

Humboldt State University



Children's Center

Staff Handbook

2011/2012

HSU Children's Center
Humboldt State University
Arcata, CA 95521

STAFF HANDBOOK

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To All Staff Members:

Welcome to the Children's Center. It is my hope that your experience at the Center will be as rewarding for you as it is for the children in our program. You play an important role in the lives of young children and their families, and the Center will play an important role in your development as an Assistant Teacher*.

Communication in a full-day program, which is primarily staffed with part-time students, can be difficult. This manual is not intended to solve this problem completely, but is rather an attempt to communicate some of the necessary routines and procedures that all staff need to know for a smoothly running program. Hopefully, the information in this manual will establish the basics for good performance at the Center, as well as provide support for continued professional growth through effective communication about children and program needs.

For more detailed classroom information, you will also receive a Toddler Center or Preschool *Classroom Manual* which further outlines curriculum goals and procedures for you to follow. Together with staff meetings, these two handbooks are intended to support your learning and encourage your ideas as an essential team member of the Children's Center.

Sincerely,

HSU Children's Center Director

* For purposes of this manual the term *Assistant Teacher* will refer to all student staff who work with children, and *Teacher* will refer to staff who serve in a supervisory capacity.

INTRODUCTION

History

The HSU Children's Center was begun in 1971 by a group of student parents needing low-cost, convenient, childcare to enable them to complete their degree programs. Although there have been many program and funding changes over the years, the Children's Center has maintained the same mission - to provide quality, affordable high quality child care and education services to HSU students, staff and faculty. A broad range of comprehensive services is available to families to support and encourage their academic and parental goals. Additionally, program services are provided for faculty and students of HSU to enhance and expand University instruction through observation and direct participation with young children.

Licensing Information

The Children's Center facilities are licensed by the Department of Social Services. The Preschool is licensed to serve 46 children ages 2 to 14 years of age. The Toddler Center is licensed to serve 39 children 0 to 2 years.

Children and Families Served

The Children's Center serves children between the ages of 12 months to kindergarten entrance. The program welcomes the enrollment of children with disabilities and makes all reasonable accommodations to meet the child's individual needs. The Center does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or age or on the basis of the person's association with a person or group with one or more of these actual or perceived characteristics. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Hours and Holidays

The Center is open 7:30 to 5:30 daily. It follows the HSU academic calendar being open all instructional days. The Center is also open during some breaks on a more limited basis. The Center's annual calendar is distributed each September and is included on the Children's Center web site.

Professional Staff

The Children's Center is housed within the University under Student Affairs.

- The Center Director is responsible for the total program planning, implementation and supervision.
- The Assistant Director is the immediate supervisor of the classroom teachers and is responsible for oversight of all aspects of the children's program, staffing and parent involvement at the Centers.
- The Toddler Center and Preschool Teachers are responsible for classroom program planning, implementation and evaluation; staffing and supervision.
- Toddler Center and Discovery Room (Preschool) Associate Teachers assist the classroom Teachers in planning and implementation of the classroom program. There is one Associate Teacher in each Toddler classroom and one in the Discovery Preschool classroom. Associate Teachers must have completed at least 12 units of required Child Development coursework.
- The Toddler Center and Preschool Assistant Teachers assist the Teachers and Associate Teachers with implementation of the planned program, supervision, caregiving and general housekeeping. Some Assistant Teacher positions require that the individual have completed a minimum of 6 units in child related coursework with the completion of 2 additional units per semester until a total of 12 units are completed.
- Food Service aides are responsible for implementation of the Children's Center Food Program including meal preparation, delivery and clean up. These positions are filled by HSU students, both work study and student assistants.
- **Student Staff** (Work Study and Student Assistant positions -must be enrolled in at least 6 units at HSU)
- In addition to these positions, there is a great variety of staff including student volunteers, field study placements, and parent volunteers.

CHILDREN'S CENTER GUIDING PRINCIPLES

Program Philosophy

The Children's Center believes that children are active, self-motivated learners. Development is fostered through intimate, stable relationships with caregivers and a secure, appropriate and challenging environment. Through the process of play and interaction with others and the environment children solve problems, work out social situations, integrate and synthesize information, construct knowledge. It is the responsibility of the teaching staff to provide a social and physical environment and activities that support and challenge development, taking the lead from the children's needs, interests, and changing abilities.

This philosophy is based on the following beliefs:

- Each child is unique and special.
- Parents are the child's first and most important teachers.
- A successful early childhood (first six years) is critical to healthy physical, emotional, and intellectual development later in life.
- Children grow and mature according to predictable stages of development as well as individual timetables.
- Children need a safe, healthy, and nurturing environment in order to grow up as healthy, successful adults.
- A secure, stable relationship with significant adults is necessary for children to optimally grow and develop.
- Good early childhood practices are based on knowledge of child development theory and research.

Staff

Teachers play an important role in accomplishing the program goals for our children. They enrich the environment by the materials and activities they provide with which the child can experiment and explore. They also enrich the environment by bringing themselves. Who you are as a person has a significant effect on the child. Knowledge goes through us, influenced by our personalities, and in turn, influences those around us.

The children in our program are dependent on the adults around them to meet their needs. Their physical, emotional, social and cognitive growth is guided and nurtured by all the adults who care for them. Add to this the long hours these young ones are in care and it becomes clear what a special job we teachers have. We must see our interactions with these children as ultimately important in providing them with enough love and respect that they may go on to love and respect others.

Families

The Children's Center serves families. The care and education that we provide for children must be consistent and considerate of family goals, culture, beliefs, and language. To this end it is critical that staff develop close, reciprocal relationships with the parents of the children in their care. We believe that it is essential for the care and education of young children that home and school work together. Children's Center parents are active participants in all areas of our program – policy development, program evaluation, classroom participation, fundraising, maintenance projects, etc. Through this participation, children see their parents actually working with their school, and parents and staff learn to work together to support mutual goals. With parents and staff working together we can provide the best quality program for the children enrolled at the Children's Center.

EMPLOYMENT INFORMATION

The Children's Center maintains a policy of nondiscrimination, hiring qualified individuals without regard to race, color, religious creed, national origin, ancestry, gender, sexual orientation, marital status, age, disability, medical condition or status as a veteran provided they meet the requirements established by the Center for the position. Efforts are made to hire staff with the cultural and racial characteristics of families served. Employment, retention and advancement of employees shall be based on merit and be responsive to the needs of the Children's Center for quality and excellence.

Employee Requirements

Upon offer of employment at the Children's Center all employees are required to provide the following information: (forms are provided by the Center)

1. Employment application (submitted prior to hiring)
2. Student payroll Action Request (SPAR) - withholding tax information (Student Staff)
3. Health Screening - A routine physical signed by a physician
4. Verification of clear TB test, completed within one year of the date of employment
5. Documentation of Hepatitis B immunizations or signed waiver
6. Criminal Record Statement *
7. Live Scan Fingerprint Clearance*
8. Emergency and Medical Release form
9. Notice of Employee Rights
10. Statement Acknowledging Requirement to Report Suspected Child Abuse
11. Confidentiality Statement
12. College transcripts (when units are required for the position)
13. Pediatric first aid and pediatric CPR certificates (all Associates and Teachers)**
14. Blood Borne Pathogen training certificate (training is provided upon hiring)

*Individuals with a clearance must report any subsequent arrest, conviction, and probation or parole violation to the Children's Center within 48 hours.

**CPR requirement: Health & Safety Code (§1596.866) requires all day care centers to have at least one staff member who has current certificates in pediatric CPR and pediatric first aid to be available at all times when children are present at the facility. All Associate Teachers, Assistant Director and the Director are required to meet this mandate. Training must be provided by the American Red Cross, the American Heart Association or a training program approved by EMSA. Course completion certificates must be kept on file at the Center, and training must be kept current.

Staff Orientation

Prior to assuming job duties all employees will be provided with a paid orientation meeting which lasts approximately six hours and may be held in two sessions. Orientation includes: Program philosophy, health and safety practices, general classroom procedures and discipline, communication, ethical conduct and regulatory requirements.

