



STAFF HANDBOOK



Red Carpet Kids Employee Handbook Policies/Procedures

**The content in this handbook is subject to change at any time, without notice.*

Red Carpet Kids promotes a community of partnerships between teachers, parents, and children. Working closely with families and educating them to enforce positive parenting and educational skills will help all children endeavor a lifelong love of learning and achieve success within their future educational careers.

Mission Statement

Our mission at Red Carpet Kids is to provide each child a safe and educational environment. We provide services for children and families beginning at age 6 weeks through 6 years old. Children at Red Carpet Kids are provided a stimulating and educational environment to promote growth and development socially/emotionally, physically, and cognitively.

Philosophy *Our center's philosophy is to give exceptional care and Red Carpet service to our children and their families. We realize that your child is your most valuable asset. We also realize that these are the most formable years of a child's life. Therefore, our aim is to provide an environment that helps promote healthy minds and bodies.*

Red Carpet Kids Childcare provides a safe, healthy, culturally, and developmentally appropriate program in partnership with the parent/guardian and school community. We celebrate each child's uniqueness, assisting with linguistic, social, emotional, cognitive, and physical development and encourage parents and families to take an active role as educational partners in the lifelong journey for the love of learning.

Goals

- To provide quality care for all children.
- To provide an appreciation for cultural diversity.
- To provide a clean and safe environment that is conducive to learning.
- To provide a quality professional staff team that is nurturing and dedicated to providing an experience that meets each child's needs.
- To view all children as active learners and adults as facilitators of learning.
- To promote an appreciation for lifelong learning.
- To provide a smooth transition into the formal school setting as our children enter kindergarten.
- To provide opportunities for parents/guardians to be actively involved in their child's care and education.

Discipline Policy

Red Carpet Kids believes that children need models of positive behavior to foster learning of acceptable means of interaction. Staff members strive to establish a climate in the classroom where the environment is safe and positive for learning. All methods of guidance and discipline used shall be positive, consistent with age and developmental needs of the child and lead to the child's ability to maintain self-control.

Types of positive discipline are, but not limited to: redirecting the child to a new activity, diverting the child and removing them from the area of conflict, providing individual attention to help the child deal with a particular situation or removal from the area of activity for a few minutes. Should a situation arise, children should be spoken to in a positive and private manner. Staff members shall never discipline children for failing to eat, sleep or for soiling themselves.

Any form of hitting, corporal punishment, abusive or harsh language to ridicule, or frighten is a form of child abuse and therefore illegal. A child shall only be physically restrained if it is necessary to protect the safety and health of the child or others. A child may be redirected to another area or removed from an activity, provided the child is under the visual supervision of a staff member.

It is a staff member's job to observe and evaluate how to appropriately respond to any situation that may arise. Some examples of how to respond to unfavorable behaviors are as follows:

- Any child who may be using classroom objects inappropriately (i.e toys, books, etc) should have a staff member respond by explaining to the child the correct way to use the object and then model the appropriate way to use it.
- Any child who is acting inappropriately to others may be guided to another learning center or activity away from the area of conflict.
- Any child who is having trouble adjusting to a new situation shall receive individual attention to assist him/her to cope with the situation.
- Any child who is unable to maintain self-control should be removed from the activity or situation for a few minutes until the child has regained control and is ready to join the group.

A child shall only be physically restrained if he/she is a danger to themselves or to others. Some examples of unacceptable forms of punishment are as follows:

- Hitting or physically hurting any child for any reason
- Using abusive or harsh language, ridicule, embarrass
- Humiliating or frightening treatment or any other form of emotional punishment of children
- Withholding food, drink, diapers/clean clothing or depriving them of sleeping privileges
- Removing a child from a situation/activity without direct supervision of the child

If any employee engages in any form of child abuse (physical or emotional) termination of employment will be effective immediately.

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.



Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Redirect to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
 - Divert the child and remove from the area of conflict.
 - Provide alternative activities and acceptable ways to release feelings.
 - Point out natural or logical consequences of children's behavior.
 - Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead, you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
 - Provide positive reinforcement through rewards for good behavior.
 - Use encouragement rather than competition, comparison or criticism.
 - Overlook small annoyances, and deliberately ignore provocations.
 - Give hugs and caring to every child every day.
 - Appreciate the child's point of view.
 - Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children
 - Engaging in or inflicting any form of child abuse and/or neglect
 - Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
 - Requiring a child to remain silent or inactive for an inappropriately long period of time. Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children. But it's worth it because positive discipline works.



Release of Children Policy

All children may only be released from the center to the child's legal parent, guardian, or any person designated by the parent to remove their child from the center. Upon registration, prior notification must be given by the parent or guardian of each person allowed to remove the child from the center. Any parent/guardian who wishes for their child to be picked up by someone other than the parent, guardian or anyone on the child's registration information, an alternate release form must be filled out by the parent.

All staff will ensure that the person picking up any child is on the child's release list or that the office has written notice of other arrangements for pick up. Listed below are the following procedures which should be carried out if an alternate individual attempts to pick up a child.

- Ask for a photo I.D.
- Ensure that the name and photo on I.D. match the name on the alternate pick-up list
- Have the alternate sign their name stating they picked up the child
- If a photo or name does not match the alternate pick-up sheet, excuse yourself politely; call the parent/guardian immediately to notify them of the alternate person attempting to pick up their child.

If the parents/guardian or authorized personnel fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parents/guardian or authorized personnel; and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parents/guardian or authorized personnel, have failed and the staff members cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-877 NJ Abuse) [1- 877 652 2873] to seek assistance in caring for the child until the parents/guardian or authorized personnel is able to pick-up the child.

If the parents/guardians or authorized personnel appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
1. Staff members attempt to contact the child's other parent or an alternative person authorized by the parents; and
 1. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-877 NJ Abuse) [1-877 652 2873] to seek assistance in caring for the child.

