled shift to report absence. In cases of emergencies, ZNR Daycare asks that the employee notifies administration as soon as possible.

Do not leave a voicemail when contacting the director. Employees must continue to call the administration until they answer to ensure they are aware of the absence.

If you are absent without notifying the school for 2 consecutive shifts, you will have been considered terminated from ZNR Daycare.

ABSENCE

If any employee is not at the school at their scheduled starting time, the employee is considered late.

If an employee must leave the school during work hours, you must first obtain permission from the Director for clearance.

TARDINESS

If an employee is late to work 3 times in one month, the employee will receive a write up. No prior verbal warning will be given. After the 4th tardy, the teacher will receive a final write up and a 30-day probation period. Any more than 4 tardies in one school year, the employee is subject to termination from ZNR Daycare.

STUDENT POLICIES

The following include general policies that educators must follow, comply and understand when it comes to working with, teaching and their interactions with students.

BITING

Biting is a behavior that is often unexpected and one that can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times it is a temporary behavior and one that is seen between the ages of 11 and 24 months old. Toddler's bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive and lack strong self-control and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly and can be shocking to observe. Our primary concern at ZNR Daycare is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as educators to handle these tough situations in positive, constructive and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve this issue immediately. The school will encourage the children to "use their words" if they become angry or frustrated. **The staff members will maintain a close and constant supervision of the children at all times.**

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. **For every bite incident, two actions will occur**

- 1. Parents will be contacted with a phone call.**
- 2. An accident report will be completed and signed by the parent/guardian at pick up for the child who bit, and the child who was bitten.**

If the biting becomes excessive and the school's techniques have been exhausted, ZNR Daycare has the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this point. These measures are outlined as follows:

Procedure Employees will follow if Biting Occurs:

We do not use techniques to alarm, hurt, or frighten children. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
3. An accident report form is filled out documenting the incident for both children involved.
4. Parents/guardians will sign the form at pickup
5. This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be brought to an area of the classroom where they can talk with the teacher.
3. Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
4. An accident report form is filled out documenting the incident for both children involved.
5. Parents/guardians will sign the form at pickup

6. This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.

Procedure if Biting Continues:

1. The child will be shadowed to help prevent any biting incidents. This includes the teacher staying close by the child at all times and holding the child's hand in moments where there is free play, outside time, high energy activities, or times where the child bite in the past.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.)
3. The director and administrative staff will also observe the child if the classroom staff is unable to determine the cause.
4. The child will be given positive attention and approval for positive behavior.
5. The teachers will also support the learning of appropriate behaviors with books, short acceptable educational video clips, puppet shows, and modeling interactive games and activities.

Procedure if biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. An action plan will be created by administration, the teachers and the parents which will be followed immediately in the classroom. This action plan can consist of shadowing and mirror techniques, half day exposure to school, or an agreed upon disciplinary approach.
3. At the end of the one-week action plan, if they child has 2 incidents of biting, suspension or discharge from the program will be decided by the administrator if they feel the behavior is disrupting the classroom, cannot be controlled and harming others.
4. Recommendations for therapy, alternative schooling and other ideas will be provided to the parents.

Please note, ZNR Daycare will do it's best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the teachers may have exhausted all resources.

POTTY TRAINING

Stages of Potty Training

ZNR Daycare believes there are three steps to potty training or toilet learning. These stages are:

First Stage: Interested in the Potty!

This stage occurs when the child starts to communicate that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!

Second Stage: Toilet Trained with Adult Support

This occurs when the child is able to use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do occur frequently in this stage. This stage's focus is to get the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it properly!

Third Stage: Potty Training

The student is capable of using the toilet, mostly on their own and expresses the need to go potty on the toilet. They are communicating interest and taking action. The child is showing signs of readiness and is feeling independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness

Verbal Signs:

The child is able to speak in three-to-four-word sentences.

The child is able to speak when his or her diaper is wet.

The child is able to say they feel that they need to go potty or are wetting their diaper.

The child tells you that he or she needs to go to the bathroom.

