

The Center

The Learning Tree Children's Center is licensed by the Missouri Department of Health and Senior Services. The Center has a licensed capacity of 48 children. Enrollment is offered full or half day. The center serves children birth through 6 years in age. The Center is open year-round, Monday through Friday from 6:00 a.m. to 5:30 p.m., and observes holidays. (Check the school calendar)

The phone number for the center is 660-627-3355.

Mission Statement

The Learning Tree Children's Center is dedicated to serving the needs of young children by providing a high-quality, culturally diverse early childhood program within a safe, nurturing environment. The Center will encourage the physical, social, emotional, creative and cognitive development of each child through the use of Developmentally Appropriate Practice; while assuring our parent's peace of mind in the care and service we render.

Philosophy

It is the philosophy of The Learning Tree Children's Center and its staff, that children, their families and society benefit from high-quality early childhood programs. We believe that there is a critical link between a child's early experiences and later success in life. We believe that you cannot separate child care and education; children learn best through their play, interactions and experiences.

The learning environment at the TLCC is structured in such a way as to give the child an opportunity to independently explore, select, create and problem solve. Classrooms are organized around interest centers and play areas that include art, math, science, language arts, blocks, dramatic play and cooking and nutrition. TLCC staff plan and facilitate these experiences for the total development of your child. We celebrate cultural diversity and incorporate multicultural perspectives throughout our curriculum.

Rules and Regulations

All teachers are expected to follow the NAEYC GUIDELINES. All staff is expected to adhere to the NAEYC code of ethics at all times. Teachers must provide warm, nurturing interactions on the child's level. Such interactions should be guidance and developmentally appropriate early education. Direct Active Supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

State ratios are important indicators of quality. The center strives to keep state ratios at all times. Please be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children **approaches** over limit. Ratio adherence is a dual responsibility between teachers and

management. Never leave your group without any emergency assistance. Call the Director for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio.

ALL staff is expected to be knowledgeable in The Minimum Standards for Child Care. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

Staff in our childcare center must be at least 18 years of age and have a high school diploma or its equivalent.

Each staff member must have current training in first aid with rescue breathing and choking and CPR for infants and children.

Staff are required to have a background check to secure employment.

Children's Accident Reports

If a child is injured at the Center, the teacher in charge shall administer first aid and then complete an Accident Report Form describing the injury. An Accident Report Form shall be filled out if: the injury leaves a mark, bump, or cut on the skin; if it involves a burn; any injury involving the head, even if there are no visible signs of the injury; if a child bites/is bitten. The purpose of the form is to notify parents of the injury, how it happened, and what steps we took to administer first aid and to correct (if possible) the circumstances that caused the injury.

A parent must sign the form to acknowledge that he/she is aware of the child's injury. The parent gets a copy of the form the day of the injury upon request; the original shall be kept in the office. The parent shall be notified by phone of the injury if it is a head injury, a bite that breaks the skin, an allergic reaction, and any injury that might need medical attention.

Ages of Children Served

Child	Ages	Capacity	Ratio
Infants	Birth-12 months	8	1:4
Toddler	12-24 months	8	1:4
Discovery	24-3 years	16	1:8
Preschool (2 rooms)	3-4 years	16	1:10

Children's Attendance

When parents notify the office of a child's absence, we will notify the teacher. If a parent informs the teacher of an upcoming absence or extended absence, the teacher shall notify the office. If a child is absent for more than three days without explanation from the parents, the teacher should make a call to the home and then inform the office of the child's absence and the reason.

Authorized Adults / Signing In and Out

The arrival and departure of children are extremely important events. Parents develop opinions about the Center, teachers and the program from these interactions. **PLEASE GREET VISITORS, PARENTS AND CHILDREN BY INTRODUCING YOURSELF AS THEY ENTER YOUR ASSIGNED ROOM AND ACKNOWLEDGE THEM WHEN THEY LEAVE!**

Parents must clock/Sign their child in and out every day. In the event that another authorized person picks up or drops off the child other than the parents the lead teacher in the classrooms will sign the child in and out and notify the office.

A parent(s) must designate, in writing, all other adults who may pick up their child from the Center. If an unfamiliar adult comes to pick up a child, check the listing of authorized adults for the child and if their name is listed, check their identification. If you recognize the person listed, you do not need to check I.D. The authorized adult must sign the child out on the daily attendance record with their signature.

IMPORTANT: No matter how insistent a person may be, if he/she is not on the list, you CANNOT let the child leave. If you need assistance please call the front desk immediately.

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age; but can be seen after in some cases. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Ouch, biting hurts".
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.

- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out.
- Confidentiality of all children involved will be maintained.

If we see that there is a consistent biter these steps will be taken.

- The biter will be shadowed by an adult at all times. They will be given the tools to help when a situation arises so that the child does not bite. If the teacher sees that the biting is subsiding and the biter is using words than the shadowing technique will subside so that the child will have the opportunity to use the tools that were given to them on their own.
- If we see that the shadowing technique is not working. A touch rule will be implemented. This is where the child has to be physical touched by an adult at all times, i.e. holding their hand, touching their back, having them sit in their lap. This will ensure that the child has no opportunity to be close enough to a child to bite. This will be in place until the teacher decides to go back to a shadowing technique.
- If after both of the techniques are in place and there is still no improvement or the child continually goes back to biting, other interventions may be implemented. These will include but are not limited to a behavior specialist brought in, suspension of the biter, parental observations, behavior charts implemented and in a last resort termination of the child's contact.
- If a child bites three times or breaks the skin, the child is to be sent home for the remainder of the day.

Children's Illness

Children with signs of a communicable disease cannot be admitted into the Center. Teachers and parents are to look over the child briefly upon arrival at the center for any signs of illness such as:

- A temperature 100 degrees or over taken in the armpit. When a child is found to have a temperature 100 degrees or over, the Lead Teacher will call and inform the parents. Children sent home with a fever, for whatever reason, are not to return to the TLTC until 24 hours after they are fever free (without the aid of fever reducing medication) from the time you send them home.
- Diarrhea -- more than one abnormally loose stool per day. Must be diarrhea free
- Vomiting -- Free of upset stomach & vomiting.
- Inflammation of the eyes.
- Skin lesions, i.e., impetigo, ringworm, and scabies.
- Any undiagnosed rash.

Children at the center showing any or a combination of any of the following symptoms are to be taken to the office and a parent called to take the child home. Only lead teachers or administrative staff may call parents. A completed illness form is required and is to be signed by parents.

For illnesses other than fever, diarrhea and vomiting, children must be kept home the recommended number of days. (According to the Public Health Regulations for the Control of Communicable Diseases)

Classroom Safety

The staff is responsible for the safety and well-being of each child. In doing so, the staff shall be responsible for the following safety precautions:

- The classroom shall be arranged to allow for freedom of movement with no sharp corners, or other safety hazards
 - All furniture and equipment shall be in good repair
 - Carpeting shall be kept clean
 - Walls shall be kept clean and free of dirt, paint, or cracks
 - Classrooms shall be kept clean and free from accumulated trash and dirt
 - All medications and cleaning substances or any toxic substances shall be kept under lock and key with the key out of children's reach
 - Any items in need of repair or cleaning shall be reported to the administration
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Cleaning/Disinfecting

Teachers shall implement proper and frequent cleaning and disinfecting practices and routines to provide a clean environment for children and to help prevent the spread of disease. Disinfecting with chemical agents (bleach, disinfectant) destroys specific, harmful germs. Teachers shall use the following guidelines for cleaning and disinfecting:

- Surfaces and objects contaminated with blood, urine, vomit or stool: clean and disinfect immediately, staff members must wear gloves
 - Objects handled by young children (ex. toys, mouthed objects, table tops, door handles): clean and disinfect at least daily and when soiled
 - Diapering area: clean and disinfect after each diaper change
 - Water tables: clean and disinfect at least daily and more often if soiled
 - Uncarpeted areas: clean and disinfect daily and when soiled
 - Carpeted areas: spot clean and disinfect when there is body fluid soiling
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Communication with Parents

Parents are communicated with daily both at drop off and pick up. It is a requirement that Lead Teachers communicate with parents on a daily basis about what the children have done that day, any concerns or other important information or reminders.

