

Contents of Facility Sample Staff Handbook

- Part One: Welcome to Our Program
 - Welcome
 - Mission and Philosophy of the program
 - Hours/Days of Operation
 - **Hiring Staff**
 - Orientation
 - **Grievance Policy**
 - Media Release
 - Visitors
 - Meetings
 - ND Early Childhood Services Rule
- Part Two: Benefits
 - Insurance
 - Childcare benefits
 - Paid Vacation
 - Paid Holidays
 - Sick Leave
 - Bereavement Leave
 - Jury Duty
- Part Three: Professionalism
 - Confidentiality
 - **Mandated Reporter**
 - Professional Demeanor
 - Explain your dress policy/personal belongings
 - Nametags
 - Smoking
 - Fragrance
 - Food and Hot Beverages
 - Screen Time
 - Phone Use
 - Staff Schedules
 - Sick Time
 - Payroll
 - Conduct
 - Conflict Resolution
- Part Four: Program Policies
 - Supervision
 - **Discipline and Guidance**
 - **Curriculum**
 - Maintaining Equipment, Materials and Purchasing
 - Infant/Toddler Daily Schedule
 - Preschool Daily Schedule
 - Outdoor Play
 - Arrival and Departure
 - **Accountability**

- **Communication**
- Authorization to Pick Up Child
- Toilet Training/Learning
- Sensory Tables
- Pets
- Clothing
- **Personal Possessions**
- Field Trips
- **Transportation**
- Part Five: Health, Safety and Emergency Procedures
 - **Incident Procedure**
 - Emergency Procedures
 - Children with Special Needs
 - Staff with Special Needs
 - Mealtimes
 - Infant Feeding/Bottle Prep
 - Breast Milk
 - Nap and Rest Time Policy
 - Infant Sleep Policy
 - Guidelines for Ill Children
 - Handwashing Policy
 - Diapering and Toileting
 - Diapering
 - Diapering while standing
 - Toileting
 - Handling Body Fluids
 - Medication Policy
 - Cleaning, Sanitizing and Disinfecting
 - Spray Bottles
 - Cleaning
 - Sanitizing
 - Disinfecting
 - Cloth Items
 - Floors
 - Chemical Safety
 - Safety
- Conclusion

Staff Handbook

Part One: Welcome to Our Program

Welcome

- Welcome to Lil Fish Childcare. I am so excited that you have chose to take this journey with us and become apart of our team. We look forward to having you grow with us in our childcare.

Mission and Philosophy of the Program

- Our mission statement is to make sure that we nurture and love each and every child that is in our care like our own. Building trustworthy relationships with our families. Our philosophy is that each and every child is their own person.

Hours/Days of Operation

. We are open Monday- Friday 630-6:00. We are closed for the following holidays Jan. 1 - New Year's Day, Easter , Presidents Day Memorial Day, Independence Day, Labor Day, Veteran's day (observed) Thanksgiving Day & the Day After, Christmas Eve, Christmas Day.

Hiring Staff

- Complete the fingerprinting forms from the state of North Dakota
 - High School Diploma, GED,
 - All staff must have CPR and First Aid and SIDS training.
- **References will be checked from your resume and application**
 - All staff are background checked and fingerprinted
- Staff under the age of 18 will be under the supervision of a staff over the age of 18 and will not be left alone with children.
- **Programs performance and evaluation process**
- If you are not doing your job you will get a verbal warning, then a write up, then it will lead to termination
- We will not discriminate based on age, gender, race, religion, national origin, marital status, veteran status, or disabilities.
- All staff members must complete an Authorization for Background Check and fingerprinting.
 - All staff are required to have current CPR and First Aid certification within 90 days of employment and prior to staff member having unsupervised access to children under car.
 - Each staff member must certify completion of Department approved Getting Started course within first 3 month.
 - Completion of one hour on sudden infant death (SIDS) prevention prior to the staff member having unsupervised access to infants
 - Staff must certify attendance at the specified amount of minimum department-approved training annually
- The ratio is as followed:
 - Infants 6 weeks-18 months .25 points
 - 18 months- 3 years .20 points
 - 3 year old .14 points
 - 4 year old .10 points
 - 5 years and up .08 points
- Staff members ensure safe care for children under supervision.

- A job description is provided ,it should be reviewed, signed, and placed in the employee’s file.

