

**GiggleBugs**

**Preschool & Infant Toddler Center**

Staff Handbook![C:\Users\Lindsay and Ryan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\X7G6QIIZ\grass-149329_960_720[1].png]()

This Handbook is intended to familiarize Staff members with the current GiggleBugs Preschool policies, Standards and practices. An electronic version of the Handbook is also available on the Preschool’s website at gigglebugspreschoolcenter.com. A printed copy is available upon request. Staff members will be notified of updates to the Handbook as they occur.

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| History |

Lindsay’s Home Daycare was where everything started. It was opened in Nov. 2013 and never received its first child until Jan. 2014. The business bloomed and by Aug. 2018 it enrolled 21 children. Over the course of 11 years, the Daycare saw a substantial amount of growth and a need for expansion. After getting a Degree and becoming Director Certified GiggleBugs Preschool & Infant Toddler Center was established.

We will provide the best care, educational developmental tools for learning and fun experiences for our children. We will encourage creativity and freedom to explore.

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| Philosophy |

 I would like to extend a happy Hello to you!! It is my mission to ensure the children’s physical, emotional, intellectual and cognitive wellbeing during the most important years of their lives. My philosophy is as follows:

 Schedule and curriculum based on every child’s ability, is what my philosophy is based on. Every child is different and unique in everything he/she does. It would be inhumane to expect every child to accomplish the same tasks and skills at the same age as each other. Each child should have the opportunity to reach their milestones at their own rate.

 The children will enjoy learning in our learning center type environment. They will learn and explore in areas such as book corner, dramatic play, blocks, housekeeping, small manipulatives, texture tables and arts. Other areas of learning that we will have for them to investigate and enjoy are large muscle equipment, puzzles, games, easel painting, instruments, music, nature, science and more!!

 We encourage the children to have fun and learn from their own discoveries and hands-on experiences.

 While working individually or in a small group, the children will learn letters, numbers, concepts, self-help skills, colors, shapes and other educational areas.

 Emphasis is placed on learning to get along with others, sharing and giving, as well as receiving affection and becoming self-disciplined.

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| General Center Information |

**Administration Certified Director 1&2:**

Lindsay Richard

Lindsayrichard975@yahoo.com

Office/Preschool#: (413) 267-4373

Cell#:( 413) 348-6079

(gigglebugspreschoolcenter.com)

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| **Hours of Operation** |

GiggleBugs Preschool & Infant Toddler Center is open Monday through Friday from 7:00am to 5:30pm.

The Center is Closed for the following Holidays:

*New Year’s Day Thanksgiving Day & Friday after*

*Labor Day Christmas Eve, Christmas Day,*

*Columbus Day Day after Christmas*

*Veterans Day Martin Luther King Day*

*President’s Day Memorial Day*

*Independence Day*

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| **Classrooms** |

 There are 5 Childcare Classrooms offered at GiggleBugs Preschool. They are:

* Bumble Bees (2 months-15 months)
* Butterflies ( 15months-2.9 years)
* Lady Bugs (2.9-8years)
* Caterpillars (2.9-4 years old)

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| **Ratios in Classrooms** |

 At **GiggleBugs Preschool & Infant Toddler Center**, we maintain the following Staff-to-Child Ratios at all times in our Classrooms:

**Ages of Children**  **Ratio of Staff to Children**

2 months-15months (Infants) 2 staff members for every 7 infants 1:7

15 months-2.9 years 2 staff members for 8 toddlers 2:8

 2.9-8 years (Preschoolers) 3 staff members for 16 children 3:16

 2.9- 4 years(Preschoolers) 1 staff member for 7 kids 1:7

 Children of different age groups may be combined if the following guidelines are followed:

* Infants are never combined with children over age 2.9 years of age. They will be kept in the infant/toddler playroom with a certified teacher until pickup time or after morning drop off time. The time would be 7-8am for the morning drop off time and the 1 hour in the evening would be 4:30-5:30pm pickups. The 2.9-8 year old children will be in the preschool classroom with 2 staff members until pickup time.

Children will be signed to their classrooms and have the same consistent teacher every day. Only time this will change is if the teacher is out or on vacation and another staff member will fill in for him/her.

**Ratios must be maintained at all times, including when Emergency procedures are in effect.**

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| **Licensing** |

**GiggleBugs Preschool** is a program licensed by *The Department of Early Education and Care*. A copy of the licensing rules is available for review in the Director’s office, the staff break room and on the Preschool’s web page.

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| **Weather-Related Closings** |

**GiggleBugs Preschool** will remain open during most severe weather. The Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

GiggleBugs will post on the Preschool’s web site and sometimes call into local news stations to report a delay or closing.

Parents will be contacted and informed of the weather situations whether the Preschool is closing or having a delay. Children should be picked up in a reasonable amount of time to ensure all parents, children and staff can travel safely home.

Families will still be charged during weather closings, delays.

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| General Staff Expectations |

**Professionalism**

Each **GiggleBugs Preschool** Staff member is a Child Care/Early Childhood professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

* Arrive on time and stay entire shift, if needed.
* Is not absent from work on a regular basis and finds a substitute when necessary.
* Dress appropriately for interaction with children & customers.
* Take directions, suggestions and criticisms, and follow through to improve performance.
* Respect confidential information regarding children, families, and co-workers.
* Display a positive attitude toward the entire center (the program, children, families, Director, and co-workers).
* Attend staff meetings and other center events.
* Complete workshops and trainings to maintain knowledge in the child care field.

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| **Disciplinary Procedure** |

GiggleBugs uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all Employees are “at will” which means an Employee can Terminate at the will of GiggleBugs for any reason. Employees will always have a reason why they will be terminated. The Director will observe periodically and document issues or concerns that need to be addressed. Employees will never be terminated without a reason. The following are the steps, which are taken using progressive discipline:

Step 1 Verbal Warning

 If a staff member’s job performance is not meeting GiggleBugs standards, or if a staff member is in violation of any policy stated in this Handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of GiggleBugs policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Step 2 Written Warning

 A written warning is given if a problem/s identified by (1) verbal warning has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and the Director. A staff member may receive only (1) written warning. After (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

Step 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline.

Reasons for immediate termination may include, but are not limited to:

* Commitment of child abuse under MA law
* Abuse of a parent/guardian of a child or another staff member
* Harassment
* Being under the influence of drugs or alcohol while at work
* Theft
* Possession of a weapon
* Violation of any policy which states that violation of such policy may result in Termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

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| **Dress Code** |

Staff members are expected to dress professional at work. Comfortable clothing with no holes, rips, stains etc. should be worn.

* Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must dress comfortably in clothes that allow free movement and activity.

 **List of Clothing not allowed:**  **List of Clothing allowed**:

 Short mini-skirts Sleeveless shirts w/ no bra showing

 Crop tops/Halter tops Open-necked blouse with minimal cleavage

 Workout Gym Sneakers Shorts that reach top of knee or lower

 Jeans (Friday only) Flip Flops/Sandals

 Long Necklaces/Long Earrings Dress shoes/ nice, clean sneakers (wimpy whites)

 Visible Panty Lines Skirts (slightly above the knee or longer)

 Bracelets/Large Rings Small earrings and little hoop earrings

 Hats Dresses that look professional (sundresses, yes)

 Low-Rise Jeans that show underwear Leggings

 Sweatpants/Hooded Sweatshirts

* All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.
* Staff members interact with children and parents on a daily basis and should dress professionally. Clothing may not contain alcohol, drug or cigarette references. Vulgar sayings or suggestions are forbidden.
* It is expected that all staff members will present themselves and **GiggleBugs** in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

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| **Job Attendance**  |

 All Staff members must arrive on time for their shift and leave at their scheduled time.