Conferences

Parent conferences can and should be rewarding experiences. A parent conference is a meeting between a child's parent(s) and teacher. The meeting brings out a good understanding of the child and his or her development. Parent conferences are to be scheduled by the teacher and will be held twice a year.

There are several reasons for parent conferences. The first is progress. This means the rate at which each child is developing and meeting developmental milestones. Each child's developmental portfolio demonstrates this clearly and should be shared with families at that time. Conferences can also be arranged to discuss behavior – these are general conferences just to touch base with the parent. The parent can report on such things as the child's attitudes, health, family relationships, interests, and any social factors that may come into play with the child's development.

The teacher should report on such things as the child's attitude toward school and other children and progress in his/her development. In a parent/teacher conference you are expected to talk to the parent about any concerns/questions you or they have, what the child has learned, what they are learning, and what they will be learning.

Confidentiality

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public places. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great child care and education for our parents and children. Stay positive and focus on the needs of the children in your care.

1. Staff will listen to parents' needs and provide services accordingly. Remember that each of us has our own lifestyle and values, which should not be imposed upon the families and children we work with and care for. Families should not be criticized, manipulated, or labeled. Children are persons too, and are entitled to our respect as well. If we are truly committed to creating and fostering a healthy self-concept in the children we care for, then we must extend this respect to children. Demonstrate this by talking positively and objectively in front of a child to another staff person, child, or parent. Accept their feelings as valid and meaningful. Through providing quality resources and services, families do become stronger and more self-sufficient. Believe in this process.

2. Staff will respect family rights to privacy and confidentiality. This means that, a) files should only be open to those staff persons needing or providing information for file maintenance, documentation, or services, and b) discussion of families and case consultation should remain between the staff person(s) directly involved with the families. No discussion of families should occur in open space. Rather, remove yourself to your office or a closed space for discussion and consultation. No discussion of families should ever occur outside the agency. Files are to be maintained in a secure manner.

3. All information shared with staff by families must remain confidential. No information is to be made available to anyone without the written consent of the parent(s) prior to the release of the information. Further, when discussing family information with another agency person, invite the parent(s) to participate directly in the discussion. This will assure the family that you respect them and are truly acting on their behalf with their consent.

4. All staff have been hired specifically for their expertise and training necessary for each particular position. As families have different lifestyles, so do staff in the delivery of their services to children and families. It is important for other co-workers to accept and respect the style in which another staff member interacts with the family as well as the style in which a staff member prefers to discuss or share information regarding families with other employees.

5. It is difficult but vital to remember that the primary function of your job is to serve families. If you approach your job with this attitude in mind, then you will avoid resenting their request for assistance or information as an intrusion upon your time. Whenever possible, avoid passing requests on to another staff member because assisting them requires your time and attention. Cultivate an attitude of accommodation as helpfulness.

We trust in each staff person to maintain the highest level of professionalism, respect, and trust with families and children requesting or needing services. It is contrary to the interest of the Center and those we serve, to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside of the Center. We trust all staff members will appreciate the value of respect for one's privacy. Inside the Center such information shall be discussed only when it will benefit the care we offer the children and the parents. Personal pictures of the children are not to be taken. Information, pictures, and talking about the children will not be allowed on blogs, personal webpages, Facebook, or Myspace.

Discipline Policies

Teachers use many techniques to assist children in resolving conflicts. Although methods vary depending on children's ages and the severity of the situation, all teach problem-solving skills and instill an intrinsically motivated sense of right and wrong. Teachers use the following techniques when dealing with conflict situations:

Conscious Discipline

- **Limit setting:** Children are given basic, clear, and concise rules to guide their behavior. Boundaries and expectations expand as children develop.
- **Consistency:** So children know what to expect, limits and expectations are consistent throughout the classes, and all adults respond in a similar way to conflict situations.
- **Tone:** A kind yet serious tone delivered by intervening adults reinforces children's sense of security and lets them know the situation is under control.
- **Modeling:** Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.
- **Passive intervention:** Teachers give children time to work through their own problems, but are there to help if things escalate to destructive or aggressive behavior.
- **Physical intervention:** Children are physically separated if they begin to hurt each other.

- Identifying/ interpreting: Teachers clarify problems, diffuse tension, and facilitate problem solving.
- Validating feelings: Acknowledging one's own emotions and those of other children facilitates learning.
- Generating options/solutions: Children are given tools to settle conflicts (negotiate, make retribution, collaborate, etc.).
- Redirection: A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior to replace it.
- Natural consequences: Teachers point out and reinforce natural consequences as they occur. Children see the results of their own behavior and begin to modify it accordingly. "You threw sand after we asked you not to. Now you need to leave the sandbox and find a different area to play in."

Teachers shall plan their programs as to minimize behavior problems by:

- Planning a program that is appropriate for the age and individual levels of the children.
- Providing a balance between active/quiet and self-directed/teacher-directed activities.
- Carefully planning transitions between activities.
- Focusing 100% attention on the children, guiding their behavior, facilitating their learning, interacting (including listening, listening, listening) and encouraging them as they meet and strive to overcome new challenges.

Dispensing Medication

Prescription and non-prescription medication shall be given only if the Authorization for Dispensing Medication form is filled out completely and signed by a parent or guardian. Prescription medication should have a pharmacy label with the child's name, the name of the medication, dosage, dosage intervals, the name of the physician and the date the prescription was filled. Non-prescription medications should not be administered to any child unless the TLTCC has a written order from the parent or guardian. The staff member dispensing medication must sign the authorization, and record date and time it was given. Store all medication in a locked box in the refrigerator or other locked storage located in all the classrooms.

Do's and Don'ts

Do say	Don't say
Sit down when you slide	Don't stand when you slide
Dig in the sand	Don't throw sand
Keep the puzzle on the table	Don't throw the puzzle
Turn the pages carefully	Don't tear the book
Time to go outside	Should we go outside?

Wash your hands	Do you want to wash your hands?
Use your inside voice	Shut up! Don't shout!

DO

1. Speak in a calm, kind voice.
2. Speak directly to the child; do not call across a room.
3. Speak in short, meaningful sentences appropriate to the child's level of understanding. Begin the sentence with the child's name.
4. Get down on the child's level if possible so that the child can see your face.
5. Keep your emotions under control.
6. Praise the child for appropriate actions.

DON'T

1. Make fun (harass, humiliate, name call, embarrass) the child.
2. Give the child a choice if he cannot, in reality, have a choice
3. Compare the child with another child. "See how clean Johnny's table is."
4. Be dishonest with the child. "Johnny didn't mean to hit you."
5. Make a child feel guilty by saying "I'm ashamed of you." Instead express your feelings "That makes me angry when you do that."
6. Make a child feel inferior by saying, "You're big now. Only babies cry."
7. Make a child say they are sorry.

Emergency Procedures

Fire drills will be conducted monthly. One teacher will lead children out the nearest, designated exit, and the second teacher will follow the children out. Children and teachers will stay together in a group on the concrete pad on the playground. Teachers must take the emergency bag and classroom binder. Teachers are to take roll and a head count when safely outside the building. Teachers will lead children inside the building after the designated person in charge has given the all-clear.

Emergency drills will be conducted every other month. The Director will announce the drill. Teachers will lead children to the designated area. Teachers must take the emergency bag and classroom binder. Teachers are to take roll and a head count when safely at the designated location. Teachers will lead children back to the classrooms after the designated person in charge has given the all clear.

Files and Forms

A file folder on each employee is kept in the office. In accordance with licensing regulations, each staff member must have the following on file:

1. Health and Senior Services - Medical Exam, TB risk assessment and Background check completed within a week of hire. Employees are responsible for those costs
2. Personnel - Contains current tax withholding forms, I-9 forms and all other required forms for payroll purposes.
3. Professional Growth - Contains yearly evaluation forms and notes of observation and correspondence pertaining to the employee's professional growth and job performance. Also will contain your attendance.

