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Table of Contents

- Philosophy Statement
- Goals
- State Licensing, Rules, and Regulations
- Hours of Operation and Holidays
- Non-Discrimination Policy
- Holidays
- Cultural Policy
- Job Description
- Required Forms/Trainings/Education
- Orientation
- Performance Evaluation
- Work Schedule
- Schedule Changes
- Sick Days
- Compensation
- Personal Days Off
- Calling Off
- Jury Duty/Breaks
- Physical
- Personal Activities
- Code of Ethical Conduct
- Disciplinary Action and Administering Discipline
- Prohibitions and Gossip
- Drug & Alcohol Use
- Injuries at Work
- Guidelines for Arrival of Children
- Guidelines for Releasing Children
- Company Policy and Procedures
- Confidentiality
- Child: Staff Ratio
- Incident Reporting
- Shift Duties and Video Monitoring
- Child Abuse and Neglect
- Injury to Child and Special Needs
- Medicating Child, Illness, Discipling Children
- Dress Code/Probation
- Code of Behavior for Staff/Caregiver
- Parent Relations and Care of children after hours
- Emergency Declarations or Public Health Emergency

Employee Manual

This manual is to inform you of the policies and procedures of Dottie's Daycare. It is designed to assist in clarifying the aspects of employment. It is not a contract or guarantee of employment. Although this handbook is not a contract or legal document, it does provide a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all employees and their supervisors. Please understand that circumstances may surface that require changes in the policies, practices and benefits described in this employee manual. Dottie's Daycare reserves the right to modify, amend or revoke the policies and procedures contained herein or institute new policies and procedures without prior notice. We have prepared this handbook to provide you with information about our policies, rules and present benefits. After your initial orientation, please set aside time to review these policies more thoroughly. It will be very helpful in answering many questions that may arise.

PHILOSOPHY STATEMENT

Dottie's Daycare believes a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, an imagination. We respect each child's need for love, security, acceptance, warmth, growth, and stimulation.

Goals for the families we serve

At Dottie's Daycare, children will have the opportunity to participate in a wide variety of activities which promote all aspects of development. We provides for children the comfort and experience of belonging to an extended family. We also provide a home-like setting therefore; we do not follow a strict routine. Our approach to child care is child-centered and child-directed so children are offered choices whenever possible.

Based on our philosophy of childcare we will assist children and parents/legal guardians in accomplishing certain goals.

We want to see the children:

- Make a happy transition from home life to care life and back again;
- Manifest some degree of self-discipline and self-control;
- Become aware of and have an interest in the world around him;
- Work and play comfortably with other children;
- Observe and use basic health and safety rules;
- Think and act for self while growing in common courtesies

State Licensing Rules and Regulations

It is expected that all employees will be knowledgeable of the Rules and Regulations in this handbook and follow all procedures.

Hours of Operation/ Holidays:

Normal hours of operation are Monday- Friday from 6:00 a.m.-5:30 p.m.

Non-Discrimination Policy

It is the policy of Dottie's Daycare to seek, employ, and assigns the best qualified individual for the job and to provide equal employment opportunity for the advancement of all employees. There will be no discrimination due to race, religion, age (other than state minimums), sex, or political belief. Applicants are chosen based on previous training or experience an applicant has that pertains to the position being hired for, flexibility, and eligibility to work in a childcare home.

Holidays

Dottie's Daycare will be **CLOSED** on the below days in observance of the below Holidays: We do not have any paid employee holidays.

Thanksgiving	November 25 th
Day after Thanksgiving	November 26 th
Christmas Eve	December 23 rd and 24 th
Christmas Day	December 25-January 1 st
Memorial Day	May 31 st
Independence Day	July 4 th -9 th
Labor Day	September 6 th
New Year's Day	January 1 st
Personal Day	10 days (TBD)—no charge

Cultural Policy

The daycare will demonstrate respect for all families, cultures, and diversity. All our teaching and learning activities and policies will recognize and demonstrate an appreciation for accurate cultural information. Families are encouraged to share cultural experiences with us so we may incorporate these into our routines and activities as appropriate. Family connections are important to us and we encourage family involvement whenever possible.

Assistant Teacher: Job description and position responsibilities

Assistant Teachers in childcares are responsible for working with children to conduct a program consistent with Dottie's Daycare philosophy, goals, standards and licensing requirements.