Physical/Psychological Signs:

The child stays dry for longer periods of time

The child is able to hold urine or bowel movements.

The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.

The child can pull down and pull up pants and underwear

The child asks and wants to wear underwear.

The child initiates using the toilet by walking to it.

The child can learn and initiate the following actions of going to the bathroom, pee, wipe, flush and wash hands.

General Notes on Potty Training

The following notes are important to remember while potty training your child:

1. Make potty training a POSITIVE EXPERIENCE for everyone!
2. Never make the child feel bad for having an accident. Remember, it is a process!
3. Positive reinforcements are beyond helpful in training
4. Make sure to pay attention to the child's signs of readiness and be ready yourself!
5. Remember that all children potty train at their own speed.

The Potty-Training Process at Home and School

ZNR Daycare requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated and there is not a lot of changes in the child's life.

The Process at Home:

1. Notify the teacher of a schedule weekend you plan to start the process. Ensure that the teacher is aware and can start working with your child at school around the same time.
2. We recommend your child to stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child to wear comfortable, easy to remove clothing during this process.
5. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.
6. Read books throughout the process and watch clips to support this new and exciting milestone.
7. Staying consistent with the procedure at home is the most important step in this process.

The Process at School:

A successful weekend at home is defined by the child having 3 or less accidents and remain excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success!

1. Notify the teacher that it was a successful weekend through a note in the app or face to face conversation.
2. Bring extra clothes and underwear in case of accidents.

3. Walk the child to the bathroom and show them how it looks just like the one at school. Stay a minute at the school to have the child sit down and become comfortable with a toilet outside of their home.
4. Talk with the child about how excited you are for them to use the potty at school.
5. The teachers will bring the student to the bathroom every 1.5 to 2 hours.
6. Notes on the potty-training process at school will be provided to the parent.

**The following Guidelines must be followed when children are potty training at school/
wearing underwear:**

No Overalls, pants that have a belt, pants that snap or any clothing that is hard to get out of quickly.

Bring an extra pair of shoes if possible as they can get wet too.

ALWAYS have extra clothes and underwear onsite at the school.

Inform the teacher if your child prefers to sit or stand when using the toilet.

Keep a small supply of pull-ups for nap time at the school.

It is your responsibility to take home any soiled clothes to be cleaned and sanitized - not the school's!

TRANSITIONING A STUDENT TO THE NEXT AGE GROUP

Student's will transition to the next age group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Most transitions occur at the start of the new school year, which is in September, but some may be able to occur during the school year if a space becomes open.

ZNR Daycare transitioning schedule is based off of how the students reacts to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers. The second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow for more time in

their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress.

Parents will be notified with detailed messages through the school's app on the students' progress. We believe that slow and steady wins this race, and positive energy by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

ATTIRE FOR CHILDREN

Children will be required to wear the ZNR Uniform.

SPECIAL EVENTS

ZNR Daycare hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified through email, 3 weeks prior to the event. Please note, alcohol and smoking are prohibited.

Your participation in these events bring a feeling of connectives and collaboration at our school!

YUMMY, IT IS TIME TO EAT!

MEALTIMES

Meals are served at 8:30am, 9:45am, 11:30am and 3:00 pm

MENUS

All food menus are posted in the kitchen, walkway entry, classrooms, and the office.

WATER AND MEALTIME FLUID

Drinking water is freely available to all children at ZNR Daycare at all times. The water is supplied from a water fountain.

ZNR Daycare will provide milk to the students for breakfast and lunch. Water will be served with snack.

CHILDREN WITH SPECIAL DIETS

If a student has allergy or dietary restrictions, please inform the school immediately. Parents/guardians must notify administration in writing and this is kept in the child's file. This information is also posted in ZNR Daycare's classroom for all to be aware.

Depending on the seriousness of the allergy and form of ramification used, parents may be asked to complete a Food Allergy Information form.

FOOD FROM HOME

If ZNR Daycare's is unable to provide the food needed for a special diet, meals or portions may be provided by the parent. This must be agreed upon by the parent and administration.

