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**BUSY BEES**

**NATURAL LEARNING CENTER**

**EMPLOYEE HANDBOOK**

(UPDATED January 2025)

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This handbook is intended to familiarize staff members with the current Busy Bees Daycare policies, practices and standards. An electronic version (PDF) of the handbook is available on our website at www.busybeesnu.com. Busy Bees 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. Additionally, staff will be required to initial/sign any updates to verify their understanding of all policies and procedures at Busy Bees Daycare.

 **History**

Busy Bees Daycare was established in February 2005 as a Family Daycare Home. Over the course of the following two years, Busy Bees saw the need for growth and expansion. In May 2006, Busy Bees converted to a Group Daycare Home as the need for quality daycare was in great need. Today, we remain a GDCH, under the name Busy Bees Natural Learning Center, with specialized accreditations, providing quality care to families in our community.

 **Mission Statement**

It is the mission of Busy Bees Natural Learning Center to provide quality childcare for all families in the community in a warm, nurturing, loving, natural and educational environment. The childcare needs of all economic levels are served, enabling families to obtain employment or to further their education. It is our goal to

* To provide high quality, developmentally appropriate childcare for preschool children with a focus on the individual child’s age and ability to stimulate social, cognitive, physical and emotional growth.
* To provide a curriculum which enables each child to develop new skills at their own ability levels, to prepare each child to succeed in kindergarten and to provide a safe, healthy environment for the children so their parents can obtain peace of mind about their child’s care.
* To provide a variety of activities in a safe, friendly, natural, and supportive environment.
* To provide opportunities for parental involvement in the operations of childcare.
* To promote a supportive environment that builds high self-esteem and self-worth.
* To provide opportunities for families to be involved with their children’s education and have access to parenting support and education.
* To create a balanced and relaxed natural learning environment, we provide opportunities for children to play, explore, and develop at their own pace and level
* To allow time for the children to refine and practice skills that they have learned to feel confident and happy.
* To promote and create a positive and flexible indoor and outdoor environment that is inviting, safe, friendly and full of possibilities.

We encourage family involvement and feedback into the development and delivery of our educational programs at all times.

We commit to fostering honest and open communication with all families, valuing their thoughts and opinions, and integrating their suggestions into our program when suitable. Families know their children best; thus, childcare professionals collaborate to ensure all needs and abilities are met.

Our staff are encouraged to facilitate the child’s learning based on the child’s interest and actively engage in the activities with the child.

The educator will participate in a variety of activities to help ensure and guide the child’s learning and help assist and scaffold the learning in a positive manner in order to support the child’s understanding.

Our goal with our food program is to serve nutritious meals and snacks that are both healthy and appetizing for the children. Thus, we focus on quality and taste. (see Health and Nutrition Policy)

**Philosophy**

 Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles are excerpted from “Caring for our Children” and “Model Childcare Health Policies”. These serve as the foundation for our program.

• Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.

 • Learning is sequential, building on prior understandings and experiences.

 • Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.

• Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.

 • Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.

• Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.

 • All children have the potential to achieve the Pennsylvania Learning Standards with appropriate support and instruction.

 **HOURS OF OPERATION**

 Busy Bees Daycare is open Monday through Friday from 7:00am to 4:30pm. The facility is closed for the following holidays:

New Year’s Day Labor Day Memorial Day Thanksgiving (2 days)

 Independence Day Christmas (up to 5 days)

Busy Bees reserves the right to close an additional 14 days during the calendar year. Dates will be posted in January.

**PROGRAMS**

 There are 2 childcare programs offered at Busy Bees Daycare. They are:

• Busy Bumbles 12 months to 5 years

 • Bumblebees 5 years (school age)

**RATIOS**

 At Busy Bees Daycare, we always maintain the following staff-to-child ratios in our classrooms: (ratios are in addition to primary staff)

 **Age of Children Minimum Ratio of Staff to Children**

 1 year- 5 year 1 staff for every 10 children

 5-year school age 1 staff for every 12 children

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Ratios must always be maintained, including when emergency procedures are in effect. A lead staff should always be available to meet ratio guidelines.

 **LICENSING**

 A copy of the state guidelines pertaining to GDCH can be found at [www.dhs.ppa.gov](http://www.dhs.ppa.gov)

**SALARY**

A staff members salary will be discussed during the interview process. Education, experience and flexibility will be factors in establishing a base starting rate.

Yearly rate increases will be given following the same guidelines (Education, experience, flexibility, and job performance). The standard “cost of living” scale will be used as a base only. Employee commitment, enthusiasm, assessments, and performance are used to determine the rate increase.

