

EMPLOYEE ACKNOWLEDGMENT

I, _____, an employee at DAY CARE CENTERS, INC., acknowledges that I have received a copy of DAY CARE CENTERS, INC. Personnel Policy Manual electronically.

I understand that it is my responsibility to read the contents of the handbook and to at all times abide by the policies and practices set forth. If I have any questions concerning the information I have read or the interpretation of any policies stated, I will bring them to the attention of my supervisor or the office.

The information contained in the Personnel Handbook represents current personnel policies of DAY CARE CENTERS, INC. This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the organization is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

No handbook can anticipate every circumstance or question about policy. As we continue to grow and change as an organization, the need may arise to change or add policies in this handbook. Employees will be notified of any change as they occur.

I acknowledge the "At Will" status of my employment.

DATE

EMPLOYEE'S SIGNATURE

**This page must be printed out, signed, and returned to the office to be placed in your file.

WELCOME TO

DAY CARE CENTERS, INC

2828 SPEAR AVENUE

ARDSLEY, PA 19038

PERSONNEL POLICY HANDBOOK

Mission Statement: To educate the whole child, socially, emotionally, physically, and academically while providing a safe, healthy, and nurturing environment. We recognize individual development and social and cultural differences in each child. We are committed to providing high quality child care programs that stimulate learning, insure success, and promote social and emotional awareness in themselves and others.

PHILOSOPHY

The child care experience is only one of the many stepping stones in education that a child will encounter during his/her lifetime, but it is a very important one. For some it is their first experience in a structured learning environment. For others, it is a continuation, as they develop through the child care system. Whatever background the child brings with him/her to the classroom, it will be a time of great social and academic learning.

Our program is based on the holistic viewpoint of learning and development. The total child is addressed during the educational experience, physically, socially, emotionally, and academically. Each child is seen as an individual encompassed in a gregarious setting. Each individual possesses strengths and weaknesses in all areas of development.

The teacher has the responsibility to treat each child accordingly and the school has the responsibility to provide an environment that is conducive to success for all children. A rich variety of activities are provided for both individual and group learning to develop and refine the sense of wonder inherent in each child.

A truly good early childhood program embraces children of every race, culture and socio-economic climate while providing for their specific needs and accenting the beauty of their diverseness. An accepting environment such as this will enable children to become happy, contributive members of society, teach them respect for others, responsibility for self and their actions, promote self-determination and an understanding, acceptance and appreciation of differences and similarities found in others. Parent involvement is a key to excellence in a program. They are involved in every aspect of the child's development, and actively participate in the educational process.

Our early childhood curriculum attends to the affective, cognitive and physical domains providing sound ego support and expanding social awareness. Active learning, which is child-centered and teacher-directed, enables children to gain knowledge while testing its reality through manipulation, exploration and investigation. This style of learning helps release a child's curiosity and encourages him/her to reach his/her capabilities.

Releasing motivation for active learning creates a positive self-concept and feelings of competence. From this it is possible for the child to become a complete, self-disciplined, independent, creative, questioning, productive individual.

GOALS

To enhance a child's curiosity about the world around him/her.

To promote a positive self-concept.

To develop a positive healthy attitude towards others.

To provide opportunities for social development.

To increase the child's ability to use his/her senses.

To encourage the development of readiness skills in the basics.

To introduce basic concepts in language arts, math, reading, science, social studies, music, art and health and safety.

To increase a child's self-awareness.

To develop thinking and reasoning skills.

To develop fine and gross motor control.

To provide instruction in large groups, small groups and individually.

To provide a warm, supportive, learning environment.

To develop a respect for rules and order.

To promote a sense of responsibility for their actions.

To develop an awareness, appreciation and acceptance of cultural differences and similarities.

To create an anti-biases atmosphere in which the child works and plays.

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DAY CARE CENTERS, INC.

SUBJECT: INTRODUCTION

POLICY NO: 1.0

Welcome to DAY CARE CENTERS, INC. This manual, while not an implied or expressed contract, states in general terms the conditions of employment for your guidance. It is the policy of DAY CARE CENTERS, INC. that all employees are employed at the will of the agency. We place special emphasis at DAY CARE CENTERS, INC. on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. This manual, nor any other communication shall bind DAY CARE CENTERS, INC. to employment.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of DAY CARE CENTERS, INC. It also explains benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor or with the OFFICE.

This manual shall be amended from time to time in accordance with Policy No. 1.1. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption.

PENNSYLVANIA IS AN "AT WILL" EMPLOYMENT STATE:

As an employee "at will" with the ability by law to resign at any time, we hope to provide a work environment which will stimulate you to remain with the program. Likewise, the employer may discharge an employee at will with or without cause and without notice at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and signed by an authorized executive of DAY CARE CENTERS, INC.

CHAIN OF COMMAND

President/Administrator	Sandra M. Kaufmann
Vice-President/Director	Cynthia L. Clarke
Assistant Director/Human Resources	Constance B. Morak
Administrative Assistant/Summer Camp Coordinator	Robert Kaufmann

Teachers will report to Administrator/Director/Asst. Director.

Assistant Supervisors will report to Teachers/Office.

Caregivers will report to Assistant Supervisors/Teachers/Office.

DAY CARE CENTERS, INC.

SUBJECT: MISSION STATEMENT/

POLICY NO: 1.1

ADOPTING AND AMENDING
POLICIES

DAY CARE CENTERS, INC. has the following mission statement:

Mission Statement: To educate the whole child, socially, emotionally, physically, and academically while providing a safe, healthy, and nurturing environment. We recognize individual development and social and cultural differences in each child. We are committed to providing high quality child care programs that stimulate learning, insure success, and promote social and emotional awareness in themselves and others.

ADOPTING AND AMENDING POLICIES

This policy manual has been adopted by SANDRA KAUFMANN AND CYNTHIA CLARKE, OWNERS of DAY CARE CENTERS, INC.

This policy manual will be reviewed at least every TWO (2) year(s).

Recommendations for change to the policy manual should be directed to the OFFICE. Write down any suggestions and hand in to the OFFICE or to a designated staff person on the handbook committee.

DAY CARE CENTERS, INC.

SUBJECT: CURRICULUM STATEMENT

POLICY NO: 1.2

Day Care Centers, Inc. currently uses the Creative Curriculum for Infants, Toddlers and Twos and the Creative Curriculum for Preschoolers published by Teaching Strategies as its main curriculum and the Best Practices Guidelines for School Age programs curriculum and the SEDL After-School Enrichment program. The assessment tool used is Teaching Strategies GOLD for both Infant, Toddlers, and for preschoolers, and the SEDL Afterschool toolkit and child service reports for school-agers.

Goals for Children's Development and Learning:

- See attached Philosophy and Goals
- See attached Introduction, Theory, and Research
- Early Learning Standards
- Core Standards

Experiences that Achieve Stated Goals:

- Play
- Exploration
- Observation
- Small / Large Group Instruction
- Child Directed and Teacher Directed Activities
- Projects, Emergent Curriculum
- Language Arts, Reading, Art, Math, Science, Social Studies, Technology, Engineering, Music, Gymnastics, Health and Safety, Cognitive, Self-Help, Socialization, Gross Motor, Fine Motor, Pre-Writing, Writing, Affective, Adaptation to Environment

Goals for Afterschool Learning:

- Develop thoughtful, fun, accessible activities
- Survey and build on students' interests
- Motivate and engage all students to participate
- Connect to grade-level benchmarks, standards, and the school day curriculum to increase achievement
- Provide real world activities that connect to the broader community
- Provide effective tutoring and differentiated instruction for all skill levels
- Integrate science, technology, engineering, art, and math (STEAM)

- Provide homework help
- Plan activities that engage students and enhance skills across the curriculum
- Provide staff training and professional development

Materials Needed* to Achieve Goals:

- Creative Curriculum for Infants, Toddlers, and Twos**
 - Developmental Continuum Assessment Tool kit
- Creative Curriculum for Preschoolers**
 - Developmental Continuum Assessment Toolkit for Ages 3-5
- Learning Assessment Profile – A Homegrown Curriculum Checklist
- Developmentally Appropriate Practice in Early Childhood – Revised
- Variety of Tot Line Activities Books for Infants, Toddlers, and Twos
- The Teaching Strategies GOLD
 - Developmental Guidelines
 - Developmental Checklists
 - Portfolios
 - Summary Reports
- Pennsylvania Learning Standards for Early Childhood**
 - Infants-Toddlers
 - Pre-Kindergarten
 - Kindergarten
- Pennsylvania Academic Learning/ Core Standards for K-6**
- All About the ITERS and All About the ECERS
- Environmental Rating Scales for ITERS, ECERS, and SACERS
- Early Childhood Learning Continuum Indicators Pre-K through 3rd Grade
- Best Practices Guidelines for School-Age Programs – Curriculum**
- School-Age Care Environment Rating Scale
- Survival Guide – School Age Child Care, Day to Day Programming Curriculum
- SEDL After-School Enrichment program toolkit

*Materials needed are constantly added to and updated.

** Crosswalk for PA Learning Standards available in teachers plan book

Teacher / Parent Role in Child's Achievement of Stated Goals:

- Parents are given a copy of the school's philosophy and goals at registration located in the Parent Handbook
- Parents are given written reports 2-3 times a year on their child's progress based on the curriculum goals [*I/T/PS 3 times/yr. - school agers 2 times/yr.*]
- Parents are expected to follow through and support the Center on any recommendations and/or suggestions presented throughout the year for the child's developmental progress
- Parents are expected to attend all parent/teacher conferences scheduled (2-3 per year)
- Parents are expected to share their child's developmental achievements/delays including written reports (e.g. IFSP, IEP, doctor reports, etc.) and work with the Center teachers, Intermediate Units, and Early Intervention staff to develop an appropriately planned program for each individual child.
- Teachers are required to follow the Curriculum(s) and implement its goals and objectives through daily activities written in the weekly lesson plans
- Teachers are required to use the curriculum and the supporting assessment tools including IEPs and IFSPs to plan and track a student's developmental needs and progress
- Teachers are required to know and implement the Pennsylvania Learning / CORE Standards** and crosswalk** the standards to the curriculum
- Teachers are required to discuss the curriculum goals and objectives with the parents (guardians) in reference to their child's development 2-3 times a year
- Teachers are required to have 2-3 formal conferences with the parent (guardian) per year to discuss the student's progress

8/08, 9/10, 9/12, 7/14

DAY CARE CENTERS, INC.

SUBJECT: EMPLOYMENT

POLICY NO: 2.0

DAY CARE CENTERS, INC. attempts to employ people who are the best qualified. Employment shall be on the basis of proven competence or potential ability as indicated by scholastic and/or vocation training, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

The employment of all persons shall be contingent upon the approval of the OFFICE.

Employment interviews will be conducted with job applicants at the time the application is filled out if possible. In some cases, a second interview will be requested.

A complete description of the job will be clearly defined including work schedule, basic rate of pay, working conditions, type of work, etc.

Interviews can range from 15 minutes to one hour depending on the position being filled.

References are checked and documented on the telephone reference check list.

If the job applicant is hired, the application, telephone reference check, and/or written reference checks are filed in the employee's confidential personnel file.

Selection will be based on a review and analysis of the application form, reference checks, and the personal interview.

DAY CARE CENTERS, INC.

SUBJECT: NON-DISCRIMINATION

POLICY NO: 2.1

STATEMENT

MEDIA RELATIONS

DAY CARE CENTERS, INC. is an equal opportunity employer . All personnel activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants or employees without regard to race, color, religion, creed, gender, age, national origin, or disability .

Employees hired for positions where the primary responsibility is direct child care must be 18 years of age in accordance with the regulations established by PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE.

We will base all decisions on employment so as to further the principle of equal employment opportunity.

MEDIA RELATIONS

It is the Center's policy not to grant interviews to the media without prior approval of the Administrator and Director. With respect to matters which are appropriate for public knowledge, the Center will cooperate with news media inquiries and communicate truthfully with the media.

No employees will give media interviews. All interviews will be handled by the Administrator and Director. This policy will insure that accurate information will be given for those matters which are appropriate for public knowledge.

Any violation of this policy could result in disciplinary action.

DAY CARE CENTERS, INC.

SUBJECT: RECRUITMENT/

POLICY NO: 2.2

INTERVIEWING

All position vacancies shall be posted by the time clock for 2 working days prior to listing in the area newspapers or other advertising.

This policy is not a guarantee that a current staff member (or parent) will be hired; however, consideration will be given to qualified staff (and parents) before outside applicants, provided applications are submitted within the posting period. Staff must have successfully completed 3 months of employment or office approval prior to applying for any in house position.

Employees desiring consideration should apply to the Assistant Director. The Assistant Director will interview and give due consideration to all applicants.

The opening will be filled by the applicant who is the most qualified. In cases where qualifications are equal among candidates applying, seniority will be the determining factor.

The Center reserves the right to transfer a successful employee only after a replacement has been obtained for his/her current position.

If no applicants are considered qualified, or there are no applicants within the time limits, the opening will be filled through normal procedures.

INTERVIEWING

All applicants will be interviewed by the Assistant Director. The Assistant Director will select the person to fill the position and submit her or his recommendation to the Director if necessary. All hiring is subject to the approval of the OFFICE.

Under certain circumstances, the Director or Head Teacher may conduct a second interview with the applicant.

DAY CARE CENTERS, INC.

SUBJECT: EMPLOYEE

POLICY NO: 2.3

CLASSIFICATION

The following definitions have been established in order to standardize terminology and provide common understanding in our reference to employees:

1. Employee: A person who receives wages or salaries from the Center.
2. Full-Time Employee: A person who is employed for 35 - 40 hours per week and who maintain continuous regular employment status. Regular full-time employees are eligible for all Center benefits.
3. Regular Part-Time Employee: A person who is employed for less than 35 - 40 hours per week and maintain continuous regular part-time employment status. Employees who work a minimum of 30 hours per week will be eligible for 2 paid holidays per year after 1 year of continuous part time employment.
4. Temporary Employees: Those employees whose services are intended to be of limited duration (i.e. substitutes, filling in for illness, vacations, summer months, and who work for the customary number of full time hours required.) Temporary employees are not eligible for benefits. However, if subsequently hired as a regular employee, length of service will be determined by the start date of regular full time employment.
5. Exempt: Salaried employees not eligible to receive overtime pay. Salary covers all hours worked. There may be times when exempt employees are expected to work additional hours in order to finish their projects or assist in any day care function or activity.

DAY CARE CENTERS, INC.

SUBJECT: ASSIGNMENT

POLICY NO: 2.4

The quality and efficiency of the child care services that we provide to our children and families is of prime importance to DAY CARE CENTERS, INC.

The need for your particular position (including location, hours, duties, etc.) has been carefully planned prior to your employment and/or assignment. However, all employees must be willing and able to work overtime, to be assigned to other classroom areas, and be appointed to other job assignments on a temporary basis in order to meet our mission and to comply with licensing requirements. Your supervisor will give you as much notice as possible of changes in your normal work schedule or duties, and such requests will be assigned as equitably as possibly among all employees.

Hours of employees are subject to change based on the needs of the day care.

There could be certain evening activities or public relations events that would necessitate the employee to work. These events are but are not limited to; Parent Night in the Fall, the Winter Show/Covered Dish Supper, Transition Meeting in Spring, Annual Goal Teacher Goal meeting, Family Events, etc.

DAY CARE CENTERS, INC.

SUBJECT: PROVISIONAL EMPLOYEE POLICY NO: 2.5

Definition of Provisional Employee: An employee will be a provisional employee for up to 60 working days of employment when initially hired or placed in a new position. At the end of that time or within 6 months, DAY CARE CENTERS, INC. will evaluate the provisional employee's performance to determine if she or he meets the standards set by DAY CARE CENTERS, INC.

Provisional employees, (with the exception of employees with a position change), shall not be eligible to use paid sick leave, vacation, personal, or any other form of paid absence including designated holidays until their 60 working day period is completed.

The provisional period may be extended up to 30 days, only by approval of the OFFICE and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's provisional period, the supervisor shall submit a statement of the employee's current performance, the justification for extension, and the amount of time of extension that is required. No requests for extension will be approved if submitted after the date of the normal conclusion of the employee's provisional period.

Should the provisional employee performance not be suitable for this company, the employee will be terminated from DAY CARE CENTERS, INC. service not later than the last day of the provisional period or any extension thereof. An employee whose performance is suitable will be granted regular employee status and eligible to receive benefits on a timely basis.

Employment may be terminated at any time during the provisional period with or without cause, in accordance with DAY CARE CENTERS, INC. termination policy. All employment documentation required must be provided prior to acquiring regular employment status.

DAY CARE CENTERS, INC.

SUBJECT: NEPOTISM

POLICY NO: 2.6

TRANSFER

For the purpose of this policy, family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson
Cousin		

Any person residing in the employee's immediate household

Family members of current employees may be a valuable source of qualified applicants, however, members of the same family will not be permitted to work in the same classroom area unless it is absolutely necessary.

TRANSFER

Voluntary Transfer:

Written request from employees for transfer within job classification may be considered by the OFFICE.

Employees may apply for any vacant position within DAY CARE CENTERS, INC. for which they are qualified and will receive the same consideration as any applicant for the position.

Involuntary Transfer:

As program needs vary from time to time, DAY CARE CENTERS, INC. reserves the right to change an employee's position and/or job location as required by program changes.

Involuntary transfer will take place upon recommendation from the OFFICE.

Employees who refuse transfer may be subject to termination.

DAY CARE CENTERS, INC.

SUBJECT: ACTING APPOINTMENT/
RESIGNATION

POLICY NO: 2.7

The OFFICE may appoint an employee to fill a position on a temporary basis.

One of these appointments could be ACTING DIRECTOR when the OFFICE personnel are away from the center. The Acting Director will be named the day before expected absence of Office Personnel and given specific duties or instructions to follow.

Staff must adhere to what the Acting Director dictates.

The Acting Director will automatically return to his/her previous position when the acting appointment is completed.

RESIGNATION

Employees are required to give TWO (2) weeks notice of the intent to terminate employment. Vacation leave/Personal leave may not be used during the notice period.

