

GRIN & GROW, LTD EMPLOYEE HANDBOOK



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Version 9/8/20

The Grin and Grow, Ltd Employee Handbook does not constitute a contract for employment. It is provided as a reference for the Agency's policies and procedures.

MISSION STATEMENT

The mission of Grin and Grow is to provide a safe, nurturing, quality early childhood program to a diverse population regardless of income.

PURPOSES

- Provide affordable child care and preschool services to the community.
- Promote the child's social, emotional, physical, and intellectual growth.
- Develop children's experiences with diversity.
- Partner with parents to optimize their child's development.
- Lead the way for a better community.

BACKGROUND OF THE AGENCY

Grin and Grow is a private, non-profit child care agency. Grin and Grow was founded in February 1943 by the Junior League of Waterloo-Cedar Falls, as a nursery for the children of women working in the war plants. The agency has continued to provide child care services to working parents since World War II, and currently operates two child care centers within the community. The Pinecrest Center is located at 1407 Independence Ave., in the Black Hawk County Human Services Office Building. The West Fourth Street Center, our newest center, is located at 608 W. 4th Street, in the First Congregational Church.

All our centers seek to address the needs of parents in obtaining affordable, safe child care. The Pinecrest Center has a licensed capacity of 54 children and the W. 4th Street Center is licensed for 52 children. Both centers provide programming for infants and preschool-aged children. Tuition aid is available through a sliding fee schedule subsidized by agency scholarship programs or through public funding sources.

General child care and early childhood educational services are provided at all center locations. Protective child care services are also provided to children who have been abused or neglected. Protective child care services allow families in non-critical or non-life endangering cases of abuse to remain intact while undergoing treatment, reducing further trauma to the child, and also preventing the unnecessary utilization and cost of foster care. Special Needs child care is provided to children with identified developmental delays or handicapping conditions. Children placed under special needs conditions receive services in conjunction with AEA VII support services.

Grin and Grow also provides parent education/support services, referral services to needed community resources, and supportive services to families in crisis are also offered. Through the provision of such services, families under stress can be identified for intervention; at-risk children can be monitored on a daily basis for further signs of abuse; and supportive services can be provided to the family to improve their parenting skills and decision making.

The West 4th Center hosts a special “Children At-Risk Classroom,” called Project High Hopes. This classroom is a collaborative effort between Head Start, the Waterloo Community Schools, and Grin and Grow, and is partially funded through a “Shared Visions” grant from the Iowa Child Development Coordinating Council and the State Department of Education. The mission of Project High Hopes is to provide “at-risk” children with a quality, comprehensive early childhood program that is designed to increase skills needed to be successful in school. The classroom provides comprehensive services to 16 children from abusive homes, teen parents, illiterate parents, school drop-outs, and other conditions that place these children “at-risk” of failure in school. This classroom currently occupies separate programming space from the Preschool and Infant Programs.

SECTION A: PROGRAM SERVICES

Grin and Grow's centers offer preschool-aged child care, and infant child care for infants and toddlers age 2 months to 2 years old. Classrooms are divided primarily by age groupings at each center, though some overlap may occur due to an individual child's developmental readiness. Classrooms are staffed according to licensing regulations, with 1 staff person being required for every 4 infants, every 6 two-year olds, every 8 three-year olds, and every 12 four year-old and above. Preschool classrooms are staffed by a degreed teacher and a child care assistant.

All classrooms provide programming and activities designed to assist the child in developing and enhancing their self-esteem, speech and language skills, large and small motor skills, cognitive learning skills, and self help skills. Curriculum generally follows seasonal and developmental themes that are consistent throughout the centers, though geared to the developmental skill level of the individual classroom.

Grin and Grow has an "open door" policy with respect to parental visitation. Parents are invited to observe and participate in their child's classroom whenever they wish. Parents are kept informed of their child's activities at each center through weekly communications, newsletters, posted notices, progress reports, and special events. Parents are also encouraged to serve on the agency's Board of Directors and on any of its four standing committees (Program Review & Environment, Marketing & Fundraising, Finance, or Human Resources) as well as any special task groups that are formed during each program year (eg., playground committee).

Grin and Grow provides parent support and other social work services through the agency's Director. Such services include support to the child, support to classroom staff, crisis intervention, coordination of services with collateral agencies, referral to community resources, and parent education services.

Nutritional needs of the children enrolled at Grin and Grow are met through the agency's participation in the USDA's Child Care Food Program. In exchange for providing meals and snacks that meet USDA guidelines with regards to quantity and quality of foods served, nutritional education, and other nutrition related activities, the agency receives a partial reimbursement on its food cost. Amount of reimbursement is based upon individual family income of the child, and the number of meals and snacks provided during the month. The agency is audited annually by the state to ensure agency compliance with Food Program guidelines.

ADMINISTRATION

The agency is governed by a Board of Directors in accordance with State law. Employees are invited to attend monthly meetings and/or meetings of committees and sub-committees.

The agency is administered by the Executive Director, who is responsible for ensuring the ongoing operation of the agency; supervision of agency personnel; and agency compliance with applicable state and local regulations and requirements. The Executive Director is assisted by a Program Coordinator at each center location. The Program Coordinator serves as the On-Site Director and provides daily on-site supervision of staff and curriculum. A Board of Directors provides guidance and supervision of the Executive Director.

FUNDING

Funding for the agency is derived through a variety of sources. Funding is received through parent tuition payment for child care services. Parents may pay either full cost of care, or if eligible for tuition aide funding, may pay an assessed parental fee. Parents eligible for tuition subsidies are funded through Federal and State child care funds (also referred to as “Purchase of Service or Certificate System”). Parents eligible for tuition aid must meet income eligibility criteria, be working or in-school, or the child must have special developmental or protective service needs. Funding is also received through Promise Jobs, a Federal/State job training program, the USDA’s Child and Adult Food Program, and from the Cedar Valley United Way.

Organizational Licensing and Inspections

Grin and Grow is inspected annually by the Department of Human Services to ensure that program sites meet all licensing requirements with respect to health and safety, environment, curriculum, and staffing needs. Additional inspection is provided by the Black Hawk County Health Department, the USDA Child and Adult Food Program, Waterloo Fire Department, and the Iowa Department of Education.

SECTION B: PERSONNEL POLICIES

CONDITIONS OF EMPLOYMENT

Employees of Grin and Grow are employed at will. This means there is no guarantee of employment for any specific length of time, nor are the guidelines in this Employee Handbook intended to create any expressed or implied contract rights. Any oral or written Statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. You are free to leave your employment with Grin and Grow at any time and for any reason. Similarly, Grin and Grow reserves the right to remove an employee at any time with or without notice or cause. Employment may be terminated through voluntary resignation by the employee or by Grin and Grow initiating the termination of the employee.

JOB ABANDONMENT

Any employee that fails to show up for work and fails to call in for work for a scheduled shift may be deemed to have voluntarily terminated their employment through job abandonment. If you are absent without consent, you must provide a doctor's note to Grin and Grow for such absence.

VOLUNTARY RESIGNATIONS

An employee resigning from Grin and Grow should notify the Executive Director. A minimum of two weeks notice is requested to allow time for staff rescheduling and position replacement. Voluntary and certain other types of termination not initiated by Grin and Grow include but are not limited to:

- Resignation
- Retirement
- Disability
- Death or
- Failure to report to work after expiration of an approved leave of absence.

INVOLUNTARY TERMINATION

The following involuntary terminations may be initiated by Grin and Grow:

- Work force reductions and elimination of positions;
- Discharge for conduct not in the best interest of Grin and Grow;
- Release for inability to perform duties or to meet prescribed standards on the job; or
- Any other reason deemed appropriate by Grin and Grow

HIRING

The Executive Director, or Designee, will conduct all interviews and shall hire all employees. Confirmation of employment shall be made in writing to the employee stating employment date, position, wage and benefits. The Executive Director shall be interviewed and hired by the Board of Directors and other persons so designated by the Board of Directors.

All employees shall be hired on a three-month training basis subject to the probationary period defined below. We desire to provide an environment for our employees that is free from all forms of discrimination. We will comply with all federal, state and local laws and regulations governing equal employment opportunity. We will not discriminate in any of our employment and personnel practices on the basis of race, color, creed, religion, sex, national origin, marital status, age, sexual orientation, gender identity, disability, public assistance status, persons making child support or spousal maintenance payments, or any other basis protected by law. All employees are subject to work hour reductions due to enrollment needs of the Agency.

QUALIFICATIONS OF EMPLOYMENT

All employees shall meet the minimum center licensing standards for day care personnel as set by the State of Iowa. These standards are included in the job descriptions kept on file by the agency. All employees shall submit to annual security checks by the Department of Human Services for verification of conviction of any crime involving the mistreatment or exploitation of a child under Section 237A.5 or the Iowa Code.

In addition to the minimum standards set by the State of Iowa, Employment with Grin and Grow is subject to the following conditions:

- Initial and continued successful screening for history of criminal convictions and founded abuse reports
- Provide documentation within thirty days of employment of a physical examination including testing for tuberculosis, , and repeated every three years thereafter.
- Completion of Universal Precautions Training within the first six months of employment and annually thereafter.
- Completion of Mandatory Reporter of Child Abuse Training within the first six months of employment, and every five years thereafter.
- Completion of Adult/Infant/Child CPR within the first year of employment and annually thereafter.
- Completion of First Aid Training within the first year of employment and every three years there after.
- Completion of twelve hours of early childhood related staff development within the first year of employment, and maintain continued training requirements.

CRIMINAL RECORDS/CHILD ABUSE REGISTRY SCREENING

Chapter 237.A of the Iowa Code prohibits the employment of anyone in a child care setting that has any of the following convictions or founded abuse reports:

- A founded child or dependent adult abuse that was determined to be sexual abuse
- Placement on the sex offender registry.
- Felony child endangerment or neglect or abandonment of a dependent person.
- Felony domestic abuse.
- Felony crime against a child including, but not limited to, sexual exploitation of a minor.
- Forcible felony.

Additionally, a person with the following convictions or founded abuse reports is prohibited from working within a child care setting for five years from the date of conviction or founded abuse report for the following:

- Conviction of a controlled substance offense under Iowa Code chapter 124.
- Founded child abuse that was determined to be physical abuse.

Accordingly, all prospective employees shall be subject to an initial criminal records and child abuse registry screening. Such screenings will be conditional to initial employment and will be conducted yearly thereafter. Conviction or substantiated record of either of the offenses towards children or individuals described above shall be grounds for dismissal from employment at Grin and Grow.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Grin and Grow is committed to following Federal Law as it applies to equal opportunity. Any employee grievance should be presented to the employee's Program Coordinator. If the issue is not resolved, the employee may appeal to the Executive Director, with additional recourse to the Board of Director's HR Committee, and then the full Board, in that order.

A. Exit Interview: Upon termination or separation of service with the agency, the Executive Director may interview the employee to ascertain the reason for the employee's decision to leave the agency.

B. Employee Vacancies: All qualified employees shall be notified of job vacancies and job description qualifications through postings in the center office locations. Should a current employee

not be selected for the vacancy, the vacancy shall be filled from those applications on file, Job Service referral, or from applications received from public advertisement. Effort will be made to place advertisement in a locale that is accessible to minority and protected classes in accordance with the agency's policies. Employee selection shall be based upon the best-qualified applicant.

C. Security Checks: All applicants for employment are required by State licensing law to submit to a criminal records check by the Department of Human Services for verification of conviction of any crime involving the mistreatment or exploitation of a child under Section 237.A.5 of the Iowa Code. Initial and continued employment will be contingent upon passage of an initial and subsequent record checks, with a copy of the verification forms completed by the State, to be kept in the personnel record pursuant to State licensing regulations.

D. Accommodation of Employees: Reasonable accommodations are provided for employees who have a medical condition that necessitates such accommodation to enable them to perform their essential job functions. Because medical conditions are the subject of a person's privacy, the provision of such accommodations are not published to or discussed with other employees. Accommodations are individually developed on a case-by-case basis.