**WEATHER-RELATED CLOSINGS**

 Busy Bees 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 daycare early or cancel care for day.

 In the event that BBNLC closes early or cancels care for the day, parents will be contacted and informed. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

The decision to close the facility shall only be made by the Director.



**Pennsylvania Keystone Stars**

Keystone STARS (Standards, Training/professional Development, Assistance Resources, and Supports) is a quality rating system that promotes quality improvement in early learning and development programs and school age childcare. At orientation, the director will assist you in creating a professional development plan to meet the STARS standards. Over the course of your first 60 days, you will establish a profile in the PD Registry, create goals, and complete the Overview of Keystone Stars training. You can familiarize yourself with the PA Keystone Stars program at www.pakeys.org

 **General Staff Expectations**

 No set schedule is available to any staff member and may/will vary on a day to day or week to week basis. Staff are expected to arrive and be ready to begin their duties at their scheduled time. No staff member shall clock in prior to being ready to begin the day. Staff who are tardy more than 3 consecutive times are at risk of termination.

**PROFESSIONALISM**

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

* 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.
* 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 childcare (the program, children, families and co-workers).
* Attend staff meetings and other mandatory childcare events.
* Refrains from personal conversations near children, families, and service providers
* Complete DHS/Keystone Stars required training courses in a timely manner. This includes creating and implementing a pd plan.

**DRESS CODE**

 Staff members are expected to observe the 3 C’s for appropriate attire at work as follows:

 • 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. Flip-flops and sneakers are appropriate footwear.

 • 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, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments. Attire should exclude references related to politics, profanity, inappropriate materials for children. It is expected that all staff members will present themselves and BBNLC 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. Cell phone use is permitted only when 2 staff members are present and NEVER in front of the children for adult converstation. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children. Our focus should always be on the supervision and guidance of the children.

It is expected that when leaving the daycare 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.

It is never appropriate to make social media posts during hours of operation (excluding rest time) with the exception of material related to BBNLC.

 **COMPUTERS**

 All Busy Bees owned computers are to 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 tablets to use during nap time only. The wireless network password may be obtained from the Director. Computer use is forbidden during all times other than nap/rest time unless approved by the Director.

**TIMECARDS AND PAYROLL**

 Each staff member is responsible for clocking in and out each workday using the Procare clock in system. Staff members may not clock in more than 15 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. In the event a staff member forgets to clock in or out, the 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.

  **CONTRACTED PROVIDERS**

A contracted provider is a person who works to fill the needs of child/ staff ratio when needed. Contracted providers will provide BBNLC with days available for work and scheduled only when needed. Contracted providers will be paid bi-weekly. A year end 1099 will be distributed to the provider no later than January 30th.

**SERVICE PROVIDERS**

BBNLC welcomes all outside service providers. To maintain a professional relationship, all conversations with specialists should be limited to updates, concerns, and goals for the child. Service providers will work their contracted child, while staff continues their daily routine and engages with other children.

 **PERSONAL BELONGINGS**

 Coats, backpacks, purses, etc. must be placed in a **locked** area and out of reach of children. BBNLC is not responsible for lost or stolen items. No medication can be within reach of the children, therefore if you carry such items, please be sure to leave those in your vehicle or retain those in the locked area.

 **FOOD/MEALS**

 Staff members may store a small amount of food in the refrigerator. Food should be removed or discarded after one week or before spoiled. Meals should be eaten and prepared only during children’s mealtimes or during nap/rest time. (refer to nutrition policy)

Best Practice:

\*Only healthy nutritional foods/drinks shall be consumed in the presence of children.

 **HAND WASHING**

 Staff members must wash their hands at the following times:

 • Upon arriving at daycare

 • After each diaper change

 • After helping a child use the toilet

 • After wiping a nose, coming into contact with saliva or any other bodily fluid.

 • Before preparing meals

 • Before and after mealtimes

 • Before and after using the sensory items

 • After removing gloves

 • After using the restroom

 • After coming indoors from the play area

 \*\*Frequent hand washing with soap and running water for at least 60 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

 **Professional Development**

 **REQUIRED TRAINING**

 Research indicates that formal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. Therefore, the state of Pennsylvania has set the following requirements for staff training and development:

 Required training within the first **30 days** of employment, for ALL staff members:

 Training for mandatory reporting of child abuse.