Expulsion Policy

Red Carpet Kids fully understands that children may sometimes exhibit unfavorable behavior for one reason or another. We are committed to do as much as possible to work collaboratively with your family and child to extinguish these negative behaviors. Unfortunately, there are some reasons we must expel a child from our program on either a short term or permanent basis. Children may be suspended or expelled from the center as a result of actions taken by the child but also by the parent/guardian as well. The following are, but not limited to, reasons we may have to suspend or expel a child from our care:

Immediate Causes for Expulsion

1. The child is at risk of causing serious injury to other children or himself/herself.
2. Parent threatens physical or intimidating actions toward staff members.
3. Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

1. Failure to pay/habitual lateness in payments.
2. Failure to complete required forms including the child's health/immunization records.
3. Habitual tardiness when picking up your child.
4. Verbal abuse to staff or children.

Child's Actions for Expulsion

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outburst.
3. Ongoing physical or verbal abuse to staff or other children.
4. Excessive biting.

Schedule of Expulsion

1. If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
2. The parent/guardian will be informed regarding the length of the expulsion period.
3. The parent/guardian will be informed of the expected behavioral changes required in order for the child or parent to return to the center.
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety.) failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled

If a child's parent/guardian:



1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
2. Reported abuse or neglect occurring at the center.
3. Questioned the center regarding policies and procedures.
4. Without giving the parent sufficient time to make other childcare arrangements.

Proactive actions that can be taken in order to prevent expulsion

1. Staff will try to redirect children from negative behavior.
2. Staff will reassess classroom environment, appropriate activities, supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warning.
7. Child will be given time to regain control.
8. Child's disruptive behavior will be documented and maintained in confidentiality.
9. Parents/guardians will be notified verbally.
10. Parents/guardians will be given written copies of the disruptive behaviors that might lead to expulsion.
11. The director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors.
12. The parent will be given literature or other resources regarding methods of improving behavior.
13. Recommendation of evaluation by professional consultation on premises.
14. Recommendation of evaluation by local school district child study team.

Policy on Biting

Biting is a behavior that is both age and stage appropriate for children under the age of 3 years. Even in high quality settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures, and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved in the incident.

Common reasons children may tend to bite:

- out of hunger, frustration, or tiredness
- being stressed or feeling fatigue
- lack of expressive language skills
- feelings of empowerment or feelings of being threatened
- change of environment

Child who is victim of bite

- Checked out immediately, consoled and attended to
- Bite is cleaned and ice is applied.
- Depending on severity of bite (broken skin) parents will be contacted to determine if they wish to seek medical attention.
- Incident report is filled out immediately in its entirety.

Child who has bitten

Remove the child from the area of play and communicate that biting hurts (be gentle, yet firm). Explain and model nice behavior to children.

If an incident happens again, the child will be redirected to another area/activity within the classroom.

Staff will be instructed to “shadow” and follow the child closely from this point on to ensure the child will not bite again.

Patterns or routines will be observed to see possible causes for the repetitive biting.

Parents will be informed, and it will be documented at the center.

If any child has THREE documented bite incidences of any other person documented at the center in one day, the child will be asked to be picked up from school and will be able to return the next day.



If any child has THREE documented bite incidences of any other person documented at the center in one week, a meeting with the child's parents will be requested to discuss the behavior and formulate a plan.

RCK will advise the parents to obtain a physician evaluation as well as early intervention at www.nj.gov/health/fhs/eis/for-families/. Children over 3 years of age will be referred to his/her future child study team.

If the child fails to adjust his/her biting behavior within two weeks of discussing and carrying out the plan, the child will be excluded from the center.

The director and parent will conference about different strategies to help diminish the behavior. Staff will apply potential solutions in efforts to rid the child of biting.

If the child bites and breaks skin a third time within a two-month period, the parents will be called in for a meeting and the child may be excluded from the program.



Medication Administration and Guidelines Policy

Here at Red Carpet Kids, are willing to give children medicine with the following guidelines:

We may give medication only after receipt of written approval from the child's parent/guardian.

Medication may only be given to a child by a staff member who is authorized to do so.

All medication must be kept in a secured area that is inaccessible to the children. Non-prescription medication must be stored in a labeled container with a childproof cap.

Any prescription medication for a child must be prescribed for the child you are giving it to.

Prescription medication must be stored in its original container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and directions for its administration. Make sure the prescription date is current. Unused medication must be returned to the parent when no longer being administered.

Non-prescription, over-the-counter medication may only be given according to the directions on the label. Check the expiration date on the package, the recommended dosage for the age and weight of the child, and the time interval between doses. You may give antihistamines/decongestants, cough suppressants, acetaminophen, or topical (skin) ointments with a note from the child's parent/guardian. Other types of non-prescription medication may only be given with a doctor's note, as they have harmful side effects. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's syndrome. If a child shows any side effects of medication, report them to the parent/guardian.

When giving medication, follow directions carefully. Use a medicine spoon with marked amounts, not an ordinary teaspoon, for giving liquid medication. Do not give food, juice, soda or anything except water with the medicine unless the directions call for it. Watch the child to be sure the medication has been swallowed and be sure to put the container out of reach right away.

You must maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication
3. The instructions for administering the medication, including the dosage and frequency
4. The time and by whom the medication was administered to the child; and
5. Any adverse effect the medication may have had on the child.

Don't take medicine of your own in front of the children, as they may try to imitate you. Don't refer to medicine as "candy" and don't give or threaten to give medicine as a punishment. Help the children understand that medicine is helpful and important, but it must be treated with care.



Internet Use Policy

This policy applies to all employees when they are using computers, Internet connections, tablets supplied by RCK, whether during work hours or not from RCK's premises.