On-the-job orientation is provided by the classroom Teachers and includes:

Specific guidance in classroom procedures, curriculum planning and implementation, developmentally appropriate practices, infection control and sanitation procedures, location of supplies

Program materials given to you to review, to keep, to know, and to practice:

Staff Handbook, Classroom Manual, Job Description (Appendix A)

Requirements for you to complete within first month of employment and sign in-service sheet:

1. Read the Staff handbook, including Appendices, and the Classroom Manual
2. Complete Blood Borne Pathogens Training online
3. View Annual All-Staff Training DVD
4. Complete Center and Classroom Orientation Checklists

Job Description and Responsibilities

Copies of staff job descriptions and responsibilities are located in Appendix A of this handbook. Although job descriptions are provided to assist staff in communicating job responsibilities, they are only guidelines and are not intended to cover all tasks or duties you may be assigned. Job descriptions normally change over time as the Center adjusts the program to meet the individual needs of children, parents, and teachers. From time to time, all employees are expected to perform duties and handle responsibilities that are not part of their normal job.

Designation of Authority

In the Director's absence the Assistant Director/Program coordinator will assume full program responsibility. In her absence program responsibility is passed on to a Teacher. (*Organizational Chart* in Appendix A). Full program responsibility means supervision and accountability for all staff actions, maintaining a safe environment, and protecting the physical safety of each child.

Designation of responsibility for program further entails familiarity with all emergency procedures in case of fire, earthquake or other natural disaster, or in the event of child injury, illness, or parent failure to pick up child. Supervisory staff is responsible for reporting all messages and activities to the Director.

AT NO TIME MAY SUPERVISORY STAFF LEAVE THE CLASSROOM OR BUILDING SITE WITHOUT VERBAL TRANSFERAL OF RESPONSIBILITY TO THE NEXT INDIVIDUAL IN CHARGE.

Probationary Period (Student Staff)

The trial period for new employees lasts up to 90 calendar days from date of hire. During this time, you have your first opportunity to evaluate the Children's Center as a place to work, and management has the first opportunity to evaluate you as an employee. All employment with the Center is at will. This means you and the Center are free to terminate employment at will at any time, giving a two-week notice. A two-week notice is essential to find a replacement for you in the classroom.

Each new student employee will be evaluated after a two-month period. The result of that evaluation will assist both the supervisor and the employee in determining the employee's progress on the job. All employees, regardless of position, status or length of service, are expected to meet and maintain Center standards for job performance and behavior. After the probationary period all student staff will be evaluated each semester.

Work Study and Student Assistants are hired on a semester basis. Students may be re-hired each semester based on prior job performance, classroom staffing requirements and budgetary considerations.

Work Schedules and Assignments

Student employee work schedules are designed to provide as much consistency as possible within the campus employment requirement of hiring part-time HSU student employees. The shifts are between 2-8 hours /day for a total of 20 hours a week or less. In the interest of providing consistent staffing the following guidelines will be used when assigning student staff work schedules:

- Student employees previously working in the same classroom will have priority to continue working with the same group of children and when possible, students will be given priority for working the same hours they worked the previous semester.
- In consultation with the classroom supervising Teacher, students may submit desired work schedule
- If a student staff member's desired hours do not match the schedule the supervisor may adjust the schedule providing that the full daily hours for the position are covered by only two student staff members.
- If a student staff member must reduce their hours at a later date they may lose the full shift to someone with the full hours needed.
- Student staff members are required to work finals week. Student staff are responsible for working the same hours during finals week that they work during the regular semester. If unable to work due to a scheduled final, the student is responsible for getting a substitute. If available for more hours the classroom Teacher should be notified.
- The Centers are open some breaks and during the summer. Student staff may request to work during these times.
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It is important that each staff member observe his or her scheduled work hours. If a staff member needs to be late due to an emergency, he/she must call the Center or Office and let the Teacher know when he/she will arrive. When one staff member is late the remaining staff must assume the responsibility of supervising more children than is safe or legal. **Quality child care demands dependable staff members.**

Staff members should not be at the Centers with a contagious illness or infection. Each staff member is responsible for making arrangements for a substitute whenever she/he is unable to work due to illness. This is necessary to maintain the adult child ratio required by law and safety. A list of substitutes is provided each semester indicating substitute names, phone numbers and hours available. It may be necessary to phone all substitutes before finding one who is available. It is advisable to begin calling early to allow enough time to locate a substitute, although, as a courtesy do not call substitutes after 10:00 p.m. or before 7:00 am.

Staff members who are feeling too ill to work may be excused by their supervisor. However, **under all circumstances it is the responsibility of each staff member to find his or her own substitute. If a substitute cannot be found, the supervisor must approve the absence.**

Staffing at the Center is directly related to the number of children enrolled. If the enrollment decreases, it is possible that the number of hours worked by staff would be reduced. In such a case the employee would be paid only for the actual number of hours worked so this must be reflected on the time sheet.

Break and Lunch Periods

Under 4 hours	= no break
4 to 6 hours	= 15 minute paid break
5 to 6 hours	= 15 minute paid break, optional 30 minute <u>unpaid</u> lunch break
More than 6	= 15 minute paid break plus 30 min <u>unpaid</u> lunch break

Breaks are scheduled to the extent feasible, in the middle of the work period. Since the needs of the children are paramount, the supervisor is authorized to adjust breaks as required by program needs. The staff lounge in the Office is available for breaks and lunch periods. Staff may use the microwave and refrigerator in the kitchen. Computers are usually available to check e-mail.

Staff members need to use break and lunch times for eating/drinking. As models for the children, staff cannot drink coffee, water, etc. or eat while working in the classroom. Staff may eat their own food from home while sitting at meal tables with the children if their food follows Center food program guidelines and they are also able to meet the needs of the children they are serving.

Time Sheets

All student staff members must indicate the number of hours worked each day on time sheets provided in each classroom. Time sheets must be completed and submitted on the due date indicated. A chart is posted with instructions on how to fill out time sheets. The student's monthly paycheck depends upon filling out the time sheet correctly and submitting it on time. It is the student's responsibility and failure to observe this procedure correctly may result in a late paycheck. The Center Office Manager is available for questions regarding time sheets or related matters.

Paychecks are picked up at the Cashier's window in the Business Services Building on the 15th of the month following the period covered on the time sheet. Identification is required to pick up a paycheck.

Salary Schedule

For the purposes of HSU student employment salary and classification administration, the student employee salary range has been broken down into three classification levels and accompanying salary ranges consisting of four steps each. The Children's Center is required to pay salaries at Level I.

Level I: \$8.00 - \$8.60 \$8.25 - \$8.60 \$8.60- \$9.05

- Food Service Aides and Helpers are hired at \$8.00 per hour.
- Substitutes, Floaters and Teaching Assistants with less than 6 approved units are hired at \$8.25 per hour.
- Teaching Assistants required to have at least 6 approved units are hired at \$8.60 per hour. The student must provide transcripts to document required units to be paid at this step
- Associate Teachers are hired \$9.45 per hour. Students must provide transcripts & documentation of experience. After each 250 hours of satisfactory performance within a single classification in a department, a student employee, not at the top step of the salary range, may be awarded a one step increase. In addition, this increase is made with consideration being given to performance, i.e., 250 hours of unsatisfactory performance is not the basis for a step increase. If awarded, a step increase is effective on the first day of next pay period.

Students attending HSU are not permitted to work more than 20 hours/week and are not eligible for benefits (CSU policy) Center permanent staff receive benefits including health, dental vision insurance; retirement; sick, vacation and personal leave; and educational benefits.

PERSONNEL POLICIES

Staff Development

Staff meetings are conducted to facilitate ongoing communication and training concerning the Children's Center program (curriculum, classroom management, daily activities, plans for individual children, etc), early childhood theory and practice, child development, etc. Staff meetings are held bi-monthly. Staff meeting attendance and participation are an integral part of your job as an Assistant Teacher. Open communication, on-going evaluation, sharing of ideas and active listening have a greater impact on the quality of our program than any other single component. Unless excused due to a scheduling conflict with your campus class schedule, attendance at staff meetings is mandatory. All staff are paid to attend any staff meetings not conducted during normal work hours.

Student staff in Caregiver or Teaching Assistant positions are required to enroll in one course per semester to meet the 12 unit requirement for licensing. A listing of required course is available in the Office. Applicable course offerings are posted in each classroom each semester. Community workshop and conference offerings are also posted. Workshop and conference attendance is provided for staff as budget permits.

Standards of Conduct

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, we ask that all of our employees be aware of their responsibilities to the Center and to co-workers and engage in direct communication and constructive criticism. All staff must assume responsibility for the following guidelines for the safety and well-being of everyone at the Center.

