
Suzy's Little Peanuts Day School, LLC

Employee Handbook

Updated January 2023

Center locations and contact numbers:

Suzy's Little Peanuts Day School (Springfield I)

132 Chester Road
Springfield, VT 05156
802-885-7899

Suzy's Little Peanuts Day School II (Ascutney)

5075 Route 5
Ascutney, VT 05030
802-546-4499

Suzy's Little Peanuts Day School Brookline

624 Grassy Brook Road
Brookline, VT 05345
802-365-7552

Suzy's Little Peanuts Day School Bellows Falls

20 Old Terrace
Bellows Falls, 05101
802-463-4795

Suzy's Little Peanuts Day School Springfield III

Located within Springfield High School
307 South Street
Springfield, VT
802-885-8484

Upper administration contact information:

Executive Director and Owner - Susan Coutermarsh

Phone: 802-591-0089
Email: suzyc98@gmail.com

Business Manager/Human Resources - Justine Steele

Phone: 802-281-2457
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Program Operations Manager - Olivia Sandreuter

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Welcome!

We are pleased to have you on staff with Suzy's Little Peanuts Day School, and wish you success in your new position. We strive to retain individuals who have a strong ethic of service and contribute to the growth and success of our organization. We hope that you will take pride in being a member of our team. We are a VT State Regulated, NAEYC accredited program, a 5 STAR facility, partner with local school districts and are pre-k qualified, and we offer the VT CACFP.

This handbook is designed to familiarize you with Suzy's Little Peanuts Day School, providing you with information about working conditions, employee expectations, and some of the policies affecting your employment. If you have questions or concerns about any of the material within this handbook, we urge you to discuss them with your Director.

No handbook can anticipate every situation or question about all of our policies and terms of employment. Your supervisor may tailor the policies set forth herein to specific situations. SLP reserves the right to add new policies and to change or cancel existing policies at any time. We will notify you of any changes to this handbook as they occur.

This handbook supersedes all previous handbooks and management memos that may have been issued on the subjects covered. References in this handbook to "us" and "company" include Suzy's Little Peanuts Day School and all affiliated entities.

Welcome to Suzy's Little Peanuts Day School! We hope that your experience here will be challenging, enjoyable, and fulfilling. We look forward to witnessing your growth within our program.

Sincerely,

Suzy Coutermarsh

About Us

Our mission....

Suzy's Little Peanuts strives to provide a safe, development enhancing, social environment for children to thrive in.

Our vision...

Suzy's Little Peanuts is dedicated to educating children through trained and qualified staff who stay up to date on early childhood development and standards. Our indoor and outdoor environments are designed to provide an enriching and challenging academic and social environment.

Our philosophy...

Our philosophy at Suzy's Little Peanuts is to nurture and educate children using research based methods. We believe that children need a sense of security and consistency. They need to know that when everything else around them is changing- a provider will be there.

Our program is influenced by early childhood philosophers such as Erik Erikson, Piaget, and Vygotsky, as well as the Early Multi Tiered System of Supports (MTSS), Responsive Classroom and Second Step. We believe, as Piaget did, that children go through stages in their development. Our job as providers is to support children in the stage that they are in, and supporting their growth throughout each stage.

Through all stages, social interaction is a key element in our facility, as children often learn best by following the example of peers and teaching staff. We use the Second Step program to teach children positive social skills such as fair ways to play, how to enter a group and problem solving skills.

We communicate our philosophy through both our indoor and outdoor environments. Our atmosphere is calm and cheerful, welcoming play and social interaction. We set up our classrooms according to a creative curriculum. This means that our classrooms are set up in centers. We have a home living area, dramatic play, block area, tabletop toys, music, discovery area, art area, technology and library. These centers encourage learning through a play based process. We believe that children learn many things from books, therefore we have books in all of the centers and often spend time reading to children. There are many opportunities to experience the outdoors on a daily basis. Our playground is used for recess and provides lots of space for running and playing. We garden with the children each year and take advantage of every opportunity to spend time enjoying nature.

We are always growing and changing as a program, as our children grow and change. We recognize that each family is diverse and we welcome you to influence the growth and change of our center. Our doors are always open and we encourage families and employees alike to feel at home here.

(In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.)

Employment

Equal Employment Opportunity Policy: Suzy's Little Peanuts Day School is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, SLP will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

Americans with Disabilities Act: Suzy's Little Peanuts Day School is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, SLP will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made SLP aware of his or her disability, in writing, provided that such accommodation does not constitute an undue hardship on Suzy's Little Peanuts Day School.

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Anti-Harassment: Suzy's Little Peanuts Day School wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be Suzy's Little Peanuts Day School's policy to prohibit discrimination or harassment of employees based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis protected by state, federal or local laws.

Suzy's Little Peanuts Day School expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is a serious offensive conduct directed towards an individual because of his/her gender and is unwelcome by the individual. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made a term or condition of employment; or
- (2) submission to or rejection of such conduct is used as basis for employment decisions; or
- (3) such conduct interferes with an individual's work performance; or
- (4) conduct creates an intimidating, hostile or offensive work environment.

The following list provides some examples of conduct that *could be viewed as* sexual harassment. This list does not cover every type of behavior that could constitute sexual harassment. It is meant to provide employees with some idea of the type of conduct that is prohibited under this policy.

- Sex oriented verbal "kidding," "teasing," or jokes
- Foul or obscene language or gestures
- Physical contact such as patting, pinching, or brushing against another's body
- Pressuring someone to go on a date
- Comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, body gestures, suggestive or insulting comments
- Inquiries into one's sexual experience and discussion of one's sexual activities.

Communication of any harassing material by social media, email, voice mail, organization bulletin boards or otherwise is a violation of SLP's policy against harassment.

Reporting Harassment:

Suzy's Little Peanuts Day School encourages employees to report any problems they experience or observe concerning harassment, including sexual harassment, discrimination or retaliation. Employees should report harassment before it becomes severe or pervasive. All harassment of any kind should be reported to the Director and/or HR as soon as possible.

- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.
- Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate director or a member of administration if the director is the offending individual.
- Every reported incident of unlawful harassment or discrimination will be investigated.
- Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Investigation: Suzy's Little Peanuts Day School will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint, and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.

Responsive Action: Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bonafide complaint. However an individual who brings a false or frivolous complaint is subject to discipline up to and including termination.

Positions: Our teaching staff are the core of Suzy's Little Peanuts Day School. We strive to keep dependable and educated staff on board that offer stability for children in their care. SLP follows the Vermont State Regulations and expectations. All early education positions are outlined in the *Child Care Licensing Regulations - Center Based Child Care and Preschool Programs* as follows:

2.2.58 "Teacher" means a staff member, who is responsible for a group of children, provides direct education and child care services, develops and implements curriculum, and may supervise trainees.

2.2.59 "Teacher Associate" means a staff member, who is responsible for a group of

children, provides direct education and child care services, develops and implements curriculum, and may supervise trainees.

2.2.60 “Teacher Assistant” means a staff member, who provides direct education and child care services, and implements curriculum. A teacher assistant may assist with developing curriculum and may supervise a group of children for a limited portion of the day.

2.2.39 “Program Director” means the staff member, who is directly responsible for the CBCCPP’s daily operations and services to children and their families, for the development or approval of the CBCCPP’s program and curriculum, and for supervision of staff and volunteers.

Further, position requirements are as follows:

*7.3.2 **Staff:** The program director shall ensure and maintain documentation that staff meet one (1) of the following qualifications:*

*7.3.1.3 **Director:** The program director of a CBCCPP licensed to serve thirteen (13) – fifty- nine (59) children shall be qualified as a teacher associate, and shall have completed either: • A Vermont Early Childhood and Afterschool Program Director Step One (1) Certificate; or • Successful completion of a three (3) college credit course in program management for early care and education or for school age care and education, or in staff supervision related to early care and education of children; and a three (3) college credit course in curriculum.*

*7.3.2.1 **Teacher:** A teacher is at least twenty (20) years of age and meets one of the following qualifications: • At least a Vermont Early Childhood Career Ladder Level Four (4) A or B Certificate; or • At least a bachelor degree from an accredited college with a major or concentration in Early Childhood, Child or Human Development, Elementary Education, Special Education with a birth to eight (8) years of age focus, or Child and Family Services and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least a bachelor degree from an accredited college with at least successful completion of thirty (30) college credits with an early childhood or school age focus and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • Hold at least a current Vermont Agency of Education teaching license with an endorsement in Early Childhood, Early Childhood Special Education, or Elementary Education.*

*7.3.2.2 **Teacher Associate:** A teacher associate is at least twenty (20) years of age, is a high school graduate or has completed a GED, and meets one (1) of the following qualifications: • At least a Vermont Early Childhood Career Ladder Level Three (3) Certificate; or • At least an associate degree from an accredited college with a major or concentration in Early Childhood, Child or Human Development, Elementary Education, or Child and Family Services and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least a Certificate of Completion from the Registered Child Care Apprenticeship Program; or • At least a Child Care Certificate from the Community College of Vermont and at least twelve (12) months experience working with groups of children from grade three (3) or*

younger; or • At least successful completion of twenty-one (21) college credits with an early childhood or school age focus and at least twelve (12) months experience working with groups of children from grade three (3) or younger.

7.3.2.3 Teacher Assistant: A teacher assistant is at least eighteen (18) years of age, is a high school graduate or has completed a GED, and meets one (1) of the following qualifications: • At least a Vermont Early Childhood Career Ladder Level One (1) or Two (2) Certificate; or • At least a current CDA (Child Development Associate) and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least a State Board of Education approved Human Services Program Certificate that emphasizes child development or early childhood education and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least successful completion of the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate and at least twelve (12) months experience working with groups of children from grade three (3) or younger; or • At least successful completion of a three (3) college credit course in child or human development or a three (3) college credit course for school age care and education and at least twelve (12) months experience working with groups of children from grade three (3) or younger.

7.3.2.4 Trainee: A trainee is at least fifteen (15) years of age, able to comprehend basic written format, and meets one (1) of the following qualifications: • At least a high school graduate or has completed a GED and completes the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate within the first twelve (12) months of employment; or • At least a high school graduate or has completed a GED and successful completion of a three (3) college credit course in child or human development or in school age care and education within the first twelve (12) months of employment; or • At least is enrolled in or has received a State Board of Education approved Human Services Program Certificate that emphasizes child development or early childhood education.

