

# BETHEL DOMINION CENTER DAYCARE POLICIES

2018-2019 Fiscal Year

(Revised January 2, 2019)

Introduction to the Program; Communication; Enrollment Policy	3
Tuition / Payment Procedures	4
Bounced Checks; Hours of Operation; Arrival and Departures	5
Sign In / Out	6
Absences; Holidays / Vacations; Clothing / Attire; Personal Belongings	7
Supplies; Infants and Toddlers	8
Meals; Cleanliness / Hygiene	9
Fire Drills; Toilet Training	10
Nap / Quiet Time; Special Needs; Parental Involvement; Activities / Curriculum	11
Center Rules	12
Reporting Requirements; Indoor / Outdoor Play; Discipline	13
Illness and Communicable Disease Policies	14
Medications	16
Medical Emergencies; Termination Policies	17
Employment, Compensation and Resignation	18
Safety and Security; Provisional Status; Employment Classifications; Required Training	19
Job Description; Compensation and Scheduling	20
Pay Schedule/Recording Hours; Evaluation and Advancement	21
Work Scheduling; Social Media	23
Revisions to Handbook and Contract	25

## **Introduction to the Program**

The daycare program and its staff would like to welcome you to the Bethel Dominion Daycare. Please take a moment and read through this policy and procedure manual as we find it very beneficial to parents and child care providers.

## **Communication**

Good communication is of the utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. It is important that there is a similar child care philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time.

## **Enrollment Policy**

There are several forms that make up the Bethel Dominion Daycare enrollment packet. This enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records.

If you have any questions regarding the completion of these forms, please feel free to ask your director.

Registration Fee: There is a \$85 Non-Refundable registration fee or \$100 per family at time of enrollment. If you terminate childcare services and are gone more than 90 days and wish to return, you must pay a \$85 re-application fee.

Last week security deposit: Each parent when enrolling must pay an amount equal to one week's childcare as a last week of care security deposit. This payment may be made in installments but must be paid in full within 30 days of enrolling.

## **Tuition / Payment Procedures**

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than 12 NOON on Friday each week for the following week's daycare, unless another arrangement has been agreed upon. Payment may be made by check, money order or cash. There will be a late fee of \$5 for failure to pay by noon on Friday. An additional \$10 (total \$15) late fee will be assessed if not paid by closing time on Friday. An additional \$10 late fee (total \$25) will be charged if payment is not made by closing time on Monday. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed?

The success of our center depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
- Outside play equipment
- Employees' Social Security, Medicare, Workers Compensation, Unemployment Compensation and employee benefits
- Employees' continuing education
- Employee wages and benefits
- Building rent, heat, electricity, telephone, maintenance, and liability insurance
- Additional time spent, each day, on record keeping, parent-provider communication; clean up from daycare, and shopping trips for food and supplies

Parent Vacation: You must continue to pay your tuition on your vacation to hold your daycare spot.

Maternity Leave: To hold a spot you must continue to pay while you are on maternity leave.

## **Bounced Checks**

If a check is returned for non-sufficient funds, there will be a \$30 fee incurred as a result of the returned check. Childcare services may be halted until full payment of tuition and NSF charges has been made, in CASH. In addition, upon the second returned check within 6 months, only cash will be accepted for 3 months.

## **Hours of Operation**

We offer both full and part time care. Full time is considered from 30-50 hours per week. Part time is considered less than 29 hours per week. Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first served basis. Please remember that schedule changes of this nature create some disruption to our normal schedule. We would appreciate as much notice as possible, so that we can plan for meals, sleeping arrangements, and any changes in activities that may occur.

Regular daycare hours are from 9:00 am to 5:00 pm. We offer a before and after care service to parents in need of it. This service begins at 6:00 am and is charged by the hour until 7:00 pm. The fee is \$10.00 per extra hour of daycare. Please note: the hour will not be divided so if a parent picks up their child at 5:30 pm, they are responsible for a \$10.00

We maintain an open door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

## **Arrival and Departures**

Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful goodbye kiss, and a reassuring word that you will be back is all that is needed. In

my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect which will be maintained on file. We will comply with the terms of the court order.

