

Employee/Volunteer/Sub Orientation

Caregiver Requirements

- 1) Be at least 18 years old
- 2) Have a high school diploma or equivalent
- 3) Complete 8 hours of the required 24 hours of pre-service training
- 4) Background check complete
- 5) 24 hours of annual training. This does not include the pre-service hours. These hours are separate. They must be taken within one year of hire date.
- 6) Random drug testing may be administered

General Responsibilities

1. caregiver-an employee counted in the child/caregiver ratio, whose duties include direct care, supervision, guidance, and the protection of children in care.
2. demonstrate competency, good judgement, and self-control in the presence of children and when performing assigned responsibilities.
3. relate to children with courtesy, respect, acceptance, and patience
4. recognize and respect the uniqueness and potential of all children, their families, and their culture.
5. ensure no child is abused, neglected, or exploited while in the care of the center.
6. report suspected abuse, neglect, and exploitation to DFPS

Job Description

Caregivers

1. know and comply with the minimum standards for child-care centers.
2. know which children they are responsible for.
3. know each child's name and have information showing each child's age
4. supervise children at all times.
 - a. supervise children at all times means that the assigned caregiver is accountable for each child's care. This includes responsibility for the ongoing activity of each child, appropriate visual and/or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. The caregiver must intervene when necessary to ensure children's safety. In deciding how closely to supervise children, the caregiver must take into account: ages of children, individual differences and abilities, indoor and outdoor layout of the child-care center and neighborhood circumstances, hazards, and risks.
5. ensure children are not out of control.
6. be free from activities not directly involving the teaching, care and supervision of children. (cell phones)
7. interact routinely with children in a positive manner. (wrestling, play fighting not permitted)
8. help children be independent through planned but flexible program activities
9. maintain a cooperative rather than a competitive atmosphere.
10. show appreciation of children's efforts and accomplishments.
11. ensure continuity of care for children by sharing with incoming caregiver's information about each child's activities during previous shift and any verbal or written instructions given by the parent.
12. provide nutritious snacks and lunches
13. be familiar with emergency procedures
14. know and understand disciplinary policies
15. provide a safe and secure environment for children to feel safe at all times

16. clearly and effectively communicate in a manner that children understand
17. make parents feel comfortable dropping children off
18. change diapers when necessary
19. greet children and parents warmly and with enthusiasm each morning

Nursery Worker: 6 weeks old up to 17 months old

1. prepare meals/bottles according to instructions provided by parents
2. prompt attention given to physical needs, such as feeding and diapering
3. rock and verbally comfort infants when they are agitated as quickly as possible
4. ensure that all toys provided are clean and safe for infants to use especially after they have been put in their mouth
5. maintain daily records and reports for infants that will be giving to parents at the end of the day
6. communicate with parents or guardians regarding infants' progress or problems
7. observe and report any significant behavioral patterns to the parents
8. maintain a positive, calm attitude, and a pleasant soothing voice
9. ensuring the environment is free of objects that may cause choking in infants or toddlers
10. clean infant equipment after **EACH** use
11. put dirty toys in dirty toy bucket to be sanitized

Safe Sleep for infants 12 months old or younger

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. We will have signs for the infants that can roll over.

You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

You may not allow an infant to sleep in a restrictive device. If an infant fall asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

Toddlers: 18months-2 years old

Toddler teachers are responsible for developing and implementing curriculum that address the educational needs of young children who are not yet due to enter kindergarten. In this position, you will report on students' progress, and ensure that class remain safe and conducive to learning. Children will follow a routine and daily schedule. Teachers will establish relationships with each family to ensure that their toddler's needs are met.

Preschool: 3 years old-4 years old

A preschool teacher will teach them important elements that they will encounter soon after they enter school life. The students will follow a routine and daily schedule. The teacher will employ a variety of educational techniques to teach children (storytelling, educational play, etc.) You will guide children to develop their artistic and practical capabilities through a carefully constructed curriculum. You will track children's progress and report to parents. The goal is to contribute to

the healthy, mental, and emotional development of the child so they can more easily acclimate in the next level of education.