No employee is perceived or assumed to be in need of an accommodation. It is the responsibility of the employee who needs accommodation to notify the Executive Director of such need, to cooperate in exploring whether a reasonable accommodation is possible, and if so, what the accommodation can be. Not all requested accommodations may be reasonable or even possible. However, Grin and Grow is committed to engaging in a meaningful dialogue with the employee to determine what accommodations can be reached. The accommodation process often requires the input of the employee's health care provider(s). The employee requesting an accommodation must assist in obtaining necessary information.

E. Annual Performance Review: All employees shall receive an employee performance evaluation at the end of their training period, and annually thereafter. Employee performance evaluations shall include a rating of the employee performance with respect to their assigned duties and the operational standards of the agency. Evaluations will be done by the Executive Director or the Director's designee(s). The performance evaluation should be useful to the Executive Director in defining those areas where the employee's performance is high and recognition is deserved. It should also be used in determining those areas where improvement should be encouraged and expected, and in identifying the employee's staff development needs during the coming program year. Evaluation results shall be discussed with the employee, and shall be signed by both the Executive Director (or Designee) and the employee. A copy of the evaluation will be given to the employee, and one copy shall be placed in the employee's personnel record to become a permanent part of the employee's employment record.

EMPLOYEE DEFINITIONS

Probationary:

An employee is hired on a three-month training period. No Paid Time Off is accrued until the training period is successfully completed. Successful completion of the training period requires that the following conditions be met:

- A completed employee physical and TB screening is on file
- Trainee has successfully completed Universal Precautions training
- Employee has successfully completed Mandatory Reporter of Child Abuse training
- Employee has successfully completed First Aide and Infant/Child/Adult CPR training
- No performance issues are noted during the 90 day review

Paid Time Off is accrued from the date of hire, but cannot be used until after the completion of the Probationary period. The Probationary period can be extended if conditions warrant such actions.

Regular:

An employee who is:

- hired to work a regular forty hour work week, twelve months a year, or
- An employee who is hired to work a regular work week of less than forty hours, but not less than twenty hours per week, twelve months per year.

Temporary:

An employee who is:

- hired for a specified period of time (i.e., substitute, summer help, vacation staff, COOP student, etc.),
- not entitled to any benefits.

HARASSMENT POLICY

Grin and Grow believes all employees have a right to work in an environment free of workplace harassment. Grin and Grow will not condone, permit or tolerate any form of harassment by or against any employee or other individual with whom employees come into contact in connection with their employment with Grin and Grow. This includes all forms of sexual harassment and other forms of offensive or degrading remarks and/or conduct about an employees' race, color, creed, religion, national origin, sex, marital status, disability, age, sexual orientation, gender identity, public assistance status, or any other basis protected by law. Grin and Grow will not tolerate any form of harassment of its employees.

Sexual harassment is not limited only to sexual comments or innuendo, flirtations or propositions. Sexual harassment includes any action, conduct, or communication which is viewed as harassment, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition of an individual's employment with Grin and Grow; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in employment decisions affecting such individual; or
- That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment, or creates an intimidating, hostile or offensive work environment; and
- Grin and Grow knows and should know of the existence of the harassment, whether the employee reports it or not and the company fails to take timely and appropriate action.

“Sexually motivated” includes unwelcome, objectionable and offensive conduct or communication which, even though not sexual in nature, is directed at an employee because of his or her gender. The victim as well as the harasser may be male or female. The victim does not have to be of the opposite sex.

The following are some examples of conduct, which may constitute sexual harassment:

- Use of any offensive or demeaning terms, which may constitute sexual connotation, or are addressed to an employee on account of his or her gender.
- Objectionable, unwelcome physical proximity or physical conduct.
- Unwelcome gender-based suggestions regarding, or invitations to, social engagements or work-related social events.

- Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depends on the granting of sexual favors to any other person or upon the acceptance without objection of unwelcome objectionable sexual conduct, advances or comments.
- Any action relating to an employee's job status which is affected by consideration of the granting or refusal of a gender-based request for social or sexual favors.
- The existence of an atmosphere of sexual harassment.
- Jokes or remarks of a sexual nature made to, or in the presence of, employees who may find such jokes or remarks offensive.
- The dissemination of materials that have a sexual content (such as cartoons articles, pictures, etc.) and which are not necessary for work, to employees who may find such materials offensive.

This policy applies to all employees regarding their actions and activities both in and away from the work location. No person, regardless of his or her position, is exempt from compliance with this policy. All persons are intended to be in a supervised environment free from harassment.

Any employee who believes he or she is being subjected to harassment or subjected to retaliation, or has witnessed sexual harassment or retaliation toward other employees, is encouraged to report it to the Executive Director. If the complaint is against the Executive Director, the employee should contact the Chairperson of the Human Resources Committee of Grin and Grow Ltd. No retaliation will be taken against anyone reporting harassment.

Complaints will be investigated promptly in a timely and confidential manner with respectful consideration to all parties involved. The existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation. An investigation will be conducted into the facts of the complaint to arrive a resolution. Every effort will be made to keep reports of harassment confidential. However, a thorough investigation may require communication of the complaint to others.

If the investigation concludes that harassment occurred, disciplinary action will be taken. Such discipline could include, but is not limited to, a verbal warning, written warning, or immediate termination. If the harasser is a non-employee, Grin and Grow will take the necessary action within its control to stop the harassment. You should inform the Executive Director if this situation arises.

TOBACCO-FREE/NICOTINE-FREE POLICY

Grin and Grow Ltd facilities and grounds, including Grin and Grow Ltd vehicles, are off limits for tobacco and nicotine use including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees and visitors. This policy applies at all times, including Grin and Grow Ltd. sponsored and non- Grin and Grow Ltd sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product or leave the Grin and Grow Ltd premises immediately. It is the responsibility of the administration/upper management to enforce this policy

RETURN OF PROPERTY

Employees are responsible for Grin & Grow equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Office/building keys,
- Office/building security passes,
- Computers, memory drives, login information, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products),
- Clothing
- Padlocks

In the event of separation from employment, or immediately upon request by the Director of Operations and Development or his or her designee, Employees must return all Grin & Grow property that is in their possession or control. Grin & Grow also may take any action deemed appropriate to recover or protect its property.

EMPLOYEE WORK ATTIRE

Employees are expected to wear clothing appropriate for their job responsibilities, that reflects positively on the image of the agency presented to the families served, and to the community in general. Employee attire shall be clean and neat in appearance. Clothing shall be devoid of adornment that is considered obscene, pornographic, or reflects an endorsement of, or use of drugs, alcohol or other stimulants. Shorts shall be knee to mid-thigh in length. No bare midriff, tube tops, tank tops, string tops, or mesh shirts may be worn as an outer garment. All clothing worn shall be such that an employee is properly covered from body exposure while bending, stooping, kneeling or conducting other such activities while in the performance of assigned work duties. Employees shall wear closed-toed shoes at all times to protect the employee from injury. Heel height and shoe style shall be consistent with expectations that the employee be able to fully participate in the classroom and /or perform all duties as assigned.

Employees wearing inappropriate or unsafe work attire are subject to corrective action, and may be sent home to change into appropriate or safe attire.

PERSONAL PHONE CALLS AND VISITATION

Classroom staff shall limit personal phone calls or visitation to emergencies during the work hours when their presence is required in the classroom or other program areas. If called away from your assigned work duties, employees shall keep absences to a minimum so as to avoid unnecessary disruption to childcare services. In cases where extended absence is necessary, the employee shall contact the Program Coordinator for assistance in the classroom or program area. Personal calls of a non-emergency nature should be limited employee break periods. Use of personal cell phones is prohibited within the classroom.

ELECTRONIC DEVICES

The presence of an electronic device in the classroom directly impacts an employee's ability to supervise children. Department of Human Services policy forbids use of electronic devices in the classroom. As such, electronic devices are prohibited from the classroom. Classroom staff shall keep their electronic devices locked in their assigned security lockers while on duty. Exceptions to this rule include the following.:

- Electronic devices may be used by the employee while on break within designated break areas
- Electronic device use may be authorized for employees in cases of emergency
- Lead Teacher or Lead Caregivers may carry an electronic device for emergency communication while on field trips or walks off center premises
- Supervisory personnel may carry electronic devices to conduct center business.

SOCIAL MEDIA POLICY

Every employee has the responsibility to maintain and enhance the Center's public image and to use the Internet in a responsible manner.

Employees must maintain professionalism at all times in all communications (in-person, written, or online) with the Center community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within the Center, as well as others outside the Center community. Therefore, all information disseminated will be consistent with the professional standards of the Center as expressed within this Social Media Policy and the Center's Handbook.

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Center's mission and philosophy.

The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is generally prohibited without prior approval from the Director of Operations and Development. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does the Center 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.

The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the Center's website/Facebook page, etc.) unless prior written approval from the Director of Operations and Development has been obtained.

Approved 1/6/2020

SECURITY LOCKERS

Grin and Grow will provide personal security lockers for each employee's use for locking up purses, electronic devices and other valuables while in work status. Employees are issued up to two locks; locks will be provided by the employee if more than two locks are needed. Due to the general openness of program spaces to the public, Grin and Grow strongly advises the use of assigned security lockers for storing personal valuables while on duty. Grin and Grow assumes no liability for theft or damage to personal belongings or property brought into the center.

ACCESS TO EMPLOYEE RECORDS

Employees shall have access to their Employee Record during normal work hours. Employee records contain information pertaining to the individual's application and employment with Grin and Grow, staff development, evaluations, commendations and disciplinary actions received, and other work related communications. Employees wishing to review the contents of their Employee Record shall request access through the Executive Director (or Designee). Employee records shall not be removed from the center office, nor materials added or deleted from them without the knowledge and permission of the Executive Director.

Upon separation of employment with Grin and Grow, employees may receive a copy of information contained within their Employee Record upon written request of the employee and approval of the Executive Director. Cost of said materials shall be borne by the employee.

PROHIBITION OF FIREARMS, EXPLOSIVES, ILLEGAL DRUGS, OR OTHER HAZARDS

Employees are prohibited from bringing firearms, other weapons, explosives, illegal drugs or other substances that pose risks to children and adults on the premises of the child care center

EMPLOYEE PERFORMANCE IMPROVEMENT AND CORRECTIVE ACTION

Efficient operation of Grin and Grow depends upon the combined efforts and cooperation of all employees. Misconduct of any type disrupts the operations of the agency, affects the quality of services to the children we care for, and minimizes employee safety, convenience and comfort.

Whenever a number of persons work together, a reasonable expectation of conduct is necessary to ensure these ideals. Such a expectations have been established for all employees in this Personnel Handbook. Nothing in this handbook alters the nature of your at-will employment relationship with Grin and Grow. Commission of any infractions will be sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense in the judgment of your immediate supervisor or by the Executive Director. It is the philosophy of Grin and Grow Ltd. that discipline be corrective and not punitive. When an infraction occurs, it is the policy of this agency that disciplinary actions be progressive in nature in order to assist the employee in meeting performance and conduct expectations. Employee performance evaluations or written clarification of expectations may be utilized prior to disciplinary action.

Employees may be disciplined as follows:

- **Oral Reprimand:** A verbal notice given for the purpose of clarifying supervisory expectations or to correct infractions of work rules, policies or procedures of the agency. Failure of the employee to take corrective actions may result in the issuance of a written reprimand. Notation of oral reprimand will be documented in the employee's personnel record.
- **Written Reprimand:** A written notice is given for infractions of agency work rules, policies or procedures. A written reprimand shall be discussed with the employee by the supervisor, signed by the supervisor and the employee, and placed into the employee's personnel record. A written reprimand shall include a Statement of the problem; the corrective action to be taken; and shall specify the time frame in which corrective action will be completed. Signature by the employee does not denote the employee's agreement with the disciplinary action, but dates the receipt of the action by the employee.
- **Suspension:** An employee may be suspended from work without pay and/or benefits for an infraction of agency work rules, policies or procedures. Such action taken against an employee shall be given in writing to the employee. Said written notice shall contain the rationale for, duration of, and conditions of suspension. The notice of suspension shall be reviewed with the employee, supervisor and the Executive Director; signed by the employee; and placed in the employee's personnel record. Signature by the employee does not denote agreement with the disciplinary action, but dates the receipt of the action by the employee.
- **Dismissal:** An employee may be dismissed from employment at Grin and Grow as the result of continued unsatisfactory work performance, repeated disciplinary actions, commission of an infraction of agency work rules, policies or procedures. A notice of dismissal shall be given to the employee in writing by the Executive Director or designee. Said notice shall contain the rationale for the action, shall be signed and dated by the employee, and shall be placed in the employee's personnel record. Signature by the employee does not denote agreement with the disciplinary action, but dates the receipt of the action by the employee.