Arriving Late: 1st  Time Verbal Warning, 2nd Time Written Warning, 3rd Time Termination from position

Leaving early (when not asked to): 1st Time Verbal Warning, 2nd Time Written Warning, 3rd Time Termination from position

Failure to show up to work: 1st Time Verbal Warning, 2nd Time Written Warning, 3rd Time Termination from position.

Multiple Absences (Sick Days): (allowed 4 per year) the 5th absence will result in termination of position unless a serious illness with a returned doctor’s note.

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| **Cell Phone Uses** |

It is important that every staff member’s attention remains on the children at all times. A second’s lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Cell phones are not permitted in any of the program rooms with the exception of nap time curriculum work, videos for circle time, taking pictures of the children’s development. It **will be allowed** if an emergency occurs and the call needs to be answered. Cell phones should be turned off and placed in a pocket book, coat etc... No texting will be allowed on Employees shift unless on break time.

It is allowed and expected that when leaving the center for any reason (walk, field trip, evacuation); one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency or taking picture for the developmental binders and not for personal calls/text messaging.

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| **Computers** |

A computer that is owned by *GiggleBugs Preschool* should only be used for work purposes only. Under no circumstances may software be installed without the prior permission of the Director. Staff members may bring in a personal computer for nap time (curriculum work) only! Staff members that work on curriculum during naptime, must never compromise the supervision of the children while they are napping. The wireless network password may be obtained from the Director.

\*Computer use is forbidden during all times other than nap time & Circle Time.

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| **Time Cards/Payroll** |

Each hourly staff member is responsible for clocking in and out each scheduled workday using a time sheet. Staff will have a folder with their name on it that has time sheets in it. Every day the staff will be responsible for their schedule being recorded on their time sheet for the week. Failure to have your timesheet filled out and ready for the Director on Thursday will hold up the Director from processing other staff member’s paychecks and your own on that day. You will not receive your paycheck on Thursday and will receive it on Friday with a warning attached. On Thursday morning the latest, Staff must place their time sheet for last worked week in the folder rack on the Director’s door.

Failure to document time worked:

Ist time (asked where time sheet is or what you worked) will be a verbal warning.

2nd time asked will be a written warning.

3rd time asked will result in Termination of position.

1. Staff members must not add in hours to their clock in time if they show up before scheduled time. *Example: If you are scheduled for 8 am, you must not write on timesheet 7:30 if showed up early.*
2. Staff members are expected to clock out immediately after their shift ends.

*Example: If you are scheduled till 5:30pm and you talk to a parent/staff member until 6pm in the parking lot you will not be paid for that extra half hour.*

1. Payroll will be issued every week. On Thursday of that week, the Director will process the paycheck and give them directly to the Employees.
2. Staff members will not be paid the first week that they start work. The next week, staff will be paid for the first week worked. A check will be issued on Thursday of the second week.
3. When the Center is on vacation, the Director will have the paychecks printed on the week of vacation and the staff will receive the paycheck on the first day that they return back to work the following week.
4. Paychecks must not be cashed until Friday of that week. Parents pay the Preschool on Thursday’s and Friday’s and money will not be deposited until Friday morning. Please do not cash until Friday!!

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| **Personal Belongings** |

 Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets or where the staff’s designated area is for belongings out of reach of children. Personal belongings can also be stored in the staff break room. GiggleBugs is not responsible for lost or stolen items. Please keep an eye on your belongings during your shift.

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| **Food/Meals** |

GiggleBugs is a peanut free facility. No food containing, or processed in a facility with peanuts, are allowed in the center. Staff may store a small amount of food in the break room refrigerator. All food should be clearly labeled with staff’s name. Food should be removed or discarded after one week or when spoiled by the person who brought the food in. Meals should be eaten and prepared only during nap time or during an approved break.

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| **Hand Washing** |

Staff members must wash their hands at the following times:

1. Upon arriving at the center
2. After each diaper change/changing of a child if clothes soiled
3. After helping a child use the toilet
4. After wiping a nose, coming into contact with saliva or any other bodily fluid.
5. Before preparing meals
6. Before and after meal times
7. Before and after using the sensory table
8. After removing gloves
9. After using the restroom
10. After returning to the center from a break
11. After coming indoors from the playground

 \*\* Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

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| **Required Trainings** |

Research indicates that formal education or training that increases the knowledge of employees has been shown to be the greatest determinant of safe and quality programming for children. Therefore, the Director requires staff trainings and development.

* At least one third of required professional development must address diverse learners.
* Educators, if they work fewer than 20 hours a week they should have 12 hours of professional development activities per year. Educators that work 20 hours or more should have 20 hours of professional development activities per year.

Required Trainings that will be completed at orientation (before job starts):

* All (13) Strong Start Essentials 2.0 Trainings on DEEC Website.

All fees for required training courses are to be paid by the staff member, unless otherwise arranged with the Director.

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| **Staff Meetings** |

All GiggleBugs Staff members are required to attend each monthly meeting. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least 1 week in advance and must meet with the Director if unable to attend a Staff meeting. Staff meetings will not be paid. All meetings will have pizza/soda for dinner.

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| **New Staff Orientation** |

All new staff members must read the GiggleBugs Staff Handbook and Health Care Policies. Prior to working in the classroom, the Director will schedule an orientation meeting to complete paperwork, review center operation and policies. After that is accomplished, trainings will be completed on the computer and a Staff member will train. The Staff member will be with the new employee for a designated time frame. When the Director feels that the new staff member can be on his/her own the training time will stop and that person will work alone.

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| **Evaluations** |

Evaluations of a staff member’s performance will be conducted by the Director. The first evaluation will be done 6 weeks after the employee’s start date. Every 6 months an evaluation will be conducted and a scheduled appointment conference will be with the Director and employee to discuss the evaluation. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations by the Director.

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| **Personnel Policies** |

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. GiggleBugs staff members are expected to be:

* On-time and alert when scheduled to be at work.
* Careful and conscientious in performance of duties, including the use of positive words and actions.
* Respectful, thoughtful, and considerate of other people.
* Courteous and helpful when dealing with children, parents, visitors, and other staff members.

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| **Confidentiality** |

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas outside of the preschool. Names and identifying characteristics of children and families should not be shared with anyone other than staff members and the Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the Preschool operation, particularly problem areas, with others in public. Staff members may not distribute or post children’s last names, address, phone numbers, etc. with the exception of distribution of GiggleBugs employees. Personal information should never be used for personal purposes.

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| **Child Abuse and Neglect** |

All GiggleBugs staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to:

MA Department of Children and Families

Child at Risk hotline: 1-800-792-5200

Website: [www.mass.gov/DCF](http://www.mass.gov/DCF)

Staff members should first consult the Director on filling out a report. Together they can decide whether or not to inform the parents of the report.

If a GiggleBugs staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and determined from the physical evidence reported on the parent/staff complaint form. This will determine if it is a reasonable cause. A reasonable cause will be made as to whether there is reason to suspect that a child has been subjected to abuse/neglect. If there is reasonable cause, a report must be made to the MA Department of Children and Families (DCF). Programs are required to report allegation of abuse/neglect to DCF and notify EEC of the filed report. GiggleBugs will cooperate with any (DCF) investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. While investigation is being performed, the staff member will not work at GiggleBugs Preschool. Termination of employment will be definite if the staff member is accused of any abuse/neglect towards a child, staff member or parent.

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| **Grievance Procedure** |

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member’s personal time.

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| **Co-Worker Communication** |

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, etc.) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times.

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| **Supplies** |

All staff members are responsible for reporting to the Director when supplies are running low so they can be replenished before supplies are completely depleted.

If a staff member purchases something for his/her classroom it must not exceed the price of $20.00 and the receipt must be given to the Director so that that employee can be reimburse. If something is needed that is over $20.00, the employee must discuss it with the Director and the Director will make the decision on whether to purchase it or not.