- **Work time:** Work time is for working! Any conduct which interferes with the work time of a staff person will not be tolerated. Personal cell phones should be off. Also, staff are not permitted to leave work areas during work time without permission of their supervisor. Work time does not include scheduled breaks.
- **Work performance:** Employees are expected to put in a fair day's work. Unsatisfactory work, poor performance, producing work below standard, and lack of cooperation jeopardizes our children and other staff.
- **Attendance:** Punctuality and dependability are of prime importance to the efficient running of the Children's Center. When employees are late or absent, the functions of the Center cannot continue with the same degree of efficiency that is possible if every employee is on time and at work. If it becomes necessary for you to be late to work for any reason or to be absent from work because of illness (self or family), emergency, or death in the family, you are expected to follow the procedures listed below:
 1. Obtain advance permission from your supervisor whenever possible. Arrange for your own substitute from the phone list provided to you.
 2. Notify the Center of your absence and who your replacement will be.
 3. When an absence will be longer than one day, notify your supervisor daily or as often as needed to keep him/her informed as to the date of your probable return to work.
 4. A doctor's verification of illness may be required if an employee takes more than one week off sick or if, in the opinion of the employee's supervisor, the absenteeism has been excessive.
- **Attitude:** All children, parents and visitors should be treated with kindness, friendliness, patience and respect. Staff must refrain from gossip and other forms of conduct which could disturb the program and detract from the professionalism of the Center.
- **Confidentiality:** It is against the policy of the Center and those we serve to give out information regarding children and their parents. This includes any photos of the children. All information and pictures should be held in strict confidence and should not be shared with anyone outside of the Center. Inside the Center, such information should be discussed only when it will benefit the care we offer the child and parent, and such discussions should take place only during staff meetings or privately with your supervisor. **At no time will staff discuss individual children or personnel issues with parents at the Center or outside the work environment.** Confidentiality includes all forms of communication including but not limited to social media and email. You are also expected not to discuss any problems or concerns in the presence of any child. Maintaining

professional conduct is expected of all child care employees. Refer all inquiries regarding children, their performance, and parents to your supervisor.

- Dress and Personal Appearance: As all employees of the Center are representatives of the Center, and HSU, it is important that your appearance and attire be neat, clean and appropriate for working with young children, as well as meeting with parents and campus representatives. Teachers, the Assistant Director and /or the Center Director may set reasonable standards and will have the authority to relieve employees from duty who do not meet the appearance and attire standards.
- Smoking is prohibited in the building and on the grounds of the Children's Center. Smoking at HSU restricted to certain areas, the one nearest the Children's Center is at Plant Operations on B Street.
- Telephone Use: Center telephones are to be used for business purposes in serving the interests of our customers and in the course of normal operations. Answer all calls promptly and courteously. The proper way to answer the phone is "HSU (Toddler Center) (Preschool), this is _____, may I help you?"

Disciplinary Action

The Center uses a constructive approach to disciplinary matters to insure that the professional standards of the Center are being met at all times. Any serious violation of Center policy or procedure, or continued unsatisfactory performance, will result in termination in accordance with the Center's at will employment policy. The constructive approach to discipline for corrective action does not require specific steps but may consist of counseling, oral and written warnings, letter of reprimand, demotion, suspension, or dismissal. Although there is no way to identify every possible violation of standards of conduct the following is a partial list of infractions which will result in corrective action.

Actions requiring immediate discharge

Most rules involve common sense and accepted standards of good conduct. Violation of the following rules is considered serious and will result in discharge without prior warning:

- Striking or abusing a child, humiliating a child, endangering the life of a child, withholding food from a child as punishment
- Staff who are accused of child abuse will be suspended or given leave with pay pending investigation of the accusation. Such caregivers may also be removed from the classroom and given a job that does not require interaction with children. Parents or legal guardians of suspected abused children will be notified. Parents or legal guardians of other children in the program will be contacted by the Director if a caregiver is suspected of abuse so they may share any concerns they have had. However, no accusation or affirmation of guilt will be made until the investigation is complete. Caregivers found guilty of child abuse will be summarily dismissed or relieved of their duties.
- Inconsiderate or disrespectful treatment of parents, staff or visitors
- Failure to follow program policies regarding child guidance and supervision must be followed.
- Violation of Center confidentiality policy
- Refusal to perform assigned work or follow instructions
- Gross carelessness or negligence
- Willful destruction of property
- Sleeping during the supervision of children
- Coercing or inciting others to limit work performance or engage in any practice in violation of Center rules
- Unauthorized absence. Employees must notify supervisory personnel immediately upon necessity of absence. Repeated unauthorized absences will result in termination.
- Unauthorized removal of property

Code Of Ethics

The Center adheres to the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct. Employees are expected to follow this code when making workplace decisions of an ethical or moral nature. Copies of the *NAEYC Code of Ethical Conduct* are provided for you in Appendix B.

Performance Evaluations

You will be asked to complete a self-evaluation annually along with the semester performance evaluation completed by your supervisor. Such evaluation will be based on your performance of duties and responsibilities as outlined in the job description along with your individual professional development plan established by you and your supervisor. The joint performance evaluation process allows you and your supervisor to discuss your overall performance and summarize the formal and informal performance discussions held with you throughout the review period. This process will review your strengths and also point out ways to improve your performance through the development of an individual professional development plan for the next evaluation period.

Personnel Files

Child Care Licensing (Title 22 §101217) requires that employee records be maintained at the work site. Employee personnel files are maintained in the Children's Center Office. Applications, fingerprint clearances, physicals, recommendations, training certificates, and transcripts are some of the records maintained. These files are confidential; however, an employee may contact the Center Director and make an appointment to review his/her file. By law, your personnel file is kept for three years once you leave the Children's Center.

Health and Counseling Services

You are very important to the children and program so it is important that you keep yourself both physically and mentally well. Staff working with young children are exposed to many illnesses, if you are feeling ill it is important that you get needed medical care. Students should go to the Student Health Center on the campus. fees are covered by the Student Health Fee you already paid with tuition. Health Center services are available by appointment and walk-in basis, though walk-in may have a wait. Being a student and a teacher can cause stress and/or add stress. If you are feeling overwhelmed, depressed or stressed it may be helpful to talk with your supervisor. Sometimes just talking with someone is a relief, but there may also be some work-related changes that can be taken. The campus Counseling Center is also available for students (ext. 3236) for individual appointments and/or support groups.

Grievance Procedures

Staff are encouraged to discuss their concerns regarding the program with their supervisor, Assistant Director and/or the Director. In the event that the problem is not resolved, you may request a review through the University Student Grievance Procedure. A copy of this procedure is available in the Center Office, through the Vice President of Student Affairs, and on the HSU web site http://www.humboldt.edu/~judicial/html/complaint_student.shtml.

Resignation

An employee who resigns should give at least 10 working days notice if he/she wishes to terminate his/her employment without prejudice. This time is required so that an orderly transition can be made.

MANDATED REPORTING RESPONSIBILITIES

Suspected Child Abuse Reporting

Child care providers are required by law (§11166 of the State Penal Code) to report suspected child abuse or neglect to Child Protective Services (CPS). In the event of reasonable suspicion, both the CPS and the parent will be notified and an investigation will be made. CPS has the authority to "observe and/or interview children, or staff, and to inspect and audit child or facility records without prior consent." As a mandated reporter, you have absolute immunity from criminal or civil liability for reporting suspected abuse as required or authorized. The statutory duty to report is not excused or barred by the professional privilege of confidentiality. The primary intent of the report is to protect the child and help the parent. Training is provided annually to help recognize the signs of abuse so that we may function as responsible reporters, and you should review the handout *Staff Concerns Regarding Abuse* prepared by the Children's Protective Services (see Appendix C).

Child abuse is defined as:

- a physical injury which is inflicted by other than accidental means on a child by another person.
- sexual abuse, including both sexual assault and sexual exploitation.
- willful cruelty or unjustifiable punishment of a child resulting in physical pain or mental suffering.
- corporal punishment or injury.
- neglect, including both severe and general neglect.

In the event of reasonable suspicion of abuse the Center will notify both Child Protective Services and the parent. It is not our job to investigate or place blame. We function as a support system to the child and family during and after the investigation.