7.3.2.5 Classroom Aide: A classroom aide is at least eighteen (18) years of age, is able to comprehend basic written format, and meets one (1) of the following qualifications: • At least a high school graduate or has completed a GED and completes the Fundamentals for Early Childhood Professionals' course or the Vermont Afterschool Essentials Certificate within the first twelve (12) months of employment; or • At least a high school graduate or has completed a GED and successful completion of a three (3) college credit course in child or human development or in school age care and education within the first twelve (12) months of employment.

7.3.2.6 Substitute: A substitute is at least eighteen (18) years of age, is able to comprehend basic written format, and is a high school graduate or has completed a GED.

Ethics Policy

Ethics are integral to the successful achievement of our mission at Suzy's Little Peanuts Day School. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards. This Ethics policy extends to workplace gossip.

Talking to ANYONE at work other than directors or administration about issues with coworkers including their work behavior, personal life, choices outside of work, or any other issues is considered gossip and is not allowed at Suzy's Little Peanuts.

SLP is a NAEYC accredited program and we adhere to the NAEYC Code of Ethical Conduct. You will receive a copy of this document during the orientation process.

Confidential Information: "Confidential Information" is defined to mean confidential information of Suzy's Little Peanuts Day School, including, but not limited to, Suzy's Little Peanuts Day School's existing and contemplated products and services; procedures of distributing, pricing, selling and marketing products and services; confidential and proprietary information related to current, former, and prospective clients; confidential and proprietary information related to vendors and suppliers; trade secrets and proprietary information; treatments, applications, procedures, and testing methods; marketing, business and financial plans; proprietary literature and publications; and other confidential and proprietary information of Suzy's Little Peanuts Day School, all of which are unavailable or not known to the general public or to individuals or entities working in the same or similar industry.

Rules pertaining to the use and disclosure of confidential information are listed below:

- Information entrusted to employees must be treated as confidential and privileged, and must not be disclosed to anyone, either inside or outside SLP, who does not have a legitimate need for the information.
- Confidential financial information about SLP must not be disclosed to outsiders.
- Using confidential information for personal gain is strictly prohibited.

The protection of confidential information and proprietary inventions is vital to the interest and the success of Suzy's Little Peanuts Day School. Such confidential information includes, but is not limited to, the following:

- Business Operations Information
- Employee data
- Family/Client information

- Financial information
- Research and development initiatives
- Pending projects and proposals

The disclosure of Suzy's Little Peanuts Day School's confidential, proprietary or other nonpublic information, whether intentional or unintentional, will be subject to disciplinary action (up to and including possible discharge), even if he or she does not actually benefit from the disclosed information. Please refer to Section 5: Employee Conduct, Electronic Communication for further explanation.

Conflicts Of Interest: Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee's personal interest in a transaction, or an obligation s/he owes to someone else, comes into conflict with the employee's obligation to Suzy's Little Peanuts Day School or its clients.

If an employee is confronted with a conflict of interest, s/he must disclose the conflict to her/his director, describe the facts giving rise to the conflict, and excuse her/himself from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from clients, suppliers, or others in return for any business, service, or confidential information of SLP.

Substance-Free Workplace

The Drug-Free Workplace Act of 1988 requires Suzy's Little Peanuts Day School, as a federal contractor and grant recipient, to certify that it will provide a drug-free workplace. As a result, the following is prohibited:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including the illegal use of prescription drugs;
- The illegal use, sale, manufacture, distribution or possession of drugs while on organization business or premises and while operating vehicles on organization business;
- The use, sale, possession, transfer or purchase of alcoholic beverages on organization premises or while performing organization business, except in connection with organization-authorized events; and
- Working under the influence of prescription or nonprescription drugs that could impair judgment or motor functions and potentially place persons or property in jeopardy.

Suzy's Little Peanuts Day School will not condone criminal activity on its property, or on property under its direct control, and will take appropriate action up to and including terminating an employee or requiring him or her to participate in a drug abuse assistance or rehabilitation program.

As a condition of employment, employees must abide by the terms of this policy and must notify Suzy's Little Peanuts Day School of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Suzy's Little Peanuts Day School has the right to conduct a search of all property owned or controlled by us (desks, computers, cabinets, etc.) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. Suzy's Little Peanuts Day School may, but is not required to, obtain the employee's consent when property belonging to or used by an employee is to be searched.

Employment Classification

All employees are classified as either "exempt" or "non-exempt" from overtime compensation according to the overtime provisions of state and federal laws. Non-exempt employees are entitled to overtime pay. Exempt employees are not.

As a childcare facility, we are qualified as essential workers. During national pandemics, we will remain open according to state guidelines.

In addition, employees will be classified as the following:

Full-time: An employee who is normally scheduled to work a standard 40 hour week. To be considered full time an employee must work a minimum of 32 hours a week.

Part-time: An employee who is normally scheduled to work fewer than 32 hours per week, and is not temporary.

Regular: An employee who has completed their probation period.

Temporary: An employee who is hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment beyond the initial stated period does not in any way imply a change in employment status.

Probation: An employee in their initial employment or an employee needing improvement can be put on probation. During this time, they are not eligible for any SLP benefits.

At Will Employment

Employment with Suzy's Little Peanuts Day School is at-will, meaning that either you or Suzy's Little Peanuts Day School may terminate the employment relationship at any time with or without a reason or notice.

Statements or promises, information in this Employee Handbook, or in any other publications cannot modify this at-will employment relationship.

Probationary Period

The first 90 days are considered the Probationary Period. Either the employee or the employer may terminate the employment relationship at will at any time during or after this period, with or without cause or advance notice.

The Probationary Period is intended to give new employees the opportunity to demonstrate their ability to achieve a level of performance acceptable to Suzy's Little Peanuts Day School, and to determine whether the new position meets their expectations. Similarly, Suzy's Little Peanuts Day School uses this period to evaluate the employee's capabilities, work habits, and overall suitability for the job.

During the probationary period, employees must not request time off, or call in sick due to illness *unless exclusion from the workplace is required by VT Licensing Standards*. Please make administration aware of any previously scheduled appointments that are during work hours at the time of hire. In the event that the employee is permitted time off or calls out, their probation will be extended by 1 week for each change in schedule.

The probationary period will consist of a full on-boarding process. During the on-boarding process employees will learn about VT Licensing Regulations, SLP policies and procedures, and more. There will be a combination of on the floor and off the floor training. A series of observations will be conducted to ensure the employee is operating at SLP standards and within state regulations. New employees will not be left alone with children until they are cleared by CDD and have appropriate knowledge and skills surrounding job/classroom/program expectations.

The completion of the Probationary Period does not represent a guarantee of continued employment, as employment is always at-will. Receiving disciplinary actions or taking scheduled or unscheduled time off during the Probationary Period may result in the extension of the probationary period, corrective action, or termination.

Personal Data Changes

To help keep the record and benefits program information accurate, please notify Suzy's Little Peanuts Day School of any changes to your personal information. This includes but is not limited to: mailing address, emergency contacts, legal name change, change in marital status, and other relevant information. If you are enrolled in benefits plans, please keep the provider or us informed of relevant changes in marital status, dependents' information, beneficiaries, and the like. Updating personal data information is the employee's responsibility.

Open Communication

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their directors. The simplest, quickest and most satisfactory solution is often reached at this level.

If discussion with one's immediate director does not resolve the matter, the concern then may be presented to the next level of administration.

Social Media Policy

Employees of Suzy's Little Peanuts Day School who choose to have public profiles, link SLP to their profile (private or public), or add parents to their social media account are expected to maintain the same level of professional ethics and confidentiality as is required while at work. Vulgar, explicit or otherwise inappropriate content is not professional and can affect your employment at SLP. Please do not take to social media with concerns or frustrations, please be sure to share all concerns with the administration. Posting items to social media regarding SLP or information retrieved because you work for SLP is strictly prohibited, and would be a breach of confidentiality! Pictures or videos of children in your care while employed by SLP should not be shared on your personal social media page(s) under any circumstance.

Performance Evaluation

Directors and employees are encouraged to discuss job performance and goals formally and informally as needed. Observations will be conducted periodically, with a minimum of one per month. A formal written performance evaluation will be conducted at the end of an employee's 90 day probation, 6 months, and annually.

Employees will receive a 2% yearly cost of living raise, if budgeting allows, every June for all employees who are not currently on probation. Employees currently on probation will not be eligible.

Professional Development and Required Events

Each employee must agree and adhere to an education plan based on their position's requirements. All employees must complete a minimum of 16 hours of professional development per calendar year. Examples of training that can include information regarding cultural competence, biases, basic specialized care, social emotional, handling transitions and challenging behaviors, play based curriculum and free art, All education documentation should be uploaded to staff members' Bright Futures Account. It is staff's responsibility to ensure their education is uploaded.

Employees of Suzy's Little Peanuts are required to attend all trainings provided or paid for by Suzy's Little Peanuts including but not limited to in-service days, staff meetings, conferences and after hours workshops.

Additionally, there are SLP sponsored events throughout the year that all Suzy's Little Peanuts employees may be required to attend. These events are paid.

SLP will provide specific yearly trainings during mandatory in-service days, including but not limited to an annual Food Program Training, the Civil Rights training, Act 1 training, and so on. In addition, throughout the year we encourage (and sometimes require) employees to sign up for training within their specific classrooms/fields. We print off relevant training through Northern Lights and post them in the staff room. We also may require employees to take specific trainings in relation to things going on with a specific child/family or within the field/center/classroom.

If SLP pays for the training and you separate from your position for any reason, within 6 months of completing the training, the amount paid for the training will be deducted from your last full paycheck.

We have Winning Ways Professional Development Training books at all centers and require employees to complete them. These trainings include information regarding communication, professionalism, and creating a positive work environment.

Prior and during your time on the floor you will receive child/family specific information to ensure you are immediately able to meet their needs in the best and most efficient way possible.

Informal training/mentoring will also be conducted with new employees or employees who need extra training in specific areas. Routine observations occur at 30 days, 60 days, 90 days, 6 months, and annually thereafter. These observations ensure employees are following policy, and allow for follow ups/additional training when needed. Further check-ins will include observations, meetings, improvement plans, and more.

The following trainings/educational development documents/certificates are required by both SLP and the state of Vermont:

- Protecting Vermont's Children: Reporting Abuse and Neglect: Must be completed within the first week of employment.
- CPR/First Aid: Must be completed within 90 days of employment.
- Professional Development Plan/IPDP: Must be completed within 3 months of employment, and updated once every 3 months on BFIS.
- Vermont 9 hour Orientation via Better Kid Care: Must be completed within 30 days of employment, or sooner.
- Medication Administration: Must be completed within 6 months of employment.
- Basic Specialized Care: Must be completed within 6 months of employment.