Orientation

- You will go through a two day- orientation. This will go over all of the requirements of the facility and staff. We will also show you where everything is and go through every child’s belongings.
- Items include:
 - Program policies and licensing regulations
 - Confidentiality of records, information, and photos
 - Hand washing and sanitation procedures
 - Individual child needs: health, nutrition, special needs
 - Emergency health, fire & safety procedures handling and storage of hazardous materials
 - Medication administration policies
 - Child abuse and neglect laws
 - Process for reporting and complaint or suspected licensing violation
 - Transportation and child passenger safety, if applicable
 - Infant Sleep – (recommend first day)
 - Diapering
 - Supervision
 - Positive Discipline

Grievance Policy

- Programs chain of command:
 - **Supervisor, Director, Licensor Emily Dolinar** initial
 - If you have any concerns or complaints about the program, please address them with the director as soon as possible. If you have a serious complaint that you feel is not being addressed, you may contact the licensing specialist, _Emily Dolinar, at (701)690-1495

Media Release

- We have a written permission form on file for all children in order to have their picture taken. Pictures of the children are taken quite often for room display, bulletin boards or sometimes media. Children cannot be photographed without a permission form from their parent/guardians.
- **At no time** should staff take pictures of children and post them to their personal social media sites.

Visitors

- The only visitor access we have right now is kids program. They must set up meeting times through the director.
- Explain that parents have unlimited access and at times may need to alert the program they would like to come in dependent on what may be going on in the program/community. We do not let parents pass the cubby area.
- Security Door Protocol – When people want access to the building they ring the doorbell. We will then look at the camera and see who it is. If we know it’s a parent we will take the children and go let them in. If we do not know them we ask for their id and go check the child’s file.
- All visitors will not be allowed unsupervised access to the children.

Meetings

- We will have bi monthly staff meetings, if we need to have them monthly we will.

ND Early Childhood Services Rule

- It is expected that all employees will be knowledgeable in the ND Child Care Rules specific to your license type.

Part Two: Benefits

Insurance

- At this time we do not offer insurance benefits.

Child Care Benefits

- We provide a discounted rate for employee's children

Paid Vacation

- For all vacation we need at least two week notice. We however do not offer paid vacation at this time.

Paid Holidays

- Paid holidays are as followed. Thanksgiving, Christmas, New years, Memorial Day, Fourth of July and Labor Day

Sick Leave

- Sick Leave is unpaid.

Bereavement Leave

- We work with people who needed bereavement leave. I offer 2 weeks off.

Jury Duty

- The program will find coverage unpaid for however long your Jury Duty lasts.

Part Three: Professionalism

Confidentiality and Right to Privacy

- Each and every Staff members file is in a binder kept in my office. All confidential paperwork is locked up in the file cabinet.
- Lil Fish Childcare will not put up with any gossip between staff members. We are all a team and we will all respect each other.

Confidentiality

- All records, photos and information with respect to children receiving child care services are kept confidential.
 - It is important for you to keep any information pertaining to the children confidential. If there is any information that needs to be shared to the teacher Mrs. Katie will.
 - Sensitive information should not be shared in any public area of the program.
 - Absolutely under no circumstances should a daycare child be on your personal social media. If I find that they are on your personal page an immediate right up will be issued.
 - When documenting/discussing information on a child be sure not to include the names of other children.

Mandated Reporter

Initials

- Licensing requires all staff members are mandated reporters and they will report any suspected child abuse or neglect as required by North Dakota Century Code 50-25.1-03. You will be responsible for reporting it to our licensing specialist Emily Dolinar at 701-690-1495

Explain your Dress Policy/Personal Belongings

- All personal belongings may stay in the office. The dress code is as followed.
 - Jewelry – It's suggested that we do not wear necklaces or dangly earrings because we work with children..
 - Shoes must be neat and in good repair. Tennis shoes or flats are best since you are expected to engage the children in activities.
 - Clothing – should be clean and in good repair. Clothing must be appropriate to engage children in all types of activities throughout the day. Clothes that are too revealing should be avoided. I am okay with comfortable clothing such as yoga pants.

Smoking

Initials

- Smoking is not permitted on the child care facility premises or during breaks off premises. To prevent third-hand smoke exposure, anyone who smokes is required to keep and wear clean clothing at the facility that has not been worn when individual was smoking and was not kept in an environment where smoking occurs.
- Cigarettes and lighters should not be stored in an area accessible to children.
- Recommend staff hair is pulled away from face so children cannot touch it.

Screen Time

- We do have "movie" day on Fridays. Each parent has a signed permission form.

Phone Use

Initials

- I do not care if you are on your phone. During nap time or checking it periodically through out the day.
- If the phones become an issue to where children are not being cared for than we will readdress the phone policy.

