

## Staff, Volunteer and Substitutes Orientation

Task	Description	Initial
Center Philosophy	To focus on the child's physical, emotional, intellectual, and social development through hands-on, developmentally appropriate practice. We strive to follow best practice following the professional code of ethics.	
Goals	As a Nationally Accredited program, it is our goal to provide a high quality early childhood environment at an affordable price. (NAEYC standards posted on the centers website).	
Tour of the Center	Staff bathroom, classrooms, kitchen, storage closets, first aid stations, laundry room, swimming pool.	
Where to Park	Park on the side of the building.	
Meeting of Advisor/Mentor	Assigned person to help transition into the program.	
Confidentiality	Our center stresses the importance of protecting the rights and privacy of children. <b>Agreement:</b> I agree to respect the confidentiality of verbal and written reports of children, families and teachers within my classroom, the center, and in my non-work environment.	
Job Description		
Emergency Training Fire	Ensure EVERYONE lines up in the classroom. Teacher leads the group outside of the building to the back playground. (Posted in each classroom)	
Accident	In an emergency, call 911. First Aid supply locations. Minor accidents should be cared for in the classroom to maximize the supervision of all of the children. Accident/Incident reports.	
Medication	All medication must be turned into the front desk with the proper documentation and administered under MAT guidelines.	
Tornado	See posted diagram for assigned shelter-in-place. Away from outside doors and windows (Posted in each classroom)	
Shelter-in-Place	See posted diagram for assigned shelter-in-place. Shelter-in-place emergency supply bag in front foyer (Posted in each classroom).	
Sick Child	Separate from group if fever greater than 101, severe coughing, difficult or rapid breathing, yellowish skin/eyes, pink-eye, spots or rashes, sore throat, dark urine, grey or white stool, vomiting, severe itching body or scalp, any communicable disease (A list of communicable diseases and their indicators is posted in the staff bathroom).	
Staff Handbook Reviewed		
Daily Schedule Reviewed		
Child Abuse/Neglect	As a professional child care provider, if you identify child abuse or neglect you are required by law to report it. It is the policy of the center to report suspicion to the center director who can identify the indicators. Staff suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. If a staff person is accused of neglect or child abuse, a fact-finding investigation will be initiated. The staff person may be under heightened scrutiny to protect the children (supervised work or suspension), until the investigation is over and a determination is made.	

Playground Safety Plan	Children should not be allowed to go to areas of the playground that the teacher cannot see. If you are the only teacher on the playground, you may have to “close” part of the playground so you can see everyone. If there are more than one teacher on the playground, spread out so you can supervise as much of the playground as possible. Supervise high-risk activities (jungle jims, slides) carefully. Do not allow children to go inside by themselves. Keep the same ratio on the playground as you do in the classroom. Remove any play equipment that is broken. Clean up the playground before leaving it.	
Staff to Child Ratio	For the age group you will work with most: What to do if the ratio is exceeded? Tell the supervisor immediately. Staff must have sight and sound supervision of their assigned children at all times.	
When a child arrives late and the class is on a field trip...	The child must be accepted and supervised in another classroom until the group arrives back and the “normal” teacher takes over supervision.	
Confirming the absence of a child who was suppose to arrive from another program...	Call and find out where the child is...	
Bathroom Supervision:	Identifying whereabouts of children at all times including while using the bathrooms...	
Field Trips:	Identifying where children are at all times and accounting for them before leaving the center, while in the bathrooms, before leaving field trip site, return to the center, and ensuring everyone is off of the vehicles.	
Lost or Missing Child	Activate the center’s Emergency Action Plan...	
Hours of Operation	7:00am-6:30pm Monday through Friday Messages can be left for staff at the front desk 804-346-2000. The center is closed on the following days, New Year’s Day, Memorial Day, Independence Day, Labor Day Christmas Day. If the holiday is on a Saturday, the center will close the Friday before. If the holiday is on a Sunday, the center will close the Monday after. The center’s website is <a href="http://www.StarlingChildCare.com">www.StarlingChildCare.com</a> . Information will be posted on the website in case of weather/emergency related closing.	
Transportation	Vans/buses shall drop off children at the front door with the passenger’s door facing the center. Children are not allowed to enter the building alone, the driver must remove the key from the ignition and escort the children into the building making until another adult takes over supervision. The driver must then ensure that all children are off of the vehicle by going to the back of the vehicle to check for “sleeping” children before parking or continuing on another run. Staff to child ratio should be kept the same on the vehicle as in the center. Children with disabilities shall be driven on specially designed vehicles and with a monitor trained in meeting the child’s needs.	