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| **Parking** |

Staff members should park in the designated parking area for staff only. Other areas of the parking lot are for parents picking up or dropping off or for visitors. Staff parking is in the Mug & Muffin parking lot. Staff must not park in Preschool parking lot. Please lock car doors upon entering work. GiggleBugs is not responsible if your car is broken in to or stolen or if something is stolen out of the vehicle.

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| **Suggestions** |

GiggleBugs is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Director.

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| **Personnel Files** |

GiggleBugs Preschool maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director to review their own file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents.

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| **Substance Abuse** |

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. The staff member will not be paid for that day and a Written Warning will be issued. If this happens for a second time, the employee will ask to leave again and termination from the position will occur immediately. If the Director or other staff member has probable cause to believe a staff member’s faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

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| **Tobacco Use** |

Cigarettes and smokeless tobacco products are prohibited on GiggleBugs premises, including parking lots and outdoor play areas. Smoking is also prohibited on field trips, walks, or at an evacuation. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended period of time. Staff members must be hands immediately after smoking, before returning to work.

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| **Non-Discrimination Statement** |

GiggleBugs Preschool does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. GiggleBugs Preschool is an equal opportunity employer.

GiggleBugs prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior. A staff member who feels harassed has the right to file a complaint on a 151 B. Staff may contact MCAD Information Line (617)994-6171

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| **Attendance Policies** |

**Attendance**

Consistency is crucial to creating a successful program. In each classroom will be the assigned Staff. If a staff member is absent frequently it is hard for the Director to get coverage for that staff member. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Regular absences will be subject to Disciplinary Procedures.

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| **Absence Due to Illness** |

If a Staff member is ill and unable to work, the Director should be notified immediately, by phone or text message. When possible, a Staff member must assist in making arrangements for a substitute. If absent more than two consecutive days, the Director will require a note from the staff member’s physician indicating the type of illness and when the staff member may return to work.

**Employee Layoffs**

A layoff is an involuntary, non-disciplinary separation from the Preschool resulting from a lack of work, reduction in funding or reorganization. Employees are able to collect unemployment for the layoff. Contact the Director for more information.

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| **Staff Schedules** |

All scheduling requests should be submitted in writing to the Director two weeks before the date requested off. If no request form is filled out two weeks before the day off staff members will not get that time off. If it is an emergency and the staff member needs tomorrow off or is sick the Director will work on trying to accommodate. Accommodations may not be accepted.

Occasionally, Staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete GiggleBugs responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.). Staff members will not get paid for Staff Meetings. Anything else will not be paid for either.

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| **Voluntary Resignation** |

All Staff members should submit a letter of resignation to the Director when resigning from a position. GiggleBugs appreciates at least 4 weeks’ notice if the staff member chooses to resign. This will ensure an appropriate replacement can be hired and adequately trained.

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| **Health and Safety Policies** |

**Staff Physicals and Tuberculosis Screening**

Each staff member must receive a pre-employment physical and tuberculosis (TB) skin test, performed within 6 months before beginning employment. Physicals and TB tests must be updated every 2 years. Staff members will have a “grace period” of 30 days to turn in updated physicals and TB tests. After 30 days, staff members may be suspended for a period of time without pay. (Evidence of two doses of MMR vaccine or poof of immunity to MMR are required for all Educators born after 1957)

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| **Hepatitis B Virus (HBV) Vaccinations** |

OSHA guidance for Hepatitis B vaccinations indicate that all staff members determined to have potential workplace exposure to human blood and other potentially infectious materials must be given the Hepatitis B vaccination series before hired. If a staff member has previously received the HBV vaccinations, or wishes to waive his/her right to receive the vaccinations, a Hepatitis B Vaccination Consent/Waiver form must be completed.

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| **Illness** |

Our first priority at GiggleBugs Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

* **Fever** of 100 or greater, until 24 hours symptom free without fever reducing medication.
* **Signs/symptoms of severe illness, including:** lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
* **Diarrhea** (not associated with diet change or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed health care professional.
* **Blood in stools** not explainable by dietary change, medication, or hard stools.
* **Vomiting** (one instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.
* **Persistent Abdominal Pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
* **Mouth Sores with Drooling**, unless a health care provider determines the sores are not contagious.
* **Rash** until a physician determines that these symptoms do not indicate a communicable disease.
* **Pink Eye (conjunctivitis)** until after treatment has been initiated for 24 hours.
* **Head Lice,** from the end of the day until after first treatment.
* **Scabies,** until after treatment has been completed.
* **Tuberculosis,** until a health care provider states that the child is on appropriate therapy and can attend child care.
* **Impetigo,** until 24 hours after treatment has been initiated.
* **Hand, Foot, Mouth** sores have dried and crusted and no fever.
* **Strep Throat,** until 24 hours after initial antibiotic treatment and cessation of fever.
* **Chicken Pox,** until all sores have dried and crusted (usually 6 days).
* **Pertussis,** until 5 days of appropriate antibiotics treatment has been completed.
* **Mumps,** until 9 days after onset of symptoms.
* **Hepatitis A Virus,** until 1 week after onset of illness
* **Measles**, until 4 days after onset of rash.
* **Rubella,** until 6 days after onset of rash.
* **Unspecified Respiratory Tract Illness** accompanied by another illness which requires exclusion.
* **Herpes Simplex,** with uncontrollable drooling.

 A child who becomes ill while at GiggleBugs must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the Director’s office to wait for his/her parent to arrive.

GiggleBugs reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

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| **Notice of Exposure of Communicable Disease** |

If a child or staff member is found to have a communicable disease, a notice will be posted on all exit/entrance doors of the Preschool. Additionally, families will be sent a copy of the notice on their child’s daily note and on the Preschool web site a posting will explain all about it.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

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| **Medication Authorizations** |

Staff members may not administer medication to any child unless a parent has completed the Medication Authorization Forms and the staff member has taken the 5 Right to Administering Medication Training from EEC. Parents must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered.

**At no time will any staff member give any medication to a child that is not their own medication.**

Medications must be stored in medication marked cabinet high up so children cannot reach. There will be a storage bin marked MEDICATIONS in that cabinet. A medication log will be in the cabinet next to the storage bin. Unused medications must be placed in a knotted plastic bag with a form stapled on it that says “Medication Return Form” and then placed in the child’s back pack in the child’s cubby space.

Medications may only be administered only by a staff member who has taken the 5 Rights to Administering Medication Training. When a medication is given, the staff member will document the type of medication administered, the dosage, time it was given and who administered the medication. Expired Medication Authorization Forms must be turned in to the Director to be filed in the child’s permanent enrollment file.

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| **Documentation of Accidents/Incidents** |

Staff members shall document accidents and incidents that occurs at GiggleBugs using an Accident/Incident Report designed for either a child or an employee. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include another child’s name. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy of the report will be given to the parent. All Accident/Incident Reports must be given to the Director to be placed in the child’s permanent file.

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| **Documentation of Health Incidents** |

Each time a parent is contacted regarding an ill child or symptoms of illness, staff members should complete a Health Incident Form. A copy of the form should be given to the parent and the original to the Director to place in the child’s file. All parents will be notified of any communicable illnesses present in the center. In addition, parents with children in the classroom of the infected child will receive a letter regarding the illness.

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| **Documentation of Allergies** |

A child with allergies must have an Allergy Action Plan paperwork posted on the cabinet where medication and first aid are stored. If the allergy is food related, an Allergy Action Plan must be posted in the kitchen area. All staff working in the classroom of the child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

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| **Documentation of Special Health Care Needs** |

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| **Access Policy** |

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child’s or staff member’s specific health care needs.

Any person in the center who is not an owner, staff member, or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.

People who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Assistant Teacher due to a conflict of interest with the person.