Staff Schedules

Initials

- Schedules are always posted in the office. They will be posted the Friday before.
- You need to make sure that you are here at the posted time. Expect to work until the time on the schedule. Remember this is childcare you may not always get to leave right when the schedule says.
- If you need to step out for a minute make sure that it is okay and all the kids are taken care of first. We will do a 30 minute lunch break.
- There are time off request forms in the office. I require a two week notice so I can adjust schedules if needed.
- You must sign in and out on the same tablet that the parents sign in and out on. You are responsible for signing in and out everyday for lunch and anytime you need to leave for appointments. This is how I keep track of your time.
- When I am gone to an appointment or in charge then the supervisor is in charge. I will have schedules and everything posted before I am gone.

Sick Time

Initials

- I know things come up however I would like to have some kind of notice, not same day so I can make arrangements with other staff.
- If there is excessive absences there will be consequences.

Payroll

- Pay periods are bi weekly.
- We use a pay company called Gusto. You will be responsible for setting up an account. We also offer direct deposit.

Conduct

- We do have a process that we follow as far as consequences. You get a verbal warning, written notice, and if things consist it will lead to termination.
- There is a two week probation period with staff.

Conflict Resolution

- If there is a staff/staff issue I would like it brought to my attention. If you both can not solve it, then I will step in and intervene. If there is an issue with staff and parent I will also try and step in and see what resolution we can come to.

Part Four: Program Policies

Supervision

- Children must always be accounted for.
- Supervision means a staff member responsible for caring for/teaching children being within sight or hearing range of an infant, toddler or preschooler at all times so the staff member is capable of intervening to protect the health and safety of the child. For the school-age child it means a staff member being available for assistance and care so that the child's health and safety is protected. It is recommended to have children within sight AND hearing for all ages.
- Ensure that children do not depart from the child care premises unsupervised, except when the parent and provider consent that an unsupervised departure is safe and appropriate for the age and development of the child. The provider shall obtain written parental consent for the child to leave the child care premises unsupervised, which must specify the activity, time the child is leaving and length of time the child will be gone, method of transportation and parental responsibility for the child once the child leaves the child care premises.
- Children are never to be left unsupervised for the staff to leave the room. Discuss policy for when staff need to leave their room.
- Discuss expectations for staff on playground, eating, routine care, play, mealtimes, transition times, walks, field trips, when children use the bathroom independently, etc.
- Always consider supervision when arranging room and positioning staff in the classroom.

Discipline and Guidance

Initials

- Under no circumstances do we use physical punishment.
 - Examples of physical punishment is not only hand on contact but will include putting children in pack and plays, restraining them in highchairs and withholding food.
 - We do use time out as a form of discipline. For example we do one minute per age. (2 years old;2 minutes, 3 yrs old 3 min. etc)
- Our tone and volume is everything with children. We want nothing to do more than provide a nurturing environment for all the children in our care.

Curriculum

- We do not follow a specific curriculum. However we do go over the abcs, numbers and colors.
- The program must provide and post a written daily routine of individual or small group activities appropriate to age and needs of children.
- The program must include activities that foster social, intellectual, emotional and physical growth.

Daily Schedule

- A copy of the rooms daily schedules must be available to parents/guardians. It is posted on the parent board.
- Daily schedules are very flexible and used for a guideline for infants.

Outdoor Play

- When we are all outside I am okay with you sitting down. However you do need to get up walk around and check on the children and interact with them.
- We go outside even when it is cold. National Standards for Child Care recommend that children are taken outside when temperatures are above 15 degrees F (wind chill or temperature) and below 90 degrees F (heat index). Use caution when temperature/wind chill is 0-15 degrees F.
- Staff and children need weather appropriate clothing and shoes (rubber soled, closed toe, back strap, etc.) for active play.
- Make sure a first aid kit will always be accessible outside.

Arrival and Departure

- Parents will ring the doorbell and we will go let each of them in. We then will bring the children to them. We ask that all parents stay out in our cubby area.
- Parents should remove their infant from the car seat as well as any outerwear upon arrival.
- Upon departure parents should secure the child into their car seat.
- If the program suspects the person picking up the child is under the influence, staff will call one of the alternative people the parent has listed to transport the child.
- Explain the importance of signing in and out:
 - It is important that every single parent sign their children in and out as this is our way of keeping track of their hours.
 - Keep written log of attendance as back-up in an emergency in the event the electronic system is not working.
- Whoever takes the children out to the parents must greet each parent and stay out there until they leave that way if they have any questions you can answer them.

Accountability

- It is stated in the parent handbook that we do not accept children after 9:00 am except for
- those in preschool.
 - If a child will not be attending or child is going to be more than 10 minutes late, the parent must notify the program. The director will call the parent or emergency designee if the parent cannot be reached.