 Mandatory training for Keystone Stars ,” Overview of Keystone STARS”

 New staff orientation training

 Health and Safety training as mandated by DHS

Staff members must have completed within their first **60 days** of employment:

 • Certification in American Red Cross or American Heart Association infant, child, and adult cardiopulmonary resuscitation (CPR). Instructor of CPR/FIRST AID must be PQAS certified. A valid certification indicating the date of the training and expiration date must be presented to the director upon completion.

All fees for required training courses are paid for by Busy Bees Natural Learning Center. Training above and beyond “required” shall be paid by the employee.

* All members of the teaching staff must complete their PDP (professional development plan) in the PD Registry to support educational achievement and professional growth.
* All leadership team members and teaching staff must have completed their profile in the PD Registry. Your profile is considered complete when the Career Pathway status is listed as applied or verified in the PD Registry.

**TRAININGS AND GOAL PLANNING**

Required Professional Development training and goal planning will all be paid time. Virtual trainings may be completed at the facility during rest period as paid time OR completed off site unpaid.

Director will engage in at the minimum of 4 hours monthly geared towards professional development planning and business management.

All teaching staff and on-site leadership team members must have received training in all of the following topic areas listed below within 1 year of hire or be enrolled in credit-bearing coursework.

* **Language development and academic achievement of all children including thos who are culturally and linguistically diverse**
* **Social and emotional development of children**
* **Positive interactions with children and families**
* **Implementation of curriculum selected by the program**
* **Administration of the program’s adopted developmental screening tool**
* **Administration of the program’s adopted observation-based assessment**
* **Work with children with disabilities and other at-risk populations**

Director will assess the program monthly and determine if/what trainings are necessary for the program/staff. Trainings are required to be completed by the staff by their due date.

“Personal development is the belief that you are worth the effort, time, and energy needed to develop yourself” -Denis Waitley

**STAFF MEETINGS**

 All BBNLC staff members are required to attend monthly staff meetings. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Staff meeting may be held individually or when all staff are present. Staff meeting sheets can be found in the Employee communication binder. In addition to a staff meeting, daily/weekly/monthly information will be shared on Procare.

**EVALUATIONS**

 Evaluations of a staff member’s performance will be conducted by the Director and the staff member. Evaluations will be performed annually. Informal evaluations will be performed throughout the year. Staff members will be required to complete a self-evaluation prior to meeting with the Director.

**BREAKS**

All employees are subject to breaks in accordance to the PA Dept of Labor regulations. Those regulations can be found at [www.dli.pa.gov](http://www.dli.pa.gov)

When possible, breaks will be taken during the children’s nap time on site to prevent a loss in supervision.

**Personnel Policies**

 The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. BBNLC 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 children/ people.

 • Courteous and helpful when dealing with children, parents, visitors, and other staff members

**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. 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 and/or termination.

 Staff should be mindful in discussing details of the daycare operation with others in public. Staff members may not distribute or post children’s last names, address, phone numbers, etc.. Personal information should never be used for personal purposes. Pennsylvania law specifically prohibits the sharing of information about children or staff members within a childcare setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek written parental consent before consulting with an outside agency about a child.

 **CHILD ABUSE AND NEGLECT**

 All Busy Bees staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to Child Line

 **CHILD ABUSE HOTLINE**

 Staff members may directly report suspected incidents of child abuse or neglect to the Pennsylvania Department of Human Services and Child Line. The staff member should inform the Director of the report and together decide whether to inform the parents of the report.

 **CO-WORKER COMMUNICATION**

 Open communication between staff members, parents, and children is crucial to a successful program. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to always function as a team member.

 **SUPPLIES**

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

**PARKING**

 Staff members may park in the childcare parking lot or across the street at the Baptist Church. Staff members are not permitted to park in the apartment parking lot.

**SUGGESTIONS**

Busy Bees 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.

 **PERSONNEL FILES**

Busy Bees maintains a permanent personnel file for each staff member. 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, etc. Files will be reviewed every 6 months and staff members are required to have information up to date.

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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. 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.

**TOBACCO USE**

Products containing nicotine are prohibited on Busy Bees premises, including parking lots and outdoor play areas. Smoking is also prohibited in Busy Bees vehicles or in personal vehicles being used for the transportation of Busy Bees children, and while on field trips. 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 hands immediately after smoking, before returning to work.

 **REIMBURSEMENT**

 The Director must first approve all purchases made by a staff member using personal funds. Any unapproved purchases may not be eligible for reimbursement. Original sales receipts should be submitted to the Director within one week of purchase to receive reimbursement.