The employee shall be given a copy of all written disciplinary actions being undertaken, and a copy shall be placed in the employee's personnel record. All disciplinary actions may be grieved by the affected employee under the conditions set forth in the Employee's Grievance Policy. The Executive Director shall notify the Human Resources Committee of any disciplinary action taken. In such cases where the immediate removal of the employee is required, the employee shall be placed on leave without pay pending the outcome of the disciplinary action. The Executive Director shall notify the Human Resources and Executive Committees immediately of any such action.

EMPLOYEE ATTENDANCE POLICY

Regular and punctual attendance is vital to our agency's compliance with state Child Care Regulations regarding staff to child ratios, the safety of children in our care, and for the agency to operate in a professional and efficient manner. Employees are expected to report for work on time on a regular basis. Employees are expected to report to their assigned work area at the designated time prepared to begin their assigned duties. Absenteeism and tardiness are disruptive to the quality, safety, and continuity of child care services provided to the children in our care, are expensive to our agency, and place an unfair burden on your co-workers and your supervisor.

Attendance Standard

In order to ensure our ability to adequately staff program services of the agency, employees will be expected to have no more than three unscheduled absences or late reports for work within a 30-day period or five

absences for work or late reports within a 90-day period. An unscheduled absence is defined as any absence not scheduled at least three days in advance (Excluding documented emergencies, bereavement leave and medical documentation due to illness.) Employees who exceed this attendance standard will:

- Be ineligible for year-end attendance bonus
- Be ineligible for attendance points in calculation of annual raise amount
- Receive disciplinary actions

Failure to meet attendance standards during the 90-Day Training Period for new employees may affect advancement to “Regular” employee status. Habitual offenders who are “Regular employees may face dismissal.

What To Do If Absent or Late

If you are going to be late or absent for any reason, telephone your supervisor in advance of your scheduled time to work. Employees whose work shift begins at or before 8:00 am must notify their supervisor at least one (1) hour prior to the start of their shift. Employees whose shift begins after 8:00 am must notify their supervisor at least two (2) hours in advance of their shift. It is your responsibility to ensure that proper notification is given. Employees must make verbal contact with a supervisor and should not rely upon leaving a message on the center’s answering machine. Asking another employee, friend, or relative to give this notification is not considered appropriate except under emergency conditions.

All employees who are late to work or have an unscheduled absence will be required to complete and submit a form explaining the reason for being late or absent and submit it to their supervisor upon their return to work status. A doctor’s statement giving diagnosis, prognosis, release for work, or any work limitations must be presented before you can return to work if you have been absent more than two consecutive days. In some instances you may be required to bring a medical statement if you are absent less than three days. (For example, calling in sick the day before or the day after a holiday.)

WORKER’S COMPENSATION

Any injury on the Agency’s premises must be reported to the employee’s supervisor. Grin and Grow will follow Iowa law in relation to Worker’s Compensation.

SECTION C: PAYROLL POLICIES AND BENEFITS

PAY PERIODS

Employee wages are computed on the 15th and 30th of each month. Each employee is responsible for keeping an accurate daily time sheet. Time sheets will be provided at the beginning of each week, and shall be submitted to the individual’s immediate supervisor on the last day of the week. Time sheets are to be signed and contain a total of actual hours worked, Paid Time Off (PTO). In the event a scheduled payday falls on a holiday or other scheduled days of closure, employee payroll shall be dispersed on the last working day prior to the day of closure.

OVERTIME

No employee shall work overtime without the prior approval of the Executive Director or immediate supervisor. Overtime does not start until an employee has worked a full forty hours within a one week

period. Overtime is calculated at a rate of 1 1/2 times the base wage rate of the employee, and shall be in compliance applicable law. Any overtime showing on a time sheet must be accounted for and approved by the Executive Director. No overtime will be paid without proper authorization. Holiday pay will be based on straight time only, and will not be used in computing overtime pay. Likewise, time taken as PTO will not be used in calculating overtime pay.

TRAVEL TIME

Employees who are required to travel to perform assigned tasks or work functions shall be considered to be in paid work status when the following conditions exist:

1. Program Site to Program Site Travel

Employees will be compensated at their assigned wage rate for travel time spent between one program site to another program site when travel is required to perform assigned work tasks. (Example: An employee sent from one center to another center will be compensated for travel time between program sites.)

Employees will not be compensated for time traveled between one program site to another program site when the employee is working a split shift . (Example: An employee works a 8:00 am to 1:00 pm shift at one center, and then works a 3:00 pm to 6:00 pm shift at another center.) Travel time in such a situation would be considered the same as that from home to work.

2. Home to Work; Travel

An employee who travels from home before the regular workday and returns home at the end of the workday is considered to be engaged in ordinary home to work travel which is a normal incident of employment. No compensation for travel time is allowed for travel to and from work, as it is not considered to be work time.

3. Travel Within the Normal Work Day

Time spent by an employee in travel as part of their principal work activity, such as travel from job site to a store during the workday, shall be counted as hours worked, so long as such travel is pre-approved by the employee's immediate supervisor.

4. Travel For Training

Employees attending mandated out-of-town work shops or conferences will be compensated for travel time exceeding the normal working hours of the employee on a regular working day.

Employees voluntarily attending out-of-town work shops or conferences will not be compensated for travel time exceeding the normal working hours of the employee on a regular working day.

5. Travel Reimbursement

Employees will be reimbursed mileage for traveling outside of the Cedar Valley for training, when approved by the Executive Director. Mileage for traveling within the Cedar Valley will not be reimbursed.

HOLIDAYS & CLOSURE DAYS

The agency is closed on Saturdays, Sundays, and on the following legal holidays:

| | |
|---------------------------|----------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr Day | Thanksgiving (Thursday & Friday) |
| Memorial Day | Christmas |
| Fourth of July | |

The agency will be closed on the Friday after Thanksgiving Day. This is a paid holiday. Centers will be closed for the Winter Holiday Break period between Christmas and New Year's Day, but this period will not be paid holidays. With the exception of the Winter Holiday Break, the Pinecrest Center will be closed only on days that both the State and County government offices are closed. Pinecrest closure dates not covered by agency observed holidays will be unpaid holidays.

Regular employees are paid for holidays only when they are in pay status the last scheduled work day immediately preceding and immediately following the holiday in question. Employees will not be paid for any holiday dates for which they use PTO on the work day immediately preceding or immediately following the holiday in question. Employees shall not be eligible for holiday pay during any period of leave of absence without pay. Holiday pay will be based on straight time only, and will not be used in computing overtime pay.

If Grin and Grow is closed for professional development training, employees are expected to be in attendance as scheduled, and are subject to all policies related to attendance.

EMERGENCY CLOSURE OF CENTER

On days that inclement weather conditions safe travel, both Pinecrest and the West 4th Street Center will be closed. Cancellation notices will be broadcast by 5:30 a.m. on KWVL, Channel 7.

CHILD CARE BENEFITS

After one month of employment employees are eligible for a one hundred (100) percent discount off the regular tuition for their oldest child, a fifty (50) percent discount on their next oldest child and a twenty-five (25) percent discount on child care costs for their next oldest child for the time their child attends during the hours they are working at the center. If a situation should arise in which the employee needs childcare outside of working hours, the childcare benefit will only be applicable to the employees on scheduled/unscheduled days off in which PTO is being used. If the employee should not have any PTO hours available to use, or take any type of leave of absence, full payment of childcare will be required during times in which their child(ren) attends.

All tuition costs must be paid in full to continue to receive discounted tuition rate benefits. Note: 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 the employee must have legal guardianship to qualify.

Classroom staff children may not be enrolled in a classroom in which the employee is regularly assigned for the full day.

If employee is eligible, all applicable assistance, scholarship or any other type of child care discount must first be applied.
(Initiated 9/8/2020)

PAID TIME OFF (PTO)

Regular full-time and part-time employees shall accrue Paid Time Off (PTO). Accrual of PTO shall be based on the date of hire and shall be accrued by pay period. PTO is prorated based upon the number of hours worked within the pay period. PTO shall be accrued at the rate of 40 hours for each full year of

service during the first two years of employment; 80 hours for the next five full years of services; and 120 hours annually for each full year of service after seven years of employment.

| <u>Completed Years of Employment</u> | <u>Number of Hours of Annual Vacation</u> |
|--------------------------------------|---|
| 0 - 2 | 80 |
| 3 - 7 | 120 |
| 8 + | 160 |

PTO shall be scheduled with approval of the employee's immediate supervisor. PTO can only be taken by employees having completed probationary status. PTO can only be taken up to the amount of PTO accrued by the employee at the time of the request for PTO. A year's accrued PTO expires on the date of hire of the year following. (updated 8-2-20)

Donation of PTO to Another Employee

Employees may donate accrued PTO to another employee under the following conditions:

- Catastrophic illness (major surgery, debilitating illness, etc.)
- Conditions that require the prolonged absence of an employee (care of a dependent, etc.)

Only PTO can be donated to another employee under the above conditions. Employees wishing to donate earned PTO to an employee meeting the above conditions should submit a request in writing to the Executive Director. Such requests should include the name of the employee to receive donated PTO, the amount of PTO to be donated, and the reason the donation is being made. Transfer of donated PTO will be made only upon the approval of the Executive Director.

STAFF DEVELOPMENT

Recognizing the importance of an on-going training program in maintaining qualified staff and quality programming within the classroom, all staff will be provided at a minimum, the amount of staff development training hours required by State licensing regulations.

All staff are required to obtain and maintain first aid certification as terms for continued employment. Costs for approved first aid training will be provided by the Agency.

When staff are registered for a training, it is the expectation of the Agency that they will attend that training and adhere to any training rules. If staff do not attend a registered training, they may be asked to reimburse the Agency for the registration fee.

Types of Staff Development Training

1) Required Training:

Employee will engage in all training that is required by State child care licensing standards, or by the Executive Director (or Designee). Registration and other costs associated with such training are paid for by the Agency. Payment for scheduled work hour is received by the employee when scheduled within the normal work day.

2) Approved Training:

The Agency will provide registration costs and other costs such as lodging and transportation, with approval from the Executive Director

3) Special Training:

The Executive Director will grant approval for employee-requested training not falling within the Required or Approved categories, above, in accordance with availability of funds.

4) Voluntary Training:

The Executive Director will grant approval for the Agency to pay registration costs for training opportunities occurring outside an employee's work hours in accordance with availability of funds.

Training Reimbursement Guidelines

Employees approved for reimbursement of expenses associated with staff development training are subject to the following guidelines:

1) Work Hours:

Employees will be paid a training stipend of \$8.00 per hour for training time outside that employee's regularly scheduled work hours.

2) Registration:

Registration will be paid directly by the agency whenever possible. When approved registration fees are paid by the employee, a receipt is required for reimbursement.

3) Lodging:

Lodging costs will be reimbursed with prior approval of the Executive Director.

4) Travel:

Transportation costs will be reimbursed with prior approval of the Executive Director.

MEDICAL BENEFITS

No medical/health benefits are currently provided to employees by the Agency, but information relating to medical insurance will be provided upon request.

FAMILY & MEDICAL LEAVE

Grin & Grow, Ltd will make every reasonable effort to provide leave in accordance with The Family and Medical Leave Act, as same may be amended.