Communication

Initials

- I expect there to be open communication with all parents and all staff. However open communication does not mean sit there and be completely open about your "home" life.
- Staff should learn all parent names
- A parent may request a daily report for the child/children including details regarding napping, eating and diapering.
- Our parent board is located right above the tablet that we all use to sign in and out.
- We use procare connect to communicate and keep track of the children's day. We also have a website. We also communicate through texting.

Authorization to Pick Up a Child

- Only the authorized people listed on the Child Information Sheet may pick up the child from the program.
- Staff must ask unknown adults for a photo ID before releasing the child/children to them
- If someone who is not on the list shows up to pick up the child, we must talk to the parents to get permission.
- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents to pick up child(ren), they must provide the program with a copy of that court order. Unless court order is provided, both parents have legal rights to access child/children.
- We have an age requirement the person who picks up the children must be 18 or older. We may not release the children to younger siblings. The adult must be in sight.

Toilet Training/Learning

- We do not potty train unless the child is developmentally ready. For example they must be able to talk or tell us a little bit.
- The parents are responsible for bringing an ample amount of extra clothing.
- We will not accept the potty training children in underwear until they have "mastered" potty training and not having a lot of accidents.

Clothing

- Parents are responsible for providing extra clothing (appropriate size and for the season) for each child in case they become soiled.
- When children should change clothing (i.e. Wet from handwashing/drool/liquids; soiled from lunch or outdoor play, art activities, etc.)
- Staff should notify parents when the child needs additional clothing, seasonal change, or size change.
- child's extra clothing is stored in an enclosed container. The infants bins are in the diaper changing area. The older children's bin are located in the infant room under the sink.

Personal Possessions

- We do not accept toys from home.
 - If toys are brought from home, we will take them from the children then put them in their cubbies.

Transportation

- We do not provide Transportation at all.

Part Five: Health, Safety, and Emergency Procedures

Incident Policy

Initials

- Incident reports will be written if a child bites or does not keep their hands to themselves and leave a mark on another child.
- Accident reports will be written if a child is bitten or has a mark on them from another child. Also if they have a mark from falling or getting hurt at daycare.
- All accident forms will include if there was first aid administered and or what action was taken.
- Staff should inspect and maintain first aid kits at least monthly or when needed to replenish
- Report to director/supervisor immediately:
 - A death or serious accident or illness requiring hospitalization of a child while in the care of the child care center or attributable to care received in the child care center

- An injury to any child which occurs while the child is in the care of the child care center and which requires medical treatment
- Poisonings or errors in the administering of medication

Emergency Procedures

- Licensing requires you have written plans to respond to emergencies and that parents are advised of those plans.
- Each room must have a first aid kit, emergency contact information and a list of attendance.
- The program will determine if they will shelter in place or seek shelter in an alternate location. Discuss how staff will communicate with families during an emergency.
- Staff should create activity kits to entertain children if need to evacuate classroom
- It is always recommended for children to keep shoes on in case of emergency
- Emergency procedures should cover such things as:
 - Fire
 - Tornado
 - Flood
 - Explosions
 - Intruder/Hostage Situation
 - Leaks and Spills
 - Missing Child
 - Threatening Messages
 - Utility Disruptions
 - Bomb Threats
 - Lockdown/Lock Out
- For more information refer to Child Care Aware of North Dakota at: <https://ndchildcare.org/providers/emergencies-disasters.html>

Staff with Special Needs

- Explain that it is recommended/desired for staff to disclose if they have a chronic health condition that may require emergency care – such as a food allergy, diabetes, etc.
- If the staff member has emergency medication, it is recommended at least one staff member know where medicine is kept in case it is needed.
- Emergency medication is recommended to be kept unlocked and out of the reach of children.
- It is up to the staff member to share any medical information. Programs are not allowed to mandate that staff disclose if they have a chronic health condition.

Mealtimes

Supervision is the most important aspect of mealtimes. Always keep children in sight and preferably within reach.

- You must offer nutritious varied diets according to the children enrolled
- Children in care for more than 3 hours shall receive a snack or meal
- Children in after school care are served snacks
- Daily or weekly menus must be posted
- Children are encouraged to eat but coercion or force feeding is never allowed
- Discuss how food allergies will be handled and posted for staff.
- We do not accept food from home except for special occasions
- All highchairs are required to have safety straps and a crotch bar/strap and must be used and adjusted to fit the child properly.
- Meals are prepared onsite
- Staff and children must wash hands before and after eating and food prep.
- Any surface used for food prep or eating must be washed and sanitized before and after eating.

