



Employee Training Handbook

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WELCOME

Welcome to Discovery Point! You have joined a company that is recognized as a leader in the child care industry. As a part of our team, we ask that you join us in our commitment to excellence and assist in the positive growth and development of each child.

As an employee of Discovery Point, you are required to uphold and abide by all state laws, rules, and childcare regulations at all times. The policies and procedures outlined in this guide are our recommendations for best practices. If ever an inconsistency please refer to the most recently updated rules and regulations of your state and local childcare regulatory agency.

TRAINING REQUIREMENTS

At Discovery Point, each employee is encouraged to grow and develop to his or her fullest potential. Center management will assist in training and in providing resources, including Discovery Point guidelines and handbooks, that will make your success possible. Each new employee should undergo an orientation period where all state regulations and Discovery Point policies are reviewed. **Note: New Employee Three Day Orientation samples are posted on the Discovery Point Franchise Resource Site. (FRS)**

<https://www.discoverypoint.com/franchisee-resources/>

First aid and CPR certifications are required of all full-time employees at each Discovery Point Center. Please check with local center management regarding the cost and possible reimbursement for training sessions.

Other training and requirements designated by each state must be met by each staff member. Discovery Point Child Development Centers comply with all state regulations about training.

Georgia Requirements:

All staff hired after October 1, 2019 must complete 10 State-approved hours of Health & Safety Orientation training plus CPR & First aid training (if not currently certified) within the first 90 days of employment. Staff hired before October 2019 must complete 10 hours in the first calendar year. Four hours must include Health, Safety, and Hygiene topics and 2 Hours of Mandated Reporting of Suspected Abuse and Neglect.

<http://dec.al.ga.gov/CCS/RulesAndRegulations.aspx>

Florida Requirements:

40 hours of mandated training and must meet the early literacy, First Aid and Pediatric CPR, Safe Sleep/Shaken Baby Syndrome and Fire Extinguisher training requirements.

<http://ccrain.fl-dcf.com/documents/-99/2485.pdf>

North Carolina:

16 clock hours of new employee orientation and 5 to 20 clock hours annually depending on years of experience and educational degree.

https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/D/DCDEE_Rulebook.pdf

Tennessee: Orientation and pre-service training including Shaken Baby and Safe Sleep, Reporting of Abuse, disease control, health & safety, and behavior management.

<https://publications.tnsosfiles.com/rules/1240/1240-04/1240-04-01.20180730.pdf>

EMPLOYEE DESIGNATIONS

Each employee at Discovery Point is vital to the daily operation of the facility as we strive to offer the best quality of care and education.

Owner

Discovery Point Childcare is a franchise system of individually owned and operated childcare centers. Each owner is responsible for daily center operations, complying with all state and local regulations, maintaining employees, and overseeing the center management team as well as handling maintenance, payroll, and purchasing. Teachers and staff are employees of the owner, the Franchisee, and not employees of Discovery Point Childcare, the franchisor. If an employee ever has a concern that the center Director or Assistant Director cannot address, employees should feel confident in going directly to the center's owner.

Director and Assistant Director

The duties of the Director and Assistant may vary by location, but usually include:

- Greeting and developing relationships with children and families.
- Interviewing, hiring, and overseeing teachers and staff.
- Scheduling staff and maintaining teacher/student ratios at all times.
- Maintaining employee records.
- Touring families and enrolling new children.
- Maintaining children's files and keeping files updated.
- Handling parent complaints and addressing concerns.
- Handling emergencies immediately.
- Maintaining accurate class rosters.
- Billing and collection of tuition and fees.
- Scheduling and conducting routine staff meetings.
- Maintaining a positive and supportive work environment.
- Overseeing center wide compliance with all state and local childcare regulations.
- Routinely (once an hour) walking through the building and on playgrounds checking on teachers, supervision, and safety.
- Physically inspecting each classroom as it is closed for the evening.

As each classroom closes for the evening, management should check closets, restrooms, and classroom space for cleanliness and verify that all children have been checked out or joined another classroom. Check that each door to the playground is locked and all windows are closed and locked. Note any maintenance issues to report to the owner.

For a detailed description of the Director and Assistant Director duties, management may

refer to the Administrator Policies located on the **Franchise Resource Site (FRS)**.

Lead Teachers

The teachers in the classroom are of the utmost importance to the success of the Discovery Point program. No other individual has closer personal contact with the parents and the children. If the teachers are friendly, caring, and enthusiastic, that attitude will reflect directly on the children's desire to attend the child care center. Teachers should fulfill their duties with each child's physical and emotional well-being as the top priority. Teachers are responsible for following all job requirements listed in the Employee Handbook, for completing all daily, weekly, and biweekly duties, and for assisting Management in whatever capacity whenever the need arises.

Discovery Point Lead Teachers will:

- Follow all rules and regulations set forth by the state and local regulatory agencies as well as higher standards for care in centers holding accreditation or state quality program. (NC Gold Stars, Florida Gold Seal, Georgia's Quality Rated, NAEYC, APPLE, NECPA, Advanced Ed, etc.)
- Set the tone of a warm, nurturing, caring classroom environment by speaking in soothing, encouraging tones, using positively stated directives ("Walking feet, please" instead of "No running!") and use the children's names often when giving instructions and specific praise.
- Implement developmentally appropriate lesson plans based on child's inquiry and interest. (Discovery Point Connections®, Creative Curriculum®, or a teacher prepared lesson plan approved by center management that includes state developmental standards.)
- Set and maintain a behavior system of positive guidance that includes clear and appropriate expectations, engaging activities, re-direction, intervention, and positive reinforcement.
- Understand that each staff member is a state mandated reporter of suspected abuse and neglect and bring concerns to center management and state agencies, if needed. (See Reporting Abuse and Neglect)
Observe, track, and report on children's developmental growth and progress.
- Develop positive **professional** relationships with parents and families, avoiding overly personal conversations and social media connections.
- Maintain teacher/child ratios as required by the state AT ALL TIMES. (See Supervision)

Assistant Teachers

Assistant Teachers/Aides are important to the operation of each Discovery Point. It is the assistant's main duty to supply the necessary flexibility to the schedule to enable the Center

and staff to operate in accordance with state regulations. Assistants are directly responsible to the lead teacher to which they are assigned and to the center Management. In the absence of the teacher, they should hold themselves to the same professional standards as a lead teacher, ensuring a warm caring environment of learning. Review and follow duties listed above under lead teacher, including implementation of curriculum either in support of the lead teacher or fully in a lead teacher's absence.

Cook

Feeding multiple large groups of children is a demanding job! Preparation, organization and established routines are key in smooth food service. Discovery Point menus are planned within established nutritional guidelines, while allowing some regional flexibility. The Cook is responsible for preparing attractive and appetizing food, while following the menu dictated by Management. The Director will oversee the menu according to the state requirements and the Center's food budget. Any changes need to be marked immediately on the weekly menu and posted for view. Menus should be kept on file for six months. **Sample Menus are posted on the Franchise Resource Site. (FRS)**

Staff with diaper changing responsibilities will not be simultaneously assigned to kitchen food preparation duties. (See feeding guidelines for Infant and Beginner teachers.)

The Cook's duties include:

- Preparing food that follows the weekly menu and presenting it to the children in an appealing, efficient, and inviting manner.
- Serving meals in shifts at breakfast (or morning snack), lunch, and afternoon snacks.
- Making menu changes when necessary. Post any changes to the menu.
- Adhering to the meal time schedule, so that the Center may maintain regular activities without delay.
- Working with the Director or Assistant Director in ordering and tracking food purchases.
- Serving portions of food to the children to avoid waste and yet satisfy hunger. Children should be offered second helpings, so prepare accordingly. See <http://www.choosemyplate.gov> for serving sizes by ages.
- Labeling and storing all foods properly above the floor and on clean surfaces protected from contamination. Incoming food orders must be stored properly immediately.
- Storing leftover food covered or sealed in containers or bags, labeled with the date. Use or discard food in open containers within seven calendar days.
- Discarding milk on the expiration date.
- Keeping refrigerator cleared of old or spoiled foods. Refrigeration temperature must be kept at 40 degrees Fahrenheit or below and freezer at 0 degrees Fahrenheit or below.

- Maintaining good personal hygiene, wearing a hair net, adhering to the center's dress code, and using food service gloves in preparation and service. Teachers helping serve their class must also wear gloves.
- Maintaining the kitchen and its equipment, cleaning the dining room area.

The cook may also be needed to cover classrooms during breaks or may have additional cleaning responsibilities. Job descriptions vary by location, so refer to the detailed job description provided by the center management.

For complete food preparation and service regulations, refer to state or coalition guidelines for your area.

Bus Driver

Discovery Point owners and management should hold CDL licenses. Any driver hired to drive a Discovery Point bus should have the license required for that bus or vehicle, usually a class C CDL for Multi-Function School Activity Bus (MFSAB) for over 14 passengers. Smaller buses (for 14 passengers) may not require a CDL. The driver will follow all rules and regulations covered in their state's Driver's Manual and have a clear driving record. A copy of the driver's license and First Aid/CPR card should be kept on file at the center and a second copy of each kept in the transportation log that stays on the bus/travels with the children. The driver must be insured under the center's policy.

The bus driver must always be aware of each child's safety while the child is boarding, riding in, and disembarking from the bus. Seat belts must be worn by everyone, including all adult passengers. The bus driver must follow the designated bus route; no stops or detours are allowed. Gas is NEVER purchased while children are on the bus.

The bus driver must NEVER leave children unattended on the bus. In case of an emergency, use the bus phone to contact the center immediately.

The driver must adhere to all center policies. Proper speech and language must be used. The driver is a reflection of the Discovery Point brand. Driving and conduct should be professional at all times.

The bus driver will conduct a name to face roll call with transportation log in sheet to load from the center or school pick up and perform a bus walkthrough inspection.

- Make sure all passengers (children and staff) have disembarked calling a name to face check and lining up in portico or lobby for transfer to the teacher and batch check in.
- The driver will walk to the back of the bus making sure the aisles is clean and no child is left on the bus.
- The driver will sign the transportation log.

- A second staff member will conduct a second walk to the back of the bus.
- Second staff member signs the transportation log.
- Park the bus in a parking space.
- Sweep floor and aisles.
- Dispose of any trash on the floor or from the seats.
- Check that windows are closed and in good repair.
- Check that seats and seatbelts are in good repair.
- Check for any maintenance issues and report issues to management or owner.

TEACHER AND ASSISTANT TEACHER DUTIES BY CLASSROOM

Infant Classroom (Ages 6 weeks to 12 months or walking)

Maintain teacher student ratios as regulated by the state, county coalition, accreditation or quality rating program.

- Greet each parent and child by name upon arrival.
- Prepare and gather any supplies needed for the day.
- Ensure each crib has a clean, tight fitting sheet and all cribs/sheets are in good repair. Cribs/ mattresses should be cleaned and sanitized daily or more often as needed.
- Cribs must be labeled with infant's name and infant only sleeps in assigned crib. One crib is required for each child registered for the infant classroom.
- Review Safe Sleep Policy – Infants are placed on their backs to sleep, no blankets or stuffed animals, no pacifier clips or string, no bibs. As soon as baby can roll over, add an "I can roll!" label to that child's crib. Teachers still place older babies on their backs to sleep, but it's fine if babies move themselves into a different position.
- Move babies immediately out of car seats upon arrival. Sleeping babies need to be moved to their assigned crib. Sleeping in a car seat can constrict the baby's airway.
- Babies must have a medical notification from a doctor to change any directive regarding safe sleep.
- All locks on drawers/ cabinets must be functional.
- Change water and sanitize the Crock Pot/Bottle Warmer daily or more often as needed. Use a separate warmer/Crock Pot for breast milk bottles.
- Sanitize Sinks and countertops.
- Ensure all bottles are labeled with child's first name, last name and date upon arrival. We recommend pre-making labels with the date to make drop off time easier.
- Stock diapers and wipes in the changing table. Ensure that any diaper cream or ointment is kept in a locked drawer and that each child has a signed copy of an External Preparations Form in the class binder.

