



Children's Safari
Learning Center



Employee Handbook

Mission

Children's Safari Learning Center, LLC is an educational childcare adventure with gentle, caring, and nurturing tour guides who are committed to fostering independence and empowerment during your child's early years.

Our Philosophy

We believe in serving families interested in a more close-knit childcare setting. We provide a clean, safe, quality focused environment for children to grow their personalities and increase their independence. We value employees and families who respect and understand children to be little explorers and their future as an adventure. We will provide age and developmentally appropriate curriculum and toys and equipment enforcing early childhood development areas such as cognitive, social/emotional, physical, and intellectual (language).

Important values to our center include:

- Professionalism
- Credibility
- Integrity
- Quality
- Employee Focus
- Family Focus

Our Regulators

Arizona Department of Health Services, Child Care Licensing

Arizona Department of Health Services

150 North 18th Avenue

Phoenix, Arizona 85007

General and Public Information:

(602) 542-1025

Fax: (602) 542-0883

NAC – National Accreditation Commission (aka Association for Early Learning Leaders)

As a NAC accredited center, Children's Safari has been recognized as an early care and education program that exemplifies excellence in the care of young children. By achieving NAC accreditation, Children's Safari Learning Center has exceeded state licensing requirements and provides children an environment that is conducive to their individual growth and development.

Empower

As parents, teachers, health professionals and community members, we want children to develop healthy habits. We know that these habits begin at home and in the early childhood setting. The Arizona Department of Health Services (ADHS) Empower Program is a voluntary program reaching more than 200,000 children in licensed childcare facilities throughout Arizona. These children are relying on Early Care and Education (ECE) professionals to provide a significant portion of their daily physical activity, nutrition and overall well-being.

Equal Employment

Children's Safari Learning Center is an equal opportunity employer and will not discriminate against any employee on the basis of race, color, religion, national origin, age, sex, marital status or disability.

Children's Safari Learning Center prohibits any form of harassment by its employees or customers in the center. This applies to all types of harassment that has the purpose or effect of creating a threatening or uncomfortable work environment. Any instance of harassment must be promptly reported to the director or owner.

Joining Children's Safari Learning Center

We are very excited that you've decided to join our safari adventure. As you can see above, one of our main values are our employees and it shouldn't take long for you to see that. You will find that at Children's Safari Learning Center you will receive the professional and personal development needed to be a successful guide. You will also receive the support needed to benefit child growth and development. We have

established a quality security program that will keep both you and the children safe as well as a discipline and biting policy of little tolerance.

Children's Safari Learning Center is a state licensed, DES certified, NAC accredited, childcare center. During your first day at Children's Safari, you will be expected to read through this handbook and our policies and procedures. All are available at any time from the director's office for reference as needed. You will be expected to sign that you have read and understood the expectations and in return you will receive the support you need to be successful. For the remaining days of your first week you will shadow another guide while you get to know the children and parents you will be interacting with on a daily basis.

Employee File

Employment is contingent on a complete employee file. Items needed to complete the file must be returned, in a pre-determined span of time upon being hired, to maintain employment.

Renewals and recertification must be completed before the expiration date and include fingerprint clearance card, CPR / First Aid certification, and TB tests.

Personal information is confidential and kept in a locked area of the center. Personal information will be used for employment (payroll, etc.) and emergency information only. It is the employee's responsibility to update personal data pertinent to employment (i.e. home address, marital status, etc.).

Time Keeping

Timekeeping is maintained through Procure and the computer associated with the entrance to the classroom area. An employee must "clock in" at their scheduled time. If the employee is also a parent, he / she must first clock in their child and drop their child off before clocking in his / herself.

There is to be no standing, or waiting, in the reception area until the start of their shift. There is to be no standing or waiting in classrooms until the start of their shift. Areas such as the Kanga-room or resource room are available to wait before a shift starts or after a shift ends.

Probation

During the first 90 days of employment, new employees are monitored as to their professionalism and their competence for working with children. Parents and coworkers will also be asked to provide informal feedback to Director/Assistant director. Not all observations will result in conversation or written documentation and conversations may not take place at the end of the probationary period. If there are any issues during this probationary period, the director/owner will use their discretion to determine permanent employment eligibility.

Professionalism

Above, in our philosophy, one of our values is professionalism. Professionalism is somewhat subjective in nature however; Children's Safari's view is as follows:

- Attend scheduled shift and be on time, plan work / life balance appointments in advance
- Always maintain a positive attitude – or at least keep a smile on your face
- Vent when and where appropriate – not in front of parents or children at any time , gossip is strictly prohibited
- Meet the dress code and personal hygiene expectations
- Treat everyone with respect regardless of it being a family member, a child, management, or a colleague while in the center
 - If there are any concerns constructive communication is expected with the people involved before escalating to management
- Show enthusiasm and positivity while working
- Take the initiative to improve a child / parent / co - worker's experience
- Tell parents at least one positive thing about their child every day

Confidentiality

The policies, procedures, issues, concerns of any person employed, visiting, or enrolled at Children's Safari are the property of Children's Safari and must not be released to anyone outside the organization. This includes talking about the children in our care.