- Wash table legs, chair seats/frame, highchair legs/seats/frame with soap and water to remove any food. Wash safety straps on highchairs and infant/toddler chairs as needed.
- Bibs are recommended to use for young children to protect the children's clothing. If bibs are used, they should be removed and laundered after each use.
- It is recommended for staff to check children if they have food in their hair or on their faces after they are done eating. Staff should clean those who cannot help themselves. If washcloths are used, each child should have their own and laundered after use. Washcloths do not replace handwashing.
- It is recommended for staff to sit with the children and talk with them during mealtimes - discuss the food being served, plans for the day, manners, etc.
- Serving bowls/containers are recommended to keep covered
- It is recommended to place food on a barrier such as a paper towel/napkin, dishware, etc., instead of directly on the table/highchair tray. Paper barriers should not be used with infants. Disposable utensils, cups, dishware are not recommended to use with children under 3 years to prevent choking and injury.
- Gloves or utensils should be used when serving food. If gloves are used, they should be discarded after use and not reused.
- If serving utensils fall on the floor, it is recommended to rinse or replace with clean item.
- Explain procedure for cleaning children, tables and floors after a meal/snack is served.
- Labeled water bottles/cups and should be emptied and sanitized daily.
- Sippy cups of milk and juice should be emptied and washed after each use.
- Children should not be allowed to walk around drinking water to prevent potential injuries.

Infant Feeding/Bottle Prep:

- Only breastmilk or formula may be fed to infant less than 6 months old, unless otherwise instructed in writing by the infant's parent or medical provider.
- Solid food/cereal cannot be added to bottles unless a written order from the infant's medical provider is obtained.
- Infants must be within sight and hearing when eating/drinking.
- Bottles should be labeled with infant's name and when bottle was offered.
- Staff must wash their hands before preparing a bottle.
- Clean and sanitize counter before preparing a bottle.
- Water from a sink that is not used for diapering/toileting is recommended to use for bottles/infant cereal/drinking. If there is only one sink in classroom, it is recommended to fill a jug of water from the kitchen daily. The sink faucet and handles are recommended to be disinfected between diapering and bottle/food prep.
- Infants should be held when drinking a bottle. If infants can hold their own bottle, infants can feed themselves if they remain in sight and sound. Licensing does not allow bottles to be propped.
- If infants feed themselves a bottle, it is recommended to elevate the infant's head and to keep the infant within arm's reach.
- Bottles of formula are required to be discarded after one hour.
- It is not recommended to heat bottles in a microwave.
- If a crockpot is used to heat bottles of formula, the crockpot is recommended to be emptied and sanitized daily. It is important to make sure the crockpot and the cord to the crockpot are out of the reach of children.
- It is important to place bottles out of the reach of children when done feeding to prevent infants drinking other infants' bottles.
- It is important to talk to parents before starting any solid food.
- It is not recommended to feed directly out of the container of food unless the infant eats the entire container. Once a container is opened, it is recommended to use within 24 hours.
- For infants starting table food, it is very important to cut food into ¼" pieces and make sure food is cooked/soft to prevent choking.

Breast Milk Policy

- All breastmilk is recommended to be labeled with the child's name and date expressed. It is important to make sure breastmilk is given to the correct child. If breastmilk is mistakenly given to the wrong infant, notify the director/supervisor immediately.
- Bottles of breastmilk are recommended to be discarded after one hour.
- Breastmilk is recommended to be heated separately in an individual container of water or a bottle warmer.
- Thawed breastmilk must be used within 24 hours. Unused thawed breastmilk must be discarded or sent home with parent.

Nap and Rest Time Policy

- Nap time is from 12:00-2:30
- We provide blankets for the children.
- Nap items must be stored separately.
- That aisles between cots/mats are a minimum space of two feet and are kept free of all obstructions while cots/mats are occupied. It is recommended to space cot/mats at least 3 feet apart, as well as alternate head to foot.
- After lunch is cleaned up, the floor is mopped if needed and the nap time cleaning checklist is done, you may sit down and play on your phone and or eat your lunch.
- Mats and cots must be cleaned at least weekly and after each use if used by different children. They must always be cleaned when soiled.
- Parents/guardians are responsible for washing child's nap items at least weekly or sooner if soiled.
- We have all children rest for the first hour to hour and half of nap time. If they are still awake after our nap time tasks are done, then they may come out and watch learning shows.
- If music is played for nap/rest, it is recommended to play relaxing, child-friendly music at a low volume.
- Each child has an assigned nap spot.
- Lighting can be reduced for nap/rest time but needs to be kept light enough for visual checks and emergencies.