Employees must request a written referral 2 weeks prior to their last day of service. No written referrals will be given after this fact. References will only be given if a two week notice is given at the time of resignation.

If an employee resigns he/she will be paid for unused earned vacation/personal days calculated on a quarterly basis, provided two weeks notice of the resignation is given and work is satisfactorily maintained through that period.

Former employees are not permitted in DAY CARE CENTERS, INC. facilities without prior permission from the OFFICE.

Employees will be given an Exit Interview if possible on their last day here.

DAY CARE CENTERS, INC.

SUBJECT: ACCIDENTS

POLICY NO: 3.1

In order to protect your claim for compensation and/or minimize DAY CARE CENTERS, INC.'s and employees' liability, all injuries or accidents occurring during employment, no matter how minor, must be reported to the OFFICE immediately.

All employees are covered by Workers Compensation insurance and must seek treatment for accidents and injuries as required by the plan. Employees will be required to provide information regarding the accident or injury to their immediate supervisor immediately. The immediate supervisor will be required to complete the required documents and reports and submit them to OFFICE immediately upon notification of the accident or injury.

Employees who are placed on Workers Compensation will be notified in writing of the status of the position, status of health insurance benefits, and their responsibilities while on Workers Compensation.

Accidents involving children must be reported immediately to OFFICE. Employees will be required to complete accident/injury reports for these incidents before the end of the day.

Employees must have parents sign the incident report within 24 hours of accident. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately to OFFICE. Employees will be required to complete accident/injury reports for these incidents. These documents will become part of the agency's record.

DAY CARE CENTERS, INC.

SUBJECT: SAFETY RULES

POLICY NO. 3.1-1

The Safety Rules are designed to keep accidents to a minimum and provide a safe, hazard free environment for the children we serve. Children must be supervised at all times.

OUTSIDE SAFETY

1. The Supervisor must walk backwards at the head of the line and Assistant Supervisor must be at the end of the line when taking children for walks in the neighborhood. Look over shoulder periodically.
2. One staff member should be stationed at each climber and one must be at climbing bars for all ages.
3. When on blacktop, staff should station themselves around the blacktop, including near the fence openings. **Do not stand in small groups talking.**
4. When taking walks, with three staff members, one staff member should be at the front of the line, one in the middle (especially for the toddlers and young 3 yr. olds) and one at the back. With two staff members, one staff member should be at the front of the line and one at the back.
 - A. Walk only on streets with sidewalks.
 - B. Do not walk on Maple Avenue.
 - C. Cross only at corners. With three staff, one staff member should stay in the middle of the street until all children have crossed over.
5. Make certain you count your children at all times - when together in the room, the hallway, leaving an area including both inside and outside the classroom, lavatories, building, and turning corners. (Refer to Missing Child Procedures if a child is missing.)
6. Children may not be on roller racers/riding toys unless blacktop is clear of wood chips.
7. Children must sit on any outside riding toy.

INSIDE RULES

1. Be conscious of staff/child ratio. **Count your children! Know the ratios for each age group. Know the children in your assigned group.**
2. Keep knives for snack preparation on window ledges or high shelves.
3. Keep children's shoes on and laces tied at all times.
4. Make certain all outlets are covered in rooms and hallways.
5. Keep all cleaning supplies or materials marked "Keep out of reach of children" locked up at all times. Store paints, glue, etc. on high shelves or locked up at all times and not near food storage.
6. Adult scissors must be kept out of reach, in back of teacher's desk drawer.
7. Children must hold stair rail when going up or down.
8. Children may not climb on anything or run in the rooms and hallways.
9. Children must always be accompanied by an adult.
10. Teachers should not run with a child in their arms and only carry them if needed.
11. When cooking in the kitchen, keep hot appliances out of reach.
12. Leave nothing in the hallways. Baby strollers are allowed outside of Baby Room.
13. Throw out broken toys and bicycles. When something needs fixing (i.e. screws loose, nails sticking out) tell supervisor in room, complete a work order and submit it to someone in the Office.
14. Never leave a child unattended when diapering or toileting.
15. No children should be in the hallways unsupervised.

HEALTH SAFETY

1. Keep children's faces, noses, hands, etc., clean. Staff must wash their own hands after performing these duties.
2. All children/staff members must wash their hands upon arrival, after diapering/toileting, upon entering the room after being outside, before preparing food, and before eating.
3. Make certain that children complete toileting procedures properly, e.g. wiping self, flushing, hand washing, etc.
4. Turn faucets off using a paper towel.
5. Make certain all cleaning schedules are followed.
6. Check refrigerator for spoiled food regularly and dispose of properly.
7. Dispose of trash properly, especially diapers in the baby/toddler rooms, in accordance with DPW regulations.
8. No medications may be given by a staff member unless directed by the Office. No over the counter medications may be given without written prescription with directions from physician.
9. All medicine must be handed in to the office by the parent/guardian, stored in the office, and include a medication log completed by the parent/guardian and/or doctor.
10. First Aid/CPR may only be given by qualified staff.

DAY CARE CENTERS, INC.

SUBJECT: BLOODBORNE PATHOGENS POLICY NO: 3.2

The Bloodborne Pathogens policy covers all employees who may "reasonably anticipate" coming into contact with human blood and other potential infectious materials, which includes any body fluid that is visibly contaminated with blood.

1. Each employee may in the course of her or his daily activities come into contact with potentially infectious materials. Those situations are, but not limited to the following:
 - a. providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
 - b. assisting children during medical procedures, nose bleeds, times of illness, etc.
 - c. changing diapers of children or cleaning up after a child has a toileting accident.
 - d. handling of potentially infectious material such as soiled clothing, tissues, and diapers.
2. All employees must adhere to the Universal Precaution Policy. (3.2-1)
3. If an employee or volunteer has been exposed to a bloodborne pathogen during the course of agency business, she or he must notify the OFFICE immediately.
4. DAY CARE CENTERS, INC. will make available to the employee or volunteer, laboratory tests and follow-up medical evaluation which documents the circumstances of the exposure after the exposure has been reported to the supervisor.
5. Hepatitis B vaccine shall be available to employees within 24 hours after exposure to possible bloodborne pathogens and other potentially infectious materials.

DAY CARE CENTERS, INC.

SUBJECT: UNIVERSAL PRECAUTIONS POLICY NO: 3.2-1

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

1. Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:
 - * Use antibacterial liquid soap and scrub hands for 1 minute.
 - * Scrub tops of hands, palms, between fingers and under nails.
 - * Rinse under water with hands pointed down.
 - * Dry hands with paper towels.
 - * Turn off the water faucet with a towel before disposing of it.

2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on the hands. If skin contact is made with these substances, wash the affected areas with soap under running water.

3. Wear disposable gloves when changing a child's diaper if the feces are bloody. It is not necessary, however, to wear gloves routinely while changing a diaper.

4. Throw away disposable gloves after each use. Wash hands after wearing the gloves.

5. Place disposable diapers in a pail lined with a plastic bag. Tie the bag securely when filled.

6. Supervise toilet-trained children to ensure that they wash their hands well after going to the rest room.

7. Clean up blood and bloody fluids on non-carpeted surfaces with 1-3 TBS bleach/QT. water or according to latest Disinfecting Solution measurements provided by DPW. The bleach solution should be fresh and used on the day it is made.

7/14

DAY CARE CENTERS, INC.

SUBJECT: CHILD ABUSE AND

POLICY NO: 3.3

CRIMINAL CLEARANCE

IMMIGRATION REFORM AND

CONTROL ACT OF 1986 (IRCA)

NEW HIRE REPORTING PROGRAM

State law mandates that all new employees have current (less than 12 months old) clearances from State Police and Pennsylvania Department of Public Welfare. As of July 2008, all new employees must also provide FBI fingerprinting results within thirty days. Information and forms are given out with other staff paperwork prior to start date.

When an employee is hired, she or he must provide the current clearances or copies of the completed clearance applications and completed money orders. Police Clearances are paid for by the employee. These documents will become a part of the personnel record.

It is imperative to note that the applications are valid only for a 30 day period from the date of the signature. If for any reason the clearances are not received prior to the expiration date of the applications, the employee must and will be removed from direct child care until the clearances are received. This action is taken in order to comply with State Law.

IMMIGRATION -

It is the policy of the Center to employ only those individuals entitled to work in the United States. In complying with the Immigration Reform and Control Act of 1986 (IRCA), it is against Center policy to discriminate because of an individual's national origin, citizenship or

intent to become a U.S. citizen.

All employees (even those born in the United States) hired on or after November 7, 1986, will be required to provide proof of work eligibility and identification (valid state issued picture I.D.) and complete the employee portion of the I-9 form in ink. The Personnel Manager/Assistant Director will examine the documents and complete the employer portion of the I-9 form in ink.

NEW HIRE REPORTING PROGRAM

Effective January 1, 1998, federal law mandates that all employers, regardless of type and size of business, comply with the New Hire Reporting requirements. The New Hire Report is filled out for each new employee hired as of 1/1/98. It will be matched against child support records to locate non-custodial parents, establish child support orders, or enforce existing orders. Pennsylvania will also transmit the data to the National Directory of New Hires to match against child support orders from other states.

7/14

DAY CARE CENTERS, INC.

SUBJECT: HEALTH APPRAISAL

POLICY NO: 3.4

All employees will be required to obtain a health appraisal prior to last physical date and/or start date and every two years thereafter in compliance with PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE regulations. Employment at DAY CARE CENTERS, INC. is conditional upon receipt of a satisfactory Health Appraisal at the initiation of employment and bi-annually thereafter.

All employees will be required to have a tuberculosis screening by the Mantoux method prior to employment in compliance with PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE regulations.

Health Appraisals will be maintained as a part of the employee's medical information file which is a part of her or his personnel record.

Detailed physical and mental abilities for each position will be listed on the job description. These essential job functions will be discussed with you at employment and from time to time during your employment. The Agency reserves the right to amend and change these essential job functions at any time.

The job description with the essential job functions is a critical part of the Health Appraisal.

Employees will be required to execute an acknowledgment of the essential job functions prior to employment by reading and signing the job description.

Employees who fail to provide the required Health Appraisal and/or TB immunization, will be subject to disciplinary action or termination.

DAY CARE CENTERS, INC.

SUBJECT: WORKPLACE SAFETY/

POLICY NO: 3.5

VISITORS

DAY CARE CENTERS, INC. strives to provide a safe workplace for all employees.

It is the Supervisor's responsibility to make certain that visitors in his/her classroom, whether employees or not, are authorized to be there. In case of doubt, he/she should ask such visitors for identification. Outside visitors must be accompanied by someone from the Office. Because of the nature of our business, visitors are not to be allowed near the children whether you are on or off the premises.

Employees must be keenly aware of their environment and persons who have entered any facility. Anyone who is not recognized should be questioned regarding the nature of her or his visit. If someone is outside your room and has no business there, do not allow them to enter the room and call the office immediately. All classroom doors are to remain locked when children are occupying the room. Should a situation arise while you are outside, immediately bring the children to a safe place and call the office.

Former employees are not permitted on the facilities or grounds of DAY CARE CENTERS, INC. without prior permission from someone in the OFFICE. The room supervisor will need to check with the Office on every occasion that someone who was previously employed would like access to the children. This ruling is to insure that only present staff members are with the children at all times. This parallels the rules set aside by our liability insurance carrier. If necessary, former employees will be asked to leave the premises. Local police will be called, if necessary.

Visitors for employees will not be allowed in the work area without prior approval from the Office. Visitors may wait in the lounge or other public rooms in the building.

All employees must be familiar with and adhere to the rules for releasing children.

Any unusual incidents should be documented and brought to the attention of your supervisor and OFFICE immediately.

Violation of this policy may result in disciplinary action, including termination.

DAY CARE CENTERS, INC.

SUBJECT: MEDICAL CONDITIONS

POLICY NO: 3.6

The Center fully complies with the Americans with Disabilities Act and will not discriminate against any employee or applicant on the basis of disability. While employees are not required to disclose their medical information, the Center recognizes that employees with life threatening or on-going illness, including but not limited to cancer, heart disease, diabetes, epilepsy, and AIDS may wish to continue in as many of their normal pursuits as their condition allows, including work. All employees are expected to meet performance standards of their jobs. Any employee who chooses to disclose medical information will be treated consistent with other employees. Reasonable accommodation, as required by the Americans with Disabilities Act, will be considered upon the employee's request. All employee medical information will be held in strictest confidence.

The Center offers the following range of resources to all personnel:

- * Supervisor and employee education and information on illness including specific life-threatening illnesses.
- * Referral to agencies and organizations which offer supportive services for life-threatening illnesses.
- * Benefit consultation to assist employees in effectively managing health, leave, and other benefits.

Guidelines -- When dealing with employees, supervisors should:

1. Remember that an employee's medical condition is confidential, and reasonable precautions are to be taken to ensure information regarding an employee's health is provided only to those persons with a need to know.

2. Contact the Office if you believe that you or other employees need information about an illness, or if you need further assistance.
3. Contact the Office if you have any concern about the possible contagious nature of an employee's illness.
4. Contact the Office to determine if a statement should be obtained from the employee's attending physician that continued presence at work will pose no threat to the employee, co-workers, or clients. The Center reserves the right to require an examination by a medical doctor appointed by the Center.
5. If warranted, make reasonable accommodation for employees with illnesses consistent with the business needs of the Center.
6. Be sensitive and responsive to co-workers' concerns and emphasize employee education available through the Office.
7. Give no special consideration beyond normal transfer requests for employees who feel threatened by a co-worker's illness.
8. Encourage employees to seek assistance from community groups for medical treatment and counseling services. Information on these can be obtained through the Office.

DAY CARE CENTERS, INC.

SUBJECT: HOURS OF ATTENDANCE/ POLICY NO: 4.0
WORK SCHEDULES

Employees will be advised of their usual work schedule at the beginning of employment. Hours of attendance have been carefully thought out and employees are required to work the hours and days for which they have been scheduled.

Hours are subject to change with little notice based on the needs of the day care. Temporary and permanent schedule changes may be necessary to effectively utilize staff. Employees who refuse a schedule change will be subject to disciplinary action, including termination.

Depending on when certain holidays occur, such as Christmas Eve and New Year's Eve, and if the Center closes early, the employees who work will be paid for the hours worked; not for a full 8 hour day (e.g. open 7:00 - 3:00 - paid for hours worked during this time).

If you are unable to report to work for any reason, you must notify Sandy, Cyndy or Connie, or Bob by 6:30 AM. Failure to notify them in a timely manner will be considered an unexcused absence. Employees will not be permitted to use available leave time for an unexcused absence and will be subject to disciplinary action.

The Center defines an absence as failure to report for, and remain, at work as scheduled. This includes late arrivals to work as well as leaving early. Absence then includes all time lost from the job whether it is avoidable, unavoidable or for reasons that make it an excused or unexcused absence. The only exceptions to this definition of absence are holidays, vacations, a death in the immediate family, workmen's compensation cases, and approved leaves of absence.

Employee's attendance records will be reviewed on a timely basis. If found unsatisfactory, disciplinary actions could range from counseling to dismissal.

DAY CARE CENTERS, INC.

SUBJECT: OVERTIME/TIME CARDS

POLICY NO: 4.1

The nature of the duties and responsibilities of some employees may require overtime work from time to time. Overtime work should be considered an exceptional situation. Overtime occurs after an employee has accumulated 40 work hours in a week.

All overtime must be approved by the Office.

HOURLY PAID EMPLOYEES

Employees are hired for a specific number of hours per week **NOT** to fill in a specific time frame (e.g. 7 to 4). Hours can and will change based on the needs of the Center and positions held in each room.

Each employee is assigned a time card on their first day. The time card must be personally swiped in at a designated time clock at the start of work and swiped out when leaving work. If card is not available then employees use their social security number to clock in and out. Employees must clock in and be in their assigned room at the time they are scheduled.

For example, if scheduled for 8:00, the employee must punch in and be in the assigned room, ready to work, at 8:00. The following scale is implemented for employees who punch in late:

- 5 to 10 minutes - loss of 1/4 hour pay
- 10 to 25 minutes - loss of 1/2 hour pay
- 25 to 40 minutes - loss of 3/4 hour pay
- 40 to 55 minutes - loss of 1 hour pay

Federal and state record keeping requirements place an obligation on the Center to maintain accurate records and to enforce certain regulations. The following rules must be observed:

1. Employees must swipe only their own time cards. Failure to observe this rule may subject violators to immediate dismissal.
2. Any errors or accidental omissions on the time card which require correction will be adjusted/corrected by the office.
3. Tardiness, including returning to work late after lunch, will be considered on the same basis as absenteeism and will result in disciplinary action as well as loss of pay as noted in 4.1.
4. Time cards may not be punched any earlier than 15 minutes before starting time.
5. Employees leaving the premises during work hours for reasons other than Center business must clock out when leaving and clock in when returning except at the lunch hour. Under Office discretion, you may be asked to clock in and out at lunch time.

DAY CARE CENTERS, INC.

SUBJECT: EMERGENCY CLOSING

POLICY NO: 4.2

Due to severe weather conditions or other emergency situations, there may be times when the DAY CARE CENTERS, INC. facilities will be closed.

Emergency closing is at the discretion of the Administrator and Director.

The Center will usually open for operation. Generally, all employees are required to report to work unless major thoroughfares have been closed. Quite often bad weather conditions are localized and simply by waiting you may be able to safely arrive at work later in the day. Under these circumstances, you will need to call the Center and advise them of what you will be doing. Depending upon the circumstances, you may be advised to stay home. Naturally, no one employee should expose him/herself to personal danger in seeking to arrive at work.

On occasion, bad weather occurs during the day, after you have arrived at work. Depending upon the circumstances, you may be directed to a place of safety within the building or you may be told to leave. In the event that the Center opens late or closes early, because of hazardous weather, the following will be applied for paying wages to hourly employees:

- * If the Center closes during the day to permit employees to leave early, employees will be paid for hours they worked.
- * If there is a delay in opening the Center, employees reporting to work for their scheduled hours, before being notified, will be paid for their regularly scheduled hours.
- * If the opening of the Center is delayed, employees reporting to work after their usual scheduled work time will be paid for the actual hours worked.
- * Employees who do not report to work when the Center is open will not be paid for the day. With Office approval, the individual may take the day as a Personal Day.