In addition, training throughout employment will be required that are child and situation specific. Should an improvement plan or correction counseling be deemed necessary, follow up training may be required during or outside of your scheduled shift.

Correction Action or Performance Improvement Plans

In the event where an employee's observation or work performance is found to be unsatisfactory, a Performance Improvement Plan (PIP) may be put in place to ensure the employee's performance improves and can be put on probation.

If an employee is in violation of a major licensing regulation or company policy, SLP directors/administrators may take corrective action in the form of:

1. Verbal Written Warning
2. Written Warning
3. Return to probationary period
4. Unpaid suspension
5. Termination

Termination/Resignation

Resignation is a voluntary act initiated by the employee to terminate employment. Upon notice of resignation, the employee's final day may be immediate or in limited circumstances the employees will be able to work out their notice. An employee can be terminated by the Director OR any member of administration. Employees who are terminated must leave the Suzy's Little Peanuts Day School campus immediately, and may not come back on the campus or attend any SLP events. Employees who are terminated will receive their last paycheck via mail to the address on file. The employee's last paycheck will include payment for 50% of unused/earned paid time off hours.

Schedules, Compensation and Attendance

Work Schedules: Suzy's Little Peanuts Day School retains the right to vary work schedules according to its needs. Staffing needs and operational demands may require amendments to employee schedule, as well as the total hours that may be scheduled each day and week.

Your director will inform you of your expected work schedule in writing and when/if amendments are needed. The goal is to maintain stability for the children, classroom, employee, child families, and centers. Therefore, changes will be kept to a minimum and only implemented when ratios or employee circumstances require us to adjust schedules.

While our goal is to have long term consistent educators, we prefer to have the same educator in a classroom for a minimum of nine months. This enables educators/child/ child families to develop and maintain a secure relationship to enhance development.

Several times per year we will have scheduled staff meetings and in-service days. These meetings are mandatory, and staff will only be paid for the hours they work. Please note that children/families are not permitted to attend in-service days or staff meetings. Employees that breastfeed their child as the only form/primary means of nourishment are able to bring their nursing child.

Annually, we have a paid Wellness Day (typically at the end of August). Employees must work their scheduled shifts before and after Wellness Day, and are required to stay at the event to receive their regular days pay. Please note that children or spouses are not allowed at Wellness Day unless otherwise stated by upper administration.

Employee's will be scheduled to specific positions within each classroom and within the center. The majority of the employee's schedule will be specific to the one classroom or role, with the intent of providing consistency for the children, classroom, employee, child families, and center.

Record Keeping: All hourly employees are responsible to check in and out for their scheduled shifts via PROCARE. Your director must always approve overtime work before it is performed.

Notify your Director of any missed punches as soon as possible, as you will not be able to sign into the system if you miss a punch. Ensure you do so by completing a Missed Punch form.

Altering, falsifying or tampering with pay records is strictly prohibited and shall result in disciplinary action, up to and including termination.

Employee Break: All hourly employees who work more than 4 consecutive hours will have at least a 30-minute unpaid break. Note that should you have an appointment during your scheduled shift it will count as your 30-minute break. Any appeal to this policy will be judged on a case by case basis, and should be presented to your Director. Should you need to take an immediate break for personal reasons/inability to complete work duties, you should contact your director as soon as possible.

Breastfeeding Employees: SLP shall provide a reasonable break time for an employee to express breast milk or nurse her child. These breaks shall not exceed three break times per 9.5 hours in a work day, including a scheduled lunch break. SLP shall provide a place, other than the bathroom, that is shielded from view and is able to be free from intrusion from coworkers and the public. The employee shall place a privacy sign on the door and close the door to let people know the break room/private space is occupied. Nursing mothers shall make sure that their infant has access to a backup food source that can be given to them if a break time is not available due to staffing resources.

Payroll: SLP's normal business hours are Monday through Friday, 6:30 am – 5:30 pm. The payroll period is Sunday to Saturday. Payday is every other Thursday. In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the prior business day.

Deductions: SLP is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

You must maintain a current, valid IRS W-4 form designating the number of exemptions for federal tax withholding. We cannot honor oral or email requests to “stop withholding” or “just use 99 exemptions this week.”

SLP will also make other deductions that have been authorized by you, such as your childcare payments, elected insurances or other benefits.

Please note SLP pays for the following: Vermont Fingerprinting, CPR/First Aid certification, and Vermont 9 hour Orientation. Other courses/trainings may be paid, but approval must be received in advance. Should you leave your position prior to 6 months of completing the training, the aforementioned will be deducted from your final paycheck.

Overtime: In the event that items cannot be completed during work hours, employees may be asked to volunteer for overtime. However, in instances where an insufficient number of employees volunteer, a director may require employees to work overtime.

Please note, in the event that there is not sufficient staffing to cover classroom ratios, you cannot leave until covered and ratios remain intact.

All overtime work must receive the director's prior authorization.

Exempt employees are not eligible for overtime pay. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your director may result in disciplinary action.

Overtime work cannot be “traded” for time off.

Expense Reimbursement: Employees must maintain accurate documentation of any business-related expenses incurred on behalf of SLP that need to be reimbursed. Prior to purchasing any items for the center, you must request funds and have the items approved by your director.

Errors in pay: If you become aware of an error in your pay or deductions, bring it to your Director as soon as possible. You must bring your pay stub in, and use your PROCARE account/time card to find the mistake before addressing it with the administration.

Absences: Regular attendance is a condition of employment.

If you are ill or injured and need to miss work, you must contact your director as soon as possible. This can be no less than 1 hour before your scheduled shift. If calling the night before, please call before 10 pm, if you are calling the morning of, please call after 5 am. You may use electronic communication, but if you do not get a response within 20 minutes, you are required to call your Director either at home or at the center depending on the time of day. In an emergency, let your director know as soon as possible. Provide the reason for your absence, and when you expect to return.

You must submit a time off request for any anticipated absence to your director. This must be a minimum of 2 weeks in advance. Time off should not be submitted prior to 3 months in advance. Please note these are requests, and will not be considered approved until your site Director signs your request. While we try to accommodate everyone's needs and believe time off is important, not all requests can be approved. If you have been denied a time off request and call out for the time requested, you will be subject for corrective counseling.

In the event that you are absent 3 consecutive days or more due to an illness/injury, you must provide medical documentation clearing you to return. Medical documentation can be requested by administration for any unplanned absences from work. Unexcused absences are subject to immediate discipline up to and including separation of position.

If you are absent for 1 working day and do not notify your director, you will be considered to have abandoned your job and you will be separated from your position.

Please note consistency is key for the program, employees, families and children.

Workers Compensation: Suzy's Little Peanuts Day School provides a workers' compensation program to our employees. The program reimburses certain out-of-pocket costs and may provide reimbursement for lost wages sustained as the result of injuries or illnesses sustained in the course of employment.

If you are injured or think you have been injured while working, no matter how slight, you must report the injury immediately to your director in order to protect your eligibility for compensation and alert Suzy's Little Peanuts Day School of any potential workplace hazards. If you are seeking medical attention, you and your director must report injury(s) to HR.

Workers' compensation is intended to cover only work-related injuries and illnesses. Due to this, neither Suzy's Little Peanuts Day School nor the program will be liable for the payment of workers' compensation benefits for injuries that might occur outside of work. This includes but is

not limited to; employees' voluntary participation in off-duty recreational, social, athletic or community-based activities, even if sponsored by Suzy's Little Peanuts Day School.

Bereavement Leave: At the discretion of administration, full-time SLP employees may be allotted Bereavement Leave in the event of the death of an immediate family member. This time will be unpaid unless you have PTO or Sick time. Please notify your director as soon as possible if you need to take Bereavement Leave.

For the purposes of this policy, immediate family is defined as husband, wife, child, grandchild, parent, sibling, grandparent, and those same relatives of your spouse, and members of your immediate household.

Additional time off without pay may be granted at the discretion of your director to attend the funeral of other relatives or friends.

Jury Duty/Court: If you are called for jury duty or subpoenaed to appear in court as a witness, you may participate in this duty without it affecting your job. You will not be paid for missed time.

Other court obligations must be requested and approved as any other time off request.

Military Leave: Suzy's Little Peanuts Day School will grant military leave of absence in accordance with applicable law.

Maternity leave: An employee will be granted to take maternity leave of 6-12 weeks. This leave can be covered with PTO if available. Please note maternity leave is not covered under unemployment. In addition to using earned PTO, employees may sign up for short term disability through Aflac (employee must be enrolled a minimum of 10 months before having baby to qualify).

Employee must provide a doctor's note clearing them for return. A position will be held for the 12 weeks, after any further leave must be requested and approved in order for a position to be held.

Personal Leave: Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Executive Director. All personal leave is unpaid, or can be covered with available PTO.

Voting: Suzy's Little Peanuts Day School encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Flexibility in the work hours may be allowed to accommodate your right to vote. Notify your director prior to Election Day, if you require any such accommodation.

Emergencies/Safety

Emergency Conditions: Emergency conditions, such as severe weather, power outages, or fire can disrupt operations, interfere with work schedules, and endanger employees. These extreme circumstances may require the closing of the work facility.

When operations are closed due to an emergency, the time off from scheduled work will be paid for up to 2 days for regular full-time and regular part-time employees (per calendar year). In the event of an emergency or severe weather your director will notify you of any schedule changes or closures.

Employees who come in late, leave early, or are absent because of an emergency/severe weather situation must notify their director immediately.

Help keep our workplace safe. It is Suzy's Little Peanuts Day School's policy to provide a workplace free of safety and health hazards. Observe all posted safety rules, adhere to all safety instructions and use safety equipment where required. You must report all observed unsafe equipment, unsafe or unhealthy working conditions, processes or procedures to the immediate attention of your director. Any deliberate or ongoing safety violation or creation of a hazard by an employee will be dealt with through disciplinary action, up to and including termination. Don't engage in horseplay or pranks that may create unsafe conditions.

If you encounter another employee who is having a medical or safety emergency, contact your director immediately. When in doubt, call 911. Do not attempt to assist or move another employee who is having a medical emergency unless you are qualified to do so. Get professional help.

Safe Pickup: Children can only be released to a parent, approved guardian, or someone listed on their pick up list.