- Stock any supplies needed (tissues, paper towels, soap, etc.)
- Label cleaning spray bottles. Bleach water should be made daily.
- As children arrive, prepare an “Infant Daily Report” (hard copy or App reporting) and update as needed throughout the day. **Do not pre-fill times for diapering or feeding.** Keep a separate schedule with reminders, if needed, but a child’s daily sheet should only be filled out as each task is completed.
- As infants arrive, check/change diapers as needed. Diapers should be changed every 2 hours or more frequently as needed. Be sure to update the Infant Daily sheet or any App used.
- Ensure that infants spend no more than 20 minutes in confining equipment. (Exersaucers, bouncy seats, swings, etc.)
- Ensure that each child has **closely supervised** “Tummy Time” throughout the day. **Do not walk away from a baby placed on his/her tummy!**
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Sanitize equipment and toys throughout the day as needed. Be sure to remove any “mouthed” toys immediately for cleaning.
- Sweep and maintain general cleaning during the day. Mop and vacuum when children are not present.
- Interact with the infants throughout the day, be mindful of tone of voice. When all infants are on the floor playing, the teacher should also be on the floor interacting with the children.
- When two teachers are assigned to the classroom, make sure that duties and proximity to children is defined. For example, it is best practice to have one teacher do the diapering of the day while the other does feedings. Even if teachers share tasks, be ever mindful of supervision by having one teacher within arm’s length of floor play if the other is feeding or changing diapers.
- After each feeding, update the Infant Daily sheet and any reporting App used.
- The opening teacher should update the closing teacher on anything that happened during the morning or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, send home bottles, soiled clothing, and the Infant Daily Report. If there has been an incident requiring a “Boo Boo Report”, explain what happened and let the parent know the report is available from the management staff.
- Keep clipboard with up to date attendance/face to name sheet with you at all times.
- Maintain attendance throughout the day, including arrival and departure times.
- “Infant Information Sheets” should be kept in a binder in the classroom and should be updated by the parent every other month or more frequently as needed. This form will let the teacher know what the child eats/drinks, how much and how often. It will also let

you know other information about the child so that you can better meet their individual needs.

- Refrigerator should be cleaned out weekly or more often as needed.
- Check Refrigerator/Freezer temperatures daily, notify management if reading is out of recommended range.
Refrigerator temp should be 40 degrees Fahrenheit or below. Freezer should be 0 degrees Fahrenheit or below.
- Proper handwashing procedures should be followed throughout the day. After diapering, children who can control their heads should have their hands washed with warm running water and soap. Younger babies should have their hands wiped with individual washcloths.
- When an infant is old enough to begin table food, the food should always be placed on a plate or bowl, not directly on the high chair tray or table.
- Babies who cannot hold their bottle while in a high chair must be held by the teacher and bottle fed. Bottles should never be propped. Bottles should never be warmed in microwave. Check temperature before serving. Bottles cannot be rewarmed or used later. Discard breastmilk or formula within one hour of serving infant. Unused breastmilk may be returned to the parent in the bottle or container provided.
- It is recommended that lights be kept on at all times to ensure proper supervision. If lights are lowered, window blinds should remain up to allow natural light. Infants should be napping based on their individual schedules and not napping as a class.
- Classroom should be kept "Tour Ready" at all times.
- Perform daily visual check for hazards including condition of toys and playground, inspection for trash, standing water, and hot surfaces.

Beginner Classroom (Usually 12 to 18 months old)

Maintain teacher student ratios as regulated by the state, county coalition, accreditation or quality rating program.

Teachers in this classroom need to understand the duties and responsibilities of Infant, Beginner, and Toddler care as this classroom may have a range of ages and development levels. Some may be in cribs and transition to mats or cots over the coming months. Some children may be transitioning from an Infant feeding plan to the center's menu and some may even be moving from a bottle to a sippy cup. Please review all policy and procedure and state regulations regarding the care of Infants, Beginners, and Toddlers before being assigned to this classroom.

Duties:

- Greet each parent and child by name upon arrival.
- Prepare and gather any supplies needed for the day.
- Review Safe Sleep policy for children in cribs. Children who are walking and one year old can transition to a mat or cot and may have a light blanket.
- Ensure each mat/cot/crib has a clean, tight fitting sheet and all mats/cots/sheets are in good repair. Mats/Cots should be cleaned and sanitized weekly or more often as needed.
- Mat/Cot sheets and personal blankets must be marked for individual use and stored separately OR washed daily to reduce the spread of germs.
- Mats/Cots must be designated for individual use and stored without sleeping sides touching.
- All locks on drawers/cabinets should be functional.
- Stock diapers and wipes in the changing table. Ensure that any diaper cream or ointment is kept in a locked drawer and that each child has a signed copy of an External Preparations form in the class binder.
- Stock any supplies needed (tissues, paper towels, soap, etc.) Sanitize Sinks and counters.
- Label cleaning spray bottles. Bleach water should be made daily. Keep out of the reach of children.
- As children arrive, check/change diapers as needed. Diapers should be changed every 2 hours or more frequently as needed. Be sure to update Infant Daily Sheet or any App reporting used.
- Ensure all bottles and sippy cups and food from home items are labeled with child's first name, last name and current day's date upon arrival. We recommend pre-making labels with the date to make drop off time easier.
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Interact with the children throughout the day, be mindful of tone of voice. The day should be a mix of both free play and teacher led activities. Do NOT require that

children sit for any extended length of time. Gather children for story or song or play, but it is fine for only a few to stay attentive. Just keep an eye on the others as they play nearby.

- The opening teacher should update the closing teacher on anything that happened during the morning, or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, be sure to send home any soiled clothing, bottles and personal sippy cups. If there has been an incident requiring a “Boo Boo Report”, explain what happened and let the parent know the report is available from the management staff.
- Maintain attendance throughout the day. Both child’s arrival and departure times should be noted daily on the attendance sheet.
- Proper handwashing procedures should be followed throughout the day.
- Classroom should be kept “Tour Ready” at all times.
- Depending on the ages in this classroom, children may nap on individual schedule or transition to whole class nap time. Soft music should be played during rest time. Quiet activities should be provided for any children not napping or those that wake up before nap time is over.
- Be very mindful of food service, especially if serving and eating in the classroom. Make sure all children’s hands are washed and children are seated before plates are filled. All food should be cut in smaller than ¼ inch pieces since children of this age are at a high risk of choking. No whole or round cut hot dogs, popcorn, whole grapes, cubed cheese or other food of similar size.
- Rest time should be used for after lunch cleaning and preparing for the afternoon’s activities.
- Sanitize equipment and toys throughout day as needed. Be sure to remove any “mouthed” toy immediately for cleaning.
- Sweep and clean up as often as needed. Mop and vacuum with no children present.
- Tables should be cleaned and sanitized after meals and activities.
- Chairs should be cleaned weekly, or more often as needed.
- Any soft furniture should be cleaned and sanitized weekly. Daily check for worn edges or tears. Report any issues to Management.
- Perform daily visual check for hazards including playground checks for trash, standing water, and hot surfaces.
- Keep clipboard with up to date attendance/face to name sheet with you at all times.
- Children should start getting in the routine of lining up with a fun song and happy face to name roll call upon exiting the classroom and entering from the playground. Children should not be allowed to run ahead exiting or entering the classroom.

Toddler Classroom (Usually 18 to 24 months old)

Maintain teacher student ratios as regulated by the state, county coalition, accreditation or quality rating program.

Duties:

- Prepare and gather any supplies needed for the day.
- Greet each parent and child by name upon arrival.
- Ensure each mat/cot/crib has a clean, tight fitting sheet and all mats/cots/sheets are in good repair. Mats/Cots should be cleaned and sanitized weekly or more often as needed.
- Mat/Cot sheets and personal blankets marked individually and stored separately OR washed daily reduce the spread of germs.
- Mats/Cots must be designated for individual use and stored without sleeping sides touching.
- Make sure that all locks on drawers/ cabinets are functional.
- Stock diapers and wipes in the changing table. Ensure that any diaper cream or ointment is kept in a locked drawer and that each child has a signed copy of an External Preparations form in the class binder.
- Stock any supplies needed (tissues, paper towels, soap, etc.) Sanitize Sinks and counters.
- Label cleaning spray bottles. Bleach water should be made daily. Keep out of the reach of children.
- As children arrive, check/change diapers or guide to potty as needed. Diapers should be changed every 2 hours or more frequently as needed. Be sure to update the daily sheet or any App used for each change of diaper or potty use.
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Interact with the children throughout the day, be mindful of tone of voice. The day should be a mix of both free play and teacher led activities. Do not require that children sit for any extended length of time. Gather children for a story or song or play, but it is fine for only a few to stay attentive. Just keep an eye on the others as they play nearby. The more enthusiastic and “active” a story or song, the more engaged the children will be. Do try for increased length of having children sit and pay attention. (3 to 5 minutes)
- The opening teacher should update the closing teacher on anything that happened during the morning or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, be sure to send home any soiled clothing. If there has been an incident requiring a “Boo Boo Report”, explain what happened and let the parent know the report is available from the management staff.

- Maintain attendance throughout the day. Child's time of arrival and time of departure should be noted daily on the attendance sheet.
- Proper handwashing procedures should be followed throughout the day.
- Classroom should be kept "Tour Ready" at all times.
- Soft music should be played during rest time. Quiet activities should be provided for any children not napping or those that wake up before nap time is over.
- Be very mindful of food service, especially if serving and eating in the classroom. Make sure all children's hands are washed and children are seated before plates are filled. All food should be cut in smaller than ¼ inch pieces since children of this age are at a high risk of choking. No whole or round cut hot dogs, popcorn, whole grapes, cubed cheese.
- Rest time should be used by the teacher for cleaning and preparing for the afternoon's activities.
- Sanitize equipment and toys throughout day as needed. Be sure to remove any "mouthed" toys immediately for cleaning.
- Sweep and clean up as often as needed. Mop and vacuum with no children present.
- Tables should be cleaned and sanitized after meals and activities.
- Chairs should be cleaned weekly, or more often as needed.
- Any soft furniture should be cleaned and sanitized weekly. Daily check for worn edges or tears. Report any issues to Management.
- Perform daily visual check for hazards including playground checks for trash, standing water, and hot surfaces.
- Keep clipboard with up to date attendance/face to name sheet with you at all times.
- Children should start getting in the routine of lining up with a fun song and happy face to name roll call upon exiting the classroom and entering from the playground. Children should not be allowed to run ahead exiting or entering the classroom.

Specific praise and re-direction can be used at this age, but joyful enthusiasm is the best way to keep children engaged.

Preschool 1 Classroom (2 years old)

Note: Mixing of children 2 years old and over with children under 24 months is prohibited except in special circumstances and may require parental permission be kept on file. Please refer to individual state and local guidelines regarding ratios, maximum class size, and mixed age groups.