Our center enjoys taking and displaying pictures throughout our center. These pictures are the property of the parents and the management and must not leave the premises.

Under no circumstances must any employee keep pictures of children on their cell phone, memory card, etc. **Under no circumstances should pictures be shared on any internet application (i.e. Facebook, twitter, Instagram, google+, etc.)**

Any violation of the above policy will result in a written warning up to and including termination.

Social Media:

The posting of confidential and identifying information about the children, parents, or staff at the center on social media is strictly prohibited. In no way does Children's Safari Learning Center wish to abridge the rights of its employees to engage in critical commentary and observations that may related to the center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee. The posting of non-confidential information (promotional material, open positions, and the like) shall be restricted to official channels of communication unless prior written approval from the Director has been obtained.

Families

Families (the children whom we serve, and their parents, guardians, and other family members) are our center's most valuable asset. Every employee represents Children's Safari Learning Center to our families and to the public. The manner in which we do our jobs presents an image of our entire organization. Families judge all of us by how they are treated by each and every employee. Nothing is more important than being respectful, courteous, friendly, helpful, and prompt in the attention given to families.

Cell Phones

- Cell phones are to be turned off during active hours in the classroom and locked away with your purse or wallet unless you are outside on the playgrounds. If someone needs to reach you in an emergency, they can call the center and we will replace you in the classroom immediately so you can take the call.
 - Exception to having your phone put away is when you are outside. Please take your phone for emergency reasons, temperature checks, and time

- checks. ○ Exception in the infant room is during times of sleep and calm (content). If an infant request, requires, needs attention cell phones should be put away.
- There will be no answering, calling during work hours. We are to be teaching and supervising children and cannot be fully paying attention to them while on our cell phones.
 - Texting is permitted during naptime when all children are asleep, portfolios up to date, lessons prepped, cleaning completed, etc.
 - It looks unprofessional to be on a cell phone when parents are coming in to pick up or drop off. Our focus is the children and interacting / guiding / teaching them. We cannot do that while on our cell phones. This applies to staff that are not working in the classrooms, waiting to clock in, or waiting for their ride as well.
 - If you are on a break, please use your cell phone outside or in the staff break room. Parents come in and out and they do not realize you might be on a break.

Final determination of the cell phone acceptability shall be determined by the Director / Assistant director. Any violation of the above policy will result in a written warning up to and including termination.

Dress Code

The purpose of our dress code is to present a professional appearance to our parents, fellow staff members and most importantly to set a positive example for the children in our care.

Shirts must be the ones provided by Children's Safari Learning Center or collared shirts in the colors of the safari such as pale yellow, tan, brown, blue, rusty orange, purples and greens. During the winter month's sweaters can be worn over clothing as long as the sweater is a solid color with no writing or pictures on them. Shirts must cover midriff with no exposed backs, stomachs, or sides while performing duties required by the position. Children's Safari Learning Center will provide two shirts to each employee on date of hire and provide additional shirts for purchase at cost (\$14.00 as of 11/09).

Pants/shorts/Capri pants must be olive, black, grey, tan or brown. Denim material is allowed on Friday's or theme days only. Yoga pants are acceptable as long as they are not transparent. All clothing must be in good condition with finished edges and no holes. Shorts must be knee length. All bottoms must cover midriff with no exposed

backs, stomachs, or sides while performing duties required by your position. All clothing must be clean and in good repair.

Shoes should be comfortable, have non-slip soles, be kept clean and in good repair. Shoes must be closed-toed and closed-heeled. Socks may not be worn as the only footwear.

Facial jewelry such as eyebrow rings, lip rings, nose piercing, and tongue studs must be tasteful or not be worn during business hours. Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours. Visible tattoos and similar body art must be isolated and tasteful otherwise covered during business hours (i.e. sleeves).

Final determination of the dress code acceptability of an employee's attire shall be determined by the Director / Assistant director. Failure to comply with the dress code guidelines can result in being sent home to change without pay, written warnings, and possible termination.

Spirit day dress code

The purpose of spirit days is to show our spirit, have some variety in our days, and be silly but we still must present a professional appearance to our parents, fellow staff members and set a positive example for the children in our care.

Spirit day attire **always** includes close toed shoes.

Pants / shorts / capri pants may be jeans but they must be in good condition with finished endges and no holes. Shorts must be longer. All bottoms must cover midriff with no exposed backs, stomachs, or sides while performing duties required by your position. If you choose not to participate in the spirit day the "regular" dress code policy applies.

Shirts must fit the theme of the spirit day but include no non-child writing, picture, etc. For example, if your shirt says "princess" then it is considered appropriate. If your shirt says, "coffe first...." then it is not considered appropriate. Shirts must cover midriff with no exposed backs, stomachs, shoulders, or sides while performing duties by the position.

If there is any questions please wear uniform. Failure to comply with the dress code guidelines can result in being sent home to change without pay, written warnings, and possible termination.