Employees are not permitted to utilize center computers or internet access for personal reasons, including email, web surfing, and other activities not related to the center unless permitted by the Director. The use of center computers/tablets to access pornographic websites, send emails of an explicit or sexual nature, or develop online relations of a similar nature is strictly prohibited. E-mail resembles speech in its speed and lack of formality. Unlike speech, e-mail leaves a record that is often retrievable even after the sender and recipient delete it. You may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. You may not install or use any software obtained over the Internet without written permission from the director.

If the center provides online accounts to employees, such accounts will be reserved for center-related use only, and all passwords to those accounts will be available to the director.

Pictures

As with the use of social media, the publication of photos from the center, whether online or otherwise, is generally prohibited without prior approval from the director. In general, approval will usually be granted for pictures which advance the center's mission, demonstrate the educational achievements of the center or the children in our care, or which otherwise portray the center's positive contributions to the community. Staff may take pictures of the activities in their classrooms to share with the families of the children in our care, as appropriate (to document a child's progress, etc.). Some families have chosen to restrict photograph permissions, and it is expected that all employees will abide by those wishes. These restrictions will be noted in the classroom or on TADPOLES.

Acknowledgment

By reading this, I acknowledge that I have read, understand, and agree to comply with the foregoing Internet Use Policy. I understand that, if I do not comply with the Internet Use Policy, I may be subject to discipline, including loss of access to RCK's facilities and discharge from employment. At NO time and under NO circumstance shall any personal information of children should be shared with anyone other than the direct parent/guardian any anytime via use of Internet media. This violates children's privacy rights and standard confidentiality policies. I may also be subject to legal action against me for damages or indemnification.



Workplace Guidelines

Children's Personal Rights

Each child receiving services from Red Carpet Kids shall have rights, which include, but not limited to:

1. Be accorded dignity in his/her personal relationships with staff and other persons.
2. Be accorded safe, healthful, and comfortable accommodations and equipment to fit their needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, yelling, intimidation, ridicule, threat, mental abuse, or other actions of disciplinary nature, including but not limited to: interference with daily living functions such as eating, sleeping or toileting.
4. Feel safe and secure about coming to and being at school.

Classroom Management

Each classroom will be assigned a teacher. Teacher assistants are not guaranteed a particular room. It is their job to be aware of the daily schedule and what duties the classroom entails. Teachers need to maintain the environment of the classroom with the help of the teacher assistants. All teachers and teacher's assistants need to collaborate and work together to make a pleasant atmosphere for the children. Assistants in the room must abide by the head teacher's rules/procedures.

Cell Phones

It is understandable that there are circumstances where staff may need to be in contact or to make a call during their scheduled workday. All phone calls for employees must be directed to the main number. The use of cellular phones is NOT permitted on the facility during work hours under any circumstances. Any employee found using a cell phone in their classroom will be sent home for the remainder of the day. If the employee is found using a cellphone a second time a write up/suspension will occur.

Probationary Period

All employees beginning work will be placed on a 3 month probationary period from the day they begin their first day at work. Employees will be receiving Sick, Personal and paid Holidays once the probationary period has ended. Employees who are under their probationary period are not eligible for paid time off and paid holidays. Employees who do not perform will be terminated from employment once their probation period has lapsed.

Employee Work Hours (Updated 3/2023)

There are two types of classification of employees: A full time working employee (scheduled to work 30 hours or greater a week) and a part time working employee (working under 30 hours a week). A part time employee works on either a regularly scheduled basis or on an irregular scheduled basis. Both full time and part time employees working over 5 hours are REQUIRED to take an hour, (unpaid) lunch. Any employee who does NOT clock out for lunch will be docked the total hour from their pay unless prior arrangements have been made with the director. Punches that have not been authorized by your director (earlier or later than your scheduled work hours) will be adjusted to reflect your work schedule and that is what you will be compensated for. Once you are punched in for your work shift, you should not leave the center until you are clocked out for lunch. If you are not working during your work shift, your pay can be docked.



Sick/Personal Day Pay Procedures & Holiday Pay Any employee wishing to take days off from work is requested to fill out a request form **two weeks** in advance for time off. Every request form must be approved by administration before the employee has the day(s) off from work. Please do NOT assume you have the day(s) off you requested until you receive the “Vacation Request Form” back and signed from your Director approving your days. Failure to come to work after a denied requested time off request is grounds for termination as it is insubordinate.

Each staff member receives 5 paid sick days (totaling the hours they are scheduled to work, no more than 8 per day) and 2 paid personal days (totaling the hours they are scheduled to work, no more than 8 per day). Each staff member scheduled to work over 30 hours (full time) becomes eligible to utilize these days once they have passed their probationary period. This time is a “use it or lose it” situation and does not carry over from year to year. These days will reset every January 1st for every employee. Additional sick or personal days taken after this time has been utilized will go unpaid. Any employee asking to receive PTO for a particular day will be compensated **ONLY** for their scheduled hours minus their scheduled lunch time. **Any employee scheduled to work less than 30 hours a week is not eligible for PTO.** As per our handbook, all staff that finishes their 3 month (90 day) probationary period is awarded sick and personal days that do NOT need to be accrued. Due to this, any staff member who comes off their probation ON or AFTER SEPTEMBER 1st of the calendar year, will be awarded a total of 1 sick day and 1 personal day. PTO time resets for everyone on January 1st and at that time, all eligible staff will receive the 5 sick days, 2 personal days.

Full time employees (employees scheduled to work 30 hours a week or more) are paid for their scheduled work hours for Holidays granted. Every employee must work the business day prior and after the holiday to be paid for the holiday. If there is a closure due to unforeseen circumstances, the next business day is the day that the center is open and operating. In the event that an employee requests time off before/after a scheduled paid holiday, this business day would fall on the business day prior to/following the requested leave. Employees are NOT to assume they have off if they don't receive an approved time off request form.