If you suspect child abuse or neglect:

1. Staff member will immediately report to the **Supervising Teacher, Assistant Director or Director** any suspected abuse or neglect.
2. The Director or Designee will make a verbal and written report to Child Protective Services through Humboldt County Social Services Department (445-6180)
3. Parents will be notified by the Director or Designee or Child Protective Services.
4. The program will keep one copy of the reporting form for the child's file. The Director will make an oral report to the Vice President for Student Affairs when a student parent is involved.
5. All child abuse reports are to remain confidential.
6. In the rare situation that the supervisory staff do not agree with the suspicion and the employee still feels that there is a concern the employee is mandated to make the report to Child Protective Services directly.

Notification of Communicable Illness

The classroom Teachers will notify all classroom parents and staff in writing of any contagious illness exposure. The nature of the illness, mode of transmission, period of communicability, classroom control measures, etc. will be described along with suggestions for actions to be taken. You will receive training in infectious disease control during your staff orientation meeting, and please call the Center office to report any illness you may contract while employed at the Center in order to determine if an exposure notice is needed for your illness (see Appendix D).

Occupational Safety and Health Administration (OSHA)

To protect the safety and health of all employees, federal and state regulations require all safety and injury prevention procedures be posted and followed by all employees. You will find this information on the bulletin board in the Office. Any injury that occurs on the job, no matter how insignificant an injury may seem when it occurs, must be reported to your supervisor or the Director to provide prompt evaluation and obtain medical attention if necessary. **In no circumstance, except an emergency, should an employee leave his or her program without reporting an injury that has occurred.**

HEALTH PROCEDURES

Daily Health Screening

Teachers are required to make an informal health inspection as each child arrives at school. (Title 22, §101326.1) While greeting the child, get on the child's level, touch her skin and look at her general appearance. If the child appears ill, talk to the parent to determine the child's health status before the child is left at school for the day. Things to look for when doing a health screening include:

- listlessness
- rash
- excessive coughing, runny nose or eyes, difficulty breathing
- feverish appearance or warm to the touch
- parent or child report that child is not feeling well
- signs of severe injury such as noticeable bruises or cuts

Note: If the child is not well enough to participate fully in the day's activities, including outdoor play, the parent may not leave the child at school. Also, if the child has had any of the following symptoms or illness in the previous 24 hours the parent may not leave her at school:

~ fever	~ nausea or vomiting	~ impetigo	~ rash of
~ earache	~ severe coughing	~ strep throat	unknown origin
~ diarrhea	~ conjunctivitis (pink eye)	~ head lice/nits	

Exclusion Guidelines

At the Center if a child becomes ill, in the opinion of the classroom supervisor, the parent will be contacted to have the child picked up. While waiting for the parent to arrive, the teacher will isolate the child, provide care needed. When parent arrives update them on the child's status and remind them that the child should remain home the next day.

Illness First Aid – while waiting for parent to arrive

- High Fever - cool down without chilling. Remove child's outer clothing, wrap in light cloth that is damp with tepid water if necessary. Observe child closely, watch for signs of looking "poorly" and possible seizures.
- Vomiting - offer supportive care, give nothing by mouth. Encourage slow deep breathing if possible.
- Cough and colds - two areas of concern:
 - Croup (loud barking cough) -- . Keep child in steamy room if possible
 - Epiglottitis - child looks bad, drooling, won't lie down, difficulty breathing. Needs emergency treatment fast. Call 911 for transport to emergency room. Do not look in throat. Opening mouth can cause immediate closure of airway.
- Seizures - seizures are self-limiting, they will stop by themselves. Care is supportive. Keep child from hurting himself, lay on left side and aspirate if possible. Pay attention to how child looks, how long seizure lasts, and what happened just before.
- Coma - place child on left side, if injury is suspected immobilize torso. Contact 911. Try and find out events leading up to the coma.

When the Director or Office staff are not available to contact parents classroom supervising Teachers should contact Student Affairs (ext. 3361) to locate the parent. Give the parent's name and have them told that their child is ill at the Children's Center and needs to be picked up immediately. If the parent is not a student call the home or work numbers indicated on the child's Emergency Card. If no parent can be reached contact a local emergency contact listed on the Emergency Card to pick up the child. Be familiar with emergency procedures so that you may act quickly in the event of a serious accident or illness.

Medication Policy

The Children's Center does not administer medications (neither prescription nor over-the-counter). Parents can come in to administer medications as needed. The Office refrigerator is available to store them if necessary.

Essential Education Regarding Infectious Diseases

Teachers, parents and children must be educated regarding blood borne pathogens, contagious diseases and the health policy in effect at the Center. For a list of infection transmission in child care centers, see Appendix D. Also included in Appendix D is important information about Cytomegalovirus and how to prevent exposure. Adults need an understanding of typical childhood contagious diseases including transmission and symptoms; blood-borne pathogens; acceptance of the importance of notification; the school contagious disease policy; and how to positively reinforce children's education regarding contagious disease. Staff need to protect themselves from exposure by following all procedures, especially handwashing. Children need to know that their body is special and private to them; the importance of washing away germs and following positive health habits; hygiene and sanitation practices. Under no circumstances should children share pacifiers, toothbrushes or "mouthed" personal items.

Blood-Related Injuries

The Director, Assistant Director, Teachers, and Associate Teachers are designated first aid providers and maintain current certifications in pediatric first aid and CPR. However, there is the possibility that students and volunteers could be exposed to blood while dealing with a blood injury when it first occurs. To further minimize potential infection, all Children's Center employees who may have occupational exposure shall be offered the Hepatitis B vaccination series within 10 days of beginning classroom duties. A staff member may waive the right to the vaccination series but the waiver must be signed/dated and in the staff members employee file. Staff members need to provide documentation if they have previously received the Hepatitis B immunizations. In addition, Blood Borne Pathogen Training will be mandatory for all employees of the Children's Center and offered at the beginning of each semester.

What to do if exposure to blood occurs? At the Children's Center, we are primarily concerned with the Human Immune-deficiency Virus (HIV), the Hepatitis B Virus and the Tuberculosis bacilli (See our *Blood Borne Pathogens Exposure Plan* for definitions). All staff realize that rendering first aid is not their primary job assignment but in an emergency situation it may be necessary at the time the injury occurs. This may require with gloved hands, applying pressure with a compress to the wound until supervisory staff arrive to administer first aid. In the event that a staff member comes in contact with blood during their shift they need to **immediately** notify their supervisor. If the contact is with an open sore/broken skin or any other reason for concern then the Center Director will notify the campus Health Center and the staff member will be relieved of their duty with the children and proceed to the Health Center for a screening by a physician. The procedure to be followed at this time will be determined by information from the staff member, physician on duty and Center Director. For further information a copy of *Bloodborne Pathogens Exposure Response, Prevention and Control Plan* is available for reading in the office.

Universal Precautions shall be observed by Children's Center employees to minimize/prevent exposure to blood and other infectious materials (CAL/OSHA regulations). For use at the Center these include:

- Barriers – gloves, goggles, aprons, etc.
- Barriers for emergency resuscitation
- Hand Washing
- Decontamination of Surfaces

Hand Washing

All staff, participating adults and children must wash their hands frequently while at the Center. Germs grow in warm, moist places, especially on palms, between fingers and under nails. Moist germs enter the body through the mouth or nose. Hand washing removes germs from hands before they touch food or utensils which go into the mouth. Surfaces and equipment handled by others contain germs. In a group child care setting, the viruses responsible for colds circulate rapidly, especially during the winter months when we tend to remain indoors for longer periods of time. The virus concentration in respiratory secretions is usually highest 2 to 3 days before a person develops symptoms of illness. As a result, the classroom air and everything your bare hand touches picks up germs. Hand washing is the single most effective method of reducing illness and the spread of germs. Children should be instructed and assisted to wash hands just as adults.