- Classroom should be kept “Tour Ready” at all times.
- Prepare and gather any supplies needed for the day.
- Greet each parent and child by name upon arrival. Have them wash their hands upon entering the classroom.
- Ensure each mat/cot/crib has a clean, tight fitting sheet and all mats/cots/sheets are in good repair. Mats/Cots should be cleaned and sanitized weekly or more often as needed.
- Mat/Cot sheets and personal blankets must marked individually be stored separately to reduce the spread of germs.
- Mats/Cots must be designated for individual use and stored without sleeping sides touching.
- All locks on drawers and cabinets must be functional.
- Stock any supplies needed (tissues, paper towels, soap, etc.) Sanitize Sinks and counters.
- Label cleaning spray bottles. Bleach water should be made daily and kept out of reach of children.
- As children arrive, check/change diapers or guide to potty as needed. Be sure to update any daily sheet or App used for each change of diaper or potty use.
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Interact with the children throughout the day, be mindful of tone of voice. The day should be a mix of both free play and teacher led activities.
- Follow the daily schedule posted in the classroom.
- The opening teacher should update the closing teacher on anything that happened during the morning, or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, be sure to send home any soiled clothing. If there has been an incident requiring a “Boo Boo Report”, explain what happened and let the parent know the report is available from the management staff.
- Maintain attendance throughout the day. Both child’s time of arrival and time of departure should be noted daily on the attendance sheet.
- Follow proper handwashing procedures throughout the day including entering the classroom, before and after restroom or diapering, before and after meals, before and after sand/water play, upon entering the classroom after outside play.

- Soft music should be played during rest time. Quiet activities should be provided for any children not napping or those that wake up before nap time is over.
- Rest time should be used for after lunch cleaning and preparing for the afternoon's activities.
- Sanitize equipment and toys throughout the day as needed.
- Sweep and clean up as often as needed. Mop and vacuum with no children present.
- Tables should be cleaned and sanitized after meals and activities.
- Chairs should be cleaned weekly, or more often as needed.
- Any soft furniture should be cleaned and sanitized weekly. Check daily for worn edges or tears. Report any issues to Management.
- Perform daily visual check for hazards including playground checks for trash, standing water, and hot surfaces.
- Keep clipboard with up to date attendance/face to name sheet with you at all times. Call the roll and do a "face to name" check of each child in the line before exiting or entering the classroom. DO NOT let children run ahead onto the playground or into the activity area. Class should remain as a whole group.
- When entering from the playground, all children should be lined up on the sidewalk and a face to name count completed before the door is ever open. Children should walk in directly to the sink for handwashing.
- Wash hands and clean faces at the end of the day so that children are clean at pick up times.
- Provide activities for children up until pick up. Children should never have periods of sitting and waiting, even at the close of the day.

Preschool 2 Classroom (3 years old)

Note: Mixing of children 2 years old with children who have turned 3 years old during the school year may require parental permission be kept on file. Please refer to individual state and local guidelines regarding ratios, maximum class size, and mixed age groups.

Duties:

- Prepare and gather any supplies needed for the day.
- Greet each parent and child by name upon arrival. Have them wash their hands upon entering the classroom.
- Ensure each mat/cot/crib has a clean, tight fitting sheet and all mats/cots/sheets are in good repair. Mats/Cots should be cleaned and sanitized weekly or more often as needed.
- Mat/Cot sheets and personal blankets must be stored separately to reduce the spread of germs.
- Mats/Cots must be designated for individual use and stored without sleeping sides touching.
- Make sure that all locks on drawers/ cabinets are functional.
- Restock any supplies needed (tissues, paper towels, soap, etc.) Sanitize Sinks and counters.
- Label cleaning spray bottles. Bleach water should be made daily and kept out of reach of children.
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Interact with the children throughout the day, be mindful of tone of voice. The day should be a mix of both free play and teacher led activities.
- Follow the daily schedule posted in the classroom.
- The opening teacher should update the closing teacher on anything that happened during the morning, or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, be sure to send home any soiled clothing. If there has been an incident requiring a “Boo Boo Note”, explain what happened and let the parent know the report is available from the management staff.
- Maintain attendance throughout the day. Both child’s arrival and departure times should be noted daily on the attendance sheet.
- Follow proper handwashing procedures throughout the day including entering the classroom, before and after restroom or diapering, before and after meals, before and after sand/water play, upon entering the classroom after outside play.
- Class should be kept “Tour Ready” at all times.
- Soft music should be played during rest time. Quiet activities should be provided for any children not napping or those that wake up before nap time is over.

- Rest time should be used for after lunch cleaning and preparing for the afternoon's activities.
- Sanitize equipment and toys throughout day as needed.
- Sweep and clean up as often as needed. Mop and vacuum with no children present.
- Tables should be cleaned and sanitized after meals and activities.
- Chairs should be cleaned weekly, or more often as needed.
- Any soft furniture should be cleaned and sanitized weekly. Also, it should be checked for worn edges or tears. Report any issues to Management.
- Clean the restrooms during nap and at the end of day. Check frequently throughout the day.
- Sanitize water fountain throughout day (if applicable)
- Keep centers neat; books should be displayed neatly on bookshelf
- Classroom should be organized
- Desk/counter should be kept neat & organized, also should be free of hazardous items (adult scissors, cleaning solution, etc.)
- Art work should be displayed and changed out weekly. Art work should be sent home on Friday
- Perform daily visual check for hazards including playground checks for trash, standing water, and hot surfaces.
- Keep clipboard with up to date attendance/face to name sheet with you at all times. Call the roll and do a "name to face" check of each child in the line before exiting or entering the classroom. DO NOT let children run ahead onto the playground or into the activity area. Class should remain as a whole group.
- When entering from the playground, all children should be lined up on the sidewalk and a face to name count completed before the door is opened. Children should walk in directly to the sink for handwashing.
- A daily schedule should allow for both teacher & student lead activities. "Free play" time should be included, however, teacher should always be supervising and interacting with children. Be sure to follow the daily schedule at all times. If an adjustment needs to be made based on the needs of the children, management should help make adjustments.
- Gloves should be worn during food service. If meals are served in the café, ask management about the cleaning policy for after meals. Meals should be served "Family Style" allowing the children to put food on their plates & also allowing the teacher to sit and interact with the children during meal time.
- Proper teacher/child ratio should be maintained at all times. Frequent headcounts should be conducted throughout the day.
- Wash hands and clean faces at the end of the day so that children are clean at pick up times.
- Provide activities for children up until pick up. Children should not ever have periods of sitting and waiting, even at the end of the day.

Preschool 3 Classroom (4 years old)

Note: Follow state guidelines for state funded programs such as Georgia PreK and Florida VPK
Duties:

- Prepare and gather any supplies needed for the day.
- Greet each parent and child by name upon arrival. Have them wash hands upon entering the classroom.
- Ensure each mat/cot/crib has a clean, tight fitting sheet and all mats/cots/sheets are in good repair. Mats/Cots should be cleaned and sanitized weekly or more often as needed.
- Mat/Cot sheets and personal blankets must be stored separately to reduce the spread of germs.
- Mats/Cots must be designated for individual use and stored without sleeping sides touching.
- All locks on drawers and cabinets must be functional.
- Stock any supplies needed (tissues, paper towels, soap, etc.) Sanitize Sinks and counters.
- Label cleaning spray bottles. Bleach water should be made daily and kept out of reach of children.
- Implement age appropriate lesson plans. (Discovery Point Connections®, Creative Curriculum®, or teacher created plans based on state learning standards.) All plans and activities should be individualized based on the needs of each child.
- Interact with the children throughout the day, be mindful of tone of voice. The day should be a mix of both free play and teacher led activities.
- Follow the daily schedule posted in the classroom.
- The opening teacher should update the closing teacher on anything that happened during the morning or leave notes for the closing teacher. Schedules may overlap a few minutes to give the teachers a chance to discuss the day.
- At the end of each day, be sure to send home any soiled clothing. If there has been an incident requiring a “Boo Boo Report”, explain what happened and let the parent know the report is available from the management staff.
- Maintain attendance throughout the day. Child’s arrival and departure times should be noted daily on the attendance sheet.
- Follow proper handwashing procedures throughout the day including entering the classroom, before and after restroom or diapering, before and after meals, before and after sand/water play, upon entering the classroom after outside play.
- Classroom should be kept “Tour Ready” at all times.
- Soft music at low volume should be played during rest time. Quiet activities should be provided for any children not napping or those that wake up before nap time is over.
- Rest time should be used for cleaning and preparing for the afternoon’s activities.
- Sanitize equipment and toys throughout day as needed.

- Sweep and clean up as often as needed. Mop and vacuum with no children present.
- Tables should be cleaned and sanitized after meals and activities.
- Chairs should be cleaned weekly, or more often as needed.
- Any soft furniture should be cleaned and sanitized weekly. Also, it should be checked for worn edges or tears.
- Clean the bathroom during nap and at the end of day. Check frequently during the day.
- Sanitize water fountain throughout day (if applicable)
- Keep centers neat; books should be displayed neatly on bookshelf
- Classroom should be organized
- Desk/counter should be kept neat & organized, and should be free of hazardous items (adult scissors, cleaning solution, etc.)
- Art work should be displayed and changed out weekly. Art work should be sent home on Friday
- Perform daily visual check for hazards including playground checks for trash, standing water, and hot surfaces.
- Keep clipboard with up to date attendance/face to name sheet with you at all times. Call the roll and do a “name to face” check of each child in the line before exiting or entering the classroom. DO NOT let children run ahead onto the playground or into the activity area. Class should remain as a whole group.
- When entering from the playground, all children should be lined up on the sidewalk and a face to name count completed before the door is ever open. Children should walk directly to the sink for handwashing.
- Daily schedule should allow for both teacher & student lead activities, “free play” time should be included, however, teacher should always be supervising and interacting with children. Be sure to follow the daily schedule at all times. If an adjustment needs to be made based on the needs of the children, management should help make adjustments.
- Gloves should be worn during food service. If meals are served in the café, ask management about the cleaning policy for after meals. Meals should be served “Family Style” allowing the children to put food on their plates & also allowing the teacher to sit and interact with the children during meal time.
- Proper teacher/child ratio should be maintained at all times. Frequent headcounts should be conducted throughout the day.
- Wash hands and clean faces at the end of the day so that children are clean at pick up times.
- Provide activities for children up until pick up. Children should not ever have periods of sitting and waiting, even at the end of the day.

School Age Classroom

The after-school program can be one of the most challenging classrooms in your center. These are usually very large classes of mixed ages that may have just one teacher. Buses may arrive at different times and some students enter needing a quiet place to do homework, while others are ready to cut loose after a long day of school.