- Follow and help to implement curriculum
- Plan and prepare classrooms for daily activities to run smoothly and be understood for all who enter the classroom.
- Create a fun and loving environment which includes conducting age appropriate program and activities for game time and circle time.
- Help supervise general activities through the day, i.e., outdoor games and play, indoor active and quiet times, etc.
- Established a safe play environment for the children.
- Daily preparation such as: meals, getting supplies for activities ready, keeping infants on schedules, etc. and clean up after activities and at the end of shift.
- Maintaining established policies, program criteria, procedures, standards and rules.
- Reporting immediately any suspected incidence of child physical or sexual abuse.

Required Forms/ Training/ Education

All employees working with children must have a current physical exam
(Not 6 months prior to start date and within 30 days of employment)

- *Complete and Authorization for Background Check and Fingerprinting
- *Valid Oklahoma Driver's License or ID
- *Copy of Birth Certificate
- *Adult and Pediatric First Aid/CPR certification within 90 days of employment
- *Physical (every 2 years at renewal date)
- *References and Employment History

Orientation

An orientation shall be given to all employees within one month of being hired. This includes all substitute care providers. The following will be included in the orientation:

- Philosophy and Goals of Dottie's Daycare
- Employee Policies
- Program procedures
- Job responsibilities
- Health and safety issues
- Appropriate materials and procedures for Dottie's Daycare
- Discuss the necessary Health and Safety Training requirements
- Copy CPR/First Aid card
- Other information deemed necessary by the Owner

Performance Annual Evaluation

Employees will be evaluated annually. The review will deal with job performance, reliability, and attendance as well as several other important points. Wages are reviewed at least annually and will be based on individual performance and external marketing conditions. Upon notification from an employee of his/her interest in another position, the Owner will determine the eligibility for promotion. These performance evaluations also may be used as a springboard to improve performance and determination of training needs.

Work Schedules

Work schedules for every employee will vary although we try to keep them as consistent as possible. The number of staff necessary as well as the needs of the staff may vary greatly each week. You must be flexible with the days and times you are available to work.

All assistant teachers are required to sign-in and sign-out each day using paper and pen. If an employee should be late for any reason, the employee shall call and notify the owner immediately.

Schedule Changes

Owner must approve all schedule changes. Schedule changes will only be allowed for the following reasons:

1. There has been an emergency that you must attend to.
2. You need to make an appointment.

Schedule changes will not be approved for someone to gain more hours or for someone to work overtime hours.

Sick Days

Dottie's Daycare is required to maintain strict staff to child ratios. Excellent staff attendance is crucial to maintaining these state-mandated ratios. Therefore, it is critical that staff do their part to inform the Owner of any sick days that they will need to take.

Compensation

Hourly employees are paid only for hours worked. Hourly rates are based on experience, education, job description, and performance. Payment is every week on Tuesday and is available through direct deposit.

Personal Days Off

Personal time off will be granted at the owner's discretion and must be given 1 week in advance. Physician's recommendations may be requested.

Breaks

Staff working 5 or more hours will be given a 30 (thirty-minute) unpaid meal break.

Calling Off

Employees calling off must speak directly to the owner. Staff members need to call in sick 24 hours in advance. You may call or text the Owner number(s) provided to you. Call offs by friends or family members are not acceptable except in emergency situations. If calling off, you must state a reason for the call off. A written excuse from a physician/hospital may be requested.

Jury Duty

You must notify the owner as soon as possible so scheduling can be re-configured. An employee who is summoned to jury duty will be granted unpaid time off from work for the period of jury duty if jury duty falls during their regular work hours. If the employee is temporarily excused from jury duty during regularly scheduled work hours, the employee is expected to return to work.

Physical

You are required to turn in a physical every 2 years at the renewal date. If a physical is not turned in, you will be suspended until we receive the form. It is our recommendations that you call to schedule your physical appointment 2-3 months prior to your anniversary date as most doctors in the area have a long waiting period for scheduling physicals. You do have the option of getting a walk-in physical done at other walk in facilities. Insurance will usually not cover a walk in physical.

Personal Activities

Your duties as a childcare-giver and employee are first priorities. Staff should not be lounging around reading personal books, doing homework, doing art, eating, or any other activity that will take their focus from the children. Employees may do these things when children are down for a nap and all cleaning has been completed. If any employee is found to be doing these things and the shift duties have not been completed, you will be given a written warning.

Code of Ethical Conduct

Dottie's Daycare expects its employees to adhere to the Code of Ethical Conduct and Statement of Commitment stated by NAEYC online.

<http://www.naeyc.org/about/positions/PSETH05.asp>.