Center staff members will approach anyone who is on the property of the Preschool without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director will get approval for the person to be on site. If it becomes a dangerous situation, staff will follow precautions and will wait to get information on whether to contact 911 or evacuate the children. Non-agency people, who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian) who is required to register with the MA sex offender registry:

* Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
* Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Director is not obligated to provide permission and must consult with EEC and the local police department first.

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| **Jury Duty** |

Employees summoned for jury duty will continue to receive their normal daily pay for the day. A copy of court details will be required and given to your employer.

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| **Visitors** |

All individuals who are visiting the center are required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director if expecting a visitor.

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| **Bereavement** |

Employees are entitled to 3 days of paid hours for the loss of an immediate family member. Immediate member means mother, father, sisters, brothers, grandparents

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| **Curriculum** |

Curriculum at GiggleBugs includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively.

Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child’s development, and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children’s changing interests.

Each classroom is set-up in learning centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. There will be a planned theme every week and the staff members will create a lesson plan for that week ahead of time. The themes will be decided upon in December for the new up- coming year. For example: If the theme of the week is Boats, all of the learning centers should display toys or props or books etc. to relate with the theme of boats and teach children about that theme. There will be a large bulletin board on the wall of the classroom that will display a sign that says the theme of that week (staff members will be in charge of changing the sign on Friday evenings for the next up-coming week) and all of the children’s art projects will be posted on that board for the parents to see.

Outdoor play is important to a child’s physical development and must be included in both the morning and afternoon schedule. Free play is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

Staff members that work on curriculum during naptime, must never compromise the supervision of the children while they are napping.

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| **Daily Schedule and Activities** |

Both staff members in the classroom are supposed to work cooperatively to create a weekly curriculum plan and plan activities that meet each child’s developmental abilities and needs. Every staff member is responsible for carrying out the schedule planned for that classroom and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for free play and teacher-directed activities. Consistency, routine and structure from day-to-day are particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency. Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Lesson plans and the daily schedule must be posted in the classroom and visible at all times.

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| **Themes** |

The use of themes is a practical and logical way to begin curriculum planning. The themes should be based upon what the children know and need to learn about and see every day, as well as the children’s interests. The themes must be age-appropriate and may span the length of one week.

Teachers will all meet at a staff meeting in December to discuss the themes for each classroom for the whole year.

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| **Physical Environment** |

The actual classroom arrangement of each room in the Preschool is the responsibility of the Staff members working in that room. After arrangement is finished, a staff member will show the Director the room and the Director will give a judgement on whether things need to change or can stay the way it is arranged. Centers should include blocks, dramatic play area, art area, large and fine motor area, book area and texture table area. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor will have some of the chosen bug theme for that classroom. It should also consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child’s eye level. Letters, numbers, shapes and colors should also be tied into the classroom décor. Room arrangement should take into consideration that staff must be able to see every child at all times.

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| **Free Play** |

“Free Play” (also called child-initiated activities, free choice, and self-selection) must be incorporated into the morning and afternoon schedule. Teachers are expected to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

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| **Outdoor Play** |

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, weather permitting. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Teachers will consult the Director on whether to take the children outside.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with and use their imaginations.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

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| **Nap/Rest Time** |

The Department of Early Education and Care (EEC) requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. Children should be provided alternative quiet activities if unable to rest.

Staff members will not force a child to sleep, restrain them down on their mat; scream at the child to sleep or physical hurt the child to get him/her to fall asleep. If this occurs, the Disciplinary Procedure will be administered.

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| **Multimedia** |

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movies, television, computer games, and tablet use for circle time based upon the weekly theme. Children are not required to view part or all of a video show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of “PG” or “G” and must possess an educational theme.

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| **Tooth Brushing** |

 At least once a day children 2 years of age and older, will practice brushing their teeth after lunch time and before nap time. GiggleBugs will provide a toothbrush for each child. Toothbrushes must be labeled with the child’s name, allowed to air-dry before being stored in a ventilated holder, and should not come into contact with other toothbrushes. Storage containers will be washed and sanitized weekly on Fridays. Tooth paste will not be used directly on each child’s tooth brush. A small paper plate will be cut into quarters and every day a new plate will be used and then thrown in the trash. A dot of tooth paste per child will be administered directly onto the paper plate. The staff member will take the child’s tooth brush and scrape the toothpaste onto the child’s tooth brush. All toothbrushes will be changed and discarded every month. A toothbrush that was used by a child with an illness will be discarded and a new toothbrush will be administered as soon as the child is back to good health.

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| **Weapons/Violent Play** |

There is a strict policy of allowing no weapon play at GiggleBugs Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or other toys. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to the center, the weapon should be placed out of sight in their back pack and sent home or given to the parent at drop off to take home with them. A note will be placed in the back pack with the weapon explaining the policy.

Competitive behavior is minimized in our program. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

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| **Pets and Visiting Animals** |

Staff may introduce a class pet to their classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into GiggleBugs without first notifying and receiving permission from the Director Once approved, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal is fully immunized and that the animal is suitable for contact with children.

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| **Assessments** |

Teachers will assess the children using many different methods, observation, documentation, creating portfolios etc. The Teachers will evaluate and track each child’s individual development during their time in the classroom. By tracking a child’s development, our teachers are able to plan activities that are appropriate for each child’s developmental abilities, document their development on progress reports, and help the children in areas of development that need improvement.

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| **Parent-Teacher Conferences** |

Teachers are expected to conduct (1) parent-teacher conference per year and must make every effort to meet with each family. A copy of the child’s progress report must be placed in the child’s permanent file after conferences. The Teachers are responsible for getting all of the progress reports completed before the scheduled conference date. Teachers will bring the copy of the progress report to the Director to look over first and approve before the scheduled conference date and the parents view it. Failure to have the progress reports done will result in conducting the Disciplinary Procedure.

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| **Assessment Developmental Portfolios** |

An assessment portfolio will be kept for each child, and passed to the next classroom when a child transitions. These portfolios will not be released to anyone outside of the program without written permission from the Parent/Guardian and Director. Developmental portfolios will contain a variety of items, including photographs with observations attached, examples of artwork, progress reports etc. It is the responsibility of the staff members in each classroom to ensure that the portfolios are periodically and continuously updated especially right before the scheduled parent-teacher conference. Failure to have the portfolios updated by the parent-teacher conference will result in conducting the Disciplinary Procedure.

Parents will review the portfolio on the scheduled parent-teacher conference. When a child leaves GiggleBugs, the portfolio will be given to the family.

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| **Field Trips** |

GiggleBugs offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director will plan all field trips. Field trips will include the parent with the child unless a bus is rented and the Director and staff will accompany the child without the parent. All field trips will require a written permission slip that must be signed by the parent/guardian. Parents will be notified at least 2 weeks before the planned field trip.

Teachers may decide and are encouraged to conduct short, field trips including but not limited to: walks as a class around the preschool or nearby neighborhoods; trips to local playgrounds; trips to local businesses. Teacher-child ratios must be maintained at all times. Parents will complete a Parent/Guardian Permission Slip form for this type of field trip and do not need to complete a separate form for the above-named instances.

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| **Daily Duties for Classroom Staff** |

Each classroom has a set of opening, nap time, closing and weekly cleaning tasks. Below are some general things that must be completed each day. Staff members are expected to familiarize themselves with the classroom specific duties.

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| **Morning Duties** |

Make sure all program room doors are unlocked; put away clean laundry and sanitized toys; straighten toys and shelves if messy; restock supplies such as soap, paper towels, toilet paper, diapers, wipes, etc.; and complete room set-up for the day’s lesson plan.

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| **Noon/Nap-Time Duties** |

Straightening of shelves; cleaning tables/chairs/floors; sweeping floors; sanitizing toys; curriculum planning; wash dishes; make sure daily notes are completed up till lunch; prepare for the afternoon.