 **BENEFITS**

The children (ages 2 and up) may attend childcare with no tuition. Staff/Child ratios must be able to be maintained prior to accepting. Staff member children will not be given special treatment and will be required to participate in all activities and follow the same rules as all other children enrolled. No favoritism is to be shown. Staff members children must complete the same records as other children and are required to keep them updated as mandated by the Department of Human Services

**NON-DISCRIMINATION STATEMENT**

BBNLC does not discriminate based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Busy Bees is an equal opportunity employer.

 Busy Bees 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 with the Pennsylvania Civil Rights Commission and/or the Equal Employment Opportunity Commission.

**ATTENDANCE POLICY**

Consistency is crucial to creating a successful program. All staff members are expected to be in regular attendance, to provide a consistent environment and routine. Regular absences will be subject to termination.

 **ABSENCE DUE TO ILLNESS**

 If a staff member is ill and unable to work, the Director should be notified immediately, by phone. Electronic communications such as text message and email are not acceptable methods of contact when reporting sick. The staff member must assist in making arrangements for a substitute. If absent more than three consecutive days, the Director may require a note from the staff member’s physician indicating the type of illness and when said staff member may return to work.

**SCHEDULES**

BBNLC is open Monday through Friday, 7:00 am to 4:30 pm. All scheduling requests should be submitted in writing to the Director. Schedules will be created based upon the needs of BBNLC and the children, as well as staff member availability.

 Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete carry out BBNLC responsibilities (conferences, staff meetings, trainings, lesson planning, etc.)

 A schedule is posted weekly. It is noted that requested time off may not always be granted to satisfy the staff/child ratio.

**UNACCEPTABLE JOB PERFORMANCE**

BBNLC uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all BBNLC staff are “at will” which means a staff member can be terminated at the will of BBNLC for any reason or no reason. The following are the steps, which are taken using progressive discipline.

 **Verbal Warning**

 If a staff member’s job performance is not meeting BBNLC 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 BBNLC policies, failure to follow procedures, unsatisfactory performance, absenteeism, or tardiness.

 Verbal warnings will be recorded, discussed, and signed by both the staff members and Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

 **Written Warning**

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff members and Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or 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.

 **Termination**

 Termination may result when using progressive discipline 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 Pennsylvania law

 • Verbal or physical abuse of a parent/guardian of a child or another staff member

 • Verbal or physical abuse of a child, including humiliation or segregation from peers for non-health reasons.

 • 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

**HEALTH AND SAFETY**

**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 are required to 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 will be suspended until which time records are complete.

**ILLNESS**

 Our priority at BBNLC 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 100.1 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 changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not 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 and 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 antibiotic 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

(Quarantine times may vary according to the DOH and the CDC. This is a guideline. Alterations to the handbook will be made yearly if necessary and staff will be updated throughout the year of any changes)

 A child who becomes ill while at Busy Bees must be removed from the other children in order to limit exposure of other children to communicable disease. A staff member who becomes ill must limit their exposure to the children and other staff members until a replacement staff person is present.

 BBNLC 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.

**SHAKIN BABY SYNDROME**

BBNLC policy and procedure to identify the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

• Staff is trained to recognize potential signs and symptoms of shaken baby syndrome and abusive head trauma, such as: irritability, difficulty staying awake, seizures, abnormal breathing, poor eating, bruises, and vomiting.

• Staff are trained with strategies for coping with a crying, fussing, or distraught child such as the 7 principals of soothing

• Staff are trained to address the prevention and identification of child maltreatment.

This includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust or power.

**MEDICATION AUTHORIZATIONS**

 Staff members may not administer medication to any child until a parent has completed a Medication Authorization Form. Parents must indicate a start/end date, a reason for the medication, and the dosage or medication cannot be administered. If a child becomes ill while at BBNLC and a parent request that medication be given, verbal authorization can only be given to the Director. A Medication Authorization Form will be completed by the Director and must be signed by a parent upon pick-up.

 Medications must be stored in a locked box away from the children in a high cabinet (non-refrigerated medications) while in use at BBNLC. The Medication Authorization Form will remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at BBNLC.

 Medications may be administered only by the Director or staff members. When a medication is given, the staff member will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances.

**NOTICE OF EXPOSURE AND REPORTING DISEASE**

If a child or staff member is found to have a communicable disease, a notice will be posted on Procare as well as communicated with all families at departure.

In the event a staff/child is reported to have a communicable disease, the Director will notify the Dept of Health.