In the event that there is an emergency and the parent or approved guardian gives authorization for someone outside of their contact list to pick up - it must be documented in writing. This should state the parents name who gave permission, their signature if possible, and the person's full name who is picking up. Preferable - you should receive this approval in writing via social media or email. Upon pick up - ID should be taken and checked to ensure it matches the name approved, the ID copied, and placed in the child's file.

In the event that the individual responsible for transporting the child is unwell/intoxicated - employees should make note of the car, license number, and probable destination, and then call the police. If possible, delay the parent from leaving without engaging in conflict, while someone else calls. It is imperative employees do not put themselves or the child(ren) in danger while preventing the individual from leaving.

Mandated Reporting: As a childcare professional you are a mandated reporter of suspected child abuse and neglect. You must complete the Mandated Reporter training during your first week of employment. If you reasonably suspect child abuse or neglect, you are legally required to make a report to our Department of Children and Families (DCF) — within 24 hours of the time you first received or observed information regarding the suspected abuse/neglect. There are forms in the center and that can be found online (these forms will help you have all of the information you need ready when reporting). Any information received/witnessed at SLP reported by you to DCF is an SLP report, so please inform your director as soon as possible. Please remember it is YOUR decision when to report. The center may also make the decision that a report is required. However, you must make your own choice as well!

To make a report: Call **1-800-649-5285** (24 hours a day, 7 days a week).

If a child is in immediate danger, dial 911 or call your local police first. Then, call DCF to make a report. Calling law enforcement is not the same as reporting to DCF. Vermont law provides you with immunity from civil or criminal liability if your report was made in good faith. However, failing to report as required by law can result in criminal prosecution with a fine of up to \$500. Failing to report as required by law with the intent to conceal the abuse or neglect can result in imprisonment for up to six months and a fine of up to \$1,000.

In the event that an employee is accused of abusing or neglecting a child in the program, if applicable we will support the accuser in reporting to DCF. As a program we will report to DCF and Child Care Licensing. If there is immediate clear evidence that wrong has been done, that is grounds for immediate separation of position. If there is not clear evidence, information will be gathered and determination will be done by DCF and VT Child Care Licensing. Meetings will occur and policies will be implemented, including ensuring the employee is not alone during time of investigation by DCF and VT Child Care Licensing for the protection of children and the employee. Our goal is to protect and support all employees and children in the program.

Emergency Preparedness: Our emergency response plan; “Linus lost his blanket” will be given to you at the time of employment and is also available in the forms binder in each classroom. Please familiarize yourself with this plan for your respective center. Please make sure that children and employees have shoes or slippers on at all times, that you have your classroom’s emergency contacts, attendance and phone nearby at all times, and that your classroom is free of dangerous hazards such as spilled liquid or small toys on the floor in walkways.

Also, please always have your attendance clip board (with children signed in/out accurately and all updated emergency contact information, your classroom phone, and first aid kit with you. When leaving the property for walks or other reasons please ensure you have means of communication such as a cell phone or walkie talkie for emergencies.

Benefits

Incentives: SLP rewards our employees for longevity, attendance, work ethic, knowledge regarding the position/regulations, education, and dedication.

All employees must be off of probation to be eligible for all benefits.

New employees:

Successful completion of initial probation (a minimum of 90 Days)	Review PTO begins accruing SLP Swag Eligible for employer contribution to Health Insurance Eligible for Aflac Eligible for paid holidays
6 months	Review SLP Swag
1 year	Four Sick Days PTO accrue increase Review and SLP paid lunch of your choice

Calendar Year Education Bonuses (paid out yearly in January, to be eligible employees must have completed coursework during their employment at SLP):

Northern Lights Career Ladder: Bonus Schedule

(All applicable documents must be added to the BFIS account in order to qualify for bonuses.)

- Level 1: Obtaining Certificate: \$50.00
Years after: \$25.00
- Level 2: Obtaining Certificate: \$75.00
Years after: \$50.00
- Level 3: Obtaining Certificate: \$100.00
Years after: \$75.00
- Level 4: Obtaining Certificate: \$125.00
Years after: \$100.00
- Level 5: Obtaining Certificate: \$150.00
Years after: \$125.00

College Course: \$25.00 per 3 credit college course

Unofficial transcript must be handed in to Directors by December of current year and official transcript sent into BFIS. All education must have been completed in the current calendar year (January-December).

Professional Development: Any professional development achieved, not including any paid SLP training and above the 16 hours required by the state will be rewarded in half PTO of hours earned.

For example: Alexandra took 26 hours of professional development, 18 hours were paid by SLP. Therefore she has 8 hours that qualify for the benefit and will earn 4 hours of PTO.

Raises: Cost of living raise of 2%, every year (if budgeting allows) in June for all employees not currently on probation.

Holidays: According to applicable restrictions, Suzy's Little Peanuts Day School will grant paid holiday time off for ALL holidays that we close. This is only applicable to full time employees who are in good standing(not on probation). Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would have worked on that day.

To be eligible for holiday pay you must have worked your scheduled hours the entire week of the holiday. In addition, if the holiday falls on a Monday/Friday, then the employee must work the previous and following business day that we are open.

If you have requested time off around the holiday, and it was approved, you will still be eligible for holiday pay. Please note time off around holidays will only be permitted if you have paid time off available to use. If your immediate director approves early departure around the holiday due to low attendance, you will still be eligible for holiday pay.

Emergency Closures: In the event your center must close for the day due to an emergency, employees will be paid. Please note if this occurs more than two days within our calendar year then the following dates will be unpaid.

Sick Time: SLP provides a minimum of 4 paid sick days per employee's anniversary for regular full-time employees, which is accessible after 1 year of employment. Year 2, 5 days accrue. Year 3 and beyond, 6 days accrue. Temporary employees do not accrue paid sick leave. Sick time is provided for the purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury, and that of a child, parent, or spouse who is ill or injured.

- Sick time is required to be used for call outs, appointments, etc and will automatically be applied and cannot be used for planned time off.
- Sick leave does not carry over year to year.
- Employees who separate from Suzy's Little Peanuts Day School will forfeit any unused sick time, unless state or local law requires otherwise.
- Call outs or time off taken in accordance with sick policy will automatically have sick time or PTO added when available.
- You must use sick time in hourly increments.
- Be sure to request all time off for appointments a minimum of 2 weeks prior.

All time off taken **will always** be compensated with paid time off when available - please be sure to complete time off forms completely and in a timely manner.

Paid Time Off (PTO): SLP provides paid time off to all regular, in good standing, full-time employees. PTO hours are accrued per every 64 hours worked per pay period. If 64 hours are not worked in the pay period then no PTO hours are accrued that pay period.

PTO is available to all eligible staff as it accrues throughout employment, it will be available for use the following pay period from when it is earned.

PTO benefits will be calculated for eligible employees according to the following table (PTO is earned and applied per pay period):

Length of Service	Hours Earned per hours worked per pay period
90 Day Probation Completion	2 hours earned per 64 hours worked
Year 1 Anniversary	3 hours earned per 64 hours worked
Year 2 Anniversary	4 hours earned per 64 hours worked
Year 3 Anniversary	4 hours earned per 64 hours worked
Year 4-8 Anniversary	5 hours earned per 64 hours worked
Year 9+ Anniversary	6 hours earned per 64 hours worked

All time off taken **will always** be compensated with paid time off and sick time when available - please be sure to complete time off forms completely and in a timely manner.

In the event an employee is on probation all time off benefits cannot be accessed, nor will PTO continue to be accrued.

Paid time off will be calculated based on the employee's straight-time pay rate (in effect when benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence. You must use all paid time off benefits in hourly increments.

Paid time off does not include shift differentials, incentive pay, bonuses, or other special forms of compensation.

Time off requests should be submitted to your director a minimum of 2 weeks and a maximum of 3 months in advance and are subject to approval. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed absence. Time off is granted on a first come first serve basis.

Unused PTO time can be rolled over until it reaches 160 hours or 4 weeks. We strongly encourage you to plan time off and use the time you have earned!

Mental health and wellness should be a priority to all employees while employed with SLP. We encourage staff to use their PTO to schedule and request both wellness days/vacations. We value your health and safety. Communicate your mental health needs to your Director if support is desired! For assistance finding mental health support visit <https://mentalhealth.vermont.gov/>. For preventative care visit <https://mentalhealth.vermont.gov/prevention-and-promotion>.

Upon termination of employment, employees will be paid for half of their vacation benefits which have accrued through the last day of work or as required by state law. Please note that unused benefits will be applied to employee accounts before being issued, including past due child care accounts, money owed to the company for training, outstanding loans or any other advances of pay.

Employee Conduct

Computer Use: Use of Suzy's Little Peanuts Day School's computer and telecommunication resources and other organization equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical, and lawful manner.

Employees may not install software onto their individual computers or the network without administration authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. Suzy's Little Peanuts Day School may delete unlicensed and personal documents/software without notice.

Electronic Communication: All communications transmitted by, received from, or stored in Suzy's Little Peanuts Day School's computer systems are considered to be the property of Suzy's Little Peanuts Day School. The following apply to use of Suzy's Little Peanuts Day School's computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy Google files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by Suzy's Little Peanuts Day School's computers. Suzy's Little Peanuts Day School reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
- Electronic communication (e-mail, voice mail, Internet, etc.) should not be used in any way that is disruptive, offensive to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws. This also applies to downloading, displaying or storing of such materials in Suzy's Little Peanuts Day School's computers.
- The computer and telecommunication resources and services of Suzy's Little Peanuts Day School may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious, or political material.
- While Suzy's Little Peanuts Day School understands that employees occasionally use their computer and the Internet for personal use, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities. And should be approved by the director.
- The rules in this Employee Handbook on confidentiality and electronic communication extend to social media to the extent it is used on our equipment or with identification of

us as your employer. Please be mindful and careful when engaging in exchanges of social media with other employees, and our families, vendors, sponsors, customers, and the like, so that you do not disclose our confidential information to outsiders or the general public, and so that you represent us in a positive light. Even seemingly harmless posts on social media sites (including but not limited to Facebook, Twitter & Instagram) can violate the privacy of children and families. Social media comments that are playful or teasing in a personal setting may be out of place when identified with us. If you identified yourself as an employee of ours in social media, you may be subject to the applicable portions of this Employee Handbook with respect to that conduct.

- Employees shall NOT post or share pictures retrieved from SLP (this includes any and all photographs taken of children, classrooms, etc). In the event you want to share something let us know and we will post it, then you can share our original post!