## **Sign In / Out**

It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

If a child is not picked up on time, time, the child will be supervised for up to an hour. During that time, we will make attempts to contact the parent and emergency contact. If we are unable to reach either the parent or emergency contact, all other arrangements for release of your child have failed, and our staff can no longer supervise the child at the center, we must call the Department's State Central Registry Hotline (1-877-NJ ABUSE 1-877-652-2873) to seek assistance in caring for the child until parent(s) or persons authorized by the child's parent(s) is able to pick up the child.

No child/children will be released to a person who appears to be physically or emotionally impaired to the extent that, in the judgement of the director or staff member, the child would be placed at risk of harm if released to such individual. Staff members will attempt to contact the child's parent(s) or alternative person authorized by the parent(s). If the center is unable to make contact or make alternative arrangements, the center will call the Department's State Central Registry Hotline.

## **Absences**

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

## **Holidays / Vacations**

The following is a list of the holidays that Bethel Dominion Daycare will be closed:

- New Year's Day
- Memorial Day
- Patriot's Day (Staff Training Day)
- Independence Day
- Labor Day
- Columbus Day (Staff Training Day)
- Thanksgiving Day and the day after
- Christmas Eve (all centers close at 3:00pm)
- Christmas Day

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday.

## **Clothing / Attire**

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. You will be expected to supply an art smock to protect clothes from paint or other art materials, and bibs to keep food stains to a minimum. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Don't forget to bring a change of clothes incase of accidents!

## Personal Belongings

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

## Supplies

Parents must supply the following items to be kept in their cubby:

Diapers, wipes, pull-ups, powders/ointments, binkie (preferably on a binkie string), bottles, bibs, saline drops/gel and nasal syringe, blanket for rest time, and a complete change of clothes (replace when soiled), bedsheet for sleep mat, sunscreen & bug spray.

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, watercolor paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

## Infants and Toddlers

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.



A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

## **Meals**

We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility. Any parents who refuse to participate must provide all meals, snacks and drinks.

As long as Bethel Dominion Daycare participates in the USDA Food Program, all meals will be provided at no extra cost. Meals will consist of breakfast, lunch and afternoon snack. Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. We prefer that children do not bring food, drinks, etc. from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

## **Cleanliness / Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed as well. All employees are required to wash their hands frequently and also use antibacterial gel.

Infants sleep in separate cribs or pack and plays, with clean sheets used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat; with a sheet and a

blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed. High chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents.

## **Fire Drills**

We are required by state law to do 1 fire drill per month. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

## **Toilet Training**

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

## **Nap / Quiet Time**

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

## **Special Needs**

Bethel Dominion Daycare will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program. Each child will be evaluated on an individual basis to determine eligibility. We reserve the right to offer to the parent a transfer to a daycare location that may be better suited to handle a particular special need.

## **Parental Involvement**

There will be times and ways you can get involved in your child's daycare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletter)
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

## **Activities / Curriculum**

Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading,

arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Television will be used as a tool to help children unwind and relax. We usually watch no more than one hour of television per day, and some days none at all. The exception may be on rainy days, or if we are having a particularly difficult day. Viewing will be limited to PBS and child-friendly, educational-style videos, such as Barney, Richard Scarry, Wee Sing, etc. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing.

Children of all ages will be taught age appropriate curriculum daily. Our educational program is one of the most highly advanced learning programs in the State of New Jersey.

## **Center Rules**

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well being of everyone. In addition we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all (see [Departure and Arrival](#)).

No smoking is permitted on the premises as per state law; this included parents and staff.

## Reporting Requirements

As a child care center we are mandated reporters to the Department of Child and Family Services if we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

If you ever feel that Bethel Dominion Daycare is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws. If you observe something that you know is a violation of state licensing laws, you can report the incident by calling Human Resources at 609-656-9228. We pride ourselves in running one of the safest child care centers in New Jersey.

## Indoor / Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (see [Clothing/Attire](#) section) for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

## Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and

respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well being of all.

## **Illness and Communicable Disease Policy**

Bethel Dominion Daycare is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

**Sick Child Policy:** Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness (see [SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE](#)), or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see [Cleanliness and Hygiene](#)).

**If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child MUST stay home.**

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

**Symptoms requiring removal of child from daycare:**

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.

- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

## **Medications**

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over-the-counter. **NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**



## **Medical Emergencies**

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners of Bethel Dominion Daycare will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## **Termination Policies**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate

termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

In addition, all employees begin with a 30 Day trial period where their interaction with the children is observed. We reserve the right to terminate employment of staff for the following reasons (but not limited to):

- Failure to complete a background check or if a derogatory record is found on employee (this includes State/Federal Background checks and social media)
- Routinely lateness
- Failure to meet expectations of position (engage children, control a classroom based on defined ratios) and poor interaction with other staff members
- Constant cell phone use or overall distractedness during work hours
- Non-compliance of the policies and beliefs of Bethel Dominion Center Church
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations

## **Employment Compensation and Resignation**

The Bethel Dominion Childcare Center strives to employ people who are the best qualified to meet the needs of the center and children under our care. Employment will be offered and continued on the basis of proven competency or potential ability (indicated by academic achievements, prior work experience, and personal attitude) in accordance with the qualifications that are necessary for the job description.

Employment in the state of New Jersey is considered to be “at-will” and affords the employer the right to terminate the relationship at any time, with or without cause and with or without notice. This “at-will” relationship may not be altered by any written document or verbal agreement unless this alteration is specifically acknowledged in writing and signed by an authorized executive of Bethel Dominion Childcare Center.

Once the applicant has been offered a position at the Bethel Dominion Childcare Center, there are a number of additional criteria that must be met by the applicant within a prescribed time period in order to be employed at the center. This includes a health and safety screening of the applicant, a criminal background check, proof of eligibility to work, education transcripts and other required documentation which must be submitted and completed during the application process or within a predetermined span of time upon hiring.

For all those working with children, a current physical examination and TB test must be completed and provided. In certain situations, additional health appraisals may be required to provide documentation.

## **Employment Classifications**

Every employee, at the time of hire, will be classified as either Full or Part Time as well as Exempt or Non-exempt. These classifications are not job descriptions, they are solely to determine benefits and eligibility for overtime. A person who is regularly scheduled for at least thirty-five (35) or more per week is considered Full Time.

Note: Overtime hours are only available to employees that have completed their 30 day probationary period and are considered non-exempt.

## **Required Training**

To ensure that all staff have adequate and appropriate training to work with children, the follow is required for all new employees of the center:

- Universal precautions
- First aid/CPR and Emergency Training (within the first 30 days)
- Safe Sleep
- Recognizing and Reporting Child Abuse
- Center Policies
- Implementing Health Practices
- Understanding Licensing (for relevant staff)
- Special Needs (includes but not limited to Inclusion Policy and General Training)

## **Safety and Security**

To ensure the safety of all students enrolled, cameras have been installed in every room that will be used by children. In addition, all doors remain locked during care hours and a doorbell system has been installed so that everyone entering the facility must be let in. At the start of care, only one entry point is available for those that must be let in.

All daycare employees must complete a background check and are subject to random drug testing at the discretion of the daycare.

## **Provisional Status**

During the Provisional Period, Personnel Policies 5 Provisional employees who have been placed in a new position at the Center are not eligible to use any form of accrued paid absence during the provisional period (paid sick leave, vacation time, personal time), excluding designated holidays.

The provisional period may be extended up to 30 days, by approval of the Director and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's provisional period, the Director/Assistant Director will provide a performance appraisal and the reason for extension, and the length of extension that is recommended. Requests for extension cannot be submitted after the provisional period concludes. Upon successful completion of the provisional period, the Director will recommend whether the provisional employee should be retained. The recommendation will be accompanied by a completed final provisional performance appraisal.

Upon approval, the employee will enter regular employment status and thereby will be deemed eligible for those benefits provided to regular employees of the same classification. Should the provisional employee not be recommended for regular status, the employee will be terminated no later than the last day of the provisional period or any extension thereof. Employment may be terminated at any time during the provisional period with or without cause.

## **Job Descriptions**

The Bethel Dominion Childcare Center currently has three primary positions, aside from the Director, with particular duties and responsibilities assigned to each. In addition, we offer practicum opportunities for Early Childhood Education students.

Employees will receive copies of, and will be expected to be familiar with, their individual job descriptions. Please note that the responsibilities assigned to each position are not all-inclusive, and other duties appropriate to the position may be required. Full job descriptions are included in the Appendix of this handbook.

