This handbook is intended to familiarize staff members with current Tumble Town Daycare Learning Center policy, practices, and standards. A print copy of the handbook is available upon request. Tumble Town Daycare reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

**Hours of operation:** Tumble Town Daycare is open Monday-Friday 7:00 am to 5:00 pm

The center is closed for the following days:

New Year’s Day Labor Day

Memorial Day Thanksgiving and day after

Independence Day Week of Christmas

\*We reserve the right to close for all unforeseen circumstances and will do our best to give a righteous amount of time in advance\*

**Schedule:**

Tumble Town Daycare is open Monday through Friday, 7:00am to 5:00pm. All scheduling requests should be submitted in writing to the Director and/or Assistant Director. Schedules will be created based upon the needs of Tumble Town, the children, and staff member availability. Occasionally, staff members may need to dedicate time outside their regular work schedule (parent-teacher conferences, staff meetings, training, lesson planning, etc.)

Additionally, Tumble Town Daycare will be closed 2 days per year for staff development days. These dates will be announced in advance and will typically coincide with a holiday.

**Ratios:** At Tumble Town Daycare we always maintain these ratios in the classroom

 **Age of children: Minimum ratio of staff to children**

12 through 29 months 1 staff for every 7 children

30 months through 6 years of age 1 staff for every 10 children

During naptime, at least one staff member shall be present in every room where children are sleeping and/or resting. Staff-to-child ratios can be reduced to one staff member per room where children are resting for a period not to exceed one hour. Staff should remain in the center so, if needed, they can assist in a classroom. Volunteers such as high school students (at least 16 years of age), college students, parents, or retired individuals may be used to meet staff-to-child ratios. \*Ratios must always be maintained including when emergency procedures are in effect.

**Weather related closing:**

Tumble Town Daycare will remain open during most severe weather. The Director and/or Assistant 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. In the event that Tumble Town Daycare closes early or cancels care for the following day, parents will be contacted and informed of the situation. 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.

**Professionalism:**

Each Tumble Town Daycare staff member is a childcare professional and is expected to act as such. The following general guidelines for professionalism should always maintained:

• Arrive on time and stay the 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.

• 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 and co-workers).

• Attend staff meetings and other Center events.

• Complete required training courses in a timely fashion.

**Staff Attendance:**

Regular attendance is an essential responsibility. If you need to call out, call the director or center at least 2 hours prior to your shift. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

**Dress Code:**

COMFORTABLE – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities.

• CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.

• COURTEOUS - Staff members interact with children and parents daily and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including halter tops, strapless “tube” tops, short skirts/shorts (must hit at fingertip length or below), sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments. It is expected that all staff members will present themselves and Tumble Town Daycare in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

**Cell Phones:**

It is important that every staff member’s attention always remains on the children. A second’s lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the program rooms apart from lead teachers for documentation purposes. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

 It is expected that when leaving the center for any reason (walk, field trip, etc.), 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 and not for personal calls/text messaging.

 In the event of an emergency, the staff member must inform both the Lead Teacher and Director and/or Assistant Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom.

 \*Ratios must always be maintained.

**Timecards and payroll:**

Each hourly staff member is responsible for clocking in and out each scheduled workday using the ProCare app. Staff members may not clock in more than 5 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. If a staff member forgets to clock in or out, the Director and/or Assistant Director must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay the processing of a staff member’s payroll check until the following pay date. Payday will be on the 1st and 15th of each month.

**Direct deposit:**

Direct deposit of payroll checks is available to all staff members. Staff should complete and return a Direct Deposit Authorization form to enroll.

**PTO:** Every Tumble Town staff member is allowed 15 days of paid time off per year. After your initial 90 days your paid time off may be used. Your paid time off is renewed after your fiscal year. You may turn in whatever time they don’t use for compensation.

**Personal belongings:**

Coats, backpacks, purses, etc. must be safely put in closets/cabinets and out of reach of children. **Tumble Town Daycare is not responsible for lost or stolen items.**

**Hand Washing:**

Staff members must wash their hands at the following times:

 • Upon arriving at the center

• After each diaper change

• After helping a child use the toilet

• After wiping a nose, encountering saliva or any other bodily fluid.