Since you are provided an option to remain home during inclement weather, the Center will not be responsible for any personal injuries or property damage if you attempt to arrive at work. You should use your best judgment in deciding whether it is reasonable for you to attempt to get to work.

Other Emergencies:

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in DAY CARE CENTERS, INC. facilities being closed at the discretion of the ADMINISTRATOR AND DIRECTOR. Employees will be advised of their obligations in these situations.

DAY CARE CENTERS, INC.

SUBJECT: PAYROLL

POLICY NO: 5.0

ON-THE-JOB EXPENSES

The Agency work week begins Monday 7:00 a.m. and ends on Friday 6:00 p.m.

Employees will be paid BI-WEEKLY every other Friday.

When pay day falls on a holiday, pay checks will be issued on the day before the holiday.

Pay checks will be available to employees from the OFFICE after 3:00 PM on specified Fridays.

The payroll period includes 2 full weeks; Monday through Friday each week; with paychecks being issued on the following Friday.

ON-THE-JOB EXPENSES

Employees who are on approved agency business or attending conferences, workshops, and meetings will be reimbursed for the conference or workshop costs. Employees must receive prior approval from office personnel and must hand in proof of attendance in order to receive payment for these expenses.

DAY CARE CENTERS, INC.

SUBJECT: EMPLOYEE BENEFITS

POLICY NO: 6.0

The DAY CARE CENTERS, INC. will offer benefits to full time employees who have worked 60 days (not counting weekends). Each employee will be advised at the beginning of employment of the benefits for which they are eligible. It is the employee's responsibility to inform the office if they are interested in the medical benefits within the first 2 months of employment. This enables the proper paperwork to be filled out within the specified 3 month time period. Employees who choose not to take advantage of the medical benefits after the first 3 months of employment must wait until it is open enrollment period, which is usually the month of August. Paperwork must be submitted to the Office by the month of July to be processed in August. Employees will be notified of additional benefits and their eligibility during the course of employment.

At the same time (2000) a Benefit Plan called Aflac was offered to all employees. In 2014 another Benefit Plan from Allstate was offered to employees. At the present time each employee meets annually with an Aflac/Allstate representative if they choose to.

As of 12/2007 Part time regular employees who work 27 hours per week of continuous service will be eligible for 2 paid holidays after one year of service.

DAY CARE CENTERS, INC.

SUBJECT: CARE OF EMPLOYEE'S
CHILDREN

POLICY NO: 6.1

DAY CARE CENTERS, INC. offers employees the opportunity to enroll their children in the program. Under most circumstances, an employee who has a child enrolled in the center where she or he is employed will not be allowed to care for her or his child in any direct care situations. Staff members will pay a portion of the weekly tuition for their child. All tuition fees are deducted from the employee's paycheck. If a staff person works part time at the center, the fee will be based on the hours worked if their child is here full time. Paperwork and other miscellaneous fees are the same as private clients. Miscellaneous fees such as registration fees, Insurance fees, trip fees, additional hour's fees, etc. are not necessarily deducted. They must be paid when they are incurred.

DAY CARE CENTERS, INC.

SUBJECT: CAREER DEVELOPMENT/ POLICY NO: 6.2

CONTINUING EDUCATION

DAY CARE CENTERS, INC. encourages staff and career development and will seek to provide opportunities for individual development of employees through supervision, in-service training, staff meetings, and attendance at special training programs, conferences, and workshops within the limits of the budget of the work schedule of DAY CARE CENTERS, INC.

Whenever an employee attends a training event she or he will be required to submit a training report within 5 days of the training. The training report will be placed in the personnel record.

The Day Care encourages staff to continue their education. Those who wish to attend classes that will occur during their normal work week must get permission from the office before scheduling a class. We will try to accommodate staff as much as possible, but it may be difficult to have more than one staff out per day. Two staff from the same room will not be permitted off the same day.

DAY CARE CENTERS, INC. encourages staff to take advantage of the CDA* (Child Development Associate) and Rising Stars* Tuition Assistance program. Please talk to the OFFICE for more information on these education/reimbursement programs offered through the PA Keys.

**Funding for these state programs are subject to change without notice.*

DAY CARE CENTERS, INC.

SUBJECT: COBRA

POLICY NO: 6.3

Under a federal law called the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA), most employers sponsoring group health plans must offer to their employees an extension of health coverage (called "continuation coverage") to their employees at group rates under certain circumstances when coverage would otherwise end. We at DAY CARE CENTERS, INC. abide by the requirements of COBRA. The circumstances which qualify for an extension of coverage are called "qualifying events." Below is a list of qualifying events for yourself, your spouse, and your dependent children.

Qualifying Events for Yourself:

- _ A reduction in hours worked makes you ineligible for coverage.
- _ Termination of employment for reasons other than gross misconduct on your part

Qualifying Events for Your Spouse:

- _ Death of employee (yourself).
- _ Termination of your employment for reasons other than gross misconduct.
- _ A reduction in employee's hours worked.
- _ Divorce or legal separation.
- _ Employee becomes eligible for Medicare.

Qualifying Events for A Dependent Child:

- _ Death of employee-parent.
- _ Termination of parent's employment for reasons other than gross misconduct.
- _ A reduction in parent's hours worked.
- _ Parent's divorce or legal separation.
- _ The dependent ceases to be a dependent child under the health plan.

You or a member of your family must inform the Human Resources Department of a divorce, legal separation, or a child losing dependent status within 60 days of the event. DAY CARE CENTERS, INC. has the responsibility for notifying you or your family of continuation options within 14 days of your death, termination of employment, reduction in hours, or Medicare entitlement. If you do elect continuation coverage, the current GROUP HEALTH PLAN is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members for whom a qualifying event has not occurred.

COBRA requires coverage be continued for a maximum of 18 months if you lose group coverage due to termination of employment or a reduction in hours. A second qualifying event, such as divorce or a dependent child losing dependent status, may occur to your dependents while coverage is already being continued. If so, the continued dependents will be eligible for additional months of continued coverage, up to a maximum of 36 months from the date group coverage was first terminated. If group coverage is terminated because of death of the employee, divorce, legal separation, the employee's entitlement to Medicare, or dependent child losing dependent status, coverage may be continued for 36 months.

Your continuation coverage may be cut short for any of the following 3 reasons:

1. DAY CARE CENTERS, INC. no longer provides group health coverage to any of its employees.
2. The premiums for your continuation coverage are not paid.
3. You become covered under Medicare or another group health plan.

For additional information about continuation coverage, please contact Sandy Kaufmann, Administrator.

DAY CARE CENTERS, INC.

SUBJECT: COBRA (cont'd)

POLICY NO: 6.3

The following memorandum should be provided once an employee has enrolled in the health insurance program:

Memorandum Re: Temporary Extension of Health Coverage

TO: EMPLOYEE NAME

RE: Temporary Extension of Health Coverage

On April 7, 1986, Congress enacted a federal law (Public Law 99-272, as amended) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage ("continuation coverage"). This continuation coverage is offered at group rates following certain "qualifying events" that would otherwise end your coverage. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage of the law. Both you and your spouse should take the time to read this notice carefully as it affects all members of your family.

A. Employee's Right to Continuation Coverage

If you are an employee of DAY CARE CENTERS, INC. covered by the current GROUP HEALTH PLAN, you have the right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or if your employment terminates for reasons other than gross misconduct on your part. If you choose continuation coverage, you assume sole responsibility for the full payment of all health insurance premiums at the group rate. DAY CARE CENTERS, INC. will not contribute any money towards this continuation coverage. You will also be solely responsible for an additional handling surcharge of 2% of the premium. The premium amounts may change from time to time.

Continuation coverage under these circumstances will normally last for 18 months. If, at any time during the 18 months, you are determined to be disabled under Title II or Title XVI of the Social Security Act, and you provide DAY CARE CENTERS, INC. with notice of this determination, you will be eligible for continuation coverage for a period of 29 months from the initial qualifying event.

DAY CARE CENTERS, INC.

SUBJECT: COBRA (cont'd)

POLICY NO: 6.3

B. Spouse's Right to Continuation

If you are the spouse of an employee and you are covered by the current GROUP HEALTH PLAN, you have the right to choose continuation coverage for yourself if you lose group health coverage as a result of any of the following four qualifying events:

- (1) The death of your spouse
- (2) A termination of your spouse's employment (for reasons other than gross misconduct) or reduction of your spouse's hours of employment
- (3) Divorce or legal separation from your spouse
- (4) Your spouse becomes eligible for Medicare. As detailed above, when you elect continuation coverage, you assume sole responsibility for the full payment of all health insurance premiums as well as a 2% administrative surcharge.

Continuation coverage, if due to your spouse's loss of employment or reduction in hours of employment, will last for 18 months. If continuation coverage is elected following any of the other three listed qualifying events (I.E., death of spouse, divorce or legal separation, or Medicare eligibility), the continuation period will last for 36 months. If a second qualifying event (I.E., death of spouse) occurs within 18 months of the spouse's termination or reduction in hours, the continuation coverage period will extend for 36 months following the original qualifying event (I.E., following the date of the termination of your spouse's employment or the date of your spouse's reduction in hours).

C. Dependent Child's Right to Continuation Coverage

In the case of a dependent child who is covered by the current GROUP HEALTH PLAN, she or he has the right to continuation coverage if she or he loses group health coverage as a result of any of the following five qualifying events:

- (1) The death of the parent who is a DAY CARE CENTERS, INC. employee
- (2) The termination of the parent's employment (for reasons other than gross misconduct) or reduction in the parent's hours of employment

- (3) Parent's divorce or legal separation
- (4) The dependent ceases to be a "dependent child" under parent's insurance plan
- (5) The parent becomes eligible for Medicare

The same continuation periods provided to COBRA eligible spouses apply to COBRA eligible children.

D. Procedure for Obtaining Continuation Coverage

Under the law, the employee or a family member has the responsibility to inform the insurance company of a divorce, legal separation, or a child's losing dependent status under current medical program. The employer assumes the responsibility of notifying the insurance company of the employee's death, termination of employment, reduction in hours, or Medicare eligibility.

When DAY CARE CENTERS, INC. is notified that one of these events has happened, you will in turn be notified that you have the right to choose continuation coverage. Under the law, you have 60 days from the date you are notified of your right to choose continuation coverage to inform DAY CARE CENTERS, INC. that you want continuation coverage. You then have an additional 45 days to begin your premium payments. You will be responsible for covering all past months of premium payments.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, current medical program is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided in the plan to similarly situated employees or family members. If you elect coverage, you will be required to forward your monthly premiums, made payable to DAY CARE CENTERS, INC., to the attention of the Administrator by the first of each month. Your continuation coverage may be cut short for any of the following five reasons:

- (1) DAY CARE CENTERS, INC. no longer provides group health coverage to any of its employees.
- (2) You fail to pay the premiums for your continuation coverage on time.
- (3) You become an employee covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition.
- (4) You become eligible for Medicare.
- (5) You were divorced from a covered employee, subsequently remarry, and become covered under your new spouse's group health plan.

DAY CARE CENTERS, INC.

SUBJECT: COBRA (cont'd)

POLICY NO: 6.3

At the end of the 18 or 36 month continuation coverage period, you may be eligible to enroll in an individual conversion health plan provided by current GROUP HEALTH PLAN.

E. Marital Status or Address Changes and Other Questions

If you have any questions about the law affording continuation coverage, please contact DAY CARE CENTERS, INC. Also, if you have changed your marital status, or you or your spouse have changed your address, please notify DAY CARE CENTERS, INC. 2828 Spear Avenue, Ardsley, PA 19038.

DAY CARE CENTERS, INC.

SUBJECT: COBRA (cont'd)

POLICY NO: 6.3

Letter to Employee/Spouse/Dependent Child upon Qualifying Event

Dear EMPLOYEE NAME:

Date of Notice: _____

I have been advised that (STATE QUALIFYING EVENT), e.g., you are no longer an employee of DAY CARE CENTERS, INC. OR you and SPOUSE'S NAME have instituted divorce proceedings.

(STATE QUALIFYING EVENT), as explained in the accompanying memorandum on the Temporary Extension of Group Health Coverage, is a "qualifying event" under COBRA. In accordance with this federal law, you may elect to purchase continuation coverage of your group health insurance plan with current GROUP HEALTH PLAN at a cost of 102% of the current group premium cost. That means you will have to pay the premium cost plus a 2% processing charge. This monthly cost must be paid by forwarding a check to the attention of Sandra M. Kaufmann, made payable to DAY CARE CENTERS, INC., by the _____ of each month. This check will be credited to the following month's premium costs. Failure to ensure that DAY CARE CENTERS, INC. receives your check by the _____ of the month will result in your termination from the group plan coverage.

The actual cost is as follows:

COVERAGE:	INDIVIDUAL	TWO PERSON	FAMILY
	\$ _____	\$ _____	\$ _____
2% SURCHARGE:	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

I am also enclosing a letter that is addressed to Sandra M. Kaufmann's attention. You must sign this form and return it within 60 days of the date of this notice in order to enroll in the continuation coverage plan and to continue to be covered the under GROUP HEALTH PLAN. If you do not sign and return this form to Sandra M. Kaufmann by this date, you will waive your medical insurance coverage. Once you waive your coverage under the plan, you will not be able to re-enroll under Day Care Centers, Inc. group plan. Please make your decision and advise DAY CARE CENTERS, INC. as promptly as possible by mailing the letter to Sandra M. Kaufmann. Please keep a copy of the letter for your personal file.

If you have any questions regarding this continuation of your group health insurance plan, please contact Sandra M. Kaufmann.

Very truly yours,

DAY CARE CENTERS, INC.

Sandra M. Kaufmann
President

DAY CARE CENTERS, INC.

SUBJECT: COBRA (cont'd)

POLICY NO: 6.3

Waiver/Continuation Form

TO: [NAME]

CONTINUATION/WAIVER OF GROUP HEALTH PLAN

I have received and read Day Care Center's, Inc. Notice on the Temporary Extension/Group Health coverage explaining my rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). I understand that I may continue my coverage under the group health plan provided by GROUP HEALTH PLAN for a period of _____ (18 OR 36) months starting _____, the day I would otherwise lose coverage.

I understand that I have until _____, 60 days from _____ (DATE OF NOTICE OF CONTINUATION COVERAGE RIGHTS), in which to decide whether I wish to purchase the same group health plan coverage I had while I was _____ [employed OR an eligible qualified dependent under my parent's health plan] at DAY CARE CENTERS, INC. I understand that I will be solely responsible for paying the premiums of \$ _____ per month, an amount equal to 102% of the current amount paid by DAY CARE CENTERS, INC. to the GROUP HEALTH PLAN]. The additional 2% surcharge will cover all administrative expenses incurred by DAY CARE CENTERS, INC. as a result of my continued inclusion in the group coverage. I understand that I must forward my monthly premium check, made payable to DAY CARE CENTERS, INC., to the attention of Sandy Kaufmann, Administrator by the first of each month.

I realize that I will lose the right to continued coverage under the group health plan if any of the following occurs:

1. I fail to make timely premium payments.
2. I become covered under any other group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition.
3. I am entitled to benefits under Title XVII of the Social Security Act.
4. DAY CARE CENTERS, INC. ceases to provide a group health plan to any employee.

I will inform DAY CARE CENTERS, INC. immediately if any of the above changes occur.

With full knowledge of my rights under COBRA, I have voluntarily decided to, proceed with the following:
(initial one paragraph)

_____ Continue my group health plan. I will pay \$ _____ per month, in advance, on the _____ day of each month to _____. I realize I will permanently lose my group health plan coverage if I fail to pay the premium within three days of the date due. I understand that I will pay 102% of the premium and that the premium may change from time to time.

_____ Drop my group health plan coverage. Although I realize I have until _____ to waive continuation benefits, I have decided at this time to waive my rights under COBRA and discontinue my coverage under the group health plan. I understand that this decision is final and may not be changed. I further understand that I will no longer be covered by the GROUP HEALTH PLAN after _____(DATE OF QUALIFYING EVENT).

I have received, read, and had an opportunity to discuss with all persons of my choosing this Waiver/Continuation of Group Health Plan Form.

DATE

EMPLOYEE'S SIGNATURE

WITNESS

EMPLOYEE'S PRINTED NAME

GROUP HEALTH PLAN NUMBER

DAY CARE CENTERS, INC.

SUBJECT: HOLIDAYS

POLICY NO: 6.4

All employees will be granted the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Christmas Day	

Generally, when a holiday falls on a Sunday, it will be observed the following Monday; likewise, if it falls on a Saturday, it will be observed the preceding Friday.

Full time regular employees are eligible for the holiday pay after they have completed 60 working days at the Center. Part time regular employees who work 27 hours per week of continuous service are eligible for 2 paid holidays after one year of service. Salaried employees may receive holiday pay immediately upon joining the Center.

Holiday pay eligibility shall further depend upon the employee working regular hours on the workday preceding, and regular hours on the workday following the holiday. The only exception to this rule shall be as approved by the supervisor (if the employee is ill and has submitted a doctor's statement, if the holiday falls during the employee's approved vacation period, or if the employee leaves work on the workday before or after the holiday because of an accident that happened on the job).

If a holiday falls within an eligible employee's approved vacation period, the employee shall be entitled to an additional day off at the beginning or end of the vacation period, or, at the Center's discretion, to pay in lieu of that day.

DAY CARE CENTERS, INC.

SUBJECT: HOLIDAYS (cont'd)

POLICY # 6.4

An eligible employee on extended sick leave due to a work related accident, or illness, or an accident or long term illness that is not work related, may be approved for holiday pay by the Supervisor. However, such pay shall not be made after the employee has been away from work for one month. In any case, the Center reserves the right to request a doctor's statement of illness prior to making such payment.

Part time and temporary employees, including summer employees, are not eligible for holiday pay. Holiday, sick, or vacation hours are not counted as work hours.

FLOATING HOLIDAY

As of 2007 the floating holiday for each full time staff person became the Day after Thanksgiving.

DAY CARE CENTERS, INC.