General Health and Safety

The mission of The Learning Tree Children's Center is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parent access to programs at any time. When those who are employed at The Learning Tree Children's Center engage in any and all kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

Teachers will insure that the children:

- Brush their teeth after at least one meal.
- Wash their hands before and after meals, and after toileting.
- Wash their faces after meals.
- Children remaining at the Center for more than four hours shall be encouraged to nap according to their individual needs. Children who do not sleep shall have a quiet time.
- Each crib shall be equipped with an individual bottom sheet. Sheets will be laundered weekly. Each child shall have a blanket. Children shall not share bedding.
- Cot sheets shall be laundered weekly, immediately when wet or soiled, and always upon a change in occupancy. Each child shall have a blanket. Blankets should be laundered once a week.
- Cots shall be separated from each other by at least two feet in all directions except when boarding on the wall. Cots may also be arranged so that children are head to feet. When not in use, cots shall be stored in a clean, sanitary manner.
- Teachers will monitor the bathrooms.

ALL employees must report all actual or suspected child abuse of any child attending the Center as soon as possible to the Director. Missouri law requires caregivers to make reports to the Hotline. Any person may report, and anonymous reports are accepted from individuals who are not mandated by occupation to report. Effective August 28, 2004, Missouri law requires Mandated Reporters to identify themselves when making a report. The toll-free number is 1-800-392-3738.

Hand Washing

Hands should be washed upon arrival at the Center, before handling food, after every diaper change, use of the bathroom, before using the water table, after touching pets, after being outside and after blowing/wiping noses. In order to teach good HAND WASHING skills to children, please help them wash their hands as noted above. Research has shown that proper HAND WASHING is effective in reducing the spread of communicable illness/disease.

How: Wet hands with warm, running water, apply liquid soap, wash hands vigorously for 20 seconds. Rinse well with fingertips pointed down, dry hands with a paper towel and turn off faucet with a paper towel. Children are to follow these exact steps.

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Important Phone Numbers

Amelia Shahan	660 216 7589
Denis Shahan	660 216 7583
Home Phone	660 423 5388

Creative Curriculum

The Creative Curriculum® for Preschool

The Creative Curriculum for Preschool is an award-winning curriculum for preschool success. Comprising The Foundation, five research-based volumes that provide the knowledge base of the curriculum, and the Daily Resources, which offer step-by-step guidance in the form of Teaching Guides and additional daily teaching tools, The Creative Curriculum for Preschool is fully aligned with the Head Start Child Development and Early Learning Framework and state early learning standards. Using exploration and discovery as a way of learning, The Creative Curriculum for Preschool enables children to develop confidence, creativity, and lifelong critical thinking skills

The Creative Curriculum® for Infants, Toddlers, & Twos

For more than a decade, The Creative Curriculum for Infants, Toddlers, & Twos has helped teachers understand developmentally appropriate practice and how to create daily routines and meaningful experiences that respond to children's strengths, interests and needs.

Revised into three comprehensive volumes that reflect 38 research-based objectives for development and learning, The Creative Curriculum for Infants, Toddlers, & Twos, Second Edition, Revised, retains its focus on responsive care while incorporating objectives that enable teachers to focus on what matters most for very young children. This new edition provides ideas to teachers to plan and implement every aspect of caring for and teaching children from birth to age 3.

Lesson Plans

Lead Teachers are responsible for posting lesson plans on their Parent Information Board by Monday morning before the children arrive, for the current week. Weekly activities must be planned in accordance with the school's philosophies and curriculum guidelines of developmentally appropriate practice and discovery learning. Teachers shall plan activities to balance the day/week for the children and to avoid neglect of any one curricular area. A lesson plan form will be distributed to all teachers and will be used to plan weekly curriculum. Lesson plans for the following week must be completed and placed in the Director's box by 3:30 p.m. on Thursday.

Maintenance

(Room/building organization and cleanliness)

It is the responsibility of each staff member to keep rooms and the building neat, safe, clean, organized, attractive and appropriate for children. The lead teacher is required to have the classroom ready each day before the children arrive, and closing teachers are responsible for putting the room back in a clean and orderly way at the end of the day. Teachers will encourage children to clean up after themselves in the restrooms, making sure that the water is off, sinks and counters are wiped off, toilets are flushed, and there is no paper on the floor.

Meal and Snack Routines

Children should wash their hands before being seated for breakfast/lunch/snacks. Toddler meals may be dished up by the staff members. Preschoolers are encouraged to serve themselves family style in an orderly manner. Children are encouraged to try all foods, however, if a child is not interested in a particular food, do not force him/her to try it. Food is not to be used as a reward or punishment. No outside food can be brought inside and eaten in front of the children. Teachers are to only eat when the children are eating and eat what they have.

All children need to be encouraged to sit at the tables during meal/snack time. Encourage the children to show courtesy by not eating until everyone is served. After finishing the meal, preschool aged children should be instructed how to scrape leftover food from their plate into the small dish bins and dumping fluids into the designated area. Children should be encouraged to help as much as possible. Teachers are to encourage and demonstrate pleasant conversation at the tables. Teachers may eat the same food while the children are eating, however, when the children are close to finishing, all staff must finish as well. Do not rush the children through a meal, however, do not allow children to play in their food. After lunch, have the children use the bathroom, wash their hands/face, and brush their teeth.

Staff should wear plastic kitchen gloves when handling food. Teachers shall wash and sanitize table surfaces before meals and snacks. After meals, the table shall be washed with bleach/water solution and the floor swept.

Medical Emergency Policy

DO NOT leave an injured child unattended or leave the other children. Have another teacher assume responsibility for the other children if you have to leave the area to care for an injured child. Provide basic first aid. A first-aid kit is located in each room.

If an injury is serious enough to be considered an emergency, the teacher or Director should call 911 for ambulance assistance. One staff member will accompany the child to the hospital. Staff members are not allowed to transport children in their cars! The teacher or Director will contact the parent(s) who should meet their child at the designated hospital emergency room (the child must be taken to the hospital stated as the preference on the Emergency Medical Form) or to the nearest hospital (HCA Wesley Medical Center). The emergency release form and current physical for the child must be sent with the child and staff member to the emergency room.

After the child has received emergency medical care, TLCC personnel must complete an Accident Report Form. A copy of the Accident Report Form shall be given to the Director and a copy shall be placed in the child's file. The original will go to the parent(s).

Newsletters

Newsletters shall be informative, positive and attractive in appearance; spelling and grammar shall be correct. All newsletters shall be typed. A final draft of the newsletter is to be emailed to the Director, Amelia Shahan by the last Thursday of the month. Parents will then be emailed a copy of the newsletter by the Director. Computers are provided in the office as well as wireless internet and tablet.

Parent Communication

Parent Communication is very important. Make an effort to let each parent know something about what his or her child did during the day. Be open to reasonable parent requests and questions. If you are in doubt, please ask the Director. Follow specific parent instructions or requests that are determined to be within the scope of our program. Pay special attention to getting parent requests communicated to all staff members working with the child!! For staff working in infant and toddler classrooms, you will be required to complete a daily sheet. Staff working in preschool classrooms must complete daily report sheets for parents requesting this form. Communication Logs are also critical in communicating with both your Teacher Assistants and families.

Pet Care

It is the teacher's responsibility, when keeping classroom pets, to maintain them and their containers in a clean and sanitary manner. Feeding and cleaning procedures must be posted on the cage. Pets will not be allowed if they interfere with the cleanliness of the room or the safety of the children. Pets are not to be left unattended outside of their containers.

Photo Copier

A copy machine is available to all teaching staff and may be used to copy newsletters and curriculum materials. Personal use of the copier is not allowed.

Playground/Outdoor Play

The teacher will enforce the following playground rules and inform teaching assistants to enforce them also:

1. Children may not throw sand or tire chips.
2. Children may not climb up the slide.
3. Children must slide feet first down the slide and must be on their bottoms.
4. No toys from the classroom or toys from home are allowed outside on the playground. Balls, shovels, or other outdoor materials are not allowed on climbing structures.
5. Tricycles stay on the sidewalk. Children must be seated to ride tricycles. If a child runs into the wall or another child while riding the tricycle they will lose their turn.
6. Pushing, shoving and wrestling are not allowed.
7. Staff are to be actively involved with the children on the playground. Staff must be positioned to view all parts of the playground. Staff must be spread out throughout the playground so that they are on opposite ends of the playground from each other.
8. No climbing on the fence.

