

STAFF HANDBOOK

For employees
of
Cummings Family
Childcare

[REDACTED]
Reston Virginia
[REDACTED]



Updated 12/30/2013

MISSION STATEMENT

The mission of Cummings Family Childcare is to provide safe, loving, personal and quality child care for Reston and surrounding communities. We are committed to the children we care for, providing support, love, and encouragement to thrive.

PHILOSOPHY

Our method of teaching is a “hands-on” approach. Children, as most people, learn easiest and have more fun when they learn through their senses and by experiences. Children here are encouraged to play freely, and causally, without feeling rushed.

Our main educational goal is to foster a desire for learning within each child and enrich his/her self esteem. We work closely with our children to insure that each child is treated fairly and has the same opportunities as each of the other children.

CURRICULUM STATEMENT

The goals of our curriculum are multi-faceted. Our goals encourage children to be enthusiastic, self-confident, independent learners and we believe that play is the primary mode of learning. Our curriculum also respects individual learning styles and ever-changing interests. Through our curriculum we promote growth in all areas of development including:

Social: to help children learn from adults and one another by observation, imitation, and interaction.

Emotional: to provide a safe and secure environment where children can develop pride, self-confidence, independence, self-control, and a positive attitude toward life.

Cognitive: to promote curiosity and to help children acquire learning skills, such as the abilities to solve problems, make choices, ask questions, and express their ideas, observations, and feelings.

Physical: to help children develop and enhance their small and large muscle skills and feel confident and comfortable with their own bodies.

Our curriculum goals are achieved through integrated, theme-based activities and conversations with adults and children. Opportunities exist within the classroom for the child to engage in one-on-one activities with the teacher, small group and large group activities, solitary and independent play allowing for opportunities to experiment and explore.

DAILY SCHEDULE

Subject to change without notice

8:15-9:30: Parent Drop off, free time for children
9:30: Morning snack/Breakfast
9:30: Morning naps (children who are naturally still taking 2 naps)
9:45 Circle Time/ Lesson
Toddler craft, coloring, creative play
Free time for babies who are awake
Possible outside time
12:30 Lunch
1:00 Wiggle time/short walk outside
1:30 Stories and songs
1:50 Nap
3:50 PM snack
4:15 Outside Play
4:30 Parent pick up, free time for children

PROVIDER RESPONSIBILITIES

Responsibilities include but not limited to:

Supervise and or assist in daily operation, activities, arts, crafts, music, meals, snacks, play time, and nap time. Plan daily lessons, curriculum, projects, and off campus field trips.

Supervise and or assist of cleanliness and or maintenance of facility.

Notify proper authorities of: suspicion of child abuse, neglect or injury, death of a child and a missing child. Each incident document will include: name of child, date, time, details, witness, and who was present. Each employee will fill out an "Incident Report".

Report any notable illness of child or staff member to parents immediately.

Report of complaints from parents, employees or others. Documentation will include in detail, complaint, findings and steps taken to resolve the situation.

ASSISTANT RESPONSIBILITIES

Responsibilities include but not limited to:

Supervision of children

Supervise and or assist in daily operation, activities, arts, crafts, music, meals, snacks, play time, and nap time. Plan daily lessons, curriculum, projects, and off campus field trips.

Supervise and or assist of cleanliness and or maintenance of facility.

Notify proper authorities of: suspicion of child abuse, neglect or injury, death of a child and a missing child. Each incident document will include: name of child, date, time, details, witness, and who was present. Each employee will fill out an "Incident Report".

Report any notable illness of child or staff member to head provider.

Report any complaints from parents, employees or others directly to provider. Documentation will include in detail, complaint, findings and steps taken to resolve the situation.

Other duties include but not limited to:

Assist with cleaning of children, changing of soiled clothing and vomit. Assist with general cleaning of bathrooms (i.e. toilets, sinks, shelves, sweeping, mopping)

Assist with cleaning (i.e. putting away toys, disinfecting of toys and mats, vacuuming, cleaning of art center, dusting - shelves, cubbies.