SUBJECT: BEREAVEMENT LEAVE

POLICY NO: 6.5-1

When the death of a member of an employee's family necessitates her or his absence from work, up to three (3) days with pay may be granted by the OFFICE for the following people:

Husband	Mother
Wife	Father
Son	Brother
Daughter	Sister

When the death of a member of an employee's family not listed above necessitates her or his absence from work 1 day with pay may be granted by the OFFICE for the following persons:

Mother-in-Law	Grandmother	Grandfather
Father-in-Law	Brother-in-Law	Grandson
Aunt	Sister-in-Law	Granddaughter
Uncle	*Step-parent	*Step-child

* Step-parent/step-child will be entitled to three (3) days if step-child was reared by the employee or the employee was reared by the step-parent.

Death of persons not listed above that necessitate the employee's absence from work one (1) day without pay may be requested to attend services. Considerations may be given for the use of vacation or personal time.

During provisional period, any requested funeral leave will be unpaid.

Requests must be made in writing. The name of the deceased person and their relationship to the employee must be listed on the appropriate form and given to the office.

Bereavement Leave Request Form

Employee Name	
Name of Deceased	
Relationship to Employee	
Date of Funeral	
Date(s)/Time(s) of Leave Request(s)	

Office Approval: _____ Date: _____

Bereavement Leave Request Form

Employee Name	
Name of Deceased	
Relationship to Employee	
Date of Funeral	
Date(s)/Time(s) of Leave Request(s)	

Office Approval: _____ Date: _____

Bereavement Leave Request Form

Employee Name	
Name of Deceased	
Relationship to Employee	
Date of Funeral	
Date(s)/Time(s) of Leave Request(s)	

Office Approval: _____ Date: _____

Bereavement Leave Request Form

Employee Name	
Name of Deceased	
Relationship to Employee	
Date of Funeral	
Date(s)/Time(s) of Leave Request(s)	

Office Approval: _____ Date: _____

DAY CARE CENTERS, INC.

SUBJECT: FAMILY AND MEDICAL
LEAVE

POLICY NO: 6.5-2

Family or medical leave will be unpaid leave. If an employee requests leave for her or his own serious health condition, the employee must use all of her or his accrued paid sick, personal, and vacation leave. If leave is requested for any of the reasons listed below, the employee must use all of her or his accrued paid sick, vacation, and personal leave. The remainder of the leave will then consist of unpaid leave.

REASONS FOR LEAVE:

All employees who meet the applicable time of service requirements may be granted a total of 12 weeks of unpaid family leave and paid sick, vacation, and personal leave combined (during any 12-month period) for the following reasons:

- (1) The birth of the employee's child and in order to care for the child
- (2) The placement of a child with the employee for adoption or foster care
- (3) To care for a spouse, child, or parent who has a serious health condition
- (4) A serious health condition that renders the employee incapable of performing the function of her or his job.

APPLICATION FOR LEAVE

In all cases, an employee requesting leave must complete the attached "Application for Family and Medical Leave" and return it to the Office. The completed application must state the reasons for the leave, the duration of the leave, and the starting and ending dates of the leave.

NOTICE OF LEAVE

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to the office as soon as the necessity for the leave arises.

MEDICAL CERTIFICATION OF LEAVE

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of her or his job.

RETURN FROM LEAVE

Employees returning from a six week leave will be entitled to return to their same position. Employees returning from a leave longer than six weeks will be entitled to a position at the Center. The Director/ Administrator will decide the position. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, the employee must notify the office at least 5 working days prior to the employee's return.

DAY CARE CENTERS, INC.

SUBJECT: FAMILY AND MEDICAL

POLICY NO: 6.5-2

LEAVE (cont'd)

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the condition, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the Director/Administrator. This written request must be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

DAY CARE CENTERS, INC.

SUBJECT: FAMILY AND MEDICAL

POLICY NO: 6.5-2

LEAVE (cont'd)

APPLICATION FOR FAMILY OR MEDICAL LEAVE

Employee Name:
Classroom Assignment:
Anticipated Start Date of Leave:
Expected Date of Return to Work:
Reason for Leave (Explain):
Current Address:

NOTE: A leave request based on an employee's serious condition or the serious health condition of an employee's spouse, child, or parent must be accompanied by a verifying medical certification from a physician.

I hereby authorize DAY CARE CENTERS, INC. to contact my physician to verify the reason for my requested leave or for any other information concerning my requested family medical leave.

I understand that a failure to return to work at the end of my leave may be treated as a resignation unless an extension has been agreed upon and approved in writing by the ADMINISTRATOR/DIRECTOR.]

I also understand failure to pay promptly for the cost of medical insurance will result in cancellation of the insurance.

I understand that vacation and personal days are not accrued during my leave of absence.

I understand that I must use any paid time that has accrued on a quarterly basis when my leave starts.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S SUPERVISOR

DATE

ADMINISTRATOR/DIRECTOR

DATE

DAY CARE CENTERS, INC.

SUBJECT: JURY AND WITNESS DUTY POLICY NO: 6.5-3

Jury Duty:

Day Care Center's, Inc. recognizes and encourages your civic responsibility to serve on jury duty if you are summoned.

If you are a regular full-time or part-time employee, you are eligible for pay during a jury duty commitment following satisfactory completion of your orientation period.

Proof of duty (summons) must be submitted to the Office prior to date of Jury Duty.

If you are called for jury duty, you will be excused from work and be paid the difference between your regular pay and what you receive as a juror for up to one week. Of course, you will only be paid for those hours you are regularly scheduled to work.

Once your jury duty is completed, you must bring your reimbursement check to the Office in order to receive your regular pay.

Witness Duty:

When a leave of absence must be taken to answer a subpoena in court, the Center will allow the employee the necessary time off to answer the subpoena. Leave with pay will only be granted when the employee is subpoenaed to testify in a matter directly related to their job responsibilities and only when the employee is not financially involved in the outcome of the case. In all other situations the employee will be required to utilize available vacation or personal leave time or will be granted leave without pay. Proof of the subpoena must be submitted to the Office.

DAY CARE CENTERS, INC.

SUBJECT: PERSONAL DAYS/SICK DAYS

POLICY NO: 6.6

Full time regular assistants and teachers will be eligible for six (6) paid Personal days per anniversary year. An employee must work 60 working days to be eligible to receive time. Personal Days are computed from anniversary date to anniversary date.

Full time regular aides will be eligible for five (5) paid personal days per anniversary year. An employee must work 60 continuous days to become eligible to receive personal time.

Personal time is computed on the average daily number of hours worked in a week. EXCEPTION: If time cannot be computed in .25 hour mode, the requested will be computed on the number of hours an employee usually works on that day.

Personal days will not carry over into the next anniversary year. Personal days must be used if an employee is out sick. Personal days requested in advance will be changed to vacation time if an employee uses them for sick time prior to the requested date. Unpaid time will NOT be permitted in lieu of personal time except for that period of time specified in December and January. NO unpaid time in December or January is guaranteed. Do not make definite plans unless you have paid time. Any extraordinary requests must be submitted to the office for consideration.

Personal days must be requested two weeks ahead of time. All requests are subject to administrative approval. Should an employee choose to take half days, both halves must be taken within the scheduled two week pay period.

STAFF MUST CALL OUT TO SANDY OR CYNDY BEFORE 6:30 A.M. Their telephone numbers are given to all employees when they are hired. If you misplace them, please ask for them at the office.

DAY CARE CENTERS, INC.

SUBJECT: PERSONAL DAYS/SICK DAYS (cont'd)

POLICY NO: 6.6

If an employee calls out three (3) consecutive days, he/she must return with a doctor's note stating the reason. The standards concerning absences are as follows:

1. After 5 call out occasions in a six month period (paid or unpaid), the employee should be counseled concerning attendance standards.
 2. After 8 call out occasions in a twelve month period (paid or unpaid), the employee should be put on probation for 30 days.
 3. Twelve call out occasions in one year (paid or unpaid), with the exception of long term illness, shall be considered cause for dismissal.
-
- Employees who consistently call out on either Mondays or Fridays may be required to provide a written doctor's note.

 - If an employee resigns, personal days are calculated on a quarterly basis. Any days used in excess will be deducted from the last paycheck.

DAY CARE CENTERS, INC.

SUBJECT: VACATION

POLICY NO: 6.7

Employees will earn vacation time as outlined below. Employees are not eligible to use vacation time until they have completed 1 year of employment. Employees will be entitled to their vacation days on the DAY OF THEIR ANNIVERSARY. Vacation days must be USED DURING THE YEAR THEY ARE GRANTED.

Scheduling of vacation time requires prior approval. Requests for vacation time are to be submitted to the office by March 15th. Changes to scheduled vacation time requires prior approval by the office. Vacations are granted on a seniority basis, therefore it is recommended that you postpone finalizing your vacation arrangements until you receive approval from the office.

VACATION ALLOTMENT:

1. Regular Full- Time Employees:

<u>Years of Employment Completed</u>	<u>Paid Vacation Days</u>
1 year	5 days
2 years	10 days
10 years	15 days if hired as of 1/1/98

Part time employees may request unpaid vacation time, but paid vacations are approved first.

Employees choosing to take 2 half-days in lieu of a full day must take both halves within the two week scheduled pay period.

DAY CARE CENTERS, INC.

SUBJECT: VACATIONS (cont'd)

POLICY NO: 6.7

Employees must complete a CONTINUOUS year of service to be eligible for any vacation.

Full consideration will be given to your request. However, it may be necessary for you to change your vacation request in order to ensure continuity of staff/child ratios and adequate Center coverage.

Vacations will be granted on a seniority basis, full weeks are given first consideration, then individual days. Consideration must be given to all employee requests.

If an employee resigns he/she will be paid for unused earned vacation days for that year calculated on a quarterly basis provided 2 weeks notice of the resignation is given and work is satisfactorily maintained during that period. Any days used in excess will be deducted from the last paycheck.

Unearned vacation time will be subject only to availability and seniority.

Personal days may be used for vacation if employee chooses to do so but only with approval from the office.

DAY CARE CENTERS, INC.

SUBJECT: COMPENSATION PLAN

POLICY NO: 7.0

BONUSES

DAY CARE CENTERS, INC. funds come from several sources. The Agency recognizes 4 parts of compensation: base salary, increases for merit, cost of living raises, and employee benefits. It is the intent of DAY CARE CENTERS, INC. to pay salaries and provide for merit and/or cost of living increases as well as maintain the various employee benefits however, the ability to do so depends entirely on what funds DAY CARE CENTERS, INC. receives. These amounts are often not known until well into any fiscal year or fixed at the previous year's level of funding.

As of 2004 DAY CARE CENTERS, INC. has received funds from Keystone Stars to use in part for employee bonuses and for other items as included in their annual plan that is set up by Administrator and Director.

As of September 2007 DAY CARE CENTERS, INC. receives funds from the Pre-K Counts program. At the present time we no longer participate in the Pre-K Counts program.

BONUSES

DAY CARE CENTERS, INC. reserves the right to give out bonuses one time each year to all its current employees as long as there is funding available from Keystone Stars. This includes all staff hired by Day Care Centers, Inc. and its Officers. The criteria for dispensing bonuses will include but not be limited to, the number of employees, the amount available, length of service, job status, and job performance.

*added February 2005

Bonus Policy amended as of October 2009.

Keystone Stars Funds are divided up into, but is not limited to the following categories: Equipment/Materials, Professional Development Needs, and Bonuses. These bonuses can be distributed according to length of service, salary percentage, participation in STARS, and/or amounts pro-rated by position. Funds are distributed to eligible staff only as noted by Keystone Stars. Other guidelines may affect bonus principles, i.e. changes in STARS guidelines as set by the Key.

DAY CARE CENTERS, INC.

SUBJECT: CONFLICT RESOLUTION

POLICY NO: 8.0

The following procedures have been established to ensure that all sides and parties to any grievance receive fair and equal hearing by those responsible for resolving grievances.

1. The employee must submit a written grievance to her or his supervisor within 5 working days of the employee's knowledge of the event which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within 5 working days of its receipt and issue a decision.
3. If the aggrieved is not satisfied, or if, indeed the conflict is with the supervisor, she or he may appeal the supervisor's decision within 5 working days to the HEAD SUPERVISOR.
4. The HEAD SUPERVISOR shall attempt to resolve the conflict within 5 working days of its receipt.
5. If a resolution can not be reached the HEAD SUPERVISOR will arrange for the employee to meet with the DIRECTOR OR ADMINISTRATOR.

DAY CARE CENTERS, INC.

SUBJECT: PERFORMANCE

POLICY NO: 9.0

APPRAISAL

Performance Appraisal should be a positive growth experience for the employee and supervisor. Performance Appraisal will be used to evaluate the entire period of employment since the last review.

Performance Appraisals will be based strictly upon job performance/requirements. Job descriptions will be utilized as the basis for the appraisal. All employees will be given an opportunity to discuss their job descriptions to assure that employees understand the responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form in their handbooks.

Performance Appraisals will be used as a foundation to establish goals for employees. Employees will be encouraged to develop short-term and long-term goals for themselves and to discuss their goals with their supervisor. Supervisors will be charged with monitoring the goals established during the period following the Performance Appraisal by scheduling performance review meetings with the employee from time to time.

Employees will be asked to complete a Survey prior to the Performance Appraisal meeting which will include information about the job, working conditions, and goals. The Survey will be discussed during the Performance Appraisal meeting and will be forwarded with the Performance Appraisal for review and placement in the employee's personnel record.

Performance Appraisals will be conducted for Provisional Employees at least once during their Provisional Period using the Agency's Provisional Employee Appraisal Form.

Following the Provisional Period, Performance Appraisals will be conducted semi-annually for each employee.

Before the Performance Appraisal is presented to the employee, it will be reviewed and approved by the Director.

Employees will be asked to sign the Performance Appraisal Form. When an employee refuses to sign the Performance Appraisal, a person from the Office will note the refusal and sign the form.

All employees will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the employee's personnel record. All files must be complete and up to date (e.g. physical/T.B., expected number of training hour requirements) if a monetary increment is to be received.

DAY CARE CENTERS, INC.

SUBJECT: PERFORMANCE
APPRAISAL

POLICY NO: 9.0

PERFORMANCE APPRAISAL FORM INSTRUCTIONS

1. Provide the employee with the Survey Form prior to the scheduled Performance Appraisal meeting. Utilize the employee's responses to this Form to stimulate discussion during the Performance Appraisal meeting.
2. Complete the Performance Appraisal Form.
3. Submit completed Form to your Supervisor for review and signature.
4. Schedule a Performance Appraisal meeting with the employee.
5. Forward the entire completed Performance Appraisal to the Head Teacher/Director for signature. The Performance Appraisal will be placed in the employee's personnel record and a copy will be forwarded to the employee.
6. The Survey will be reviewed for training purposes and placed in the employee's confidential personnel record.

DAY CARE CENTERS, INC.

SUBJECT: PERFORMANCE

POLICY NO: 9.0

APPRAISAL

EMPLOYEE SELF EVALUATION FORM

The purpose of this Form is to help you think about yourself in relation to the job you have now and the future.

This SELF EVALUATION will be given to you prior to your scheduled Performance Appraisal meeting. Bring the completed form with you to the meeting to share with your supervisor. This information will be used to plan future training and to set your goals for the coming year.

After you and your supervisor have reviewed the completed self-evaluation, the information will be forwarded to the OFFICE for review and will be placed in your personnel record.

See form on next page.

Staff Self-Evaluation Worksheet

Name: _____ Date: _____

Your yearly review is scheduled for _____ at _____ o'clock with
_____/_____. Please complete the following and return it to Cyndy Clarke by
_____.

1. What aspects of your job are the most satisfying to you?
2. What would you like most to accomplish (your personal goals) in your job?
3. Do you feel you have met your goals from your last evaluation? What have you done?
4. What new ideas have you implemented into your classroom / the program from:
 - a. Trainings you have attended?
 - b. Articles you have read?
5. Rate yourself on the confidence level you feel in the following :
 - a. How would you describe the quality of your job performance?
 - i. 1(low) – 5(average) - 10(high)
 - b. How would you describe your productivity on the job?
 - i. 1(low) – 5(average) - 10(high)
 - c. How would you describe the amount of effort you expend on the job?
 - i. 1(low) – 5(average) - 10(high)
6. If you could change something to improve your performance here, what would it be?
7. Have you attended the required number of professional development activities, such as Worthy Wage Socials, Conferences, etc.? Y / N
 - a. Name them:
8. Have you attended the necessary number of training hours (18) during the past year? Y / N
9. For the coming year, in accordance with your PDR and STARS requirements develop a professional development plan. What training topics do you feel you'd like to attend? Think about areas of your job which you feel you could do better or need new or refresher information.
 - a. Specific Goals / Objectives:

Signature: _____ Date: _____

Classroom/Position _____ Hire Date: _____

DAY CARE CENTERS, INC.

SUBJECT: PERFORMANCE

POLICY NO: 9.0

APPRAISAL

PROVISIONAL EMPLOYEE APPRAISAL

DATE: _____

NAME: _____

POSITION: _____

1. Review the employee's Job Description. Does the employee have an understanding of her or his duties and responsibilities?

Yes No

If no, please explain:

2. Please rate each of the qualities listed below separately:

Satisfactory	Unsatisfactory	Unable to Rate	Training Recommended
--------------	----------------	-------------------	-------------------------

Quality of

Work: _____

Quantity of

Work: _____

Suitability for

the Position: _____

Attendance: _____

Dependability to Perform

Assigned Duties: _____

Maintains

Confidentiality: _____

Applies Agency Policies

and Procedures: _____

If you checked "Training Recommended" in any of the above areas, please explain the type of training you recommend. Please be specific.

DAY CARE CENTERS, INC.

SUBJECT: PERFORMANCE
APPRAISAL

POLICY NO: 9.0

3. Recommendation:

Do you recommend that this provisional employee be continued as a regular employee?

Yes No

If no, please check one of the following:

Release Extend Provisional Period

Please explain:

SUPERVISOR: _____ DATE: _____

HEAD TEACHER/DIRECTOR]: _____ DATE: _____

(Must be signed prior to presenting to employee.)

EMPLOYEE: _____ DATE: _____

DAY CARE CENTERS, INC.