Smoking Policy

Smoking is not allowed on or around the premises where it can be seen by the parents or the children.

If an employee is a smoker, the employee must come in scent free and fresh which is determined by management.

Weapons

Weapons of any kind are not allowed on or around the premises. Any violation will result in termination.

Smoking & Vaping Policy

It is the policy of Children's Safari Learning Center to prohibit smoking and vaping on all company premises to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e cigars. Any employee who violates this policy is subject to severe disciplinary action up to and including termination.

Alcohol and Drug Policy

Children's Safari Learning Center has a zero-tolerance policy for drugs and alcohol consumption which impacts job performance. The use, possession, or being under the influence of alcohol is strictly forbidden within any building, facility, and vehicle or company property. The sale, purchase, manufacture, distribution and solicitation of non-medically or medically prescribed drugs are strictly forbidden within any building, facility, and vehicle or company property.

Children's Safari Learning Center, at its sole discretion, may require a drug screen to be completed to maintain employment. Any employee who violates this policy is subject to severe disciplinary action up to and including termination.

Attendance & Lateness

Children's Safari Employees are one of our most valued assets. Therefore, we understand that you need time off to manage personal business as well as rest from an injury or illness. Please help us manage our ratios and the work/life balance of other guides by giving as much notice as possible. Vacations and appointments require at least one week's notice and must be requested in writing. If a request does not meet these guidelines, the absence will be considered unscheduled and could affect performance.

If you expect to be missing from work unexpectedly, please call the director or owner the night before your expected absence. By calling the night before, Children's Safari management can begin to work on coverage for your classroom. If you cannot contact a member of management, the center must be called between the hours of 6 am and 6 pm. Management may not be available on their cell phones during business hours which would result in a no-show.

If you expect to be late for your shift, please call a member of management to let them know when you expect to be in. Please give as much notice as possible so we can cover for your shift.

Three unexpected absences or latenesses will result in a counseling session to understand what we can change to help get you to work. If there is no communication of these unexpected occurrences, immediate termination will be warranted. After three unscheduled occurrences you will be put on a written warning and then terminated beyond 6 unscheduled absences or tardies. Three consecutive unexcused absences will be considered a voluntary resignation. Absences due to contagious illness or those that are three days or longer in length will require a doctor's release at the discretion of the director or owner.

All guides must clock in at their start time. (NOTE: Guides must bring their child to class and then clock in. At the end of their shift employees must clock out prior to picking up their child.)

Flex Schedules

At any time a guide can work out a schedule change with another qualified employee and change their shift for a short period of time. This request must be in writing and have both employees signature on it within 24 hours of the schedule change. A qualified employee is one who can work with the age group that you are currently working.

Medication

At times we may need to take medication for our health. Medication must be locked with your personal belongings in either your teacher's cabinet or in your locker in the staff room. Medication must be taken on breaks out of sight of the children and the parents. Appropriate breaks and coverage will be provided in the case where medication is needed.

At no time are any of Children's Safari guides or management authorized to provide medication to children unless it is a life-threatening situation (Epi-pen, breathing treatment).

Leave of Absence / Maternity Leave

If a leave of absence is needed for any reason, it will be un-paid, and the position will be held for 12 weeks. All requests must be given to Director in writing.

If an absence exceeds 12 weeks, hours, shift, and classroom assignments are not guaranteed.

Sick Time

During the first year of employment, *Children's Safari Learning Center* designates "paid time" to be used for any scheduled time off (sick, vacation, etc.) Employees will accrue one hour of earned paid time for every 30 hours worked, but employees are not entitled

to accrue or use more than 40 hours of earned paid time for the year. An employee employed longer than two years will be eligible for two weeks of paid time off. At that time paid time off is based on the average number of scheduled hours per week. A year begins on an employee's hire date / anniversary date and is defined as a consecutive 12 month period.

Using paid time must be used in whole days. No calculations will be made for part days or partial shifts.

Paid time off will not be paid out at time of leaving the company. There is no guarantee that paid time off will be available the last two weeks of employment. Employees terminated by the center shall lose all accrued vacation time, without compensation for the lost time.

Vacations

After one year of tenure with Children's Safari Learning Center, guides will earn one paid week of vacation for the upcoming year. After two years, the guides will be capped at two weeks of vacation for every year of employment thereafter.

Vacation is calculated based on the average number of scheduled hours per week at the time of the vacation. Vacation must be used in whole days and must be requested in writing and pre-approved (cannot be used to cover unscheduled / unexpected absences). No calculations will be made for part days or partial shifts.

Vacation is not eligible for carryover into the next anniversary year nor be paid out at time of leaving the company. There is no guarantee that vacation will be available during the last two weeks of employment. Employees terminated by the center shall lose all accrued vacation time, without compensation for the lost time.

Pay Periods

Because of the nature of the childcare business, there may be times when guides need to either increase or decrease their hours due to fluctuations in enrollment. Children's Safari will do our best to schedule each staff member reasonably and fairly. The guide's daily schedule may or may not include an unpaid lunch break. Our first priority

is to ensure the safety and security of the children so the schedule may be unexpectedly extended if the class is not in ratio.