Outside Employment: Suzy's Little Peanuts Day School expects that all of its employees will be professionally committed to their position and responsibilities. Suzy's Little Peanuts Day School also supports employees who wish to engage in outside employment or community related activities, as long as such efforts do not create a conflict of interest or interfere with the regular and punctual fulfillment of your position. Employees who have questions regarding possible conflicts of interest should seek advice from the administration.

Personal Appearance: Employees have a direct impact on the image of Suzy's Little Peanuts Day School and should appear neat, clean, and dressed appropriately. Any tattoos that are not appropriate to children must be covered. Also, please do not wear perfume or heavily scented lotions or creams as this can bother children who have sensitive skin and/or asthma. Bending, reaching, and spending time on the floor is a big part of your job when working with children. Pants and shirts must keep you covered at all times. All clothing should be thick enough, where you cannot see through.

- Pants must be clean, and if rips are present they must be appropriately located. Rips should not be located higher than 4 inches above the knee.
- Pants must fit so that your bottom stays covered when bending and reaching.
- Shirts must fit loosely and be clean and stain free.
- Under garments should never be visible. All clothing should be thick enough, where you cannot see through.
- Shirts can have writing, given they are appropriate for all age groups.
- If shorts or skirts are worn they must be no shorter than your fingertips when your arms are fully extended.
- Clean indoor shoes are required at all times when working in the center in case of a fire drill.
- Closed toe shoes with back straps must be worn **outside and during gym play.**

During your time at the center, you may be involved in such activities such as painting, water and sand play, cleaning, outdoor play, and other somewhat messy activities. Your clothes should allow you to participate in these activities while still appearing professional; art supplies and activities are washable.

Your clothes should also reflect the weather. The children play outside in all kinds of weather, and you will be asked to go out as well. In the winter boots, mittens, caps, and coats are required. You may also want to bring snow pants, we get a lot of snow and your pants may get wet while outside in deep snow.

If you arrive to work in inappropriate clothing, or do not have adequate clothes for the conditions of your position, you may be asked to go change/get appropriate clothing (un-paid). Also, further discussion/repercussions of the situation could occur during corrective counseling.

Personal Relationships: While Suzy's Little Peanuts Day School has no prohibition against hiring relatives of other employees, close family members such as parents, children, spouses, siblings, significant others, or in-laws will not be hired into, or transferred from, positions where they directly or indirectly supervise or are supervised by another close family member or significant other. Suzy's Little Peanuts Day School reserves the right to determine in all cases if a close relationship exists to prohibit a supervisory relationship. In addition, these relationships cannot pose as a distraction, or prohibit work related activities.

Phone Usage/ Cell Phone Policy: Personal calls should be kept to a minimum and should not interfere with the employee's work. Excessive use of the phones during work time will result in discipline.

In order to maintain a safe and professional workplace, cell phone use for personal phone calls, answering personal email, texting, taking photographs or surfing the web is not permitted. However, there may be times when either a cell phone or walkie-talkie will be required for safety when off-site during walks or trips outside of the premises. These instances will be evaluated on a case-by-case basis.

It is a major licensing violation if an employee is looking at a cell phone instead of supervising the children. If an employee is seen with a cell phone during work time without the pre-approval of their director, disciplinary action will be taken. In addition, smart watches can be used for fitness reasons only. If you are seen excessively checking your smart watches, then you will no longer be able to wear it while on the clock.

All cell phones or other means of personal communication during the work day should be kept in the staff room, office or in the employee's personal vehicle. During breaks you, of course, are permitted use of your personal devices. However, the devices must still remain out of the classroom. At no point, on the clock or off the clock are you allowed to use your device in the classroom or in the presence of children.

Political Activity: You can participate in political activities as long as it does not conflict with your work performance, or federal or state law and you make it clear in your interactions that you are acting as a private citizen, not representing Suzy's Little Peanuts Day School.

In the effort to keep SLP a safe space for all, while you are on our property your personal items should in no way be affiliated with specific political activities.

Smoking Policy: As required by law, all facilities and vehicles owned, operated or leased by Suzy's Little Peanuts Day School are smoke/vape-free. Please note, lingering smoke smells can cause flare ups for people with varying medical conditions, please be sure you are free of smoke smells prior to entering the building. CDC suggests changing clothes after smoking, or wearing a removable layer when smoking/vaping.

Child Medications/Injuries/Illness/Accidents

Allergies:

- For each child with special health care needs or food allergies or special nutrition needs, the child's health care provider must provide documentation of the need for accommodations when applicable.
- An allergy awareness/special nutrition needs sheet is posted in the cooking area, food serving area, and in each classroom. **All employees are expected to be familiar with all of the content on the allergy awareness/special nutrition sheet.**
- SLP protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent so that we can post information about the child's food allergy (name and allergy). If consent is not given a photo will not be posted.
- Employees need to maintain areas used by employees and children who have allergies or any other special environmental health needs in accordance with the recommendations of the individual's health professional.
- All food allergy information shall remain concealed when in the classrooms to protect the children within the building.
- An employee who is trained in Medication Administration and First Aid and CPR must be on site at all times. Best practice is to have a person with those qualifications in the classrooms at all times.

Medications: Child Care Regulations prohibit us from giving a child medication of any kind unless we have a filled out and signed a "Permission to Administer Medication Form". All medication must be in the original, labeled container with prescription label. We can only administer medication as directed by the package or prescription information.

The first dose of any new medication must be administered at home to make sure the child does not have any adverse reactions. Only employees that have completed the Medication Administration training can administer medication to children. Always remember the 5 Rights of Medication Administration; the right child, the right drug, the right dose, the right route, the right time.

If a child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication, and cannot return to childcare until this time period has passed.

Prescription Medication: Suzy's Little Peanuts does not keep medication on site unless a medical plan specifies that certain medication (generally asthma or allergy medication) be kept on site in case of an emergency.

If a child needs to have medication administered to them either from a doctor or over the counter we must have the parent fill out a medication sheet (located in your clipboard).

The following procedure must be followed in the event that a parent would like their child to have a non-prescription/ prescription oral/non-oral medication administered at Suzy's Little Peanuts Day School:

- Medicine should be immediately stored in a locked medicine bag upon drop off.
- Only an employee who has completed the medication administration training can give medication.
- Medication form should be completed accurately and in its entirety prior to the parent/guardians departure.
- When administering medication, the medication administration log should be completed in its entirety. In addition, the amount given, when and who gave it, should be written on the child's daily sheet/app and be recorded in the classroom communication log.
- When administering medication, staff must wash their hands before and after the administration of said medication.
- At the end of the week, the medicine should be sent home and the medication sheet should be stored in the child's file. Children with medication prescribed long term, for allergies etc. can be stored in the facility long term, appropriate paperwork must always be kept with medications and filed when applicable.

Non Prescription Medication: Non-prescription medication is to be kept locked in a medicine bag (these medications are generally pain medications, seasonal allergy medications, etc.).

Items that do not need to be kept in the locked medicine bag, but still need to be kept out of reach are as follows...

- Sunscreen
- Tick and insect repellent
- Ointments and Creams
- Lotions

The following procedures must be followed for non-oral/non-prescription medications.

- Written general permission kept in the classroom forms binder prior to administration and updated annually.
- Support employees and assistant teachers may administer non-oral, non-prescription medications upon request of the lead teacher. This is to avoid administration of medication.

Injuries: Children are active and busy, therefore, it is normal for them to receive scrapes, bumps, cuts, and bruises. As a caregiver, you must be prepared to handle all injuries with a calm

demeanor. Once care is provided, please document the accident. If applicable, you should contact the parent. You must always contact the families if there is a head injury that occurs, no matter how minor. Please note you can contact them via email, app, phone call but if you do not hear back from the family within 20 minutes then you must contact them again.

Remember the following points:

- Your behavior will affect the reaction of the children present. Know that the child's crying not only expresses pain, but also fear, tension, and sometimes even relief. Avoid statements such as, "Big kids don't cry" or "That doesn't hurt."
- React to the child by accepting their feelings. This can be by hugging them (with their permission), holding their hand, patting their back. Often all a child needs is to have their feelings validated and mirrored back with statements such as "Oh you look sad" followed by a frown. Tell them how brave they are acting!
- Be honest with the injured child - explain what you are doing.
- Make the treatment a learning situation, if possible. Explain why you are washing the cut, or why the pad on the bandage should not be touched.
- Be aware of the reactions of the other children, and be prepared to help deal with their concerns.

Again, if a child hurts their head, please be sure to contact the guardians to let them know of the injury. Before contacting the parent, call your director. We should be aware of injuries, and if you cannot reach a parent the director should be aware of what happened when they call back.

Fully stocked first aid kits are located in each classroom and should be with you at all times.

You are expected to keep your CPR and First Aid up to date at all times. These cards must be kept in your staff file in the office.

Documenting Accidents and Incidents:

Note: All of the proceeding documents mentioned must be completed in their entirety, or they will be returned by the director. Continuously submitting incomplete documentation can result in corrective action. All information must be devoid of opinion - meaning it shall remain factual without assumptions or opinions added.

Incident reports: should be completed when the child intentionally puts themselves or another person in physical danger. Notify the director of all reports filed.

- Examples: biting, pushing a child so far that they have the potential to get a bruise/broken bone etc., kicking a child so hard that they are propelled to the ground or onto an object with force, punching someone with a closed fist.

All reports must have the following things:

Full name of the child, DOB, Date, Time, Description and Action taken.

The description must be detailed and include if the incident was provoked, and exactly what happened. Example:

Description of Incident: Susan was making a sand castle in the sandbox, when a friend walked over and hit her with an open hand on her right upper arm. Susan immediately cried and ran to the teacher.

Actions Taken: Susan was given lots of hugs and comfort. Susan was offered an ice pack, but refused to take one.

The incident needs to be objective, meaning that you do not impose what you “think” the child is thinking or feeling.

Example of an observation that is **not** objective:

Emily bit the child sitting next to her because she felt angry that the child took her spoon.

Example of an observation that **is** objective:

Emily was sitting next to a child at the table. The child took Emily’s spoon. Emily bit the child on the hand.

If on site medical treatment is necessary:

- Notify the director or teacher in charge immediately, so that all of the children in your care can be attended to while you care for the child.
- If the child has a treatment plan, follow that above all else.
- Move the child to an environment that can contain body fluid. **A child should not be moved if there is any possibility that doing so could result in injury.** The areas that should be used are the bathrooms.
- Wear gloves when there is a possibility of coming in contact with body fluids such as blood, spit, vomit, etc.
- Document the accident, injury, or illness and steps taken with times noted.
- The lead teacher or director shall complete an accident report of any on site medical treatment or accidents and injury that cause blood, pain other than a quick “ow!”, or a situation that may need to result in a doctor’s appointment (complaining of ear pain, head pain, etc.). With injuries or incidents that are more significant, the family should be notified immediately.
- Clean up after the treatment and make the director aware of any supplies that will need replenishing.