SUBJECT: CONFIDENTIALITY

POLICY NO: 10.0

This Confidentiality Policy has been adopted to assure confidentiality and protection of individual rights to privacy for children, families, and employees of DAY CARE CENTERS, INC. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with law.

Information about children, families, or employees should not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure including any social media venue, e.g. taking pictures with personal devices.

Confidentiality of Children's and Families' Information:

All children's records must be locked in a secure file.

1. Access to children's records is limited to appropriate employees.
2. Children's records must not be removed from the center.
3. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
4. Children's or families' private information must never be discussed among employees except on the "need to know" basis.
5. Employees must be particularly aware of their surroundings when discussing this information.
6. Special caution must be taken to be sure other children, families, or employees do not overhear information which is private.
7. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
8. Information and documents which are considered confidential are medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.

DAY CARE CENTERS, INC.

SUBJECT: CONFIDENTIALITY

POLICY NO: 10.0

9. All requests for release of information will be coordinated by the Administrator/Director.
10. Information will only be released with the express written consent of the child's parent or legal guardian.

Confidentiality of Employee's Information

- a) All of an employee's records must be locked in a secure file.
- b) Access to an employee's records is limited to appropriate employees.
- c) An Employee's records must not be removed from the center.
- d) An Employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- e) An Employee's private information must never be discussed among employees except on the "need to know" basis.
- f) Employees must be particularly aware of their surroundings when discussing this information.
- g) Special caution must be taken to be sure other children, families, or employees do not overhear information which is private.
- h) Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- i) Information and documents which are considered confidential are medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- j) All requests for release of information will be coordinated by Director/Administrator.
- k) Information will only be released with the express written consent of the employee.

Violation of Confidentiality Policy

Any employee who violates the Confidentiality Policy will be subject to disciplinary action including termination.

DAY CARE CENTERS, INC.

SUBJECT: WORK RULES

POLICY NO. 10.1

The following offenses are grounds for disciplinary action ranging from reprimand to discharge depending on the seriousness of the matter:

1. Rough handling of children, including physically or mentally abusing a child.
2. Theft of property belonging to other employees, the Center or our clients.
3. Being under the influence of, or possessing, intoxicants or narcotics in the Center.
4. Disorderly conduct or the use of foul or abusive language in the Center.
5. Gambling or conducting a lottery in the Center.
6. Deliberately or negligently damaging property, tools or machinery belonging to the Center.
7. Misrepresenting or withholding information on the employment application or on Center records.
8. Leaving an assigned room or area during working hours without permission from the immediate supervisor.
9. Disregard of safety rules or of common safety and sanitary practices.
10. Insubordination or refusal to follow instructions or to perform designated work.
11. Possession or storing of dangerous weapons in the Center, on Center property, in presence of children, and on trips.
12. Consistently poor workmanship.
13. Use of the Center's equipment outside working hours without prior approval from the Office.
14. Sleeping on the job.
15. Failure to report injuries of child or staff, no matter how slight.
16. Clocking someone else's time card.

17. Excessive absenteeism, lateness or time away from an assigned room.
18. Falsifying any records or reports, including personnel, absence, sickness or injury.
19. Using the Center's telephones for personal calls without prior permission.
20. Smoking or eating in any unauthorized places.
21. Willful violation of any other Center regulation. Any other act detrimental to the interests of the Center, its employees or children.
22. Failure to keep employee records up to date, as mandated by DPW.
23. Sharing, posting pictures, information, etc. related to the Center, its clients, students, employees, etc. on any type of social media venue without explicit permission from the office.

DAY CARE CENTERS, INC.

SUBJECT: DISCIPLINARY ACTION:

POLICY NO: 10.2

General

Verbal Warning

Written Warning

It is the policy of the Center to discipline an employee whenever he or she violates a rule, a regulation, or performs unsatisfactorily.

In each instance, the disciplinary action taken is to be just, and in proportion to the seriousness of the violation. In addition, discipline is to be administered privately, out of sight and sound of the employee's co-workers. Discipline will be administered by the employee's supervisor as soon as it is practical. However, a violation that is serious in nature is to be corrected by any employee immediately, whether the employee is a subordinate or not.

Depending on the seriousness of the violation, an employee may be discharged immediately.

Violation of each or any rules are treated as follows:

1. verbal warning (memo to personnel file) - first offense
2. written warning - second offense
3. probation/suspension - third offense
4. discharge - fourth offense

A verbal warning may be given to any employee when a minor violation of center policies or procedure has occurred. This action may be taken by the employee's immediate supervisor with notification to the office.

WRITTEN WARNING

Employees may be given a written warning from her or his immediate supervisor which clearly describes the deficiency in the performance or conduct. They will be cautioned that if the situation is not corrected during the warning period, appropriate action will be taken.

DAY CARE CENTERS, INC.

SUBJECT: DISCIPLINARY ACTION:

POLICY NO: 10.2-1

Investigatory Suspension

The ADMINISTRATOR/DIRECTOR may suspend an employee for investigatory purposes. The investigatory suspension can be with or without pay and will result in either full reinstatement with back pay, if appropriate, or further disciplinary action. The employee must be notified in writing of the purpose of the investigation.

Investigatory suspension will normally result from a situation which is relevant to the employee's position. Examples of situations which would warrant use of investigatory suspension include, but are not limited to

1. On the job charges of driving while intoxicated.
2. Charges of child abuse or neglect.
3. Accusation of theft.
4. Violation of Substance Abuse Policy and Weapons Policy.
5. Other similar situations.

Investigatory suspension may be utilized for on or off duty charges and may not exceed 90 days without the concurrence of the ADMINISTRATOR/DIRECTOR.

DAY CARE CENTERS, INC.

SUBJECT: DISCIPLINARY ACTION:

POLICY NO: 10.2-2

Probation/Suspension

Suspension of an employee may occur at the discretion of the Director/Administrator for specific infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written corrective action. This action will be taken by the Director/Administrator.

Suspension will be without pay. The employee will be notified in writing of the specific charges and the length of the suspension. The employee will sign a copy of the suspension notification indicating receipt of the material.

Normally an employee will be suspended upon receipt of the notification. However, an employee may be suspended on verbal notice if such suspension is in the best interest of safety to herself/himself, her or his co-workers, or the clients of the Agency, or if other similar conditions exist. Written notification in these circumstances must promptly follow. Suspension by verbal notice may be taken by the immediate supervisor followed immediately by consultation with the Director/Administrator.

Probation of an employee may occur at the discretion of the Office for specific infractions of the Personnel Policies. The length will be decided on a case by case basis. An employee may lose his/her benefits. A written report must be filled out and signed. If the employee fails to take corrective action, the Center reserves the right to suspend or terminate that employee.

DAY CARE CENTERS, INC.

SUBJECT: DISCIPLINARY ACTION:

POLICY NO: 10.2-3

Termination

Involuntary termination shall not require prior verbal or written corrective actions.

Termination is an action ordered by the Administrator/Director. Termination will be in writing and will state the cause for the action as well as the appeal process for the employee.

Causes for involuntary termination include, but are not limited to, the following:

- a. Unsatisfactory provisional period
- b. Falsifying or misusing records, including application
- c. Serious violation of confidentiality rules
- d. Theft or misuse of Agency funds, equipment, or property
- e. Absence from work without notification or reason for two (2) working days or more
- f. Gross discourteous treatment of the public
- g. Gross inappropriate behavior
- h. Non-performance of duties resulting in injury to the Agency, its children, clients, or employees.
- i. Being abusive or neglectful to children, parents, or employees
- j. Violation of the Substance Abuse Control Policy
- k. Failure to submit required documentation within mandated time frame
- l. Neglect of duty or refusal to comply with directives of supervisor
- m. Misuse of sick leave
- n. Receipt of two (2) suspensions for the same infraction during any twelve (12) month period.

- o. Failure to implement job specifics
- p. Receipt of three (3) warnings for any violation during any 12 month period; the date of the third warning will be the employee's last day of employment
- q. Failure to return to work following a leave of absence
- r. Possession or storing of firearms or any other dangerous weapons
- s. Continuous sleeping during working hours

DAY CARE CENTERS, INC.

SUBJECT: EMPLOYEE'S PERSONAL

POLICY NO: 10.3

ITEMS

Day Care Centers, Inc. is not responsible for any employee's personal items brought to the facility or on any work related field trip or training session.

Lockers will be provided to each employee at start of employment. Handbags, cell phones, etc. are to be kept in your locker unless otherwise approved by the OFFICE. Employees are discouraged from bringing personal items to the workplace. Work space is provided for the employee to successfully complete the requirements of her or his position. It is not intended to be treated as a display area for employee's personal possessions and photographs.

DAY CARE CENTERS, INC. reserves the right to remove any personal possession which it deems inappropriate for the workplace.

An employee who is terminated will not be given an opportunity to "clean out her or his desk." Any personal property which may be in the work space will be packed and shipped to the employee.

DAY CARE CENTERS, INC.

SUBJECT: NON-FRATERNIZATION

POLICY NO: 10.4

Employees of DAY CARE CENTERS, INC. are discouraged from fraternizing with any client or employee of DAY CARE CENTERS, INC.

Clients of DAY CARE CENTERS, INC. shall be provided with the best possible quality service. Employees shall treat clients, co-workers, and the public with courtesy, appropriate distance, and respect.

Employees are discouraged from any close involvement with clients. Employees should also avoid any unwelcome advances and intimate acts.

Employees are discouraged from any close involvement with other employees. This shall include dating other employees.

Due to the sensitive nature of this business in terms of confidentiality, employees may have to be transferred or subject to disciplinary action if working conditions become difficult and work rules have been violated.

ADDENDUM 11/27/00

DAY CARE CENTERS, INC.

SUBJECT: OUTSIDE
 EMPLOYMENT

POLICY NO: 10.5

Employees of DAY CARE CENTERS, INC. are prohibited from accepting any employment from any client of DAY CARE CENTERS, INC.

Employees are prohibited from accepting employment as a baby-sitter from any client of DAY CARE CENTERS, INC.

Any employee in violation of this policy will be terminated immediately.

DAY CARE CENTERS, INC.

SUBJECT: PERSONAL APPEARANCE POLICY NO: 10.6

All employees are expected to present a neat appearance and to dress appropriately for their position. Administrative employees meet and deal with the public occasionally and are expected to dress in a manner that is appropriate. Center employees can normally dress in a more casual attire, but must be prepared to meet and deal with the public at any time.

Because of the nature of this business, employees are required to be wherever the children are. This means that part of their day will be spent inside and part (weather permitting) will be spent outside. Employees are expected to be clean and neat at all times. All employees should be properly attired for the day's activities. All staff members are to report to work in casual but neat attire. Proper work attire includes clothing that covers the back, shoulders and midriff. For example, sleeveless blouses or T-shirts are acceptable but so-called tank shirts and undershirts with the oversized arm holes, are not. An employee who comes to work and is not properly attired will be sent home immediately by the office and docked accordingly. Employees who consistently disregard this policy shall be subject to suspension without pay and/or dismissal.

The following list can be used as a guideline for acceptable attire. Proper undergarments must be worn at all times and should not be visible. Staff who elect to wear bathing suit attire outside during the hot summer months, must bring a change of clothing for when they return inside.

Acceptable Attire

- ✓ Slacks or Jeans as long as they are not torn or frayed
- ✓ T-shirts (not torn and with appropriate sayings)
- ✓ Skirts, dresses, sun dresses
- ✓ Matching sweat suits
- ✓ Sweaters, shirts
- ✓ Short sets (no cut-offs)
- ✓ One piece bathing suit with shorts on top for outside summer water play
- ✓ Bathing trunks (regular length)
- ✓ Sneakers must be worn outside.

Unacceptable attire

- ✓ Torn or frayed jeans
- ✓ T-shirts with inappropriate sayings
- ✓ Half shirts
- ✓ Short shorts / boxer type shorts
- ✓ Shorts that are loose and hanging below the waist
- ✓ Cut off Jean shorts
- ✓ Tank tops or undershirts with large armholes (unless another shirt is worn on top)
- ✓ Tank tops with spaghetti straps are not acceptable unless another shirt is worn on top
- ✓ Unmatched sweat suits
- ✓ Long dangle earrings
- ✓ Any body piercing (except ears). This may be unsafe and must be covered by clothing.
- ✓ Inappropriate tattoos
- ✓ Fingernails must be an appropriate length

DAY CARE CENTERS, INC.

SUBJECT: PERSONAL APPEARANCE

POLICY NO: 10.6

(cont'd)

All employees who work with food preparation and those employees who have the care and feeding of babies, are required to keep their hair away from their faces. Hair must be tied back, especially for staff in the baby room. These staff members must wear scrubs (Tops) to protect their personal clothing. We request that slippers be worn in the baby room. Staff members in the toddler rooms must wear scrub tops or an Ardsley Day Care Center shirt.

All staff members are required to wear appropriate clothing when engaged in any public function of the Center. Jeans are not considered proper attire for such affairs. Employees who go on class trips with the Center are required to wear an Ardsley Day Care Center shirt as well as clothing that will best enable them to participate in whatever event is scheduled. Please check with your supervisor if you are in doubt as to what to wear.

DAY CARE CENTERS, INC.

SUBJECT: HARASSMENT/

POLICY NO: 10.7

SEXUAL HARASSMENT

DAY CARE CENTERS, INC. provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited. Harassment by any employee requires investigation. If harassment is found, the harasser will be subject to disciplinary action including possible termination.

DAY CARE CENTERS, INC. prohibits sexual harassment. DAY CARE CENTERS, INC. employees, volunteers, clients, and applicants have a right to work in a discrimination free environment, including freedom from sexual harassment.

Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to

1. Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
2. Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
3. Offering unwelcome sexual advancement or flirtation.
4. Using sexually degrading words.
5. Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
6. Displaying graphically sexual depictions and/or objects in the workplace or on social media venues.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.

Sexual Harassment Complaint Procedure:

Sexual and impermissible harassment complaints should be reported immediately to an employee's supervisor. If it is inappropriate to notify the supervisor, contact the DIRECTOR. Sexual harassment complaints will be investigated promptly and all information will be kept confidential. Investigation results require the DIRECTOR'S action and resolution.

Sexual Harassment Complaint Action:

Sexual harassment investigations confirming allegations require swift and prompt corrective action and disciplinary action or possible termination against the offending party.

DAY CARE CENTERS, INC.

SUBJECT: SMOKE-FREE WORKPLACE POLICY NO: 10.8
WEAPONS

Smoking is prohibited in the building in which the Day Care resides. Employees, visitors, and guests, may not smoke outside in any area where children are present.

Employees are not allowed to smoke on any class trip.

Violation of this policy will result in disciplinary action.

WEAPONS

Possession or storing of any dangerous weapons in the Center, on Center property, in the presence of children, and on trips is strictly prohibited.

The Local Authorities will be called if a staff person brings a weapon of any kind onto the Center premises and charges will be filed.

DAY CARE CENTERS, INC.

SUBJECT: BULLETIN BOARDS POLICY NO: 10.8.1
SOLICITATION
PARKING
BULLETIN BOARDS

Office notices and all Center messages are posted on the Memo boards that are located in the hallway and outside the main office. The main staff Memo board is located next to the time clock. It is the employee's responsibility to look at the board by the time clock daily and read the messages. Staff are required to check their email daily for center news, updates, notices, etc. Personal notices may not be posted without permission from the Office.

SOLICITATION

Unauthorized solicitations of employees on the premises are strictly prohibited at all times. Disruption in the Center can be caused by the unauthorized sale of tickets, solicitation of contributions, or the distribution of handbills. Therefore, such activities shall not normally be allowed and then only with prior approval from the Office.

In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship can be considered appropriate. In these cases, such collections may be permitted with the approval of the Office. All such approved solicitations should be made during regularly scheduled lunch periods.

We encourage staff to contribute to the Center's fundraisers.

School-age children may not go from room to room selling items from various outside fundraisers.

PARKING

Parking is available to employees in the parking lot by Central Avenue and along the back. Spaces are not assigned. The center of the lot and the spaces closest to the baby room door are reserved for parents dropping off and picking up children. Because of the high volume of traffic in the parking lot, it is suggested that you park as far away from the building as possible and as safely as possible. It is also advised that you keep your car locked at all times.

The Center is not responsible for fire, theft, damage or personal injury involving employees' automobiles and their contents. For your own protection, we advise you not to leave unattended automobiles in any parking area overnight or on the weekends.

DAY CARE CENTERS, INC.

SUBJECT: SUBSTANCE ABUSE POLICY NO: 10.9
CONTROL

DAY CARE CENTERS, INC. management shall take necessary measures to assure that the use of alcohol or unauthorized substance by employees does not endanger the health, safety, and security of our children, employees, volunteers, DAY CARE CENTERS, INC. sites and the entire DAY CARE CENTERS, INC. operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on DAY CARE CENTERS, INC. premises, vehicles, or while conducting program business off sites are absolutely prohibited. The presence of an unauthorized substance(s) in an employee's system while on DAY CARE CENTERS, INC. premises, vehicles, or while conducting DAY CARE CENTERS, INC. business off premises is also strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs, and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on DAY CARE CENTERS, INC. premises, vehicles, or while conducting DAY CARE CENTERS, INC. business off premises.

The unauthorized possession or use of alcohol on or in DAY CARE CENTERS, INC. site or vehicle is also prohibited.

Violation of this policy will lead to termination of employment.

DAY CARE CENTERS, INC.

SUBJECT: SUBSTANCE ABUSE
CONTROL (cont'd)

POLICY NO: 10.9

PRE-EMPLOYMENT REQUIREMENT

DAY CARE CENTERS, INC. will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before DAY CARE CENTERS, INC. offers employment. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from further employment consideration.

EMPLOYMENT REQUIREMENTS

DAY CARE CENTERS, INC. will check with the police to obtain information about all pending criminal charges, including deferred adjudication of all current DAY CARE CENTERS, INC. employees. DAY CARE CENTERS, INC. management will advise all new employees of the program's policy to check with the police for evidence of a criminal history.

DAY CARE CENTERS, INC.

