



# **CHILDREN'S LEARNING CENTER STAFF HANDBOOK**

**2018-2019**

**(Effective July 1, 2018)**

Licensed by Ohio Department of Education

Five Star Step Up to Quality Program



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**MID-EAST CHILDREN’S LEARNING CENTER STAFF  
AND GOVERNING BOARD**

*Providing a loving and secure environment  
for students and children where they can learn and grow.*

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## **MISSION STATEMENT**

The Mid-East Children's Learning Center opened in September 1969, as a part of the Early Childhood Education Program at the Mid-East Career and Technology Centers. The Center has a two-fold mission:

1. Career-Technical education of students enrolled in the Early Childhood Education Program at the Mid-East Career and Technology Centers, Zanesville Campus. Students are involved in observing, planning, implementing activities, and teaching children from three to five years of age.
2. Provision of developmentally appropriate childcare services for children three to five years of age. The child care component of the program offers center-based programs and is open from 7:30 a.m. to 4 p.m., five days a week according to the calendar of the Mid-East Children's Learning Center. We enroll approximately 60 children. Children are enrolled on a first-come, first-serve basis; however, priority will be given to children who have attended the program during the previous school year.

The Ohio Department of Education licenses the Center. The license is posted in the Center office. The laws and rules governing child day care are available in the Center office for review upon request. The Ombudsman number for the Ohio Department of Education is 1.877.644.6338. Currently, our licensed capacity is 85 children.

## **PROGRAM PHILOSOPHY AND GOALS**

The primary goal of the Mid-East Children's Learning Center is to provide care and experience that will provide optimum development of each child regardless of race, color, creed, religion, gender, disability, or national origin. We recognize that each child is unique and the program offers activities geared to the individual needs of the child.

The Mid-East Children's Learning Center believes that a high quality early childhood program provides a safe environment that promotes the physical, social, emotional, and cognitive development of young children.

The Mid-East Children's Learning Center provides opportunities for optimal learning through active exploration and hands-on experiences with concrete materials in a developmentally appropriate curriculum.

The Mid-East Children's Learning Center strives to provide for a wide range of developmental interests and abilities based on teachers' observations and recordings of each child's special interests and developmental progress.

The Mid-East Children's Learning Center will strive to provide an atmosphere that is understanding and accepting of all cultural and ethnic beliefs. We recognize the importance of sharing diversity with our children and will incorporate multiculturalism in our daily practices.

The Mid-East Children's Learning Center staff and students respond positively, quickly, and directly to children's needs, desires, and messages and adapt their responses to children's differing styles and abilities.



## **Congratulations!**

Your child is enrolled, or you may be considering enrolling your child, in a learning and development program with a level of quality that exceeds Ohio's child care licensing standards.

High-quality learning and development programs are important because early experiences last a lifetime. Your child has approximately 1,892 days from the time he or she is born until kindergarten. What happens on this journey lays the foundation for success in school and life.

A Step Up To Quality **Five-Star** rating means your child is in a program that has demonstrated the highest level of quality. Below are some of the ways a program can provide increased quality at the five star level.

- **There are more staff members per child.**  
Teachers have more time to support your child's individual development and learning. This is important because 90 percent of brain development occurs by the time your child is 6 years old.
- **The administrator and teachers have higher educational qualifications.**  
The administrator and most teachers have a bachelor's or master's degree and many years' experience working with young children. These qualifications benefit your child's development and learning.
- **The administrator and teachers complete more than 20 hours of specialized training every two years.**  
The administrator and teaching staff are committed to expanding their education and skills to better support your child's development and learning.
- **Teachers develop lesson plans that support each child's growth.**  
Teachers plan intentional and purposeful activities and experiences that meet the needs, interests and abilities of children. These activities and experiences support them and their development.
- **Program staff completes assessments to evaluate and improve the learning experience.**  
Assessments with your child help keep track of his or her growth over time. This lets teachers adjust how they offer experiences to your child daily.
- **Families and the community are valued.**  
Programs work with families and neighborhood organizations to provide more opportunities for children.
- **The program provides at least three of the following to staff:** health insurance, paid leave, tuition reimbursement, discount on child care, paid professional development, retirement, flexible spending account, one hour of paid planning time weekly, paid holidays or life insurance.  
The program supports and values employees and retains good teachers

To stay current with information regarding early learning and development programs in your area and statewide, visit [www.earlychildhoodohio.org](http://www.earlychildhoodohio.org).