If a child’s on site injury resulted in a doctor or dentist visit the director must report it to licensing within 48 hours.

If off site medical attention is necessary for children:

- Stay with or arrange for trained employees to stay with the child and perform necessary medical treatment (CPR, First Aid etc.).

- Reassure the child. Explain what is happening in simple, clear language if they are conscious.
- Notify the director or teacher in charge immediately.
- Request someone contact the parents or guardians, if possible, so they can take the child to their own physician.
- If the child is transported by ambulance, the child must be accompanied by his/her teacher or the director if the parent cannot be reached. The adult must have the child's medical release authorization found in the Enrollment Contract before a doctor will give treatment.
- Delegate the injury report form or fill it out yourself. The person who fills out the injury report must be the person with the most information about the incident. This form must be filed with the state by the director within 24 hours.

In a serious medical emergency do not hesitate to call 911.

Illness: If a child becomes ill and cannot comfortably participate in daily activities, is presumed contagious, and meets the guidelines listed in the Suzy's Little Peanuts Health Policy - please follow the following:

- The lead teacher or director can make the judgment call on whether or not the child should stay at the center. If a teacher calls a child's guardian to send a child home sick, or to inform a guardian of an illness, the director or admin in charge must be notified as well.
- The lead teacher or director should make all attempts necessary to reach the parents or guardians; if parents and guardians cannot be reached the emergency contacts should be reached. Emergency contacts may pick up children when necessary but must transport them safely using appropriate child seats. (**Don't forget to check the ID of emergency contact or other persons sent by the parents to pick-up a sick or injured child**).
- If a child could be contagious they should be made comfortable in an area away from other children while they are waiting to be picked up. At no time shall a child be left alone.
- Discharge due to illness form must be filled out, detailing return instructions, and signed by the family (or authorized pick up person) prior to departure. A copy should be sent home with the sick child and a copy should be filed.

When contacting a parent or guardian to report on site or off site medical treatment or illness:

- Identify yourself "Hi this is _____ from Suzy's Little Peanuts"
- Give the important information first "_____ got injured and is being transported by ambulance to Springfield Hospital." "_____ fell down and had a two inch cut on her elbow, I cleaned and bandaged it and she seems to be fine now, she doesn't have to be picked up but I wanted to make you aware of it." "_____ threw up, he doesn't have a fever but he does need to be picked up"
- Give the parent the full story (do not name other children remember to keep confidentiality) if they ask for it.

- Tell the parent if you think the child should be seen by the doctor “_____ keeps complaining that his left ear hurts, I just wanted you to know in case you wanted to make a doctor’s appointment.”
- Remain calm and polite. It is scary for parents to get this information.

Emergency contact sheets are located on/in the clipboard in each classroom and in the office as well. If needed to access the office copy, please ask the Director.

Please see our illness/exclusion policies below:

Note the majority of the below policies and/or a variation of these policies is applicable to employees as well.

The following symptoms/illnesses/diseases will exclude your child from care:

Illness/Disease & Incubation	Signs/Symptoms	Exclusion & Return
Cold/ Flu/ COVID Symptoms *See COVID below*	Runny/stuffy nose, scratchy throat, coughing, sneezing, watery eyes, and fever.	Exclude if multiple symptoms. Return when 100% symptom free for 24 hours without the aid of medication OR a doctor’s note clears them to return and child feels well. *See COVID below.*
Cough *See Pertussis and RSV below*	Dry or wet cough, runny nose, sore throat, throat irritation, hoarse voice, barking cough.	Exclude if severe cough, rapid and/or difficult breathing, wheezing(if not already evaluated & treated, Cyanosis. Return when symptoms are 100% resolved or a doctor’s note clears them to return and child feels well.
Pinkeye (Conjunctivitis) 12-72 hours	Red or pink, itchy, watering painful eyes, sensitivity to light, green or yellow discharge, swollen eyelids, eyes stuck shut in the morning.	Exclude until ALL discharge is gone or antibiotic is taken for 24 hours.
Diarrhea 14-16 hours	Abnormally loose or frequent stools (2 or more times in a 24 hours period) and/or that cannot be contained in the toilet or diaper.	Exclude until symptom free for 24 hours without the aid of medication.
Difficult or Noisy Breathing *See Pertussis and RSV below*	Stuffy nose, sore throat, cough, mild fever, chest discomfort, gasping, cyanotic, drooling, wheezing, whistling sound while breathing, space between ribs retracts while breathing, irritable and feel unwell.	Exclude if fever accompanied by behavior change, looks or acts very ill, has difficulty breathing, blood red/purple rash not associated. Return when symptoms have greatly improved, diagnosed by a doctor and child feels well.
Fever	100.4 F temperature or higher	Exclude until symptom free for 24

		hours without the use of medication.
Head Lice Eggs hatch in 7 days/1 week (multiply quickly)	Severe itching, small lice eggs (nits), bumpy rash on nape of neck, behind ears and/or crown of head	Exclude until the child and household have been treated and ALL nits have been removed.
Mouth Sores *See Strep throat/Scarlet Fever below*	White patches on tongue & along cheeks, pain on swallowing, fever, painful yellowish spots, swollen neck glands, cold sore, reddened swollen painful lips, painful ulcers on cheeks or gums.	Exclude after diagnosis, if drooling steadily, unable to participate. Return when diagnosed by a doctor and child feels well.
Rash *See Chicken Pox, Scabies, Impetigo, Measles, Ringworm, Hand, Foot & Mouth and Rosella below*	Could be different with every case. Determining the cause of a rash requires a competent health professional evaluation.	Exclude if rash occurs with behavior change, has oozing/open wound, has bruising not associated with injury, has joint pain, tender red area of size, unable to participate. Return after a doctor has diagnosed, treatment given and child feels well..
Vomiting	Vomiting, stomach pain	Exclude until 100% symptom free for 24 hours without the aid of medication and the child feels well.

If your child is unable to participate in our program’s activities or they have multiple symptoms they will be sent home.

Please let us know ASAP if your child is diagnosed with any of the following.

The following are contagious illnesses that we need to post for all families:

Illness/Disease & Incubation	Signs/Symptoms	Exclusion & Return
COVID Symptoms	Fever, chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, diarrhea	Exclude until 100% symptom free AND have received 2 negative rapid tests (2 yrs and older) OR a negative PCR test (under 2 yrs). Please see our COVID Guidelines for POSITIVE test results.
Chicken Pox (Varicella)	Fever, skin eruption with blister like lesions	Exclude until all the blisters have dried.
Hand, Foot & Mouth 3-6 days	Small blisters with reddened base primarily on hands, feet, mouth, tongue, buttocks or throat	Exclude during acute symptoms and lesions are not weeping. Return when child is eating normally and feels well.
Impetigo	Blisters, crusts, scabs on skin which	Exclude until antibiotic taken for 24

1-10 days	are flat and yellow may be weeping.	hours and lesions are no longer weeping and forming a yellow crust.
Measles	Fever, red eyes, cough, spots on tongue and mouth, blotchy rash 3rd & 7th day, usually lasting 4-7 days	Exclude from the time of initial fever until 4 days after the rash appears.
Meningitis 1-10 days	Fever, headache, vomiting, chills, neck pain or stiffness, muscle spasm, irritability	Exclude until a doctor gives permission to return after treatment.
Pertussis	Irritating cough can last 1-2 months, often has a "whooping" sound	Exclude until an antibiotic is taken for 5 full days.
Ringworm 4-10 days	Red, scaling, itchy, circular lesions	Exclude unless on prescription and lesions are coverable
RSV 1-10 days	Fever, runny nose, cough, and sometimes wheezing	Exclude until 4 days after symptoms start, fever free 24 hours and can tolerate normal activities.
Roseola 9-10 days	High sudden fever, runny nose, irritability, followed by rash on trunk	Exclude until fever free for 24 hours and child feels well.
Scabies 2-6 weeks-initial exposure 1-4 days- reexposure	Mite burrows under skin. Red, itchy rash tends to be in lines or burrows usually on wrist, elbow creases or between fingers.	Exclude for 24 hours after treatment is completed.
Strep Throat/ Scarlet Fever 1-3 days	Red, painful throat, fever, rash	Exclude until taken an antibiotic for 24 hours and no fever.

* This list does not include everything that would exclude your child*

All of the above are a result of or in consideration of VT CDD regulations.

***Please note the above is subject to change according to CDC, VT Dept of Health, and CDD.

Please remember to DOCUMENT, DOCUMENT, DOCUMENT!

Accident Reports: Accident reports should be written for the child who gets injured. The entire form must be filled out with details about the accident and the care provided.

Incident Reports: Incident reports should be written for the child who caused the injury, or whose behaviors need to be notified to the families, including swearing or obscene gestures, destruction of inanimate objects, etc.

Information Reports: Information reports should be completed when an incident occurs that we think the family should be notified about but is not necessarily an accident or behavioral concern.

Confidentiality: You may only write the child's name on the report if that report is for the child. You may not ever share the name of the child involved in the incident or accident.

What to do with a completed form:

1. Have the guardian of the child sign the form and offer the family a copy.
2. Return the signed form to the office to be filed.

Staff Illness and Injury

IF MEDICAL SUPPORT IS NECESSARY FOR EMPLOYEES:

- Notify the director or teacher in charge immediately.
- If necessary notify an emergency contact person.
- Complete illness or injury report.

Illness

Staff shall not attend work if they have any of the below symptoms:

(Please use your discretion)

- Any indication of childhood illnesses-chickenpox, mumps, etc.
- Diarrhea or active vomiting.
- Significant respiratory distress.
- Fever within the past 24 hours.

A doctor's note is required if you are going to miss more than 3 days or if you are out because of a diagnosed contagious disease (Chicken pox, mumps, infection, etc.).

You must contact your director as soon as you are diagnosed with a contagious disease or know that you are going to miss work because of sickness. We must keep appropriate child to staff ratios to remain within licensing regulations.

Excessive sick days without a doctor's note can lead to dismissal.

Employee Medication: If employees are required to take medication while at work it must be kept locked in the office or in the employee's vehicle. No medication is to be kept in the classroom unless with a doctor's note. In the case that a medication must be kept in the classroom, it should be kept in the classroom's locked medication bag with a proper prescription label and container.