Children's Safari Learning Center, payroll begins on a Monday and ends on a Friday and consists of two-week periods. Your paychecks will be direct deposited the following Tuesday.

Direct deposit is a requirement of employment at Children's Safari Learning Center. With direct deposit, your pay is automatically deposited into your account in any financial institution that is a member of the Federal Reserve Network.

Overtime

Overtime is not allowed without prior authorization from your director / owner. Overtime is paid to hourly guides who work over 40 hours per week and has prior consent from the director / owner. If circumstances dictate the need for overtime, The Director / Assistant Director may inform an employee of the need to work overtime with little or no notice.

Personal Property

Children's Safari Learning Center is not liable for any personal property lost or damaged on the premises. Each member of the staff will be provided a place to lock up personal belongings for safe keeping during the day.

All personal belongings must be locked at all times.

BENEFITS:

Insurance:

After completing the 90 day probationary period staff is eligible to sign up for medical benefits. During the 90 day probationary review staff will be given the insurance information. Paperwork must be turned in by the 20th of that month for insurance to take place on the 1st of the following month.

After completing 6 months with Children's Safari Learning Center, staff are eligible to sign up for Section 125 Premium only plan. These benefits can be pre-tax benefits and cover accident, life, and cancer.

Holiday Schedule:

Children's Safari Learning Center will provide the following paid holidays to their employees after completing the probationary period. If any of these holidays fall on a weekend day, Children's Safari Learning Center will communicate to the parents and teachers if an alternate day will be named.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Day After Thanksgiving

Christmas Day

Holiday's such as Martin Luther King Jr. Day, President's Day, Veteran's Day will be managed by discretion by the director and owner at the time of the holiday (dependent on enrollment).

If any of the holidays fall on a day the employee does not work that employee will be eligible for a "floating" holiday to use at a future date. These days expire when the employee's vacation days do. For example, Memorial Day is on a Monday. If the employee is not scheduled to work on Monday, they can use this paid time as a day off in August if they'd like.

All guides, in order to receive holiday pay, must work the day before and the day after the holiday. If the guide is absent, either day, he or she will not be paid for the holiday.

A day equals the average shift an employee is scheduled for, not necessarily 8 hours.

Jury Duty

Employees will receive an excused absence for jury duty but that time away from work will be unpaid.

Bereavement

Employees will receive excused absences for reasonable time away from work and will be unpaid. Reasonable time is no less than 3 business days and will be the discretion of the Director.

Child Care Discounts

Children's Safari employees enrolling their child at the center will not be required to pay any registration fees. Employees are awarded 50% off the weekly tuition rate however any extra-curricular activities will not be discounted. These rates apply at the time the child and the staff member are at the center. Tuition payment requirements apply to the employees as they do to the parents. Any deviation from the policy will require that the employee's child be dis-enrolled.

All other parent handbook policies apply.

Child Care Payments

Payments for tuition will be deducted from a staff member's paycheck each pay period for tuition that occurred during the pay period. If at any time more tuition is due than the paycheck covers, acceptable and reasonable payment arrangements must be made. Failure to pay for a child's tuition will result in disenrollment of the child.

Staff Meetings / Training

The state of Arizona requires 20 hours of training in early childhood development and professional development each year. Association for Early Learning Leaders requires 20 hours of training in early childhood development and professional development each year in addition to courses listed below. Children's Safari will pay for training classes that apply to the needs of the center or the individual teacher but is up to the discretion of the director. At times, the training will be offered during regularly scheduled staff meetings. If you are interested in a particular training, please contact your director for discussion.

Trainings required of each staff member (per NAC, in addition to the 20 hours) include:

- CPR (within the first 30 days of hire)
- First Aid (within the first 30 days of hire)
- Standard Precautions (due each year)
- Child Abuse & Neglect training (renew every two years)
- Fire extinguisher training (due each year)
- Focused Portfolios / Lesson Plans

The above four topics will be covered during orientation and full courses must be completed within probationary period (90 days) either through center or on own. Failure to meet these requirements can result in termination.

Staff meetings will be held at least quarterly for the entire center however the need may arise to have meetings more often focused on specific topics or age groups. Children's Safari commits to notify its employees with at least one week notice of any meeting that will occur after center hours. If for any reason an employee cannot attend, they must speak with the center director prior to the meeting to get an approved absence. A separate meeting may be held to ensure you get the appropriate information. Employees will be compensated at their normal hourly pay rate for the meeting.

Education Assistance / Career Development

For employees who lack full credentials, or for those who wish to pursue additional education opportunities which may benefit themselves and the center, Children's Safari

Learning Center will provide tuition and fees assistance through AZ Registry Scholarships. Employees who wish to make use of this assistance should notify the Director.

Insurance

Children's Safari Learning Center carries General Liability and Worker's Compensation insurance in accordance with State requirements.

Parking

Please always remember that we are here for our families. The front parking and side parking spots are for dropping off and picking up children. Guides must park in the parking spots that are the farthest from the entrance of the school.