Arrival	Parents must bring their children into the center, sign them in, and bring them to their classrooms.	
Departure	Parents must come inside, get their child, then sign out. Children are not allowed to go outside the front door in front of their parents for safety reasons.	
Release to those Authorized	How do you know if a parent is authorized? Is it only the front desk's responsibility?	
Hand washing	Must be done by employees and children upon arrival, before and after bathroom, eating, using chemicals, touching animals, using water tables, sneezing/coughing...	
Accepted guidance and classroom management techniques	Redirection, positive encouragement	
Unacceptable Discipline	See Classroom Manual	
Curriculum	The Creative Curriculum used at the center is responsive to the children's backgrounds and interests. We adapt the curriculum by first evaluating the Family Surveys each year. We then base the themes on their values, beliefs, experiences and language.	
Respect of Families Cultures and Languages	When children speak another language, we provide some instruction in their language, we label objects in the room in their language, and we provide interpreters during important discussions like conferences. When a cultural difference interferes with center goals, we search for alternative methods that align with both the center and the family.	
Limited use of TV, Tapes, DVDs	The center limits Passive Media to developmentally appropriate programming. While "rainy-day" movies may be watched, the director must pre-approve other programs, tapes, DVDs. The teacher must show how the media aligned with the goals of the curriculum. Passive media is not used at the beginning or ends of the day.	
Teaching Team	When working with another staff person, work together to implement the daily activities. For example, while one teacher reads a story, the other cleans/sanitizes the tables for lunch.	
Child Assessments	Assessments are an important tool we use to gauge individual children's progress, curriculum effectiveness, and whether modifications are needed in the center's approach to teaching. Families are encouraged to participate in the assessment process and results. The results are confidential and never shared to other agencies without WRITTEN consent.	

Parent/Teacher Conferences	Twice a year, this is a planned time to talk to parents about their child's development. Staff attempt to work with parents on the assessment plan, and a list of skills learned in each Learning Center is shared with the parents. A written report is also given to each parent about their child's progress at the conference. All teachers must have a training on conferences before they are conducted.	
CPR and First Aid Training	Pediatric and Adult CPR and Pediatric and Adult First Aid classes conducted twice a year. This center requires all become certified for continued employment.	
When to Exclude a Child from the Group	Children should not attend when they are suspected of having a communicable disease, have a temperature over 101 degrees, if the teacher is unable to provide the additional care necessary and still care for the other children's well-being (A list of communicable diseases and their indicators is posted in the staff bathroom).	
Medications	All medications, including suntan lotion, must be turned into the front desk with a signed Medication Form. They are to be dispensed using MAT guidelines only.	
Outdoor Play	This is an essential period of the day for social and gross motor development. On days of inclement weather, temperature under 32 degrees, Red Ozone Alert, or heat advisories, outside time may be reduced. Alternative indoor gross motor activities shall be conducted instead (swimming with a lifeguard on duty, dancing, obstacle course, etc.).	
Temperatures	Food shall be first tested by the cook. Secondary testing shall be done by each classroom teacher. The food shall not exceed 110 degrees. Microwaves may not be used to warm baby bottles. Water from the tap shall not exceed 120 degrees. The temperature in the building shall not be set below 68 degrees. If the temperature exceeds 80 degrees, fans shall be used.	
Food Brought from Home	Any food brought from home shall be labeled/dated, and placed in a refrigerator until service.	
Community Resources	When teaching staff need additional community resources, they can access the Child Care Resources Guide for the most up-to-date information and referral. An Internet computer is available at the front lounge that can be accessed during break or planning times from our website. The account set up with Child Care Resources staff access to professional guidance, training, and referrals.	
Breaks	Caring for children is demanding. All staff are required to take a 15 minute, unpaid break every 4 hours. Typically, staff will take a 1 hour ,unpaid, "lunch" break during naptime instead of two unpaid 15 minute breaks. The rest of naptime shall be used for teacher Planning Time.	