Employee Allergies: If you have an allergy it is your responsibility to make that allergy known to the director, so that the necessary precautions can be taken by the center. All allergies are listed on the allergy report hanging in each classroom.

General Health Standards

- See hand washing section.

- Drinking water shall be available upon request and offered often to all children. Water bottles/jugs/cups must be taken outside during recess in warm weather.
- **There shall be no smoking on Suzy's Little Peanuts Day School's property or in view of the children.**
- All surfaces shall be cleaned according to the NAEYC table washing procedures, posted near all tables, before and after food is served and after becoming messy.
- Toys placed in a child's mouth shall be placed in the dirty bucket then disinfected before re-entering play.
- Indoor toys shall be sprayed with disinfecting solution at the end of each day.
- Sanitizing and disinfection solutions shall be refilled as needed (these are kept near diapering areas, in cooking areas and food service areas and in each classroom. Check daily at close. Remember bleach solutions should be mixed daily).
- Diaper changing mats must be sanitized and wiped dry, then disinfected and left for a minimum of two minutes before wiping dry between children, and at the end of the day. (If two minutes is not feasible, let the area sit in disinfectant as long as possible before wiping dry.)
- Bathrooms, diapering areas, table tops and door knobs shall be disinfected daily.
- Hard floors shall be swept/vacuumed and mopped daily.
- Carpets shall be vacuumed daily.
- Carpets shall be shampooed a minimum of every 3 months.
- Children shall have their clothes changed when necessary. Parents are responsible for providing children with a change of clothes. Other extras that children can borrow are sometimes available in the office or storage area.
- Nap mats and cribs must be disinfected after each use. Each child must use their own crib sheet. Cribs can be assigned to one child for the week but must only be used by that one child if the crib sheet is to stay on the crib.
- Nap sheets and blankets must be sent home with children on their last scheduled day of the week. Each room is responsible for sending home nap sheets and blankets for their children.
- Nap bins that store bedding should be emptied and sprayed with disinfectant and left to dry once bedding is sent home.
- Water tables must be sprayed with disinfecting solution and let dry before filling with water. Drain water after water play is complete and follow table washing procedures to clean and sanitize the water table.

We have visitors coming throughout the center at all times of the day. We need every employee to help keep the rooms in order. Put away clutter, clean tables and counters, and clean sinks whenever you see the need, not only when your duties dictate that it is your responsibility. Toys and equipment that are likely to be placed in a child's mouth, or you see placed in a child's mouth, must be separated from the other toys in a dirty bucket to be disinfected daily.

Each employee will be responsible for certain cleaning duties including monthly duties. Each classroom will have cleaning check lists that will need to be completed daily as well as opening and closing cleaning duties.

Cintas Centers: There are three cleaning solutions through Cintas, red for daily use, blue for end of the day disinfecting, and green for floor and bathroom cleaning. These solutions can be refilled in the bottles, using one pump then filling the rest with water.

Cintas also supplies our mops and mop heads, air fresheners, toilet paper, paper towels, soaps, sanitizing solution, and our outdoor/walkway mats. All of this helps to keep our centers clean and appear nice.

Centers that use soap/water and bleach/water should always use soap first. Spray surfaces with soap solution and wipe them clean, then spray the surface with bleach solution, let the bleach sit for 10 seconds, and wipe clean. This goes for ALL surfaces (tables, counters, sinks, toilets, changing tables, etc).

Cleaning, disinfecting and sanitizing should always be carried out via the NAEYC Cleaning, Sanitizing and Disinfecting Frequency Table.

Mealtime

Prior to food entering the classroom tables, counters, and other surfaces used to serve food must be disinfected. All children and employees are required to wash their hands following proper procedure. If serving food to children - employees are required to wear gloves. Prior to serving food items, review food allergies, and ask questions regarding components of the dish if necessary.

When reheating food or beverages in the microwave never use plastic or styrofoam plates, bags, or wraps.

Know that NAEYC and CACFP encourage family style serving. This involves food being passed around the table with serving implements allowing each child to serve themselves with support.

All food used in this capacity should be discarded if not consumed.

All food that is expired or soiled should be discarded immediately.

Mealtime should be a pleasant and sociable time for all involved. You are required by licensing to sit with the children while they are eating their meal or snack. Encourage the children to try all foods but they cannot be forced to eat or drink. Teach manners through example, as well as discussing them while using them.

We feed the children every 3 hours while they are in our care. Infants and toddler meal times are 8:30, 11:30 and 2:30. Preschool meal times are 9:00, 12:00 and 3:00.

Please note that it is a licensing violation to be away from the table while children are eating, in case they choke.

All food consumed by children under the age of 12 months, and for children who have special feeding needs, shall be documented with food type, amount, and quantity, and reported to the family daily.

For infants receiving breast milk, the breast milk must be stored with a label stating the infant's full name and the date that the milk was expressed. Employees should discard any unfinished and unrefrigerated formula or breast milk after two hours.

At SLP, we follow all of the CACFP guidelines when serving meals and snacks to children. Please familiarize yourself with these requirements, including but not limited to required serving sizes and components. You are also required to fill out a meal count form and meal service form at the time of service to each meal served.

Behavior Guidance

Behavior Guidance: Discipline is not to be confused with punishment; it is considered to be behavior guidance. The purpose of behavior guidance is to teach children appropriate behaviors. It is also to promote positive social and emotional growth. Employees are to provide a positive model of acceptable behavior at all times. Behavior guidance will be tailored to meet the individual child's developmental level. Our first attempt will always be to redirect children and groups away from problems and toward constructive activity in order to keep conflict to a minimum. The employee will use various positive guidance techniques including Second Step, Early MTSS and logical and natural consequences when there are no safety concerns. Absolutely no form of verbal abuse or physical punishment will be tolerated. If you see a co-worker misuse behavior guidance and/or commit any kind of verbal or physical abuse, please intervene, contact you administration and in circumstances that require reporting to DCF (see mandated reporter section).

Please use the following behavior policies for a guide on how to deal with unwanted behavior.

BEHAVIOR POLICY

When communicating to a child...

- Crouch or kneel to be on their eye level
- Appropriate tone (no yelling/shouting)
- Do not talk to the child across the room, relocate to be on their level
- Discuss actions and how to resolve the situation/problem in the appropriate way
- Ignore negative behavior when possible
- Use positive reinforcement for positive behavior.

For hands-on behavior, the child is to be removed immediately to take a body break with a teacher or to a calm down area. Once calm, the teacher will discuss the behavior with the child and discuss what she/he can do next time they are frustrated/angry/sad etc. Then proceed to guide the child to "make it better" with a choice of theirs. Depending on the situation they may need to be redirected to a spot of their own interest.

For behaviors such as not listening, give the child at most two verbal warnings. If the behavior persists, relocate yourself next to the child on their level and discuss a positive way to resolve the behavior. If the child still continues with negative actions, remove them from the area and take a body break with them until they are ready to discuss the issue and find a positive way to amend the situation.

For behaviors that persist and children are unable to gain self-control, alone time with the child is recommended. Go to a calm area in the classroom, just you and the child and find an activity to get their mind off the negativity he/she is feeling. Have the activity be something they can do alone and have an interest in, such as: read a book, use legos, a puzzle etc. Then once calm,

figure out what triggers the feeling and make a positive plan to avoid it and/or what the child can do if that situation occurs again.

In a situation where the child is escalating with violence remove the children from the room if possible, as quickly as possible. We want all children and employees to feel safe at our center. Acting quickly in a situation could save a child or employee from being hurt or from feeling unsafe or threatened.

If you feel a child is unsafe and you need to send them home, then you need to start the Individual Improvement Plan process. If behavior is becoming frequent, start an individualized improvement plan.

IIP process: (create and work with a team)

Collect observations

Review inventory of practices in classroom

If still needed, set up meeting with director on starting the IIP process

Meet with team to answer functional assessment interview form with family

Start ABC form and home observations

Create a child support planning chart

Action planning form and behavior plan with team

Follow up meetings and Evaluating support form weekly with team

Physical Restraint: Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may hold a child by gently holding her or him only for as long as is necessary for control of the situation.

Sleep and Rest Accommodations:

Naptime: Mats or cots should be set up so that there is the least amount of interaction between children and that all children are visible. Mats/Cots need to be covered by a crib sheet or blanket; children may not lie directly on a mat. Mats/Cots should be 3 feet apart or a barrier must be set up in between the children. Quiet time varies slightly based on classroom routines, but generally from 12 or 12:30 – 2:30. The shades are to be closed, lights dimmed and you may play quiet, relaxing music of your choice (as long as the lyrics are appropriate for children). Please do not allow children older than 2 to sleep longer than 2:30.

Children that do not fall asleep should be allowed to participate in a quiet activity while the other children nap. Your classroom may have a specific routine for children who do not nap, so be sure to speak with your co-teacher about this. Children need at least a sheet for the nap mat/cot and may bring a blanket and small comfort item from home for naptime. Please make sure to send children's nap bedding home on their last scheduled day of the week to be washed.

Sleep time for Infants: Infants must be allowed to sleep as needed. Infants under 12 months old cannot have anything other than a fitted crib sheet and pacifier in their cribs. All children above 12 months old can have an additional blanket and small comfort item, and must be moved to a mat or cot for napping. All infants should be physically observed while sleeping, at minimum every 15 minutes in addition to maintaining proper supervision.

Regardless of age of child in crib, no items other than fitted crib sheets are permitted in cribs. Children can wear sleep sacks that allow arm movement.

Classroom/ Care Procedures

Physical Needs of Children: Parents and caregivers are often concerned with the physical needs of their children when they are in care. They want to pick up a child who is visibly clean and who has not soiled multiple changes of clothing unnecessarily. For this reason and to keep children comfortable please use the below as a guide:

- When going outside children must be dressed suitably. In winter they must wear snow pants, coats (sweatshirts over short sleeves), boots, mittens and hats that cover the ears of the child. **To promote self-help skills children who are developmentally ready (most toddlers can do this) should be encouraged to get themselves ready for outdoor play using a visual chart.**
- Children should always wear closed toe shoes, and be dressed appropriately for outdoor weather/ play.
- If a child's clothing becomes messy from either a toileting accident or from messy play, please make sure to change the child's clothing and use a plastic bag to contain the messy clothing. All dirty clothing in bags needs to be labeled with the child's name and left in their cubby. Please notify the person picking up the child of why they are changed and remind them to take the soiled items home.