The proper hand washing procedure is:

1. Remove rings (Suggestion: wear rings on necklaces during work hours)
2. Wet hands with running water
3. Use liquid soap

4. Wash front & back of hands to finger tips using a scrubbing, over-and-under motion, rinse with running water
5. Continue washing for at least 20 seconds
6. Dry hands with paper towel (common towels may not be used)
7. Use paper towel to turn off faucet
8. Dispose of paper towel in a closed, lined trash can

Children and staff wash hands before

- Upon arrival
- Any food assistance, preparation or consumption
- Diaper changing or assisting with toileting
- Water play
- Setting out sheets and blankets for naptime
- Moving from one classroom to another
- Leaving the school

Children and staff wash hands after

- Mealtime
- Contact with body fluids (wiping/blowing noses, coughing on a hand, touching mucus, blood or vomit)
- Diaper changing, assisting with toileting, personal toileting
- Removing disposable gloves
- Outdoor play or supervision
- Water play
- Handling any garbage or cleaning
- Administering medication
- Handling a pet or any surfaces that might have contact with animals

Sanitation Procedures

All staff must follow appropriate sanitation procedures for the health and safety of everyone attending the Center. Toxic materials, soaps, detergents and cleaning compounds must be stored where inaccessible to children and away from food supplies. All dishes and utensils used for eating must be cleaned and sanitized after each use. Each classroom has one spray bottle of disinfectant cleaning solution. These are used in the sanitation of changing tables, tables, chairs, counters, walls, water tables faucets, handles, doorknobs, soap dispensers. Any surface contaminated with body fluids should be cleaned immediately, disinfected, and rinsed. If carpeting is soiled the area should be blotted with paper towels, spot cleaned with carpet cleaner and Plant Operations contacted to shampoo as necessary..

Garbage cans must be lined and have lids. Any can without a lid must be for office paper use or art project paper scraps. Children and adults are to be instructed to place tissues, paper towels, napkins, food stuffs in a can with a lid. Contaminated items (paper towels from wiping a contaminated surface, tissue with blood, band-aids etc.) must be placed into a plastic bag, tied and deposited into a red biohazard container located at each Center.

Soiled laundry should be double bagged separately in a tied plastic bag and placed in the child's cubby. The bag should be labeled with the contents (i.e. blood, feces, etc.) Sheets/blankets are sent home for laundering when soiled or at least weekly. All bedding is stored in the child's cubby at the Center.

Items to be sanitized daily

- counter tops and edges
- table surfaces and edges
- sinks, toilets, faucets and handles
- soiled areas
- items placed in mouth
- doorknobs and handles

- all water tables and tubs before and after use
- trash can and lid
- cots and mats
- well-used toys
- mops and cleaning rags

Disposable Gloves

The issue over whether and when to use disposable gloves in a child care setting has been a matter of controversy among health and child care experts. In preparation of the Children’s Center policy on the use of gloves many factors were considered. Following is the Children’s Center policy for the use of gloves:

Gloves should be worn under the following circumstances:

- blood-related injuries
- when adult has a break or cut in the skin
- when diapering or assisting with toileting involving a stool (While hand washing provides protection against infection transmitted through feces, gloves are suggested as there are situations where blood may not have been anticipated or recognized.)
- collecting garbage and trash.

Gloves should never be washed or reused. A new pair of gloves should be used for every situation. Gloves should be turned inward by removing from wrist to fingers, wrapping one glove inside the other while removing, and disposed of immediately in a covered, lined trash can. Disposable gloves are located throughout the school and in the:

- children's bathroom
- first aid kits
- field trips bags

Handling Food

No one with signs of illness (including vomiting, diarrhea, and open infectious skin sores) or who is known to be infected with bacteria or viruses that can be carried in food will be responsible for food-handling.

All meals will be served “family style” with each food item being made available to each child. Staff are to check for food allergies or substitute meals posted in each classroom. Food returned from individual plates is discarded and left-overs that have not been served are discarded at the end of the day. Drinking water is accessible to children who can serve themselves and offered between meals to all children, while indoors and outdoors. Water will be dispensed by drinking fountains or individual drinking cups. (Title 22, §101227 and §101427)

Handling Visiting Pets

Any pet or animal present at the facility, indoors or outdoors, shall be in good health, show no evidence of carrying any disease, and be a friendly companion for the children. No reptiles, snakes, lizards, turtles, or birds from the parrot family may come to the Center due to the increased possibility of spread of illness from these animals. All pets shall be cared for properly. Caregivers must always be present when children are handling pets. Children are to be instructed on safe procedures to follow when in close proximity to pets, such as learning how to handle them gently, and how not to provoke them or remove their food. Pet food supplies must be kept out of reach of the children. Pets shall be prohibited from food preparation, food storage, and eating areas. Children and adults shall wash their hands immediately after handling any animals or animal wastes. Parents must be notified of any visiting pets and given the opportunity to have their child excluded due to allergy or parent choice.

Emergency Procedures for HSU Children's Center

Each adult in charge shall assume responsibility for care in any emergency that occurs on school property or during school functions. If the **Assistant Director** is not available contact should be made with a **Supervising Teacher** or with the **Director** for back up. Emergencies are not pre-planned events. Therefore knowing these policies and being prepared will help you to respond in emergency situations.

All staff members are responsible for learning the emergency procedures for the school and familiarizing themselves with the evacuation plans. Routes are posted in each classroom.

Emergency Medical Information

It is the policy of the Center to immediately attempt to reach either the parent or identified authorized individual whenever a child is sick or has any of the following injuries – head bump with swelling, facial injury, mouth injury, bee sting, or bite that breaks the skin. The Supervising Teacher, Assistant Director or Director will make this call. All parents enrolling children in the Center complete an *Emergency Card*, which supplies the following information:

1. Parent locator information (class schedule or work information)
2. Parent telephone numbers
3. An authorized adult other than parent who can act in an emergency situation
4. Authorization for Center to seek emergency treatment in the absence of the parent or other authorized individual
5. Authorized individuals who may pick-up child from the Center

Procedure for Dire Emergency

If the nature of the sickness or injury is such that the **Assistant Director** or **Supervising Teacher** believes that immediate medical attention is necessary, they will contact University Police to send an ambulance. ***Campus Police are contacted by dialing 911 in an emergency.***

When the University Police or a supervisor arrives, relate what information you have and remain available to assist as necessary. The Police will assume responsibility for summoning additional assistance, moving or removing the individual, or taking any other action necessary. If the child is transported to the hospital (Mad River Hospital is the local emergency hospital) a staff member will accompany the child with the *Child's Emergency Release and Mad River Form*.

Parents will be contacted by Office Manager immediately with information regarding their child's condition and location. Following the incident, fill out an Accident/Incident form on the event. Give full report, time, circumstances, actions, etc. Place one copy in child's cubby or parent pocket and other in Office file for Director. The Director will notify the Department of Social Services.

Procedure for Epidemic

If notified of an epidemic immediately inform the Director and the Center will follow the instructions of Public Health or other emergency personnel.

Procedures in Event of Fire, Earthquake, Other Disaster or Campus Alert System:

The Center has developed emergency procedures in accordance with University Police in the event of a fire or an earthquake. The procedures will be practiced with children at regular intervals and you need to make sure you understand your role.

IN THE EVENT OF FIRE, children evacuate the building under the direction of caregivers and teachers quickly, yet calmly. *The individual noticing the fire pulls the alarm.*

All Staff – Direct children in your area out of the building, following emergency exit routes posted in each room. Be alert for fearful children. Help children walk in an orderly fashion to meeting area: south east corner of Toddler Yard for Toddler Center; west corner of west yard for Preschool near shed. If playground is ruled unsafe by emergency personnel, children will be evacuated to Special Event Field or other assembly point. Location will be posted on front doors for parents who have not yet arrived.

Teachers – Take sign-in sheet clipboards from their classrooms. Direct caregivers and assistants to evacuate children. Check bathrooms and classrooms to make sure all children and staff have exited. Move children to meeting area and contain in a group check sign-in sheets to be sure all children signed in have been evacuated. Remain with children in meeting area until you receive “all clear” signal. Teachers provide first aid.

Director (or designee) and Office Manager – Assist in evacuating Toddler Center. Director will check with Teachers for roll call. On direction of University Police or Fire Department provide teachers with the “O.K.” to re-enter building. In the event that the building cannot be reoccupied, the Office Manager and designated staff will take the emergency cards to nearest safe phone to notify all parents for pick-up.

Last Person to Exit each room – Should close doors behind them. Do not open smoking or hot doors. If fire spreads or smoke becomes heavy, move evacuated children to a safe area away from fire and out of the traffic patterns of fire fighters. Stay calm and check for injuries.