Potentially hazardous and perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food and will not be shared with other children. These special meals will not be shared with other students, and it is the parent's responsibility to ensure the student has food at the school every day.

SCHOOL CELEBRATIONS

ZNR Daycare loves to celebrate your little one during the school day! Parents/guardians must confirm this with administration one week prior to the celebration to go over any allergy restrictions the school has, and the amount needed to satisfy the classrooms capacity.

DISCIPLINARY POLICY FOR STUDENTS

DISCHARGE POLICY

ZNR Daycare has the right to terminate a child's enrollment under specific circumstances. These include any child who after many attempts does not progress in their behavior and whose behavior is affecting the large group as a whole. This also includes any child whose needs cannot be met by the school's philosophies. Many attempts will be made prior to help the child thrive in our environment. These include observation notes, therapy referrals and tactics to be used at home and onsite at the school.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes on the classroom behavior and academic performance checklist and provide additional notes with dates and other insights into why a situation or situations occur and what was the situation that may or may not have resulted in the behavior.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed on by all parties including staff, parents and administration. Behavior therapist and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

Classroom Behavior and Academic Performance Checklist for an employee to complete:

Classroom Behavior and Academic Performance Teacher Checklist

Directions: Indicate observations by placing a **X** in the appropriate box to the left of the column:

Student: <input style="width: 40px;" type="text"/>	Teacher: <input style="width: 40px;" type="text"/>	Period: <input style="width: 20px;" type="text"/>	Today's Date: <input style="width: 60px;" type="text"/>		
Number of absences: <input style="width: 20px;" type="text"/>	Subject: <input style="width: 40px;" type="text"/>	Grade average: <input style="width: 20px;" type="text"/>	Number of discipline referrals: <input style="width: 20px;" type="text"/>		
X	Positive Academic Performance	X	Negative Classroom Behaviors	X	Academic Concerns
	Pays attention in class		Does not follow rules/non-compliant		Lacks motivation
	Engaged in school /class		Disrupts class		Does not pay attention
	Self motivated/self starter		Disrespectful towards teacher		Drop in grades
	Completes assignments on time		Disrespectful towards peers		Low grades due to low test scores
	Asks for assistance		Bullying/Intimidation towards teacher		Does not complete assignments on time
	Works to potential		Bullying/Intimidation towards peers		Wastes time beginning assignment
	Organized		Argumentative with teacher		Does not follow directions
	Good decision-making skills		Argumentative with peers		Disorganized
			Uses profanity towards teacher/peers		Inconsistent daily work
	Positive Behaviors		Does not think before acting		Does not ask for assistance
	Resolves conflicts peacefully		Displays obscene gestures		Lacks English skills
	Honest		Easily influenced by peer pressure		Not engaged in school/class
	Thinks before acting		Gets out of seat w/o permission		Homework incomplete
	Positive self-esteem		Physically aggressive		Other:
	Shows integrity		Displays negative attitude		
	Follows rules/compliant				Class Attendance
	Sense of empathy		Additional Behavior Concerns		Excessive absenteeism
	Is a leader		Dramatic attention-getting		Patterns of absences
	Positive view of future		Hyperactive or nervous		Frequent tardiness
	Responsible for actions		Agitation/fidgety		In jeopardy of losing credit
	Other:		Easily distracted		Frequent visits to restroom
			Takes no responsibility for actions		Frequent visits to nurse
	Classroom Interventions		Expresses low self-esteem		Frequent visits to counselor
	Guidance Referral:		Isolation/withdrawn		
	MTSS Referral:		Negative view of future		Other Concerns
	Preferential seating:		Dishonest		Substance abuse
	Phone calls home: details below:		Self destructive thoughts and behaviors		Poor social skills
	Conferences: details below		Other:		Overage for grade
	Number of time-out(s):				Medical problems
	Number of teacher detention(s):				Mental health issues
	Other:				Other:

Additional Comments:

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

ASSESSMENTS, OBSERVATIONS, EVALUATIONS OF STUDENTS

ASSESSMENTS AT ZNR Daycare

ZNR Daycare reserves the right to conduct developmental assessments of children's growth and progress, to determine appropriate placements and programming.