Employees shall use up all PTO before taking unpaid leave. During the time period that an employee is on family or medical leave, the employee is ineligible to accrue PTO. Employees intending to take leave under the act shall give as much notice as is practical. When requesting a leave of absence under the Family and Medical Leave policy, the employee shall State in writing:

- 1) the date that the serious health condition began
- 2) the probable duration of the health condition
- 3) the medical facts regarding the health condition
- 4) medical certification regarding the nature of the health condition

Employees shall receive written notice as to the disposition of a request for family or medical leave within two working days of receipt of a completed, written request by the employee.

An employee who is pregnant shall inform the Executive Director of the expected commencement date of the maternity period no later than the beginning of the fifth month of pregnancy. Any pregnant employee who wishes to continue duties during the period of pregnancy may continue to do so provided that her health and work efficiency are not affected; and that the employee is physically capable of performing the essential job functions of the position. The employee shall provide a Statement from her physician stating that she is physically capable of performing the essential work functions defined within the employee's job description, and the date to which such capability would likely continue, by the beginning of the sixth month of pregnancy. The employee shall report to the Executive Director any changes in her condition that may affect job performance.

LEAVE WITHOUT PAY (NON-FMLA RELATED LEAVE)

Employees may be granted up to 12 weeks of an unpaid leave of absence upon approval of the Executive Director for the purposes of training, extended vacation or other personal reasons not covered under the terms of Grin and Grow Ltd's Family and Medical Leave policy. Employees are not eligible to accrue PTO. Employees who take unpaid leave for any reason other than in accordance with Grin and Grow Ltd's Family and Medical Leave policy are not guaranteed a return to the same job, or to a job with equivalent pay and status, provided that the position is still needed or exists.

BEREAVEMENT LEAVE

Employees may use up to three (3) working days per calendar year of PTO when death occurs in the immediate family. Immediate family is defined as parent(s) (including step-parent), parent(s)-in-law, spouse, siblings, step-siblings, children or step-children.

Circumstances may occur when an employee will need additional days. At this time, the Employee will need to speak to the Program Coordinator.

Employees may use up to one (1) working day per calendar year of PTO when death occurs to other relatives. Other relatives are defined as grandparents, aunts, uncles, or siblings-in-law.

Circumstances may occur when an employee will need additional days. At this time, the Employee will need to speak to the Program Coordinator.

Documentation or proof of bereavement (i.e., memorial card, obituary notice, etc.) is required for each occurrence.

WORK HOURS REDUCTION

In the event that it is necessary to reduce staff work hours due to reduced enrollment or other financial reasons, the following contingency plan will be followed:

- 1) The Agency will accept requests for voluntary leave without pay from employees.
- 2) The Agency may implement a voluntary across-the-board reduction in work hours.
- 3) The Agency may implement mandated across-the board reductions in work hours, in accordance with job classification and seniority.
- 4) The Agency may implement lay offs of employees within a job classification, maintaining required staff ratios within the classroom.

EMPLOYEE ASSISTANCE

Employees experiencing relationship difficulties, alcohol or drug abuse problems, family or marital conflicts, financial problems, grief & loss issues, depression, anxiety, job stress, gambling concerns or other personal problems adversely affecting their lives will be referred to community resources.

SECTION D: CHILD CARE POLICIES

1. CHILD ABUSE REPORTING

Chapter 232.69 of the Iowa Code defines an employee or operator of a licensed child care center as a mandatory reporter of suspected child abuse in the State of Iowa. All employees of Grin and Grow are required to report incidents of suspected child abuse to the Iowa Department of Human Services. Locally call the Department of Human Services at (319) 291-2441 or after hours at 1-800-362-2178. All staff have the right to make this call.

Should an employee suspect that a child in their care has been the victim of child abuse, the employee will contact the Department of Human Services by phone within 24 hours, and will follow-up with a written "Child Abuse Reporting Report" (Assessment) within 48 hours. The report will contain:

1. The child's name, DOB, location of child if not at center.
2. Name of the employee making the report.
3. Date of the report.
4. Description of the suspected abuse or injury.
5. Other pertinent information concerning the child or family.

The employee will notify the Executive Director, Parent Services Coordinator, Program Coordinator or Administrative Coordinator upon making a referral of suspected child abuse to the Department. The on-site supervisor will consult with the referring employee. In the absence of the Center Director or the appropriate supervisor, employees will notify the Center Director or appropriate supervisor upon their return. The Center Director or appropriate supervisor will cooperate with the Department in making contact with the child while at the center. Staff should ask for identification from the DHS worker. Iowa law allows for the interviewing of the child when the Department feels it is necessary without prior approval of the parent. This does not violate the rules of client confidentiality. The on-site supervisor will make the referring employee available to the assessment worker of the Department of Human Services, and arrange for interview rooms as needed.

Iowa law states that any person making or assisting in the assessment of a report of suspected child abuse will not be held liable, either civil or criminally, when made in good faith. The name of the informant is protected by law and cannot be released unless ordered by a Judge. Following the assessment, the Director will be available to the parent(s) for follow-up conferences as needed. The Department may notify the Center that an assessment has been completed. The Center can request additional information. Consultation with the assessment worker may be necessary in some situations for follow-up services. While staff failing to report a suspected case of child abuse can be found guilty of a simple misdemeanor, the person may also be held civilly liable for the damages caused by such failure. Additionally, a person who knowingly files a false report commits a simple misdemeanor.

Staff Accused of Abuse or Neglect

When a staff member is accused of abuse or neglect towards a child entrusted to their care, the Director shall:

- Place the accused staff member on Administrative Leave pending the outcome of the child abuse investigation.
- Ensure that all child care staff will cooperate fully with the investigating workers of the Department of Human Services and the DHS Licensing Consultant.

- Contact the parents of the child affected and inform them of the allegations at hand, the investigation process that is underway, and actions being taken by the agency.
- Notify the Board of Directors regarding the alleged abuse incident and actions taken to date.
- Implement appropriate employment actions based upon the findings of the child abuse investigation.

2. DISCIPLINE OF CHILDREN

State licensing regulations on discipline for children are as follows:

- 1) Corporal punishment including spanking, shaking and slapping will not be used
- 2) Punishment which is humiliating or frightening will not be used
- 3) Punishment will not be administered because of a child's illness, or progress or lack of progress in toilet training, nor will punishment or threat of punishment be associated with food or rest.
- 4) No child will be subjected to verbal threats or derogatory remarks about said child, or their family
 - 5) Nothing in this rule will preclude the use of professionally prescribed treatment for the severely retarded or handicapped.

When disciplining a child at Grin and Grow, the above guidelines will be adhered to. Discipline should be corrective and not punitive in nature. Use of mechanical restraints (i.e. rope ties, sheets, etc.) is specifically prohibited. If a child's behavior is not controllable within the limits and structure of the program, or if the behavior poses a threat to themselves or to others, the parent(s) can be requested to remove the child for the day or services to the child can be terminated.

When implementing disciplinary measures with children, the following conditions should be reviewed prior to any action being taken:

- 1) Is the behavior serious enough to warrant disciplinary action?
- 2) Is the proposed disciplinary action appropriate to the behavior?
- 3) Is there an alternative action available?
- 4) Will the proposed disciplinary action humiliate, frighten or harm the child?
- 5) Is the action corrective or punitive in nature?
- 6) Does the child's behavior warrant the discipline administered?
- 7) Can the classroom be structured to avoid repetition of the problem--does the classroom structure precipitate the problem?
- 8) Is the disciplinary action developmentally appropriate to the child's age?

If a child presents a behavioral problem in the classroom, approved disciplinary techniques to be used include:

- 1) Redirection of the child's behavior to another activity
- 2) Restriction of the child from specific activity, toy, etc.
- 3) Time out
- 4) Temporary removal from the classroom

If a child does not respond to the above forms of discipline, the Executive Director, Program Coordinator or Parent Services Coordinator will be notified so that other actions available may be explored. Such actions can include the establishment of a specific behavior modification program, parent conferences or referral to AEA for evaluation and support services. When a child presents an on-going behavior problem within the classroom, the teacher will notify the Program Coordinator and Parent Services Coordinator. A written

behavior plan will be developed in consultation with the Executive Director, the child's parents, direct child care staff and other individuals as deemed appropriate.

3. INCIDENT REPORT

When physical restraint of a child in order to protect the children or others from injury, or when the disciplinary action taken varies from established procedure, agency staff will file an "Incident Report" with the parent, and with the Executive Director, Program Coordinator or Parent Services Coordinator. This report should describe the problem presented, the action taken, and the rationale for such action (including previous disciplinary techniques or actions taken). Following consultation with the parent(s), the completed report will be placed in the child's enrollment file.

4. CLIENT CONFIDENTIALITY

All information concerning clients of the agency (children and families served) will be held confidential by agency staff, and will not be released outside the agency without the expressed signed consent of the client. (IDHS Child Day Care Centers and Preschools Licensing Standards and Regulations). Employees violating client confidentiality will be subject to disciplinary action.

Employees will refrain from discussing progress or concerns about individual children or of their families while unauthorized adults or children are in their presence. Information concerning clients will be discussed only in a manner or setting that assures client confidentiality, and should be limited to only that information essential to the on-going provision of services to the client.

5. ADMINISTRATION OF MEDICATION

No employee will administer medication (including aspirin, sun screen and insect repellent) to a child without a signed release by the parent authorizing the administration of medication. Said release will contain the name of the medication, the date to be given, dosage to be given, and times the medication is to be administered. Medical authorization forms are considered to be confidential materials, and will be kept in the classroom folder. All medication will be stored in a designated location, and will be administered only by designated classroom personnel. (IDHS Licensing Standards and Procedures: 109.3.2)

6. SUPERVISION OF CHILDREN

The care and safety of children at Grin and Grow begins with the adequate supervision of children assigned to your care. Staff should position themselves in the classroom, on the playground, or on field trips so as to maintain line-of-sight supervision. When line-of-sight is not directly possible due to the size of the space, obstruction of view by equipment or furnishing, or on the playground for example, staff should position themselves so that the activity area is divided into sections or quadrants that allow line-of-sight supervision of the children by a staff member stationed within that section or quadrant space appropriately. Supervision of children by sound for short periods of time is permissible, when a child is toileting for example, and not directly visible. Children out of sight at these times however should be visually checked frequently to ensure their safety and wellbeing, as well as to assure that the bathroom is being used appropriately. No child shall be supervised by sound only for more than 5 minutes at any given time.

Staff assigned to rooms caring for infants and toddlers/twos shall position themselves so that they can hear and see sleeping children for whom they are responsible for, especially when actively engaged with other children who are awake.

When children are identified with specific behavioral issues (e.g., biting), staff should position themselves in a manner to keep themselves within arms reach of the child (the biter) in order to supervise the children at play and to be able to intervene quickly should the child attempt to bite another child.

Adequate staff-to-child ratios shall be maintained at all times.

7. STAFF TO CHILD RATIO

The staff-to-child ratio at Grin and Grow will comply with state child care regulations. Staff-to- Child ratios are as follows:

| <u>Age of Children</u> | <u>Minimum Ratio of Staff to Children</u> |
|-------------------------------|--|
| Two weeks to two years | 1 staff person to every 4 children |
| Two years | 1 staff person to every 6 children |
| Three years | 1 staff person to every 8 children |
| Four years | 1 staff person to every 12 children |
| Five years | 1 staff person to every 15 children |

Combining Age Groups

When combining different age groups of children, the following staff-to-child ratios will be observed:

- Every classroom will follow the staff-to-child ratio according to the age of the youngest child in the classroom. For example, if a 2 year old is put in the 3's Classroom, they will need to follow the 2 year old ratio.
- At 4:00 pm, staff can have up to six (6) children to 1 staff. Two of these children can be infants or toddler.