IN THE EVENT OF AN EARTHQUAKE, if *indoors*, move away from windows, high cupboards, and outer walls. Children and staff should “Duck, Cover and Hold” under tables or crouched on the floor covering head, neck and back until shaking stops. Where unable to get under tables staff should cover children with classroom pillows, vinyl mats, pools, etc. Remain inside until shaking stops, after it stops count to five. One staff member must check safety of evacuation route, then all exit safely and meet at outside evacuation rally point to check in with all staff and children. If earthquake occurs while outside, move preschool children to: east yard – east side of climbing structure near tunnel (away from buildings and grass area because of power lines); west yard – center of playground between pear tree and end of climbing structure away from buildings (have children get into ball on ground and duck, cover, hold.) If earthquake occurs while outside for toddler children: Nature Yard – gather children under overhand on north side of YTC building; Awning Yard – along preschool/toddler fence away from building; Big Yard and Side Yard gather children in center of yard along fence that divides the two play yards.

After the Shaking Stops:

Teachers – Attend to the needs of the children and staff. First aid supplies and medical information for child and staff are available in emergency packs in shed.

Assistant Director and Office Manager – Check child and staff sign-in sheets to determine if there are children and staff missing. If so, designate staff as “search and rescue” people. They shall check all rooms and nooks for children who may be hiding or in shock from fear or physical injury. As parents arrive to pick up children be sure they sign each child out on the *Child Accounting Form* so that everyone has been accounted for. If it is necessary to send a child with someone on their emergency card, other than their guardian, record the child’s name, person with whom they left with and their destination on the *Child Accounting Form* (*Child Accounting Form* is located on clipboard in emergency pack). If it is necessary to send a child with someone on their emergency card, other than their guardian, record the child’s name, person with whom they left, and their destination on the *Child Accounting Form*. This will make it easier for the child’s guardian to find their child when they do reach the Center. Likewise, all staff members need to be accounted for and signed off on the *Staff Accounting Form* located on clipboard in emergency pack. Also, collect information concerning injuries, extent of damage, current hazardous conditions, and make recommendations to Director on protective actions.

Director – Takes responsibility of all emergency responses until relieved of the duty by University Police or other emergency authority. Establish communication so that location and extent of injuries can be communicated accurately and efficiently to disaster agencies. Assign staff to check for safety – check for gas, water, sewage breaks; check for downed power lines and shorts; turn off utilities if necessary, (wrench in emergency pack), extinguish small fires, if possible before they get out of hand (extinguishers are located by fireplace in front room of Exploration House; kitchen in Exploration House, Middle and Older Toddler Centers, by Door in Discovery Room and Younger Toddler Room; by door in Preschool Solar Room). Assign staff to get food, water and other emergency supplies located in emergency containers in shed. In the event that group must be relocated to another area, organize relocation and assign staff to take emergency supplies as well as post location on front doors for parents who have not yet arrived. Determine when staff will be relieved of responsibilities at each Center.

Student Staff – Need to remain on premises until relieved and accounted for (signed out by Office Manager)

IN THE EVENT THAT CAMPUS EMERGENCY ALERT SYSTEM IS ACTIVATED: (Continuous ringing of bell tower bell, text message, and signage at all University entrances) Staff will immediately take children into the classrooms, away from windows, lights off, doors locked. Teachers will wait for notification from the Office before taking further action.

Teachers, Assistant Director, Director, Office Manager - remain at Center until released by University administration.

Student Staff – If Red or Yellow Alert while working, follow procedures and remain on premises until released by Center supervisory staff. If Red or Yellow Alert prior to arriving for work, do not come to Children’s Center.

Procedure for Power Failure

When the power goes out classrooms with cordless phones (Middle, Older Toddlers and Exploration House) need to disconnect cordless phone and connect backup phone to continue phone service. The Office should be notified of the power failure so that Plant Operations and Campus Police are notified. In the event of a long-term campus wide power failure University Police will notify the Center of a campus closure. Off-campus parents should be contacted immediately. If the campus is not closed and buildings become too dark or cold the Director will request approval to close the Center and if granted, parents will be contacted to pick up children.

Procedure in Event of Flood

If building flooding occurs due to broken water pipe, toilet, etc. remove children to playground area and contact *Director* or Office Manager who will call *Plant Operations* (extension **4475**). In event of large-scale environmental flooding follow instructions of emergency personnel.

Procedure in Event of Missing Child

In the event of a missing child or children, notify the *Office Staff* immediately and conduct a search of the entire building and grounds. If this search does not discover the child, *Campus Police* will be immediately notified and provided with a detailed description of the child. Next, the child’s parent(s) will be alerted. All staff will cooperate in search efforts in every way possible while insuring the safety of the remaining children and until such time as their help is no longer required.

Procedure in Event of a Suspicious or Threatening Individual On Site

In the event that a threatening individual is seen anywhere on the Children’s Center premises, notify all staff to move the children into the nearest safe classroom, lock the doors, turn off the lights and move children away from windows. *University Police* (extension **5555**) should be notified immediately and provided with a detailed description of the individual. Children and staff are to remain in the classroom until given an all clear.

A good and necessary general rule for safety: prohibit any activity which will cause injury (physical or emotional) to self or others, or will damage property.

ACCIDENT PREVENTION AND FIRST AID

The Children's Center policies of health and safety are based on the belief that the health and safety of children are part of the learning process. By establishing limits and standards within the daily routine, the health and safety of the children is maintained. Staff should always be alert to the total situation and make sure that all areas are supervised.

Injury

If a child is injured (other than a minor injury) while at the Children's Center the parent or guardian will be notified of the injury and specific instructions regarding action to be taken will be elicited at this time. Supervising classroom Teacher will determine if parents should be called. Parents will be called immediately in the event of a head bump with swelling, facial injury, mouth/tooth injury, bee sting or bite that breaks the skin. If the parent or guardian cannot be reached the Center will notify the person designated as the child's emergency contact. The Center maintains first aid supplies sufficient to care for minor injuries. Injuries will be noted on an *Accident Form* with a copy given to the parent and a copy for the Office.

Accident Report Form

The Accident Report Form is used to inform parents of any of the following that occur at school:

- Any injury that results in a mark (scrape, scratch, pinch, bump that results in redness)
- Any injury that would result in a lasting impression (sand in eyes, bit tongue, slivers, bug bites, etc.)
- All human bites
- Bump to the head

The form (in duplicate) must be completed by the staff member who witnessed the episode. After completing the form it should be signed by a Supervising Teacher (if classroom Supervising Teacher is unavailable, the form should be signed by a Supervisor in another classroom). The original is to be placed in the child's parent pocket, and the copy goes into the Office pocket. The intent of the form is to notify parents of what happened, how the accident occurred and what steps were taken to aid the child. It is critical that the parent receives this notification the same day that it happens. Parents are asked to sign accident report forms at departure. In completing the Accident Report Form it is inappropriate to include the name(s) of other children involved on the form if the injury was caused by another child.

Incident Report Form

The Incident Report Form is used to document when a child hurts another child or staff member. Only the classroom Teacher may give a parent an Incident Report. It is troubling to a parent to get this information, even though we know that it is developmentally normal at the age of our children and, in most cases, the injury was not really intentional. Incidents include biting, scratching, pinching, hitting (not typical), etc. Whenever an Incident occurs an Assistant Teacher should notify the classroom Teacher or Associate immediately (notify a Supervising Teacher in another classroom if necessary). The Teacher will need to know details such as what occurred, where, who was involved, what happened before the incident, what was the child's reaction to hurting the other child. (The Assistant Teacher will also need to complete an Accident Report Form for the child that was injured, remembering not to include the name of the child that caused the injury.) The Teacher will complete the Incident Report Form and share it with the parent. A copy of the Incident Report will also go to the office. The Teacher will notify all the classroom staff about the situation and remind them to be more watchful and to report any further injuries and/or attempts. Following three Incident Reports for the same child the Classroom Teacher will conference with the child's parents and develop a plan to address the situation. All classroom staff will be informed of the plan and how they are to implement it.