PROFESSIONAL EVALUATIONS

ZNR Daycare may ask parents to share professional evaluations when necessary to determine how best to meet the needs of their child. This information helps us to provide the best care possible for your child's unique growth and development.

PARENT AND TEACHER CONFERENCES

Parent-Teacher conferences occur multiple times during the year. These meetings provide parents with insight into their child's growth and development while enrolled at the school, and insight into what parents can do at home to support what is occurring at school. PTCs also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the school's doors.

Parents will be aware of their schedule Parent Teacher Conference Time one month prior to the scheduled meeting.

EMERGENCY PREPARDNESS

EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is located in every classroom, and always available on the school app.

EMERGENCY HANDBOOK ONSITE

ZNR Daycare has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff upon hire will be trained

EMERGENCY PROCEDURES

IMMEDIATE MEDICAL ATTENTION

If a child or a staff member receives an injury while at school, an accident report is completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook.

FIRE

Fire drills will be practiced at random times of the day. The drills will occur one to two times a month, at least once a month. Evacuations maps are posted throughout the school and easy to access and see at all times. All employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm, rules and procedures to take while evacuating the building.
- The director or owner will sound the alarm, and the school will take action and perform the evacuation procedure.
- Children will proceed immediately to their designated outside school meeting spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and cell phones with them.
- The staff will take attendance of the students and check off their attendance sheets or communication app.
- If safe, the director or owner will quickly check hiding spaces in the school for any lost children. They will also check for any sources of smoke or fire during a real emergency fire situation.
- The director or owner will then meet the rest of the students and employees at the designated area.
- The director or owner will review attendance by checking the sign in and out sheets, or other documentation for student's attendance (the school's communication app).
- The director or owner will time the drill to see how long it took to evacuate the building.
- The director or owner will confirm with local law officials when it is safe to return to the building. The director or owner will assist with children who need support to return to the building like children of the younger ages.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.
- Parents will be notified a fire drill occurred on this day.

TORNADO

Tornado drills will occur twice a year, at most times during the spring and summer as tornados occur during the warmer months. Evacuations maps are posted throughout the school and easy to

access and see at all times. ZNR Daycare employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm, rules and procedures to take during shelter in place.
- The director or owner will sound the alarm, and the school will take action and do the shelter in place/lockdown procedure.
- Children will proceed immediately to the designated lockdown site/shelter in place designated spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and cell phones with them.
- Students will take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.
- The staff will take attendance of the students and check off their attendance sheets or communication app while also comforting students to take the proper safety position.
- If safe, the director or owner will quickly check hiding spaces in the school for any lost children.
- The director or owner will meet at the shelter in place designated spot to review attendance by checking the sign in and out sheets, or other documentation for student's attendance (the school's communication app).
- The director or owner will time the drill to see how long it took for the students to take shelter.
- The director or owner will confirm when it is safe to leave the shelter in place designated spot. The director or owner will assist with children who need support to enter back into the program main area.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.

- Parents will be notified a drill occurred on this day.

MISSING CHILD

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for the missing child. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- Begin Lock Down procedure. All exits must be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.
- The facility director will notify the guardians of the child that the child is missing from the facility.
- While the police are in route to the facility, the staff will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will stay on the facility premises at all times to be the contact person for the police department, as well as the missing child's guardians.
- The police should be asked to activate Amber Alert by the facility director.

POISON PROCEDURE

- The Poison Control Center phone number will be posted on the list of emergency numbers by the telephone.
- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-252-2022 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.