School-age: 5 years old- to 5th grade

The teacher will ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs. You will ensure children engage in activities and play that stimulates their development. Children will always be supervised appropriately and kept safe. You will assist children with homework and facilitate daily activities that are developmentally appropriate. The teacher will interact with the parents daily and speak with them about their children

Sanitation

-sanitation: (a) washing with water and soap (b) rinsing with clear water (c) soaking in or spraying on a disinfecting solution for at least two minutes. Rinsing with cool water only those items that children are likely to place in their mouths (d) allowing the surface or item to air-dry.

1. daily cleaning checklist
2. children 18 months of age and older and employees must wash their hands with soap and running water. Pre-moistened towelettes or wipes and waterless hand cleaners are not a substitute for soap and running water.
3. when employees should wash their hands
 - a. before eating or handling food or medication
 - b. before feeding a child
 - c. after arriving at the child-care center
 - d. after diapering a child
 - e. after assisting a child in the restroom
 - f. after personal use of restroom
 - g. after handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores.
 - h. after outdoor activities
 - i. after handling raw food products
 - j. after eating or drinking
 - k. after using any cleaners or toxic chemicals
4. when children should wash their hands
 - a. before eating
 - b. after using the restrooms
 - c. after outdoor activities
 - d. any other time that the caregiver has reason to believe the child has come in contact with substances that could be harmful to the child.

How to wash infants' hands:

1. Until the infant is old enough to be raised to the faucet and reach for the water, you must wash the infant's hands using an individual cloth or disposable towel with soap, followed by a cloth or disposable towel used to rinse with clear water and dry. Baby wipes are acceptable.
2. Use soap and running water as specified in this division when infants are old enough to be raised to the faucet and reach for the water and any other time that the caregiver has reason to believe the infant has come in contact with substances that could be harmful to the infant.

You may use hand sanitizers as a substitute for washing hands if all of the following conditions are met:

1. You only use hand sanitizers on children 24 months and older;

2. You do not use hand sanitizers to wash hands that are visibly dirty or greasy or have chemicals on them, unless you are away from the classroom and soap and water are not available for hand washing;
3. You follow the labeling instructions for the appropriate amount to be used and for how long the hand sanitizer needs to remain on the skin surface to be effective;
4. Children have adult supervision when using hand sanitizers; and
5. You store hand sanitizers out of the reach of children when not in use.

You must clean, repair, and maintain the building, grounds, and equipment to protect the health of the children. This includes, but is not limited to:

1. Setting aside toys and equipment that are placed in children's mouths, or are otherwise contaminated by body secretion or excrement, to be sanitized before handling by another child;
2. Machine washing cloth toys, if used, at least weekly and when contaminated;
3. Machine washing all linens at least weekly, and when soiled or before another child uses them;
4. Sanitizing sleeping equipment before a different child uses it and when soiled;
5. Sanitizing potty-chairs after each child's use;
6. Emptying water play tables and toys used in water tables daily, sanitizing, and ensuring children and caregivers wash their hands before using the water table;
7. Maintaining sand boxes and sand tables in a sanitary manner;
8. Making all garbage inaccessible to children and managing it to keep the child-care center inside and outside, free of insects, rodents, and offensive odors, and disposing of it according to local and state requirements;
9. Keeping all floors, ceilings, and walls in good repair and clean. Paints used at the child-care center must be lead-free;
10. Keeping all parts of the child-care center used by children well heated, lighted, and ventilated;
11. Sanitizing table tops, furniture, and other similar equipment used by children when soiled or contaminated with matter such as food, body secretions, or excrement;
12. Clearly marking cleaning supplies and other toxic materials and keeping them separate from food and inaccessible to children; and
13. Using, storing, and disposing of hazardous materials as recommended by the manufacturer.