Assist with preparation of meals, snacks, clean up (i.e. washing dishes, sweeping, mopping, dispose of garbage).

Supervise and assist with outdoor activities.

Supervise children when head provider is not present.

PRE-EMPLOYMENT REQUIREMENTS AND ORIENTATION

You are required to have proof of a high school diploma or equivalent prior to the date of hire. You will also be required to have a criminal background records check done within five days of hire. Cost of the records check will be deducted from your first paycheck. You will be required to go through a CPS search, the cost of this search will come out of your first paycheck. The owner will inform you of any other necessary requirements or paperwork necessary for your staff file.

You must be CPR/First Aid certified, and you must provide a copy of that certification. You must be screened for TB, and provide a copy of that screening.

You will have a training period of at least 1 week before you will be left alone with children. (Provider leaves property)

You will have a 3 month probationary period.

Employee Training Requirements

As an employee of CFCC, I understand I must attend training workshops

You will be expected to attend required training workshops and classes, which may be held in the evenings and on some Saturdays. The provider will give you advance notice of these training events.

SALARY SCALES / BENEFITS

Pay will begin at \$10/hour. Scheduled times may be changed throughout the year depending on changes in enrollment and staff school schedules. The owner will discuss these changes with staff members as needed. **Paychecks will be issued every week.** Attendance of staff meetings will be considered part of your work time. Wage increase will depend on performance, and enrollment of children. Overtime pay, paid vacations, sick leave, health insurance will not be considered at this time.

National Holidays that the Childcare is closed, are paid for head assistant.

HOURS OF WORK

You are expected to be on time and work your scheduled hours. On time means you are here and ready to work at your scheduled time. You are expected to go to work as soon as you sign in. We do not have scheduled breaks. If you feel you need a break, you need to notify another assistant or the owner. You must remain on the property at all times during your scheduled shift.

LICENSING REGULATIONS

We are required to abide by the Virginia State Licensing Regulations. The regulations are located in the Provider's "office" on the bookshelf. If you have any questions about any regulations, ask the owner. Please make yourself familiar with all regulations.

SEXUAL HARASSMENT

If you feel you have been sexually harassed by an employee or parent, please report the incident to the owner and/or director as soon as possible. You will also need to fill out an "Incident Report" to be filed in your permanent employee file. I will discuss the matter with the person in question and corrective action will be taken.

CONFIDENTIALITY

Children's files are established and maintained solely for the use of CFCC, and authorized persons from the state of VA Licensing Agents and Licensing Inspectors. All information about the children, families or other staff members (including names, addresses, phone numbers, development, etc) is strictly confidential and is not to be discussed outside of the center. Inappropriate disclosure from any staff member will be an automatic dismissal of that staff member.

CODE OF CONDUCT

You are expected to work cooperatively with the children, their families, and your fellow co-workers. You must follow the code of ethics and respect the privacy of the children and their family and will not discuss them with others. You will not "gossip" about co-workers, children or their families, and you will not discuss them with others, within this home daycare or in public.

DRESS CODE

You are an early childhood professional and help portray the image of CFCC. Your overall appearance must be professional and appropriate for your job duties, think Preschool teacher. Please adhere to the following dress code.

Includes but not limited to:

Clothing should be in good condition, free from fading, rips, and holes.

No hoodies, or loungewear.

You are permitted to wear "yoga style" pants as long as they are black in color, in good condition, are not exposing your underwear, and are full length.

Shorts: No short shorts: must be five (5) inches or less from the knee.

Skirts: No mini skirts: all skirts must be below the knee or longer.