What to do When Staff-to-Child Ratio is Exceeded

If you find yourself in a situation where staff-to-child ratios are exceeded due to unexpected circumstances (early arrival, late pick up, attendance on a non-scheduled day, late or absent staff member, etc.), take the following steps to bring your room into compliance:

- Contact your Program Coordinator to report the problem and request assistance.
- In the event, the Program Coordinator is not available contact the other center's Program Coordinator or the Executive Director for assistance.
- The responding supervisor will
 - Assign available staff from another room to bring classroom into ratio, or
 - Temporarily shift and combine children in different groupings to bring center into ratio compliance, or
 - Call in additional staff needed comply with staff-to-child ratio coverage.
- If no supervisor is readily available to respond to staffing needs, contact other rooms in your center for immediate assistance to determine if:
 - what staff person (including the cook) is available to shift to your room until a supervisor is able to respond, or
 - If it is possible to shift overflow children or combine with another age group until a supervisor is able to respond.

If you receive advance information from parents regarding changes in attendance schedule or in arrival and departure times for their child, please make sure that your center's Program Coordinator is informed so that staff-to-child ratio adjustments can be anticipated and planned for.

8. AFTER HOURS/LATE DEPARTURE SITUATIONS

In the event of a late pick up, agency personnel should immediately contact the Program Coordinator or Parent Services Coordinator. If both of these are unavailable, agency staff should contact the Executive Director. If the Executive Director or appropriate Coordinators are not at either center location or at home, the Executive Director or a Coordinator can be reached by calling the emergency beeper number (235-8490).

If no prior notification of late pick-up of a child has been given, agency staff should attempt to contact the child's parent or emergency alternates listed in the Emergency Information File prior to the center's closing time. If a child remains at the center at the 6:00 p.m. closing time, and the parent or their alternate has not been reached, agency staff should contact the Executive Director (or designee). Staff should stay with the child until relieved by the Executive Director or a Coordinator.

In after-hour care situations, agency staff should record the name of the child and elapsed time between closing and pick-up of the child so that a penalty fee can be assessed of the parent. Closing staff must stay with the child until the Executive Director or the Coordinator arrives to relieve closing staff.

9. MEALS

State regulations require the presence of child care staff during meal times. Pursuant to this, agency staff are required to work during meal periods unless excused by the Executive Director. All employees are required to record personal meals eaten during the pay period and to report said number when submitting time sheets to the Program Coordinator. Employees will be billed for all meals eaten at the established billing rate as determined by the Board of Directors.

10. NUTRITION AND FOOD SERVICE

As participants in the USDA Child Care and Adult Food Program, Grin and Grow is charged by the Department of Education with the responsibility to:

- 1) Serve wholesome and attractive meals that meet CCAFP nutritional standards.
- 2) Serve meals that are pleasant, social, and an educational experience for the child. Staff should sit and eat with the children and engage them in conversation.
- 3) Meals should be unhurried and relaxed.
- 4) Children should be encouraged to try new foods, but should not be forced to eat. Nor should food be withheld or threaten to be withheld as a form of discipline.
- 5) Menus will include a variety of foods of varying textures, flavors and colors that provide children with many different food experiences, and which help to stimulate their interests in foods and nutritional eating.
- 6) Better nutritional habits should be promoted with the children and the families served.
- 7) The provision of empty caloric, high sugared foods and snacks should be discouraged.

Grin and Grow will strive to be consistent with the guidelines and goals of the Child Care and Adult Food Program. As such, food services will adhere to the above guidelines. Parents will be discouraged from supplying candy or other like items as classroom treats on birthdays or other special occasions, and will be exposed to more nutritionally balanced snack and treat ideas.

Consistent with this policy and the responsibility of being nutritional role models for young children, agency staff will refrain from the use of empty caloric foods such as candy in front of center children, or in the provision of said empty caloric foods to the children served by the agency.

Designated staff will maintain daily food service and meal count records documenting attendance and participation of children in the food program. All documents will be submitted to the center office within the specified time lines established by the Program Coordinator.

11. EMERGENCY EVACUATION PROCEDURES

During all emergency evacuations of the building, office and kitchen staff shall assist with the evacuation of infants and toddlers. Evacuated classrooms shall regroup at the designated meeting area outside the building. In conditions of inclement weather, children should be taken to the Emergency Alternative Program Site. The Alternative Program Site for the Pinecrest Center, McKinstry Elementary School; and for the W. 4th Street Center, the Grout Museum.

Fire Emergency

When a fire is detected in center, staff will:

- Evacuate children from the immediate area of fire using primary or secondary evacuation routes. Go to designated meeting areas.
- Shut door of room when evacuating to retard spread of fire.
- Pull alarm station to alert building and fire department of fire.

When fire alarm sounds, staff will:

- Evacuate children from the building using primary or secondary evacuation routes. Go to designated meeting areas.
- Check classroom prior to leaving room to ensure all children have been evacuated.
- Shut classroom doors upon evacuating room to retard spread of fire or smoke.
- Conduct head count upon evacuation of building to determine that all children and staff are present and accounted for.
- Report head count to Program Coordinator or Director on scene of building evacuation.
- In cases of inclement weather, remove children to alternate program site.

Tornado Emergency

If alarm is sounded due to Tornado warning or sighting, staff will:

- Evacuate children from classroom to designated safety zone, staying away from glass areas.
- Check classroom prior to leaving to ensure that all children have been evacuated to safety zone.
- Shut classroom doors upon evacuating room to protect hallway from flying glass.
- Conduct head count upon evacuation to safety zone to determine that all children and staff are accounted for.
- Report head count to Program Coordinator or Director on scene of tornado evacuation.

General Evacuation of Building

When building is to be evacuated for reasons other than fire or tornado (i.e., structural damage, gas leak, bomb threat, chemical spill, earthquakes), staff will:

- Evacuate children from classroom to a designated site outside the building.
- Check classroom prior to leaving to ensure that all children have been evacuated.
- Shut classroom doors upon evacuating room to indicate room has been evacuated.
- Conduct head count to determine that all children and staff are present and accounted for.
- Report head count to Program Coordinator or Director on scene of evacuation.
- In case of inclement weather, remove children to alternate program site.

12. POWER FAILURE

In case of power failure, flashlights are available for use and located in the center office. Keep children calm and occupied with songs and fingerplays. In instances where the environment becomes too cold or too hot for the children to remain in the center, parents shall be notified to pick their children up early.

13. BLIZZARD

On days of snow emergencies, center staff shall contact parents and urge them to pick their child up at the earliest time possible. If road conditions are such that driving is impossible, children, staff and parents should remain at the center until roads are passable.

14. LOST OR ABDUCTED CHILD

In the event a child under our care is missing:

- Conduct a complete search of the building and surrounding grounds.
- Contact the Program Coordinator for assistance.
- Check with everyone to determine time and place child was last seen.
- If child is not found, call 911.
- Give a detailed description of the child including what they were wearing, time last seen and where they might have gone.
- Notify the parent.

In the event a child under our care is abducted:

- Call 911 immediately, giving a complete description of the child, the abductor and their vehicle.
- Contact the Program Coordinator for assistance.
- Contact the parent.
- If forewarned that someone is coming to abduct a child, remove the child from the area and take them to another supervised part of the center. When the individual arrives to take the child, instruct them to leave. If the individual refuses to leave, call 911 for assistance.

15. INTOXICATED PARENT

If a parent arrives at the center to pick their child up in an intoxicated state, try to talk to the parent and help them to be aware of their condition and inability to care properly for their child while intoxicated. Focus on the welfare of the child. Ask if there is someone the parent would like you to call that could come and pick them both up. If the person is out of control, call 911. If the parent insists on taking the child, get a description of the vehicle (license #, color, make and model of vehicle, and the direction of travel) and call 911 for assistance.

16. NON-MEDICAL EMERGENCY

A non-medical emergency is defined as any event or situation, which threatens the physical or emotional safety of the children, (fire evacuation, unsafe conditions, accident/altercation, menacing individual, etc.). In the event of a non-medical emergency staff should implement the following procedures. *Remember, your primary responsibility is for the safety and security of all children in your care.*

Environmental Emergency

- Immediately move children to a position of safety away from the source of danger.
- Implement prescribed procedures appropriate to emergency (i.e., fire and tornado procedures).
- Comfort the children and assure children of their safety.
- Notify a Coordinator and/or Director as soon as possible.
- Submit a written report to their Coordinator/Director within 24 hours of the incident detailing nature of the incident, action taken, response of children.
- Inform parents picking up their children about the incident/action taken who arrive prior to presence of a Coordinator or the Director.

Intruder Protocol

No visitor should enter the center without being identified and their purpose for being there determined.

When a visitor is identified on center grounds, staff should:

- Greet the individual and identify themselves.
- Inquire as to the visitor's purpose.
- Refer/escort the visitor to their supervisor or to the office for assistance.

In the event of an individual posing a threat to the safety of the children or staff is detected (i.e., individual is behaving erratic manner, alcohol drug affected behavior, threatening/verbal abuse, etc.), staff will:

- Attempt to avoid contact or confrontation with the individual by moving the children to a safe area.
- Move children in a non-threatening manner to prevent alarm or trauma to the children.
- Move children to a phone accessible area whenever possible and contact Coordinator, Director or center office for assistance. **Do not leave children alone.**
- If contact is unavoidable, request that the individual leave premises.
- If alone and individual refuses to leave or acts in a threatening manner, contact police department (call 911) for assistance.
- If children are exposed to conflict or incident with individual, staff should talk with children to allay fears/answer questions.
- Limit discussion about the incident to times when children are not present to avoid escalating the children's fears or anxieties.
- Submit a written report within 24 hours of the incident detailing
 - 1) The nature of the incident
 - 2) The action taken
 - 3) The response of the children.

Administrative Protocol

In the event of a non-medical emergency, the responding Coordinator or Director will:

- Return to center if off-site and remain until parents of children affected by the incident have been briefed at time the parent(s) pick up their child.
- Prepare a written report of the incident and the actions taken within two working days of the incident, and distribute the report to the affected families.
- Meet with all staff to inform them of the incident, the action taken, and to issue further directives regarding the incident in question.
- Follow-up discussion or other appropriate action, if deemed necessary by Coordinators or Director, will take place with guidance from AEA 7 personnel. Parents will be notified of such a decision and will have the option of deferring participation of their child from any additional action taken by Grin and Grow staff.

17. TRANSPORTATION OF CHILDREN

Non-Emergency Transportation

Transportation of children enrolled at Grin and Grow to and from program activities shall be provided through an authorized transportation agency (i.e, MET Transit Authority, EPI Bus Services). Children being transported on chartered vehicles shall use age-appropriate seat restraints as required by law while in transit. Personal vehicles shall not be used by staff to transport children in any non-emergency situation.

Emergency Transportation

In cases of emergency (building evacuation, medical emergencies, accidents, etc.) personal vehicles of staff may be used to transport children to areas of safety or emergency medical care, where the absence of such transportation would endanger the safety and well-being of the child or children. During all emergency evacuations of the building, office and kitchen staff shall assist with the evacuation of infants and toddlers. The Alternative Program Site for the Pinecrest Center is McKinstry Elementary School; the Alternative Program Site for the West 4th Center is Grout Museum.

18. HAND-WASHING PROCEDURES

Proper and frequent hand washing is a primary weapon against the spread or transmission of infectious diseases between staff and children in a child care setting. State licensing requires that staff demonstrate clean personal hygiene practices sufficient to prevent or minimize the transmission of illness or disease.