Disciplinary Actions

Types of Discipline and Reasons

All of the disciplinary rules contained in this section are meant to give a general outline to our employees of what conduct will not be tolerated by Dottie's Daycare. Disciplinary action will be given in the form of verbal and written warnings, suspension of employment, or termination of employment. The following is a list of possible reasons for disciplinary actions.

Immoral Conduct	Drinking or reporting under the influence of Drugs/Alcohol
Unexcused Absences	Fighting
Endangering a Child	Insubordination
Making False Statements	Disorderly Conduct
Breach of Confidentiality	Repeatedly Late for Shifts
Harsh Language or Discipline of a Child	Violation of Company Policies
Babysitting any clients of Dottie's Daycare	Violation of the state agency Licensing Policies

Administering Discipline

Any disciplinary actions are at the discretion of the owner, all actions will be administered justly, impartially, and uniformly. Three verbal or written warnings are cause for dismissal and at the discretion of the Owner. All disciplinary actions will be recorded and kept in personal files. All disciplinary actions are kept confidential between the owner and the affected employee.

Prohibitions (smoking, drinking, etc.)

In keeping with our intent to provide children with a safe and healthy work environment, smoking, drinking, vaping, or any illegal drugs by employees, visitors, or any parties is prohibited by Dottie's Daycare.

Fraternization is not allowed. Harassment of any kind including sexual and gender harassment is prohibited. Derogatory comments, slurs, statements, jokes or other derogatory or objectionable conduct in violation of this workplace will subject the abuser to prompt disciplinary action up to and including immediate discharge, at the sole discretion of Dottie's Daycare.

Gossip

Absolutely no gossip concerning staff, parents, or children will be tolerated. If it is found that staff is gossiping with intention of harm or breaking confidentiality, the staff members involved will receive 1 verbal warning and grounds for termination. After that, further warnings will be written. It has been our past experience that gossiping leads to false statements which cause emotional and relational stress, anxiety, and pain.

Drug & Alcohol Use

In accordance with the Drug Free Workplace Act of 1988, Dottie's Daycare is required to maintain a drug free workplace. Presenting oneself for work under the apparent influence of alcohol or other drugs is prohibited. No employee shall be permitted to begin or continue work while under the apparent influence of alcohol or other drugs. Violation of this policy will subject the employee to disciplinary action up to and including termination. If at any time it is suspected that an employee is under the influence, they may be asked to submit to a drug test in order to return to work.

Voluntary Resignation

An employee who wishes to resign her/his position with Dottie's Daycare is asked to sign a formal resignation for her/his file. 2 weeks notice is expected to allow time to hire new personnel. An employee who leaves with less than 2 weeks' notice may not be eligible for rehire in the future.

Injuries at Work

If you are injured while working at Dottie's Daycare, notify the owner immediately. You will need to fill out a form to keep in your file with information pertaining to the injury.

Guidelines for Arrival of Children

When children arrive in the morning, make sure you GREET both the parent and child. Help the parent get the child's belongings put away. Many children go through separation anxiety. If this is the case, help comfort the child while the parent leaves. It will take a few minutes, but the child usually settles down shortly after the parent leaves. Make sure parent clocks child in and out.

If a parent gives you any special instructions for their child for the day, make sure to communicate that to the staff including the owner.

Diaper bags or car seats are not allowed and employees are not allowed to take infants in or out of car seats. Make sure items that are brought in by the parents are labeled with the child's first and last name.

When a child is scheduled to leave, make sure you have gathered all of their belongings. Make sure the child has clean hands and face, their clothing is not overly dirty, and their hair is neat. If necessary, change the child before parents are expected to arrive. Make sure bottles, formula, soiled clothing, and other personal belongings are all together before the parent arrives. It is important to greet the parent when they arrive to pick up their child/children.

Guidelines for Releasing Children

Dottie's Daycare will release child only to those that are listed on the child pick-up authorization form:

- (1) parents with legal and/or physical custody or to child's legal guardian.
- (2) Or welfare workers with proper authorization.

Anyone picking up the child that Dottie's Daycare staff does not recognize will be required to provide their driver's License/ID card, and must be listed on the alternate pick-up list. Telephone permission will not do. We assume responsibility for your child only while he/she is on our property. *If the person picking up their child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and the adult.

Company Policy and Procedures

The following section highlights policies of Dottie's Daycare. It is designed to combine and explain what the state expects of you as an employee and what we at expect of you as an employee at Dottie's Daycare.

Confidentiality

All information in this center regarding parents, children, or staff is to remain confidential. At no time should any information be given to any outside party other than government officials or licensing representatives.