Shirts/Blouses: Must cover all breast area, NO cleavage showing, or bulging out of shirt. All back area must be covered - absolutely no see through tops. Sleeveless is okay during the summer.
Shoes: We do not wear shoes in the playroom, please bring socks.
Body Piercing: Body piercing are ok, if kept to a minimum and are in good taste.
Tattoos: Cover if they are not appropriate.
Jewelry: Safe for children

CELL PHONE USE

Cell phone use during work hours is discouraged, if you feel the need to make a call, check a text, etc. Please check with the owner. If she is not available, please use your best judgment when choosing to use your phone. If your cell phone use becomes a problem, and is interfering with your duties, this is ground for termination.

ABSENCE FROM WORK

IF YOU NEED TO TAKE TIME OFF FROM WORK DUE TO ILLNESS, PLEASE CALL ME BEFORE 7:30AM. My cell number [REDACTED].

If you have a doctor's appointment please let me know 48 hours in advance, if possible. Please try to make your appointments before or after work. You will not be able to "make up" the time lost. Failure to report any absences will result in disciplinary actions, and /or termination.

PARENT/FAMILY INVOLVEMENT

Each staff member is required to greet the parent as well as the child. Both parent and child should be greeted by name upon arrival and departure. Each teacher is responsible for informing the parent of the child's day. All conversations should be positive. If you feel that the child's behavior should be discussed with the parent, bring this to the owner's attention, and she will deal with the parent.

OPERATIONAL EVALUATION

On a yearly basis, parent/families will be asked to complete an evaluation form. Their answers will be read and discussed at our staff meetings as we take their concerns, input, and suggestions very seriously. After the staff meeting, any changes we see fit will be implemented into our program.

GUIDANCE PROCEDURES FOR CHILDREN

We believe in a positive approach in child guidance. We will use strategies such as redirecting a child, should a problem occur. This may include letting the child sit with a staff member to discuss the situation, talk about feelings, and engage the child in problem solving, quiet time to calm the child, perhaps read or work on a puzzle, until the child is ready to rejoin the group. We believe the parents are very important partners in child guidance. As such, parents will be informed of any problems that persist, or problems that we are unable to resolve. If the situation cannot be resolved and all attempts to correct the problem have exhausted, the parent may be asked to withdraw their child from the program.

HEALTH AND SAFETY PROCEDURES FOR CHILDREN AND STAFF

Child:

Immunizations: In compliance with Virginia State regulations, all children must have current immunization records.

Sick Child:

A child will be sent home if they are vomiting, have diarrhea, or a fever of 100 degrees or more. No child in the contagious state of a communicable disease will be accepted for childcare. Symptoms of communicable disease include, but are not limited to:

Fever of 100 degrees or higher

Diarrhea

Vomiting

Eye Discharge/ Pink Eye

Head Lice or Nits

Chicken Pox

Rosella/Measles

Mumps

Excessive Green mucus

Before returning to the childcare a child must be free of all symptoms for at least 24 hrs. In some cases we may require a Physician's note.

Staff:

If you are ill please use your own judgment to determine whether or not you are too ill to be at work or not. If you have any kind of contagious illness, please tell me.

MEDICATIONS

We **DO NOT** administer oral medications. We will apply sunscreen, diaper ointment, lotion, chap stick and other creams as necessary with signed permission forms.

UNIVERSAL PRECAUTIONS

All staff **must** wear latex gloves when they may come into contact of body fluids such as blood, vomit, explosive diarrhea.

Hands must always be washed after each task that may obtain germs (regardless if you have worn gloves)

- after each diaper change
- after cleaning a child's nose
- after you have assisted a child with going to the bathroom
- after coming in from outside
- before handling food or snacks

Staff should help the children wash their hands after each of the above-mentioned tasks as well.

All staff members will ensure the following:

- diaper changing mat is disinfected before and after each use
- nap mats are disinfected each week or as needed
- toys and equipment are disinfected each week or as needed (mouth toys should be disinfected after use)
- kitchen and bathrooms are cleaned and disinfected daily
- floors are vacuumed and or swept and mopped daily or as needed

ACCIDENTS AND EMERGENCIES

Minor accidents includes but not limited to: bumps, scrapes, cuts, minor burns, bruises, insect bites etc.