Diaper Changing

1. go over diaper changing procedure
2. promptly change soiled or wet diapers or clothing with gloves. If the child has soiled their clothes get a plastic sack and put the clothes in it. **DO NOT PUT THE PLASTIC BAG INSIDE OF THE CHILD'S BAG. PLACE IT ON TOP OF THE BAG OR NEAR IT.** Make sure to inform the parent of the child's accident.
3. thoroughly cleanse children with individual cloths or disposable towels. You must discard the disposable towels after use.
4. ensure that the children are dry before placing a new diaper on the child.
5. do not apply powders, creams, ointments, or lotions without the parents written permission. If the parent supplies these items, permission is implicit and you do not need to obtain permission for each use.
6. label powders, creams, ointments, or lotions with individual child's name
7. keep all diaper-changing supplies out of children's reach

Fire Extinguisher and First Aid Kit locations

1. emergency preparedness plan
2. building and physical premises safety

Administering Medications

- a. give according to label directions
- b. give as amended in writing by the child's health care professional
- c. be administered only to the child for whom it is intended
- d. be in its original container labeled with the child's name and the date brought to operation
- e. not be administered after its expiration date
- f. must record name of child to whom the medicine was given
- g. record name of medication
- h. record date, time, and amount of medicine given
- i. record name of employee administering the medicine

All medication will be kept in the center office in a lock box. Only the person in charge at the time of dosage will administer the medicine to the child.

Child Abuse and Neglect

1. employees will be required to take annual abuse training
2. all employees will have proper background checks performed
3. employees aware of factors indicating a child is at risk of abuse or neglect
 - a. age
 - b. health
 - c. disabilities
4. employees will be taught of warning signs indicating a child may be a victim of abuse or neglect
 - a. has unexplained burns, bruises, bites, broken bones, or black eyes
 - b. frequently absent
 - c. consistently dirty or bad body odor
5. methods for increasing employee awareness of prevention techniques for child abuse
 - a. make sure all accident reports are properly documented; legal obligation to report suspected abuse or neglect
 - b. employees will be aware of any unauthorized access to the center and children
 - c. provide a daily environment that supports positive social and emotional development for children
 - d. if parent has a concern about their child respond promptly
 - e. maintain proper adult-child ratios to ensure children are receiving quality care from caregivers
 - f. tell parent about the good things that happen each day
6. methods for increasing parent awareness of prevention techniques for child abuse
 - a. family participation at the child care center
 - b. maintain positive relationship between parent and childcare center
 - c. continuous communication
 - d. making sure release of child only by those trusted
 - e. help parents access and spread the word of community resources
7. for reporting child abuse and neglect

- a. notify director
 - b. identify the indicators or the factors that suggest possible child abuse or neglect
 - c. discuss situation local childcare licensing office
 - d. notify child abuse hotline 800-252-5400
 - e. director will oversee that proper documentation was reported and filed by staff member
8. community organizations that have training programs available
- a. Dallas Children's Advocacy Center
5351 Samuell Blvd
Dallas, TX 75228
214-818-2600

Blood and Bodily Fluids Containing Blood

- a. use disposable, nonporous gloves
- b. place gloves contaminated with blood in a tied, sealed, or otherwise closed plastic bag and discard them immediately
- c. discard all other gloves immediately after one use
- d. wash hands after using and disposing of the gloves

Dress Code

- a. jeans/pants
- b. no jeans full of holes, no rhinestone decorated jeans, or anything that could come off and present itself as a choke hazard
- c. comfortable shoes
- d. Future Generations t-shirt

Food Allergies

Each child will have on file a signed and dated food allergy emergency plan from their physician and steps to take if the child has an allergic reaction. This form will be kept in the child's classroom and kitchen.

What types of discipline and guidance or punishment are prohibited?

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

If employee disciplines child wrong, the employee will be reported.

All children will be treated equally and fairly!!!!

Employee Termination Policy

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. FGC3 depends upon each employee, and when one person is absent, a replacement must be found for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off are subject to discipline, up to and including discharge.

Foreseeable absences must be requested at least 7 days in advance.