First Aid

Each classroom is equipped with a first aid kit and Manual for minor accidents. All Teachers may treat minor wounds and abrasions providing blood is not present. In the presence of blood, a Supervising Teacher will be called (Classroom Teacher or Associate, or Supervising Teacher from another classroom). The first aid kit includes:

- | | | | |
|----------------------|------------------------------|--------------------|------------------|
| * Thermometer Strip | *Gauze or Roller Bandages | *Disposable Gloves | *Goggles |
| *Triangular Bandages | *Sealed Pack Cleansing Wipes | *Scissors | *Bee Sting Wipes |
| *Rubber Bulb Syringe | *Bandage Tape | *Tweezers | *Sterile Pads |
| *Hydrogen Peroxide | *First Aid Action Plan | | |

Remember to record all injuries on *Accident Report Forms* *

First Aid Procedures:

- For minor cuts and abrasions: cleanse with antibiotic soap on moist cotton ball and rinse with running water. Band-Aid if necessary. Take note of where and how the accident occurred.
- More severe cuts with bleeding: Contact a Supervising Teacher to assist with the blood injury. They will apply pressure with cotton or a clean paper towel. If extreme bleeding they will elevate area if possible and apply pressure at pulse point. Notify the Director and follow Emergency procedures.
- If a child falls... a little fall or a big one... allow him/her to get up by her/himself. Go to the child calmly and reassure him/her. If the child is seriously hurt he/she will know what part can be moved and what part can't. If the child isn't seriously hurt getting out of his/her own predicament will help greatly.
- When the child is seriously hurt, conscious or unconscious, do not move him/her. Get Supervising Teacher.
- Lost or broken tooth: get Supervising Teacher immediately; find tooth handle as little as possible, place in cup with milk; Supervising Teacher will contact parent to transport to Dr. Tucker 's Office (the local children's dentists who will treat immediately); call ahead to notify dentists that child is coming
- Any hard bumps, even if child seems to recover spontaneously, report immediately Supervising Teacher.
- Nosebleed: contact Supervising Teacher. They will place cool cloth on forehead and apply pressure to lower sides of nostrils for a full 5 to 10 minutes uninterrupted. Have child sit up and lean slightly forward.
- Human bites: clean area with soap and apply cold compress. If the bite breaks the skin the Supervising Teacher will notify parents immediately.
- Insect bites: contact Supervising Teacher. They will scrape off stinger if visible and treat with bee sting swab. Check child's Emergency Card to see if allergy is noted, if so get medical help immediately. Even when no allergy is noted watch for a reaction as child may not have been stung before (coughing, shortness of breath, hyperactivity, flushed, progressive reddening of area).
- Splinters: Wash area thoroughly with soap, Band-Aid, and leave alone.
- Burns: apply cool water and then dry the area. Never apply ointments of any kind. Severe burns or electrical burns – Supervising Teacher will call paramedics.
- Foreign bodies: Contact Supervising Teacher. Eyes -- flush with water from inner to outer corner of eye. Ear and nose -- (beans, seeds, bugs, etc.) leave alone. Contact parent.
- Fractures, dislocations: there will be point tenderness at place of injury. Contact Supervising Teacher who will check the joints above for movement and color. Splint it where it lies including joints above and below injury. Apply ice. Contact parents and/or Paramedics.
- Head injuries: Contact Supervising Teacher. If unconscious check Airway, Breathing, and Circulation. Assume neck is broken and immobilize entire torso. Call Paramedics. If conscious but shows signs of vomiting, sleepiness, or pale color contact parents.

Be aware of broken or cut skin areas on your hands. Skin lesions or wounds should be covered with a bandage. Speak to injured children in a calm voice with reassuring messages. Educate children, parents and volunteers to get a Supervising Teacher in case of blood injuries. Remind children not to touch another person's blood. When a blood-related injury occurs call a Teacher or Assistant Director to provide first aid.

Accident Prevention Policies

Common sense and close observation help to create a safer environment for children. Familiarize yourself with the following suggestions for providing children with a safe program.

Supervision:

- Always remember the number of children in your immediate group. Know where and what each one is doing.
- Children are not to go out of, or play on, the gates or fence around the playground.
- Never leave a group for whom you have assumed responsibility without telling another adult that you are going.
- Never leave a group of children unattended.
- There are prescribed areas for various activities. Generally, they should be conducted there. (Example: painting at the easel or table, clay at table, sand in the sandbox, bikes on the bike path, etc.)
- Pets are to be handled only with a teacher in attendance. Teachers must instruct children in careful and appropriate handling of pets.

Movement:

- Always be alert to prevent children from running in front of trikes, slide, swings, etc.

- Help keep the floor free of scattered blocks or toys not in use.
- An adult should be available to guide movement flow of children in one direction on balance beam, tumbling mat, ladder, slide, trikes and other equipment to prevent bumping into one another.
- No throwing of anything that could injure others or damage property.
- No banging into things with wheel toys. Children should sit on bikes.
- Block building should not go higher than the child's shoulder.
- Children must have both hands free when climbing. You may need to show a child where to place her hands and feet when climbing in order to teach the safest way to get up and down.
- Wipe up spills on floor as soon as noticed to prevent falls.
- Do not permit children to stand on chairs or table tops. Do not permit children to sit on table tops.

Sharp Objects:

- Remind children to always walk while holding scissors, shovels, or other sharp objects.
- Scissors are to be used at the table only.
- Sharp knives, adult scissors, and work tools are to be regarded as potential sources of injury and need to be kept out of children's reach.
- Knives used by children in cooking projects will need to be supervised by an adult.
- Remove broken toys; watch for splinters, protruding nails, etc.

Choking:

- Children need to be instructed to keep small objects out of their mouths.
- No peanuts, nuts, whole grapes, popcorn, raw carrots, pretzels should be served to children under four years.
- Children are to remain seated while eating for choking can occur if they run or fall while eating.
- No balloons are allowed in the program because of choking hazard should they burst. Disposable gloves should not be inflated for play.

Poisoning:

- Store all chemical products out of reach of children, and keep them in their original containers for identification purposes.
- Keep phone number of Poison Control Center by classroom phones for emergency use. Notify Office Staff if contacting Poison Control Center.

Warm and Cold Weather:

- On warm sunny days, don't allow children to get overheated. Encourage them to drink extra water and to play in shaded areas. (See Guidelines for Preventing Sunburn)
- In cold weather make sure children wear warm protective clothing before allowing them outdoors, several layers are useful.

Guidelines for Preventing Sunburn

Young children are more likely to get sunburned than adults but everyone should avoid prolonged skin exposure to sun. Areas such as the face, shoulders and backs of knees are more likely to burn than other areas, and children susceptible to burn should use sun block. The Center will provide A UVA/UVB sun block for each classroom and teachers will apply with signed permission from parents. If parents choose to bring their own brand of sunscreen, it must be indicated on the child's permission form and the bottle labeled with child's name. Individual children's sunscreen and school sun block are stored together in each classroom. Each time sunscreen is applied the time must be recorded and teacher should watch & document any reactions on the Sunscreen Roster. Sunscreen should not be applied to children's hands because of hand/eye and hand/mouth contact by young children. For children not having sun block, keep inside or in shady areas on sunny days, leave a note for parents requesting sun block.

It takes several hours for sunburn to show; therefore watching for reddening of the skin is not a dependable way to tell when a child has been in the sun too long. The sun's rays are most intense from 11 AM to 2 PM. Also, clouds don't stop the sun from burning.

SAFETY PROCEDURES

Field Trip Safety Procedures

We believe it's important to enhance children's learning through exposure to the outdoor environment. Walks are part of our curriculum, and the rules vary depending on the age of the child. These walks offer children an opportunity to participate in a small group activity full of natural wonder. Field trips at the Center are confined to walking trips around the University grounds or to nearby locations. These walks provide a change of pace for the children and are taken only when there is enough adult supervision to safely supervise the group. When leaving the school grounds the Teacher must fill out a *Walk Form* stating where the class is going, the time that they are leaving, the approximate time they expect to return, and the names of children and teachers going on the walk. Each child participating in the walk must have a signed "event form" permission slip by parents before leaving for the walk.

Procedure for walks:

- Complete *Walk* form and attach to parent sign-in.
- Wear a fanny pack with tissue, first-aid items and change for telephone for an emergency, and children's Emergency Cards.
- Wear a watch and return promptly.
- At least one teacher must remain at the Center if all children have not arrived, or arrangements must be made with another class to receive late children.
- Any field trip which requires children to cross a street must have the children holding hands and the teacher crossing in the front with children following. At no time may any child run across the street or walk across a street alone.
- Ratios will be 6:1 at a minimum for the Preschool, 3:1 for Discovery Room, and 2:1 for Toddler Center. The classroom teacher may determine the ratio if, in the teachers judgment, more adults are needed. One teacher accompanying group must have first aid and CPR training plus 6-12 child development units.