An accident requiring medical attention by a physician includes but not limited to: severe broken limb, severe bleeding, severe burn, allergic reaction to insect bites, food allergic reactions, fainting, unconsciousness, severe bump to the head or abdomen etc.

We will call 911, and then parents or emergency contacts will be called and told of the situation. The director or another member will accompany the child until the parents or emergency contacts are present.

Injury reports will be filled out anytime first aid is given.

POLICIES AND PROCEDURES

In any and all circumstances a written report describing in full detail of such accidents, including when, where, what, who was present. Each employee witnessing such event will write a report.

- Fill out a report
- Have the parent sign it

Make a copy for the child's folder

Under NO circumstances should a child be left alone. If you need to leave the childcare area, have another staff member cover for you until you return. A child should never be left alone with another person that is not a staff member, parent, friends, etc.

In case of a missing child, the death of a child, or structural damage to the building:

CALL:
1st 911
2nd LICENSING 356-2985
If I'm not here call me – [REDACTED]

If at all possible every assistant should stay at the childcare until the police and licensing department have talked to you. An incident report will need to be filled out by each person involved.

Outdoor Safety

Before going outside one staff member should check the playground for any hazards. Each child will need to get a drink of water and go to the bathroom before going outside. If a child needs to come back into the building, do not leave the child unattended. A teacher must accompany the child. The teacher should not just stand at the door. Each child should be able to get a drink of water before going home.

Indoor Safety

Each teacher will supervise and interact with the children. At all times you must be able to look up and see the children regardless of what you are doing or where you are sitting. Furniture should be arranged so you can see each child.

Heavy Lifting

A teacher must be able to lift 30 lbs. whether it is child, moving furniture, equipment, carrying supplies, etc. If something needs to be moved or carried that weighs more than 30 lbs. you will need to get someone to help you. Teacher should pick up children by their upper body using both hands. Children are never to be picked up by their arms or hands.

DISASTER PLAN

We will remain at the center unless we have been instructed by the Reston Police Dept. and/or Reston Fire Dept. to evacuate or if we feel it is unsafe to remain here at the center. Should we evacuate, we will take the attendance sheets and "emergency contacts" notebook.

Our evacuation plan will be to go to [REDACTED].

We will have at least one staff member with the children at all times. If a child needs to be transported to the hospital we will try to have a staff member go with him or her.

FIRE: We will follow our monthly fire drill procedure; we will exit the building, and all children and teachers will meet at their assigned places outside.. We will call roll from the attendance sheet. (Check in/Check out sheet) PLEASE make sure all children have been signed in and or out. If we cannot return to the building, we will follow the Disaster Plan to the evacuation location. After arriving we will call parents or emergency contact persons for your child to be picked up.

TORNADO: We will have the children kneel facing the inside wall with hands over head. The staff will cover the children with blankets to help protect from debris. The staff will then join the children.

CHEMICAL SPILL: We will remain inside the Home. The AC/Heater will be turned off. We will put blankets at the bottom of the doors and cover the windows with blankets to prevent vapors from seeping in. Doors WILL be locked. No one will be allowed in or out until the proper authorities have cleared the area.

THREATENING SITUATION: Should we have a threatening situation, we will have a “lock down”. We will lock the doors; and no one will be permitted in or out. This includes parents/guardians bringing children to the center or picking them up. The doors will not be unlocked until the authorities have cleared the area.

HOSTAGE SITUATION: The staff should avoid drastic actions. DO NOT speak unless spoken to and then only when necessary. Avoid being hostile toward the captor. Maintain eye contact with captor, attempt to establish rapport and treat captor well. Comply with instruction and avoid arguing. Keep children as calm as possible.