 • Before preparing meals

• Before and after mealtimes

• Before and after using the sensory table

 • After removing gloves

• After using the restroom

• After returning to the center from a break

• After coming indoors from the playground

\*Frequent hand washing with soap and warm running water for at least 20 seconds

**Staff qualifications:**

* Background Check Cleared
* Tuberculosis (TB) Test
* Licensing Orientation
* 30 hours of stars training
* 10 hours of stars (renewed yearly)
* Other trainings on DCFY page

**Staff training requirements:**

* Mandated reporter
* Emergency preparedness
* Head trauma
* Families experiencing homelessness
* Safe sleep
* Medication management
* BBP (blood borne pathogens)
* CPR first aid
* Food handlers Card

**Confidentiality:**

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant 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 center operation, particularly problem areas, with others in public. Staff members may not distribute or post children’s last names, address, phone numbers, etc.

**Child abuse and neglect:**

\*All staff members of Tumble Town Daycare are mandated reporters\*

**Pierce county child abuse and neglect hotline**

**888-713-6115**

If a 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 a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is a reasonable cause, a report must be made to the DCYF Child Protective Services –Tumble Town Daycare will cooperate with any DCFY investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

**Supplies:**

Each classroom has a yearly budget for purchases. Lead Teachers are responsible for complying with the budget and submitting supply/material requests to the Director and/or Assistant Director. Any additional purchases above the allotted budget must be approved by the Director and/or Assistant Director.

**Observation, evaluation, and feedback:**

Tumble Town Daycare 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 Lead Teacher or Director and/or Assistant Director.

**Substance use:**

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Assistant 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.

Cigarettes, vapes and smokeless tobacco products are prohibited on Tumble Town Daycare premises, including parking lots and outdoor play areas. 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 time. Staff members must wash their hands immediately after smoking, before returning to work.

**Non-discrimination statement:**

Tumble Town Daycare does not discriminate based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability. Tumble Town is an equal opportunity employer. Tumble Town prohibits harassment of and by its staff members based on 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.

**Medication Authorization:**

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child’s full name and birth date. Tumble Town staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child’s teacher or from the Director and/or Assistant Director. All medications will be stored in the office and only administered by directors or lead teachers. Prescription medications will only be given if a doctor's note is provided with a beginning and end date. A medical authorization form must also be filled out and signed by a parent or guardian.

**Accident/incidents:**

Staff members shall document accidents and incidents that occur at Tumble Town using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use detail when explaining events, but never include other children’s names. If the injury is serious, a parent needs to be contacted before pick-up. All Accident/Incident Reports must be copied and given to the Director and/or Assistant Director to be placed in the child’s permanent file.

**Allergies:**

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of children 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.

**Special healthcare needs:**

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 on file at all times and posted in the classroom. 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.

**Curriculum:**

Tumble Town Daycare creates our own curriculum based on children’s needs. Each classroom has weekly lesson plans, posted in the classroom. These plans contain several activities, designed to foster each child’s development, and the development of the group. Lesson plans should be changed in order to accommodate the children’s changing interests.

Outdoor play is important to a child’s physical development and must be included in both the morning and afternoon schedule. Self-selection or “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 the development of important social skills.

**Schedule:**

Consistency from day-to-day is 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 always posted in the classroom and visible**

**Classroom physical environment:**

The actual room arrangement of each program room is the responsibility of the program Lead Teacher and Full-Time Assistant Teacher. Centers should include blocks, dramatic play, art, large and small motor, and books. These areas should be clearly defined and labeled. Quiet areas should be set up far away from noisy activities (blocks, cars, etc.) The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child’s eye level. Room arrangement should take into consideration that staff must be able to always see every child.

**Nap/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. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided with alternative quiet activities if unable to rest.

**Screentime:**

According to WAC 110-300-0155 screentime must be educational, developmentally and age appropriate, nonviolent, and culturally sensitive; and should be interactive with staff. Alternative activities must be provided for children in care when screen time is offered. Screen time must not occur during scheduled meals or snacks. Total screen time must not exceed two and one-half hours per week for each child over twenty-four months of age through preschool in full-day care (one and one-quarter hours per child in half-day care).

**Weapons:**

No weapons will be permitted at Tumble Town Daycare. If a child brings a weapon the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

**Professionalism:**

All staff are required to upkeep on there yearly starts hours and complete any additional training. Gossip will not be tolerated. Communication between staff is important. When transitioning classrooms make sure to inform the teacher coming in about any important information such as change in child’s daily schedule, educational or developmental information, communications for the family, or information needed to be shared with the family during pickup.

**Job descriptions:** All childcare workers are responsible for children’s well-being under their care. They must monitor the children to ensure they are interacting with each other safely and appropriately.