## **Compensation and Scheduling**

The Bethel Dominion Childcare Center strives to compensate employees at a fair level reflecting the relative demands, requirements, and qualification of the position assigned. Starting Wages All employees begin their initial employment with an hourly rate commensurate with their educational experience:

- No degree/some college: \$12.00/hour
- Associate's Degree (ECE): \$13.00/hour
- Bachelor's Degree (ECE): \$14.00/hour

Degrees beyond the baccalaureate are subject to higher rates of pay. Extensive formal child care experience may also be considered as a factor in determining starting wages in lieu of an earned degree. Increases to an employee's starting wage occur at the end of each evaluation period.

In the event that a salaried position becomes available, the annual salary will be determined by education, experience, and other similar factors.

## **Pay Schedule/Recording Hours**

Employees will be paid bi-weekly on Fridays, beginning two weeks after employment begins. Paychecks will be distributed no earlier than 3:00pm and no later than 6:00pm on those pay dates with the exception of those enrolled in direct deposit.

Employees must clock in and out to accurately record the actual hours worked. Employees who falsely represent the number of hours worked or those who fail to clock in and out correctly may have their paycheck delayed and may be subject to disciplinary action up to and including termination.

When a payday falls on a holiday, paychecks will be issued on the next business day after the holiday. Overtime Employees will be notified at the time of hire as to whether they are classified as “exempt” or “non-exempt” as determined by the Fair Labor Standards Act. All overtime hours must be approved prior to being worked by an employee. The nature of the duties and responsibilities of some non-exempt employees may require overtime work from time to time.

The Director/Assistant Director must approve all overtime prior to the employee working the overtime hours. In cases when obtaining prior approval is not possible, such as situations involving the late pick-up of children by their parents, the employee must inform the Director/Assistant Director of the situation as soon as possible following the overtime hours. Employees who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination. If circumstances dictate the need for overtime, the Director/Assistant Director may inform an employee of the need to work overtime with little or no notice.

If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked as mandated by federal and state laws.

## **Evaluation and Advancements**

Reviews of an employee’s work are important to help determine advancement at the Center and an employee’s suitability for continued employment. Provisional employees are evaluated at the 30 and 90-day mark; employees who successfully complete the provisional employment period are then evaluated annually thereafter, on or near the anniversary of the first day of employment.

The impact of successful evaluations on wages are described herein. The first thirty (30) days of employment are provisional. At the end of 30 days, the first review of the employee will take place. Employees with a satisfactory or better review will receive continue employment.

A second, more extensive review will occur after the employee has worked 180 days. Employees with satisfactory or better reviews will receive a \$.25 (twenty-five cent) raise. The new pay rate will be applied to the hours worked starting the next full week after the review.

Once an employee has successfully been employed by TBCC for ninety (90) days, future reviews will be conducted on an annual basis, occurring on or near the anniversary of the first day worked. Subsequent raises will be performance-based, with a \$.25 (twenty-five cent) raise being the average.

The purpose of each evaluation is to determine an employee's overall fitness for the job, the assigned duties, and the Center as a whole. They are intended to be a positive experience for the employee and the Director/Assistant Director. Each evaluation will assess the entire period of employment since the employee's previous appraisal.

The first evaluation (at 30 days) helps to determine a new employee's overall competence and fitness for the job, as well as how the employee fits with the Center and its goals. Subsequent evaluations take into account overall job performance, in accordance with the employee's job description and other appropriate criteria as determined by the Director (such as goals) and conveyed to the employee.

Evaluations not only look back on an employee's performance, but also look forward by establishing short-term and long-term goals for the employee. Goals should serve both the needs of the Center and the employee, allowing both to grow. Progress toward reaching those goals may be used in an employee's annual evaluation.

During the evaluation, the Director/Assistant Director will go over the evaluation with the employee, discussing the employee's accomplishments, progress, and any areas of concern. The employee will be expected to sign the evaluation to indicate discussion and receipt of a copy of the evaluation. Note that signing the evaluation does not mean that the employee agrees with every item listed or discussed; in the case of an employee's disagreement with the appraisal, written comments from the employee may be attached to document the Personnel Policies employee's objections to particular items (or the evaluation as a whole), as well as provide the employee's rebuttal to specific items.