GAS LEAK: DO NOT turn out the lights when leaving the building. If we cannot return to the building we will call the parents from our destination, to have the children picked up.

SNOW STORM: Should we have a major snowstorm, we will follow the advisement with the local radio and/or television station; advisory of closing roads, schools, and business's. We will close as soon as possible.

NOTE: In all situations requiring evacuation, the lead teacher will take the attendance sheet and the “emergency contacts” books, as they exit the building with the children. A staff member will check the building to make sure no child has been left.

Should it be necessary to remain at the center overnight, we will have at least a two day supply of food and water.

GRIEVANCE PROCEDURES FOR STAFF

Staff members are encouraged to resolve grievances in a professional manner. If the problem cannot be resolved between staff members, you may submit a “grievance form” (complaint form) to the director. The director will have 10 working days of receipt of the grievance form to render a final decision on the matter. Once a decision is made the matter will be considered closed.

GROUND S FOR TERMINATION

Inculde but not limited to:

- Continued noncompliance with any part of this handbook.
- Showing up to work late more than 3 times in a calendar year. “Late” means one minute past your scheduled time.
- Physical or verbal violence to a child, the childcare, another staff member, a parent, or the owner.
- Failure to complete daily tasks and responsibilities.
- Posting negative statements about CFCC on any public website, board, or form of communication.
- Displaying lack of respect to any child, parent, or staff member
- Failure to pass, or continue to pass a CPS search, Police History Report, or any other background check.
- Failure to maintain TB screening, and CPR Certification.
- CELL PHONE USE: Use of cell phone that becomes distracting to job duties.
- SEXUAL: Touching of private parts, other than normal cleaning after toiletry, or diapering. Having a child touch you on your private parts.

- **PHYSICAL:** Hitting, biting, pinching, grabbing, hair-pulling, pushing, etc.
- **VERBAL:** Talking in above normal tone, talking unpleasantly, name calling, cursing at or in front of the children.
- **ABSENCES/TARDINESS:** Being late multiple times, not showing up, not calling in with ample time to call in a sub.
- **RIDING THE TIME CLOCK:** Being here early and not doing anything, staying later than your scheduled hours, for no reason.
- **DISOBEYING ORDERS:** From owner/director, assistant director, Being disrespectful or arguing with or in front of children, parents, co-workers, supervisor.
- **NOT DOING JOB SATISFACTORY:** You are an employee of CFCC. You do represent the childcare even when you are not at the center. What you do on your own time does reflect on your employment and could result in your termination: this includes but not limited to, excessive drinking in public, D.W.I., the use of, or in the presence of illegal drugs, or shop lifting.

RESIGNATION:

It is our policy that a written two week notice be given if you will be resigning.

REQUIREMENTS FOR CARE

6 WEEKS /12 MONTHS

All infants will be cared for according to his / her schedule and needs. You will interact with each child according to age and interests. Non-mobile infants will be held, and "talked to" while being feed or changed. You will sing, tell nursery rhymes, large and small motor movement by moving arms and legs. Help with simple problem solving. (stacking things, nesting things) Under no circumstance will an infant be put to bed on its tummy. Always put infants on their back to sleep, do not prop bottles up, no pillows, toys or fuzzy blankets are to be in the cribs. Each teacher is required to document the following: feeding (i.e. time of bottle or other meals and what was served), diaper changes (i.e., bowel movement, wet etc.) time of nap. Diapers should be checked and recorded every two hours or as needed. If child has had a bowel movement, the child should be changed immediately.