- Set and follow a specific schedule for both before and after school.
- Organize pick up, roll call (face to name) and attendance check from bus pickups.
- Organize and follow a structured “sign out” from class roster as well as parents signing out at front desk, especially if children are often picked up from the playground.
- Set and follow a behavior management system. Children can help set rules and a rewards program can be set into place. Allow students to earn points, stickers, checkmarks for following rules, finishing homework, being helpful to friends, showing kindness, etc. Reward with “helper” responsibilities, good notes/certificates home, small “treasure box” type prizes.
- Interact with the children throughout the afternoon. Be mindful of tone of voice.
- Busy students stay active and engaged. Bored students get cranky and rambunctious. Don’t underestimate the power of a plan. Have plenty of activities including planned indoor and outdoor games to keep students busy.
- Provide journals and have a daily writing/drawing prompt. This will allow for a “whole class” quiet activity so students can complete homework in a study atmosphere before play begins.
- Provide games, books and art materials that are appropriate for a wide variety of ages and developmental levels. Keep teacher scissors, staplers, etc. out of reach.
- Follow all state and local rules and regulations for student teacher ratios, safety, and hygiene.
- Wash hands upon entering and exiting the classroom.
- Maintain constant supervision. Do not allow children to re-enter the classroom or building unsupervised. Teachers may not stand in the doorway for a child to use the restroom while the class is on the playground.
- Dismiss each day on a positive note. Both students and their parents are exhausted after a long day. When a student has a challenge, state it to the parents only after a positive statement has been made and address only the specific concern. Students do not have a “good day” or a “bad day.” For example, “Josiah finished all of his homework, but is still working on keeping his hands to himself during outdoor play.” Parents get to hear what is good, while hearing the truth of what needs to be improved.

Suggested Afterschool Schedule:

3:00 – 4:00 Arrival of students in shifts – Quiet homework and journaling time

Pro -When students come in as smaller groups, the teacher can more easily help with homework and still supervise students working in journals or reading.

Con- Students coming directly from school may need to stretch and move before settling in again.

4:00 – 4:20 Snack

4:20 – 5:00 Completion of homework. Those finished can play games quietly. Students double check backpacks that all work and items are ready to go.

5:00-6:30 Time outside or indoor play time.

If you see that kids are too restless immediately after school, start with outside time.

3:00 - 4:30 Outdoor time

4:15 - 4:30 Snack

4:30 – 5:30 Homework and Journaling

Con – Some students may be picked up near this time and parents might be frustrated if homework isn't completed.

5:30 – 6:30 Organized indoor whole class games or small groups with games

Additional Resources for School Age programs including Summer Camp Lesson Plans can be found on the Franchisee Resource Website and in the Connections Curriculum Library.

EMPLOYEE STANDARDS (Detailed Policies are contained in the Employee Handbook- Personnel Policies)

1. Center employees are expected to maintain the highest standards of professional ethics. Management will make every effort to respect the rights of each staff member and will expect the same cooperation and respect in return.
2. Each employee is expected to exhibit a professional manner at all times. Staff must refrain from gossip, harsh tone of voice or conversation that could detract from the professionalism of the Center. Proper speech and language should be used at all times.
3. An employee should not criticize the operations or policies of the center management, either publicly, on social media, or among fellow employees. Instead, submit suggestions to Management by scheduling a private meeting or submitting suggestions in writing.
4. Information regarding center operations, staff/management relationships, and parent/center relationships are deemed absolutely confidential. Care must be taken to avoid discussion of such matters with anyone. If you are uncertain in any specific situation, consult with Management before proceeding. At no time are such discussions to take place in the presence of children or parents.
5. Work time is for work. Any conduct which interferes with the work time of a staff person will not be tolerated. Children of all ages need close supervision and teachers cannot be distracted.
6. Staff members are to dress appropriately and to maintain good grooming habits. Employees should wear Discovery Point attire apparel or business office dress attire. Mini-skirts, short shorts, halter tops, bare midriffs, clothing with inappropriate graphics or phrases, are not acceptable dress for the childcare setting. Fingernails must be kept at a length and in a condition safe for interaction with children including diapering. Head covers and hair extensions cannot interfere with work performance. Check with center management for a center specific dress code.
7. No owner, management or employee can be using or under the influence of narcotics, alcohol, or other drugs that impair a person's ability to provide safe care and supervision.

CAREER ADVANCEMENT

As employees demonstrate the ability to handle greater responsibility, they will be considered for promotions, as openings become available. Discovery Point is committed to promoting employees from within the company whenever possible. When filling any opening, the position will be awarded to the best qualified candidate.

PERFORMANCE APPRAISALS

Management and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of the 90-day Probationary Period and on the anniversary date of employment.

Sample appraisals are included, but it is recommended that owners and directors use a performance checklist or written guidelines with all employees so that each employee receives a consistent standard of feedback. Review the criteria and performance expectations with each new employee and remind employees of expectations at staff meetings. It is recommended to base feedback on multiple visits to the classroom at varying times over the course of a few days and NOT just on one classroom observation.

(Samples of Performance Appraisals can be found on the Franchisee Resource Site)

ATTENDANCE, ABSENCE, AND TARDINESS

1. The well-being of the children placed in our care depends upon the security of an environment that remains consistent from day to day. It is primarily for this reason that policies regarding employee attendance are strictly stated, enforced, and heavily weighted on personnel evaluations and wage increases.
2. Accurately recording time worked is the responsibility of every employee. Staff members should not clock in before seven (7) minutes prior to their starting time or out more than seven (7) minutes after quitting time. Employees must clock in and out for lunch. Employees must be in the classroom on the job and ready to perform the assigned job at the starting time of the assigned shift. Overtime will not be paid unless Management has requested additional work, and the additional hours have been approved by Management. Tampering, altering, or falsifying time records, or recording time on another employee's account may result in disciplinary action, including discharge. The employee is responsible for notifying Management if another employee due to take over responsibilities has not arrived. The employee should call the Front Desk on the telephone to tell Management.
3. Time off exceeding two days must be requested a minimum of two weeks in advance, unless a physician certifies in writing that the employee was sick and unable to perform the duties required. Employees who are sick should not report for work, but they should provide at least six hours' notice when possible. Except for obvious cases, such as serious injury or extended illnesses, the employee is to contact Management before 6:00 P.M. each day off to give health status and the probability of returning to work the next day.

If an employee is hospitalized or absent for more than one day, she must bring Management a doctor's written notice stating that she is fit to return to work. Management cannot guarantee the same position, duty hours, or work days for any employee returning from an extended time off.

4. Abuse of tardiness policy may result in termination. All requests for time off will be evaluated in terms of the needs of the Center and approved or denied as the situation warrants. A single absence or tardiness without proper justification is considered by the Center to be excessive.
5. Request center specific policies regarding Vacation Days.

ADMINISTRATIVE POLICIES

1. New employees must properly complete and submit all forms required by governmental authorities, including Federal and State Withholding allowance certificates W-4, a State Consent Form for Employee Criminal Records Check, and an I-9 Employment Eligibility Form. Employees must receive a clean federal Criminal Records Check and results of live scan fingerprints. In addition, employees in the state of Florida must have a copy of the DCF letter for Abuse and Neglect screening, sexual predator registry clearance and Good Moral Character form. Failure to properly complete may delay job placement and a change in CRC status could result in termination.
2. Although reasonable attempts will be made to schedule duty hours as conveniently as possible for each employee, the needs of the Center must be the primary concern. Though each employee's schedule will remain fairly consistent from week to week, there will be times when schedules will be adjusted for changing conditions such as summer or holidays. At such times, an employee's hours may be reduced.
3. If the weather is such that the Center may not be open at all, do not assume the Center is closed. Find out for certain. Before each winter season, ask for the communication method that will be used by the management (blast emails, group texts, automated calls) to announce a center closing. Have a contact number for management to confirm.
4. Employees may not babysit during their off hours for any Discovery Point customer and should never transport children in their own vehicle.
5. Any contact or conversation between a Discovery Point parent or child, on or off the Discovery Point premises, must be reported to the Director on the next workday.
6. Teachers are expected to attend regular staff meetings as part of their regular duties.
7. The Center earnestly requests the teachers' cooperation in the conservation of energy, water, supplies, and equipment. This is necessary for maintaining quality care at minimum expense and to ensure adequate funds to provide reasonable wages and benefits for employees.
8. No Discovery Point equipment, toys, or other property may be removed from the premises at any time. Removal of property is stealing.
9. An employee may not bring personal equipment or supplies into the center without approval of the center management. Not all toys and materials that are safe for individual child use under parent supervision are safe for use in a classroom environment. Any equipment brought in with approval should be deemed to be the personal property of the center and cannot be removed by employees without knowledge and approval of management.

10. No employee at Discovery Point may smoke or vape in the building or on the Center's grounds.
11. Each full-time employee must take a lunch break. Lunch breaks will be scheduled to provide staffing for classrooms and range from 30 minutes to 1 hour. Check with your management staff on scheduling of breaks and lunch times.
12. Check with your local center for policy regarding cell phone use and purse storage. Most centers do not allow cell phones or purses in the classroom. Teachers who are allowed purses and cell phones must always keep them in a locked cabinet out of the reach of children. Seeming harmless items, like lip balm, a nail file, and loose change are indeed a huge safety risk in the hands of small children.

Personal cell phones MAY NOT be used in the presence of children or while a teacher is on duty.

13. Employees may not engage in the distribution of literature, petitions, surveys, or sale of merchandise on the premises without the advance approval of Management.
14. All staff should use the chain of supervision for reporting problems. Most directors, assistant directors and owners have specific duties that they supervise. Know and understand your location's chain for reporting.
15. Should the teacher have a legitimate concern, she should first discuss the situation with Management. Every reasonable effort will be pursued to reach reasonable satisfaction. The employee should carefully select a time for a personal meeting which will not interfere with Center operations. She should approach the situation in a positive manner with suggestions for a solution.
16. Each employee must abide by the guidelines listed under "Termination" which include following state and local childcare regulations, adherence to safe sleep policy, gentle and nurturing care of children, and regulated tone of voice. Teachers must follow a supportive discipline policy (described in this guidebook) that is respectful of the child and in no way demeans or harms the child physically, emotionally, or sexually. Teachers and staff must know and follow the guidelines for reporting suspected neglect or abuse of a child to the proper authorities including abusive behavior by a co-worker.
17. Teachers may never leave their classroom unsupervised for even a moment.
18. Failure to follow state guidelines and regulations could result in termination of employment at Discovery Point.

EMPLOYEE CHILDREN

1. All enrollment paperwork must be completed on employees' children the same as for all other children enrolled in the Center.
2. The same rules apply for the care of employees' children. The Parent Handbook contains necessary information and guidelines. Review all rules, particularly "Discipline" and "Care and Supervision".
3. The same policies apply for payment of fees. As a benefit for teachers, fees can be deducted from pay checks.
4. Employees' children cannot be under the direct supervision of their parent. An employee cannot work in the same room as their child.
5. The employee must never shirk or put aside responsibilities for the children in her care to check on her own child.
6. The Owner's Office and the Front Reception Area are not licensed for children. Children cannot be placed in these areas for long-term supervision.

CARE AND SUPERVISION

Children shall be supervised at all times. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children. The persons supervising must be alert, able to respond promptly to the needs and actions of the children being supervised and provide timely attention to the children's actions and needs.