Infant Sleep Policy

- All infants under the age of 12 months will be placed completely flat on their backs for sleep in a safety approved crib or pack and play.
- The infant's face must remain uncovered when sleeping.
- If parents request their infant is placed in an alternate sleep position or in another device/equipment for sleep, parents must provide a written order from a health care provider stating justification for the request.
- **If an infant falls asleep while not in a crib or pack and play (ex. in a bouncer), the infant must be moved IMMEDIATELY to crib or pack and play.**
- Written parental permission is required to use a blanket, sleep sack, security item, or pacifier.
- Conduct visual checks every 10-15 minutes. Staff are recommended to walk up to every crib/pack and play to see infant's skin color, check breathing, make sure head/face is uncovered, etc.
- If infants are sleeping in another area, a monitor must be used.
- Headbands, bibs, necklaces, hooded sweatshirts, and hats should be removed before laying an infant down for sleep.
- Pacifiers will be checked for cracks/tears before use. No stuffed animals/toys should be attached to the pacifier. Pacifier clips should be removed for sleep.

- Blankets are not recommended, but if a blanket is allowed by program, it is recommended it is a thin blanket, and parents must have given written permission. The blanket should be placed only nipple high on the infant, with the infant's arms above the blanket. The blanket should not be close to the infant's face or under the infant. Tuck the blanket in on sides and bottom if possible, to secure the blanket.
- Swaddling is not recommended, but if the program allows and is requested by the parents, blanket should only be placed as high as the infant's shoulders. Swaddling is recommended to be discontinued once an infant reaches 2 months or sooner if showing signs of rolling.
- Sleep sacks are recommended over blankets. Sleep sacks with arms panels can be used but should be discontinued once an infant reaches 2 months of age or sooner if showing signs of rolling. A sleeveless sleep sack should be used instead.
- Nothing can be attached or hung on the sides or over a crib/pack and play when an infant is placed in the crib/pack and play.
- Cribs and pack and plays must be cleaned at least weekly, sooner if soiled. See cleaning instructions for pack and plays on www.ndchildcare.org website.
- Sheets must fit properly; mattresses must maintain shape and lay flat when sheets are used. Sheets must be laundered at least weekly, sooner if soiled. Sheets must be changed between children. Sheets are not required if they do not fit properly.
- The mattress/floor of the pack and play should be secured using the Velcro/snap straps provided by the manufacturer. The mattress/floor of the pack and play should lay completely flat and touch all four corners of the frame. Only the mattress/floor of the pack a play provided by the manufacturer can be used.
- Make sure all items are out of the reach of infants when they are placed in crib/pack and play.
- The provider shall ensure that there is a minimum of two feet of space between cribs or pack and plays to minimize the transmission of illness.
 - In infant rooms with non-mobile infants, the cribs or pack and plays may be lined up end-to-end with a solid barrier between the ends, and a 2 feet space between aisles.
 - In infant rooms where the infants can pull themselves to standing, there must be a two feet aisle all around the crib or pack and play.
- Review safe sleep practices with all new employees, subs, or volunteers when they enter the classroom.

Guidelines for Ill Children

- Exclusion is recommended when the child is no longer able to comfortably participate in activities or the child needs greater care than the child care staff can provide, therefore compromising the health and safety of the other children, fever above 99.6 with behavior changes, when stool cannot be contained in diaper, with two or more episodes of vomiting within the last 24 hours and abdominal pain. For information on specific illness exclusion please refer to the resources at www.ndchildcare.org.
- Explain that your program can override a health care provider's orders based on your program's policies.
- Parents must notify the program when child is ill.
- If a child falls ill at the childcare, we will notify parents for immediate pick up. The child then must be excluded for 24 Hours. They may return after they are symptom free for 24 hours or longer.
- Director must be notified of any illnesses.

Handwashing Policy

- Staff member and children in care will wash their hands when we come in from outside, before and after each meal and after using the bathroom
- Hand soap and sanitary hand-drying equipment, single-use or individually designated cloth towels, or paper towels must be available at each sink.

- Providers use of Gloves: Wash hands immediately after removing gloves even if hands are not visibly contaminated. Use of gloves alone will not prevent contamination of hands or spread of germs and should not be considered a substitute for handwashing.
- Washcloths do not replace handwashing. If washcloths are used, each child must have their own individual cloth. Washcloths should be laundered after each use.
- Hand sanitizer cannot be used for food service/before eating or after diapering/toileting.
- If hand sanitizer is used, it must be kept out of the reach of children and used only with close supervision to ensure children use it properly and do not rub it into their eyes or put in mouth. Hand sanitizer can be toxic to a child.
- Hand sanitizer is not recommended to use on child under 2 years old.
- If a sink is not available for handwashing, use a baby wipe to clean hands.