While you are outside with the children, it is your responsibility to be actively engaged with the children. Adults should be spread out over the playground, able to see all areas.

The children are taken outside daily (except in cases of inclement weather) for fresh air and exercise at least one hour a day

Infants and Toddlers will not go outside if there is precipitation or if the temperature is 35 degrees or below with the wind chill factored in. Preschoolers will not go outside if there is precipitation but may go outside for limited amounts of time when the temperature is 20 or above with the wind chill factored in. When going outside on cold days, teachers will assure that coats are zipped and caps (or hoods) and mittens are on.

Infants and Toddlers may go outside if the temperature is 90 degrees or below with the heat index factored in. They may also go outside if the temperature is 90-95 if they are in complete water play, again with the heat index factored in. Preschoolers may go outside if the temperature is 95 degrees or below with the heat index factored in. They may also go outside if the temperature is 95-100 if they are in complete water play, again with the heat index factored in. When we do go out on hot days, teachers need

to be mindful of the effect of heat on the children. We will provide opportunities for shade, plenty of water, and limit the amount of time the children are outdoors.

Posted Information

Each classroom teacher is responsible to assure that the following are posted in the room:

- Emergency Policies
 - Allergies
 - Diapering Policy (for infant and toddler classrooms)
 - Pet care (by pet container)
 - Class list, including parent names
 - On the Parent Board: Each classroom teacher is responsible to post the following on his/her classroom "Parent Information Board".
 - Current Weekly Lesson Plan
 - Current Classroom Newsletter
 - Daily Classroom Schedule
 - Current School-wide Newsletter (optional)
 - Field Trip Information and/or Upcoming Events
 - Current Information on Early Childhood Education (optional)
 - Other...coupons, pictures of children participating in activities for that week (optional)
 - Brief description of activities children participated in for the day should be on the dry erase board before leaving each day.
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Record Keeping

It is the responsibility of the Lead Teacher to keep accurate and up-to-date copies of enrollment forms, copies of medical records, field trip waivers, accident report forms, Authorization to Dispense Medication forms, and any other classroom activity warranting permanent or temporary records. Communication logs are kept on file for 6 months to a year. Attendance sheets and meal count sheets are to be turned in at the end of each month to the office.

Resource Room Storage

Generally, classroom materials and supplies are stored in the classrooms. Teacher resource room storage is for supplies ordered by the Center and made available to the staff. Staff may use the items from the shelves, for any Center related projects. Please clean up any messes, wipe the table, fold laundry, and put away any times when appropriate.

Storage Closets

Teachers are responsible for keeping their classroom storage rooms clean and orderly. We encourage teachers to store materials in plastic storage containers with lids and discourage the use of cardboard boxes.

Sun Safety

Sun Safety/Skin Cancer Awareness Policy

The Learning Tree Children's Center has established a set of policies that reduce exposure to UV radiation. This policy demonstrates our commitment to sun safety and Skin cancer awareness. We encourage outdoor play every day when weather and air quality conditions permit. When outdoor temperatures seem uncomfortable, are above 90°F or lower than 20°F, including wind chill, scheduled outdoor play activities and times may be altered. Children should be dressed in clothing appropriate for weather conditions. We are concerned about sun safety all year around, but particularly late spring through the early fall season, when the sun's rays are the strongest. Sunburn, skin cancers, and cataracts later in life can be the result of childhood sun exposure. Even on days when the temperature seems only pleasantly warm, cloudy days or hazy days, skin and eyes should be protected from the sun. Each spring we include information about sun protection in parent pages.

Here are ways that we implement

- Sunscreen is applied every time a child is going outside-even on cloudy days. We ask parents to provide a bottle of SPF 15 (or higher numbered) sunscreen lotion or cream and SPF 15 (or higher numbered) lip balm, labeled with their child's name. Parents must first determine their child is not allergic to the sun protection products provided for the child's caregiving day. Our program's medication permission form must be completed for the sunscreen/sunblock products. We apply sunscreen and lip balm 20 minutes before children are to go outdoors for periods 10 minutes or longer. We reapply sunscreens after water play. For swimming activities, we recommend waterproof sunscreen, we store sunscreen out of reach of children.
- Light-colored, loose-fitting, lightweight, cotton clothing, which covers arms and legs, best protects delicate skin from the sun's burning rays. Wide-brimmed hats will help protect faces, necks, and ears. Closed shoes, worn with socks, will protect the ankles and tops of feet.
- Sunglasses are also encouraged. Children and adults with light-colored eyes are vulnerable to damage from the sun's rays, including the development of cataracts over time. Sun glasses can protect both children's and adult's eyes. Toy sun glasses, however, can be harmful to children's eyes. Children's glasses should be shatterproof. All sun glasses must block UV-A and UV-B rays. Sun glasses labeled, "Meets ANSI Z80.3 General Purpose UV requirements," or "Meets ANSI Z80.3 Special Purpose requirements" are best. Sunglasses are labeled with the owner's name.
- Sun safety fact sheets are given to parents at least twice a year.
- We are aware that water, snow, sand and cement reflect the sun's rays and can cause sunburns.

Upon request a parent can ask for more information on sun safety and skin care awareness.

Supervision

Children will be supervised at all times and will never be left anywhere unattended.

At times when it is necessary for teachers to separate (for example, one teacher on the playground, one teacher cleaning/preparing classroom) each teacher shall be responsible for a number of children so that no one teacher is left over-ratio.

Teacher Assistants

Teachers are also responsible for reporting any comments or concerns regarding Teacher Assistants in writing to the Director, Amelia Shahan. Each semester the Director will provide evaluation forms to Teachers to evaluate the Assistant assigned to their classrooms. If a concern arises with a teacher assistant it is the Lead Teachers responsibility to first discuss this with the assistant. Then if the concern/problem is not resolved the Director, Amelia Shahan will intervene. The teacher is responsible for continuous training of the teacher assistants assigned to his/her classroom and providing the following classroom orientation:

- Tour of classroom
 - Classroom policies
 - Teacher expectations of Teacher Assistant
 - Children's files – location and confidentiality
 - Releasing children – sign in/out sheets, location of authorized release forms
 - Daily schedule
 - Classroom safety
 - Location of first aid kit
 - Diaper changing procedure – emphasize wearing gloves and hand washing
 - Emergency procedures
 - Discipline policy
-

Toileting

Children wearing diapers will be changed on a regular schedule and as needed. Changing tables shall be disinfected after each use. Staff will wash their hands before and after diapering, and wash the child's hands after diapering. Staff will also use plastic gloves when changing a child. Children are not to be left unattended on the changing table. Diapering procedures are posted in classrooms with children under 3 years of age. Teachers of preschool classrooms are required to remind children to go to the restroom, assist them, and help clean up/change a child in the event of an accident.

Toilet accidents should be treated as that: accidents! The child should not be shamed or made to feel bad. Simply require the child to change his/her own clothes, bag any soiled clothes/belongings, and remind them that if they need to go potty to tell someone or ask for help if they need it. The attitude should be: I know you'll do better next time. Staff must wear gloves at all times while helping a child who has had an accident, changing a child's diaper, or helping them wipe.

Teachers shall change children's clothes if they become wet or dirty. Soiled clothes shall be removed in a sanitary manner, placed in a plastic bag, closed securely and placed in the child's cubby to be sent home. CHILDREN'S PERSONAL ITEMS MAY NOT BE LAUNDERED AT THE CENTER. Soiled

underpants or training pants MAY NOT be rinsed out before placing in a plastic bag. Teachers shall wash hands immediately after changing soiled clothing.

Staff members who have soiled clothing shall change clothes immediately. The TLTC has extra shirts for staff members; however it is the employee's responsibility to have an extra pair of clothes on hand in case of emergencies.

Bathrooms need to be checked and cleaned frequently throughout the day. Use paper towels only to clean toilets, etc. Make sure children are flushing toilets and paper towels are disposed of in waste baskets. Check with the office for cleaning duties to be carried out during naptime.