- Chemicals, medications, pesticides, paints, cleaning agents and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with original labels intact.
- Poisonous plants are not permitted in the center
- Staff must identify plants and determine “safe” prior to bringing to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-252-2022 or 1-800-942-5969) for guidance.
- Food-handling staff will be trained in and follow Integrated Pest Management practices for prevention of pests.
- If additional pest control is necessary, only a licensed exterminator will apply pesticides.
- Pesticides must be EPA approved with natural pesticides that are non-toxic to humans.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. Application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label.
- The Program Director will notify parents and staff before using pesticides.
- Following use of pesticides or other potentially toxic chemicals the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, and etc.

MEDICATION POLICIES

This policy was written to encourage communication between the parent, the child’s health care provider and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

Important General Notes:

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The childcare provider must be notified by the parents that a dosage at home was given, and at what time it was administered to the child.

Medication will only be accepted into the school if the proper documentation is completed and all policies and procedures for accepting medication are followed. Medication will only be used for the student whose name is documented and the medication has been approved for.

Medication will not be shared.

Medication will be always kept in a locked container.

Medication will be administered in a manner that protects the safety of the child.

Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication

Communication Agreement Between Parents and School Regarding Medication

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

The Director or Director Designee is always authorized to contact the pharmacist or health care provider for more information about the medication the child is receiving and in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

Accepting Medication

- All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- Medication will not be used beyond the date of expiration.
- Consent forms from parents and doctors will be completed prior to arriving at the school and complete.
- The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lighted area.
- Medication will not be kept in rooms where food is prepared or stored, unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
- If a medication is close to expiration, the director will notify the parents to bring in new medication prior to the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked whether the medication is empty or full

PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The school must receive a doctor's note. This can be in the form of a letter, labeled on the container/bottle or labeled on the packing.

- The administering of medication will be recording in a log with the date, times administered, dosage given, prescription name and signature of the person who administered medication.

Receiving the Prescription Medication:

- Prescription medication will ONLY be accepted only in its original container.
- Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

The pharmacy label must clearly state:

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- The expiration dates
- specific instructions for storing the medication

Administering Prescription Medication:

- Only the designated staff member will administer medication.
- Prescription medication will be administered as required by a physician.
- Prescription medication will be used only for the child named on the label.
- The administration of all medications will be recorded in a medication administration log.

NON- PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name and the name and signature of administering the medication.

Receiving Non-Prescription Medication:

- Non-Prescription medication shall be accepted only in its original container. Medication that is not in its original container will not be accepted into the school.
- Non-Prescription medication shall be clearly labeled with the child's first and last name.
- The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

Administering Non-Prescription Medication:

- Only the designated staff person will administer medication.
- Non-Prescription medication shall be used only for the child who is confirmed to receive it.
- Non-Prescription medication may be dispensed in accordance with manufacturer's instructions.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name and the name and signature of administering the medication.

REPORTING AND DOCUMENTATION OF ILLNESS, INJURIES AND ACCIDENTS

REPORTING OF COMMUNICABLE DISEASE

The school will report any suspected case or known communicable disease to the local health authorities.

Parents will be notified through email and phone calls of any illnesses in the school.

The school will maintain a file of reported illnesses that may indicate possible disease that is infectious.

EMERGENCY CONTACT DOCUMENTATION FOR CHILDREN

Upon enrollment, parents completed an emergency contact form. This form must be updated annual, and it is the responsibility of the parent to ensure all information is accurate and up to date.

If after 3 attempts, the parents or guardians do not answer, the alternate emergency contact person will be contacted.

REPORT OF STUDENT INJURY

All injuries, whether small or large, must be documented on an accident report form. Employees can receive a copy of this from the director. The teacher who observed the injury, is responsible to complete the form with as much clear, detailed and honest information as possible.

In serious events, the director or owner will decide to call the parent to notify them prior to pick up.

INJURY OBSERVATION REPORT

Employees conduct health screenings of students upon entering the school. During the health screening, if a mark, bruise, scratch or any other injury indicator is observed, a “Injury Observation Form” is completed. The observation form will be reviewed and signed by the director, the witnessing teacher and then signed by the parent at pickup. Completed reports will be filed in the student’s personnel file.