Child: Staff Ratio

We must remain within a set child to staff ratio at all times.

We serve ages 6 weeks-12 years old.

It is extremely important that we remain within the ratios. We could be issued a citation from the state if we are out of ratio. If you cannot make it for your shift, YOU must notify the Owner immediately.

Incident Reporting

All incidents should be documented and written in the incident notebook. Staff is to write any information about children or parents that might be suspicious, any odd marks found on a child, unusual behavior of a child, or behavior reports in the incident notebook that is available in the office. This information is to be kept strictly confidential and is for the staff use only. It may be looked at by a licensing representative, police, or representatives from Department of Human Services.

Shift Duties

It is the responsibility of every employee to clean after themselves and the children in the building. If you are unable to clean right away, it is to be done before you leave your shift. ALL staff are to assist in the daily upkeep of the childcare.

Video Monitoring/Recording

Video monitoring is used to protect and evaluate both employees and children. Recordings will be done at the request of the parent as needed or to evaluate an employee performance. It is important that you do not act any differently than you would on a regular daily basis. People tend to act differently when they know they are being recorded. Parents want to see their children interacting in a natural environment, not under false pretenses. It is important to remember that you may be recorded at ANY time of day or ANY day of the week.

Child Abuse/Neglect

Children who attend our program are cared for, nurtured, and always kept safe. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues.

It is our goal to employ childcare professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of “Zero Tolerance for Child Abuse” is strictly enforced. Children at Dottie’s Daycare should expect to be treated with kindness, concern, and respect always. Any employee who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal.

Staff is advised that corporal punishment or physical discipline is considered abuse.

Call the Child Abuse Hotline to report child abuse or neglect in the state of Oklahoma.

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Owner and to appropriate authorities, as required by law. Allegations of abuse shall be reported to parents and investigated.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended, or placed on administrative leave, either with or without pay, at the discretion of the Owner.

Injury of a Child

If a child sustains a mild injury (scratch, small cut, bite, etc....) while at the childcare, you are required to tend to the child and administer first aid as needed. An incident report form should be filled out and the Owner should be notified immediately. If a child suffers a major injury and an ambulance must be summoned, the following procedure must be followed:

- *Administer First Aid or CPR
- *Call 911 (If possible, have someone call while you tend to the child)
- *Notify the Owner.
- *Contact the Parent or emergency contact person.
- *Remain calm and care for the child until help arrives.

Special Needs Policy

The family daycare is committed to serving the needs of children with special needs.

- Parents and staff will regularly communicate any new developments to be responsive to the needs of the children.
- Special needs information will be kept confidential for respect for the children and the parents.
- The daycare will communicate any information we deem appropriate regarding referrals to the parents for additional resources that are available.

Medicating a Child

Medication can only be given to a child if it is required by a physician. Parents are to fill out information with the child's name, date, name of medication, and dispensing directions. Staff is to fill out when they gave the medication, how much was given, at what time, how they took it, and sign their initials.

All medications must be in their ORIGINAL CONTAINER/S and have a current date, child's name, physician's name, and dosage. We can only administer what is says on the bottle.

Illness

It is not uncommon to have a parent bring their child in ill. If a child shows a sign of communicable disease or acts ill, a parent must be notified to pick up their child. The following is a list of criteria we use in determining when to send a child home.

Elevated Temperature above 100.0 degrees
Vomiting, Persistent coughs, or runny, noses
Green or yellow discharge from eyes or nose
Open, spreading sores on the skin
Obvious symptoms of communicable disease
Unexplained rashes

If unable to reach parents, you must contact other emergency contacts.

Disciplining Children

Dottie's Daycare helps to guide children through love, consistency, and redirection. Any form of corporal punishment is prohibited. We use developmentally appropriate guidance techniques.

The following methods of discipline will be used:

- Positive Reinforcement
- Intervention and discussion
- Re-direction to another play area
- Take a break (quiet time)
- Quiet Time/Moment of Peace
- Give positive expression that shows self-control, self-direction, and self-esteem.

Dress Code

Your dress reflects a "*presentability*" to our clients and to the children in our care. The following are guidelines in what is appropriate dress here at Dottie's Daycare.

All staff must dress neatly in clean clothes which present a professional appearance and are appropriate for interacting with children indoors and outdoors.

Our goal is to provide a workplace environment that is comfortable for all and employees are expected to demonstrate good judgment. Any employee that reports to work dressed inappropriately may be asked to go home. Clothing must not be ripped, torn, soiled, stained, odorous or wet, wrinkled, short, revealing, no buttcracks, or breasts visible while bending over or sitting. Keep jewelry moderate. We are not responsible for lost, broke or stolen jewelry.