Center/Classroom Safety: All classroom/age staff to child ratios and group sizes must be maintained at all times, inside, outside, during transitions, etc. All employees are responsible for the safety of the center and the classroom in which they work. Employees are responsible for keeping sharp or otherwise dangerous items out of reach of children at all times. This includes scissors, staplers, pencil sharpeners, staples, push pins, etc. We use these items frequently and we all need to be aware of where they are kept. The classroom must be inspected by the teacher who first arrives, at the end of free play, after naptime and whenever a threat of safety is present in the classroom (example, after a teacher staples projects). The following shall be checked during a safety inspection:

- Electrical cords that are being used are wound up to leave less exposed cord and taped down.
- All outlets should have outlet covers if empty.
- Paths for walking are clear and floors are free of debris including toys not being used. Things to look for (small wads of paper, rocks, balloons, marbles, buttons, etc.)
- Liquids and foods that are hotter than 110 degrees are kept out of children's reach.
- Floor spills are wiped up immediately
- Trashes are emptied as soon as they are full and trash can lids are kept clean.
- All toys are in good repair and do not pose any threats of safety (pinching fingers, choking hazard etc.)
- Cleaning supplies are kept out of reach of children at all times.
- Large buckets of liquid are not present

- Emergency contact information for all children kept by the classroom phone includes, parents' work and home numbers, emergency contacts, health care providers and dentists. As well as in/on the clipboards.
- The following numbers must be posted by each phone- Fire, Police, Ambulance, Poison Center, 911 Address and directions to the facility, Number for reporting suspected abuse or neglect, Child Care Services Division, all employee and subs phone numbers.
- Fire evacuation plans and steps must be clearly posted in all rooms and hallways.
- Employees must read and become familiar with the evacuation and emergency plans.
- Teachers are required to teach safety lessons to the children in areas such as fire safety, poison, pets, etc. throughout the year.
- If the children are being transported as part of the program they must all ride in approved safety seats (provided by the parent) that are secured by a safety belt. The guidelines for safety seat approval can be found in the licensing regulation book.
- **Do not allow a child to leave the center with anyone other than those people listed on the emergency contact information sheet, please ID anyone who have never been seen before.**
- If a teacher requires emergency first aid, his/her emergency medical information is kept in their file in the office.
- All first aid kits will be kept filled according to the first aid checklists.
- When walking with children (this includes walking to the playground).
 - Employees should count children at each enter/exit point.
 - The children must walk in a line
 - A teacher must be at the front and back of the line. If there is only one teacher, the teacher should lead the line and consistently look back and maintain constant supervision and control of the line.
 - Children are never to be lead through the parking lot

Outdoor Safety: Early Childhood Educator Supervision Rules

1. First aid kit on playground at all times
2. Emergency contacts for each child with staff
3. Clipboards with sign-in/out for each classroom on playground
4. Zoning method of supervision must be used (1 employee in each different area of the playground/gym. No standing together. One employee in the front of the line and one in the back).
5. Follow the weather chart - Green indicates safe weather to play. Yellow indicates to proceed with caution -lessen your time outside. Red indicates it is unsafe to go outside.
6. Be sure children are dressed according to season/temperature.
7. Employees must be interacting with children.
8. Follow maximum playground time based on age of children and weather restrictions.
9. Staff:Child ratios are maintained.
10. Diaper and bottle on time
11. Employees must go with children who are entering the building from playground (using bathroom)
12. Center phone must be on playground

13. Sunscreen must be applied before playing outside EACH time you go out. For example some go out before lunch, and after nap. It must be applied both times. If a parent sends a hat for scalp protection employees MUST use it.
14. Do a safety check of the space at the start of play. Broken toys should be placed in the dumpster.

Playground Rules for Children

1. Sand in the sandbox and on the ground- digging should be done in sandbox, not under swings/geodome etc. The sandbox should be covered when not in use.
2. Bikes on the cement/or designated area
3. Leave wood chips on the ground. These should be raked often to keep sufficient padding should a child fall.
4. Garden boxes, stairs, gate or fence are not for climbing
5. Standing on or twisting on the swings is not permitted
6. Adults only push swings

Playground Inspection (must be done daily)

Performed by first employee on playground

1. Check to make sure all gates/doorways are closed and latched properly.
2. Check safety of swings-seats, chain cover, wear and tear on metal to wood connectors
3. Inspect sand and ground for broken toys, unsafe things, trash, etc.
4. Inspect toys for safety
5. Inspect equipment for rough edges, splinter pieces, wear and tear, etc.
6. Rake wood chips under the swings to a minimum of 9 inches
7. Sweep cement bike areas

If anything is questionable it must be removed from the playground for inspection by the director.

Winter hours-all children need to be inside by 4:15pm. The director will inform employees when the winter hours start.

Hand washing

Adults must wash hands upon entering or reentering the building, after coming in contact with messy or toxic substances, before and after handling food/feeding a child, before and after diapering a child, before and after administering medication, when moving from one classroom to the next, after using the bathroom, after handling garbage and after cleaning.

Children must wash hands:

1. Before entering the classroom at arrival.
2. Before coming in contact with food.
3. After eating.
4. Before playing with sensory table items (sand, water etc.) and before using community items such as clay and play dough.
5. After playing with sensory table items (sand, water etc.) and after using community items such as clay and play dough.

6. After messy play (examples painting, stamps, play-dough).
7. After handling any animal.
8. After recess.
9. After coming in contact with germs (examples blowing nose, hands in pants, etc.).

The use of hand sanitizer does not replace washing hands. Children shall never be allowed to use alcohol based hand sanitizers.

Diapering

Children using diapers or pull-ups shall be checked frequently for urine or feces, at least every 2 hours, upon awakening and changed when needed. Diapering shall take place on a diaper table, diaper mat or in the bathroom.

1. Prepare for diapering

To minimize contamination outside of the diapering area, prepare for a diaper change before bringing the child to diapering area, for example, by having ready:

- The changing table or pad shall be dry from the previous sanitation.
- Enough wipes for the diaper change (including wiping the bottom and hands after taking the soiled diaper away from the child's skin).
- A clean diaper, plastic bag for soiled clothes, and clean clothes if soiled clothing is anticipated. These shall all be kept within arm's reach of the changing table.
- Non-porous gloves, a dab of diaper cream on a disposable piece of paper or tissue if cream is being used.

Supplies should have been removed from their containers and placed near, but not directly on, the diapering surface before starting the diaper change.

2. Diapering Procedure

- Prepare for diapering as indicated above.
- Place the child on the diapering surface. Always have one hand remaining on the child. Remove clothing to access the diaper. If soiled, place clothes into a plastic bag.
- Remove soiled diaper and place it into lined, hands-free trash containers. To limit odor, seal in a plastic bag before placing it into the trash container.
- Use wipes to clean child's bottom from front to back
- Use a wipe to remove soil from employee's hands
- Use a wipe to remove soil from child's hands
- Throw soiled wipes into lined, hands free trash container
- Put on clean diaper and redress child
- Place child at the sink and wash hands following the "hand washing procedure" found by each sink.
- Spray diapering surface with sanitizing solution and wipe. Spray diapering surface with disinfection solution and wait more than 10 seconds before wiping with a disposable towel or allow it to air dry. It should be noted the recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay for at least 10

seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.

- Employee washes hands using the “hand washing procedure,” without contaminating any other surface.
- Toys that are played with or objects that are touched, while child’s diapers are changed, must be put aside to be sanitized.

Car Seat Policy & Transportation: Suzy’s Little Peanuts employees are prohibited from installing car seats into non-SLP owned vehicles and buckling or strapping children into car seats in non-SLP owned vehicles, unless they are doing so in preparation for a field trip. During a field trip, a family member or an SLP employee will install all car seats into the SLP Van and employee vehicles. In the event that individuals are transporting children in non-SLP owned vehicles for a field trip or SLP events, they must have completed a background check and parents must have given permission for children to ride in a non -SLP vehicle. Current insurance information and valid driver’s license must be included with the statement of safety, vehicle must be smoke free, be in good physical shape and be inspected and insured. Any drivers must be 25 years or older. **Car seats are removed immediately upon returning to the center.**

Volunteers:

Any parent or family members wishing to volunteer at a family event or chaperone a field trip must have completed a background check form. We cannot allow anyone with a felonious criminal background or anyone who has committed any crimes against children to actively chaperone a field trip or volunteer at a family event. However, families are welcome to attend regardless of their background without volunteering and during this time those families will only be responsible for their own children.

Field Trips: Throughout the school year toddler and preschool aged classroom teachers can schedule field trips. You will use the field trip planning packet to plan and schedule field trips. We use the SLP van and employee vehicles to transport children. All vehicles used must be on file, and the drivers must fill out a statement of safety for their vehicle. One director or member of administration shall accompany each field trip. Children attending, educating staff, chaperones, and driver are all accounted for in field trip notebook log prior to departing. Attendance of children is taken throughout the field trip and upon return to the center. All car seats are taken out of the vehicle upon immediate return to the center.

Curriculum: Acting lead teachers will have a standardized curriculum they are required to implement throughout the week. The purpose of our standardized curriculum is to ensure that we are meeting NAEYC and Vermont Early Learning standards at all times, while meeting children’s developmental needs. This curriculum is designed to be fun, stimulating, and educational to the different age groups we educate.

On average, teachers have one hour each week (if staffing and ratios allow) to complete any prep required to implement our curriculum. This opportunity is available during nap time. Nap ranges

from one to two hours depending on the classroom. At the Director's discretion teachers may have time off the floor given nap time is proven to be inadequate.

Please refer to our Curriculum Handbook for more information.

Thank you for taking the time to read our handbook. Please continue to refer to the employee handbook, state regulations, and NAEYC policies and procedures to always provide the most qualified care and best practices.

Acknowledgment and Release Form

(Employee's Copy—to Remain in Handbook)

I understand that I am an at-will employee, and I therefore understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by Suzy's Little Peanuts Day School. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of Suzy's Little Peanuts Day School other than its Administration has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by the administration shall not be enforceable unless it is in writing and signed by both a member of administration and myself.

No employee handbook can anticipate every circumstance or question about policies. As Suzy's Little Peanuts Day School changes, the need may arise to change policies described in this handbook. Suzy's Little Peanuts Day School reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon as practical, Suzy's Little Peanuts Day School will notify all employees of such changes, and they will be applicable even if I have not signed a new Acknowledgement and Release Form for them. This Handbook supersedes any previous Employee Handbook.

I understand and acknowledge that violation of the Employee Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of employment.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Employee Full Name

Employee Signature

Date