Lock Down / Emergency Situations

Children's Safari Learning Center makes the safety and security of the staff, students, and visitors its highest priority. In the case where we have been notified by law enforcement of danger or an emergency, Children's Safari will immediately safeguard the facility. Each room has a clearly documented map illustrating where to evacuate if evacuation is necessary. If the facility needs to be locked down, all the children and faculty will sit quietly in the hallway, until the situation is clear. The facility will communicate to parents as soon as possible regarding a situation using the contact information available on the child's emergency information card.

Discipline Policy

Children's Safari Learning Center practices positive discipline techniques in an effort to teach and support self-discipline. Staff will encourage children to be active in resolving conflict behaviors and re-direct as necessary. Staff is expected to take advantage of "teachable moments" that help children learn to make wise choices and control their behavior. Under no circumstances should a teacher's voice be raised in anger. Parents will be notified if conflicts of the same nature occur regularly.

Children's Safari Learning Center has a strict "no tolerance" policy for violence. Any child, parent, staff member, or visitor displaying violent behavior will be asked to leave the center immediately.

Health & Safety

Staff are responsible for making sure children are supervised at all times through the following means:

- Positioning themselves so that children can be observed in all areas of the classroom and playground
- Enforcing safety limits in all activities
- Sweaters and jackets are worn at appropriate times
- Evacuation procedures are known and practiced
- First aid supplies are available
- All soiled surfaces are sanitized as often as needed
- Hands are washed following contact with bodily fluids, being outdoors, before eating, after eating, after messy activities, etc.

Staff are responsible for making sure all children's areas and equipment are safe and maintained through the following means:

- Electric outlets are covered with child-resistant covers
- All areas are free of debris and environmental hazards
- Furnishings and equipment are secured to prevent tipping or being pulled over

Security Cameras

Video Surveillance Policy

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our child care facility, Children's Safari Learning Center is equipped with 24 hour video surveillance system. Security cameras are installed in all classrooms and outdoor play areas. Children's Safari Learning Center may conduct video surveillance of

any portion of its premises at any time, the exception being private areas such as restrooms and changing tables. Video / Security cameras will be positioned in appropriate places within and around our child care center and used in order to help promote the safety and security of people and property.

Benefits of security cameras in child care centers:

- * Security cameras keep children and staff safe and are very effective deterrent of crime.
- * Owners / Directors can better monitor the entire facility and supervise / observe staff interactions with children and with other staff members effectively.
- * They provide peace of mind to our parents and staff.

Because we respect the privacy of all children, parents, and staff in our learning center, our 24 hour video surveillance system will be for internal purposes only. Recordings will continuously overwrite every 30 days.

Biting Policy

Biting is a common way for children to show their emotions but is hazardous for both the victim and the biter. Children's Safari Learning Center will attempt to work with a child to manage their emotions in a more positive manner. All efforts will be used to protect both the victim and biter.

For children ages 0 - 2 biting is normal but unfortunate. A plan will be set forth for families to ensure safety of all. Parents will be shown a plan of action to prevent further biting.

Various Plan of action for biting

These topics will be discussed at the time issues of biting arise. These steps are an attempt to partner the staff and parents to solve this issue.

- * Discuss with family if there are possible issues in the home or ways they feel to make behavior stop.

We support communication with families. Our goal to ensure all families are respected and cared for while enrolled in our center. Topics for discussion could include eating habits, sleeping habits, transitions, etc.

- * Child will be placed into another classroom.

We hope this will create a new environment where possible personalities are different and better suited for your child.

* Dis-enrollment

After all effort has been made we must think of the safety of the other children and unfortunately the child will be dis-enrolled from the facility.

For ages 3 - 5 biting becomes a greater concern for behavior issues. After three bites we evaluate the seriousness of the bite, who the child bites, and if the child has bitten before. We can engage Birth to Five, Smart Support, or Southwest Human Development for help with this issue. After all effort has been made we must think of the safety of the other children. If all efforts go unsuccessful the child will be disenrolled from the facility.

Injury

All employees of Children's Safari Learning Center are required to maintain current CPR and First Aid certification. Each guide will have 30 days from his or her hire date to obtain this certification to remain an active employee and on the schedule. Employees will be notified within 30 days of expiration and expected to obtain recertification by the expiration date to remain on the staff schedule.

All injuries are documented in writing and communicated to the parents through an accident report. The director must be notified of all injuries regardless of severity. Parents will be contacted if immediate attention is required and 911 will be called. Any minor injuries will be treated with appropriate first aid and reported to the parent in writing at the time of pick-up.

Illnesses

To ensure the health and safety of all persons within the facility, no child or staff member will be admitted if they exhibit any of the following symptoms within 24 hours prior to attendance.

- A fever of 100 °F or higher
- An undiagnosed rash or sore
- Discharge from the eyes, ears or nose
- Vomiting or diarrhea within the past 24 hours

- Any other symptoms of a communicable disease

Child Abuse / Neglect

As childcare professionals, each and every staff member of Children's Safari Learning Center is a mandated reporter of suspected abuse or neglect of a child. Any suspicions should be reported to the director immediately. Upon reporting your concerns you will be asked to document the situation and contact CPS along with the director.