REPORT OF SICK CHILD AT SCHOOL

A parent is immediately notified first through a direct phone call that their child is ill at school. The teacher will then complete a sick child report form which documents the child’s temperature, symptoms, and policies for when the child can return back to school and acknowledgement from the parents with a signature on the form.

OUTDOOR PLAY POLICIES

Students will be provided with a safe outdoor environment to allow for creative and constructive play. To keep students safe while they enjoy the outdoors, the following guidelines must be followed:

Preparation for Outdoor Play:

- Parents and employees will ensure students are dressed properly for the weather.
- Parents and employees will ensure students have appropriate shoes for the weather and outdoor activity.
 - This includes ensuring students are wearing closed toed shoes and that shoelaces are tied when applicable.
- Employees will take attendance of students present and will confirm attendance with office before leaving the building.
- Employees will have an appropriate communication device on hand in case of emergencies.
- Employees will carry emergency supplies which includes first-aid kit, attendance list, medication for students, and emergency contact forms.
- Employees will review playground and walking rules with students before going outdoors.

During Outdoor Play:

- Upon arrival to the playground or during the walk, employees will take attendance again.
 - Employees will take attendance intermittently throughout any outdoor activity.
- Employees will not congregate into groups with other adults. All employees will be positioned so that each adult can adequately supervise students in all areas of play.
- When equipment is in use, Employees will show students how to use it properly and safely.
 - To encourage positive behaviors, Employees will use clear and positive statements: “Walk around swings” rather than “Don’t get in the way.”

- In the case of an injury, Employees will notify the office immediately. Additionally, Employees will report any safety issues on the playground or during the walk they observe.
- Employees will utilize outdoor play as an extension of the classroom.
 - This may include the addition of toys, books, and art supplies to the existing equipment, allowing students the choice to explore and inquire.
- Students will not be allowed to go into the school building unattended to go to the bathroom or for any other reason. If more than one adult is present, Employees will take small groups into the building during playground activities. If assistance is needed, Employees will communicate with the office.
- Employees and students will refrain from eating or drinking unless sitting. Water will be encouraged.
- Employee's will refrain from recreational cell-phone usage to ensure proper supervision of students and activities

After Outdoor Play:

- Before going inside, Employees will inspect playground equipment for broken, worn, or missing parts.
- Employees will ensure playground and walking path is free of trash, and that toys and materials are back in place. This will ensure the playground and walking path are inviting for the next group of students!
- Employees will take attendance before leaving the playground or coming back from the walk. Additionally, Employees will take attendance one last time upon entering the building.
- Before returning to the classroom, Employees will have students wash hands and use the restroom.

During Inclement Weather:

- If the playground is not safe (i.e slippery due to icy surface), students will go for a walk if the sidewalks have been cleared and are safe to use. **No major streets will be crossed.**

- If the temperature is -10 degrees or colder, including wind chill, students will remain indoors.
- If it is raining, thundering, lightening, snowing, hailing, and/or extreme winds, students will remain indoors.

GENERAL PARENT POLICIES

LATE PICK-UP POLICY FOR PARENTS

A \$1 late pick-up fee occurs every minute the family is late.

ILLNESS POLICIES

The following criteria will be considered in determining if your child must go home:

- a fever of 100 degrees or more
- inflammation of the eyes (excessive redness, glassy or discharge)
- vomiting
- more than one incidence of diarrhea or loose stool which is not contained within clothing
- communicable disease as defined by the Department of Health Services/Center for Disease Control
- unknown rash
- excessive nasal discharge
- pain

If your child is sent home due to illness, he cannot return to preschool until he has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

- Mood, appetite, behavior and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (have been used for a full 24 hours)

Vomiting cleared for 24 hours
diarrhea cleared for 24 hours
Frequent coughing, excessive nasal discharge resolved
Pain resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.

Children returned to the center with signs of illness or communicable disease will be refused entry into the preschool.

Please consult with the director if you need additional information.