**DOCUMENTATION OF HEALTH INCIDENTS**

All injuries and illness occurring at BBNLC will be logged onto the “injury/ illness log” that is located in the Employee Daily Log Binder. This includes incidents involving children and staff. A review will be conducted monthly of the log and an action plan will be made.

 **DOCUMENTATION OF ALLERGIES**

 A child with allergies must have an Allergy Action Plan (located in the Employee Daily Log binder) All staff working in the area of 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.

**DOCUMENTATION OF SPECIAL HEALTH CARE 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 in the Employee Daily Log binder. All staff working at the facility 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.

**CHILD ABUSE AND NEGLECT POLICY**

All of Busy Bees staff members are mandated employees. If at any time neglect or abuse is suspected, you are required by law to contact Child Line

 **Keep Kids Safe PA**

 **(800) 932-0313**

ChildLine is part of a mandated statewide child protective services program designed to accept child abuse referrals and general wellbeing concerns and transmit the information quickly to the appropriate investigating agency.

Information on filing a report with ChildLine can be found in the Abuse and Neglect binder. All files and information should remain confidential.

**ACCESS POLICY**

 Any person in the daycare who is not an owner, staff member, or volunteer who has had a record check and approval to be involved with childcare shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, 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 childcare. Persons 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 childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Director unless she delegates it to a staff member due to a conflict of interest with the person. Daycare staff will approach anyone who is on the property of the daycare without their knowledge to ask what their purpose is. Persons 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 or custodian) who is required to register with the Pennsylvania sex offender registry:

 • Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.

 • Shall not be on the property of the daycare without written permission from the Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the daycare. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

 **STATE CRIMINAL HISTORY CHECKS**

 Each staff member must complete a Disclosure Statement and Criminal History Checks every two years. A search will be completed and includes checks of Pennsylvania Criminal History, Child Abuse and Sex Offender Registries. The cost of all clearances will be paid by BBNLC.

 **NATIONAL CRIMINAL HISTORY CHECKS**

 Each staff member must complete an FBI clearance and be fingerprinted by a certified technician. Fingerprints are submitted to the FBI and a check of national criminal history records is conducted.

 **VISITORS**

 All individuals who are visiting the daycare (i.e., someone who is not a parent or authorized pick-up person; or staff member) are required to sign in with a staff member before entering the daycare. The visitor is then required to sign out with the same staff member before leaving the building. Staff members should notify the Director if expecting a visitor.

**CURRICULUM**

 Curriculum at BBNLC includes the child-initiated/directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Busy Bees uses Experience Early Learning as a planned form of curriculum. Staff members will utilize quiet time to assign lessons and plans for each individual child based on skills and need. Staff members are responsible to initiate curriculum in the absence of the Director. Within 30 days of employment staff will complete training on EEL and begin utilizing the daily curriculum.

As a supplement to EEL, BBNLC uses a homegrown approach to learning. Weekly plans will be made available to staff via Procare.

 **DAILY SCHEDULE AND ACTIVITIES**

 The Director and staff will work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs. Every staff member is responsible for the carrying out the schedule 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 self-selection and teacher-directed activities.

 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.

Every minute should be considered a learning opportunity. Many undesired behaviors can be avoided by supervision and contact. Rule of thumb “it is easier to stop a behavior before it happens, than to deal with the consequences after it has occurred”

 **PHYSICAL ENVIRONMENT**

 Room arrangement is the responsibility of the director and staff members using FCCERS as a guide. Space should be organized utilizing the Environmental Rating Scales (ERS) as a guide. Centers should include blocks, dramatic play, art, large and small motor, and books. 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. Room arrangement should take into consideration that staff must be able to see every child at all times. For a more detailed description of room arrangement and the physical environment, staff members may refer to copy of the appropriate ERS manual. The Director must approve changes to the physical environment, including the room arrangement.

 **CAMERA**

**BBNLC** has cameras both inside and outside the facility. These cameras can be accessed by the director only. Media stored on the cameras can and will be shared with parents and service providers as requested.

**FREE PLAY**

 “Free-play” (also called child-initiated activities, free choice, 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. Staff should ALWAYS be involved OR involving children in activities.

**OUTDOOR PLAY**

 Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, weather dependent. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Staff should refer to the current radar/weather forecast to determine if it is too hot or cold to play outdoors.

 There is less structure and more child-led play in an outdoor learning environment. It is expected that staff members actively engage in activities with the children when prompted. 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 can choose their friends and who to interact with.

 The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building 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.