Vacation Time

Each staff member scheduled to work full time (30 hours or more) will receive one paid vacation week during the center's scheduled “Christmas Break” after their probationary period has lapsed. This is the closure week between Christmas and New Year Holiday which the center closes and staff is paid based on their scheduled hours.

Any full time (scheduled to work 30 hours a week or more) staff member who is employed with the center for 2 consecutive years will begin accruing additional Vacation Time on the anniversary of their 2nd year. This additional time will equate to your scheduled hours (40 hours maximum) and will accrue based on each hour worked. This time must be scheduled and approved in order for the employee to use any accrued vacation time. Any unused PTO or vacation time will NOT be carried over to the next year and will **NOT** be eligible for monetary compensation upon leaving.

Bereavement Leave

Red Carpet Kids will provide time off for employees to attend funerals of family members and friends. Employees attending the funeral for an immediate family member (i.e- Parents, Siblings, Grandparent)



will be paid one for the missed day of work to attend the funeral services. Employees may take additional unpaid days depending on each situation as long as it is discussed with your Director. Notify your director of the event and your director will approve the period of time necessary for the circumstance provided. A period of up to a week may be taken off for the death of an immediate family member.

Maternity Leave/Leave of Absence (Updated 3/2023)

Red Carpet Kids will grant employees up to 12 weeks after the bearing of a child. If additional time is needed, please speak with the director to plan. Employees who must stop working prior to their due date must provide a notice from a physician. In the event that a staff member takes more than 12 weeks off for maternity leave, they must produce a doctor's note to deem more time medically necessary. Any employee who is requesting a period longer than 2 weeks away from employment will fill out a "Leave of Absence Form". Employees taking over 12 weeks for maternity leave must also fill out a "Leave of Absence" form and will need to go through their probationary period upon return.

Employee Dress Code

Every employee is required to wear a shirt provided by Red Carpet Kids while on the work clock. Pants should consist of khaki colored, black or dark solid-colored pants. Tight yoga pants are NOT permitted. Jeans are unacceptable (*except for Friday*). Employees not following dress code may be sent home (without pay) for the day or written up.

The following articles of clothing are not permitted during work hours:

- Tank tops
- Open toed shoes/ flip flops
- Clothing that reveals undergarments
- Shorts or skirts
- Clothing that is soiled, stained badly, or torn
- Jewelry that may hurt the children

The director reserves the right to send employees home for wearing clothing that is inappropriate for a learning environment.

Communicating with Parents/Guardians

While communicating with parents/guardians about a child's day (verbal and written), staff shall speak in a positive manner. Negative behavior will be brought to the director's attention before speaking with parents/guardians. A child experiencing a difficult transition or displaying signs of behavioral issues must be presented to the director. It is the employee's and the director's job to work on a child's behavior and to guide them to make positive choices. Phone calls made to parents throughout the day must be made from the office phone with permission from administration.



Hygiene and Hand Washing

All employees of Red Carpet Kids need to practice proper hygiene. Hand washing needs to take place all day long. Employees are responsible to wash their own hands and the children's hands. Hands must be washed, but not limited to, the following times: after bathroom use, before food preparation/serving, after changing or coming in contact with a child, after coming in contact with bodily fluids (urine, vomit, nasal discharge, etc), after being outside.

Sanitizing

With effort to minimize and control germ exposure and illness, toys and classroom materials must be sanitized daily and each day. If a particular toy or set of toys was used during the day they are required to be sanitized by being sprayed in their bin and left to dry overnight. Any toys or materials that have been in contact with a child's mouth must be taken and sanitized before another child plays with it. Tables must be cleaned after every use including eating. Floors must be swept after lunch time. All teachers are responsible to help clean up at the end of the day. Classrooms should be left organized and clean before leaving without articles on top of cubbies, refrigerators, and tables.

Training Hours

Employees need to complete 12 hours of training per year. Our training calendar year runs from January- December annually. Employees are encouraged to complete any outside training on their own personal time; however, if training is scheduled during their work shift on a particular day, they will get paid for the work hours they would have completed on that day. It is an employee's responsibility to pay for any costs of training sessions; however, there are free trainings available.

Administering Medicine

Staff members are not allowed to administer prescription and over the counter medicine to children if they have permission from a parent/guardian. All medication must be sent to the office and will be handled by an administrative staff member.



Lateness and Call Outs

It is understandable that sickness and emergency situations will arise during every employee's time at Red Carpet Kids. In the event of any lateness to your scheduled work time, please notify the administration as soon as possible. Repeated lateness/Calling out will be noticed and documented. Any employee who arrives late to work excessively/calling out excessively will receive a verbal warning. If the lateness continues, the employee will receive a written warning which may lead to suspension and/or termination. If an employee must call out for any reason, they **MUST** call the center and speak with someone or reach out to their supervisor/Director to authorize the absence. Leaving messages or emails is under no circumstance appropriate. Any employee who needs to call out but does not properly notify someone in the office will be written up as a no call, no show.

Any employee out of work for three consecutive sick days will be required to provide a doctor's note prior to returning to work.

Vacation Time (last revised 8/4/2022)

Each staff member will receive one paid vacation week during the center's scheduled "Christmas Break" after their probationary period has lapsed. This is the closure week between Christmas and New Year Holiday which the center closes and staff is paid based on their schedule. Full time staff (staff scheduled to work 40 hours per week) will receive an additional paid week vacation (maximum 40 hours) **after 2 years of working** per calendar year that will accrue on their ADP account. This time must be scheduled and approved in order for the employee to use their accrued vacation time. Any unused sick or vacation time will **NOT** be carried over to the next year and will **NOT** be eligible for monetary compensation upon leaving. In addition, employees must use PTO prior to departing the center or giving a 2 week notice before departure of employment. Once notification for departure is given (verbally or in writing), employees will not be allowed to utilize PTO or Vacation time.

Simple IRA Retirement Plan

Every full-time employee will be eligible to sign up and receive contributions for them set aside in a simple IRA retirement plan.