Holidays

It is impossible to totally ignore holidays/celebrations, especially the Christmas season, in view of the flurry of activities generated by them. We need to be aware of, and sensitive to, the diversity of customs and beliefs represented by the children in our Center. It goes without saying that no child should be embarrassed or made to feel alienated because of his or her parents' specific faith or beliefs. Each holiday season provides an opportunity to emphasize mutual understanding, acceptance and brotherhood among all racial, ethnic and religious elements of the human family. Activities should not involve children in worship activities and should be structured to present the culture rather than the religious emphasis of the season/holiday.

Video Policy

Movies will only be shown to children when it is used as a supplement to the theme for the week. The movie must be rated G and must be educational in nature. Teachers may show an educational video for 20 minutes per week or an approved full-length feature that is no longer than 100 minutes one day per month. Before showing a video, it must be approved by the Director, Amelia Shahan and submitted with the week's lesson plans.

Volunteering

We love to have people volunteer here at The Learning Tree Children's Center. An employee cannot volunteer while they are scheduled to work, they must be off the clock. All volunteers must check in at the front desk and sign in and out. Volunteers all have a background check and must complete a health assessment and a TB test.

At-Will Employment

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between The Learning Tree Children's Center and you, as the employee. Since Missouri is an at-will employment state, you are not under contract for employment. Thus, employment with The Learning Tree Children's Center is not for a definite term. The Center or you may terminate employment at any time, for any reason or for no reason.

Conduct and Ethics

The reputation of The Learning Tree Children's Center is built upon the ethical conduct of our employees, and the overall success of the business is tied to this as well. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest professional standards of conduct and personal integrity. The Center is dependent upon our families' trust and we are dedicated to preserving that trust. Employees have a duty to the TLTCC and its families to act in a way that will merit the continued trust and confidence of the public.

The TLTCC will comply with all applicable laws and regulations and expects its Teachers and Assistants to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter with the Director. Compliance with these principles of conduct and ethics is the responsibility of every employee. Disregarding or failing to meet any of the following standards may result in disciplinary action up to and including termination.

Families (the children whom we serve, and their parents, guardians, and other family members) are our Center's most valuable asset. Every employee represents The Learning Tree Children's Center to our families and to the public. The manner in which we do our jobs presents an image of our entire organization. Families judge all of us by how they are treated by each and every employee. Nothing is more important than being, respectful, courteous, friendly, helpful, and prompt in the attention given to families. Our personal contact with the public, our manners on the telephone, and the communications we send to families are a reflection not only of ourselves, but also of the professionalism of TLTCC. It is expected that all employees of TLTCC will interact respectfully, courteously, and promptly with our families. All of the families have the right to their privacy. Do not discuss the children and families publicly or with family members, either by name or physical description. Some of the families have also restricted photography permission for their children; please refer to the Social Media policy for more information. Employees who fail to have appropriate interactions with our families will be subject to disciplinary action, up to and including termination.

In general, employees need to maintain a sense of decorum when interacting with others at the Center and observe general rules of proper conduct. Staff are expected to act in a caring, honest, respectful, and responsible manner consistent with TLTCC's mission statement. Staff should always portray a positive role model by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity. This includes things like, refraining from intimate displays of affection towards others in the presence of children, parents, and other staff. Prohibiting profanity, inappropriate jokes, sharing intimate personal details, or any kind of harassment in the presence of children, parents, or other staff. Staff are required to report any violations by other staff members of these or other policies listed in the handbook to the Director for possible action. Such reporting is confidential.

While our employees are encouraged to develop professional and personal connections with one another, gossiping, spreading rumors, and other similar types of negative behavior are discouraged. Gossip which

could affect the ability of the Center or staff to conduct business, maintain good community or employee relations, or otherwise impact The Learning Tree Children's Center in a negative way may result in disciplinary action for the employee who has engaged in the conduct.

Professionalism

All children, parents, staff members and visitors should be treated with kindness, friendliness, patience and respect. Staff should refrain from gossip, loud talking, and other unnecessary noise and forms of conduct, which could disturb the program and distract from the professionalism of the Center. The care and education of all young children is taken very seriously at the Center. Each individual staff member is part of a team whose main goal is the well-being of the children. All staff members are expected to present themselves in a professional and caring manner, which includes due respect for each other – staff members, parents, children, and other WSU students.

Job Requirements/Duties

- I must ensure that children of any age are always supervised and cared for by an adult, and never left alone or unattended.
- I understand that using physical punishment or use of verbal threats or harsh, loud or abusive language in the presence of or directed toward a child can lead to immediate termination.
- I whole-heartedly accept my responsibility to interact actively and in a positive manner with the children individually and in groups, and will give them my full attention at all times. I will play with the children and guide them in scheduled activities.
- I understand that feeding time for infants and toddlers, as well as older children, is a time to be nurturing and loving. In accepting this responsibility, I understand that bottles are never to be propped and children will be held during bottle feeding. A teacher must always be sitting down with children while they are eating.
- I understand that I must follow the instructions of the Director, Amelia Shahan and Assistant Director, Natalie Moran and will treat them in a respectful manner.
- I understand that I must be polite and responsive to parents.
- I must see that children are kept clean during the day (hands, faces, noses, diapers) and that I must return a clean and tidy child with all of his/her belongings to the parent at the end of the day. Soiled diapers must always be changed before a parent leaves with their child.
- I understand that other assignments will be made in accordance with my job description including, but not limited to, cleaning the room furniture, equipment, toilets and assisting in serving/preparing meals.
- I understand that TAs in my classroom may be moved from one classroom to another, as staffing needs require, or even sent home, when the adult-to-child ratio has been met for the classroom.
- I understand that I must not attend to personal business during scheduled work time.
- I understand that sleeping during naptime is unacceptable may result in a written reprimand.
- I understand that information about parents, children or fellow employees is confidential and should never be shared with anyone else.

Lead Teachers are also responsible for creating and implementing weekly lesson plans (including a parent letter and extended lesson plans), monthly individual lesson plans and keeping each child's individual portfolios current.

Lead Staff members will attend Lead Staff meetings (as scheduled by the Director) and One on One meetings with the Director, Amelia Shahan. Coverage is provided for these meetings.

New Employees

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Learning Tree Children's Center uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or The Learning Tree Children's Center may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties. All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If The Learning Tree Children's Center determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period. Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

All new employees are oriented to the Learning Tree Children's Center policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers first 30 days. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The 90 day review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or director for further explanation or clarification of policies at any time. It is each staff member's responsibility to uphold center expectations at all times.

The orientation program covers all of the following:

Review of Center policies.

Training in emergency procedures, including the operation of fire extinguishers.

First Aid procedures.

Job responsibilities and any other duties as assigned.

Training in the recognition of childhood illnesses and infectious disease control, including hand-washing procedures and universal precautions for handling body fluids.

Schedule of the Learning Tree Children's Center

Review of child abuse and neglect laws and reporting procedures.

The procedure for ensuring that all The Learning Tree Children's Center employees know the children assigned to their care and their whereabouts at all times.

Child management techniques.

The integrity of children with disabilities into the program.

Confidentiality policies...

A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period (90 Days).

Hiring Practice

The Learning Tree Children's Center strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Learning Tree Children's Center will be based on merit, qualification and ability. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

The Learning Tree Children's Center guarantees fair treatment of all employees. The Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

Prospective employees will be required to submit a letter of interest, a current resume, proof of appropriate degree and credentials, and the names, phone numbers, and address of three references to the Center, followed by an interview. The prospective employee may be required to try out in the classroom.

Final selection of an employee shall be the responsibility of the Director, in consultation with the other teachers in the center.

Full-time employees have a basic schedule between thirty-five (35) and forty (40) hours per week. Part-time employees have a basic schedule between ten (10) and thirty-four (34) hours per week.

All staff schedules are posted on slack. Hours of work are subject to change by Director to meet the needs of our families and Center. Any requests for days off must be given in writing one week in advance for approval. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available.

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Staff Evaluations

Teachers are observed and informally evaluated on an on-going basis. Informal evaluations will occur each fall semester. Teachers will receive a formal evaluation yearly in May prior to reappointment. This evaluation will be discussed with the teachers, individually, and they will have the opportunity to sign the evaluation signifying that they have read it. Teachers may accept the evaluation and/or write a statement concerning any points on which they disagree. The evaluations and any statements will become part of the teacher's working file.