1. Parents have entrusted their children to our care with the expectation that we will provide caring and kindness. This responsibility must never be taken lightly. As professional caregivers, our primary responsibility is to ensure that each child is provided a safe, healthy, caring, nurturing environment.
2. New children will sometimes feel very alone and frightened in a new situation. Make a special effort to reassure them, talk to them, offer a toy or start an activity, hold them, and comfort them until they feel at ease in their new surroundings.
3. Greet each child warmly by name each morning. Tell each child goodbye each afternoon.
4. Guide each child toward independence. Don't do tasks for them; provide the guidance and structured environment which will allow them to do for themselves. Allow them to make mistakes; that's often the most enduring way to learn. Help each child to succeed at least a little each day.
5. Assist and encourage children to become independent in the development of self-help skills, such as washing their hands and faces, dressing, eating, and toileting.
6. Gear all activities to the needs of the children. Allow for age level, individual differences and interests; be ready to adjust your plans as the situation develops. When two teachers are working together, one particularly good method for individualizing instruction is to divide the group into several small groups. One teacher works with a small group while the other teacher continues large group activities with the remaining children.
7. Curriculum must be used for all ages. Discovery Point has chosen *Creative Curriculum* by Teaching Strategies as the state approved foundational curriculum. In addition to *Creative Curriculum*, Discovery Point has a proprietary curriculum, *Connections* that is aligned with state developmental standards. Lesson plans are available in the **Connections Curriculum Library**. Check with management for direction on the implementation of curriculum. Teachers are encouraged to adapt plans to meet the needs of individual students. Center/Teacher written lesson plans may be used if they include the state developmental learning standards and have been previewed and approved by center management.
8. The current weekly lesson plan must be posted in the classroom. The classroom environment should reflect the current unit, theme, or season with children's artwork, books, and updated center and small group activities.

9. Teachers must follow the state-approved schedule posted in each classroom. The day should be a balance of teacher led instruction and child directed activities and play. Even in play, children may need guidance to get started. Ask questions, build on role play and pretend, and encourage children to try a variety of activities.
10. Worksheets are rarely appropriate for a childcare setting. Any pre-approved materials needed for the coming week should be handed to the Front Desk by Thursday if possible. Do not request more copies than absolutely needed. Do not leave your room to make copies – only Management uses the copier.
11. Children should have daily opportunities to participate in a variety of appropriate learning and play activities and experiences. These include music, art, story-telling and conversation, dramatic play, block building, small and large muscle activities, science and nature, and opportunities for choice making. Staff will provide individual attention each day. During group activities, teachers should be engaging with the children on the floor and walking the room, speaking to each child and expanding their play.
12. Progress reports are to be sent home periodically for all Preschool and Prekindergarten classes. Report forms will be provided by Management. Daily reports are sent for all Infants and Toddlers. Remember that there is no such thing as a “bad day” or a “bad child”. All children have special qualities and all have areas for growth. Some positive aspects can be emphasized about each and every child. It is not enough to say that a child needs improvement in a particular area; you must also be able to suggest methods to overcome those weaknesses. Management must proofread all reports before they are sent out.
13. Art should be child directed with a choice of a variety of materials. Patterned “crafts” should be limited, and even those can be individualized with child choice in colors, textured papers, cloth, etc. When displayed, each child’s artwork should look unique and individual. Teachers should not be spending time cutting pieces and assembling parts. If the child can’t do it independently, then it is not an appropriate activity for that age group.
14. Each child is to be assigned a cubby with his name attached. Collect work completed and place all the work in the child's cubby to send home to parents at least weekly. Friday is an appropriate time. You may be able to send work home more often.

Some work is to be displayed in the room at all times, labeled with the child’s name. Never completely cover a window or door with paperwork. Visibility must be maintained at all times. At least 50% of each window must remain uncovered.

15. There are many learning experiences to be gained in field trips for children age 4 and older. If you wish a particular trip be considered, prepare a written proposal giving detailed information including pricing and goals you hope to achieve. Submit your plan to Management a minimum of one month in advance. For children of all ages, consider

programs and guests that can come to the center. Examples may be Storytellers, traveling zoo, and community helpers.

(See state and local regulations for Field Trip guidelines.)

16. Screen time is defined as any use of television, laptops, tablets, and other technology. As per recommendations by the American Academy of Pediatrics, no screen time is allowed for children under two years old.

For children two years and older, 2.5 hours of screen time is allowed each week, not to exceed 30 minutes each day. School-agers may be allowed a one-hour video twice a week during the summer.

Programs are limited to those specifically designed for viewing by children. Only G (General Audience) Rating movies can be viewed. All videos must be pre-approved by Management before children can view them. Send announcement home so that parents are aware of summer movie titles.

Televisions are not to be used except with the knowledge and approval of Management.

No child is to be allowed to move, adjust, or even touch the TV or any other electrical equipment. TVs or computer monitors on carts, such as ABC Mouse, should only be moved by teachers or staff.

It is not recommended that children be able to bring personal electronics into the center. If so allowed, the center must have a specific policy on file clearly stating the guidelines around usage of children's personal iPad, laptops, or phones.

17. A toy "belongs" to the first child playing with it. Suggest and encourage sharing, but don't require it; this must be learned, but not forced upon the child. Children should be taught that one toy must be put away before getting another. At the end of an activity period, children are encouraged to put all toys and supplies in their correct places.
18. Do not allow a child to lift another child, throw objects (except, of course, balls when outside), participate in destructive or dangerous activities, climb except on equipment designed for that purpose, run in the building, sit on tables or other objects not designed for sitting, play with sticks or other pointed objects, chew gum or eat candy, put their feet in or lean back in chairs, or stand or jump on cots or sleeping mats.
19. The teacher should always use the classroom phone to call the Front Desk. Do not leave the classroom to come to the front. NEVER leave the children unattended!
20. Teachers shouldn't "reward" children with candy, gum, or special foods. With prior Management approval, "special treats" such as birthday cake, cookies, and ice cream are

permitted during specific holidays and special events. Candy and chewing gum are not allowed in the center.

21. The teacher should make sure all personal items brought to the center are clearly labeled with the child's name. Personal items may include a blanket or animal for resting (age 2 and up on mats) that should stay in the child's cubby except during napping. Discourage children from bringing toys and school supplies, as all are not age and size appropriate. Wipes need to be in a hard container (not travel size flexible plastic). Lip balm and sunscreen need a medicine form and action plan and kept OUT of REACH of children.

INFANT AND TODDLER CARE

Caring for infants requires constant attention to the child's needs. It is often, too, an area where new parents might have considerable anxiety. It is the job of the caregivers and aides to provide quality care and to relieve any anxiety a parent might have about that care.

1. Teachers are responsible for checking on each infant assigned to them every fifteen to twenty minutes, even during sleep. Infants should never be allowed to sleep over 2-1/2 hours continuously. Wake them to guarantee their health.
2. Teachers should feed each infant under 12 months of age according to his daily schedule/ Infant Feed Plan posted in his/her individual file. The form must be signed by the parent and updated at the first of each month or foods are added. Parents may add to and date changes on the original form until a new form is needed. Teachers should familiarize themselves with the infant's use of a pacifier and any special instructions regarding feeding or sleeping.
3. Teachers should keep accurate daily records of food intake, diaper changes, and sleep time for each infant. They should record any items, such as diapers, wipes, food, and extra clothing, that are low in supply and need to be replenished by the parents. They should note any unusual behavior or symptoms of illness for the parents.
4. Cribs are to be marked with each child's name. Name tags on cribs are to be located in a place inaccessible to the child. Babies are placed on their backs to sleep and cribs should be labeled "I roll over!" when baby can roll themselves to a second sleeping position. Babies should always sleep in their own assigned crib.
5. Diaper bags should be marked with the child's name and placed in the closet in the same location consistently each day.
6. Teachers should keep order and neatness within the room at all times. Linens should be washed daily. All toys and cribs should be cleaned daily.
7. Children should not be routinely left in cribs, except for rest and sleep. Children should not be left in swings or carriers for more than twenty (20) minutes at a time. Babies cannot be left sleeping in any equipment other than their assigned crib.
8. All personal items brought into the center must be labeled with the child's name. Infant bottles should be marked with the child's full name and current date. Unused portions not consumed within one hour of initial offering or poured out. Unfinished jars of baby food should also be returned daily to parents, but only if the child was not feed directly from the container.
9. Pacifiers must be clearly labeled with child's name and stored in an individual container (ex: a plastic souffle` cup) when not in use.

10. Infants are to be held during bottle feeding until they are safely able to hold their bottle alone. Bottles cannot be propped, as this process may cause choking or ear infections.
11. Teachers should not use a microwave to heat foods or bottles for infants. A crockpot or bottle warmer is provided in infant rooms to heat all infants' foods.
12. Children are not permitted to wear pacifiers on strings or other hazardous items around their necks, including bibs that tie or snap. Children are not to be placed in a crib with a bib around their neck. Always remove bibs first.
13. Teachers should attempt to prevent a child from playing with a toy or other item that has just contacted the mouth of another child. Toys will be sanitized a minimum of twice daily.
14. For safety reasons, barrettes & hair bows are not permitted in classrooms with children under three (3) years of age.
15. When using changing tables, the teacher should not leave the child unattended--even for a moment. Observance of this rule is an absolute must! Teachers should always keep a hand on the child on the changing table. Soiled diapers should be flipped inside the glove, and disposed of in the proper receptacles. The teacher should clean the changing table immediately after each diaper change with disinfectant and should dry the changing table with a disposable paper towel. She MUST wash her hands and the baby's thoroughly after each diaper change with soap. Babies too small to hold their heads up should have hands washed with an individual washcloth.
16. Do not wash a child's personal laundry at the center. The teacher may dispose of body waste in the toilet and place soiled laundry in a sealed plastic bag. Write the child's name on the outside of the bag and place the bag with the child's personal belongings, out of reach of children. Soiled clothing must be sent home daily. (Infant teacher may need to call to the front for management support to travel to the restroom with the soiled diaper. Do not leave the classroom without adequate supervision.)
17. Notify Management immediately if infants show signs of illness such of fever, flushed cheeks, watery eyes, tugging at ears. Notify management of accidents, bumps, and falls, and fill out a "Boo Boo" report.
18. Teachers should maintain a comfortable, even temperature in the infant rooms. Only Management is permitted to adjust thermostats. Notify Management if room temperature requires an adjustment.
19. Teachers should check each child to guarantee he is dry and his clothes are properly arranged before the child leaves for home each day. Teachers should change the child's dirty clothes before he leaves, if the parents request the change. Teachers should wash the child's face and hands before the child leaves for the day.

20. Teachers should respond quickly to a child's cry and need for individual attention. A baby grows secure if needs are met immediately. You cannot “spoil” a baby by responding.
21. Teachers should maintain the DAILY DUTIES for cleanliness, which include those listed under DUTIES BY CLASSROOM.

A copy of the DAILY DUTIES for Infants should be posted by Management on the inside cabinet doors. Review daily for morning, noon, and closing duties.

SAFE SLEEP

All personnel must follow safe sleep practices as recommended by the American Academy of Pediatrics (AAP) to reduce the risk of Sudden Infant Death Syndrome and suffocation hazards.

1. Cribs must have tight fitting sheets and no excess bedding including bumper pads, quilts, blankets, comforters, pillows, and stuffed animals.
2. In cool weather, children may sleep in size appropriate sleep sacks.
3. When napping or sleeping, young infants who are not able to roll over should be placed on their backs, unless an alternated position is authorized by a Physician. Documentation must include the child's name, child's date of birth, description of sleep position, equipment needed, and length of time the authorization is valid.
4. Keep cribs away from strangulation risks like window blinds or draperies.
5. If infants fall asleep in a swing or bouncy chair, they must be immediately moved to a crib. Children who arrive sleeping in a car seat must be immediately moved to a crib.

SHAKEN BABY SYNDROME – IDENTIFICATION & PREVENTION

Shaken Baby Syndrome is a serious form of abuse that happens when a parent or caregiver shakes a baby out of frustration. Babies have very weak neck muscles and proportionally large heads. When jarred or shaken or jostled, a baby's brain slams into the skull. The damage can be even worse if shaking is followed by hitting a surface like a changing table or floor.