## **MID-EAST ECE / CHILDREN'S CENTER PHILOSOPHY**

The Children's Center strives to provide an optimal learning environment for each child. The staff and students of the Children's Center design their teaching to support the philosophy. Children at Mid-East will be provided educational opportunities daily that stimulate their cognitive, social-emotional, physical development and help them realize their full potential. The environment supports free, open exploration with hands-on experiences.

## **MID-EAST ECE / CHILDREN'S CENTER MISSION STATEMENT**

The Mid East Children's Center has a two- fold mission.

Providing a stimulating environment where students can actively apply skills and grow in early childhood knowledge.

Providing a loving and secure environment for students, families and children where they can learn and grow.

## **HIGH SCHOOL PROGRAM**

The Mid East Children's Center was opened in 1969 to support the teaching of high school students who want to pursue a career in Early Childhood Education. The schedule must support student learning at all times. Staff are expected to assist the ECE Instructor in role modeling principles that are taught to the ECE students in the high school curriculum. Teaching staff will provide daily feedback in written form to the ECE Instructor. The feedback will be used to determine the student's daily lab grade. In addition to written feedback, teaching staff will be required to role model and give verbal feedback to students while in the lab. Students are required to give introductions to all activities. The introductions must include creativity, open ended question techniques. Staff will be expected to role model this introduction style also. Teaching staff must ensure students are using appropriate guidance techniques and in the event staff need to intervene they will do so.

## **CURRICULUM (HIGH SCHOOL AND PRESCHOOL)**

The Children's Center has adopted the "Creative Curriculum" as the operating curriculum for the program. Teaching staff use the "Creative Curriculum" to provide optimum education through addressing the "whole" child. The Early Learning Development Standards are used as a supportive tool for teachers to guide their individual teaching. High school students are taught early childhood principles through the Working with Young Children textbook. Children and students must be exposed to this curriculum daily. All activities, experiences and interactions must support these adopted curriculums.

## **SERVICES PROVIDED**

The Mid-East Children's Learning Center is available to all individuals regardless of race, color, creed, religion, age, gender, disability, or national origin. The Center will provide developmentally appropriate individualized activities for all children. We provide All-Day Grant Program, Half-Day Grant Program, Head Start program, PreK Program and Early Learning Program.

The Center will work with a family and support agencies to fulfill the requirements of an Individualized Family Service Plan. Our program is based on typical and atypical early childhood education development and is shared, articulated and implemented by all program participants.

We promote the concept of integration; that children with or without disabilities share a common setting, good relationships, and developmentally appropriate activities. We are child focused in our goals and objectives in all developmental areas. We implement these goals and objectives by adapting regular activities and materials to meet the needs of all children enrolled.

We are collaborative and comprehensive in our planning which is based on individual child performance. If the Center cannot provide a positive experience, the family will be referred to Starlight; MRDD; Muskingum, Licking, Guernsey, Morgan, or Perry County Jobs and Family Services; Muskingum County Health Department; Muskingum County Children's Services; Alfred S. Carr Center or an organization for the specific disability.

## **SCREENING DAY / MEET THE TEACHER / HOME VISITS**

Staff will participate in a Screening Day and Meet the Teacher before the center is open. Home visits are conducted in November during SEE Mid-East with all families.

## **OMBUDSMAN**

If parents have concerns about whether the Center is meeting the standards set by the State Department of Education, they may let the Instructor/Director and/or Instructional Assistants know their concern. If parents are not satisfied with the Center's response, there is an Ohio Department of Education Ombudsman number, 1.877.644.6338, which they may call. The number is posted on the two-way mirrors.

## **ETHICAL STANDARDS**

Maximum results by members of the Center for children and students will be achieved only if high ethical standards of conduct are maintained in all personal, business, and public activities. Beginning with the universally accepted perception of treating others, individual or in groups, as everyone would like to be treated.