* **Director:** Directors are responsible for overseeing the facility to ensure children have a safe and fun environment to grow and learn.
	+ Clean interactive areas throughout the day
	+ Manage and coordinate lesson plans with staff
	+ Answer phone calls
	+ Maintain contact with parents and contacting them in case of emergency
	+ Develop a schedule for children to maintain throughout the day
	+ Manage facilities: Make sure facility is safe and well stocked
	+ Oversee staff
* **Lead teacher:** Lead teacher provides guidance to other teachers. Their duties include writing lesson plans and managing classroom behaviors.
	+ Maintain and organize lesson plans
	+ Take attendance
	+ Change diapers when necessary
	+ Keep children on schedule
	+ Make sure your classroom is organized and stocked
* **Floater:** Floaters are responsible for making sure teachers are given extra support when needed. They may also work as a substitute when leads are not able to work.
	+ Support lead teachers
	+ Change diapers when necessary
	+ Give staff lunch breaks
	+ Clean tables, toys, kitchen, sweep etc.

**Staff responsibilities:**

* All staff is required to read all handbooks and sign a paper acknowledging the understanding of all policies and procedures
* Supervise children at all times including keeping them out of unlicensed spaces
* Help and support children and families in their growth and development
* Interact with children!
* Complete sleep safe course (we will practice during naptime with support of director)
* Complete food handlers’ course (we will not be serving food children are required to bring their own lunch)
* We will not be doing off site field trips or providing transportation
* Staff members will practice all emergency procedures monthly
* Manage children’s medication and confidentiality (only with a written consent form from parents)
* Complete a medication orientation
* Respect family’s religions and cultures
* Follow daily schedules and routines
* We will not be doing overnight care
* If the center director is absent, the teacher with highest seniority will be in charge and will keep in contact with lead director. If there is an emergency call the director right away
* Multitask! You must be able to watch children while completing other responsibilities (you will never be alone in the daycare)
* Be aware of children with special need or specific plans for care

**Late pick up:**

A late fee of a dollar per minute will be charged to families late to their scheduled pick-up time (with no call or communication beforehand) and will be charged that day to the closing teacher

**Preventing misbehavior:**

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

• Make certain the environment is safe and worry-free.

• Show interest in the child's activities.

• 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.

**Responding to misbehavior:**

The strategies listed below are the strategies Tumble Town Daycare staff will use. We encourage staff members to include children in making rules for the classroom when possible.

* **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.
* **Logical consequences** These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related
* **“Take a break”** 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 the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others.

**Emergency Procedures:**

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 Tumble Town members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parents to complete this form and to make corrections to this information when necessary.

* If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) 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 & Parental Consent form will be called.

**\*If it is a medical emergency call 911 immediately\***

**\*\*\*All emergency plans will be kept in the Disaster handbook in each classroom**

**Record Keeping:**

Tumble Town Daycare will keep all records for a minimum of 5 years

**Diaper procedure:**

**\*This will be posted above the diaper changing table\***

**Additional procedures:**

The diapering surface must be sanitized after each diaper change with a bleach-water or other approved sanitizing solution (all surfaces must be to be sanitized – e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface). The bleach-water solution must be allowed to stay on the surface for more than 10 seconds, and ideally 2 minutes, to kill the germs. So, it is best for staff to spray the surface as the last step of the diapering procedure before washing their own hands. After the time lapse, the surface can be dried (no additional handwashing required at this time) or allowed to air dry (and wiped dry if still damp) before use with another child.

• Diapers are disposed of in a hands-free covered can (usually one that has a step pedal that lifts the lid) 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.

 • Note: Both child’s and staff’s hands must be washed after the diapering procedure is completed.

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

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in childcare 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 childcare items and surfaces require the added step of disinfecting after cleaning to kill the germs on a surface. Diaper changing tables, hand washing sinks, tabletops, and some toys should be cleaned then disinfected. Using regular household bleach and water solution is an inexpensive, effective and easy way to remove or kill germs found on surfaces in childcare. Bleach and water solution may be used in several ways:

 • Dipping the object into a sink or pan filled with bleach and water solution then letting the item air dry.

• Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.

• Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry. All containers of bleach/water solution should be clearly labeled with the contents of the container and the date. Example: Bleach and Water Solution, March 3, 2010. 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. Fresh bleach and water solution must be mixed every day. Unused bleach and water solution should be poured down a drain at the end of the day. 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.

**Sanitizing:**

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

 • 1 teaspoon bleach to 1 quart of cool tap water

 • Dishes, eating utensils and toys should be submerged in bleach and water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

**Disinfecting:**

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

• ¼ cup household bleach in 1 gallon of cool water OR

 • 1 tablespoon bleach to 1 quart of cool water

 • Allow the surface to remain wet for 2 minutes

I have received, read, and understand the contents of the company's Employee Handbook. By signing below, I agree to abide by all policies and procedures outlined in the handbook.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_