Shaking, with or without impact, can cause subdural hematoma (brain bleeding), nerve damage to spinal cord and cortex, trauma to the brain itself, and skull fractures. These brain and head injuries can also cause a lack of oxygen to the brain causing further brain damage and even death. Babies who survive can suffer life-long injuries like blindness, Epilepsy, Cerebral palsy, and paralysis.

Caregivers of Infants and Toddlers must be aware of the trauma that can be caused by shaking a baby and make every effort to prevent and report mistreatment of infants.

When a baby won't stop crying:

- Make sure the baby is fed and dry
- Burp the baby
- Check the baby's socks and clothing to see if there are any painful hazards (thread wrapped around a toe, scratchy tags, snaps)
- Sway the baby gently. With feet planted hold the baby across your body with both hands and gently turn side to side.
- Rock the baby in a rocking chair
- Call the management for support
- With proper supervision for the classroom, teacher or management can walk the baby outside on the playground or in the center. Sometimes the change of air temperature, the breeze, or new surroundings can prompt a break in crying.

Signs that could indicate Shaken Baby Syndrome (most severe 4 to 6 hours after trauma)

- Drowsiness accompanied by irritability
- Coma
- Convulsions or seizures
- Dilated pupils that do not respond to light
- Decreased appetite
- Vomiting
- Posture in which the head is bent back and the back arched
- Breathing problems and irregularities
- Abnormally slow and shallow respiration
- Cardiac arrest
- Altered level of consciousness

Staff needs to report any of the above symptoms to management immediately and parents notified. For convulsions, unconsciousness, breathing difficulty or other emergency symptoms, CALL 911.

Teachers or caregivers who feel overly frustrated or out of control need to call the front desk management to provide coverage and take a 15-minute break. They should not return to the classroom until they are feeling completely calm.

Teachers or caregivers working with a partner teacher (or teacher in the next classroom) who seems overly frustrated or out of control should feel confident to make the call to management to get help.

Any staff member who witnesses rough treatment or shaking of a baby or child in the center must report it immediately to center management and follow the steps to report suspected abuse.

Shaking, jerking, and rough handling of any child in the center is grounds for termination.

POSITIVE GUIDANCE & BEHAVIOR MANAGEMENT

Our teachers and staff use a combination of effective methods to help guide and manage behavior. Our teachers implement developmentally appropriate lessons with active learning and structured routines to create an environment where all children can be engaged. Behavior is guided with a combination of re-direction and positive reinforcement. Frequent communication and co-operation between teachers and parents provide consistency as children develop a positive self-image, problem solving skills, and self-discipline.

To build a positive foundation and prevent off task behaviors:

- Plan and implement developmentally appropriate activities. Busy kids are engaged kids. If an activity is too teacher directed, children will not stay interested.
- Keep interest high by making small changes to centers and materials. Build a picnic area or restaurant in housekeeping. Build non-traditional blocks out of boxes. Refresh food boxes in kitchen. Guide children into different "pretend" activities.
- "Borrow" toys and books from other classrooms when children become bored. Ask center management about a "check out" or swap plan.
- Match lesson plans with schedule to make sure that there are no large blocks of unscheduled time. Unscheduled time means bored children who will get into mischief. Example, one song will not fill a 20-minute music block. Planning prevents misbehavior.
- Sing, dance, march, chant. Active enthusiastic teachers are able to keep kids active in circle time, lining up, and in transition. If class seems very "scattered" and difficult to bring all together, start to sing.
- Add a movement to everything you do. Stomp or tiptoe to the line. Rumble, snap, clap, and have children repeat key phrases as you read aloud.
- Walk the room. Teachers should almost never be seated. Make sure that you can see ALL children at ALL times. Engaging with them lets them know you are watching!
- Use children's names often when giving specific praise and in giving specific directives. When a class hears, "Way to go, James! You are the first to find your place in the circle!", then the others will follow. Likewise, "Walking feet, please, Rosa," gives the instruction to the child who needs to follow it. Immediately follow with praise as soon as the child obeys.
- Be fair and consistent. When limits are needed--and they always are--keep them clearly defined and consistently administered. Inconsistency is the major cause of disciplinary problems. When children know what is expected and what will happen if they fail to comply, they will almost always cooperate.

- Patience and understanding are top priorities. Never touch a child except in a positive, caring manner, such as providing comfort or encouragement. To give a child a pat on the head or shoulders is a simple but extremely effective reward for good work.
- Use behavior modification techniques, such as redirecting a child from his present activity to another different, yet constructive, activity. This can be used two ways. The first is as a preventative when you see trouble brewing or frustration growing. Get the child out of that situation in a way that swaps a new positive activity for the negative that might come. “Jason, can you come be my helper a minute?” can prevent a meltdown over an overcrowded block area. The second redirect can be used in a warning and as possible consequence. “Taylor, if you bang the doll again, you will have to choose a new center.” The consequence isn’t that negative, but you let the child know that the behavior has to change, or the situation will change.
- Use “If, then” statements for both reward and consequence. “Josiah, **IF** you will clean that center quickly, **THEN** I will let you choose the book for story time.” “Sasha, **IF** you can’t keep your hands to yourself, **THEN** you will be moved to the back of the line.”
- Set a good example. Teachers are role models. Use a warm caring tone of voice, say please and thank you, show respect to fellow teachers and students and then children will follow your lead.
- Challenging behavior that continues to be disruptive or behavior that jeopardizes the health or safety of other children needs to be addressed with the parents by the management. Teachers should document the behaviors (and modifications made) and work with the management to present a workable behavior management plan. Speak to your local center management about this process.

Just as there are many positive ways to guide young children, there are also staff actions related to discipline that are absolutely unacceptable and are grounds for immediate termination.

1. Teachers can NEVER sexually abuse a child or engage in or permit others to engage in sexually overt conduct in the presence of others.
2. Teachers cannot commit criminal acts in the presence of a child.
3. Discipline can NEVER be any action that could be interpreted as cruel or unusual, even with parental permission or request.
4. Discipline NEVER includes corporal punishment or anything remotely resembling it. You NEVER spank, slap, or shake a child or even make an action like you are threatening to. NEVER jerk, pinch, or handle a child roughly.
5. NEVER resort to humiliation, shame, sarcasm, ridicule, threats, or belittling. Expressions of temper, argument, discourtesy, verbal abuse, moodiness, etc. on the part of the teacher

are unacceptable and have no place in the Center.

6. You NEVER wash a child's mouth out with soap, or make a child hold his arms out or above his head, or anything similar for punishment.
7. No child is to be put in a dark room, closet, "Boo Boo" room, restroom, the Owner's office, or any area that is not under the direct supervision of an adult.
8. Never put a child in the hall or send a child to another room as punishment. NEVER isolate a child from group supervision.
9. Punishment is never associated with toileting. A child is NEVER punished for toileting accidents. A child is NEVER unreasonably restricted from going to the bathroom.
10. Punishment NEVER involves withholding food from a child. A child is NEVER force fed. NEVER give candy, sweets, or any other foods as rewards for acceptable behavior. Stickers, stars on a chart, or smiley faces are examples of proper rewards.
11. Punishment is NEVER associated with rest. A child cannot be forced to nap. Naps cannot be withheld.
12. A child can NEVER be placed in confining equipment for disciplinary purposes.
13. Medicine can NEVER be used to control behavior. Only prescribed medicine with proper documentation can be dispensed by the designated management staff person.
14. Physical restraints or devices can NEVER be used to discipline a child.
15. Never allow other children to discipline, humiliate, or bully a child.

By law, every employee must report to Management ANYONE whom she suspects of verbally or physically abusing a child. (See **Reporting Abuse and Neglect**)

Discovery Point Positive Guidance and Discipline Policy

Our teachers and staff use a combination of effective methods to help guide and manage behavior. Our teachers plan developmentally appropriate lessons with active learning and structured routines to create an environment where all children can be engaged. Behavior is guided with a combination of re-direction and positive reinforcement. Frequent communication and co-operation between teachers and parents provide consistency as children develop a positive self-image, problem solving skills, and self-discipline.

By law, every employee must report to Management ANYONE whom she suspects of verbally or physically abusing a child. (see **Reporting Abuse and Neglect**)

Our center will practice the following discipline and behavior management policy:

We:

1. DO praise, reward, and encourage children.
2. DO question the cause of behavior and make changes to reduce possible at, frustration or stress.
3. DO modify the classroom environment to attempt to prevent problems before children they occur.
4. DO model appropriate behavior.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children. (Re-direction)
7. DO provide the children with natural and logical consequences of their behaviors. rooms,
8. DO use simply stated directions in positive terms that children can understand.
9. DO offer a quiet, cozy, "cooling off" space as an option BEFORE misbehavior occurs.
10. DO implement lesson plans to ensure that the learners stay engaged.
11. DO stay consistent in use of behavior techniques that focus on child development.
12. DO commit to providing each child with a caring, nurturing, supportive classroom.

We:

1. DO NOT spank, shake, bite, pinch push, pull, slap or otherwise physically punish the children.
2. DO NOT make fun of, belittle, yell use sarcasm, use profanity or otherwise verbally abuse the children.
3. DO NOT shame or punish the when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to sleeping or or eating. Children are NEVER force fed.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in closets, bathrooms, or areas not supervised.
8. DO NOT use "time out" as punishment AFTER a behavior occurs.
9. DO NOT criticize, belittle, or make fun of families, parents, or ethnic group.
10. DO NOT sexually abuse or expose children to sexual talk or situations.
11. DO NOT use confining restraints.
12. DO NOT allow discipline of children by children.

Mandated Reporting of Abuse and Neglect for Discovery Point Centers

In the states of Georgia, Florida, North Carolina, and Tennessee, each person that works with children in any capacity (cook, teacher, assistant teacher, and management) is considered a professional mandated reporter. This means that it is **each individual's** responsibility to document signs or symptoms of abuse or neglect and report these signs to the county or state child protective agency for investigation. (See reporting laws below.)

The Discovery Point Policy for handling reporting (also below) and each individual state's policy for handling reporting should be covered during the new employee or management training sessions immediately after hire. Each new employee and management personnel should sign off on the DP training agenda, verifying both new hire orientation and completion of individual state requirements in Mandated Reporting.

1. Document

It is the responsibility of the teacher or staff who first recognizes signs of abuse or neglect to fill out a report on the SAME day the signs are first observed. The report should include the name, age, and gender of the child. The specific signs or symptoms observed should be noted, as well as the date they were observed. Any conversation with the child about the injury or symptom should be written verbatim.

2. Communicate to Management

The report should be turned in immediately to the management and a decision made THAT SAME DAY to decide if this case warrants an immediate same day report to the state or county child protective agency, childcare licensing, and DPFI. This type of injury would include: cigarette burns, clear welts from belt or other "patterned" intentional injury, child disclosure of physical or sexual abuse, and purposeful teacher incited injury. It may be decided that this is a case that needs additional documentation, such as first observed neglect, ill-fitting clothing or clothing inappropriate for the weather, easily explained injury, or poor hygiene. Signs or symptoms of this nature may need to be observed in a pattern or multiple signs to be observed before a report is made.

3. Communicate with parents for clarification (Only on cases that need additional documentation.)

Management communicates concerns with parents to see if reasonable explanation is forthcoming.