Ethical standards for all individuals should include:

- Accept responsibility for leadership by encouraging community and staff to improve the Center in appropriate ways, including the greatest efficiency in the use of money, funding, and improvement of training;
- Make an effort to respect divergent points of view by seeking to understand those who advance such diverse opinions;
- Recognize the principle of compromise;
- Recognize both positive and negative aspects of a conversation;
- Avoid conflicts of interests;
- Devote time and study to the duties and responsibilities of the Center;
- Attempt to interpret the needs and attitudes of all parts of the Center and School;
- Respect the limited intent and scope of executive sessions and respect privileged communications.
- All staff must sign a confidentiality form.
- Babysitting of children enrolled in the center is not allowed.
- Staff need to be aware that social networking with families while they are enrolled in the center is not advised.
- Follow the NAEYC Ethical Code of Conduct

## **BEHAVIOR MANAGEMENT / DISCIPLINE POLICY (3301-37-10)**

We believe the purpose of guidance and discipline is to support the child's growth toward mastery of self-control. Children are considered as individuals and each situation will be handled in ways that support the child's growth and development. Basic techniques include positive reinforcement, distraction, re-direction, modeling appropriate behavior, as well as manipulation of the environment. If the child is unable to function within the situation, he/she may be isolated from the classroom until he/she feels ready to modify the behavior. Isolating a child gives him/her the opportunity to:

1. Reflect on his/her behavior
2. Decide when he/she is ready to rejoin the group
3. Develop self-control

## Discipline Policy Statements

1. There shall be no cruel, harsh, corporal punishment such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. All staff members have reviewed and signed a written copy of the discipline plan. The signed copy is located in the staff member's file.
12. Staff needs to refer to Guidebook for additional information.

## SAFETY POLICY

1. The instructional assistant responsible for daily attendance will greet children upon arrival.
2. Children will be greeted by their first name by all teachers shortly after arrival.
3. Children will be released only to parent or designee as listed on the application. The instructional assistant will bid farewell at departure.
4. Children will be under supervision at all times.
5. Staff has access to the telephone in the Center office for emergencies at all times.
6. Emergency Medical Services will transport children attending the Center to the hospital of the parent's choice, if reasonable and if consent is given. This information is located on the Emergency Medical Authorization.
7. Planned evacuation information for fire, tornado, lockdown and emergency evacuations is located near exits in each classroom.
8. Fire drills will be held monthly at varying times. Tornado drills will be held during the spring and fall at varying times. Lockdown and emergency evacuation drills will be conducted as administration decides.
9. All staff and student teachers are trained in Pediatric First Aid, Pediatric Communicable Disease, and Recognition of Child Abuse and Neglect. New staff added after that date would attend training at the next available session.
10. A first aid box is located in each classroom in a cabinet labeled with a large red cross on white background:
  - **CLASSROOM 5001: BACK WALL CABINET BY STORAGE**
  - **CLASSROOM 5008: BACK WALL CABINET BY STORAGE**
11. There is a first aid box in each room to be taken on all field trips.
12. ***Children enrolled at the Mid-East Children's Learning Center will have identification on their clothing during field trips. Identification includes the Center's name, address, and telephone number. The child's name will be omitted for the safety of the child.***
13. Toxic materials are stored in locked cabinets out of the reach of children. Spray aerosols will not be used at any time when children are present.
14. An incident report will be completed when an accident or injury occurs **and given to parent/guardian at the end of the day.**
15. All necessary emergency information for each child is located on the Emergency Medical Cards located by the door in each classroom. Each child's complete folder is located in the bottom desk drawer in the Center office.

## HEALTH AND COMMUNICABLE DISEASE POLICY

Every child must have a health examination within 30 days of enrollment. All immunizations must be up to date for admission to the program.

Required immunizations can be waived if there are medical reasons. A physician's statement is required. Objections to immunizations based upon religious grounds are valid with a written statement signed by the parent or guardian.