Diapering and Toileting

- Supervision is the most important aspect of diapering/toileting. Staff must keep one hand on a
- whenever a child is placed on an elevated surface.
- Use diapering and toileting routine care as a time to communicate and provide one-on-one interactions with children.
- Staff are responsible to notify parents when additional supplies are needed.
- Diapering
 - Gather supplies and prepare before you get the child
 - Gloves are recommended, but not required
 - Always remember to wash the child's hands, wash your hands and disinfect the diapering pad/surface after every diaper change.
 - Always keep products to be applied to a child's bottom out of the reach of children.
- Diapering While Standing
 - Gather supplies and prepare before you get the child if possible
 - Follow the same steps as when you are changing a child's diaper laying down.
- Toileting
 - Once a child has mastered toileting, it is still recommended to be aware of when children use the bathroom, so you can be available in case they need help or to prevent unwanted behavior.
 - Ask children once they have exited the bathroom if they have washed their hands and if they have flushed the toilet.
 - Check bathrooms after they have been used to see if toilet has been flushed, toilet seat is not soiled with urine or poop, paper towels were thrown in the garbage, etc.
 - Keep bathrooms stocked with supplies – toilet paper, paper towels, soap, etc.
 - Toilet seat does not have to be disinfected after every use but should be disinfected if soiled with urine or poop.
 - Safety proof the bathroom – keep chemicals, plastic bags, etc., out of the reach of children.
 - Soiled clothing should be directly placed in a plastic bag, tied shut, kept out of the reach of children, and sent home with parents to launder.

Handling Body Fluids

- Treat urine, stool, vomitus, blood, and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces disinfected immediately.
- Explain procedure for when gloves should be worn (first aid, diapering, bodily fluids with visible blood). Wash hands after you remove your gloves
 - Any laundry items that get soiled with bodily fluids such as clothes and or blankets, we put everything in a grocery bag and send home with parents.

Medication Policy

- Explain your medication policy thoroughly. Licensing requires written parental permission to give prescription, over-the-counter medication and over-the-counter products. It is recommended to obtain written instructions from a health care provider
- Permission to give a medication “as needed” is not recommended.
- Licensing requires that medication be properly stored/inaccessible to children, in a spill-proof container.
- Programs should only accept medication in its original container.
- Expired medication should be sent home with parents to discard.
- Medication and over the counter products are required to be labeled and have child's name on product.
- Learn where medications are stored (locked area, out of the reach of children). Emergency medications should be stored in an accessible area out of the reach of children. Staff should know where medications are stored. Storage area for medications should be labeled.
- Be sure to discuss health concerns or medications with families in private.
- Check the 5 “Rights” before giving the medication:
 - Right child
 - Right medication
 - Right dose
 - Right time
 - Right route (ex. where do the drops go – ears, eyes, nose?)
- Wash hands before administering the medication (and after) – wear gloves for applying topical medications. Do not touch medication with hands.
- Observe child closely for a reaction and report any side effects from the medication
- Document administration of medication by date, time, dose, route, and signature on the medication log -- also document if a medication was not given and the reason why it was not given
- The program will include completed medication records in the child's file.
- When no longer needed by the child, or when the child withdraws from the program, all medications should be returned to the child's parent/guardian or disposed of after an attempt to reach parent/guardian.

Cleaning, Sanitizing, and Disinfecting

- We have a daily cleaning checklist for closing and during naptime. Bathrooms will be wiped down during nap time and mopped. If needed it can be deeply cleaned at the end of the day.
- Spray Bottles
 - Designate staff to prepare all spray bottles
 - Label all spray bottles
 - If a spray bottle of soap and water is used, it can used until gone.
 - Bleach solution must be mixed daily to be effective.
- Cleaning:
 - These are the items that should be cleaned: cots/mats, cribs, pack and plays, large toys, infant equipment (exersaucer), cupboards, walls, shelves, toys that are not mouthed, pacifiers, chairs, containers for toys, garbage cans, etc. These items should be cleaned at least weekly, sooner if soiled
- Sanitizing:
 - We use Lysol wipes as well as Lysol spray
 - Surfaces/items should be washed with soap and water before applying the sanitizer
 - These are the items/surfaces that should be sanitized: mouthed toys, any surface used for food service/preparation, highchair trays, etc
 - Mouthed toys should be removed and placed in a container.
 - We also have a sanitizing machine that we go over everything with at the end of the day.
- Disinfecting:
 - Do not use a disinfectant on anything that is going to be mouthed by a child or used for food preparation/service. It can leave a harmful residue.