 **NAP/REST TIME**

 The Pennsylvania Dept of Human Services requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep but will be encouraged to rest for a period. 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 will sleep when they are tired. They may be provided with alternative quiet activities if unable to rest.

For children who have outgrown nap time, refer to noon/nap time activities that they can assist with quietly. No child should be expected to remain silent and in no case should a child be threatened, bribed, or humiliated for not resting.

**WEAPONS/VIOLENT PLAY**

 There is a strict policy of allowing no weapon play at BBNLC. 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 blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to BBNLC, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

 Competitive behavior is minimized in our programs. 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.

**PARENT-TEACHER CONFERENCES**

 Directors are expected to conduct a minimum of two parent-teacher conferences per year and must make every effort to meet with each family. A copy of the parent-teacher conference accept/decline form can be found in the observation files.

**Arrival/Departure**

Each entry has a list of opening/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 specific duties.

 **MORNING DUTIES** Clock in (no staff shall clock in prior to being ready to start their shift) Turn on lights. Tablet ready for parent sign in. Meals prepped and ready for the day. Curriculum ready for the day.

 **NOON/NAP-TIME DUTIES** Dishes -washed and put away from both breakfast and lunch. Snack prepared. Trainings, files, folders etc, Update KidKare and Procare, fold linens

 **CLOSING DUTIES**

Prior to staff leaving for the day, efforts must be made to assist closing staff with closing duties.

\*Wash or spray toys that have been mouthed by children with bleach solution and air dry

\*Take trash to outdoor can, sanitize trash can, and replace trash bag

\*Put toys and equipment away

 \*Check outdoor play area for toys that need to be put away

\* Sanitize tables, chairs, and shelves; dishes

\* Vacuum floor

\*Lights off and door closed

**Rooms should be ready to start the following day.**

 **Parent 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. Personal conversations should be limited at arrival time to help the child transition for the day.

 **Parent Departure**

 During the enrollment process, each family completes an “Emergency Contact and Parental Consent” 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 a child, you must request photo identification and check the “Emergency Contact” form. At the end of the day, staff must check the attendance in Procare to verify all children have been signed out.

Departure time is an excellent opportunity to discuss the child’s day in a positive way. Focusing on their strengths, goals, and achievements.

 **LATE PICK-UP**

 BBNLC charges a late fee of $5.00 per minute per child after 4:30. If a child is picked-up after 4:30 PM, advise the Director and make “note” on the child’s Procare account. If parents do not arrive by 4:45 PM , an attempt to contact them at all available phone numbers should be made. If the parents cannot be reached, attempt to contact the authorized pick-up persons. If you are unable to reach the authorized pick-up persons, contact the Director.

**GUIDANCE**

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.

 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 or am I preoccupied with personal business?

 • At the child’s eye level?

 **REASONS FOR MISBEHAVIOR**

 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.

 **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. (e.g., walking feet; gentle touches)

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

• Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested in longer periods)

• Encourage self-control and independence by providing meaningful choices. (e.g., “You may pick up the blocks or art center.”) • Focus on the desired behavior, rather than the one to be avoided. (e.g., “Ashley, please use gentle touches with your friends.”)

• 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. (e.g., “Joey is playing so nicely. I like it when you keep the blocks on the table.”)

 • Encourage children often and generously.

 • Set a good example. (e.g., using a quiet voice when children should be quiet)

 • Help children see how their actions affect others.

**RESPONDING TO MISBEHAVIOR**

 Below are strategies BBNLC 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 it's 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 consequence 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 “Calm down 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 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. 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 the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down 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:

 \* Staff will report behavior and what strategies have been attempted to the Director.

 \* The Director will observe the child to develop a behavior management plan.

 \* The behavior management plan will be discussed with the parent and then put into practice.

 \* The Director, staff 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.

**BITING POLICY**

Biting is a behavior that usually appears between the ages of one and three 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 Busy Bees to prevent and stop biting. This is the process followed when a child bites:

• The biting child is stopped and told, “Biting hurts” in a firm voice. Staff 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. Staff 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 staff 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?

 2. The staff will change the environment, routines or activities if necessary.

 3. The staff will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

4. The staff will observe the child, to get an idea of why and when they are likely to bite.

 5. The staff will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

 6. The Director and parent will meet regularly to regulate an action plan and measure outcomes.

 7. If biting continues the staff 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 Procare as well as logged on the injury/illness log.