Licensing regulations require that staff wash their hands at the following times:

- Upon arrival at the center
- Immediately before eating or participating in any food service activity
- After diapering a child
- Before leaving the rest room either with a child, or by themselves
- Before and after administering non-emergency first aid to a child if gloves are not worn. Staff should always wear gloves when contamination with blood may occur.
- After handling animals and cleaning cages

All staff at Grin and Grow will adhere to the above regulations. In addition, staff are required to wash their hands at the following times:

- Upon return from a smoking break
- After blowing their nose
- Upon returning to the center

Children's Hand-Washing

State licensing requires that center staff assist children in personal hygiene practices sufficient to prevent or minimize the transmission of illness or disease, and requires that children's hands shall be washed at the following times:

- Upon arrival to the classroom
- Immediately before eating or participating in any food service activity
- After using the rest room or being diapered
- After handling animals

Hand-Washing Technique

All staff at Grin and Grow will adhere to the above regulations. Health officials recommend that hands be washed using liquid soap and running water, and that the hands be rubbed vigorously for at least 10 seconds

(about the time it takes to sing “Happy Birthday To Me”), including the back of hands, wrists, between fingers, finger nails, and around and under jewelry rinsing thoroughly afterwards. Hands should be dried using a paper towel, which is also used to turn the faucet off. Alcohol based sanitizers should only be used in situations (e.g., on a walk or field trip) where access to soap and water is not readily available. Hand washing sinks are not to be used for bathing children or for removing smeared fecal material. In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

19. DIAPER CHANGING PROCEDURES

Children will have diapers or pull-ups changed when wet or soiled. Staff shall check children for signs that diapers or pull-ups are wet or soiled every 2 hours when the children are awake, when children awaken from naps, and prior to their leaving for the day. When changing diapers on infants and toddlers staff will adhere to the following procedures to prevent exposure to any potential bodily fluid or spread of fecal matter, germs and/or bacteria.

- Have changing materials ready (powder, ointment, diaper, handi-wipes, paper towels, etc.)
- Clean and prepare changing table surface.
- Wash hands. Put on protective gloves.
- Place the child on the changing table. Always have at least one hand on the child. Never leave a child unattended on a changing table.
- Remove the child’s diaper and dispose in the adjacent soiled diaper container.
- Clean the child and dispose of contaminated protective gloves.
- Put on protective gloves. Apply powders and ointments as appropriate.
- Diaper the child.
- Wash child’s hands and dress child and return child to the activity area.
- Dispose of soiled diaper/gloves.
- Clean diaper changing area/restock needed supplies
- Wash your hands.
- Chart changing information.

Dirty diapers or pull-ups along with changing gloves shall be disposed of in a container with a hands-free lid opening devise that is kept closed and is not accessible to children. Staff members whose primary function is preparing food are not to change diapers until their food preparation duties are completed for the day.

20. MEDICAL EMERGENCY PLAN

In the event of a medical emergency staff should follow the procedures outlined below.

Child Receives Minor Cut, Scrape or Other Injury

- Attending staff person should check child to determine extent of injury.
- If child is bleeding, attending staff person should follow first aid procedures and apply appropriate compress to the cut or injury. (Staff will wear protective gloves and follow Universal Precaution procedures)
- Apply cold compress to reduce swelling.
- Notify your supervisor
- Prepare Accident Report for parent signature and child’s file.

Child Receives Major Cut or Other Injury

- Attending staff person should check child to determine extent of injury.
- If child is bleeding, attending staff person should follow first aid procedures and apply appropriate compress to cut or injury.
- If emergency transport is required, staff should call 911 and request medical assistance.
- Notify parent of injury/accident and request presence at center/hospital.
- Notify your supervisor.
- Prepare Accident/Incident Report for parent signature and child's file.

Child Is Choking

- Encourage child to cough/expel choking item.
- If child is unable to cough or expel item, apply abdominal thrusts for preschoolers/back blows and chest thrusts for infants.
- If unable to dislodge item, call 911 for medical assistance.
- Notify supervisor/other staff person for assistance.
- Prepare Accident/Incident Report for parent signature and child's file.

Unconscious/Not Breathing

- Apply rescue-breathing techniques.
- Call 911 for medical assistance.
- Continue rescue breathing until assistance arrives.
- Notify supervisor/parent.
- Prepare Accident/Incident Report for parent signature and child's file.

Poisoning

- Call Poison Control Center and follow their directions.
- Call 911
- Notify supervisor/parent.
- Prepare Accident/Incident Report for parent signature and child's file.

21. SERVICES TO CHILDREN WITH SPECIAL DEVELOPMENTAL OR BEHAVIORAL NEEDS

General Admissions

The mission of Grin and Grow is to provide a safe, nurturing, quality early childhood program to a diverse population regardless of income. As such, Grin and Grow provides general infant, preschool and school-aged child care services to the public within the scope and definitions of state licensing regulations for child care centers. Enrollment at Grin and Grow is open to all children within the community.

Services at Grin and Grow are not designed, nor intended to replace developmental or therapeutic care provided through special developmental classrooms like those of AEA or other specialized treatment clinics. Requests of child care for children with special developmental or behavior needs will be assessed on a case-by-case basis in order to determine whether or not Grin and Grow has the capability to meet the child's needs within the structure of existing programming with reasonable accommodation.

Grin and Grow will attempt to provide services to children with special developmental or behavioral needs, unless to do so would:

- 1) significantly alter the scope of general child care services provided by the agency, or

- 2) impose a financial hardship to the agency, or
- 3) endanger the safety and well being of other children or staff within the classroom.

When Grin and Grow is unable to either enroll or provide services to a child with special developmental, behavioral needs or other individual needs, assistance will be offered in referral to an appropriate resource within the community.

Service Protocols - Children With Identified Needs At Time of Admissions

Upon receipt of referral or request for admissions of a child identified as having special developmental or behavior needs, the Parent Services Coordinator will:

- 1) Obtain information regarding services being requested, service needs of the child, developmental history, and other pertinent information required for enrollment assessment.
- 2) Conduct a pre-admissions meeting involving the parent(s) and representatives of educational/therapeutic agencies involved with the family to determine service expectations and support available to Grin and Grow.
- 3) Complete an enrollment assessment as to agency's capabilities to provide services.
- 4) Establish an educational service plan (ESP) for the child with the family, child care staff and supporting community agencies prior to admissions and start of enrollment.
- 5) Ensure that the appropriate releases of information are obtained.

Children Already Enrolled and Identified As Having Special Developmental or Behavioral Needs.

The classroom teacher will document significant behavior or developmental concerns, and communicate these concerns (oral and written) to both the parent(s) and supervisory staff. A conference with the parent(s) and classroom teacher will be scheduled by the Program Coordinator within one week upon receipt of notice of significant concerns. The purpose of the conference is to discuss identified concerns and develop an intervention plan and time line as appropriate to the needs of the child. This may include referral for problem solving to AEA 7 or other community resources for assistance.

Intervention Plan

Intervention plans developed to meet the developmental or behavioral needs of a child enrolled at Grin and Grow will include the following:

- 1) Developmental or behavioral modification activities and strategies to be implemented.
- 2) A time line of action including periodic reviews of the intervention plan involving parent(s), staff and collateral agencies involved with the child.

Intervention plans and supporting documentation will be kept confidential and will not be released without written parental consent.

Disruptive, Assaultive or Injurious Behaviors

1. The safety and well being of all children enrolled at Grin and Grow takes precedence over the individual behavioral or developmental needs of any one child. Parents will receive written notice of suspension or exclusion of their child from the center.
2. Disruptive, assaultive or injurious behaviors by a child will be documented in Incident Reports by classroom staff as to nature and scope of the behavior and the interventions tried. Copies of this incident report will be given to the parent(s) and supervising coordinator. A parent conference will be scheduled within one week of the incident by the Parent Services Coordinator to establish behavioral expectations and

modification plans as necessary. Dependent upon the extent and nature of the injurious behavior, the child may be suspended from attending the center pending a conference with the parent(s).

3. Children with disruptive, assaultive or injurious behaviors who do not respond to programming attempts to modify the problem behavior will be subject to agency suspension or exclusion policy.

4. Parents of any child who is physically injured or is significantly affected by another child's disruptive, assaultive or injurious behaviors will be notified in writing, explaining the actual incident and describing center plans to prevent future injury to their child. Identity of the child will be kept confidential.

Parents should be urged to be patient and understanding of the situation, and encouraged to continue to discuss their concerns with the Executive Director and center staff.

5. Unwillingness on a parent(s) part to discuss their child's behavior or to participate in developing a remedial plan with the center may result in the suspension or expulsion of their child from center services.

Suspension or Termination of Services Due to Behavior or Special Developmental Needs.

Child care services may be suspended or terminated for any of the following reasons:

1. Physical, verbal or emotional abuse or injury inflicted on another child or staff member by the child.

2. Failure of a parent to cooperate in establishing or implementing an individualized educational or behavior plan for identified developmental or behavioral needs of their child.

3. Physical, verbal or emotional abuse or injury inflicted on another child or staff member by the parent(s).

4. Behavioral plan fails to modify assaultive or problem behaviors.

5. Educational Service Plan fails to meet child's special developmental needs.

Suspension or Termination of Services Due to Administrative Reasons

Child care services may be suspended or terminated for any of the following reasons:

1. Failure of the parent to provide and maintain enrollment information required by agency, state day care licensing or county health department regulations.

2. Failure to make timely financial payment for services provided by Grin and Grow.

3. Failure to pick up child from the center within the established time frames of operations.

4. Failure of a parent/guardian to quarantine a child suffering from a communicable illness, or to seek/provide medical treatment when requested to do so.

When suspension or termination of enrollment occurs, notice will be given to the parent in writing. When Grin and Grow is unable to provide services to a child for developmental, behavioral or administrative reasons, assistance will be offered in referral to an appropriate resource within the community.

22. PROTOCOL WITH VISITORS AND NON-MEDICAL EMERGENCY SITUATIONS

Visitor Protocol

1. When a visitor is identified on center grounds, staff should:

- Greet the individual and identify themselves.
- Inquire as to the visitor's purpose.
- Refer the visitor to their supervisor or to the office for assistance.
(Escort if possible)

2. No visitor should be allowed to enter or roam the premises without being challenged by staff member.

Non-Medical Emergency

A non-medical emergency is defined as any event or situation that threatens the physical or emotional safety of the children, (fire evacuation, unsafe conditions, accident/altercation, menacing individual, etc.). In the event of a non-medical emergency staff should implement the following procedures. *Remember, your primary responsibility is for the safety and security of all children in your care.*

Environmental Emergency

- Immediately move children to a position of safety away from the source of danger.
- Implement prescribed procedures appropriate to emergency (i.e., fire and tornado procedures).
- Comfort the children and assure children of their safety.
- Notify a Coordinator and/or Director as soon as possible.
- Submit a written report to their Coordinator/Director within 24 hours of the incident detailing nature of the incident, action taken, response of children.
- Inform parents picking up their children about the incident/action taken who arrive prior to presence of a Coordinator or the Director.

Threatening Individual Protocol

In the event of an individual posing a threat to the safety of the children or staff is detected (i.e., individual is behaving erratic manner, alcohol drug affected behavior, threatening/verbal abuse, etc.), staff will:

- Attempt to avoid contact or confrontation with the individual by moving the children to a safe area.
 - Move children in a non-threatening manner to prevent alarm or trauma to the children.
 - Move children to a phone accessible area whenever possible and contact Coordinator, Director or center office for assistance. **Do not leave children alone.**
 - If contact is unavoidable, request that the individual leave premises.
 - If alone and individual refuses to leave or acts in a threatening manner, contact police department (call 911) for assistance.
 - If children are exposed to conflict or incident with individual, staff should talk with children to allay fears/answer questions.
 - Limit discussion about the incident to times when children are not present to avoid escalating the children's fears or anxieties.
 - Submit a written report within 24 hours of the incident detailing
 - 1) The nature of the incident
 - 2) The action taken
 - 3) The response of the children.

Administrative Protocol

In the event of a non-medical emergency, the responding Coordinator or Director will:

- Return to center if off-site and remain until parents of children affected by the incident have been briefed at time the parent(s) pick up their child.
- Prepare a written report of the incident and the actions taken within two working days of the incident, and distribute the report to the affected families.
- Meet with all staff to inform them of the incident, the action taken, and to issue further directives regarding the incident in question.
- Follow-up discussion or other appropriate action, if deemed necessary by Coordinators or Director, will take place with guidance from AEA personnel. Parents will be notified of such a decision and

will have the option of deferring participation of their child from any additional action taken by Grin and Grow staff.