Absences due to illness, children's illness, or family emergencies must be called in AT LEAST one hour before employee is scheduled to work. Even sooner if at all possible!

Employees are required to call the Director or Assistant Director. Please try both numbers until the phone is answered. The following are not acceptable

1. Leaving a message on the answering machine at the Learning Center.
2. Calling or texting a co-worker.
3. Texting or leaving a message for the Director without talking to her directly on the phone.

It is your responsibility to notify your Director personally BEFORE your starting time. State the reason for your lateness and when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of Center rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness.

All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Director and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members, but affects the children as well.

Without a doubt, working in a child care environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer. Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for NEGLECTFUL SUPERVISION. This action results in the employee not being allowed to work in child care again. This also applies to employees who simply do not show up for work and does not call or give notice of their decision to quit.

If any employee plans to terminate employment with FGC3, a two week notice in writing is required.

This list is not intended to be a comprehensive list of all prohibited activity. The following actions will result in immediate termination:

1. Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
2. Neglect or physical abuse of a child
3. Withholding of food, nap or other comfort from a child
4. Failure to report to work three consecutive workdays without proper notification
5. Working under the influence of alcohol or illegal drugs
6. Smoking
7. Conviction of a felony for any offense committed while employed by the center
8. Fighting, threatening violence or disruptive activity in the work place

9. Leaving a child unattended (inside or outside)
10. Allowing a child to leave the center with an unauthorized person
11. Sleeping while supervising children
12. Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
13. Sexual or other unlawful or unwelcome harassment
14. Insubordination that show disrespect such as threatening, profanity, or yelling at the Director or parents.
15. Unauthorized use of cell phones
16. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs at the center
17. Unsatisfactory performance or conduct

Emergency Preparedness Plan

In the event of an emergency that DOES NOT require evacuation of the facility, (tornado warning, lockdown) all children and caregivers will be directed to the Small Group Activity Room located near the center of the facility. An emergency preparedness box which will contain Emergency Preparedness Plan, contact information for all enrolled children and caregivers, non-perishable snacks/bottled water, flashlights and quiet activities for children.

In the event of an emergency that DOES require evacuation of the facility, (fire, major structural damage) all children and caregivers will exit the facility in a calm, orderly fashion following the fire evacuation routes and meet in front of the facility. The director or director-designee will carry the Emergency Preparedness Backpack which will contain emergency contact information for all enrolled children and caregivers. Once all children and caregivers are accounted for, we will relocate to the Community Funeral Home office located at 1412 M.L.K. Jr. Blvd, Waxahachie, TX, 75165, phone: 972-937-5380. Upon arrival at the Community Funeral Home, the director or director-designee will notify parents of the emergency situation and arrange for parents to pick up their children.

-take clip board

***Must be out on in 3 mins
(Practice)**

Nap Time

1. Each child will have their own nap mat with their name on it. There will be a side up and a side down. The side with the name will be the side the child must sleep on. It is the caregivers responsibility to ensure this happens.
2. Nap time will be no longer than 2 hours
3. You cannot force a child to sleep or put anything in or on a child's head or body to force the child to rest or sleep.
4. You cannot confine a child in a restrictive device to make the child rest or sleep.
5. You must allow each child who is awake after resting or sleeping for one hour to participate in an alternative, quiet activity until the nap/rest time is over for the other children.

Outside

1. Make sure to keep your eyes on the children at all times
2. Always take the first aid kit
3. Do a head count before going outside and another one before coming inside

4. The center is required to have two outside times. One in the morning and one in the afternoon. One is to be child initiated and the other teacher initiated.

Miscellaneous

a. cell phones will not be allowed in classrooms. Cell phones will be checked in at the beginning of every shift.

b. no smoking/drugs of any kind will be allowed on the premises

c. when the director is not available someone will be assigned to be in charge

d. child injured at center and went for medical assistance after leaving the facility the incident will be reported. EX: child bumped head at center and ended up at hospital later on once they went home

e. pay will be a weekly salary rate

d. NO KISSING CHILDREN ANYWHERE