12 – 24 MONTHS

This age of child will be more on a schedule: breakfast, lunch, snacks, naps, making choices. This age child may not be allowed in a crib, they might nap on the floor on a mat. The child will not carry a sippy cup while playing, or walking around. If child insists on his sippy cup they must sit at the table. You will eat with the children, and converse with them. You may urge a child to try a new food but do not force them. Nor will you keep food from them as a form of punishment. Each staff member will be responsible for recording of diaper checking/changing, feedings, snacks, naps for the child's folder. Each teacher will fill out a daily report for the parent. Each report will let the parent know how well their child did during the day. Who did they play with, what is their favorite toy, did they say a new word, do something cute, tried a new food, were they fussy at nap time etc. All notes should be positive things. Each teacher is required to document the following: feeding (i.e. time of bottle or other meals and what was served), diaper changes (i.e., bowel movement, wet etc.) time of nap. Diapers should be checked and recorded every two hours or as needed. If child has had a bowel movement, the child should be changed immediately.

Schedules may change according to the number of children present i.e.: If we have only two to five children, you maybe called and asked not to come in, if children have left earlier than expected you may be ask to leave early. Please pay attention to your schedule, be on time, not later or early, unless by request

FOOD POLICIES

Each child under 12 months will be fed according to his or her own schedule. Breast milk will be labeled and refrigerated as soon as possible. Breast milk cannot be reheated and should never be heated in the microwave (put under warm running water to heat). Staff should wash their hands prior to preparing any food items and must wear gloves while preparing bottles. We **do not** add cereal to formula in a bottle. Each infant will be held while being feed. We will introduce cereal and baby food at the age of 4/ 6 months after being first introduced to a child by the parents. Food should be introduced at the rate of one new food per week. We will not give infants whole milk until they are 12 months of age. Children are not allowed to bring food in and not allowed to carry sippy cups or bottles while playing. Any left over milk or formula will be discarded. We do not offer anything other than water and milk. Children are offered food every 3 hours, but are not required to eat. Children **MUST** stay at the table while others are finishing.

Signature Page

AS AN EMPLOYEE OF CFCC, I agree to abide by the rules and regulations set forth in the employee hand book. I understand if for any reason I do not comply with the rules and regulations the status of my employment could be terminated with or without notice and / or compensation, at the directors / owners discretion.

I understand and agree I am expected to be available for monthly staff meetings. in-service, workshops, or other training that my include out of town travel, evenings and / or Saturdays as required by the State of Virginia Licensing. Pay for these occasions has already been taken into consideration in the setting of my pay, and no other compensation will be made at this time. I understand I am on a 30 {thirty} day probation period, during which time the center reserves the right to terminate my employment immediately if the situation requires such action. Either party, with a 2 {two} week grace period, may give notice of termination of employment.

DOCUMENTATION

The following documentation is required within 2 weeks of hire date. List includes, but not limited to:

Background check with the state of Virginia Police Dept
CPS search
SWON Statement .
First Aid / C.P.R.

I am physically and mentally capable of performing all duties as required in my job description with the understanding this may include, but not limited, to lifting or moving heavy objects such as equipment, supplies, children and will require climbing stairs.

I have read and agree to abide by the rules of the Universal Precautions. _____

I have read and agree to abide by the Safety Rules. _____

I have read and agree to the Confidentiality Statement form. _____

I agree not to use a cell phone. If caught I can and will be fired. _____

I have never had an arrest or referral to a child protective services agency. _____

Signature

Date

A new Staff Handbook will be distributed every January and each employee is required to read and sign so that employee file can be kept up to date.

IMPORTANT CONTACT INFORMATION

Cummings Family Childcare

Reston, VA 20191

CHILDCARE

EMERGENCY NUMBERS

911

RESTON POLICE DEPARTMENT

703-478-0904

RESTON FIRE and AMBULANCE

703-437-7575

UTILITIES

ELECTRIC reporting outages [24 hr]

703-631-8300

FAIRFAX WATER

703-698-5800

POISON CONTROL

1-800-222-1222

RESTON HOSPITAL

703-689-9000

CHILD ABUSE HOTLINE

1-800-797-3260

SOCIAL SERVICE

1-800-468-8894

VIRGINIA LICENSING

703-934-1505