SUBJECT: SUBSTANCE ABUSE POLICY NO: 10.9

CONTROL (Cont'd)

EMPLOYEE TESTING

If there is a reasonable suspicion of substance abuse or misuse, because the employee's behavior or health appears to endanger the health, safety, or well-being of the children, DAY CARE CENTERS, INC. will require testing of the employee. Confirmed positive tests of urine, blood or expired air, or refusal to submit to testing or refusal of permission to release substance testing information to appropriate management, will be basis for termination of employment. Substance testing is not a part of DAY CARE CENTERS, INC. ongoing evaluation program. Substance testing may be required (1) where reasonable suspicion exists to warrant such testing; or (2) where necessary to comply with federal, state, or local regulations.

Selection of quality controlled laboratories, standards and procedures for testing, chain of custody, verification of test results, retention of specimen where applicable are the responsibilities of the DAY CARE CENTERS, INC. ADMINISTRATOR/DIRECTOR. The DAY CARE CENTERS, INC. ADMINISTRATOR/DIRECTOR will be assisted by a Medical Specialist in the selection of appropriate laboratories for substance abuse testing.

INSPECTION AND SEARCHES

The DAY CARE CENTERS, INC. program has the right to require employees, while on duty or on DAY CARE CENTERS, INC. premises including parking lots, to agree to inspections of DAY CARE CENTERS, INC. property, vehicles, as well as the offices, desks, lockers, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the DAY CARE CENTERS, INC. program will terminate employment.

DAY CARE CENTERS, INC.

SUBJECT: SUBSTANCE ABUSE POLICY NO: 10.9
CONTROL (Cont'd)

REHABILITATION

A referral to a rehabilitation program will be offered to the employee who uses drugs. Such a referral or participation in a rehabilitation program will not prevent termination of employment.

Former employees who have participated in a counseling program and other related services and have demonstrated a successful recovery from dependency of drugs and alcohol will be considered for employment with the DAY CARE CENTERS, INC. PROGRAM.

NOTIFICATION OF AN INDICTMENT OR COMPLAINT

Employees are required to notify the DAY CARE CENTERS, INC. program of any criminal drug statute conviction no later than 24 hours after such a conviction. The center director of a program site must notify the ADMINISTRATOR/DIRECTOR if an employee at her or his worksite has been indicted or if there is a complaint within 8 hours after receiving such notice.

Further, the Center Director must notify the State Department of Human Services licensing division of an employee incident or complaint within 24 hours or on the next work day. The ADMINISTRATOR/DIRECTOR will notify the employee of termination of employment due to violation of the DAY CARE CENTERS, INC. program's Substance Abuse Policy, the PENNSYLVANIA Minimum Standards, the PENNSYLVANIA Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

DAY CARE CENTERS, INC.

SUBJECT: SUBSTANCE ABUSE POLICY NO: 10.9
CONTROL (Cont'd)

IMPLEMENTATION

It is the responsibility of the various site directors to implement the DAY CARE CENTERS, INC. Substance Abuse Policy. Each program site should address alcohol and drug abuse by (1) Teaching the facts about drugs and alcohol, (2) Explaining the DAY CARE CENTERS, INC. Abuse Policy, (3) Addressing drug problems in employees meetings, (4) Raising the employees' awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

INDICTMENT OR OFFICIAL COMPLAINT

The center must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging she or he committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the PENNSYLVANIA Controlled Substance Act, must not be at the center while children are in care and must not have contact with the children in care until the charges are resolved.

PERSONNEL RECORDS

The center must maintain personnel records for all employees and ensure that each employee's record includes a statement from the employee providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

DAY CARE CENTERS, INC.

SUBJECT: SUBSTANCE ABUSE POLICY NO: 10.9
CONTROL (Cont'd)

CONVICTION OF A FELONY VIOLATION

No one may serve as a center director or employee of a DAY CARE CENTERS, INC. center who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the PENNSYLVANIA Controlled Substance Act.

CONTACT WITH CHILDREN

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the PENNSYLVANIA Controlled Substance Act must not be at the DAY CARE CENTERS, INC. center while children are in care and must not serve in any capacity where there is contact with children in care.

People whose behavior or health appears to endanger the health, safety, or well-being of children must not be at the DAY CARE CENTERS, INC. center.

People must not smoke in the children's presence or consume alcohol when children are at the center.

People who appear to be under the influence of alcohol or other drugs must not be in the center when children are present.

PERSONNEL ACTION

Violation and conviction of any law intended to control the possession or distribution of a controlled substance will lead to termination of employment as consistent with state licensing requirements for child care facilities.

DAY CARE CENTERS, INC.

SUBJECT: TELEPHONE CALLS POLICY NO: 10.10
& MAIL USAGE

DAY CARE CENTERS, INC. mail and telephone facilities are intended for DAY CARE CENTERS, INC. business and are not meant for personal use. Personal telephone calls should be made only in emergencies and with permission from the OFFICE.

Employees are not permitted to make outgoing personal telephone calls during work hours unless authorized to do so by OFFICE.

Employees are not permitted to receive personal telephone calls during work hours except in the case of an emergency.

Every time you make or receive a business telephone call, you are the DAY CARE CENTERS, INC. representative to the person on the other end of the line. Good telephone techniques to follow include the following:

- _ Answer promptly and courteously.
- _ Keep your conversation businesslike and brief, avoiding prolonged chats.
- _ Transfer incoming calls to the appropriate party courteously and quickly.
- _ Take messages accurately and relay them to the person as soon as possible.
- _ Answer questions thoroughly to ensure that the caller has received the information requested.
- _ Close your conversation with a pleasant "Good-bye."

Inter-room calling is only for the purpose of relaying information. It is not to be used for personal reasons. Please limit the time spent on the intercom.

SUBJECT: TELEPHONE CALLS
& MAIL USAGE (Cont'd)

POLICY NO: 10.10

Employees with cell phones must keep them in their lockers. One teacher from each room may carry a cell phone out in the yard or on a walk in case of emergencies. We are **NOT** responsible for any lost or stolen phones.

- ✓ An employee may **NOT** make any calls on their personal phones unless they are at lunch and **NOT** in a day care room.
- ✓ An employee may **NOT** text or read texts on their personal phones unless they are at lunch and **NOT** in a day care room.
- ✓ An employee may **NOT** use any social media, such as face book, face time, apps, etc. on their personal phones unless they are at lunch and **NOT** in a day care room.
- ✓ An employee may not use the CENTER'S computers/laptops, tablets, etc. for any of the above uses unless specific permission from the OFFICE is granted.

Employees may not wear a cell phone on their person during work hours. If there is an emergency, the employee must talk to someone in the Office.

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DAY CARE CENTERS, INC.

SUBJECT: PERSONNEL RECORDS

POLICY NO: 11.0

A confidential file will be maintained on each employee containing all employment related documents such as your application, resume, job and salary history, performance appraisals, disciplinary action, general correspondence and other documents that pertain to your employment at DAY CARE CENTERS, INC. To comply with the Americans with Disabilities Act, DAY CARE CENTERS, INC. keeps all medically related information in a separate section of the employee's confidential file.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, including termination.

An employee may have access to her or his file during normal business hours upon request to the Office. Personnel files may not be removed from the Office.

An employee may make a request for photocopies of documents in her or his personnel record to the Office. Employees will be charged \$.25 per page for photocopying.

Personnel files are only accessed by the Assistant Director, Director, Administrator, and persons otherwise stated by the PA Department of Public Welfare, PA Department of Education, and any other organization the Center has a contract with which requires employee information released to them.

Employees will be required to complete an on-line PA Core Knowledge Competencies and Big Ideas Framework upon hire and yearly thereafter. Employees are responsible for keeping track of their professional development and must maintain the appropriate hours of training as designated by the Center's current PA Keystone STAR level. Employees are expected to maintain a record of their trainings within this tool. Employees will have access to this document by registering on-line through the PA Key www.PaKeys.org. Employees must have a valid personal email address in order to register.

7/14

DAY CARE CENTERS, INC.

SUBJECT: EMPLOYMENT

POLICY NO: 11.1

REFERENCES

DAY CARE CENTERS, INC. will release information regarding positions held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release. Confidential information will only be provided with the employee's express written permission. All requests for references must be in writing. DAY CARE CENTERS, INC. will not provide information by telephone.

Employees are strictly prohibited from providing references for any employee under any circumstance including a personal reference unless approved by the office. References will be provided by Office. Any employee who provides reference will be subject to disciplinary action.

Written references must be requested two (2) weeks prior to last day of employment. No written references will be given after the fact.

References will only be given if two (2) weeks notice is given at the time of resignation.

DAY CARE CENTERS, INC.

SUBJECT: EMPLOYMENT

POLICY NO: 11.2

VERIFICATION

From time to time employees may require DAY CARE CENTERS, INC. to verify employment, position held, salary, address, and other information for credit purposes. These requests must be made to the following:

Day Care Centers, Inc.

Attn: Personnel

2828 Spear Avenue

Ardley, PA 19038

Requests for employment verification sent to any other employee may create a delay in releasing the information. Employees are strictly prohibited from responding to any request for employment verification. All requests will be answered by the Office.

All requests must be made in writing. DAY CARE CENTERS, INC. will verify employment by telephone but will not verify any salary requests. Salary requests can be verified in writing. The employee's request must include the employee's written authorization to release or verify any confidential information.

Occasionally DAY CARE CENTERS, INC. receives subpoenas for employee information. DAY CARE CENTERS, INC. is required by law to release the information requested in the subpoena and will comply with any subpoena it receives.

DAY CARE CENTERS, INC.

SUBJECT: CHILD - PERSONNEL POLICY

POLICY NO. 12.0

ADMISSION

Admission will include, but not be limited to, children from six (6) weeks to twelve (12) years of age. Children will be admitted into the program sporadically throughout the year.

ATTENDANCE

Attendance shall be taken daily. The Office must be notified if a parent informs the teacher that their child will be out longer than three consecutive days.

If a child is absent without notification from parent/guardian, the teacher must call the family to verify the whereabouts of that child by 10:00 AM.

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PROGRAM SERVICES

Program services will include a thematic developmental curriculum appropriate to each age group. Snacks will be provided twice daily, one (1) morning and one (1) afternoon.

TERMINATION OF SERVICES

Termination of services will be left to the discrepancy of the Director. If a staff member is notified by a parent that a child will be withdrawn, the office must be notified immediately. Parents will be notified of a child who is a continuous discipline problem through daily contact with the teacher, however, only with consent from the Director.

A definite course of action will be set up between parents and staff. If a child's behavior continues to be a serious problem, the Center reserves the right to suspend or deny further care.

ASSESSING AND REPORTING CHILDREN'S PROGRESS

Assessing and reporting children's progress will be completed on a continuous basis and recorded at the end of each week. All assessments must be finished and handed in to the Director for approval by each due date (Fall/Winter/Spring) set according to the [Office of Child Development and Early Learning \(OCDEL\) www.dpw.state.pa.us](#). The teacher will then set up Parent conferences. Parents are requested to complete an evaluation of the Center for the Fall and Winter conferences.

DAY CARE CENTERS, INC.

SUBJECT: CHILD - PERSONNEL POLICY

POLICY NO. 12.0

(cont'd)

PROVISION FOR CHILD WELFARE

Provision for child welfare will be the responsibility of all care-givers. If children are given the right amount of supervision, accidents in the classroom should be kept to a minimum. In case of an accident, which requires first-aid attention, whether child or employee, the office must be notified immediately. A written report must be handed in to the Office by the end of the day. Parents must sign the report and a copy of the report will be given to them. All personnel shall be responsible for keeping their First Aid, Safety and Infant/Child CPR Certification current, and provide documentation for their personnel file. The Center will not support any employee who is reported for inflicting any type of physical punishment on a child or allowing a child to get hurt by doing something they know could be hazardous to their health. Any such incident could result in immediate dismissal. The employee responsible for such an act may be prosecuted to the fullest extent of the law.

CHILD ABUSE REPORTING

Child abuse reporting will involve the following procedures. Whenever there is evidence of suspected child abuse or neglect, the Office is to be notified immediately. A detailed description of the physical or mental condition of the child is to be written with the help of the Office and placed on file. At no time is a staff member to inspect a child's personal being without a second party present, preferably someone from the Office. It will be the responsibility of the Director to contact the Child Line and Abuse Registry operated by the Department of Welfare to report any child suspected of abuse. All employees are required to have a minimum of three (3) hours of Child Abuse training every five (5) years.

CONFIDENTIALITY

Confidentiality shall be adhered to at all times. All child records shall be kept confidential and in a locked cabinet. Staff members are not to discuss individual student case histories with anyone other than the parent of the child involved.

NON-DISCRIMINATORY POLICY

Non-discriminatory policy states that there shall be no discrimination on the basis of race, sex, religion, national origin or handicap in any aspect of service delivery to eligible beneficiaries.

BEHAVIOR MODIFICATION POLICY (BEHAVIOR)

Staff shall not use any form of physical punishment, including spanking. Disciplinary methods shall not humiliate, shame or frighten the child. Sitting the child away from the group for a short period of time should be sufficient discipline in most cases. (See Child Discipline Policy signed at the time of employment.)

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DAY CARE CENTERS, INC.

SUBJECT: CHILD - PERSONNEL POLICY POLICY NO. 12.0

(cont'd)

SPECIAL NEEDS CHILDREN POLICY

Ongoing efforts shall be made to provide for the early identification of all children suspected of having special physical, social, intellectual or emotional problems and for their referral to specialized services. All suspicions should be brought to the Director's attention.

SPECIAL ACTIVITIES (FIELD TRIPS AND CLASS CELEBRATIONS)

Field trips will be scheduled each year for preschoolers and school age children. Written consent from each parent must be obtained for any transportation provided by the Center. Parents may occasionally be asked to go on these trips as chaperons. Parents who act as chaperones will be expected to follow the rules and regulations of the Center.

DAY CARE CENTERS, INC.

SUBJECT: CHILD DISCIPLINE

POLICY NO. 12.1

It is our policy and philosophy to deal with unacceptable behavior in the following manner:

1. Give child a warning about his/her behavior.
2. Redirect behavior (to another activity) - give child option: go to legos or art.
3. If behavior happens again, explain to the child that the behavior he/she is exhibiting is not acceptable and give him/her an alternate way to deal with the emotion. E.g. use words, get a teacher.
4. If behavior happens again, provide that child with a "time out" area where he/she may sit to collect him/herself explaining that he/she may rejoin the group when he/she feels ready.
5. Set a time limit, no longer than 5 minutes in which to stay in the time-out area. (General rule: 1 minute per year of age)
6. When using #4, #5, explain to the child why he/she is in time-out, talking to that child and any other child involved if that is the case, about how each child feels about what happened.
7. Conflict management strategies are used on kindergarten and school-age children. See following sheet for the steps to follow when dealing with violent behavior.

We do not accept personnel dealing with behavior problems by:

1. **Raising his/her voice.**
2. **Physically touching the child in any manner which may be used or seen as being negative.**
3. **Berating a child about the behavior, especially in front of other children, staff member, and/or parents.**
4. **Talking to the child in a degrading manner.**

We expect our staff to behave in a professional manner and to handle behavior in a positive, nurturing, appropriate way.

I understand the above policy and will follow these procedures.

Signature of Staff _____ Date _____

DAY CARE CENTERS, INC.

SUBJECT: EMERGENCY PROCEDURES

POLICY NO. 13.0

Child Emergency

In the event of an accident involving a child, the Office shall be contacted immediately. Minor cuts and abrasions can be handled by the room supervisor. The room supervisor is to administer first aid immediately and call the Office or Acting Director. **First Aid shall be administered only by a staff member certified in First Aid.** A first aid kit shall be in a conspicuous place in every room, and shall be kept well stocked at all times. This is the responsibility of the room supervisor. An accident report must be filled out and handed in to the Office by the end of that day.

Staff Emergency

In the event of an accident involving a staff member, the office shall be contacted immediately. In case of severe injury, the same procedures for a Child Emergency shall be followed. Accident forms must be completed.

Fire Emergency

In case of fire, contact the office and building supervisor immediately. An emergency fire exit route is posted in each room. There will be fire drills every so often so all staff will know where exits are for every room. Make certain all windows and doors are shut and lights are off. Roll book, Emergency Contact Book, Sign In Book, and First Aid Kit should be taken with you. All classes will meet in the back field. There are nine (9) fire extinguishers located throughout the building, six (6) on the Ground Floor and three (3) on the Upper Level. **The Fire Alarms are on the walls on both levels and outside of the building.**

It is part of your job to know where the fire extinguishers are located.

Ground Floor

- One (1) in each corridor;**
- One (1) behind the stage in the gym;**
- One (1) in the kitchen;**
- One (1) in each boiler room.**

Upper Level

- One (1) in Community Center Office (behind the counter);**
- One (1) outside boys' lavatory (front hallway);**
- One (1) outside Room 119 (other end of building).**

DAY CARE CENTERS, INC.

SUBJECT: EMERGENCY PROCEDURES

POLICY NO. 13.0

Extinguishers are to be used after everyone is out of the room. If trapped upstairs, do not jump unless absolutely necessary. Close door, open bottom window slightly, and sit on floor until help arrives.

Once outside, roll is to be taken. If a child is missing, notify someone in charge immediately. Do not attempt to re-enter the building. Remain outside until further notice. Please be certain all children in your care stay with you. If any staff member does not have direct charge of a class at the time of a fire, or fire drill, report to the infant room to help. If the weather is inclement and the situation is not life threatening, one (1) staff member should grab coats or blankets for protection.

If at any time the building supervisor tells you to vacate the building, **DO SO IMMEDIATELY!**

DAY CARE CENTERS, INC.

JOB DESCRIPTION: TEACHER/GROUP SUPERVISOR POLICY NO. 14.0

RESPONSIBLE TO: Director/Supervisor

Teacher/Group Supervisors are responsible for the general supervision and management of a class of children and other staff members working in that room, planning and executing an educational program in line with the Center's educational philosophy, mission, and goals. The employee must adhere to all Staff Policies as stated in the Handbook and is responsible for completing all duties required by group supervisor or the Office. Teachers/Group and Assistant Supervisors are scheduled for ½ hour to 1 hour per week planning time.