 **Inclusion, Suspension, Expulsion, and Termination of Services**

**Inclusion**:

 Busy Bees follows Pennsylvania’s Office of Child Development and Early Learning’s policy and practice regarding inclusion. We do not discriminate based on age, gender, race, religion, abilities, language, or financial situation. As long as we can provide a safe and developmentally appropriate program for your child, we will not turn them away.

**Suspension and Expulsion**:

 Busy Bees follows Pennsylvania’s Office of Child Development and Early Learning’s policy and practice regarding suspension. Suspension and Expulsion can occur if the child exhibits poor behavior that is too disruptive to the day, a danger to the other children, a danger to themselves, a danger to the staff, or a danger to the animals on the property. Such poor behavior could include (but is not limited to) the following: hitting, biting, kicking, pinching, pushing, causing other physical harm, using inappropriate language, using racially offensive language, or damaging property.

 Each situation is case-by-case. Developmentally appropriate behavior for poor choices is always weighed in the decision-making process. We understand that sometimes children bite, hit, push, or make poor choices. We will do everything we can to help each child overcome their poor choices that is within our limits.

**Steps to suspension and expulsion**:

1. Redirect child.
2. Document instance and make observational notes to share parents.
3. Review the actions and make notes if they are developmentally appropriate.
4. Share information with parents.
5. Address concerns with parents and work to establish an action plan with parents.
6. Keep a log of any further incidents.
7. Parents will be notified to pick up a child who continues to make poor choices, which are not typically developing choices.
8. Suggest parents seek outside resources or local agencies for help. (Early Intervention, STARS coaching, Infant/Early Childhood Mental Health (I/ECMH) consultation
9. Child will be suspended if needed until an action plan is in place.
10. Work with parents and local agencies to help implement the action plan.
11. If parents refuse to seek help, delay seeking help, are thought to ignore the behavior, or the child is not improving the child will be expelled.

 If poor choices and behavior are an immediate threat to the wellbeing of the child, teacher, other children, or animals (this is not limited to physical wellbeing) then steps 1-11 will be skipped and child will be immediately expelled.

**Termination of Service:**

If at any point a child develops a developmental delay that was not addressed at enrollment and is out of the staff’s realm of knowledge, is too great of a need for the staff to care for, or cannot provide with a safe and developmentally appropriate environment parents will be given a 4 week notice of termination along with referrals to agencies that may be of assistance to the family.

**Meals and Nutrition**

BBNLC follows the Child and Adult Care Food Program (CACFP) nutrition and practice guidelines for meals and snacks. Staff are responsible for inputting meals and meal counts at point of service using the tablet. If entering data on time is not possible, information must be hand recorded on the forms provided.

. • 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 paper towel.

 • All staff and children must wash hands before and after each meal, for at least 20 seconds.

 • Staff shall supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.

. • Children will never be forced, bribed, or threatened to eat. Children must have every food on their plate. However, if a child states that he/she does not like a particular food, they may place just a small amount (ex: one or two peas) on their plate.

 • Following every meal, tables and chairs must be washed with soapy water and sanitized.

Employees are required to review our Health, Nutrition, and Physical Activity Policy located in the parent binder.

**SIDS**

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Busy Bees has a strict policy for infant sleep placement. All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 5 minutes.

 A request for alternative sleeping positions must be accompanied by a signed and dated physician’s note stating the reason for the request. Staff members found to violate this policy will be subject to the Disciplinary Procedure and possibly termination.

**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.

 • NEVER talk about concerns about a child in front of any other children.

• When stating a concern about their child, also 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 phrase “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 should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet outside the classroom.

**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 that 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 Director and make a note in his file 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 afterward. (“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 solve the complaint, refer the parent to the Director. (“I’m not sure how to answer that; the Director will be able to better help you.”)

**EMERGENCY MEDICAL/DENTAL 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 BBNLC staff members to seek emergency medical or dental 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 center, the staff 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.

 • Children who are ill or seriously injured will be separated from the other children and remain under the supervision of the Director/staff until a parent arrives.

 **IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION**:

 • The staff member who witnessed the emergency 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 daycares name and location” Busy Bees Daycare 140 Liberty Street Blanchard PA

 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 to the hospital, bringing the child’s physical exam, immunization records, and Emergency Contact & Parental Consent Form.

 • Staff may not transport an ill and/or injured child in a personal vehicle.

**EMERGENCY FIRE PROCEDURE**

 • If you detect a fire, communicate to all staff member’s the concern and do a property sweep

• If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher.

 • Exit the building and proceed to the designated meeting place.