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| **Monthly Paperwork to Complete and Give to Director** |

All Staff Members will have a binder in their classroom designated to monthly paperwork. Monthly logs will be completed monthly by the staff members. All staff must have the monthly paperwork completed by the last day of the month. All paperwork must always stay in the designated binder and when completed the binder must be delivered to the Director’s office door folder. If monthly paperwork binder is not in the door folder by the last day of the month, Disciplinary Procedures will be conducted. Both staff members in that classroom will be given the Disciplinary Procedures.

A list of Logs that must be in the Monthly Paperwork folder:

* Medication Log
* Refrigerator Temperature Log
* Accident/Incident Reports Log
* Snack Log
* Employees Work Schedule
* Lesson Plans for each week (Curriculum Form)
* Daily Attendance Forms for the children

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| **Afternoon Duties** |

Wash or spray toys that have been mouthed by children with bleach solution and air dry; empty all trash barrels and take trash bags to the dumpster; sanitize trash can and replace trash bag; put toys and equipment away; check outdoor play area for equipment that needs to be put away; sanitize tables, chairs, shelves; wash dishes; empty bleach solution; clean bathrooms; make sure break area and kitchen area is clean; vacuum carpets; sweep floors; lock all program room doors and shut off all lights after last parent leaves for the day.

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| Arrival and Departure |

**Arrival**

Staff members are expected to greet each child and parent by name upon their arrival to the classroom. Arrival is the opportune time to discuss how the child’s night was, what he/she ate for breakfast, special instructions for the day, etc. Upon arrival, each child must have direct contact with a staff member. Staff should be looking for previous injuries, signs of illness, or unusual behavior.

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| **Departure** |

During the enrollment process, each family completes an Emergency Contacts Form. This form provides authorization for select individuals to pick-up children from the center. If you are not familiar with the person attempting to pick-up the child, the staff member in the classroom must request photo identification and then check the Emergency Contacts Form to see if that person is on the list. If the person is not on the list, the staff member must contact the Director and the Director will contact the parents of that child and ask if this person is allowed to pick-up. If the parents do not know this person trying to pick-up, then a phone call will be issued by the Director to the Monson Police Department.

A child must never be released to anyone that is not authorized to pick-up.

At the end of the day, staff must check the attendance clipboard to verify all children have been signed out.

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| **Late Pick-Ups** |

GiggleBugs charges a late fee of $10.00 for every 5 minutes over the contracted time issued and agreed upon by the Director and the Parents. For example: If the contracted time is 5:30 pm and the parent shows up at 5:45pm, the Director will start the fee at 5:35 pm. $30.00 will be owed to the Director on the next scheduled payment that the parents owe due to being late for 10 minutes.

Staff must notify the Director if a child is not picked up by its contracted time.

If the Director is not present at the child’s pick-up time, attempt to contact the parents at all their available phone numbers. If the parents cannot be reached, attempt to contact the authorized pick-up persons. If unable to reach anyone, contact the Director. The Monson Police Department will be contacted by the Director.

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|  **Child Guidance Strategies** |

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children’s self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children’s misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child’s self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child’s efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. GiggleBugs staff will use **only** positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

 “Am I….”

* Validating feelings?
* Asking open ended questions?
* Encouraging problem solving?
* Respecting children’s choices?
* Using praise and positive reinforcement?
* Talking with children-not at them?
* Circulating throughout the classroom?
* At the child’s eye level?

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| **Reasons For Behaviors that Challenge** |

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

* Children want to test whether caregivers will enforce rules.
* They experience different sets of expectations between school and home.
* A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
* They want to assert themselves and their independence.
* They feel ill, bored, hungry or sleepy.
* They lack accurate information and prior experience.
* They have been previously “rewarded” for their misbehavior with adult attention.

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| **Preventing Behaviors that Challenge** |

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

* Set clear, consistent rules. (walking feet; gentle touches)
* Make certain the environment is safe and worry-free.
* Show interest in the child’s activities. (participating in activities with the children so they stay interested for longer periods)
* Encourage self-control and independence by providing meaningful choices.
* Focus on the desired behavior, rather than the one to be avoided.
* Build children’s images of themselves as trustworthy, responsible and cooperative.
* Give clear directions, one at a time.
* Say “Yes” whenever possible.
* Notice and pay attention to children when they do things right.
* Encourage children often and generously.
* Set a good example.
* Help children see how their actions affect others.

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| **Responding To Behaviors that Challenge** |

Below are strategies GiggleBugs staff will use to respond to child misbehavior. Remember, however, that it’s always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

* **Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child’s attention and introduce another activity. For example: “Kate, please help me water the flowers now. You’ve been riding the bike for a long time and its now Logan’s turn.”

* **Logical Consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequences are directly related. For example: Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

* **Participate In the Solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example: “It made Brandon very sad when you told him he wasn’t your friend anymore. Please come apologize and help me make him feel better.”

* **Natural Consequences**

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example: Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. *Only use natural consequences when they will not endanger the child’s health or safety.*

* **“Take A Break” or “Time Out Chair”**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in “Time Out Chair”. This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to time out chair. For example: “Hanna, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the time out chair. I will talk to you when you are ready.”

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.
2. The Director will observe the child and meet with the staff to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director, staff members and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*\*\* If a child’s behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.*

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| **Useful Phrases** |

The following phrases are useful when problem-solving with children.

**Instead of “**No” or “Don’t”

**Say** “Please stop”, “I don’t like that”, “That’s not ok”, “That is not a choice”

**Instead of** “That’s not nice”

**Say** “That’s not ok”, “Please use gentle touches”, or “That hurts John”

**Instead of** “No running”

**Say** “I need you to use your walking feet” or, “You may run when we are outside”

**Instead of**  “Stop crying”

**Say** “I need you to use your words to tell me what is wrong”

**Instead of** when a child tells you “no”

**Say** “No is not a choice; I need you to…”

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| **Biting Policy** |

Biting is a behavior that usually appears between the ages of (1) and (3) years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at GiggleBugs to prevent and stop biting. This is the process followed when a child bites:

* The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
* The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
* Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
* Was the space too crowded?
* Were there too few toys?
* Was there too little to do or too much waiting?
* Was the child who bit getting the attention and care he/she deserved at other times?
1. The teacher will change the environment, routines or activities if necessary.
2. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
3. The teacher will observe the child, to get an idea of why and when they are likely to bite.
4. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
5. The teacher, parent and Director will meet regularly to regulate an action plan and measure outcomes.
6. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Accident/Incident Report Form which is completed and signed by a teacher and parent and Director. A copy is provided to the parent and the original is kept in the child’s enrollment file in the office. A report should be filled out for the child that was bitten and a separate report should be filled out on the child that has bitten.

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| **Removal Of a Child from The Classroom** |

Children cannot be removed from the classroom for behavioral problems or tantrums. Help will come from the Director if needed to assist the child in calming down and/or help staff manage the classroom. Time out will be used in the classrooms. The amount of minutes to be redirected will determine the age of the child. For example, if the child is 2 years old, no more than 2 minutes will be used for time out. Time out will consist of redirecting and for example taking a child to a different area like reading area and give a book to read to calm down. Never will a staff member scream or yell at a child!!! Under no circumstances will a teacher be allowed to place a child outside alone in a time out or to place a child in the hallway alone for a time out. If this occurs the teacher will be subject to the Disciplinary Procedure.

If at any time a child’s behavior becomes threatening to themselves, other children, staff or teachers, the Director will take action by removing the child from the situation, redirecting the child so the other. The staff are not trained in restraint training and are not able to physically touch an out of control child for any reason. The parent’s and the Director will have documentation and meetings about solving the child’s behavior before the behavior gets to the point of a violent attack or outburst.