Curriculum

Children's Safari will provide monthly curriculum guides to all age groups. This curriculum must be followed in regards to topics however the individual activities may vary dependent on age group and ideas offered by the teachers. Expectations are to comply with NAC guidelines as follows:

- Promotes physical, cognitive, language, social, emotional development
- The activities are developmentally and age appropriate
- Each activity has a written objective or purpose
- The lesson plan is flexible to accommodate for the individual needs of the children

If any changes to the curriculum are warranted, please contact the center director for approval.

The curriculum must be posted on the parent board and the guide's board prior to the start of the month.

Children's Safari management is open to suggestions for the curriculum or child projects. Please discuss any and all ideas with the center director so management can ensure consistency between the age groups as much as possible. For more information regarding NAC expectations, developmental milestones, daily schedule planning, etc. please see the director.

Daily Schedule

The daily schedule for each room will include a balance of activities that meet the child's needs and interest levels. The schedule should include a balance of activities that include both active and quiet times, indoor and outdoor activities, individual/small group/large group activities, and child and staff initiated activities.

Transitions

Transitions between activities should be smooth and flexible. Children should be given advance notice about changing activities, new activities should be prepared ahead of time and children should not always be moved as a big group from one area to another. Transition activities should include songs, games, teamwork, splitting the group, etc.

Classroom Etiquette

Employees may consider their classroom as their own (in partnership with any coguide). Management expects that each teacher will take pride in the classroom appearance, treat it as they would their own home and as a safe haven for the children.

Cleanliness guidelines must be met to be in good standing with their employment. Teachers must be in sight of the windows at all times, may not be sitting on shelves or tables, and their backs should not be turned toward the children. The products and equipment in the classroom must be treated with respect and the children should be taught to have pride in what they have. It is up to manager discretion regarding the treatment of toys and equipment and coaching discussions will occur as necessary.

There is at least one adult sized chair in each classroom which is for adult use only and to be used during quiet times (nap time, circle time, reading). During active times staff should be standing and moving to interact with the children.

To help foster appropriate classroom competence skills children should be taught how to use the classroom materials, the daily schedule, job charts, rules, etc. This can be accomplished through both the curriculum and classroom etiquette expectations.

Outside Time

Each day that the weather allows, each classroom will be allowed at least one time outdoors for children to experience a different environment and burn off some energy. Outdoors should be treated as another classroom available to the teachers and the equipment should be treated with respect and pride. It is expected that the guides will interact with the children and not each other during outside times. Teachers should be walking / standing at all times in order to react to children's actions. Outdoor activities are expected to be incorporated into the daily / weekly curriculum.

Co-worker Interaction

While our employees are encouraged to develop professional and personal connections with one another, gossiping, spreading rumors, and other similar types of negative behavior are discouraged. Gossip which could affect the ability of the center or staff to conduct business, maintain good community or employee relations, or otherwise impact Children's Safari Learning Center in a negative way may result in disciplinary action for the employee who has engaged in the conduct.

Conflict Resolution

It is important to remember that each person in our program has different abilities, needs, values, and expectations. When these abilities, etc. collide it is expected that we have direct, constructive communication with one another. We need to remember to focus on our interests rather than the person. We need to be objective and work together on a mutually acceptable solution. Differences not dealt with, even minor ones, can fester into larger more damaging situations potentially affecting the center climate and its operations. If an assistance is needed to get through any situations, please see the Director / Owner.

Grievance Procedures

If a staff member has a grievance that cannot be solved through information conversation, the nature of the grievance and request to discuss it must be presented in writing to the Director / Owner. The grievance must be presented within 5 working days of its occurrence or from the date the staff member knew of its occurrence. The staff member should expect a written response from the Director / Owner within 10 working days following the discussion that takes place regarding the grievance.

Copies of Parent Responsibilities provided to Parents:

Empower Standards

Physical Activity

We at Children's Safari Learning Center are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun and that offer variety. If children are inactive for long periods of time they can be at risk for problems associated with being overweight. In keeping with this philosophy our facility will follow the guidelines below:

- Infants under the age of 12 months will participate in tummy time and ageappropriate activities as enjoyed by the child.
- All children over the age of one are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- Staff will encourage moderate and vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to fewer than 60 minutes at a time (except during nap time).
- Screen time is not permitted for children under the age of two and limited to fewer than three hours per week for children ages two and older.
- No screen time during meal or snack time.
- Physical activity is never used or withheld as punishment.

Information on screen time will be made available to families at least once per year.