In order for our Center to run smoothly, staff members must be willing to work together. When a concern arises with another staff member, the Director, Amelia Shahan and the other parties involved will discuss the concern. The concern will be discussed and improvement goals will be determined along with an appropriate time-line. The conference will be documented in writing, signed by the individuals present during the conference, and placed in the individual's personnel file. If the individual is showing an effort at meeting the goals but has not yet met all designated goals within the stated time period, the Director reserves the right to determine if a second conference is necessary to continue working towards improvement or if the individual's employment should be terminated. If the individual has not made an effort toward improvement during the stated time period, the individual's employment will be terminated.

FORMAL PERFORMANCE EVALUATIONS- Additional formal performance evaluations may be conducted to provide the Directors as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Training/In-service

All teaching staff must obtain twelve clock-hours of training pertaining to the care and education of young children per year and all staff must receive training in first aid and child abuse and neglect. Various optional in-services will be presented at the TLTC for your convenience during the year and some hours, courses or workshops must be scheduled and attended by the employee outside of regular working hours. All new staff must be oriented in the requirements in the **Licensing Standards Handbook**, the facility's child care policies, the procedures to follow in handling emergencies and exits, and the use and location of all fire extinguishers. Emergency Maps and Exits will be displayed throughout the Center.

— All staff must obtain at least **12 clock hours** of training annually selected from the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of ill Children
- Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of reporting any incidents
- Cultural Diversity
- Professional Development

Staff Professional Development

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

- Continuing Education.
- Conferences and seminars directly related to the teacher's job.
- Consultations and observations.

Teachers may leave the Center during working hours for program enrichment activities if consent is obtained from the Director, Amelia Shahan and she/he makes arrangements for sufficient staff coverage.

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with The Learning Tree Children's Center. ALL employees will be judged by the same performance standards and will be subject to The Learning Tree Children's Center scheduling demands, regardless of any existing outside work requirements.

If The Learning Tree Children's Center determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with The Learning Tree Children's Center.

Note: Further more you cannot be employed by a competitor, as this will cause a conflict of Interest in your employment at The Learning Tree Children's Center.

Payroll

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and state laws require The Learning Tree Children's Center to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes noted on the office write-in calendar. Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons.

Note: Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

OVERTIME/CLOCK IN AND OUT

Overtime is paid to non-exempt employees for all hours worked in excess of 40 hours per Monday through Friday work week. Overtime pay is one and one half times your regular hourly rate of pay and must be authorized by Director. It is the Employees responsibility to clock in and out properly. Any failure to clock in or out properly may result in a delay in payment of wages due.

PAYCHECKS

Paychecks are distributed on the tenth and twenty fifth of each month at The Learning Tree Children's Center. Your first check will be one month after you start. (Work Jan 1st -Jan 15th First Payday is February 10th) Your management team will distribute paychecks by three or no later than the end of the day on the designated days. *** (Pay dates may be subject to change depending on needs of Daycare) ***

PAY DEDUCTIONS

The law requires that The Learning Tree Children's Center make certain deductions from every employee's compensation. Among these are applicable federal taxes.

ADMINISTRATIVE PAY CORRECTIONS

The Learning Tree Children's Center takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

EMPLOYEE CHECK LOSS POLICY

If an employee loses his/her paycheck, The Learning Tree Children's Center will put a stop payment on that check and will rewrite another check for the same amount minus a \$32 deduction(to compensate for the \$32 stop payment fee that bank charges this facility.) It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time.

Employee's Child or Relative

The Learning Tree Children's Center allows employees to enroll their minor children in the program. Employees seeking to enroll their child(ren) or other relations in the program must discuss placement with the Director. Under most circumstances, an employee who has a child or relative enrolled in the Center will be prohibited from providing direct care to her or his child or relative. This means that an employee's child or relation will never be allowed to be in the same room with that employee under their care. Discipline will be handled by the child's teacher not the employee during working hours and while the child is in the classroom. TLTC further reserves the right to dis-enroll an employee's child if the employee's performance is affected by having his or her child at the Center. Employees must remember they are employed to perform a specific job and not allow themselves to be distracted by having their child or other relations enrolled in the program. Employees are prohibited from interfering with the supervision or authority of their child(ren)'s classroom teacher. Visiting an employee's child or relative may only happen during scheduled events (as long as the employee is not working) or on a break

time. "Relative" is defined as a member of an individual's family, including wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandmother, grandfather, stepparent, and stepchild.

Full time hourly employees are eligible for a 20% discount off the regular tuition for their own children. Enrollment will be offered as space allows within state ratio and group size.

All staff parents must adhere to the same enrollment and attendance policies that regular customers observe, and the child or children must be the natural/adopted child or children of the employee, or must have legal guardianship to qualify.

Vacation

Vacation pay is earned after a year of continual service. Vacations are paid to employees who work a minimum of 35 hours per week and are considered full time. After the first anniversary date of hire, you earn 1 week (40 hours) and after third Anniversary date of hire the employee earns 2 weeks (80 hours). All vacations must be requested on a leave authorization form and approved by administration. If an employee drops down to part time status, they are able to use what remains of their vacation time for that year, but no longer can earn it.

Note: Leave of absence without pay may be granted when coverage is available.

Parking

We have a very small parking lot. Teacher Assistants are encouraged to park on the grass first, or across the street, the concrete portion of the parking lot should be used last. Teacher Assistants may not park in the handicapped parking or at the front of the building. Do not block the driveway and do not park on a curb.

Mailboxes

Each staff member has a mail box located in the resource room which should be checked at least once every day the staff member is at work. It is also EXTREMELY important to check your slack every day. This is how most correspondences, in-service opportunities, parent questions, etc. may be delivered.

Telephone Policy

The Center telephones are for business purposes. Staff may not receive telephone calls while they are in the classroom except in an emergency. Telephone messages will be taken in the front office and left in each staff member's mailbox. Staff members are responsible for checking their mailboxes for all

messages. Cell phones are not to be in the “on” position when in the Center, this includes naptime. Phone calls, text messages and IMs are to be returned only on your break.

Calls for or by you should be conducted either before or after a shift, or on a lunch break. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please advise the Director and she will be happy to make other arrangements.

Note: This includes NO TEXTING on the cell phone while in the classroom or while children are in your care.

Personal use of telephone for long-distance and toll free calls is NOT permitted. There will be no personal phone calls while on duty at the Center. The Learning Tree Children's Center phone is for business purpose only. Our children should have your full attention at all times.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of postage paid by The Learning Tree Children's Center for personal correspondence is not permitted.

Smoking

The use of alcohol, drugs or tobacco products is not permitted in the Center, on the playground, or on the grounds. Before returning for your shift after smoking, you must wash your hands and have a fresh shirt to change into.

Staff Illness

It is extremely important that you keep yourself in good physical and mental health. The care and education of young children while very rewarding can also be very draining. In order to provide quality care and education to our children, you will need to have a lot of energy and an alert mind. Employees who become ill at the Center must make sure that their shift is covered prior to leaving.

Staff Meetings

Staff meetings are scheduled every last Friday of the month or as scheduled by the Director, Amelia Shahan. The Director, Assistant Director and Staff are expected to attend all staff meetings. An absence to a required meeting should be approved by the Director prior to the meeting. It is the responsibility of the staff member missing the meeting to obtain information missed from the meeting.

Staff Qualifications

- Associate's Degree in Early Childhood Education or one year experience teaching the same age level. It is preferred that Lead Teachers have a degree in Early Childhood Education or CDA (which should be combined with extensive course work and/or experience in Early Childhood Education).
- Ability to relate joyfully and sensitively to children.
- Evidence of emotional maturity.
- Physical stamina.
- Ability to supervise assistants and other personnel.

Training in:

- First Aid
- Signs and Symptoms of Childhood Illness
- Child Abuse Recognition and Reporting/Head Trauma
- Child Development Class
- SIDS training
- CPR Training
- Negative TB test or risk assessment.
- Completed Background check
- Missouri Department of Health Medical Exam form signed by a doctor or a nurse clinician stating that the teacher is in good health.