Sick/Illness Policy

FEVER

Fevers are common in young children and are often a signal that something is wrong. If your child has a fever of **101.0F** or higher, please keep him or her home. If your child develops a fever of **101.0F** or higher while at the childcare, you will be called to pick him/her up. If your child's fever is less than **101.0 F**, you will be notified and you may express your wishes to us at that time.

Diarrhea and Vomiting

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 3 or more diarrhea episodes, or any uncontained diarrhea while at childcare, you will be called to pick him/her up. We use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea can be spread through carpets, toys, swings and direct contact. It is very difficult to keep from spreading these germs to other children.

Please keep your child home until 24 hours after the vomiting or diarrhea has stopped.

RASH

A rash may be a sign of many illnesses, such as measles or chicken pox. In infants, an external rash may be a sign that something is going on internally. Please do not send your child to the childcare with a rash until the doctor says it is O.K. to do so.

When children return too soon, there is a much higher rate of recurrence and contagiousness.

Coughs and Colds

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to:

- Bad cold with hacking or persistent cough
- Green or yellow nasal drainage
- Productive cough with green or yellow phlegm being coughed up

These symptoms may be present with or without a fever.

If your child has just a cold, please notify us. We encourage extra fluids and proper hand washing. If there are cold medicines you know will make your child more comfortable, we will administer them with your doctor's advisement and your written permission.

Please do not expect us to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in childcare. Fresh air with proper attire is always healthy.

Doctor's O.K.

In some instances you will be asked to keep your child home for a 24 hour period and/or until we have written permission from your doctor saying your child is well enough to return to childcare.

Bringing In Ill Children

If your child is not infectious and your doctor has said they may return to the childcare, but your child is still not feeling 100%, please see that we have everything to make him/her comfortable. Items such as extra clothing, pillows, blankets, etc. are very helpful to your child.

ARRIVAL PROCEDURE

Upon arriving to the school, parents must pull up in the designated pick up and drop off spot in the front of the building. Parent's must walk their child up to the front door. The teacher will be ready to sign the child in and assist the child with putting their belongings away.

DEPARTURE PROCEDURE

The allocated pick-up time is determine at the time of contract. If you plan to pick up your child earlier, please notify administration 2 hours prior through email. Upon picking up your child, you are responsible to grab their belongings. This includes nap time items, artwork and other personal items.

PICK UP AUTHORIZATION

For safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

Pick Up Authorization Process:

- Parents/guardians must inform ZNR Daycare (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
- The "Authorized Pick-Up Person" must be at least 18 years old and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

LESSON PLANNING

ZNR Daycare studies weekly thematic units for each age group. The thematic units focus on the students interests and are developmentally appropriate.

PLANNING ACTIVITIES

The lead teacher of the classroom must have the lesson plan complete and organized and handed into administration the Thursday prior to the week of the study. Staff members are responsible for carrying out the lesson plan and working the learning in well with the daily schedule of activities.

WEEKLY THEMES

Here at ZNR Daycare, our teachers create weekly theme units. These are focused on our students ages and are developmentally appropriate. In August, our teachers work with administration to provide a weekly theme list for the entire school year. This is provided to the parents at the beginning of the school year, as they are a valuable partner in the child's growth and development.

PARENT COMMUNICATION

Parent teacher communication starts from the moment the child enters the doors of the school. Parent's impressions are formed right away, so it is important to understand how important your verbal and nonverbal communication habits means to parents. Parent teacher communication is critical to providing the best care for their children.

DAILY REPORTS

Daily reports are provided at morning huddles. If you have any questions regarding your child's daily report form, parents must notify teachers immediately through email, or a phone call to the school. As an employee, it is your responsibility to respond promptly and factually.

ACKNOWLEDGMENT OF RECIPT OF EMPLOYMENT HANDBOOK

Today's Date:

I _____ an employee at ZNR Daycare have received a copy of the ZNR Daycare Employment Handbook.

I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.

I understand that these policies and procedures listed in this handbook are subject to change to reflect the needs of the program.

I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to date handbook.

Employee Signature

Date

Administration Signature

Date

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