Sun Safety

We are committed to our children's health and protecting children from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:

- Ask the child's family to apply sunscreen prior to arriving at our child care facility.
- Please provide a hat, sunglasses, and/or long sleeve clothing for their child that staff will put on the child when outdoors.
- Provide shade during outdoor activities
- Limit outdoor activities between the hours of 10 am and 4 pm, when the UV rays are at their highest level.
- Check the UV index for intensity of the sun's rays and plan for outdoor activities accordingly.
- Be a role model for sun safe practices.
- Limit sun exposure for children under 12 months of age.
- Follow guidelines for protecting infants, toddlers, and other children from harmful sun rays (see Empower Guidebook).

Information on sun safety will be available to families at least once per year.

Breastfeeding

We at Children's Safari Learning Center are committed to providing ongoing support to breastfeeding mothers and will respect a mother's decision to continue to breastfeed her child. In keeping with this philosophy, our facility will:

- Provide a welcoming atmosphere that encourages mothers to initiate and continue to breastfeed, even after returning to school or work.
- Provide a designated place for mothers to breastfeed their child on site.
- Provide a refrigerator for storage of expressed breast milk.

Information on breastfeeding will be available to families at least once per year.

Child & Adult Care Food Program (CACFP)

Children's Safari Learning Center is not participating in CACFP at this time.

Fruit Juice

We at Children's Safari Learning Center are committed to our children's health. We recognize the importance of staff as positive role models for children as they learn to live healthy lives. The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% fruit juice each day. If consumed in excess, children will fill up on juice and may eat less of nutritious foods during meals and snacks. Too much juice may also provide more calories than needed and expose children's teeth to too much sugar. Fruits and vegetables provide more fiber and less sugar than 100% fruit juice.

We will adhere to the following fruit juice guidelines:

Birth to 11 months:

- Fruit juice shall not be served

One year and older:

- Fruit juice shall not be served more than two times per week.
 - Only 100% fruit juice with no added sugar shall be served
 - Only 4 – 6 ounces shall be served at one time
 - Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- Water shall be used for the first choice for thirst
- Water shall be offered throughout the day

Information on fruit juice will be made available to families at least once per year.

Family Style Meals

We are committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy, our facility will:

- Serve meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat.
- Model behaviors for healthy eating and positive body image in the presence of children by having staff members recognize the important role adults play as role models for children as they learn to live healthy lives.

Healthy eating handouts will be made available for the families at least once per year.

Oral Health

Children's Safari Learning Center is committed to protecting the health and safety of our students and staff in regards to tooth decay, which is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide a tooth brushing program in Preschool and Pre-k.
- Guide our staff members on steps they can take to prevent tooth decay according to the age appropriate guidelines in the Empower Guidebook.

Information on tooth decay prevention will be made available to families at least once per year.

Staff Training

We are committed to furthering staff knowledge on the Empower Program and Empower topic areas including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that our staff receives or attends three hours of training annually on age appropriate topics pertaining to physical

activity, nutrition, oral health and tobacco education. All training shall be documented and records will be readily available.

ASHLine

We at Children's Safari Learning Center are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot a least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

Smoke-free campus

We are committed to providing a smoke-free environment for children and staff. Due to acknowledged hazards arising from exposure to second-hand smoke and as a recognized Empower child care facility, it shall be the policy of this child care facility to provide a tobacco-free environment for staff, children and parents.

Children's Safari Learning Center is a smoke free campus. Smoking and the use of tobacco products are prohibited at all sites, including buildings, grounds, companyowned vehicles, parking garages and lots (cars parked in child care lots) at all locations, and other facility-owned, leased or sub-leased locations.

This applies to all employees, parents, visitors, contractors, subcontractors, volunteers and other guests in the child care buildings, grounds or properties.

Children's Safari Learning Center adheres to the following guidelines:

- All applicants for employment will be informed of the smoke-free policy prior to the applicant accepting an offer of employment.

- This policy will be reviewed at New Hire Orientation and through internal communications.
- Employees, parents and visitors will be notified of the policy. Appropriate smoke-free campus signage will be posted.
- Our center will make tobacco cessation treatment programs available to employees, parents and visitors, utilizing the Arizona Smokers' Helpline (ASHLine) as a referral resource.

Communication

Communications from Children's Safari Learning Center staff and management will occur in the following forms:

- **School newsletters** will be published monthly and contain information concerning events and educational issues. These can be distributed either in hard copy (available at the front desk) or through e-mail.
- **Class newsletters** will be published weekly to contain information concerning lesson plans, projects, family activities, etc. These will be distributed directly from the classroom to the parents.
- **Telephone / written messages** will be used on an as needed basis for issues such as behavior concerns, illnesses, injuries, milestone accomplishment, etc. Each classroom will be equipped with a pad of paper for notes to the staff or messages can be left at the front desk as needed.
- **Parent / Guide Conferences** will be held bi-annually to discuss your child's developmental milestone progress. To ensure quality time is spent appointments will be made in advance of the conferences.
- **Important letters** to parents will be sent directly to the home. Interim notices will be sent home as needed.

Infants & Toddlers

Parents are responsible for supplying a complete change of clothes, diapers, wipes, diaper cream, pacifier, or anything else needed to effectively meet the individual needs of a child. All items must be labeled with your child's **first and last name**. All foods, (including bottles) formula, juice, fruit, vegetables, meat, etc. is to be provided by the parent **and marked with the child's first and last name**. All foods and drinks must come ready to serve and be labeled with the **date** and the child's **first and last name**. All bottles must be mixed and supplied fresh daily.