Bubble bath may be causing frequent urinary tract infections; a new sports league may explain new bruises. Document conversation with parents and add to initial report. Communication should come from a place of concern for the entire family. It is not for the center to investigate or place blame. If concerns are not addressed to both the satisfaction of the teacher and management or if signs are noted even after explanation, then a report needs to be made.

NOTE: If abuse is determined to be of the severity for same day reporting then parents **should not** be contacted. This could put the child at greater risk of abuse.

4. Report to county or state agency

Document time of report, who took the call at the agency and contact information for follow up

and add to the initial report. Some counties assign a case number immediately, others do not. Call the agency the following week to ensure that a case number has been assigned and an investigation is forthcoming. Document second call and add to initial report.

5. Report to DPFI within 24 hours any report made to a county or state agency.

While it is preferable that teachers follow this policy and work closely with their management to document and report suspected cases of abuse and neglect, it is still the teacher's (or observing staff's) responsibility to make sure a report is made. If, at any time, the teacher or staff feels that management is slow in following the steps or doesn't feel that management understands the severity of the situation, THE TEACHER SHOULD MAKE HIS OR HER OWN REPORT to the state child protective agency, childcare licensing, and to DPFI, being sure to document all observed signs and symptoms, conversations with management, and date of formal report.

Reporting laws for Georgia: <https://oca.georgia.gov/child-abuse-and-neglect-reporting>

To report call the DFCS Child Protective Center at: 1-855-GACHILD / 1-855-422-4453

Reporting laws for Florida:

<https://www.flcourts.gov/content/download/864627/file/Mandatory%20Reporting%20of%20Abuse.pdf> To report: 800-962-2873

<https://www.myflfamilies.com/services/abuse/abuse-hotline>

Reporting laws for North Carolina:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-301.html For reporting or call Childhelp® (800-422-4453) for assistance.

Reporting laws for Tennessee: <https://www.tn.gov/dcs/program-areas/child-safety/reporting/faqs.html>

To report 877-237-0004 or 877-237-54ABUSE

SAFETY POLICIES

1. Your highest priority at all times is the proper supervision of children placed in your care. No other duty is more important! It is vital that you always know your "head count." Even with App reports, maintain and check a hard copy of the roster during the day. Physically count the number of children often. As children arrive and leave your class, note it immediately on your roll. Upon exiting or entering the classroom conduct a FACE to NAME count. **(Face to Name Sheets are on the Owner's Resource Website)** Attendance rolls are to be maintained daily and turned into the Front Desk according to center policy, usually each Friday.
2. Management must be aware of the location of every child in the Center. No child is to be placed in another room by anyone except the Director or Assistant Director or with the approval in the last two hours of the day when combining classes. A child can NEVER be left unsupervised in a classroom or on the playground.
3. The Teacher must also know the whereabouts of each child assigned to him/her at all times. A child is never to be left unattended.
4. Notify Management immediately of any injury, no matter how superficial it may appear to be. An accident report must be filled out by the Teacher and delivered to the Front Desk. Management will call the injury to the parent's attention. ANY BLOW TO THE HEAD IS TO BE REPORTED IMMEDIATELY! In the event of a serious injury, an attempt to move the child could cause further injury. Keep the child absolutely still and call for help. Do NOT leave the child unattended. Report high temperatures or symptoms of illness by phone to Management immediately.
5. No medications are to be kept in the classroom including medicine for a teacher or teacher's child. Only the Owner, Director, or Assistant Director administers medications for all children in the Center; they follow the signed instructions of the child's parent on the Medicine Form. Teachers never administer medicine, even to their own children, while the children are in attendance at Discovery Point. Teachers are required to fill out a Medication Authorization Form for their child.
6. Remain alert to potential unsafe conditions and fire hazards and correct them, if possible. Every staff member should try to correct unsafe conditions, such as liquid, food, and paper on the floor, or any other condition which could cause an accident. If it is not possible for you to correct conditions, report them to Management immediately. Be particularly alert for sharp or pointed objects. Inspect toys daily. Discourage toys brought from home. If items are brought from home for special purpose (sharing or activity), inspect the item carefully. Watch also for chewing gum, candy, or other items which are forbidden for the children to bring at any time.
7. During a tornado alert or drill, children are to sit on the floor next to an inside wall; an inside wall is one that separates rooms, not a wall that separates the room from the

outside. Check the Bad Weather/Emergency Procedures posted in each classroom for specific instructions applicable to that one room. Children are to assume the correct body protection position. They are to remain there quietly while the teacher checks roll and then joins them.

8. During a fire emergency or drill, the teacher is to get the class roll and lead children in a single-file and orderly manner to an assigned area away from the building. The route to take is posted on a chart in each classroom. Children are to remain grouped together; this is not play time! Call roll immediately and make a head count. If possible, close all doors and windows before leaving the building. If all children are out of the building and use is appropriate, fire extinguishers are located in various locations throughout the building. Each employee should be familiar in advance with the instructions which are clearly stated on the extinguishers. The teacher should read the additional information posted in each room. Fire Drills must be conducted monthly per state guidelines.
9. Cleaning supplies and similar items are to be stored in a top cabinet out of reach of the children. The importance of keeping such items under constant scrutiny in the properly designated place in the Center cannot be overemphasized.
10. The release of a child to anyone when the child is leaving the Center requires the knowledge and consent of Management. No child may leave the Center except through the Front Door. For example, NEVER allow a person to get a child from the playground. Anyone arriving to get a child must enter the Front Door and identify himself to Management. Although a parent may visit any part of the Center at any time, while his child is present, for reasons of safety, no one, including parents, may visit without the knowledge and consent of Management.
11. Teachers cannot receive personal visitors in the Center. Management will cover the classroom for the teacher to speak with the visitor in the Reception Area in an emergency.
12. In any emergency, call on the phone for Management to cover the classroom temporarily. NEVER leave the children unattended.
13. Always sit facing the classroom. NEVER sit with your back to the children.
14. Do not mop while kids are in the room and active. Wait until all children are napping or after children have been dismissed.

TRANSPORTATION

1. All children being transported daily and on special field trips must have Transportation Agreements on file at the Center. An Emergency File of all pertinent data must be on the bus for all field trips and daily transportation of School-agers. A duplicate binder must be left at the center.
2. For special field trips for 4's and older, special permission by parents must be signed.
3. Load and unload children from the bus under the canopy, which offers maximum safety. No child should cross a lane of traffic. Each child is to be assisted both in and out of the bus to avoid falls and injury. Children should be escorted into the center if public school buses drop them nearby.
4. Children are to be seated and buckled in at all times they are on the bus, even if the bus is not in motion.
5. Do not allow loud noises or other activity which may distract the driver. No part of a child's body is to be extended through the window openings. Windows are not to be opened, unless absolutely necessary, and then no more than 50%.
6. In consideration of the children, the driver is to exercise caution far beyond normal. Speeds should remain well within posted limits. Maximum speed at any time should be 45 MPH. Be particularly careful when stopping, starting, or rounding curves. The driver is always to adjust the speed and stopping time according to road and weather conditions.
7. If the driver is the only adult and corrective discipline is necessary, a safe place should be found to leave the road and stop the bus. The driver should then get control of the situation.
8. The transport of children under four years of age is to be avoided; except in emergencies, no child four or under can be transported. If children younger than four are transported, or if more than six children are under age five, two adults are required. Children may not ride in the front seat.
9. When all children leave the bus, exiting is to be done by rows. No child is to unbuckle a seat belt until the seat ahead is empty. The driver must call roll. Every roll must be checked twice in the morning AM (for loading and unloading), and twice in the afternoon PM (for loading and unloading).
10. Management responsible for checking roll must then sign the roll sheet. The driver must take extra care to assure that all children have exited. The driver should look under seats and through windows to guarantee that every seat is empty. The Transportation Checklist must be completed daily with the double check signatures of both the driver and management.

11. The driver is responsible for removing trash and children's belongings after each trip. No loose articles are to be left that might cause injury in a sudden stop or collision.
12. At no time are children to be left in the bus unsupervised--even for a brief moment. If the driver's seat is empty, the parking brake is to be engaged, the transmission put in park, the ignition turned off, the keys taken with the driver, and all doors locked, once the bus has been verified empty.
13. A phone on the bus can be used for emergencies, to contact the center, or to call into public elementary schools to check on the whereabouts of a missing School-ager.

MEALS

1. The meal time schedule must be followed faithfully for breakfast, snacks, and lunch. If a class is late getting into the cafeteria or is slow in leaving, the entire meal schedule can be substantially disrupted.
2. Each class will bring children into the cafeteria in a single file line-up.
3. Children will sit together as a group, put their hands in their laps, and wait patiently until everyone in that class has been served. Teachers' children are to eat with their own group.
4. Teachers will serve children's snacks which have been prepared by the Cook. Cook will prepare plates for hot lunches; plates will be set at tables as children enter the cafeteria. Liquids, eating utensils, and napkins are on the counter for serving.
5. Teachers will stand and assist children throughout the meals. Children are to be watched and helped constantly. Teachers should not be talking and laughing among themselves and ignoring the needs of the children. Staff MAY NOT eat standing while supervising/serving food to children during meals and snacks.
6. Centers may opt to have food served "family style" with serving dishes and utensils at each table for the children to serve themselves. It is best practice to have the first full plates served and laid out for the children and allow children to serve second helpings from smaller serving bowls. This cuts down the wait times and ensures that each child gets a balanced meal.
7. Centers may also allow family style dining in which the teachers also sit and eat with the children. If centers chose family style serving and dining, the cook, assistant director, or floater teacher may be needed to help supervise and serve other tables. Even seated, the lead teacher needs to keep a watchful eye on the other tables.
8. Teachers will be notified of any children who have food allergies, and teachers should watch that such foods are not served to these children. Allergy lists should be posted in the kitchen and in each classroom.
9. Teachers are never to give candy or sweets to the children. Discovery Point serves nutritious, balanced meals. Sugar is unnecessary.
10. Teach the children the importance of good nutrition. Children are to be encouraged, but not required, to eat all foods served. Initial servings should be small, but additional servings are to be provided on request. Individual servings, once served, are never to be given to another child.
11. Proper table manners should be required, such as raising hands for seconds, maintaining a quiet, calm atmosphere, using Please, and Thank You, etc.

12. If meals are served in the classroom, meals should be delivered by the cook or management. Uneaten foods must be returned to the kitchen. Food is not to be left unsealed in the rooms. All extra snacks stored in these rooms must be sealed and dated properly.
13. Teachers will throw away all garbage after the children have finished their meals. Children should raise their hands to indicate they have finished.
14. Children will remain in their seats throughout the meal. Children should line up as a group once most are finished. Avoid having children in line too early. It is best to have children seated and reduce wait times in line.
15. No shouting, running, or misbehaving is permitted in the cafeteria. Children are to practice being quiet and orderly.
16. Children will again line up and march quietly together back to their rooms.
17. Before the children return to their classrooms, one teacher from each class will wipe off the table tops and chairs and sweep under the tables in preparation for the next class's meal.
18. Teachers must stay out of the kitchen during meals, as the Cook needs the room to prepare the food and plates.
19. Children's hands and faces must be washed BEFORE and AFTER eating. Paper towels and soap are supplied beside every sink in the center. Individual wash cloths may be used only for children aged two and under. Children over the age of two are required to wash hands and face with running water at a sink, using a single-use paper towel to dry hands and face. Do not spread germs – take care to observe proper hand-washing techniques at all times.
20. Teachers will eat during their lunch breaks. Teachers can go into the kitchen and prepare plates for themselves then. Check with your local center to see what lunch, if any, is available for teachers. Teachers should not carry any liquids (other than water) or food into the classrooms. Hot drinks are never allowed in the center. Gum is not allowed in the center.