23. FIELD TRIPS

A field trip is defined as a special event or activity for a classroom or center that takes place off center premises. Field trips require advanced authorization and shall be reflected in the classroom lesson plan. Advance notice is required to make all arrangements necessary for transportation and staffing needs. Teachers will need to submit requests for field trips. Field trips will generally require:

- Advanced planning and authorization
- Parental notice
- Transportation services to and from the event or activity.

Classes going on a field trip shall maintain an adult to child ratio that exceeds state licensing standards by at least one adult. For purposes of complying with this requirement, adults participating in the field trip can be either staff or volunteer,

Classes going on field trips should have the following equipment/materials along:

- First aid/first response fanny pack
- Emergency cards for each child participating in the field trip

When a cellular phone is available, the classroom teacher shall carry it on the field trip for use in emergencies. If a cellular phone is not available, the closest available phone should be sought to report an emergency situation to the center or to summon emergency assistance.

Parents shall receive notice of all intended field trips at least 5 days in advance of the event. Notice should include:

- Destination of the field trip
- Description of the activities taking place or special instructions
- Departure and Return times
- Opportunity for parent(s) to volunteer to assist on the field trip

24. EXCLUSION OF ILL CHILDREN

Parent, legal guardian or other persons the parent authorizes shall be notified when a child has any sign or symptom that requires exclusion from the center. Parents shall be asked to consult with the child's health care provider regarding care and treatment of the child's illness, and to inform the center regarding care recommendations given by the health care provider. Child care staff shall follow directions given by the child's health care provider.

A center may temporarily exclude a child or send them home as soon as possible if one or more of the following conditions exists:

- The illness prevents the child from participating comfortably in activities as determined by the center.
- The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children as determined by the center.
- The child has any of the following conditions:
 1. Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to return to the center.

2. Symptoms and signs of possible severe illness until medical professional evaluation finds the child able to return to the center. Symptoms and signs of possible severe illness shall include lethargy that is more than expected tiredness, uncontrolled coughing, inexplicable irritability or persistent crying, difficult breathing, wheezing, or other unusual signs for the child.
3. Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrheal illness of infectious origin may be allowed to return to the center once the diarrhea resolves, except for children with diarrhea caused by Salmonella typhus, Shigella or E. coli 0157:H7. Children whose stools remain loose but who, otherwise, seem well and whose stool cultures are negative, need not be excluded.
4. Blood in stools not explainable by dietary change, medication, or hard stools.
5. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of vomiting is not contagious and the child is not in danger of dehydration.
6. Mouth sores with drooling, unless a health care provider determines that the child is noninfectious.
7. Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease.
8. Child has pink eye, head lice, tuberculosis, impetigo, strep throat, scabies, chicken pox, pertussis, mumps, Hepatitis A, measles, rubella, shingles, or herpes simplex.

If different health care professionals give conflicting opinions about the need to exclude an ill child on the basis of the risk of transmission of infection to other children, the health department shall be contacted for a determination. The center shall make the decision about whether or not a child meets the exclusion criteria for participation and the child's need for care relative to the staff's ability to provide care. If parents disagree, and the reason for exclusion relates to the child's ability to participate or the caregiver's ability to provide care for the other children, the center does not have to accept responsibility for care of the child during the period in which the child meets our criteria for exclusion.

25. CARE FOR SICK CHILDREN

When a child is sick and needs to be excluded from child care, staff should:

- Notify the parent, guardian or emergency contact that the child is sick and needs to be removed from the center. A estimate of the approximate time that the child will be picked up should be obtained.
- Remove the child from contact with the other children. This can be accomplished by:
 - Placing the child in an empty space under the supervision of an available staff person
 - Placing the child in the center office under the supervision of office staff
 - Placing the child in a quiet section of the classroom away from the other children is unable to remove from the room
- Make the child comfortable while the wait for their pick up from the center, making the child's cot and a waste basket in case of vomiting available as needed.

26. ASSESSMENT PLAN FOR CHILD PROGRESS

Purpose:

Assessment of children is a necessary component to the successful provision of developmental and educational learning opportunities provided to the children that we serve. Monitoring a child's

developmental, social and emotional skill levels and progress throughout the year enables the teacher to better meet the child's developmental needs and to assess the impact of the educational opportunities provided to the child and classroom as a whole.

Assessments System:

Assessment of children enrolled in preschool services at Grin and Grow or Project High Hopes will be conducted in a variety of ways that include, but are not limited to the following:

- Brigance Screen: Screen to determine developmental readiness of three to five year old children upon entry into the program.
- Devereaux Early Childhood Assessment (DECA): The DECA is a valid and reliable behavior rating scale used to assess the social and emotional development of three to five year old children based on the results of research on the characteristics of resilient children. DECA focuses on behaviors and skill related to three protective factors: Attachment, self-control, and initiative.
- Creative Curriculum Developmental Continuum (CDC) and the Creative Curriculum Gold: The CDC and Gold assessment tools are used in conjunction with Creative Curriculum, a nationally recognized, research based curriculum for use in early childhood settings. The assessment tools demonstrate individual and group progress of the children by the developmental objectives and categories defined by Creative Curriculum, so that the teachers can readily determine areas of strength and areas requiring more attention within the classroom. The CDC and Gold are administered at mid-fall, mid-winter and mid-spring.
- Creative Curriculum (Teaching Strategies) Gold: Replacing the CDC, the Teaching Strategies Gold is an ongoing assessment system allowing the teacher to watch, observe and document the child's social and developmental progress.
- Evan-Moor Reading Assessment Tasks: Performance based literacy tool for assessing areas of phonemic awareness, vocabulary and concept development, comprehension, concepts of print, and phonics and word recognition.
- Informal observations and anecdotal notes by staff (e.g., list of who knows their colors, who can count to specific number).

Identifying Children's Strengths and Developmental Needs:

Classroom staff should observe children in the classroom on an on-going basis to determine their strengths and identify needs. Families should be an integral part of the planning process and their input should be readily sought as to the strengths and developmental needs of their child. These observations and inputs should be discussed along with assessment data during weekly team meetings to develop or modify curriculum and teaching practices to better meet the needs of individual children.

Planning Process:

Individualized planning for children allows the teaching staff to develop a variety of strategies for assisting children in acquiring developmental skills needed to be successful, in establishing effective partnerships with parents, and to better assess both the progress of the child and the impact of teaching strategies within the classroom. To effectively individualize planning within the classroom, teachers should:

- Use multiple sources of information including parent input, assessment data, observations by all classroom staff.
- Develop partnerships with each family for sharing of information about the child's strengths and abilities, as well as information specific to the child's ethnic or cultural background that can impact the success of teaching strategies within the classroom

- Plan ways to address the individual needs of the children across the learning environment, daily routines, special events and daily interactions between staff and between children.
- Document the children's work and progress as well as anecdotal observations by classroom staff

Frequency of Assessment

Preschool children age 3 year or above shall normally be given an initial Brigance Screening within the first 45 days of enrollment. CDC's will be administered at three separate intervals during the program year (Fall, Winter, Spring). Other assessment instruments will be administered according as directed or according to chronological milestones of the child.

Dissemination of Assessment Information:

Information gathered regarding a child's developmental skill levels and readiness will be kept confidential between classroom teaching staff. Records will be kept in the child's file in a locked area and shall not be released to anyone without the express written release by the parent. Information gathered through assessment tools and classroom observations shall be shared with parents during the individualized planning process, the parent/teacher conferences, or at meetings called for a specific purpose about their child.

Parental Involvement in Assessment Process:

Teaching staff should involve parents in the assessment process and solicit their input regarding the developmental abilities of their child. In cases where newness of enrollment, child's shyness, language barriers or other factors exist that may impact an accurate assessment of the child, parental involvement should be sought is assisting implementation of the assessment process.

Individualizing assessment results is most successful when staff and families build strong partnerships and communicate frequently about the child. By using information gained from the family and the assessment tool, the curriculum can be better used to plan and implement classroom activities most successful in meeting the individualized needs of the child.

Referral for Developmental Diagnostics and Intervention:

When concerns are raised utilizing the assessment process described above, concerns will be shared with the family and permission sought for referral to AEA267 or appropriate community resource for diagnostic services, intervention or classroom support.

Curriculum Adaptation and Individual Planning:

Incorporation of ongoing assessment is crucial to maintaining the classroom curriculum and activities in a manner that is both responsive to the class as well as to individual needs. The benefits of child-centered planning include greater involvement of children in the learning activities, more active exploration of their environment by the children, and increased enjoyment in playing and learning with others. As children develop a sense of pride in what they accomplish, the child's capacity for growth and love of learning is increased.

Child-centered planning is an on-going process. To be effective in meeting the individualized needs of the child, teaching staff should:

- Use multiple sources of information in the assessment process (parent reports, ongoing observations, results of standardized screening and assessment instruments, etc.) to learn about the needs, interests, abilities, culture, home language and life experiences of the child.

- Develop strong working relationships with the family in order to ensure the free sharing of information between home and classroom.
- Plan ways to meet the individual needs of the child throughout the curriculum (daily activities, physical environment, learning opportunities, etc.)

27. INFANT SLEEPING REQUIREMENTS

To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission. In addition:

- Pillows, quilts, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants younger than eight months.
- If a blanket is used, the infants is placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant’s chest.
- The infant’s head remains uncovered during sleep.

After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position. Staff will be able to hear all infants and toddlers at all times. All infants and toddlers should be easily seen by direct sight at least by one member of the classroom staff. Staff do not need to be directly looking at each child at all times.

When Infants and toddlers/twos are sleeping, mirrors, video, or sound monitors may be used to augment supervision in sleeping areas, but such monitors may not be relied on in lieu of direct visual and auditory supervision.

- Sides of cribs are checked to ensure they are up and locked.
- Teachers, assistant teachers, or teacher aides are aware of, and positioned so they can hear and see, any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.

28. WATER PLAY

Water play is an important component of the classroom curriculum. When used however, precautions should be taken to ensure that communal water play does not spread infectious disease. No child should be allowed to drinks the water in the water table or water tubs used for water play. Children with sores on their hands should not be permitted to participate in communal water play. Fresh potable water shall be used, and the water should be changed before a new group of children comes to participate in the water play activity. When the activity period is completed with each group of children, the water is drained.

29. CLEANING AND SANITIZING PROCEDURES

Cleaning of Tables

The use of proper sanitation and safety procedures helps to reduce the risk of harm to children and the transmission of disease. Tables are to be first cleaned with detergent or soap and water to remove dirt and grime from surface and then rinsed before disinfecting with a bleach and water solution.

Sanitizing of Tables

After tables are cleaned using the above procedure, they should be sanitized by using a bleach and water solution. The bleach and water solution should be sprayed on the surface and allowed to remain on the surface for two minutes, after which the solution can be towel dried.

Bleach and Water Solutions

When using regular bleach and water for sanitizing the following mixture should be used in preparing the sanitation solution:

- ¼ cup bleach per 1 gallon of cool water, or
- 1 tablespoon bleach per 1 quart of cool water.

Changing Bleach and Water Solutions

A solution of bleach and water loses its strength over 24 hours, so a fresh mixture of bleach water solution is needed *each day*. To ensure that sanitizing solutions are made fresh daily:

- Closing staff will gather and empty bleach water solution bottles at the end of the day and leave them in the kitchen for morning staff to refill.
- Opening staff will mix and refill bleach water solution bottles in the morning and redistribute them to the classrooms.

Should refills be required during the day, classroom staff will mix the solution amounts needed using the amounts described above.

30. ANIMALS AND PETS

While young children are attracted to animals, they are also susceptible to diseases that the animals can carry. The following animals and pets are not allowed in the classroom as pets or as “visiting animals” due to diseases carried by them that young children are especially susceptible to:

- Reptiles, including turtles, due to their propensity to be a carrier of salmonella, an intestinal infection that can be passed on to humans.
- Birds (specifically parrots, parakeets, budgies, cockatoos, lovebirds, macaws, canaries, mynahs, toucans) due to airborne respiratory illness that can be transmitted to humans.