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| **Meals and Nutrition** |

GiggleBugs follows all requirements and regulations for safety and nutrition guidelines for meals and snacks.

* Prior to each meal, tables must be washed with soapy water. Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry, clean paper towel.
* All staff and children must wash hands before and after each meal, for at least 20 seconds.
* Staff shall sit with the children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
* Children are expected to bring in their own lunches and staff will bring in their own lunch. Snacks will be provided by the Preschool.
* Children will never be forced or bribed to eat.
* Following every meal, children will be excused and has to clean up after themselves, also pushing in the chair, tables and chairs must then be washed with soapy water and sanitized with bleach and water.

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| **Food From Home** |

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend looking at the label first at the store before purchasing store-bought snacks. They must come in the original packaging not opened yet. We are then able to read the ingredients on the label to determine if our children can have them. Parents will receive a letter stating the allergies in the classroom or the center. We recommend the parents look at the list before purchasing any store bought items. Please check with the Director before bringing in any snacks. Homemade snacks must come with a letter stating the ingredients in the homemade item so the Director can double check if there is any ingredients that can not be served. The Director will talk with the parent or staff member before they make the item to determine if it is something that can be brought to school and made.

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| **Infant, Toddler Program Information** |

The following information is specific to the infant, toddler program rooms:

* Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets/sheets/stuffed toy/pillow (with pillow case) if toddler is on a sleeping mat, crib sheet for crib/Pac and play. Please label all items with child’s name.
* Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child’s cubby during all other times of the day.
* If a mother is breastfeeding, please be sure to discuss with the mother when she would like her child to be fed breast milk, and when she would like to come in to breastfeed.
* Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
* We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Always check with the parent before introducing new food/drink.
* Children must be held when being fed- bottle propping is forbidden.

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| **Parent Relationships** |

**Parent Interactions**

Many of our employees will become well acquainted with the parents of the children. This is an important part of providing quality care, but there are a few guidelines to which staff members must adhere:

* Address parents by their first name.
* Talk with parents about an issue with their child only if you are not in the classroom with children/other parents.
* Never talk about concerns about a child in front of any other children/parent.
* When stating a concern about their child, state it in a sugar-coated way. State at least two positive things about their child. Don’t focus only on the negative.
* Do not use other children’s names when discussing behavior concerns and/or incident reports.
* Avoid the phase “I don’t know.” Instead, say “I’m not certain of the answer for that; can I get back to you?” then find the answer and reply to the parent as soon as possible.
* Conversations at pick-up and drop-off time should be brief; your main responsibility is the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a conference time to meet outside of the classroom.

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| **Handling Parent Complaints** |

* Listen carefully. Many times, a person just needs an opportunity to air his or her feelings and feel they’ve been heard.
* Repeat what you have heard the other person say, trying to summarize it in one sentence. (“You’re upset that Gavin isn’t able to stay awake for dinner and seems crabby at night.”)
* State the changes you think the parent would like to have made. (“You would like us to make sure Gavin lies down for at least an hour every afternoon.”)
* State what you will do to solve the problem. (“I will speak with the other teachers and make a note on his chart to make sure the message reaches everyone.”)
* Follow through. If you tell a parent, you will do something, do it promptly and follow up with them immediately afterwards. (“I spoke with the other teachers last week; how are things going with Gavin? Did you notice a change?”)
* If you are unsure how to handle or solve a complaint, refer the parent to the Director. (“I’m not sure how to answer that; the Director will be able to better help you.”)

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| **Position Descriptions** |

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| **Lead Teachers** |

General Job Description

Plan and implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme-related materials, and rotation of toys and equipment on a regular basis. Provide safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationships with parents and families. Assess all areas of development of children using creative curriculum. Develop and maintain portfolio for each child. Conduct 1 per year parent-teacher conference with each family. Responsible for supervision and direction of a Full-Time Assistant Teacher, a Part-Time Assistant Teacher, a Part-Time Aide, Volunteers. Maintain all certifications as required. Ensure compliance with the Department of Early Education and Care rules and regulations.

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| **Full-Time Assistant Teachers** |

General Job Description

Assist the Lead Teacher in planning of weekly themes, lesson plans and daily activities. Observe, record and assess each child’s individual growth and development. Maintain a safe, healthy environment for children at all times. Actively engage in daily activities and routines with the children. Ensure compliance with The Department of Early Education and Care rules and regulations.

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| **Part-Time Assistant Teachers** |

General Job Description

Assist in the implementation of weekly themes, lesson plans and daily activities. Supervise activities of children and provide stimulating activities. Maintain all certifications as required. Ensure compliance with the Department of Early Education and Care rules and regulations.

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| **Part-Time Aides** |

General Job Description

Assist in implementation of daily activities and performance of daily routines. Maintain all certifications as required. Ensure compliance with the Department of Early Education and Care rules and regulations.

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| **Benefits** |

Employees that are eligible for benefits must work Full-Time hours (40 hours or more a week). They will receive: Benefits are not offered at this time!!!

* 2 weeks paid vacations per year/ will not roll over if not used
* Paid Holidays/will not roll over if not used
* 4 personal/sick days paid per year/will not roll over if not used
* Will be offered Health/Dental Insurance
* Discounted child care

Benefits will be offered to employees without discrimination to any person on the basis of race, color, age, creed, sex, national origin, religion, political affiliation, sexual orientation, physical/mental disabilities or marital status.

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| **Vacation and Sick/Personal Days** |

Vacations will be paid for on the normal pay schedule. Vacation pay will not be disbursed before or any time of the year. Sick/Personal Days and paid Holidays will also be disbursed on the normal pay schedule.

The Director will not pay an employee a large lump sum at one time for vacation, sick/personal days and holidays.

There will only be (3) one-week vacations scheduled for the Preschool.

If a Full-Time employee needs to take a week off that is not one of our scheduled vacation weeks, the staff member must use their personal/sick days or go unpaid. One month notice of vacation must be given to the Director to be approved.

Part-Time staff members will be off on our vacation weeks but it will be unpaid. If a Part-Time staff member needs a day off, it will be unpaid.

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| **Family Medical Leave Act (FMLA)** |

It provides employees with leave related to birth or adoption of a child or to care for a seriously ill child, spouse or parent. These laws also provide medical leave for the serious illness of the employee.

If an employee leaves for maternity leave their job will not be taken away. They will not be paid for the maternity leave but there will be job security.

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| **Breastfeeding Policy** |

Preschool Responsibilities:

Breastfeeding Employees who choose to continue providing their milk for their infants after returning to work shall receive:

Milk Expression Breaks:

For up to one year after child’s birth, breastfeeding Employees are allowed (3) 20-minute breaks to breastfeed or express milk during work hours. For time that may be needed beyond the usual break times or full first year, Employees may use their lunch break or clock out or make up time as negotiated with the Director.

Maintain Ratios in Classroom:

If another staff member is not able to switch classrooms to maintain ratio, the Director will be available to cover.

A Place to Express and Store Milk:

If the Employee does not want to breastfeed in the classroom another closed door room will be provided. The Employee wishing to use that room must reserve the room by informing the Director when they will need to use it so the Employee will not be disturbed.

Staff may store expressed milk in GiggleBugs breakroom refrigerator and must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Employee Responsibilities-Communication with the Director:

Employees who wish to express milk during the work period shall keep the Director informed of their schedule in the morning so that appropriate accommodations can be made to satisfy the needs of both the Employee and the remaining staff members.

Maintenance of Milk Expression Areas:

Breastfeeding employees are responsible for keeping milk expression areas clean. Employees are also responsible for keeping the general room clean for others.

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| **Emergency Procedures** |

**Emergency Medical Procedure**

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows GiggleBugs staff members to seek emergency medical care from authorized care providers in the event of serious injury**. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

* If a child becomes ill or injured after arriving at the Preschool, the Lead Teacher will attempt to contact the parents at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact Form will be called.
* Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director until a parent arrives.