All staff and students have completed pediatrics first aid, communicable disease, and recognition of child abuse and neglect in-service training required by the Ohio Department of Education. The Center follows the Ohio Department of Health "Communicable Disease Chart" for appropriate management of suspected illness. A chart is located in the office and each classroom. The instructional assistants will complete health checks on each child arriving at the Center. The instructional assistant will check to see if the child is free from symptoms of communicable illness including fever, eyes that are red or containing discharge, skin rashes, or the presence of nits and lice.

### The following precautions are taken for children suspected of having a communicable disease:

1. The Center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. Any child who is suspected of having a communicable disease is isolated and waits in the designated isolation area.
3. A child with a communicable disease is only permitted to return to the Center with physician's approval.
4. We isolate a mildly ill child and care for him/her until the parent, parent designee or guardian can arrive.
5. Signs or symptoms of illness for **IMMEDIATE** isolation and discharge:
  - a. Temperature of 100 degrees Fahrenheit taken by auxiliary method when in combination with other signs of illness;
  - b. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
  - c. Severe coughing causing child to become red or blue in the face or make a whooping sound;
  - d. Difficult or rapid breathing;
  - e. Yellowish skin or eyes;
  - f. Conjunctivitis (pink eye);
  - g. Untreated infected skin patches;
  - h. Unusually dark urine and/or grey or white stool;
  - i. Stiff neck;
  - j. Evidence of lice, scabies or parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the administrator and the parent or guardian. The child, while isolated at the program shall be carefully watched for symptoms a-j.

6. If your child becomes ill during school, he/she will be isolated from the other children. Parents (or emergency contact) will be notified and must pick their child up **IMMEDIATELY**. We ask all parents to sign an Emergency Medical Authorization for transportation of each child in case of serious accident or illness.
7. A child who is isolated uses a cot that is sanitized before and after use. All linens and blankets used by an ill child are laundered before being used by another child. The child is closely monitored until the parent, parent designee, or guardian arrives.
8. The Children's Learning Center has a Lice FREE Policy. Any child who is infected with Head Lice cannot return to the Center until all lice have been removed.

## **Medication**

No medication, vitamins, or special diets are administered unless instructions to do so are written, signed and dated by a health professional and prescribed for a specific child. Forms must be kept with the child's emergency form and with the first aid materials. Prescription medication must be in its original prescription container. This includes over the counter medication such as Tylenol, cough medicine, etc. Over the counter medication cannot be given to children without health professional and parent authorization. Staff must document when the medicine is given to the child.

## **CHILD ABUSE POLICY**

After careful consideration and reviewing documentation of observations the administrator is required by law to notify the local public children services agency when she suspects that a child has been abused or neglected. We are legal mandated reporters and this matter is to be taken seriously. Please speak with the director with any issues.

## **PERSONNEL POLICIES**

### **Calamity Days**

The Mid-East Children's Learning Center will not be in operation if the Mid-East Career and Technology Centers high school classes are closed due to inclement weather. If Mid-East Career and Technology Centers – Zanesville Campus, is on a delay, the center will open at 9:30 a.m. Please watch or listen to local media for closing announcements. We follow Mid-East Career and Technology Centers schedule and make up days with the children present. Staff will report to work by 9:00am on delay days.

### **Consent to Leave**

If a staff member suspects a parent/guardian or authorized person picking up a child at the center is incapable of safely driving the child home the staff member should follow the Parent Handbook which states: "Parents agree to leave the program with a person on the authorized list, or taxicab and to reimburse the program for the cost of the cab, when a staff member believes that the safety of the child is better served if the parent does not drive."

### **Dress Code**

The staff consists of trained early childhood education professionals. Staff members in the Early Childhood Education field are held to a high standard of professionalism. The standards are based on a child/family perception of a competent child care provider. The staff members serve as role models and are expected to present a high level of daily personal hygiene and performance.

#### **Clothing:**

- a) Khaki or dress pants must be worn
- b) Capris may be worn during the warm months of the year.
- c) Jeans are permitted on Fridays ONLY.
- d) Dresses and skirts that are appropriate length. Length must be calf length or longer, not at the knee level or above.
- e) Shoes must be CLEAN and in good condition.