If an employee refuses to sign the evaluation, another employee must witness the refusal by signing a statement verifying the refusal to sign the evaluation by the employee being evaluated. Refusal to sign the evaluation does mean the employee will be subject to disciplinary action up to and including termination.

All employees will receive a copy of their annual evaluations. The original, signed evaluation will be placed in the employee's personnel record.

Materials related to the evaluation process may be obtained from the Director upon request.

## **Work Scheduling**

The Bethel Dominion Childcare Center is open Monday through Friday from 6am until 7pm. Work schedules are prepared by the Human Resources Director each week and will be posted on Sunday, with hours set for the following week. The schedule will include work days, work hours, and days off. Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. In the event that a parent is late in picking up a child (after 7pm), the employee must remain with the child until an approved adult arrives to take the child home. Employees will be paid for any such time beyond their normal work hours.

Hours of attendance have been carefully planned and employees are required to work the hours and days for which they have been scheduled. If you are unable to report to work for any reason, you must notify the Director/Assistant Director at least 4 hours prior to your scheduled starting time. Failure to provide notice in a timely manner will be considered unexcused absence and may result in disciplinary action. Employees will not be permitted to use available leave time for an unexcused absence. Employees who fail to notify the Director/Assistant Director at all may be considered to have abandoned their position, which will result in termination.

## **Social Media Policies**

This social media policy applies to parents and members of staff at the Bethel Dominion Childcare Center. This policy includes (but is not limited to) the following technologies: Social networking sites (e.g. Facebook, Instagram, Snap Chat, Shutterfly, Remini) Blogs Discussion forums Media Sharing services (i.e. You Tube) Micro-blogging (i.e. Twitter) Electronic Forms of communication such as email and text messaging

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families. We therefore require that: No photographs taken within the daycare center setting or at daycare special events and outings with the children are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. This excludes pictures taken by staff for which we have a signed release. No public discussions are to be held or comments made on social media sites regarding the daycare center children or staff that could be construed to have any impact on the daycare center's reputation or that would offend any member of staff or parent using the daycare center.

Staff members are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with. In the event that a staff member or daycare center family name the organization or workplace in any social media they do so in a way that is not detrimental to the organization or its service users. Staff observe confidentiality and refrain from discussing any issues relating to work. Staff should not share



information they would not want children, parents or colleagues to view. Staff or Parents should report any concerns or breaches to the Daycare Director.

Any member of staff or parent found to be posting remarks or comments that breach confidentiality, bring daycare center into disrepute, are deemed to be of a detrimental nature to the daycare center or other employees, or posting/publishing photographs of the setting, children or staff without expressed written permission may face disciplinary action in line with the daycare disciplinary/expulsion procedures. Any comment deemed to be inappropriate is to be reported to the Director, and any action taken will be at their discretion.

#### General guidelines for using social media:

Personal security settings should be managed to ensure that information is only available to people you choose to share information with. Remember that no information sent over the web is totally secure and as such, if you do not wish the information to be made public refrain from sending it through social media. Maintain professionalism, honesty and respect. Apply a “good judgement” test for every social media post you make. Bethel Dominion Childcare Center will utilize email and text as a main form of communication to parents and staff. Texts will be used from staff to parents when more immediate communication is needed. Pictures and other photo documentation will be posted on Shutterfly or Remini when appropriate permission is granted by parents. We maintain a Facebook page for marketing and communication purposes. Pictures will be posted occasionally for special events if permission is granted by the parent.

## **Revisions to Handbook and Contract**

There will be frequent revision to this handbook. Upon each renewal a contract will be provided for both the staff and parents to acknowledge receipt, understanding and compliance with our policies. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

#### **Reference:**

Manual of Requirements for Child Care Centers - State of New Jersey Department of Children and Families

#### **An adaptation of:**

Little Angels Daycare & School Policy and Procedures. (2018) Accessed on October 24, 2018 at <https://www.ladc.us/policies.asp>

Teddy Bear Childcare Centers (2018) Accessed on October 24, 2018 at <https://www.teddybearchildcarecenters.com/upload/TBCCEmployeeHandbookV1CapsFinal.pdf>