- Explain what product the program uses as a disinfectant. State the contact time required before wiping.
- Surfaces/items should be washed with soap and water before applying the disinfectant.
- It is recommended to have separate spray bottles of soap and water for diapering/bathrooms to prevent cross contamination.
- These are the items/surfaces that should be disinfected: toilets, diapering surface/pad, sinks/faucets/handles, phones, door/cupboard door handles, garbage cans used for toileting/diapering, items/surfaces contaminated with urine/blood/poop/vomit.
- Sinks should be disinfected if they are used for handwashing before food prep/service, eating or toothbrushing.
- Bathrooms (sinks, toilets, surfaces, floors) should be disinfected at least daily. Toilet seats/floors should be disinfected if soiled with urine/poop.
- Diapering pad/surface must be disinfected after every use.
- Cloth items:
 - Pillows should be cleaned weekly, sooner if soiled.
 - It is recommended to cover all pillows with removable cases to make laundering easier.
 - Launder soft items weekly. If mouthed, launder after use.
 - Any sheets covering mattresses in soft areas should be laundered at least weekly, sooner if soiled.
 - Dramatic play clothes are recommended to be laundered weekly.
 - Cover any soft furniture with removable covers if possible.
- Floors:
 - Clean floors daily
 - It is recommended to steam clean carpets in infant rooms monthly and other classrooms every 3 months.
 - Rugs should be cleaned as needed.
 - It is recommended for staff to wear “clean” shoes in the infant room(s) to prevent contaminating the carpet.
- Chemical safety:
 - Keep all chemicals out of the reach of children. Post poison control number in case of exposure/ingestion.
 - Keep chemicals in their original containers, except for bleach solution.
 - Always read the instructions on the label before using.
 - Make sure all surfaces and items are completely dry before a child uses them
 - Do not spray chemicals around children if possible. Move them to a different area. Make sure to direct spray away from children’s direction.

Safety

- Check room daily before children arrive to check for any safety hazards. For daily health/safety checklist: <https://ndchildcare.org/providers/health-safety.html>
- Make sure blind cords are tied up, outlet safety covers are in place, etc.
- Check furniture often to make sure it is intact, sturdy, hardware in place, hardware not protruding, etc.
- Check toys/materials for choking hazards using a toilet paper tube in classrooms where there are children under the age of 3 years.
- Check plastic containers used for toy storage to make sure they are not broken/cracked causing sharp edges.
- Check toys often for broken pieces, rust, sharp edges, loose stitching, etc.
- Make sure rugs lay flat to prevent tripping or secure edges to floor.
- Stacking chairs can be hazards. If stacking, do not stack very high and turn chairs toward the wall to reduce climbing or chairs falling forward.
- Balloons should not be used with children under 8 years of age.
- Finger-pinch protection devices/guards are recommended to be used wherever doors are accessible to children.

- Staples, push pins, tacks, are not recommended to use to display items within reach of children under 3 years of age.
- Safety straps should always be used when a child is placed in a piece of equipment. Straps should be adjusted to fit each child.
- Make sure batteries are not accessible to children. If the item/toy contains a battery, make sure it is securely enclosed. Button batteries are very dangerous.
- Make sure cords to CD players, radios, etc., are secured to wall to prevent child from pulling item down or putting around neck. Make sure charging cords are not accessible to children under 3 years of age.
- No plastic bags, Styrofoam, or foam objects are accessible to children under 3 years of age.
- Climbing equipment (including slides) used indoors or outdoors over 18" should be placed over protective surfacing. For more information about protective surfacing contact your health consultant.
- Staff are not recommended to step over gates to prevent falls.
- In rooms with children under 3 years of age, strings/cords on toys are 12" or shorter, straps on hats and guitars are removed, purse/bags with straps are tied, telephone cords are out of reach.
- Magnets are not recommended to use with children under 6 years of age.
- Wall mount any shelving or furniture that could be a tipping hazard.
- It is recommended to check the outdoor playground or public playground for safety hazards before using. <https://ndchildcare.org/providers/health-safety.html>
- For more information on toy safety: <https://ndchildcare.org/providers/infant-toddler-care.html>
- If plants are in the classroom, make sure they are nontoxic.
For plant guide: <https://ndchildcare.org/providers/health-safety.html>
- Make sure art supplies are nontoxic and are labeled "conforms to ASTM D-4236" or have the "AP" seal from the ACMI. For more information on art supplies: <https://ndchildcare.org/providers/health-safety.html>
- Common Health Care and Safety Concerns in Child Care video: <https://www.youtube.com/watch?v=PNeHFyQGVfk>

Conclusion

Please sign the attached forms that document your understanding of the enclosed policies.

By signing this contract, employees and director agree to abide by the written policies as stated in this handbook.

Director's Name (print)
Date

Director's Signature

Employee's Name (print)
Date

Employee's Signature