Jury Duty (Updated 3/2023)

It is understandable that employees may be summoned for Jury Duty. For all Full Time employees (working 30 hours per week or more), Red Carpet Kids will cover a total of 1 paid scheduled work shift (maximum of 8 hours per day) for an employee to attend Jury Duty. No employee will be paid for any additional hours of Jury Duty after the initial Jury Duty date (up to 8 hours depending on their scheduled shift). Employees expecting to get paid for the time they attend Jury Duty, must provide a note stating the dates they attended the Jury Duty to get paid for the Jury Duty date. PTO may be used to cover additional Jury Duty dates.



Children enrollment within the Center

If any staff member would like to enroll their child within the center, they will receive a 25% discount on their child's enrollment. This discount applies to immediate children ONLY and enrollment must be on a continuous basis. If a staff member fails to pay tuition dues, Red Carpet management reserves the right to withhold wages from their paychecks. Please speak with your director about getting set up with Programs for Parents, if applicable.

Equal Opportunity

Equal Opportunity is Red Carpet Kids' policy. It is our policy to select the best qualified individual person for each position within the organization.

No employee of the center will discriminate against an applicant for employment or a fellow employee because of race, color, sex, religion, national origin, age, physical/mental disability, or ancestry. No employee of the school will discriminate against any applicant or fellow employee because of a person's veteran status. This policy applies to all employment practices and personnel actions including advertising, hiring, selection for training, upgrading, demotion, layoff, termination, rates of pay, and other forms of compensation of overtime.

Time Clock Guidelines

Every employee is allowed to punch prior to the scheduled work time. Under NO circumstances are staff permitted to punch in/out for another employee. Any employee who is found punching another person's card/time or misusing the punch system will be terminated immediately.

Supervision & Tracking of Children (Updated 3/2023)

All children MUST be supervised at ALL times. Upon intake of every child, the staff must sign in every child using the TADPOLES system. Once the child enters the classroom, the teacher must log them into the TADPOLES tracking system IMMEDIATELY so an accurate time can be recorded and children appropriately tracked. Each time you leave your classroom with your class to go to a new class or go outside, the teacher MUST move the entire class in TADPOLES and complete the name to face recognition to ensure they have all their children. During "Name to Face", you must directly look at each child and click their name in the TADPOLES app ensuring you have them included in the transfer. Staff must ALSO know how many children they have in their group at all times. Clipboards, safety class bags and tablets should be brought with you anytime you leave the classroom. **Children engaging in therapy sessions or meeting with anyone during school time with anyone other than our teachers MUST still be supervised by a member of our staff while in someone else's care momentarily. Children must NOT be left alone in a classroom with a therapist and may not attend bathroom visits alone with therapists.**



Staff Records

All staff are required to complete the necessary documents and keep records up to date to continue employment at Red Carpet Kids. Employees are required to complete an application, obtain health records, and sign policies provided by Red Carpet Kids prior to your start date. Any staff member who fails to provide the school with the necessary documents by the date they are required may not return to work until all required documentation is complete. Any employee who refuses to sign any policies for any reason may be terminated from further employment.

Employee Performance Improvement

Performance improvement may be suggested by the director whenever they have reason to believe that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the director. The center expressly reserves the right to discharge "at will". Even if corrective counseling is implemented, it may be terminated at any step at the discretion of the center's management. Management, in its sole discretion, may warn, reassign, suspend, or discharge any employee at will, whichever it chooses at any time.



Conflict Resolution Policy

If conflict amongst employees occurs and is brought to attention of management, staff MUST:

1. Bring issues immediately to the attention of the supervisor or director to report issue/concerns.
 1. Make a good faith effort to sit and discuss conflict (individually or in a meeting type setting) and come up with potential solutions to the conflict. If mutual resolution is not reached, supervisor or director may issue a determination regarding the issue.
 1. Openly discuss achievable goals and common interests to help a solution be made.
 1. If a solution is unattainable after staff mediation meetings, supervisor, or director reserves the right to make changes to the daily operation and work shifts of employees.

Upon conflict between employees, the issues must be addressed immediately. Using the following steps, management will attempt to reduce conflict to maintain staff productivity and a positive workplace.

Administrative staff will:

1. LISTEN- listen to both parties involved before attempting to troubleshoot solutions without taking sides.
2. MEET- pull both parties (and anyone else involved) aside for a meeting regarding the situation and come up with solutions as a group.
3. TRAIN- promote teamwork and team building skills and strategies amongst your team.

Violations of Employment and Termination

Involuntary Termination is reserved for those cases that may not be resolved through corrective counseling or any case where a major violation of employment occurred which cannot be tolerated.

Involuntary termination is solely at the discretion of the center director.

Any violation may be minor or major depending on surrounding facts or circumstances of the action taken. The following classifications of violations, for which performance improvement plans, or any other disciplinary action may be taken are not limited to these examples following.

Minor Violations- Less serious violations that have some effect on the efficiency of work, safety, and harmony of the school. Minor violations typically lead to performance action plans unless repeated. Here are some examples of minor violations:

Excessive tardiness (beginning work hours or returning from a lunch break) Unsatisfactory job performance

Defacing school property

Interfering with another employee's job performance

Excessive absenteeism

Performing unauthorized personal work on school time Failure to notify the director of intended absences

Major Violations- More serious violations which include any willful infraction of school rules, and which may preclude employment of any employee. Here are some examples of major violations:

Fighting on school premises

Repeated offenses of minor violations

Any act or negligence which may endanger the safety of children or other employees

Departing school premises without the permission of the center director



Bringing firearms or weapons onto the center premises
Deliberately stealing, destroying, abusing, school property or equipment of the school or other employee
Willfully disregarding school policies or procedures
Willfully falsifying school records
Failing to report to work without reasonable excuse or approval of the Director for three consecutive days

Terminations are to be treated in a confidential, professional manner by all concerned.