#### **The following items of dress are prohibited:**

- a) Tank Tops/Shorts
- b) Sweatpants/Sweatshirt
- c) Skorts
- d) Flip Flops
- e) Cotton Stretch Pants
- f) Leggings / Jeggings

**All tattoos/body markings must be covered at all times. In the event that the tattoo is visible, the employee will be asked to cover it.**

## **Evaluations**

There will be a 90-day probationary period for all new employees and current employees in a new position. Each employee may be evaluated yearly. The Director may conduct an informal classroom observation monthly. The observation will be discussed during team meetings for each classroom.

The Director will contribute to a written evaluation of the performance of each employee. The evaluation will be fully discussed with the employee. The employee will have the opportunity to read the evaluation and sign it, signing that he/she has read it. Each staff member will be required to complete a self-evaluation tool annually to aid in establishing goals for the Center. This is a Step Up to Quality requirement.

## **Hiring**

The Mid-East Children's Learning Center promotes hiring of qualified individuals regardless of race, color, creed, gender, age, disability or national origin, provided they meet the requirements established by the Center for the job.

Prospective employees will be required to fill out an application for employment and all necessary forms. These items will be sent to the Instructor/Director and Director of the Zanesville Campus. An administrator will then call for an interview. The final selection of an employee shall be the responsibility of the Superintendent.

The Center will maintain a personnel file for each employee, containing an application for employment form, health examination form, T.B. test verification, three references, educational data, evaluations and correspondence. This is accessible to the employee.

## **Drinks**

No drink or food containers are to be visible in the lab.

## **Court Agreements**

Under the laws of the state of Ohio both parents may have the right to pick up their child, unless a court document restricts the right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official document (e.g., current restraining order, the custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

## **Safety Seats/Seat Belts**

Children transported in vehicles must be buckled securely into car safety seats/ seatbelts that meet state requirements. Staff will take whatever steps are necessary to make sure parents are following the guidelines. Staff will call another authorized person from the child's list if the guidelines are not being met.

## **Sick Leave**

Provisions of the Negotiated Agreement will be followed.

## **Cell Phone Use**

Cell phone use is to be limited to before school, during lunch breaks and after school. Cell phone are to be taken on walks and field trips for emergency use only.

## **Staff Training and Development**

The Center supports growth and development of the staff as follows:

- a) Continuing education.
- b) Conference seminars directly related to the staff person's job.
- c) In-service training.

All requests for conferences must be submitted to the office on a Professional Visitation Form at least ten working days before the conference. The office will process and then return the form either approved or denied. All out-of-state visitations must have Board of Education approval.

All staff are required to have 20 SUTQ approved hours bi-annually.

### **Work Schedule**

The Center will be open during the school year. Professional staff will follow the Children's Learning Center calendar for scheduled days off. Center staff will work the number of days contracted per year.

An agreement will be reached prior to employment on the hours to be worked by each employee. Working hours will fall between the hours of 7:15 a.m. and 4:15 p.m. Each employee who is scheduled for at least seven hours of paid time per day shall receive one 15-minute rest period for each half of her shift and an unpaid thirty-minute duty free lunch as scheduled with the approval of the administrator. Breaks will be taken during times that staff/child ratio can be maintained. Breaks/lunches **CANNOT** be accumulated or carried over to the following business day. Breaks/lunches **CANNOT** be used to leave early at the end of the day.

Contracts for employment are renewed per ORC. At the end of each year the Center's need for staff will be re-evaluated. The staffing of the Center is directly related to the number of children enrolled. If the enrollment is low, it is possible that the number of staff working will be reduced for that school year. Staffing is also based upon funding available to the Center.

## **STAFF REGULATIONS**

When groups of people are working together, it is necessary to have common rules of conduct so that actions of one individual will not be detrimental to other staff persons or the Center. The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work here, and to insure that all staff work under the same conditions.

### **Absenteeism or Tardiness**

A staff person should notify the Director as soon as possible (preferably the night before) if he/she is to be absent, in order that arrangements for a replacement can be made. A staff person should notify their co-worker and give any special instructions for the day.

### **Care**

All children, parents, and visitors should be treated with kindness, friendliness, patience, and respect. Staff should refrain from gossip, loud talking and other unnecessary noise and forms of conduct that could disturb the program and detract from the professionalism of the Center.