Qualifications:

Must be able to be the teacher of young children by having the experience as listed in the Department of Public Welfare (DPW) regulations, and/or have college credits / degrees in the fields of Early Childhood Education or Humanities fields as outlined in the Keystone Stars Initiatives, DPW, and PA Department of Education, and hold a current/active Pennsylvania Teaching Certificate in ECE. He/She must be a sensitive and mature individual able to relate well to both children and adults. He/she must have the personality and ability to provide leadership and stability for program continuity.

The employee must:

- Enjoy children and be able to relate to them.
- Be at least 18 years of age, proof of age is required.
- Be knowledgeable of supervisory skills in dealing with other staff.
- Be able to bend, lift, or carry a child of approximately 40 lbs. on a regular daily basis.
- Be able to push a 4 seat stroller of approximately 100 lbs. at least twice a day for 1 – 2 hours.
- Be able to stand outside 1 – 2 hours per day and participate in activities with the children.
- Be able to walk at least 1 – 2 miles per day (2 – 3 miles in summer with pool/trips).
- Be able to see and hear the children to insure their safety.
- Be able to reach child 20 – 30 feet away within 15 seconds without danger.
- Be able to crouch to child's eye level, sit on the floor, and stand a good portion of the day.
- Be able to climb a small ladder and reach above your head to do bulletin boards or clean, if necessary.
- Be able to assist a child when they need to be changed (kneeling, sitting or bending).
- Be able to communicate and understand the English language.
- Be able to handle the stress, tension, and exasperation that contact with many children bring every day.

Requirements of the job:

1. Obtain a bi-annual physical and initial hire tuberculosis screening by the Mantoux method.
2. Hold current Infant/Child CPR, First Aid and Safety, and Child Abuse Certification.
3. Attend annual Fire Safety, Water Safety, and Emergency Operations Plan training sessions.
4. Attend and Document all staff meetings and recommended training programs, according to the Core Knowledge Competencies (CKC) and the Big Ideas Framework (BIF). Employees must meet 18 hours of training per year. Obtain Act 48 hours to retain teaching certification. Participation in recommended training programs, conferences, courses and other aspects of professional development.

5. Obtain and maintain a thorough working knowledge of Department of Public Welfare (DPW), PA Keystone STAR, and PA Department of Education requirements including obtaining educational requirements set forth by all of the above.
6. Complete New Staff Orientation within 60 days of start of employment.
7. Complete and maintain the on-line Big Ideas/Essential Questions self-assessment yearly and the Individual Professional Development Record (PDR) throughout employment history with periodic meetings with the Assistant Director or Director.
8. Review and update PDR, after all training attended.

Essential Job Functions:

1. Greet each child and parent daily with a smile and a kind word. Always be aware of the number of children and staff present. Make sure all staff in room are knowledgeable of class numbers and ratios.
2. Actively participate in classroom and outdoor activities.
3. Insure the children's safety at all times.
4. Assist in bathroom supervision, changing diapers, or toilet training.
5. Participate in any Fund Raisers for the benefit of the Center.
6. Accept the leadership of the Center's Administrator and Director and work toward and support the policies and goals of the Center.
7. Treat all information regarding school, coworkers, children and their parents, as confidential and avoid gossip at all times.
8. Foster cooperative spirit between staff and parents.
9. Assist the office personnel by supervising staff and managing their classrooms. Try to find reasonable solutions to room situations.
10. Mentor and train all staff so they can become comfortable as a part of the day care family.
11. Be responsible for explaining all aspects of the job in an encouraging manner.
12. Keep on top of situations, either staff or family situations, before they become major problems.
13. Answer phone in a professional manner when necessary.
14. Assist/Attend public relations events sponsored by the Center, fund raising, Parent Night, Winter Show, etc.
15. Attend recommended Professional Development events yearly.
16. Evaluate classroom staff under your supervision at the end of their first 3 months of employment and twice a year or more if necessary.
17. Take appropriate disciplinary action (written reprimand) regarding staff when necessary.
18. Continually train and assist new employees in the position for which they are hired; completing the Phase II of orientation training during the new hire's first 3 months of employment.

Curriculum:

1. Submit completed lesson plans to the Director every Wednesday morning for the following week's theme. Lesson planning time will be provided weekly. Time is to be used to meet with other teachers, assistants and directors, as such, to help facilitate the development of the curriculum. Become familiar with and document the PA Early Learning Standards when writing plans. (Two weeks of plans are always completed.) If on vacation, plans due for the week of your return and all previous weeks must be handed in the Wednesday before your vacation begins.
2. Follow and perform lesson plans in accordance with the written daily schedule for the classroom.
3. Be sensitive to the individual child and his/her needs.
4. Treat each child, parent and staff person with dignity and respect.
5. Remain flexible in classroom and scheduling.
6. Continually evaluate children under your direct supervision, recording results monthly.

7. Complete an initial enrollment / observation report for each new child by the child's 30th day of enrollment.
8. Perform written, formal evaluations/assessments 3 times per year for each child on role.
9. Conduct parent conferences at appointed times.
10. Be knowledgeable about the Environmental Rating Scale- Revised (ERS-R) rating scale and your responsibilities regarding the scale with your staff and classroom.

Classroom Duties:

1. Responsible for the ordered arrangement, appearance, décor, cleanliness and learning environment of the classroom in accordance with ERS-R.
2. Prepare daily snacks.
3. Assume equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.
4. Know emergency procedures and when to carry them out. Go over information with all classroom staff as well.
5. Take responsibility for your own actions regarding gossiping, confidentiality of children, other staff, and parents.
6. Complete all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)

Due to professional ethics, information entrusted to you regarding children, parents or staff, all day care policies must be treated as entirely confidential.

I have read and understand the responsibilities and duties expected of me in this position.

Name: _____ Date: _____

Signature: _____

Revised: 11/90; 1/93; 10/94; 1/98; 4/08; 7/14

DAY CARE CENTERS, INC.

JOB DESCRIPTION: ASSISTANT GROUP SUPERVISOR POLICY NO. 14.1

RESPONSIBLE TO: Supervisor/Teacher

Assistant Group Supervisors are responsible for the general supervision and management of a class of children and other staff members working in that room in cooperation with the teacher or room supervisor; assist in planning and executing an educational program in line with the Center's educational philosophy, mission, and goals. The employee must adhere to all Staff Policies as stated in the Handbook and is responsible for completing all duties required by group supervisor or the Office. Teachers/Group and Assistant Supervisors are scheduled for ½ hour to 1 hour per week planning time.

Qualifications:

Must be able to be the teacher of young children by having the experience as listed in the Department of Public Welfare (DPW) regulations, and/or have college credits in the fields of Early Childhood Education or Humanities fields as outlined in the Keystone Stars Initiatives, DPW, and PA Department of Education. He/She must be a sensitive and mature individual able to relate well to both children and adults. He/she must have the personality and ability to provide leadership and stability for program continuity.

The employee must:

- Enjoy children and be able to relate to them.
- Be at least 18 years of age, proof of age is required.
- Be knowledgeable of supervisory skills in dealing with other staff.
- Be able to bend, lift, or carry a child of approximately 40 lbs. on a regular daily basis.
- Be able to push a 4 seat stroller of approximately 100 lbs. at least twice a day for 1 – 2 hours.
- Be able to stand outside 1 – 2 hours per day and participate in activities with the children.
- Be able to walk at least 1 – 2 miles per day (2 – 3 miles in summer with pool/trips).
- Be able to see and hear the children to insure their safety.
- Be able to reach child 20 – 30 feet away within 15 seconds without danger.
- Be able to crouch to child's eye level, sit on the floor, and stand a good portion of the day.
- Be able to climb a small ladder and reach above your head to do bulletin boards or clean, if necessary.
- Be able to assist a child when they need to be changed (kneeling, sitting or bending).
- Be able to communicate and understand the English language.
- Be able to handle the stress, tension, and exasperation that contact with many children bring every day.

Requirements of the job:

1. Obtain a bi-annual physical and an initial hire tuberculosis screening by the Mantoux method.
2. Hold current Infant/Child CPR, First Aid and Safety, and Child Abuse Certification.
3. Attend annual Fire Safety, Water Safety, and Emergency Operations Plan training sessions.
4. Attend and Document all staff meetings and recommended training programs, according to the Core Knowledge Competencies (CKC) and the Big Ideas Framework (BIF). Employees must meet 18 hours of training per year. Obtain Act 48 hours to retain

teaching certification. Participation in recommended training programs, conferences, courses and other aspects of professional development.

5. Obtain and maintain a thorough working knowledge of DPW, PA Keystone STAR, and PA Department of Education requirements including obtaining educational requirements set forth by all of the above.
6. Complete New Staff Orientation within 60 days of start of employment.
7. Hold / Obtain CDA Certification, attend CDA classes if necessary.
8. Complete and maintain the on-line Big Ideas/Essential Questions self-assessment yearly and the Individual Professional Development Record (PDR) throughout employment history with periodic meetings with the Assistant Director or Director.
9. Review and update PDR, after all training attended.

Essential Job Functions:

19. Greet each child and parent daily with a smile and a kind word. Always be aware of the number of children and staff present. Make sure all staff in room are knowledgeable of class numbers and ratios.
20. Actively participate in classroom and outdoor activities.
21. Insure the children's safety at all times.
22. Assist in bathroom supervision, changing diapers, or toilet training.
23. Participate in any Fund Raisers for the benefit of the Center.
24. Accept the leadership of the Center's Administrator and Director and work toward and support the policies and goals of the Center.
25. Treat all information regarding school, coworkers, children and their parents, as confidential and avoid gossip at all times.
26. Foster cooperative spirit between staff and parents.
27. Assist the office personnel by supervising staff and managing their classrooms. Try to find reasonable solutions to room situations.
28. Mentor and train all staff so they can become comfortable as a part of the day care family.
29. Be responsible for explaining all aspects of the job in an encouraging manner.
30. Keep on top of situations before they become major problems.
31. Answer phone in a professional manner when necessary.
32. Assist/Attend public relations events sponsored by the Center, fund raising, Parent Night, Winter Show, etc.
33. Attend recommended Professional Development events yearly.
34. If needed, evaluate classroom staff under your supervision at the end of their first 3 months of employment and twice a year or more if necessary.
35. Take appropriate disciplinary action (written reprimand) regarding staff when necessary.
36. Continually train and assist new employees in the position for which they are hired; completing the Phase II of orientation training during the new hire's first 3 months of employment.

Curriculum:

11. Assist the teacher in completing and submitting completed lesson plans to the Director every Wednesday morning for the following week's theme. Lesson planning time will be provided weekly. Time is to be used to meet with other teachers, assistants and directors, as such, to help facilitate the development of the curriculum. Become familiar with and document the PA Early Learning Standards when writing plans. (Two weeks of plans are always completed.) If on vacation, plans due for the week of your return and all previous weeks must be handed in the Wednesday before your vacation begins.
12. Assist the teacher in following and performing lesson plans in accordance with the written daily schedule for the classroom.

13. Work with teacher so lesson plans may be accomplished. Become familiar with the PA Early Learning Standards.
14. Be sensitive to the individual child and his/her needs.
15. Treat each child, parent and staff person with dignity and respect.
16. Remain flexible in classroom and scheduling.
17. Assist in continually evaluating children under your direct supervision, recording results monthly.
18. Assist in completing an initial enrollment / observation report for each new child by the child's 30th day of enrollment.
19. Assist in performing written, formal evaluations/assessments 3 times per year for each child on role.
20. Assist in conducting parent conferences at appointed times.
21. Be knowledgeable about the Environmental Rating Scale- Revised (ERS-R) rating scale and your responsibilities regarding the scale with your staff and classroom.

Classroom Duties:

7. Assist the group supervisor/teacher in any appropriate way, i.e. making bulletin boards, relaying messages to parents, etc.
8. Complete all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)
9. Prepare daily snacks.
10. Assume equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.
11. Know emergency procedures and when to carry them out. Go over information with all classroom staff as well.
12. Take responsibility for your own actions regarding gossiping, confidentiality of children, other staff, and parents.

Due to professional ethics, information entrusted to you regarding children, parents or staff, all day care policies must be treated as entirely confidential.

I have read and understand the responsibilities and duties expected of me in this position.

Name: _____ Date: _____

Signature: _____

Revised: 11/90; 1/93; 10/94; 1/98; 4/08; 7/14

DAY CARE CENTERS, INC.

JOB DESCRIPTION: CAREGIVER

POLICY NO. 14.2

RESPONSIBLE TO: Supervisor/Teacher

Caregivers are responsible for assisting the teacher/group supervisor or assistant group supervisor in the general supervision and management of a class of children and other staff members working in that room, planning and executing an educational program in line with the Center's educational philosophy, mission, and goals. The employee must adhere to all Staff Policies as stated in the Handbook and is responsible for completing all duties required by group supervisor or the Office.

Qualifications:

Must be able to be a teacher of young children by being at least 18 years of age, obtained a high school diploma or its equivalency, documenting any experience related to the field of Early Childhood in accordance with the Department of Public Welfare (DPW) regulations, and hold or agree to obtain a CDA certificate or have college credits in the fields of Early Childhood Education or Humanities fields as outlined in the Keystone Stars Initiatives, DPW, and PA Department of Education. He/She must be a sensitive and mature individual able to relate well to both children and adults. He/she must have the personality and ability to provide leadership and stability for program continuity.

The employee must:

- Enjoy children and be able to relate to them.
- Be at least 18 years of age, proof of age is required.
- Be knowledgeable of supervisory skills in dealing with other staff.
- Be able to bend, lift, or carry a child of approximately 40 lbs. on a regular daily basis.
- Be able to push a 4 seat stroller of approximately 100 lbs. at least twice a day for 1 – 2 hours.
- Be able to stand outside 1 – 2 hours per day and participate in activities with the children.
- Be able to walk at least 1 – 2 miles per day (2 – 3 miles in summer with pool/trips).
- Be able to see and hear the children to insure their safety.
- Be able to reach child 20 – 30 feet away within 15 seconds without danger.
- Be able to crouch to child's eye level, sit on the floor, and stand a good portion of the day.
- Be able to climb a small ladder and reach above your head to do bulletin boards or clean, if necessary.
- Be able to assist a child when they need to be changed (kneeling, sitting or bending).
- Be able to communicate and understand the English language.
- Be able to handle the stress, tension, and exasperation that contact with many children bring every day.

Requirements of the job:

1. Obtain a bi-annual physical and initial hire tuberculosis screening by the Mantoux method.
2. Hold or obtain current Infant/Child CPR, First Aid and Safety, and Child Abuse Certification.
3. Attend annual Fire Safety, Water Safety, and Emergency Operations Plan training sessions.
4. Attend and Document all staff meetings and recommended training programs, according to the Core Knowledge Competencies (CKC) and the Big Ideas Framework (BIF).

- Employees must meet 18 hours of training per year. Participation in recommended training programs, conferences, courses and other aspects of professional development.
5. Obtain and maintain a thorough working knowledge of Department of Welfare (DPW), PA Keystone STAR, and PA Department of Education requirements including obtaining educational requirements set forth by all of the above.
 6. Hold or obtain CDA certificate. Attend CDA class if necessary.
 7. Complete New Staff Orientation within 60 days of start of employment.
 8. Complete and maintain the on-line Big Ideas/Essential Questions self-assessment yearly and the Individual Professional Development Record (PDR) throughout employment history with periodic meetings with the Assistant Director or Director.
 9. Review and update online PDR after all training attended.

Essential Job Functions:

37. Greet each child and parent daily with a smile and a kind word. Always be aware of the number of children and staff present. Be aware and knowledgeable of class numbers and ratios.
38. Actively participate in classroom and outdoor activities.
39. Insure the children's safety at all times.
40. Assist in bathroom supervision, changing diapers, or toilet training.
41. Participate in any Fund Raisers for the benefit of the Center.
42. Accept the leadership of the Center's Administrator and Director and work toward and support the policies and goals of the Center.
43. Treat all information regarding school, coworkers, children and their parents, as confidential and avoid gossip at all times.
44. Foster cooperative spirit between staff and parents.
45. Help mentor and train all staff so they can become comfortable as a part of the day care family.
46. Be supportive and encouraging when asked to explain aspects of the job to new employees or floaters.
47. Keep on top of situations before they become major problems.
48. Answer phone in a professional manner when necessary.
49. Assist/Attend public relations events sponsored by the Center, fund raising, Parent Night, Winter Show, etc.
50. Attend recommended Professional Development events yearly.
51. Assist in the training of new employees/floaters and assist new employees in the position for which they are hired.

Curriculum:

22. Assist the teacher in following and performing lesson plans in accordance with the written daily schedule for the classroom.
23. Work with teacher so lesson plans may be accomplished. Become familiar with the PA Early Learning Standards.
24. Be sensitive to the individual child and his/her needs.
25. Treat each child, parent and staff person with dignity and respect.
26. Remain flexible in classroom and scheduling.
27. Assist in continually evaluating children under your direct supervision, recording results monthly.
28. Assist in completing an initial enrollment / observation report for each new child by the child's 30th day of enrollment.
29. Assist in performing written, formal evaluations/assessments 3 times per year for each child on role.
30. Assist in conducting parent conferences at appointed times.

31. Be knowledgeable about the Environmental Rating Scale- Revised (ERS-R) rating scale and your responsibilities regarding the scale with your staff and classroom.

Classroom Duties:

- 13. Assist the group supervisor/teacher in any appropriate way, i.e. making bulletin boards, relaying messages to parents, etc.**
- 14. Assist in completing all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)**
- 15. Prepare daily snacks.**
- 16. Assume equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.**
- 17. Know emergency procedures and when to carry them out. Go over information with all classroom staff as well.**
- 18. Take responsibility for your own actions regarding gossiping, confidentiality of children, other staff, and parents.**

Due to professional ethics, information entrusted to you regarding children, parents or staff, all day care policies must be treated as entirely confidential.

I have read and understand the responsibilities and duties expected of me in this position.

Name: _____ Date: _____

Signature: _____

Revised: 11/90; 1/93; 10/94; 1/98; 4/08; 7/14

DAY CARE CENTERS, INC.