Visitors

Parents are always encouraged to visit, this is their Center and they are always welcome. While some parents will notify the classroom when they are coming to visit, parents are free to come and go at their own discretion.

All other visitors to the Center must check in at the Office first before going to the classroom. This includes relatives of the child unless they are visiting with the parent in attendance or unless they are designated to pick the child up from school. Practicum students and students visiting to observe the program must sign in at the Office. Children's Center staff members' friends or relatives must check in at the Office before visiting. The Office staff will issue a visitor's pass to approved visitors.

Classroom Cooking

The kitchen has equipment available for cooking projects. All classroom cooking activities are to be closely supervised. Cooking and art activities involving appliances should be limited to four or five children with one adult. When in use, both the appliance and the cord should be out of the flow of traffic and an adult must sit next to the appliance at all times. Electric cords should be unplugged when not in use.

Outdoor Play Areas

Outdoor play is a key ingredient in our curriculum and the health and education of young children. When you are outdoors, the safety of the children is your primary responsibility at all times. In order for you to supervise effectively, you need to (1) position yourself near the action but not in it, (2) be aware of the entire outdoor area and who is "in charge" and (3) refrain from chatting with co-workers. To ensure safety, you also need to sweep and remove the chips and dirt from all hard surfaces every day including play structures and ramps.

EMPLOYEE HEALTH AND SAFETY

No employee wants to have an accident or cause someone else to have one. Carelessness on the part of an employee can result in accidents and injury. When employees perform their work in a safe way, they have accepted the personal responsibility of protecting themselves, their fellow workers, and Center equipment from accidents and injury. In order to form the habit of working safely, you as an employee should do the following:

1. Always use personal safety equipment provided.
2. Report all dangerous conditions and accidents, even minor ones.
3. Watch the bulletin board for safety information.

Safety Practices

It is the policy of *CSU* to provide safe working conditions for all employees and to promote continuous, vital safety awareness at all levels of administration. The Children's Center is responsible for: (1) providing a safe environment for children, teachers and parents, (2) maintaining a safe environment, (3) developing and providing ongoing staff training, (4) enforcing all regulatory mandates and (5) providing safety information in writing to all employees. Employees are responsible to read and understand all Center safety and health regulations to assure their own personal safety and a concern for the safety of others. Employees who take safety seriously, report potential dangers, request a review of conditions, etc. are held in the highest regard by management. Under no circumstances would an employee be reprimanded, demoted, fired or discriminated against for reporting safety issues. Employees who do not treat safety seriously, do not follow Center policies and practices, or who operate in an unsafe manner are subject to established disciplinary action. The following areas require your attention:

Storage Proper storage is essential for safety purposes as well as ease of locating specific materials when needed:

- Stack all materials safely inside and on shelves and never double stack on open shelves.
- Always return items to their proper storage area, maintaining storage area in a safe and orderly fashion.
- Keep tools and cleaning supplies in a locked area inaccessible to children

Housekeeping The foundation for a safe and pleasant place to work is good housekeeping:

- Materials will be kept out of aisles and not be stored against doors
- Equipment will be returned to its proper storage area after each use
- All spills will be cleaned immediately (refrigerator, shelf, floor, etc.)
- Clean housekeeping will be exercised within employee's work area
- All employees are responsible to see that the classroom is thoroughly cleaned and materials properly stored at the end of each day.

Lifting and Carrying Extreme caution is necessary whenever you are lifting and carrying heavy children and objects. Employees need to be aware of the proper methods to use when lifting and carrying to avoid injury or stress. In general, moving heavy objects (furniture & equipment) is to be avoided by Center staff.

Handling of Hazardous Chemicals

Cleaning materials, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials shall be stored in the original labeled containers and shall be used according to the manufacturer's instructions and for the intended purpose. They shall be used only in a manner that will not contaminate play surfaces, food, or food preparation areas, and that will not constitute a hazard to the children. When not in actual use, such materials shall be kept in a place inaccessible to children and separate from stored medications and food.

The Children's Center shall provide workers with hazard information, as required by the Occupational Safety and Health Administration (OSHA), about the presence of toxic substances. This information includes the identification of the ingredients of art materials and disinfectants. This information may be found at the Center Office.

Any new employee must be trained before starting to work with hazardous chemicals, and any affected employee should have a training update to cover new products being introduced. All training will be documented.

On The Job Injuries

If you have an on-the-job injury, you must comply with the following:

1. Report the accident as soon as possible to your supervisor.
2. Do not seek medical assistance until you have first notified your supervisor or HSU Health Center (ext.3146).
3. For first aid go to the campus Health Center for treatment.(call first, ext. 3146).
4. For more serious injury, or if the Health Center is unavailable, go to Mad River Community Hospital.
5. Notify all medical providers that this is a work related injury.

RELEASING A CHILD FROM THE CENTER

All staff must be familiar with procedures for releasing a child to a person other than the parent. In the event that a person not cleared to pick up a child refuses to leave or insists on taking the child call Campus Police immediately (ext. 5555).

Children are to be released for pick-up only to parents, or persons designated on the child's Emergency Information Card. In the event that any other person is to pick up the child a signed note from the parent must be sent and given to the Supervising Teacher. Parents are requested not to phone with this information. **Parents are responsible for notifying the person who will pick up the child that they will be asked for identification before the child will be released to them. Staff are responsible for checking identification on any adult with whom they are not familiar who is picking up a child from the Center.** Make sure this identification matches with the person designated on the child's Emergency Card or note from the parent.

In case of emergency, parents may need to call in a request to release the child to someone other than the parent. In this event the person picking up the child must be PREVIOUSLY listed on the child's Emergency Information Card. **Do not release the child unless the parent has designated this person previously in writing. No child is to be released to anyone without a signed consent by parent or legal guardian. When there is any cause for doubt check with Office Staff before releasing the child.**
Note: At no time may a staff member sign-out and/or remove a child from the Center.

Intoxicated Parent

It is difficult to predict under what circumstances a court would impose liability on a provider for releasing a child to an authorized but intoxicated (under the influence of drugs or alcohol) person. It is unclear whether the provider's duty to protect the child's health and safety over-rides the parent's right to take the child away from the facility. Recommended actions are:

- Contact the Supervising Teacher (may be in another classroom) to assist with the parent. Notify Director, at home if necessary.
- Delay the person's departure until she or he is sober.
- Volunteer to call another person on the child's Emergency Card or a friend, relative or taxicab to pick-up the child and parent
- If the person refuses to cooperate or acts threateningly, it will be necessary for you to make a judgment as to what a reasonable person would do under similar circumstances concerning releasing the child
- In the event that the child is released to the suspected parent, write down the license plate number and report the information to police immediately, inform the parent you will be doing this
- If the problem continues, the Director will discuss the matter with the parent and advise them that if corrective steps are not taken, the child will have to be withdrawn from the Center

Unauthorized Person

When an unauthorized person demands release of a child, in order to avoid civil or criminal liability, a provider should take all reasonable steps to resist the person's demands. Recommended actions:

- Contact the Supervising Teacher (may be in another classroom) to assist with the individual
- Stay calm. Explain that the law and the Center rules prevent the release of a child to any unauthorized person
- Explain that the only exception would be if the parent has signed a written authorization and verified orally with the provider
- Call the custodial parent and inform him or her about the situation
- If the parent confirms that the person is unauthorized, try to stall the person until the parent arrives without releasing the child
- If the person abducts the child by force, get a detailed description of the unauthorized person, record the person's license plate and take note of the direction in which they went and immediately notify University Police (ext. 5555)

Procedure For Children Left At Center

If a child has not been picked up at 5:30 (or closing time) contact the Afternoon Supervising Teacher listed by the phone. The Supervising Teacher is to begin calling persons on the Emergency Card supplied to the Center at the time of the child's enrollment. Both primary and secondary numbers will be called. After 30 minutes, if the parent or other authorized person has not been reached the Supervising Teacher is instructed to call the Director (home: 826-0570) and University Police (ext. 5555). The Director and UPD are to be notified that the Supervising Teacher is alone at the Center with a child. The Director, Supervising Teacher, and University Police Department will determine at what point Child Protective Services will be contacted in the event that the parent or authorized person is unavailable for an extended period.