### **Fire Rule**

It is the responsibility of all employees to understand their roles in an emergency. This includes the understanding and familiarization with the location of the fire alarm boxes, fire extinguishers, and knowledge of all fire routes and exits.

### **Information Regarding Children**

It is contrary to the interest of the Center and those we serve to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside the Center. Inside the Center, such information should be discussed only when it will benefit the care we offer the children and the parents. Refer any inquiries concerning children, their performance, and parents to the ECE Instructor/Director. Staff is to sign a confidentiality form.

### **Outdoor Play**

There will be no outdoor play or activities when the temperature is below 25° F. This includes the actual temperature or the temperature with a chill factor. If the weather does not permit outdoor play the staff must provide gross motor activities inside.

## **Resignation and Termination**

An employee needs to give two weeks for resignation.

An employee may be terminated by the Center if there is negligence in performing required duties, failure to provide quality performance, or serious breach of operating rules. The administration recognizes that guidelines and instruction are a necessary part of staff training. (See evaluation procedures.) All employees will be counseled when there is a deficiency in performance and every effort will be made to help the employee solve a problem.

The Director shall be available at all times to discuss any problems which may arise and to assist the employee to solve such problems whenever possible.

Termination will be followed as explained in the Negotiated Agreement between Mid-East Career and Technology Centers and OAPSE.

Before imposing any such action, the Superintendent or his designee shall give the employee an opportunity to meet with him to discuss the intended action and to receive any explanation from the employee. The Superintendent may impose a suspension for up to 10 days without pay. The Board only shall terminate an employee's contract, but the Superintendent or designee may conduct a pre-termination hearing. The Superintendent shall give the employee notice of the decision to suspend or terminate. Such action shall be subject to the grievance procedure noted in the negotiated agreement.

## **Rules Requiring Immediate Action**

Most rules involve common sense and accepted standards of good conduct. Violations of the following rules are considered serious and will result in immediate action:

1. Striking or abusing a child, humiliating a child, withholding food from a child as punishment.
2. Abuse or inconsiderate treatment of parents, staff, students or visitors.
3. Unauthorized removal of property.
4. Unauthorized removal of records or unauthorized divulgence of family or Center confidential information.
5. Consistent refusal to perform assigned work or follow instructions.
6. Carelessness or negligence.
7. Willful destruction of property.

## **Safety**

Every caution must be taken to guard against accidents to children and staff. It is the responsibility of every staff person to correct unsafe conditions such as liquids, food, paper, extension cords, etc. on the floor or any other condition, which could cause an accident. Staff members are responsible for reporting any unsafe conditions and fire hazards immediately to the administrator if you are unable to correct them.

All accidents should be reported on the incident form immediately and signed by the proper staff members. The parent should sign the form. File the original in the child's folder and give a copy to the parent at departure.

## **Smoking**

Smoking is permitted during breaks off campus.

## **Telephone Calls**

The Center telephone is for business purposes. The use of phones for personal reasons should be limited, so that the Center phone may be free to conduct business. Phone calls for the staff will be received. Messages will be taken and staff may return calls on their breaks.

## **Work Performance**

Employees are expected to put in a fair day's work. Unsatisfactory work includes, but is not limited to: poor performance, producing work below standard, loafing or excessive time away from the job, permitting avoidable waste, and lack of cooperation which jeopardizes our children, our students, and/or other staff.

**Work Time**

Any conduct, which interferes with the work time of a staff person, will not be condoned. Staff needs to stay in their work areas instead of visiting other rooms. Each employee should be on time and ready to work at their appointed start time. Each employee should return promptly when a break or lunch period ends.

**EQUAL EDUCATION OPPORTUNITY**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities, or employment.

A complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The District Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.



## ACKNOWLEDGEMENT OF HANDBOOK

This is to certify that I \_\_\_\_\_ have read the

2018 - 2019 Mid-East Children's Learning Center Staff Handbook

2018 - 2019 Mid-East Children's Learning Center Parent Handbook

and understand the contents.

Signature \_\_\_\_\_ Date \_\_\_\_\_