6 MONTH STAFF EVALUATION

Employee Name _____	Title _____
Classroom _____	Date _____
Supervisor Name _____	Title _____
Evaluation Period Dates _____	

Essential Job Functions:	Observed	Not Observed	N/A
Greets each child and parent daily with a smile and a kind word.			
Is always aware of the number of children and staff present.			
Is knowledgeable of class numbers and ratios.			
Actively participates in classroom activities.			
Actively participates in outdoor activities.			
Insure the children's safety at all times.			
Assists in bathroom supervision, changing diapers, or toilet training.			
Accepts the leadership of the Center's Administrator and Director and works toward and supports the policies and goals of the Center.			
Treats all information regarding school, coworkers, children and their parents, as confidential and avoids gossip at all times.			
Fosters cooperative spirit between staff and parents.			
Keeps on top of situations, either staff or family situations, before they become major problems.			
Answers phone in a professional manner when necessary.			
Attends recommended Professional Development events.			

Curriculum:	Observed	Not Observed	N/A
Submits completed lesson plans to the Director every Wednesday morning for the following week's theme.			
Is familiar with and documents the PA Early Learning Standards when writing plans.			
Two weeks of plans are always completed.			
Follows schedules and performs lesson plans in accordance with the written daily schedule for the classroom.			
Is sensitive to the individual child and his/her needs. Treats each child, parent and staff person with dignity and respect.			
Remains flexible in classroom and scheduling.			
Continually observes / evaluates children under your direct supervision, recording results continuously.			
Is knowledgeable about the Environmental Rating Scale- Revised (ERS-R) rating scale and your responsibilities regarding the scale with your staff and classroom.			
Classroom Duties:	Observed	Not Observed	N/A
Maintains the ordered arrangement, appearance, décor, cleanliness and learning environment of the classroom in accordance with ERS-R. Assumes equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.			
Prepares daily snacks. Creates and follows a snack menu in accordance with nutritional guidelines posted.			
Knows emergency procedures and when to carry them out.			
Completes all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)			
<p>Employee Signature _____ Date _____</p> <p>Supervisor Signature _____ Date _____</p>			

Caregiver / Staff Evaluation – Yearly

Employee Name: _____ Title: _____
 Classroom: _____ Dates of Evaluation Period: _____

Score Key:

1= Area needs development (Beginning or low level skill) (A score of 1 indicates a need for guided supervision for development/improvement of skills.)

2= Employee shows a good working knowledge of area (Developing)

3= Employee exhibits a high performance ability (Mastery)

N/A= Area not part of individual’s normal job functions

Essential Job Functions:	Observations	Score
Greets each child and parent daily with a smile and a kind word.		
Actively participates in classroom and outdoor activities.		
Insure the children’s safety at all times. Is aware of the number of children and staff present. Is aware of staff: child ratios for each room.		
Assists in bathroom supervision, changing diapers, or toilet training.		
Accepts the leadership of the Center’s Administrator and Director and works towards and supports the policies and goals of the Center.		
Treats all information regarding school, coworkers, children and their parents, as confidential and avoids gossip at all times.		
Fosters cooperative spirit between staff and parents.		
Tries to find reasonable solutions to room situations.		
Helps mentor and train all staff so they can become comfortable as a part of the day care family. Can explain all aspects of the job in an encouraging manner.		
Keeps on top of situations before they become major problems.		

Curriculum:	Observations	Score
Assists the teacher in following and performing lesson plans in accordance with the written daily schedule for the classroom.		
Works with teacher so lesson plans can be accomplished. Is familiar with the PA Early Learning Standards.		
Is sensitive to the individual child and his/her needs. Treats each child, parent and staff person with dignity and respect.		
Remains flexible in classroom and scheduling.		
Assists in: <ul style="list-style-type: none"> • continually evaluating children under your direct supervision, recording results monthly. • completing an initial enrollment / observation report for each new child by the child's 30th day of enrollment. • performing written, formal evaluations/assessments 3 times per year for each child on role. • conducting parent conferences at appointed times. 		
Classroom Duties:	Observations	Score
Assists the group supervisor/teacher in any appropriate way, i.e. making bulletin boards, relaying messages to parents, etc.		
Completes all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)		
Prepares daily snacks.		
Assumes equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.		
Knows emergency procedures and when to carry them out. Goes over information with all classroom staff as well.		
Takes responsibility for your own actions regarding gossiping, confidentiality of children, other staff, and parents.		

Requirements of the Job:	Observations	Req. Met
Obtains a bi-annual physical and an initial hire tuberculosis screening by the Mantoux method.		
Holds current Infant/Child CPR, First Aid and Safety, and Child Abuse Certification.		
Attends annual Fire Safety, Water Safety, and Emergency Operations Plan training sessions.		
Attends and Documents all staff meetings and recommended training programs, according to the Core Knowledge Competencies (CKC) and the Big Ideas Framework (BIF). Employees must meet 18 hours of training per year. Participates in recommended training programs, conferences, courses and other aspects of professional development.		
Obtains and maintains a thorough working knowledge of DPW, PA Keystone STAR, and PA Department of Education requirements including obtaining educational requirements set forth by all of the above.		
Completed New Staff Orientation within 60 days of start of employment.		
Holds / Obtain CDA Certification, attend CDA classes if necessary.		
Completes and maintains the on-line Big Ideas/Essential Questions self-assessment yearly and the Individual Professional Development Record (PDR) throughout employment history with periodic meetings with the Assistant Director or Director. Review and update PDR, after all training attended.		
Participates in all activities set up by the company to insure community engagement such as fund raising, family programs, community events in and outside of the Center, etc.		

Date	Training Description	Training Code	Hours
Total Hours Obtained:			

List of Fundraisers / Events Attended	Extra Curricular Jobs
Warnings Issued and Outcome of Warnings:	
Allowed days off:	Days Used:
	Days Late:

Identified Strengths and Leaderships Skills:

Goals for the Coming Year:

Agreed Upon Plan of Action to Meet Goals:

Time Frame:

Plan to Provide Supervised Guidance for Items scored below a 2:

Time Frame:

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

Assistant Supervisor / Staff Evaluation – Yearly

Employee Name: _____ Title: _____

Classroom: _____ Dates of Evaluation Period: _____

Score Key:

1= Area needs development (Beginning or low level skill) (A score of 1 indicates a need for guided supervision for development/improvement of skills.)

2= Employee shows a good working knowledge of area (Developing)

3= Employee exhibits a high performance ability (Mastery)

N/A= Area not part of individual's normal job functions

Essential Job Functions:	Observations	Score
Greets each child and parent daily with a smile and a kind word.		
Actively participates in classroom and outdoor activities.		
Insure the children's safety at all times. Is aware of the number of children and staff present. Is aware of staff: child ratios for each room.		
Assists in bathroom supervision, changing diapers, or toilet training.		
Accepts the leadership of the Center's Administrator and Director and works towards and supports the policies and goals of the Center.		
Treats all information regarding school, coworkers, children and their parents, as confidential and avoids gossip at all times.		
Fosters cooperative spirit between staff and parents.		
Assists the office personnel by supervising staff and managing their classrooms. Tries to find reasonable solutions to room situations.		
Mentors and trains all staff so they can become comfortable as a part of the day care family. Can explain all aspects of the job in an encouraging manner.		
Keeps on top of situations before they become major problems.		
When needed, evaluates classroom staff under your supervision at the end of their first 3 months of employment and twice a year or more if necessary. Continually trains and assists new employees in the position for which they are hired; completing the Phase II of orientation training during the new hire's first 3 months of employment.		
Takes appropriate disciplinary action (written reprimand) regarding staff when necessary.		

Curriculum:	Observations	Score
<p>Assists the teacher in completing and submitting lesson plans to the Director every Wednesday morning for the following week's theme. Lesson planning time is to meet with other teachers, assistants and directors, as such, to help facilitate the development of the curriculum. Is familiar with and documents the PA Early Learning Standards when writing plans. (Two weeks of plans are always completed.) If on vacation, plans are completed for the week of your return and all previous weeks are handed in the Wednesday before your vacation begins.</p>		
<p>Assists the teacher in following and performing lesson plans in accordance with the written daily schedule for the classroom.</p>		
<p>Is sensitive to the individual child and his/her needs. Treats each child, parent and staff person with dignity and respect.</p>		
<p>Remains flexible in classroom and scheduling.</p>		
<p>Assists in:</p> <ul style="list-style-type: none"> • continually evaluating children under your direct supervision, recording results monthly. • completing an initial enrollment / observation report for each new child by the child's 30th day of enrollment. • performing written, formal evaluations/assessments 3 times per year for each child on role. • conducting parent conferences at appointed times. 		
Classroom Duties:	Observations	Score
<p>Assists the group supervisor/teacher in any appropriate way, i.e. making bulletin boards, relaying messages to parents, etc.</p>		
<p>Completes all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)</p>		
<p>Prepares daily snacks.</p>		
<p>Assumes equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.</p>		
<p>Knows emergency procedures and when to carry them out. Goes over information with all classroom staff as well.</p>		
<p>Takes responsibility for your own actions regarding gossiping, confidentiality of children, other staff, and parents.</p>		

Requirements of the Job:	Observations	Req. Met
Obtains a bi-annual physical and an initial hire tuberculosis screening by the Mantoux method.		
Holds current Infant/Child CPR, First Aid and Safety, and Child Abuse Certification.		
Attends annual Fire Safety, Water Safety, and Emergency Operations Plan training sessions.		
Attends and Documents all staff meetings and recommended training programs, according to the Core Knowledge Competencies (CKC) and the Big Ideas Framework (BIF). Employees must meet 18 hours of training per year. Participates in recommended training programs, conferences, courses and other aspects of professional development.		
Obtains and maintains a thorough working knowledge of DPW, PA Keystone STAR, and PA Department of Education requirements including obtaining educational requirements set forth by all of the above.		
Completed New Staff Orientation within 60 days of start of employment.		
Holds / Obtain CDA Certification, attend CDA classes if necessary.		
Completes and maintains the on-line Big Ideas/Essential Questions self-assessment yearly and the Individual Professional Development Record (PDR) throughout employment history with periodic meetings with the Assistant Director or Director. Review and update PDR, after all training attended.		
Participates in all activities set up by the company to insure community engagement such as fund raising, family programs, community events in and outside of the Center, etc.		

Date	Training Description	Training Code	Hours
Total Hours Obtained:			

List of Fundraisers / Events Attended	Extra Curricular Jobs

Warnings Issued and Outcome of Warnings:		
Allowed days off:	Days Used:	Days Late:

Identified Strengths and Leaderships Skills:

Goals for the Coming Year:

Agreed Upon Plan of Action to Meet Goals:

Time Frame:

Plan to Provide Supervised Guidance for Items scored below a 2:

Time Frame:

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

Revised 9/08, 7/14

Teacher (Room Supervisor) / Staff Evaluation – Yearly

Employee Name: _____

Title: _____

Classroom: _____

Dates of Evaluation Period: _____

Score Key: **1**= Area needs development (Beginning or low level skill) **2**=Employee shows a good working knowledge of area (Developing) **3**= Employee exhibits a high performance ability (Mastery)

Essential Job Functions:	Observations	Score
Greets each child and parent daily with a smile and a kind word.		
Is always aware of the number of children and staff present.		
Is knowledgeable of class numbers and ratios.		
Actively participates in classroom activities.		
Actively participates in outdoor activities.		
Insures the children's safety at all times.		
Assists in bathroom supervision, changing diapers, and/or toilet training.		
Accepts the leadership of the Center's Administrator and Director and works toward and supports the policies and goals of the Center.		
Treats all information regarding school, coworkers, children and their parents, as confidential and avoids gossip at all times.		
Fosters cooperative spirit between staff and parents.		
Keeps on top of situations, either staff or family situations, before they become major problems.		
Answers phone in a professional manner when necessary.		
Assists Office Personnel by supervising staff and managing their classrooms. Easily finds reasonable solutions to room situations.		
Mentors and trains all staff so they become comfortable as a part of the day care family.		
Continually trains and assists new employees in the position for which they are hired; completing the Phase II of orientation training during the new hire's first 3 months of employment. Explains all aspects of the job in an encouraging manner.		
Takes appropriate disciplinary action (written reprimand) regarding staff when necessary.		
Evaluates classroom staff under your supervision at the end of their 3 months of employment and twice a year (or more if necessary). Completed paperwork submitted on time.		

Curriculum:	Observations	Score
Submits completed lesson plans to the Director every Wednesday morning for the following week's theme.		
Is familiar with and documents the PA Early Learning Standards when writing plans.		
Two weeks of plans are always completed. Plans due during time off are submitted prior to leaving.		
Follows schedules and performs lesson plans in accordance with the written daily schedule for the classroom.		
Is sensitive to the individual child and his/her needs.		
Treats each child, parent, and staff person with dignity and respect.		
Remains flexible in classroom and scheduling.		
Continually observes / evaluates children under your direct supervision, recording results monthly.		
Completes an initial enrollment / observation report for each new child by the child's 30 th day of enrollment.		
Performs written, formal evaluations/assessments 3 times per year for each child on roll.		
Conducts parent conferences at appointed times.		
Is knowledgeable about the Environmental Rating Scale- Revised (ERS-R) rating scale and your responsibilities regarding the scale with your staff and classroom. Utilizes the Summary Reports to make effective changes to the environment when necessary.		
Classroom Duties:	Observations	Score
Maintains the ordered arrangement, appearance, décor, cleanliness and learning environment of the classroom in accordance with ERS-R.		
Creates and follows a snack menu in accordance with nutritional guidelines posted.		
Prepares daily snacks.		
Assumes equal share of the housekeeping in the classroom, bathroom, changing room. Other duties include but are not limited to: vacuuming, sweeping, mopping, using cleaning solution, clean/move refrigerators, etc.		
Knows emergency procedures and when to carry them out.		
Completes all necessary paperwork required by licenses held by the Center, (e.g. bleach and refrigerator logs, snack menus, daily reports, attendance, PDR trainings, etc.)		
Assists teacher/delegates staff in any way appropriate, i.e. making bulletin boards, relaying messages to parents, etc. as needed.		
Takes responsibility for your own actions regarding gossip, confidentiality of children, other staff, and parents.		

Date	Training Description	Training Code	Hours
Total Hours Obtained:			

Requirements of the Job:	Observations	Req. Met
Obtains a bi-annual physical and an initial hire tuberculosis screening by the Mantoux method.		
Holds current Infant/Child CPR, First Aid and Safety, and Child Abuse Certification.		
Attends annual Fire Safety, Water Safety, and Emergency Operations Plan training sessions.		
Attends and Documents all staff meetings and recommended training programs, according to the Core Knowledge Competencies (CKC) and the Big Ideas Framework (BIF). Employees must meet 18 hours of training per year. Participates in recommended training programs, conferences, courses and other aspects of professional development.		
Obtains and maintains a thorough working knowledge of DPW, PA Keystone STAR, and PA Department of Education requirements including obtaining educational requirements set forth by all of the above.		
Completed New Staff Orientation within 60 days of start of employment.		
Holds / Obtain CDA Certification, attend CDA classes if necessary.		
Completes and maintains the on-line Big Ideas/Essential Questions self-assessment yearly and the Individual Professional Development Record (PDR) throughout employment history with periodic meetings with the Assistant Director or Director. Review and update PDR, after all training attended.		
Reviews and updates PDR, after all training attended.		
Participates in all activities set up by the company to insure community engagement such as fund raising, family programs, community events in and outside of the Center, etc.		

List of Fundraisers / Events Attended	Extra Curricular Jobs

Identified Strengths and Leaderships Skills:		
Warnings Issued and Outcome of Warnings:		
Allowed days off:	Days Used:	Days Late:
Goals for the Coming Year:		
Agreed Upon Plan of Action to Meet Goals:		Time Frame:
Plan to Provide Supervised Guidance for Items scored below a 3:		Time Frame:

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

DAY CARE CENTERS, INC.

This Policy Manual was written in 1991.

This Policy Manual was revised as of February 1, 1993. I would like to thank the members of the Policy Committee for all the time, effort, and cooperation that was spent in writing these policies, proofreading and the actual act of putting these books together.

Policy Committee for 1993:

Cyndy Clarke	Director
Connie Morak	Assistant Director/Personnel
Kathryn Galloway	Head Teacher/Supervisor
Jennifer Derderian	Teacher
Deborah Magison	Teacher

This Policy Manual was reviewed and revised as of October 1, 1994. The Committee consisted of:

Kathryn Galloway	Head Teacher/Supervisor
Linda Davis	Supervisor
Carol Lucas	Supervisor

This Policy Manual was reviewed, revised, and rewritten as of January 23, 1998. It was worked on in Spring of 1997 by:

Kathy Galloway	Head Teacher/Supervisor
Connie Morak	Assistant Director
Barb DeRenzis	Teacher
Shelley Bietsch	Teacher

It was completed in January of 1998 with the help of a manual, **Model Personnel Policy Manual for Child Care Agencies**, which is published by Support Services for Child Care Professionals.

The Policy Manual was reviewed in September, 2000 by Patricia A. Mc Clellan of Child Care Consulting Services, a Division of McClellan-Groff, Inc. and revised when needed.

Patricia Mc Clellan	Outside Consultant
Cynthia Clarke	Director
Connie Morak	Assistant Director

This Policy Manual was reviewed and updated in 2004 by Cynthia Clarke, Connie Morak, and Sandy Kaufmann.

This Policy Manual was reviewed and revised in 2007 in accordance with Keystone Stars expectations and Pre K Counts requirements by Cynthia Clarke, Connie Morak, and Sandy Kaufmann.

This Policy Manual was reviewed and revised in 2009 to update new DPW regulations, Keystone Stars policies and Pre K Counts requirements by Cynthia Clarke, Connie Morak, and Sandy Kaufmann.

The Curriculum Policy was officially added in 2010 in accordance with the Keystone Stars policies.

This Policy Manual was reviewed in 2012 and the Curriculum Statement was revised in accordance with the Keystone STARS requirements by the Office.

This Policy Manual was reviewed and revised in July 2014. It will be available to all staff on our website (Staff Only Section) by Sept. 2014. Each staff will review and print out page one, the Acknowledgement of Receipt. Each staff will sign this page and give it to Connie, Assistant Director for their file.