Animals not listed above can be brought into the center providing the parent or owner provides documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and that the animal is suitable for contact with young children.

When an animal is brought into the classroom, classroom staff should:

- Ensure that no child who is allergic to the type of animal is exposed to that animal
- Instruct the children prior to the introduction of the animal as to safe behavior when in close proximity to animals.
- Supervise all interactions between the children and the animal

Animals kept as classroom pets must be in good health. Animal cages should not be kept in the kitchen or in a food preparation area, nor should animals be out of their cages at mealtimes. Cages should never be cleaned in the kitchen or food preparation area. Staff and children must wash their hands after handling animals.

31. ENVIRONMENTAL HAZARDS

In the event that the presence of an internal environmental hazard is identified (lead, carbon monoxide, asbestos, etc.) program staff and children should:

- Evacuate the affected space immediately, closing room door behind them.

- Contact the Program Coordinator and/or Executive Director
- Contact the Fire Department, Black Hawk County Health Department, or Building Maintenance Department as appropriate for assistance and instruction.

In the event of an external environmental hazard (air pollution, smoke, etc.)

- Close all external opening windows
- Keep children indoors
- Follow air alert instructions issued by the Black Hawk County Health Department

Building inspection reports for hazardous materials are kept on file in the Black Hawk County Maintenance Department office for the Pinecrest building, and in the church office at the First Congregational Church for the West 4th Street Center. Inspection reports for building heating, fire alarm and extinguisher reports and radon testing are available at the Director's office.

32. SUNSCREEN POLICY

During specified months, sunscreen will be applied to all children over six months of age enrolled at center locations 30 minutes prior to sun exposure. If parent/guardian desires lip balm for their child, they should notify the classroom teacher.

Procedure:

- Sunscreen will be applied during the months of May through September. Limit sun exposure between 10 AM and 2 PM, when UV rays are strongest
- Parent/guardian must sign a consent form:
 - allowing staff persons to apply sunscreen and/or lip balm to their child prior to outdoor activities.
 - Stating their child is not allergic to any of the ingredients in the sunscreen or lip balm.
- Sunscreen must comply with DFA rules governing sun screen labeling indicating that the sunscreen is "Broad Spectrum" compliant, and with a SPF 35 or higher will be provided by either the parent or by Grin and Grow.
- If parent/guardian supplies their own sunscreen or lip balm, they:
 - must supply the product in its original container and clearly label the product with the child's name.
 - must sign the consent form:
 - allowing staff persons to apply sunscreen and/or lip balm to their child prior to outdoor activities.
 - Stating their child is not allergic to any of the ingredients in the sunscreen or lip balm.
- Staff will document on the Permission for Administering Insect Repellent/ Sunscreen form the time frames and dates that the sunscreen was applied. If the skin is broken or an allergic reaction is observed, use of the sunscreen should be discontinued and the parent/guardian notified.
- Sunscreen will be applied on all exposed skin areas except eyelids, mouth, and palms of hands and fingers 30 minutes prior to outside activities.
- If children are playing outside for more than one hour, sunscreen will need to be reapplied every two hours.
- Sunscreen will not be used on infants less than 6 months of age due to skin sensitivity.
 - Infants will be kept out of direct sunlight by using shade and cover-up clothing.
- Lip balm will be applied by the staff or under the supervision of staff, as needed, each time the child goes outside.

Rationale: Sun exposure from ultraviolet rays (UVA and UVB) causes visible and invisible damage to skin cells. Visible damage consists of freckles early in life. Invisible damage to skin cells adds up over time creating age spots, wrinkles, and even skin cancer.

SECTION E: UNIVERSAL PRECAUTIONS

EXPOSURE CONTROL PLAN

Grin and Grow Ltd. is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- *Determination of employee exposure
- *Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- *Hepatitis B vaccination
- *Post-exposure evaluation and follow-up
- *Communication of hazards to employees and training
- *Recordkeeping
- *Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

The Executive Director and Program Coordinators is (are) responsible for the implementation of the ECP. The Executive Director and Program Coordinators will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Pinecrest Center, 1407 Independence Ave., Waterloo -- 291-2424.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The Executive Director and Program Coordinators will maintain and provide all necessary personal protective equipment (PPE, like gloves), engineering controls (e.g., proper waste disposal containers),

labels, and red bags as required by the standard. The Executive Director and Program Coordinators will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: Pinecrest Center, 1407 Independence Ave., Waterloo -- 291-2424.

The Executive Director and Program Coordinators will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: Pinecrest Center, 1407 Independence Ave., Waterloo -- 291-2424.

The Executive Director and Program Coordinators will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: Grin & Grow 608 W. 4th Street Waterloo IA 319-236-2063

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which **all** employees have occupational exposure:

| <u>JOB TITLE</u> | <u>DEPARTMENT/LOCATION</u> |
|-----------------------|---|
| Teacher | Preschool Classrooms |
| Lead Teachers | Infant and Toddler Classrooms |
| Child Care Assistants | Preschool, Toddler, and Infant Classrooms |

The following is a list of job classifications in which **some** employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

| <u>JOB TITLE</u> | <u>DEPARTMENT/LOCATION</u> | <u>TASK/PROCEDURE</u> |
|---------------------|----------------------------|-----------------------|
| Executive Director | Administrative Office | Classroom Substitute |
| Program Coordinator | Center Office | Classroom Substitute |
| Cook | Center Kitchen | Classroom Substitute |

Part-time, temporary, contract and per diem employees are covered by the standard. How the provisions of the standard will be met for these employees should be described in the ECP.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Executive Director or Program Coordinators. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Executive Director and Program Coordinators are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- * Barrier gloves will be worn when changing diapers.
- * Barrier gloves and other protective devices, as appropriate, will be worn when responding to first aid needs of a child or adult involving blood or other bodily fluids
- * Provision and maintenance of first aide supplies/response kit within each classroom.
- * Provision and maintenance of first aide supplies/response kit within each center office.
- * First aid kits accompany class when leaving the center for walks, field trips or to go onto the playground.
- * Staff will carry a set of barrier gloves on their person whenever supervising children.

Sharps disposal containers are inspected and maintained or replaced by the Program Coordinator every month or whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering control and work practices through review of OSHA records, employee interviews, committee activities and annual licensing inspections. We evaluate need procedures or new products by review of recommended safety check lists, annual review training and discussion with agency staff.

The following staff are involved in this process: All staff are involved in annual review of the agency exposure control plan. The Executive Director and Program Coordinators will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE) (ie: gloves)

PPE is provided to our employees at no cost to them. Training is provided by the Executive Director, Program Coordinators or community health professionals in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

- *Barrier gloves
- *Eye protectors
- *Exposure aprons
- *CPR mouth guards
- *Exposure control disposable waste bags

PPE are located in center classrooms, center office and administrative storage areas and may be obtained through the Executive Director or Program Coordinators. Classroom staff should request replacement supplies from the Executive Director or Program Coordinators when replenishment of classroom first aide/response kits is required.

All employees using PPE must observe the following precautions:

- *Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- *Remove PPE after it becomes contaminated and before leaving the work area.
- *Used PPEs may be disposed of in red waste disposal bags and covered trash receptacles.
- *Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or Other Potentially Infectious Materials (OPIM), and when handling or touching contaminated items or surfaces; replace

gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

- *Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- *Never wash or decontaminate disposable gloves for reuse.
- *Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- *Remove immediately or as soon as feasible any garment contaminated by blood or OPIM in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows: Used PPE materials or waste should be bagged and sealed using a red disposable waste bag, then placed within a waste container which is closable for disposal by housekeeping personnel.

Housekeeping

- **Regulated waste** is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.
- The procedure for handling **sharps disposal containers** is: contact Black Hawk County Health Department for disposal instructions.
- The procedure for handling **other regulated waste** is: General waste shall be placed in closable waste containers and disposed by the housekeeping personnel. PPE materials shall be placed inside sealed red disposable bags and place inside closable waste containers for disposal by the housekeeping personnel.
- **Contaminated sharps** are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak-proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available at center office. Containers are portable and may be taken to rest room or private area for use and then returned to office location.
- **Bins and pails** (e.g., wash basins or basins used for vomiting) are cleaned and decontaminated as soon as feasible after visible contamination.
- **Broken glassware** which may be contaminated is picked up using mechanical means, such as a brush and dust pan.

Laundry

The following contaminated articles will be laundered by this company:

Contaminated cot bedding will be laundered by classroom staff as soon as feasible after visible contamination. The following laundering requirements must be met:

- * handle contaminated laundry as little as possible, with minimal agitation
- * place wet contaminated laundry in leak-proof, red bags before transport.
- * wear the following PPE when handling and/or sorting contaminated laundry: Gloves, apron, glasses

Labels

The following labeling method(s) is used in this facility:

EQUIPMENT TO BE LABELED

Blood contaminated waste
Contaminated laundry

LABEL TYPE (size, color, etc.)

Red biohazard disposable bag

Executive Director or Program Coordinator will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Executive Director or Program Coordinator if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

The Executive Director or Program Coordinator or a community health professional will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated. However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the individual employee's personnel file: medical section.

Vaccination will be provided by the health professional or clinic designated by Grin and Grow. Following hepatitis B vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Program Coordinator or Executive Director at the following telephone number : 291-2424.

An immediately available confidential medical evaluation and follow-up will be conducted Allen Hospital Occupational Health Clinic. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- *Document the routes of exposure and how the exposure occurred.
- *Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- *Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- *If the source individual is already known to be HIV, HCV, and/or HBV Positive, new testing need not be performed.
- *Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (ie: laws protecting confidentiality).
- *After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- *If the employee does not give consent, collect exposed employee's blood as soon as feasible after exposure incident and test blood for HBV and HIV serological status.
- *If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed

employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Executive Director or Program Coordinator(s) will ensure that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Executive Director or Program Coordinator(s) will ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- * a description of the employee's job duties relevant to the exposure incident
- * route(s) of exposure
- * circumstances of exposure
- * if possible, results of the source individual's blood test
- * relevant employee medical records, including vaccination status

The Executive Director or Program Coordinator(s) will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Executive Director or Program Coordinator(s) will review the circumstances of all exposure incidents to determine:

- * engineering controls in use at the time
 - * work practices followed
 - * a description of the device being used
 - * protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
 - * location of the incident (play room, infant/toddler room, playground, etc.)
 - * procedure being performed when the incident occurred
 - * employee's training

If it is determined that revisions need to be made, The Executive Director or Program Coordinators will ensure that appropriate changes are made to this ECP. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive training conducted by a community health professional. All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

1. a copy and explanation of the standard
2. an explanation of our ECP and how to obtain a copy
3. an explanation of methods to recognize tasks and other activities that may involve

exposure to blood and OPIM, including what constitutes an exposure incident

4. an explanation of the use and limitations of engineering controls, work practices, and PPE
5. an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
6. an explanation of the basis for PPE selection
7. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
8. information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
9. an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
10. information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
11. an explanation of the signs and labels and/or color coding required by the standard and used at this facility
12. an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at center offices.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** at the Pinecrest Center in the individual employee personnel file and/or in the agency training summary file.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Executive Director, Grin and Grow, P.O. Box 717, Waterloo, Iowa 50704.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."

The Executive Director and Program Coordinators are responsible for maintenance of the required medical records. These **confidential** records are kept at the Pinecrest Center Office, 1407 Independence Ave. for at least the **duration of employment plus 30 years**.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Executive Director, Grin and Grow, P.O. Box 717, Waterloo, Iowa 50704.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Executive Director.

WAIVER OF HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

If I choose to receive the Hepatitis B vaccination series, I understand that this will be provided through a physician or clinic designated by Grin and Grow.

Printed Employee Name

Employee Signature

Date

**WAIVER OF HEPATITIS B VACCINATION
Due to Already Receiving the Vaccination**

I attest that I have already completed the 3-series Vaccination for Hepatitis B.

I decline the Hepatitis B Vaccination at this time due to administration of the Vaccination at an earlier date.

Printed Employee Name

Employee Signature

Date