**If The Child Requires Immediate Medical Attention:**

* The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
* CALL 911

 Provide the Center’s name and location-

GiggleBugs Preschool 17 Palmer Road Monson Ma 413 267-4373

 Provide the child’s name and a description of the incident. Follow instructions as provided by the operator.

* A staff member who witnessed the emergency situation will accompany the child and the Director to the hospital. Please bring the child’s enrollment file with the child.
* Staff may not transport an ill/or injured child in a personal vehicle. The Director is the only one authorizes to do so.

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| **Emergency Fire Procedures** |

* If you detect a fire, grab the neatest fire extinguisher and then press one of the fire alarms if possible.
* Evacuate the children by exiting the building and proceed to the designated meeting place.
* **Call 911 as soon as you have reached the meeting place.**
* Provide the center’s name and location
* Describe the location of the fire.

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| **If the Fire Alarms Sounds While You Are on Duty in Classroom** |

* Assist the evacuation of the children from the classroom.
* Collect the classroom first aid kit bag, class attendance clipboard, emergency contacts mini cards.

-Staff member closet to the outdoor exit is responsible for leading children out the exit and to the designated meeting place: (Parking Lot at Mug & Muffin Restaurant). *Every classroom must stay together as a group.*

-Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.

* Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. (If the Lead Teacher is not present the Director or the full-time assistant teacher will assume this responsibility.)
* The Director will verify. As soon as possible, that all children are accounted for.
* If staff and children are unable to return to the building in a timely manner, the Director will contact all of the children’s parents to come pick them up.

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| **Fire Drills** |

Fire Drills will be practiced unannounced once a month. The Director will initiate all drills and maintain records of all drills.

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| **Emergency Tornado Procedure** |

* If the Monson tornado warnings sirens are sounded, assist in the evacuation of the children from the classroom.
* Collect the First Aid Kit Bag, Emergency Contacts mini cards, attendance clipboard. All teachers must have a phone handle that works.
* Staff members, per class, will assist their children down to the evacuation spot in the basement near the Infant/Toddler rooms.
* Every classroom must stay together as a group.
* Once assembled in the designated evacuation spot, the Lead Teacher is responsible for using the classroom attendance form to ensure all children are accounted for.
* If the Lead Teacher is not present, the Full Time Assistant will assume this responsibility.
* The Director will verify, as soon as possible, that all children are accounted for.
* All children and staff must remain on the floor in the designated area and wait to receive an “all clear” from the Director.
* During a tornado warning, all staff members will be responsible for monitoring weather information by radio or by their cell phone or computer and will keep all staff members informed of emergency weather changes.

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| **Tornado Drills** |

Tornado Drills will be practiced unannounced once a month. The Director will initiate all drills and maintain records of all drills.

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| **Intruder or Dangerous Adult** |

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

* Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
* A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director to assist the situation.

**In the Event of an Intruder or Dangerous Adult:**

Staff members will be notified by the Director by phone, text or word of mouth.

All staff and children must return to their classrooms and sit in a corner on the floor way from windows or doors.

Wait for an “All Clear” from the Director before continuing with activities.

The Director or a staff member designated by the Director will contact the Monson Police Department (413)267-4128 to notify them of the situation.

The Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

**In The Event of an Intoxicated Parent:**

The Director and a Lead Teacher will talk to the intoxicated parent about alternative arrangements for pick-up, while another authorized pick-up person is contacted.

If another authorized pick-up person cannot be reached, the child must be released to the intoxicated parent.

The Director will inform the Monson Police Department of the situation. Provide as much information as possible, including parent’s name, make/model of car, license plate number.

The parent will be informed that the police department will be notified.

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| **Blizzard/Severe Winter Weather** |

The Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel for the following day.

The Director is responsible for contacting families if there is a closure.

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| **Lightning** |

All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

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| **Missing or Abducted Child** |

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while the other staff member will contact the Director to help with the search.

If the child cannot be located in a reasonable amount of time, the Director will notify the Monson Police Department and the child’s parents.

In the event of an ABDUCTED child, the Lead Teacher must immediately contact the Director and the Monson Police Department and the child’s parents.

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| **Power Failure** |

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted to pick up their children.

The Director will contact all the parents.

Activities will resume as possible until parents arrive.

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| **Chemical Spill** |

Environmental or Outdoor Chemical Spill:

If the center receives notification from the Monson Police Department that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

* Staff members and children must immediately return to their classrooms.
* All doors and windows must be immediately closed.
* The Director will monitor the situation and provide information to staff members as it is available. Further action taken will depend on instructions received from the Monson Police Department.

Indoor Chemical Spill:

Staff must immediately notify the Director of the situation then assist in the evacuation of the children from the classrooms.

Collect the classroom first aid bag, the mini children information cards, attendance clipboard.

* Staff member closest to the outdoor exit is responsible for leading children out the exit and to the designated meeting place: parking lot on Bliss St. (Polish American Club)
* Every classroom must stay together as a group.
* Staff member farthest from outdoor exit is responsible for ensuring everyone has evacuated the classroom.
* The last staff member must turn off all lights and close all doors.
* Once at the designated meeting spot, the Lead Teacher is responsible for using the attendance clipboard to take attendance of the children.
* If the Lead Teacher is not present, the Assistant in the classroom will take attendance.
* The Director will then verify, as soon as possible, with Lead Teachers that all children are accounted for.
* The Director will contact the Monson Police Department to inform them of the situation. Further action taken will depend on instructions from the Monson Police Department.
* If unable to return to the building in a timely manner, the Director will contact all parents to come pick up their children.

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| **Bomb Threats** |

If a staff member receives a bomb threat or locates a suspicious package, the Director must be immediately notified.

**Do Not Attempt to Move a Suspicious Package**

The Director will contact the Monson Police Department.

If You Are on Duty in The Classroom:

* Position yourself between the children and impending threat, as much as possible.
* Collect the classroom first aid bag, mini children information cards, and the attendance clipboard
* Staff must assist the children in evacuation meeting place.
* The Evacuation Meeting Place is: Mug & Muffin Palmer Road Monson, Ma
* Once at designated meeting place, the Lead Teacher is responsible for taking attendance of the children making sure they are all accounted for.
* The Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
* If unable to return back to the building, the Director will contact all the parents of the children to have the children be picked up.

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| **Earthquake** |

In case of an earthquake, staff members will assist children in seeking shelter under tables or outdoors and away from buildings. The first aid bag, mini-information cards, attendance clipboard should remain with the Lead Teacher at all times. When notified by the Director that the situation is safe, the Lead Teacher must use the attendance clipboard to verify all children are accounted for. Parents will be notified by the Director as soon as possible.

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| **General Emergency Procedure Guidelines** |

* A First Aid Kit will be hanging on the wall in each classroom. An additional First Aid kit is also available in the Director’s office. The Lead Teachers will be in charge every month to make sure the First Aid kits are restocked of items that were used. The Lead Teacher must report to the Director when an item is done or out in the kit. The Director will then replace the items.
* All incidents or accidents (including biting) are reported to the Parents, Lead Teachers and Director using the Incident/Accident Report. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Director to be filed in the child’s file. In some cases, the Director will inform the parents of the status of the incident.
* **IN EVENT OF AN EMERGENCY, IT IS IMPORTANT TO REMAIN CALM.**
* As a staff member, your responsibility is ensuring the safety of the children in your care.