Pacifiers must also be labeled and attached to the child's clothing at all times (if the child uses the pacifier throughout the day).

Three – Five Year olds

Please send your child in play clothes. For your child's safety, we recommend closed toe, rubber sole shoes. Skirts must have shorts under them. Parents are also responsible for providing a change of clothes in the case of an accident. All items must be labeled with your child's **first and last name**.

Children's Safari Learning Center will provide neither lunch, nor snacks. For your convenience, each classroom is fully equipped with a microwave and a refrigerator. Your child's lunch must be in a lunch box, drink included, and labeled with the child's **first and last name** to avoid any confusion or risk to children that might have food allergies. Each item must be labeled. Unlimited water will be available at all times. Children's Safari Learning Center will provide each child with a rest mat and cover for naptime. Please feel free to bring a small personal blanket and pillow if you wish to help your child rest more comfortably.

Children's Safari has a strict sun safety policy. All children will be limited to no more than a 30-minute playground / outdoors activity per session after the temperature exceeds 90 ° F. It is the parents' responsibility to apply sunscreen prior to attendance. Unlimited water will be available at all times. If any child exhibits signs of heat exhaustion they will be removed from the outdoor environment, treated accordingly and the parents will be notified if necessary.

Nutrition

Healthy eating habits start at a very young age and stay with you for your entire life. We require that you do **NOT** send candy or soda to school. We do allow parties for holidays and special occasions when goodies would be appropriate however; on a daily basis it is very important to teach healthy eating habits. We all run out of ideas of what to pack in our children's lunch. Below is a list of some ideas:

100% juice	Hard-boiled egg	Rice
Water	Peaches	Graham crackers
Fruit Smoothie	Cereal	Goldfish crackers
Cheese rolls	Cooked broccoli	Granola bars
Turkey sandwich	Carrots w/ dip	Jell-O
Tortilla with beans or cheese	Yogurt	Pudding
Hot or cold pasta	Black olives	Raisins
Jelly sandwich	Green beans	Melon
Cheese cubes or slices	Pickles	2% milk
Cottage cheese with fruit	Bananas	Chicken breast
Applesauce	Pineapple chunks	Ham and cream cheese
Bagels	Mandarin oranges	Waffles
Pretzels	Grapes	Cheezits
	Strawberries	Cucumbers

Food Allergies

Parents are responsible for informing us of any food allergies or religious objections. Parents are required to provide all meals and snacks for their children. All food must be in a lunch box or bag (drink included) and labeled with your child's first and last name.

If the following items are sent in your child's lunch, you will be contacted and asked to make alternate lunch plans for your child.

- Candy, candy bars, gum, soda of any kind

Peanut Free Policy

Children's Safari Learning Center is a PEANUT FREE center. Please no peanuts of any kind, that includes peanuts, peanut butter, peanut butter crackers, cookies or trail mix.

Children's Safari Employees

Our center's employees are its most important assets. If parents hire an employee of the center, or a former employee (within 6 months of employment at the school) for at least 20 hours per week, parents agree to pay the center a placement fee of \$2500 , payable upon hiring.

Leaving Children's Safari Learning Center

Each and every employee of Children's Safari is valued and appreciated. At times, however, it is necessary to discontinue a relationship with an employee. As an employee you obviously have the right to voluntarily terminate your employment. Management asks that at least two weeks' notice be provided to prepare appropriately for coverage and transition for the children. If two weeks cannot be provided, the management has discretion with rehire eligibility of that employee.

Unfortunately there are also times when a company must terminate the relationship with an employee. Children's Safari is committed to working with every employee to ensure that expectations are met and enough communication between the employee and management has taken place. Involuntary termination does not necessarily require prior verbal or written disciplinary action. Children's Safari Learning Center, in accordance with Arizona law, is an "at-will" employer and may terminate the employment relationship at any time with or without cause and without notice. However, most circumstances will follow a formal warning process that will be followed prior to termination unless a child's safety and security is jeopardized. At the time of an involuntary termination a final statement of pay will be issued and pay will be disbursed within three business days of the termination date.

Employees who are involuntarily terminated shall forfeit all accrued vacation time and other benefits. Any of the former employee's personal property or effects which remain at the center will be packed and shipped to the former employee's home address. All final paychecks will be available within 3 business days and will be mailed to the employee's home address.

Children's Safari Learning Center

Employee Handbook Signature Page

I, _____, have read and understand the expectations of Children's Safari Learning Center on _____ (date). I may not agree with the expectations but understand that to meet expectations of my position with Children's Safari I must follow the guidelines.

I understand this handbook contains information available to the parents of our center in their Parent Handbook.

I, _____, will communicate any issues or concerns, constructively, to my direct supervisor, the director, or the owner as soon as possible.

Employee Signature

Date

Director / Manager Signature

Date