Employment with the school is normally terminated through one of the following actions:

RESIGNATION- voluntary termination by the employee (giving two week's notice) **DISMISSAL**-

involuntary termination for unsatisfactory work ethics or misconduct **LAYOFF**- termination due to the

reduction of the workforce. **Any employee paycheck after termination or voluntary leave will be mailed to the address current on the check. Scheduling a time to pick up checks will not be authorized, and exceptions will NOT be made.*



Head Teacher Job Responsibilities

**Assumes full responsibility for classroom upkeep and operation.*

Education

*Complete and turn in lesson plans weekly
Lead circle time/morning meeting
Establish and follow daily classroom schedule
Supervise assistants to ensure morning and afternoon activities are prepared and completed
During expected absence, assure assistants will be prepared for next day
Arrange daily activities to incorporate math concepts, literacy, physical development, and fine motor skills
Observe and document student progress
Complete quarterly student progress reports*

Supervision

*Monitor and supervise children at all times
Supervise assistants
Maintain weekly attendance lists with proper head counts
Ensure accident/incident reports are filled out and given to administration*

Classroom Appearance and maintenance

*Ensure all administrative rules and procedures are carried out by TA's
Maintain neat and organized classroom
Assign daily cleaning tasks for yourself and assistants
Organize class materials with labels and display student work
Keep class updated (parent board, cubbies labeled, wall artwork, birthday boards)*

Professionalism

*Greet children AND parents as they arrive/depart
Discipline appropriately
Provide positive reinforcement and comfort for children
Speak with parents about child's day/educational progress
Complete daily report sheets for students (if necessary)
Act as a positive role model for children (demonstrate behavior for children)*

Health and Safety

*Ensure safety and proper supervision of all children
Monitor children during bathroom procedure
Identify children showing signs of delayed emotional, health, social and/or physical development and discuss a plan with supervisor to create a plan for child
Serve meals and snack in their entirety*



Teacher Assistant Job Responsibilities

Education

Act as head classroom teacher in the absence of the head teacher
Assist teacher in preparation of lesson plans
During circle time, set up materials for activity/prepare learning centers Read stories to entire class or small groups
Assist teacher with completion of activities
Interact with children in learning centers
Prepare activities for next day as directed by the classroom teacher

Supervision

Monitor and supervise children at all times
Complete accident/incident reports when necessary (at time of incident)

Classroom Appearance and maintenance

Clean tables and floors after mealtimes
Maintain neat and organized classroom
Assist head teacher in clean up duties
Close out classroom at end of day (clean up, sanitize toys, wipe down high touch points, clean off cubbies)

Professionalism

Greet children AND parents as they arrive/depart
Discipline appropriately
Display yourself as a mature and professional educator
Complete daily report sheets for students (TADPOLES)
Act as a positive role model for children (demonstrate behavior for children)

Health and safety

Ensure safety and proper supervision of all children Monitor children during bathroom procedure
Serve meals and snacks in their entirety



Office of Licensing

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint



investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to www.state.nj.us/dcf/.



POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA

INCLUSIVE OF ALL SOCIAL MEDIA INCLUDING FACEBOOK, SNAPCHAT, INSTAGRAM, TIK TOK

Red Carpet Kids invites everyone to keep connected with our school using social media! However, we are asking that parents/guardians of students in our school please adhere to and respect our Social Media Policy. RCK staff is not allowed to accept or send Facebook/Instagram/Snapchat/Tok-tok friend requests from parents of students enrolled in our school. We are respectfully asking that Parents do NOT send the staff friend requests on any form of social media platforms.

PLEASE DO NOT TEXT MESSAGE/CALL/EMAIL OUR TEACHERS ON THEIR PERSONAL CELL PHONES/EMAIL

We understand that open communication between parents and our teachers will help create a positive environment. We also understand that sometimes it is frustrating when a parent can't directly communicate with their child's teacher in a moment. We do ask that messages are sent directly to the teachers via our TADPOLES app or parents will call the center and ask to speak with their child's teacher. We do respectfully ask that parents ONLY communicate daily about their child's progress using the TADPOLES app and/or school telephone.

PHOTOGRAPH SHARING VIA SOCIAL MEDIA

When parents enroll their children in RCK, they can choose how **they use** and share their child's photos when it is taken here at the center. However, there will be opportunities when parents visit special events at our center, and they photograph their child and may get other children in the photograph. We RESPECTFULLY ask that parents do NOT photograph their child with other classmates or children in the class other than their own child. **ANY photographs taken at RCK that include children other than your own are ABSOLUTELY NOT to be shared on any type of social media, including to but not limited to Facebook, Instagram, Tik Tok, Snapchat, or any other photo sharing application.**

Social Network Policy

Outside the workplace, every individual has a right to participate in social media and networking. Our company has adapted the following policy in order to protect company reputation, personal confidentiality and avoid employee harassment. Every employee engaging in the use of social media activity is personally liable for all communications and information presented on any social website created/claimed by them. These social websites include, but are not limited to, facebook, instagram, tiktok, online blogs, personal e-mail or any other social network website that is used as a common means of communication. Misuse of these websites are used inappropriately; these social means of communication can conflict with the interests of our workplace. The dangers of inappropriate social networking misuse include damage to the Red Carpet's reputation, disruption of confidentiality and harassment. Speaking of the company by use of social websites is considered a breach in confidentiality and speaking of present or former employees is a form of harassment. Any employee found posting personal information of another employee, confidential company information, information about children attending the center, or pictures of the center or will be subject to disciplinary action, including termination of employment at Red Carpet Kids.