 • Call 911 as soon as you have reached the meeting place.

 • Assist in the evacuation of the children from your classroom.

 • Collect the classroom first aid kit, classroom binder, and emergency box

 Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place. Everyone must stay together as a group. The Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.

 • Once assembled at the designated meeting place, the Director is responsible for using the classroom attendance system to ensure all children are accounted for.

A copy of the BBNLC Emergency Plan is available at the Parent Center. Included in this plan is our written plan identifying the means of transporting a child to emergency care AND staffing provisions in the event of an emergency. Staff members are required to review this plan at the minimum of every 6 months.

**MISSING OR ABDUCTED CHILD**

 In the event of a missing child, the Director and staff will search for the child in the immediate area, while another staff member calls the police to help with the search. If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify 911 and the child’s parents. In the event of an abducted child, the Director must immediately contact the police department

 **POWER FAILURE**

Staff members and children should remain in the facility and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within 60 minutes, the daycare will close and parents contacted.

**Hand Washing Procedure**

 All adults at BBNLC 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 running water

• Rub hands vigorously for at least 60 seconds (sing the “ABC’s”).

 • Wash all surfaces, including backs of hands, wrists, under fingernails with fingers pointed to the sink drain

 • Rinse hands well with the water running

 • Dry hands with a disposable towel

 • Turn off water with the paper towel

 **WHEN TO WASH YOUR HANDS**

• Upon arrival in the classroom

 • When changing from one group of children to another

 • 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 water play

 • After coming indoors or 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 diapers changed

 • After contact with bodily fluids (vomit, blood mucus)

 • Before and after sensory play, including water play

 • 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.

**DIAPERING PROCEDURE**

As per the Dept of Human Service, children in diapers must be changed every 2 hours AND when diapers are soiled. To be consistent, we will conduct diaper changes at 9am, 11am (before nap), 1:30-2pm (after nap) and 4pm.

 1. Review Diaper changing poster in Employee Daily Binder

2. Place child on diapering table. Remove clothing to access diaper. If soiled, place clothes into plastic bag.

3. Remove soiled diaper and place into lined, hands-free trash container used only for diaper waste. (To limit odor, seal in a plastic bag before placing into trash container.)

 4. Use wipes to clean child’s bottom from front to back.

5. Use a wipe to remove soil from adult’s hands.

 6. Use another wipe to remove soil from child’s hands.

 7. Throw soiled wipes into lined, hands-free trash container.

 8. Put on clean diaper and redress child.

9. Place child at sink and wash hands following the “handwashing procedure.”

 10. Spray diapering surface with bleach-water solution and wait more than 10 seconds before wiping with disposable towel or 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 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.

11. Adult washes hands using the “handwashing procedure,” without contaminating any other surfaces.

**ADDITIONAL PRECAUTIONS**

 • 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 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, effective 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 pan 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 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, 2020. 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 and water solution must be mixed weekly. 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.

**SANATIZING**

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 the 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

 **JOB DESCRIPTION**

**General Job Description**

Plan and implement a full-day, year-round, developmentally appropriate curriculum including 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 relationship with parents and families. Assess all areas of development of children. Develop and maintain portfolio for each child.

Assist the Director 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 children. Ensure compliance with all Pennsylvania Department of Human Services rules and regulations.

 **Parent Handbook**

Staff will review our parent handbook and become familiar with all the policies and procedures located within every year. Any updates to the parent handbook or staff manual will be communicated at our monthly meeting. To stay familiar with both handbooks, a copy of each will be kept in our employee binder.

**Voluntary Resignation**

Staff should submit a letter of resignation to the Director when resigning from a position. Busy Bees appreciates at least four weeks’ notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

**Job Duties**

* Build and maintain an ongoing curriculum for children based on observations and developmental need.
* Assist in setting goals for each child and implement a plan to meet goals.
* Maintain a clean and healthy environment. Window, floors, bathroom, dishes, shelves, etc checked and cleaned daily.
* Daily checks through lockers, bathroom, inside and outside for cleanliness, order and safety concerns
* Update files (children/pdr) as needed
* Utilize the USDA program and Procare to communicate with parents and record keeping
* Work in conjunction with other staff members to create a loving environment for the children

I have read and understand the policies of Busy Bees Daycare and understand that my employment is dependent on following all the policies.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Review of Policies**

A bi-annual review of all policies and procedure will be completed by all staff members. Updates to any policy shall be reviewed at the monthly staff meeting and updated in the handbook.

Review: (sign and date at review)sha