Probation Period

Your first sixty days of employment are considered a probationary period. During this time, your Owner will provide information regarding your job duties and responsibilities. You will also receive feedback on your job performance throughout this period. If any time during the probationary period it becomes obvious to either the employee or Owner that the employment relationship is unsatisfactory, separation from employment will occur, without regard to reason.

Code of Behavior for Staff

Friendliness: Maintains a positive attitude towards others. Acknowledges the presence of others with a greeting and is alert to the moods and needs of others. Please SMILE! No matter what time of day it is...SMILE! ALWAYS, maintain a professional relationship with clients, no matter the age group.

Honesty: Is truthful about hours, sickness, and other matters. Takes responsibility for own errors, is trustworthy and respects the property of others.

Voice Modulation: Refrains from the use of abusive, and sarcastic or uncontrolled tones of voice. Utilized a soft soothing voice and a normal speaking voice. Can speak with a tone that signals a command. Yelling or screaming at a child or anyone else is not acceptable.

Punctuality: Arrives at work at the scheduled time knowing that others are dependent on one's promptness. This includes giving yourself time to put your belongings away, use bathroom and be ready to start work at your scheduled time.

Dependability: Performs responsibilities as promised and does not require constant reminders. Utilizes working hours to do actual work.

Integrity: Cooperate in the maintenance of wholesome interpersonal relationships, free from gossip about one another or about staff. If there are questions about the actions of a staff member, talk directly with that person or discuss the matter with Owner.

Caregiving

Manners: We use them as an example and encourage the kids to use them.

Diapering:

- 1) Always use the changing table.
- 2) Diapers are put in trash can only.
- 3) Gloves are available.
- 4) Wash hands after each change, with soap and water and disinfect changing pad.

Washing Children:

- 1) When washing children's hands and/or faces, use a paper towel, soap, and water.
- 2) A clean towel is to be used for each child.

Meals/Snacks:

- 1) Children should always be supervised.
- 2) Clean-up is done right after, including wiping the tables down.
- 3) Be informed and pay attention to those who may have food allergies.
- 4) When feeding an infant, get comfortable and make eye contact and talk to the baby.
- 5) Unused formula is to be discarded after one hour.

Comforting:

- 1) Some children need more comfort than others however, every effort should be made to spend a little one on one time with each child each day.
- 2) Give children a hug anytime they want, and they do a lot.

Time Out/Discipline:

- 1) No yelling and no lecturing use calm voice.
- 3) The Owner will be the one to communicate to the parent if there seems to be an ongoing discipline problem.

Parent Relations

Please do not answer questions about rates, openings etc. direct parent to the Owner.

Talking to parents upon arrival/departure:

1. Keep talking time limited. Parents tend to stick around too long if we are chatting with them more than needed.
2. Do not be overly personal with parents. Show concern, and friendship.
3. If you are obviously in the vicinity, your acknowledgment of a parent's arrival with eye contact and a smile is mandatory.
4. Bad reports will be given by the Owner.
5. Do not flirt with clients.

Unprofessional behavior could result in immediate termination.

Care of Children After Hours

Dottie's Daycare takes no responsibility or liability for actions or arrangements made by staff or families of Dottie's Daycare that are not a part of our contracted services. This care is not a part of Dottie's Daycare program, and as such will not be discussed or arranged during working hours. All arrangements for such care are private and will be treated as such.

Emergency Declaration or Public Health Emergency

Employees will be educated about how they can reduce the spread of COVID-19 or any other virus. We will practice social distancing and avoiding using other employees' phones, desks, offices, or other work tools and equipment when possible.

Dottie's Daycare staff will organize the workplace so employees can practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

Dottie's Daycare staff will support respiratory etiquette.

Dottie's Daycare staff will utilize tissues, wash hands with soap and water in the workplace.

Dottie's Daycare will send staff home if they exhibit potential symptoms of contagious illnesses at work. Employees with contagious illnesses **MUST NOT** report to work while they are sick.

Dottie's Daycare staff will clean, sanitize, and disinfect all areas multiple times a day and as directed. Dottie's Daycare will ensure that adequate supplies will be maintained.

Alcohol-based hand sanitizer that is at least 60% alcohol will be available to encourage hand hygiene.

Note: The Owner will keep all staff updated to changes recommended by licensing, CDC, and government officials.

Employee Print _____ Date _____

Owner's Signature _____ Date _____