Procedures

PROPER HANDWASHING PROCEDURE

All RCK employees MUST wash hands before and after the following events:

- Preparing food/snacks
 - Coming in contact with bodily fluid (blood, urine, vomit, mucus)
 - Changing a diaper or soiled clothing
 - Coming inside from outside
 - Touching/disposing of garbage
 - Using the lavatory
 - Blowing your nose, covering your mouth when coughing
-
1. Wet your hands with clean, running water then apply soap.
 2. Rub your hands together and scrub them well: be sure to scrub the backs of your hands, between your fingers and under your nails.
 1. Continue rubbing your hands for 20 seconds. Need help? Sing “Happy Birthday” twice.
 1. Rinse your hands well under running water with your hands pointing down toward the sink.
 1. Dry your hands using a clean towel.



DIAPER CHANGING PROCEDURE

Gather all the child's changing belongings before putting the child on the changing table.

NEVER leave a child unattended on a changing table- if you must bend down, place your hand on the child in order to restrain the child to the table in order to avoid rolling.

1. Wipe down the table or prepare with sanitary paper on changing pad
2. Wash hands and put on gloves
3. Place child on changing station and remove clothing
4. Remove soiled diaper and wipe child (always remember to wipe front to back)
5. Apply diaper under child and apply ointment and diaper rash creams (if form is supplied)
6. Wash **YOUR** hands **AND** child's hands
7. Remove protective covering area that the child has used
8. Cleanse table pad with disinfectant/ bleach and water after **EVERY** use
9. Apply new paper in preparation for the next child.

BATHROOM PROCEDURE

Children must be supervised in the bathroom at ALL times. Older children must have privacy and practice independence when toileting, however, a staff member must be present IN the bathroom at all times when children are toileting at all times.

Children who are potty training should be **encouraged** but never **forced**.

1. Boys and girls must be taken separately since we do not have separate gender facilities.
2. If needed, assist the children with undressing themselves.
3. Once done using the toilet, if needed, help children with wiping and dressing themselves or show them the proper technique.
4. Have the child flush the toilet.
5. Wipe down the toilet with bleach/water solution or sanitizing wipe after EACH use.
6. Ensure the child washes hands using the hand washing procedure.
7. Wash hands using hand washing procedure.



INCIDENT/ACCIDENT REPORT PROCEDURE

Incident reports must be filled out for each injury a child occurs to protect yourself as a teacher and our center as a provider. Cover yourself and write up ALL occurrences where a child is injured. If you are not sure, write it up to cover yourself!

1. Attend to the child's injury and console the child that is injured immediately.
 2. Handle any discipline that may have occurred resulting in the injury.
 3. Fill out a report immediately after the child gets injured and consoling and first aid is finished.
 4. Report must be filled out and brought to the office within 15 minutes, immediately after child is cared for and consoled.
1. Be sure to be as CLEAR as possible, writing in detail what happened and ensure you have the accurate DATE, TIME, and SIGNATURES on the report.
 1. Bring to office to have signed off by administrative staff and assure it is returned back to you.
 1. Administration will contact parents for any injury that is severe or any injury/scratch/bump/cut that appears on the neck or head of the child.
 1. Any caregiver who is responsible for that group of children at the time will provide parent with the report during pick up and ask them to politely ask them to sign off.
 1. If a parent would like a copy, bring it to the office to have a copy made or direct the parent to the office.
 1. Original copies must be retained in the office and at center for a minimum of three years.



FIRE DRILL PROCEDURE

1. Instruct all children to line up quickly near the exit.
2. Count children standing in line.
3. Check the classroom, bathroom and any hidden areas where children might be hidden before leaving.
4. Grab emergency contact clipboard and tablet class attendance.
5. Turn off the lights and close the classroom door.
6. Lead children out to safe zone , do a head count once again and complete name to face on TADPOLES
7. Stand and wait until the director gives clearance to return.

SERVING MEALS/SNACKS

1. In order to minimize food related illness, please use the proper precautions before serving food to children.
 2. Hot meals served to children should be served at 135 degrees in order to minimize food illness.
 3. Tables should be cleaned with a soap/water solution then disinfected with a bleach/water solution immediately after.
1. Ensure no bleach is left on the table.
 1. Wash hands thoroughly before handling any foods/snacks you will be serving.
 1. Check the class allergy list posted in each classroom to ensure children are not allergic to anything being prepared to serve.
1. *Food Program paperwork must be checked off after children receive food.*

Offsite Walks and Playground

Count your children before stepping out of the classroom and complete name to face on TADPOLES to ensure proper supervision/tracking

1. Instruct children to hold on to walking rope
 2. Check classroom "Off-site walk list" to assure all children may leave premises
 3. Count children prior to leaving and complete "name to face" on TADPOLES
 4. Have attendance clip board, emergency contacts and safety bags
 5. Adjust supervision by assuring one teacher walks in front of the line, another walks behind the line. (If classroom has third person, have third teacher supervise the middle).
1. Active children must hold the hand of a teacher.



1. Upon returning to the center, count children and complete “name to face” again.
Playground – ONLY go outside during your scheduled playground time to avoid injuries.
Teachers must never be outside alone with more than 10 children.

Please Note: **ALL** children **MUST** go outside daily. Withholding outside/play time from children as discipline is unacceptable and will result in a write up.

1. Instruct children to hold on to walking rope
 2. Count children before leaving the classroom and complete name to face on TADPOLES.
 3. Have attendance clip board, emergency contacts and safety bags
 4. Adjust supervision by assuring one teacher walks in front of the line, another walks behind the line. (If classroom has third person, have third teacher supervise the middle).
1. Once in playground, teachers must position themselves to have one teacher supervising slide area, another teacher supervising the opening of the play structure (fall zone).
 1. Line children up and count before coming inside and complete name to face on TADPOLES.