Staff Evaluations	These evaluations are done once a year to help staff understand their performance and to evaluate their Professional Development Plan.	
Program Evaluations	Annually, staff are involved in the program evaluation by filling out surveys to see if the program goals are being met.	
Formal suggestion system, complaints, recommendations, and feedback.	There are several methods given to staff for feedback regarding decision-making related to program improvement. Feedback may be given through the center website's Employee Corner and director/staff meetings, and formal Program Evaluations.	
Center Leadership	<p>It is the Director's responsibility to ensure the financial longevity of the center, ensuring jobs to the community by providing quality, Nationally Accredited, child care at a price that families can afford.</p> <p>The Leadership consistently considers changes in the environment and proactively responds. When changes are needed, the leadership takes steps to make the transitions as smooth as possible.</p> <p>The leadership sets the professional example for others creating an organizational climate that fosters fiscal discipline coupled with a creative environment for children and staff.</p>	
Child/Teacher Transitions	<p>It is best practice to reduce the number of staff that care for children each day and each year. When a secondary person takes over for you, it is best that the same secondary takes over each day whenever possible. You should take time to fill them in on important information before leaving.</p> <p>When a child enters a program or moves to a new teacher's room in the center, it is best to start out slowly. Spend an hour in the new classroom the first day, two hours the second day, then a half day. It is best to maintain the transition on sequential days to maintain the routine.</p> <p>When it is time for children to enter Kindergarten. It helps to invite the child's new Kindergarten teacher to the center. This is a good time to go over the child's portfolio and review his/her progress. Be sure to get written consent from the parent before doing this.</p>	

<p>Parent Communication</p>	<p>Many forms of communication are legal documents. Parents expect professional grammar and hand-writing. Although simple reports may be filled out and sent home, any notes home must be reviewed by the Director for content, grammar, and neatness.</p> <p>Written correspondence to families and/or others (related to Starling Child Care &amp; Learning Complex) must be approved by the Director before distributing.</p> <p>Printing on materials sent home and on classroom materials is to be done in the correct manuscript form with correct spelling and grammar.</p> <p>All communication with parents is to be done through the center's phone system, website, or center email. Giving parents personal phone numbers, cell phone numbers, social network addresses like Facebook or MySpace, or email addresses is strictly forbidden and grounds for immediate termination.</p> <p>When difficult situations arise with parents, teachers are encouraged to seek guidance from the Director.</p>	
<p>Community Relationships</p>	<p>It is the job of all Early Childhood Professionals to support government initiatives to increase funding for their field. From time to time, center staff will be encouraged to write to their legislator to support change. All staff are encouraged to promote Early Childhood Education by joining professional associations.</p>	
<p>Difficult Behaviors</p>	<p>Ask for guidance, develop a plan.</p> <p>If this doesn't work, develop a plan with the Director to involve the family. Ask for professional guidance (using Professional Guidance link on the center website).</p>	
<p>Expectations for Ethical Conduct</p>	<p>Staff are expected to maintain and model the highest standards of professional conduct. The NAEYC code of Ethical Conduct serves as a guide for responsible behavior and should be referred to periodically. The program builds its reputation by providing a professional attitude in conversations with other employees, parents, or agencies. Employees are expected to speak professionally about the program and other employees. If there is a grievance or concern, the proper channels should be followed to resolve the situation.</p> <p>Parents, children, co-workers, and visitors are to be treated with respect. Abusive or rude behavior, verbal or otherwise will not be tolerated. Discussions regarding children are not to take place in the presence of children.</p>	

Terrorist Attack Plan	Center lock-down; Shelter in place; or evacuation depending on recommendations of emergency personnel.	
Utility Failure	Upon failure, center personnel to contact utility company and find out the estimated time of reconnection. If electrical or water supply is to remain off for more than 2 hours, the center will start its emergency closing procedures and contact parents.	
Emergency Transport	Emergency transportation may take place in company or staff vehicles to the designated emergency response center or evacuation site.	
Emergency Relocation	If relocation is necessary, the center will follow the field trip protocols to ensure all children are accounted for, and the PIC will take the children's emergency contact files. Parents or guardians can get information about the center's evacuation location by a note on the front door, calling the police, and by accessing the center's website.	
Universal Precautions	When working with or around bodily fluids, protective gear such as gloves are required to prevent the exposure to disease. When working near the wet surfaces in the kitchen, swimming pool, bathrooms or other areas, be sure to wear non-skid shoes to reduce the risk of slipping.	
Napping Procedures	<p>During nap-time, cots must be kept 18 inches away from each other on all sides. Children should sleep head to toe to prevent air-borne transmission disease. There must be a top sheet or blanket and a bottom sheet or blanket for each child. Cots should be assigned to an individual child using a Cot Chart. Cots shall be sanitized at least weekly using a bleach solution mist and cleaned at least monthly using a cleaning solution. Linens shall be sent home or laundered weekly.</p> <p>During naptime, staff will be relieved for a lunch break. When they return, the time shall be used for planning and working. At the same time, staff must position themselves in the room so they can see and hear all sleeping children.</p>	