Food Size Guidelines:

Infants: $\frac{1}{4}$ in pieces



Toddlers/children under 2: $\frac{1}{2}$ in pieces



Tips to prevent choking:

Whole bread rolls and sandwiches must also be cut into small pieces for children under 3 years old. Young children cannot yet gauge how to make small bites, especially when talking, laughing, and eating with friends.

- Round items should be cut in half length wise, including berries
- Raw vegetables (like carrots) should be steamed or cooked
- Tube shaped foods should be cut in half lengthwise, then sliced into shorter strips no larger than $\frac{1}{2}$ inch.
- Avoid foods that are as wide around as a nickel
- Avoid foods that are not easily chewable, like gummy fruit candies or fruit strips
- Avoid mixing foods with different sizes and textures like casseroles or mashed potatoes with larger pieces of meat. Young children prefer foods separated and can better assess bites of food of similar size and texture.

Carefully assess any food related to parties or celebrations. Prepackaged snacks foods may not meet the serving size for older children. Chips coated in powdered cheese or seasonings may trigger an allergic reaction. The packaging of some snacks can be a choking hazard, like twist-off tops of applesauce or smoothies. All food must be served on a plate with a utensil.

Parents need to be pre-notified of any food served that is not part of the regular menu both for licensing and as safeguard against potential allergies.

WARNING:



Foods to avoid:

- Cheese cubes or blocks and meat in cubes larger than noted above
- Baked mozzarella sticks
- Dried fruit and fruit snacks
- Hard candy, including hard to chew candy like taffy (Starburst, Now & Later)
- Hard pretzels, pretzel and bagel chips
- Hot dogs, even at family events
- Marshmallows
- Popcorn
- Whole or tube-shaped foods (grapes, cherry tomatoes, raw carrots, hot dogs)
- Whole berries

Infants under a year-old should be served only what has been directed by the parent on the state or Discovery Point Infant Feeding Plan Form, even if the food is provided by the center.

All employees that prepare and serve food review these safety guidelines annually as well as State regulations for food service and preparation for your state and county.

PLAYGROUND SUPERVISION

1. Each class is to have outside time both morning and afternoon as weather permits. Ask Management if there is some question about the weather or playground conditions. Total time outdoors varies according to the age of the child. Infants' total time is one hour (30 minutes in the morning, and 30 minutes in the afternoon). Total time for Preschoolers should be approximately 90 minutes (45 minutes in the morning and 45 minutes in the afternoon). Total time for after-school is one hour. Use the playground only at scheduled times. The class may come in early on occasions when the children seem to be tired, overheated, or cold. The class should not stay out longer than scheduled.
2. Teachers should make sure that coats and hats are fastened properly as needed. Shoes must be worn at all times of the day.
3. Teachers should provide supervised potty time before and after outside activities and strongly encourage each child to go! Children may not re-enter the classroom to use the restroom once the class is outside.
4. Children are not to go outside except as a supervised group. No child is to be allowed to re-enter the building without the group. If a child needs to use the restroom, teachers should call to the front with a walkie talkie or center cell phone to have management supervise the child in the restroom. If no means of communication is provided, the teacher must line up her entire classroom, do the face to name count and re-enter the classroom. Encourage the class to stay seated in a line near the door. Encourage others to take a potty break as well. Face to name count students again before exiting back to the playground.

State teacher-to-child ratios also apply during playground time. Trips inside to get water are not necessary, because outside water fountains are provided. If fountains are inoperable, take a pitcher of water and paper cups or have children bring reusable water bottles labeled with names.

5. Throwing sand or objects not designed for throwing, being destructive to the landscape, and climbing the fences or trees are not allowed. Never allow a child to go outside the fence to retrieve anything. Notify the Management, and they will arrange to retrieve such items.
6. Playground time is not teacher break time. Playground time is the continuation of the child's planned and supervised daily schedule. Teachers should not be standing together; they should mingle with their assigned group of children. The teacher should always remember that she is responsible and should keep all children in sight at all times.
7. The teachers should participate in and lead some planned activities during outside time, unless there is only one teacher in charge of the group. There should also be time set

aside for supervised free-play. The teacher should gather balls or any other equipment and store them in the assigned space after each outside period, even if the teacher intends to take equipment back out to play with later in the day. Riding toys should be stored on the sidewalk of each playground area at the end of each afternoon playtime. Keep the walkways clear of mulch and dirt by sweeping when necessary. It is the responsibility of each teacher with each group to “tidy up” the playground after each outside session.

8. Teachers should not take chairs outside; teachers ARE NOT to sit down outside. Staff must be instantly able to get to a child in an emergency and should be standing near playground equipment and participating with the children.
9. Teachers are NEVER to leave their group unattended. State ratios of staff- to- children must be maintained. Never assume another teacher can safely watch her class and another teacher's class simultaneously. It is the teacher's responsibility to supervise the children assigned to her at all times.
10. If a minor accident occurs, call to the front office to have management come to take the child in to provide first aid.
11. If a more serious injury occurs, ask another teacher to call Management for help. Keep your tone of voice calm so as not to upset children or parents in the center. DO NOT MOVE THE CHILD! Do not leave other children in the group unattended.
12. After playground time, children enter the class and go directly to the sink to wash and clean up. Paper towels are provided for all preschoolers.

NAP TIME

1. Infants and Beginners are assigned the same crib each day. All other children are to be assigned a specific sleeping mat, blanket, and sheet. They are to use the same mat each day. Mats are numbered; a corresponding list of children's names and mat numbers **MUST** be posted inside the mat closet of each classroom.
2. Sheet and blankets are to be washed weekly according to the Laundry Schedule, with Toddlers on Monday, Preschool 1 on Tuesday, Preschool 2 on Wednesday, Preschool 3 on Thursday, and Prekindergarten and all extras on Friday. Infants and Beginners wash their linens DAILY. All soiled wash cloths, dish towels, bibs, etc. are to be washed daily. If pillows are used (age 2 and up) pillow cases must be laundered DAILY.

For Preschoolers, after nap time on assigned Laundry Day, one teacher should begin wash at the start of outdoor/playground time. At the end of playground time, a teacher should put washed laundry into the dryer. The closing teacher should collect clean laundry and put laundry into her classroom for the next day.

3. Provide for supervised potty time immediately before and after nap time. Mats are to be arranged on the floor such that access is available to each child on at least one side. Mats are to be placed 18 inches apart with two-foot aisles separating each row. Fire safety requires that exits never be blocked. Children should lie down on mats so that their bodies are arranged head-to-toe in rows. **(Note: Quality Rated and Star Rating programs may require additional space between mats and cribs)**
4. Teachers are never to lie down with the children at nap time. They may sit beside a child to lightly rub his back or talk soothingly to a child who is fighting sleep. Teachers must still be able to keep other children in view.
5. Soft background music is soothing and relaxing for children. CD players are available for nap time. Music must be child appropriate. Classical and instrumental selections are best for napping. Save upbeat music with lyrics for music and movement time.
6. After naps, mats are to be stacked in separate mat closets. Sheets and blankets should be stored in individual cubbies or stored separately and numbered or labeled for each child. Mats must be stacked with a divider or folded with upper side sandwiched inside OR mats must be stacked "face to face" with floor sides touching.
7. There are very specific cleaning duties that staff must attend to every day as the children are napping. Bathrooms must be cleaned and disinfected. Toys must be disinfected. Management will provide a specific list of daily nap time duties.
8. Any time remaining, after the children have been settled and the cleaning has been done, should be devoted to working on lesson plans and planning afternoon activities. Remember – nap time is still work time for staff.

END OF DAY

1. Several times during the day and always before they leave, teachers should check each child for the following:
 - Washed hands and faces
 - Tied shoes on correct feet
 - Straightened clothes
 - Smiling faces
2. End each day positively. Make encouraging comments to parents. Schedule a longer time to speak if issues arise. After a long day at work, parents don't want or need to hear complaints about their children.
4. Any real problem with a child should be reported immediately to Management. Management will discuss any incidences or problems with the parents. Because teachers must give children their full attention, closing teachers can't give one-on-one attention to concerned parents. Management makes the decision to confer with parents over the telephone at work or to hold a private conference in the office with the teacher in attendance, if needed.
5. Teachers are not expected to accept abuse or rude comments from parents, when parents get upset. Politely tell the parents that they should discuss their problems with Management.
6. If a parent attempts to monopolize a teacher's time or attention, quickly and politely answer all questions. Immediately move near your group of children to assist them with activities. Request that the parent consult with Management for more details and information if necessary.

CLASSROOM AND CENTER MAINTENANCE

1. Each employee is expected to keep the Center clean and to maintain a sanitary, wholesome environment. Eating and drinking are permitted only in the dining area. No food or drinks are allowed in classrooms or on playground areas. Hot drinks are NEVER permitted in the center. Gum is not permitted in the center.
2. Each employee is expected to use appropriately and maintain adequately all equipment in the classrooms, office, playground, and kitchen.
3. Employees are responsible for checking the safety of toys and furnishings in their classrooms. Broken edge shelving, ripped or soiled rugs, and cracked or broken toys need to be reported to Management. Remove broken toys from play immediately and turn into management for repair or disposal.
4. Teachers should clean up “accidents” immediately. Commodes are to be flushed often. Children should be taught to flush, but their efforts should be double checked. Plungers are available for stopped-up plumbing.
5. Meeting federal, state, and center job guidelines is mandatory. The job checklist in each classroom must be followed.

Teacher daily duties include:

- Keeping toys clean and disinfect them daily.
- Placing toys neatly on shelves.
- Cleaning all windows and mirrors.
- Cleaning and disinfecting sinks, counters, tables, and chairs.
- Mopping floors. (During naps or after children are dismissed)
- Vacuuming carpets and tiled areas. (Not in presence of children)
- Cleaning bathrooms and disinfect (twice daily; at nap time and at closing).
- (Leave disinfectant in toilet bowls overnight.)
- Inspecting children’s cubbies daily. Clean children's cubbies on Fridays.
- Washing cafeteria tables and chairs after meals.
- Emptying trash cans and clean them inside and outside.
- Locking windows and doors at night.
- Cleaning teachers' cabinets.
- Preparing the next day’s activities.

Teacher weekly duties include these:

- Preparing and implementing weekly lesson plans.
 - Preparing supply and materials list.
 - Wiping down cots and disinfect cots.
 - Washing sheets and blankets.
- (See individual Classroom Duties and Classroom Cleaning Checklist)

CONCLUSION

Operating a child care facility is a very serious and vitally important business. It must be operated by the best of procedures and practice if it is to provide quality child care.

When a parent walks through the front door and asks Discovery Point to care for their child, they have placed a high level of trust upon each employee and upon Discovery Point's standard of care. The management team in each Discovery Point center strives to support each staff member in providing this level of care. The teacher is a vital part of the center's success and should continually strive to achieve this goal.

Through hard work, dedication, cooperation, and mutual respect, we will fulfill our purpose for being in the child care business: to create a safe, positive, and nurturing environment that will provide each child with the opportunity to grow emotionally, physically, intellectually, and socially.