Time Away/Redirecting

1. These methods of discipline should follow a redirection and should be used IMMEDIATELY following negative behavior.
 2. Child shall be placed away from the group sitting at a table.
 3. Reiterate to child why he/she needs to be separated from the group and for how long they need to sit (one minute per year of age)
Provide children an alternative activity/book/puzzle to keep occupied with while having time away.
1. When time is up, go back to child and ask them to tell you why they were sitting out and what they should have done to avoid sitting out.
 1. Ask them if they are ready to rejoin the rest of the group. If they are ready, allow them to rejoin the activity.



Children drop-off/pick-up

Every child who is enrolled in our center has a pickup list. ONLY these people are authorized to pick up at the end of the day. Please familiarize yourself with parents/guardians to know who can pick up and who cannot.

1. It is the teacher/teacher assistant's job to ENSURE every child is signed in/out during pickup and drop off.
 2. Keep in mind, the child is STILL in your care until the parent has signed the child out.
 3. If you do not recognize person picking up, refer them to the office so their ID can be checked and matched with the child's pickup list.
1. If there is nobody in the office, excuse yourself politely and pull the child's file.
 1. Politely ask the person picking up if you may take a copy of their identification.
 1. Check identification assuring the person is on the pickup list.
 1. Make a copy of identification and leave it in the child's file.

OPENING PROCEDURES

- Put on music
- Get breakfast ready (if needed)
- Put out toys for children to play once they are finished eating
- Direct children to wash their hands upon entrance to classroom

NAPTIME PROCEDURES

- Put on relaxing music
- Clean up after lunch and Prepare snack
- Prepare activities for the afternoon and next morning / Lesson Planning/ Ensure daily pictures are sent TADPOLES

CLOSING PROCEDURES

- All items must be put away in their designated spaces and classroom must be organized
- Cubby areas must be neat, organized and top must be free from all objects
- Spray toys at closure of night
- Ensure classroom cleaning spray bottles are full



Red Carpet Kids – Employee Handbook

I, _____, have read and fully understand **ALL** policies and procedures required of staff at Red Carpet Kids. I understand that noncompliance to these rules can and will result in disciplinary action and/or termination.

Employee Signature: _____ Date: _____

Red Carpet Kids – Information to Parents

I, _____ by signing you are agreeing that Red Carpet Kids has notified you of the of The Information to Parents Document prepared by the Bureau of Licensing in the Division of Youth and Family Services and the centers Discipline policy (which is also posted within the center.

Red Carpet Kids – Discipline Policy / Positive Guidance

I, _____, have read and fully acknowledge the discipline policy and positive behavior guidance procedures of Red Carpet Kids.

Red Carpet Kids – Social Media/Technology Policy

I, _____, have read and fully acknowledge the social media policy of Red Carpet Kids.

Red Carpet Kids – COVID-19

I, _____, have read and fully acknowledge the COVID-19 policies and procedures with Red Carpet Kids.

Red Carpet Kids – Release of Children Policy

I, _____, have read and fully acknowledge the Release of Children Policy with Red Carpet Kids.

Red Carpet Kids – Parental Notification Method Procedures

I, _____, have read and fully acknowledge the Parental Notification Methods Policy with Red Carpet Kids.

Signature: _____

Date: _____



Voluntary Staff Disclosure Statement

Full Name: _____ Date of Birth: _____

Permanent Address: _____

Telephone Number: _____

Driver's License Number: _____ State Issued: _____

Have you ever been convicted of any crime of violence against minors?

Yes – If yes, explain in detail on the line

No

Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of a minor?

Yes – If yes, explain in detail on the line

No

Have your personal rights ever been terminated for reasons involving sexual or physical abuse of children?

Yes – If yes, explain in detail on the line

No

If yes, please explain in detail:

I hereby certify that I have not withheld any information that may interfere with my chances of being employed with children at Red Carpet Kids Childcare and that the answers I have given are true and correct to the best of my knowledge. I understand that any misuse of this form or any information omitted may hinder my opportunity for future/further employment with Red Carpet Kids Child Care.

_____ (Print Name)

(Signature)

(Date)



COVID-19 Policy/Procedures

Our ultimate goal AND obligation is to keep all our staff, children and families safe and healthy. During the COVID-19 pandemic period, our Illness Policy (both COVID and Non-COVID provisions) applies to all staff, children, and their household members. The final decision on whether to exclude an individual from the program due to illness will be made by the childcare center.

PLEASE help us stop the spread by being mindful about sending your child to school with symptoms of COVID- (i.e- fever, runny nose, coughing, vomiting, fatigue). We ask that any child who has a suspected case OR a pending COVID test do NOT attend school to keep other children safe and well.

Defining “contact” vs. “case”

Contact- any individual who comes in direct contact with a positive COVID person (i.e- household family member)

Case- someone who has a positive test for COVID-19

EXPOSURE:

Anyone, who is NOT fully vaccinated (2 weeks past a series of both vaccines) and has come in contact with anyone who has a positive case of COVID-19 must quarantine at home for 5 consecutive days and test once quarantine is up either ON or after day 5 in order to return. Any staff member who is not fully vaccinated will not be paid for this time unless they use sick days.

Any staff member who is “fully vaccinated” and comes in contact with anyone who has tested positive for COVID-19 may still continue to work as long as they are asymptomatic. Any staff member who develops symptoms or a fever must quarantine and test. If the test is positive, the staff member must begin a 5 day quarantine period.

CONFIRMED (POSITIVE) CASE

A staff member who is a “case” has received a positive test.

Any staff member who tests positive (regardless of vaccination status must remain excluded from the center for 5 consecutive days POST symptom onset OR positive test date (whichever comes first) followed by 5 days of STRICT masking. They must also be fever free for 24 hours without the use of medications prior to returning to the center. ***Staff who are out ill due to COVID will have to use sick or PTO time.***

***Our center will notify ALL parents/staff in our center if a positive case is reported to our school. Classrooms will ONLY close in the event of an “outbreak” of 3 or more confirmed cases in one room. Staff who are fully vaccinated may continue at work unless they are feeling ill or are showing symptoms.**