Dress Code

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. An employee's appearance and dress should reflect the professional nature of the position as well as be functional within the expectations and responsibilities of the job. Please note that the TLTC is not responsible for damage to or loss of an employee's articles of clothing, jewelry and/or accessories.

Unacceptable dress includes, but is not limited to:

1. Shorts. The only acceptable shorts are Bermuda shorts or basketball shorts that hit the knees.
2. Dresses or skirts
3. Tank tops or spaghetti straps
4. Low scoop neck shirts or blouses (at no time should undergarments be visible). V-neck shirts must have a shirt underneath.
5. Clothes that expose the stomach/backside. Staff should wear tops long enough to cover the bottom when bending or squatting. Undergarments should never be visible.
6. Clothing with logos and pictures that are inappropriate for children (profanity, sexual innuendoes, violence, drugs, and similar content)
7. Jewelry which may present a safety hazard (long necklaces/earrings, etc.)
8. No high heels or high top boots with heels. Shoes must be worn through the center.

Employees who are found to be in violation of the dress code may be asked to go home to change.

The following describes dress that is appropriate for staff while working at the TLTCC: clothing that is modest and provides coverage, clothing that allows the staff member to move freely, sit on the floor and be with the children, shoes that allow that staff member to comfortably play outside with the children and play games with them, clothing that allows the staff member to be comfortable with the messy activities of the program. Staff should be dressed neat, clean, comfortable, approachable and properly covered.

All staff have the opportunity to purchase TLTCC tops for work.

Visitors

We have an “OPEN DOOR” policy and we welcome parents and others to visit our center. We will notify teachers in advance of scheduled visitors. Besides prospective parents, we also have student teachers, teacher observers, administrators and an occasional “drop in” visitor. Staff are expected to be courteous at all times to these visitors and welcome them to our center.

ALL personal visitors should be scheduled during the employee’s break time and restricted to employee areas until staff member is available. Keep personal visitors to a minimum. Visitors are not to have interactions with children as they have not gone through the appropriate screenings. If an employee’s child (who is enrolled in another classroom in the Center) wishes to visit the parent, the needs of the parent’s classroom take precedent.

A variety of visitors enter our building each day. All visitors must sign in. It is important for all employees to present a warm, welcoming, and professional impression at all times. Employees should politely inquire into the purpose of the visit and redirect the visitor to the Director. Suspicious persons or activities should immediately be brought to the attention of the Director

Social Media

The posting of confidential and identifying information about the children, parents, or staff at the Center on social media (e.g., Facebook, Myspace, Twitter, etc.) is strictly prohibited. In no way does The TLTCC wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee. As with the use of social media, the publication of photos from the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Staff may take pictures of the activities in their classrooms to share with the families of the children in our care (Shutterfly) or as appropriate (to document a child’s progress, etc. in portfolios). As mentioned previously, some families have chosen to restrict photograph permissions, and it is expected that all employees will abide by those wishes. These restrictions will be noted in each child’s folder. Professional appearance on social media is also critical to how the TLTCC is perceived. If an employee chooses to have interactions with other staff members, or families via social media it is understood that that employee is representing the Center. All pictures, updates and postings have to be representative of a model employee and adhere to all regulations and policies of the Center.

Any material presented on line in reference to The Learning Tree Children's Center by any employee is the responsibility of the poster, At no times should any posts be made in reference to children, parents or other professionals that employees may come in contact with through work. At no time must any photographs or materials be published that identify the setting or children. Pictures of staff may only be used with the permission of staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality, or photographs of children or staff unless staff give permission may face disciplinary action in line with The Learning Tree Children's Center disciplinary procedures. Apply a good judgment test for every post you make.

NO SOLICITATION/ NO DISTRIBUTION

In order to avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Center premises during working time. The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Non-employees may not solicit for any purpose, or engage in the distribution of literature of any kind while on Center premises.

Non-Fraternization

At The Learning Tree Children's Center, we strive to build relationships with the children in our care and their families, as well as with others we interact with at the Center. While friendships can result from this, it is imperative that employees treat families, vendors, co-workers, and the public with courtesy, appropriate distance, and respect. Employees should abstain from any intimate physical contact with families. Employees should also avoid any unwelcome advances and intimate acts made by families. Employees are required to report any unwelcome advances or attempts at intimate acts made by families or co-workers to the Director. Employees should immediately report any action by a family or employee that would be considered a violation of this policy to the Director.

Harassment

The Learning Tree Children's Center employees, volunteers, families, and applicants have a right to work in a discrimination-free environment, including freedom from sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Both overt and subtle harassment create an offensive, hostile, and uncomfortable work environment and are strictly prohibited. This section concerns any and all types of harassment, with particular attention to the definition of sexual harassment. Harassment of or by an employee requires investigation.

The Learning Tree Children's Center is committed to providing a work environment that is free of discrimination and unlawful harassment. Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

Absentee Policy

Your attendance and punctuality are very important. Absences cause a slow-down in the work and added burdens for your fellow employees. Good attendance is something that is expected from all employees. You should be in your class by the start of each workday at the time scheduled. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action up to and including discharge.

We do realize, however, that there are times when absences and tardiness cannot be avoided. This is why we have a no-fault system that allows you to accumulate some points before any disciplinary action will be taken against you. It is expected that everyone will accumulate some points under this system. It is only when points become excessive, and warnings are issued, that an employee need be concerned about his or her attendance practices.

Regardless of the reason for your absence, you are expected to properly notify your supervisor on duty at least two hours in advance of your scheduled work time. Leaving a message or texting does not qualify as notifying your supervisor. You must personally contact your supervisor. Lack of a telephone or absence from town is not an excuse for failing to notify your supervisor of absence or tardiness. You should call every day that you are absent unless you are on an approved leave of absence. Unreported and unexcused absences will be considered a voluntary resignation of employment.

Each employee's absenteeism and tardiness records are kept on file. The absenteeism and tardiness records are kept on a point system basis. Depending upon the nature of the absence, a certain number of points are subtracted from total points. When an employee reaches various point amounts, certain notice and disciplinary actions will be taken. An employee may receive a written notice, a written warning, a final written warning, or may be discharged depending upon the number of points he or she has.

All Employees will start out with 30 points upon hire/implementation. Employees will lose points in the following manner:

No Points

1. off work due to a work-related injury with medical verification that the employee is unable to work.
2. Off work due to jury duty, military leave, medical leave, FMLA leave, lack of work, subpoenas, or any other absence expressly authorized by the Company, the terms of Company policy, or the law.
3. off work because of adverse weather conditions resulting in the closing of schools and/or roads in this or the surrounding counties by the local authorities.

4. Off work due to an accident in which you are involved coming to work and which you can verify through police records or other satisfactory evidence. Car trouble is not excused.

One (1) Point

1. Late to work by 10 minutes or less for any reason not excused above.
2. Leaving work two hours or less before the end of your scheduled work time for any reason not excused above after notifying your supervisor.
3. Leaving work early because of a proven emergency
4. Failure to clock in/out
5. Absent with an approved doctors note

1. If your absence is due to illness or injury you will be required to provide a doctor's note supporting the necessity of your absence, as well as your ability to return to your work. Counts as one incident.

Three (3) Points

1. Late to work by more than 11 minutes for any reason not excused above.
2. Leaving work more than two hours before the end of your scheduled work day for any reason not excused above after notifying your supervisor.

Five (5) Points

1. Absence for any reason not excused above with proper call-in.

Ten (10) Points

1. Absence for any reason not excused above without proper call-in.

The balance of remaining points will result in the following action being taken by the Company:

20 Points: A Verbal Warning and written notice

10 Point: Written Warning

0 Points: Termination

Employees are able to earn back 5 points per month of perfect attendance.

EXAMPLE:

Employee is late on one occasion by 30 minutes, leaves work 1 hour early on another occasion, and has three properly reported absences that are not excused.

3 points + 1 point + 15 points = 19 points are subtracted from your total 30 points leaving you with a balance of 11 = Written Notice

Please Note:

Without a doubt, working in a child care environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup or even a “stress free” day off needs to be taken. The Learning Tree Children's Center strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.

Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for NEGLECTFUL SUPERVISION. This action may result in the employee not being allowed to work in child care again. Also, the employee’s last paycheck will be mailed to the employee on the next pay period and may not be picked up at the Learning Center office. This also applies to employees who simply do not show up for work and does not call or give notice of their decision to quit.

If any employee plans to terminate employment with The Learning Tree Children's Center, a two week notice in writing is required. If this procedure is followed, the employee’s paycheck can be picked up at the Learning Center office.

Nowhere, in any employment, would employers look favorably upon excessive absences or tardiness. In child care and education, an absent teacher or teaching assistant means an interruption in the program and an adjustment for the children.

Progressive Disciplinary Action

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally make mistakes or needs guidance for optimal performance of teaching duties. An employee may be terminated by the Director for gross negligence and in the event that an employee is found to be in violation of one or more policies outlined in this handbook, the disciplinary process may be initiated. While this is generally a process of escalating actions, certain violations may be more egregious in their severity, frequency of occurrence, and/or scope, and thus could warrant a disciplinary action higher on the list, up to and including termination of duties. The determination of the specific disciplinary action to be undertaken is at the discretion of the Director, and will be appropriate to the nature of the offense. When an employee needs guidance, progressive discipline procedures will be followed. Oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way the center’s right to terminate at any time, with or without cause and with or without advance notice.)

DISCIPLINARY PROCESS

1. Reprimand

A reprimand may be given to any employee when a minor violation of Center policies or procedures has occurred. A reprimand may be either verbal or written. Verbal reprimands will be documented by the Director, Amelia Shahan, and the documentation will be placed in the employee's personnel file. Written reprimands will include brief documentation of the incident and the date on which it occurred. Written reprimands require that a copy of the written reprimand be given to the employee, and a copy of the reprimand signed by the employee to acknowledge receipt of the document must be placed in the employee's file.

2. Written Warning

For more serious violations of policies and procedures, or repeated minor violations, an employee may be given a written warning. The written warning will clearly describe the deficiency in the performance or conduct, and will cite the policy, licensing regulation, or procedure violated. The written warning will contain a corrective action plan, outlining the necessary action(s) to correct the deficiency and a timetable in which the corrective action must occur. A copy of the written warning and the corrective action plan will be given to the employee. Employees are required to sign a copy of the written warning, acknowledging its receipt, which will then be placed in the employee's personnel file. Signing the written warning does not indicate that the employee agrees with the contents; it simply indicates receipt of a copy of the written warning. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination. Copies of all documentation regarding corrective action plans will be retained by the Director.

3. Investigatory Suspension

For suspected severe, but unconfirmed allegations of policy and procedure violations, the Director may initiate an Investigatory Suspension of the employee. During this time, the employee is suspended without pay. The outcome of an investigatory suspension is generally either full reinstatement (if the employee is found not to be in violation of the policies) or further disciplinary action, up to and including termination of employment. Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:

- Charges of driving while intoxicated
- Leaving a shift without prior approval
- Report of child abuse or neglect
- Accusations of theft
- Leaving children unattended or unsupervised
- Violation of the Substance Abuse Policy
- Other similar situations

Investigatory suspension may not exceed 10 working days without the approval of the Director.

4. Suspension

Suspension of an employee may occur at the discretion of the Director for specific, major infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written disciplinary action. Suspension may be used in circumstances where a confirmed violation of policies is not

considered severe enough to warrant termination of employment, and where the employee can be successfully rehabilitated to effectively discharge the duties of the position. Possible violations are similar to those on both the list for Investigatory Suspension and Termination, though certain violations are still subject to immediate termination of employment, without recourse to an initial suspension. Each situation is different, and will be treated as such. Suspension will be without pay. The employee will be notified in writing of the specific charges and the length of the suspension, and will be provided with a copy of this notice. The employee is required to sign a copy of the suspension notification to acknowledge receipt of same. Failure to sign the suspension notification will be considered insubordination and will result in disciplinary action, up to and including termination. When circumstances permit, an employee will be suspended upon receipt of the suspension notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of The Wichita State University Child Development Center, its employees, or the children under the Center's care. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be given by the Director/Assistant Director, followed immediately by written approval of the Director.

5. Termination

Involuntary termination does not necessarily require prior verbal or written disciplinary action. The TLTCC, in accordance with Missouri law, is an "at-will" employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employees, but is not inclusive of all possible reasons or causes for termination from employment. Termination is an action which must be approved by the Director. Notification of Termination may be written or verbal. Causes for involuntary termination include, but are not limited to, the following:

- Unsatisfactory provisional period
- Falsifying or misusing records, including application
- Violation of confidentiality rules
- Theft or misuse of TLTCC's funds, equipment, or property
- Absence from work without notification and/or approval as per related policies
- Discourteous treatment of the public, families, or co-workers
- Inappropriate behavior
- Non-performance of duties resulting in injury to the Center, its children, families, or employees.
- Continuous personal conflicts with other staff, co-workers, parents or visitors
- Being abusive or neglectful to children, parents, or employees
- Violation of the Substance Abuse Policy
- Failure to submit required documentation within mandated time frame
- Neglect of duty or refusal to comply with directives of Director
- Misuse of leave policies
- Insubordination
- Receipt of 2 suspensions for the same infraction during any 12 month period.
- Failure to implement job specifics
- Receipt of 3 written warnings for any violations during any 12 month period; the date of the third warning will be the employee's last day of employment
- Failure to return to work following a leave of absence
- Failure to meet deadlines as presented by Director

Once employment has been terminated under this action, the employee is expected to return any keys and other property of the Center to the Director, and leave the Center at that time. The former employee will be escorted out of the building, and is no longer permitted on TLTCC property without the written

approval of the Director.

Any of the former employee's personal property or effects which remain at Center will be packed and shipped to the former employee's home address.

RESIGNATION

Although we want every employee to stay with us for as long as possible, sometimes new opportunities arise that an employee may wish to explore. While we do not wish to hinder our employees from pursuing these endeavors, we also ask that our employees provide ample opportunity for us to seek suitable replacements for the departing employee. As such, employees are required to give two (2) weeks' notice of the intention to terminate employment. Notice must be given in writing to the Director. If submitted by any other method other than directly to the Director, the two week period begins upon receipt of the notice by the Director, not when the notice was mailed or otherwise sent.

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Absence without a leave authorized by the Director of The Learning Tree Children's Center

Failure to report to work or from lunch breaks.

Failure to return from an approved leave without notifying the Director will be considered a resignation without notice.

Note: Such resignation will result in immediate termination, and will render the employee ineligible for rehire by The Learning Tree Children's Center

A teacher may be terminated by the Director for gross negligence in performing required duties, failure to provide quality performance, refusing to work when needed and available, continuous personal conflicts with other visitors, staff members, parents, or children and gossiping with other staff members, students, parents, or visitors. Teachers will be counseled where there is a deficiency in performance and every effort will be made to help the teacher solve a problem.

There are, however, exceptions to this rule. The following are grounds for immediate dismissal:

- Striking or abusing a child, humiliating a child, withholding food from a child as punishment. (Removing food that is being played with or sending a child from the table when he/she is playing with food consistently instead of eating is NOT considered withholding food. Food has been offered, the child has not eaten it. However, this should be done only as a last resort and only in extreme cases.)
- Abuse or inconsiderate treatment of parents, staff or visitors.
- Unauthorized removal of property.
- Unauthorized removal of records or unauthorized divulgence of parents', children's, or Center's confidential information.
- Leaving children unattended and/or unsupervised
- Leaving your work shift without prior authorization.
- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
- Failure to report to work three consecutive workdays without proper notification

- Falsification of center records (**i.e. employment application, time clock, and your records**)
 - Working under the influence of alcohol or illegal drugs
 - Smoking in prohibited Areas
 - Conviction of a felony for any offense committed while employed by the center.
 - Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
 - **Insubordination** that show gross disrespect such as threatening, profanity, or yelling at the Director.
 - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place or while on duty.
 - Sharing confidential information about the center or any of its employees
 - Promoting and sharing rumors or negative information about The Learning Tree Children's Center and employees.
-