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| **Hand Washing Procedure** |

All adults at GiggleBugs classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

**HOW TO WASH YOUR HANDS MOST EFFECTIVELY**

* Use soap and water (between 60- and 120-degrees F), running water
* Rub hands vigorously for at least 20 seconds (sing the ABC’s)
* Wash all surfaces, including backs of hands, wrists, under fingernails
* Rinse hands well with the running water
* Dry hands with a disposable towel
* Turn off the water with the paper towel

**WHEN TO WASH YOUR HANDS**

* Upon arrival in the classroom
* When changing from one group to another group of children
* Before preparing or serving food
* After eating food
* After diapering/toileting a child
* After contact with bodily fluids (vomit, blood, mucus)
* Before and after administration of medication
* Before and after sensory play, including texture table
* After coming indoors and returning from a break
* After handling pets
* After using the restroom

**WHEN TO WASH THE CHILDREN’S HANDS**

* Upon arrival in the classroom
* Before eating, drinking, or preparing snacks for others
* After eating
* After using the toilet or having their diaper changed
* After contact with bodily fluids (vomit, blood, mucus)
* Before and after sensory play, including the texture table
* After returning indoors from the playground
* After handling pets

**If they are too young to do it themselves, YOU wash the children’s hands. Older children should get into the habit of hand washing to stop disease from spreading.**

**Remember: They will learn by watching you.**

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| **Diapering Procedure** |

Preparing For Diapering

To minimize contamination outside of the diapering area, prepare for a diaper change *before* bringing the child to the diapering area, for example, by having ready:

* Changing table paper to cover the table from the child’s shoulders to heels (in case it becomes soiled and must be folded over to give a clean surface during the change)
* Enough wipes for the diaper change including wiping the bottom and hands after taking the soiled diaper away from the child’s skin
* A clean diaper, plastic bag for soiled clothes, and clean clothes if soiled clothing is anticipated
* Non-latex gloves, diaper cream if cream is being used

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| **Diapering Procedure** |

Prepare for diapering as indicated above.

1. Place child on diapering table. Remove clothing to access the diaper. If soiled, place clothes into a plastic bag and use the label tag for Dirty Clothes.
2. Remove soiled diaper and place into lined, hands-free trash container used for diapers only. (To limit odor, seal in a plastic bag before placing into trash container.)
3. Use wipes to clean child’s bottom from front to back.
4. Use a new glove if it becomes soiled from diaper change. Dispose of the soiled one immediately.
5. When through from change and child is safety down on the ground, roll up the diaper, wipes, gloves into the changing roll table paper.
6. Through the paper away in the trash and take the child to wash hands at the sink. Staff must wash their hands also.
7. Spray diapering surface with soap and water and wipe with clean paper towel. Next, spray the changing table with bleach and water spray and allow to air dry. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill the germs. However, if there is a delay of at least 20 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.
8. Adult washes hands using the “handwashing procedure”, without contaminating any other surfaces.

**Toileting Procedure**

This Procedure is based on EEC requirements. **Pull-up** means a pull-up or diaper for a child who is learning to use the toilet. **Dispose** means to place items in a lined, leak-proof, foot-operated/hands free trash container used exclusively for diapering. If clothing is wet or soiled, **do not rinse**. Seal in a plastic bag, knotted, with a label stapled to the page stating child’s name and what is on the soiled clothing.

**Child is wet/needs to use toilet** **Child has had a Bowel Movement**

1. Prepare the supplies 1. Prepare the supplies

-Pull-up/diaper -Pull-up

-Wipes removed from box - Wipes removed from the box

-Gloves - Gloves

**If needed**: -Changing Paper-shoulders to heels worth

-Diaper cream-dab on paper towel **If Needed**:

Plastic bag for wet/soiled clothing -Diaper cream-dab on paper towel

-Clean clothing -Plastic bag for wet/soiled clothing

1. Bring Child to Bathroom -Clean clothing

-stand child up and remove &dispose of pull-up 2. Bring Child to Bathroom

1. Wipe Child’s Bottom with Wipes -Lay the child on a diapering mat with -Front to Back and dispose of wipes changing paper laying on top of mat
2. Use Toilet -Remove Pull-up and dispose

-Child sits on the toilet -Fold paper edge up to provide clean --Child wipes with toilet paper and flushes changing surface

 (adult assists as needed) 3. Wipe Child’s bottom with wipes

**If Needed**: - Front to back and dispose

-Apply diaper cream to child and dispose of -Stand up the Child

paper towel 4. Child uses the toilet

-Remove gloves and dispose -Child sits on toilet

1. Wipe Hands - Child/adult wipes with toilet paper and

-Use one wipe for adult’s hands flushes (adult assistance as needed)

-Use one wipe for child’s hands **If Needed**:

1. Put on Clean Pull-up - Apply diaper cream to child & dispose of
2. Wash Child’s Hands paper towel

-Soap and running water (use Hand Washing - Remove gloves and dispose

 Procedure) 5. Wipe Hands

-Return child to play area -Use one wipe for adult’s hands

1. If mat or floor was contaminated, clean & -Use one wipe for child’s hands

Sanitize area 6. Put on Clean Pull-up

**If Needed**: -Dispose of changing paper if used

* If toilet seat is visibly soiled, clean & sanitize 7. Wash child’s hands
* Spray soap & water solution to clean - with soap & running water ( use Hand - Wipe dry with paper towel and dispose Washing Procedure)
* Spray bleach and water solution - Return the child to play area
* Wait at least 10 minutes to dry 8. Clean & Sanitize Diaper Area
1. Wash Adult’s Hands  **If Needed**:

-Soap and running water (use the Hand If toilet seat is visibly soiled, clean & sanitize

Washing Procedure) - Spray soap & water solution to clean

 -Wipe dry with paper towel and dispose

 -Spray bleach and water solution

 - Wait at least 10 minutes to dry

 9. Wash Adult’s Hands

 - Use soap and running water

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| **Additional Precautions** |

* The diapering surface must be sanitized after each diaper change with soap and water and a bleach-water solution.
* Diapers are disposed of in a hands-free covered can to prevent further contamination of surfaces.
* Toys that are played with or objects that are touched, while children’s diapers are changed, must be put aside to be sanitized.
* Both child’s and staff’s hands must be washed after the diapering procedure is completed.

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| **Cleaning, Sanitizing and Disinfecting of Equipment** |

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings. Routine **cleaning** with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. **Sanitizing** removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes, and eating utensils are clean (to remove dirt) then sanitized. But some child care items and surfaces require the added step of **disinfecting** after cleaning to kill the germs on a surface. Diaper changing tables, hand washing sinks, table tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive and easy way to remove or kill germs found on surfaces in child care. Bleach and water solution may be used in several ways:

* Dipping the object into a sink or bucket filled with the bleach and water solution then letting the item air dry.
* Using paper towels soaked in bleach water solution to wash surfaces, then letting the surfaces air dry.
* Using spray bottles to thoroughly wet a surface, then allowing to air dry.

All containers of bleach/water solution should be clearly labeled with the contents of the container. Remember to keep all containers of cleaning and disinfecting products out of the reach of children.

A solution of bleach and water loses its strength and is weakened by heat and sunlight. A fresh bleach/water solution must be mixed every day. Unused bleach/water solution should be poured down a drain at the end of the day or first thing in the morning. Do not discard bleach/water solution where other cleaners or chemicals are used. Do not mix household bleach with other household chemicals such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.

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| **Sanitizing** |

When using bleach and water for sanitizing eating utensils or toys that are mouthed, a weaker bleach/water solution may be used.

* 1 teaspoon bleach to 1 quart of cool tap water
* Dishes, eating utensils and toys should be submerged in the bleach/water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

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| **Disinfecting** |

Use a stronger bleach/water solution on diaper changing tables, hand washing sinks, toilets, and other surfaces that need disinfecting. Use the following recipe to mix bleach/water for disinfecting.

* ¼ cup household bleach in 1 gallon of cool water
* 1 tablespoon bleach to 1 quart of cool water
* Allow the surface to remain wet for 2 minutes.

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