Employee Handbook

We are kind. We are safe. We are responsible.

Updated January 2026

Center Locations & Contact Numbers

Suzy's Little Peanuts Day School - Springfield
132 Chester Road
Springfield, VT 05156
802-885-7899

Suzy's Little Peanuts Day School II - Ascutney
5075 Route 5
Ascutney, VT 05030
802-674-4134

Suzy's Little Peanuts Day School III - Brattleboro
24 Orne Drive Suite 102
Brattleboro, VT 05301

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
Email: just.m.steele@gmail.com

Program Operations Manager - Olivia Crosier
Phone: 860-575-2451
Email: ostahl717@gmail.com

Field Director and Training Manager - Stephanie Aspen

Phone: 802-681-5637
Email: slavigne1995@gmail.com

Ascutney Director

Brattleboro Director

Springfield Director

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, a 5 STAR facility, partner with local school districts and are pre-k qualified.

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 (EMTSS), 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by mail:
U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442; or
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.

Ethics Policy

Ethics are integral to the successful achievement of our mission at Suzy's Little Peanuts Day School. SLP adheres to the NAEYC Code of Ethical Conduct. You will receive a copy of this document during the orientation process. Employees are expected to comply with this policy and to hold to the highest ethical standards. Employees are expected to act as professionals and must adhere to the following…

- Treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.
- NEVER gossip.
- Bring work issues to the appropriate party and inform administration.
- NEVER engage in pranks of any kind.
- NEVER participate in an action that creates an unsafe environment.

Confidential Information: Information obtained at or because of Suzy's Little Peanuts Day School is considered confidential and should not be shared.

The disclosure of Suzy's Little Peanuts Day School's confidential, proprietary or other nonpublic information, whether intentional or unintentional is prohibited.

Conflicts Of Interest: In the event an employee has a personal relationship with a family member or co-worker, this must remain outside of SLP. That relationship cannot affect (negatively or positively) the SLP environment.

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.). Employee property on the facilities, such as handbags and briefcases, can be searched if there is reasonable suspicion to believe that a

violation of the substance abuse control policy has occurred. An employee can deny search of property, but this will result in separation of position.

Smoking/Vaping 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.

Employee Requirements

At Suzy's Little Peanuts, we seek team members who are dedicated, caring, and capable of supporting a safe and nurturing environment. In addition to other qualifications, prospective employees should be able to:

- Lift and carry up to 50 pounds comfortably.
- Safely use hospital-grade cleaning products, including bleach, to maintain a clean and healthy space.
- Assist with diaper changes and clean up accidents in a safe and hygienic way.
- Provide professional references that reflect their experience and character.
- Demonstrate reliability, punctuality, flexibility, patience, professionalism, and the ability to work independently while supporting a team environment.

Limitations: Upon hire, Suzy's Little Peanuts will review job descriptions and contracts with each employee. If you are unable to meet any of the requirements outlined above, it is your responsibility to disclose this during the onboarding process.

Suzy's Little Peanuts reserves the right to withdraw a job offer at any time if an employee is unable to fulfill the essential requirements of the position.

Positions

As a licensed childcare center, Suzy's Little Peanuts determines position classifications and eligibility based on the Vermont State Childcare Licensing Regulations, specifically Rule 7.3.2 of the Vermont Childcare Licensing Regulations. These regulations outline the qualifications, training, and credentialing requirements for staff employed in all licensed childcare programs.

Staff Qualification Requirements: All staff members must meet the training, education, and regulatory requirements established by the CDD in order to be employed by SLP. Compliance with these requirements is mandatory and subject to verification by both SLP and the CDD.

Conditional Employment Offers: Any job offer extended prior to the completion of all licensing and training requirements is made in good faith. Such offers are contingent upon the prospective employee's successful completion of all required training and educational components within the timeframes specified in their individual Education Plan. Failure to meet these requirements within the designated timeframe may result in withdrawal of the employment offer or termination of employment.

Education Plans: An Education Plan will be developed for each employee within the first thirty (30) days of employment. This plan will:

Outline the training and educational requirements necessary for continued employment; and specify the timeframes in which these requirements must be completed. Each employee must sign their Education Plan, attesting to their commitment to complete all required training and education within the designated timeframes.

Trainee Classification: Employees hired under the classification of "Trainee" must understand that, in accordance with Vermont State Childcare Licensing Regulations, an individual may remain in this classification for no longer than one (1) calendar year. Prior to their one-year anniversary, all trainees are required to have either:

- Completed or registered for the Fundamentals of Early Childhood Education course; or
- Completed or registered for an approved Early Childhood Education (ECE) course.

Educational Institution Requirements: Suzy's Little Peanuts acknowledges that prerequisite courses required by community colleges or universities are determined solely by those institutions. SLP has no control over prerequisite requirements and does not recognize such courses as meeting state requirements for early childhood education advancement. Further, Academic Advisors are the designated professionals for providing accurate information regarding course selection, prerequisites, and transfer pathways. Leadership at SLP may offer general support; however, employees are responsible for obtaining official academic guidance from qualified college/university personnel. Suzy's Little Peanuts does not provide direct financing, reimbursement, or tuition assistance for educational advancement unless otherwise specified in a separate written agreement. Employees are responsible for securing any necessary funding, payment plans, or financial aid through the educational institution of their choice.

Employment Classification

Current Labor Laws are posted in staff areas in each center. 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. 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 as a temporary employee. 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 vacation hours.

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 has a regular schedule of 32-40 hours per week, and is employed all year.

Part-time: An employee who is scheduled less than 32 hours per week, or who does not have a regular schedule that results in more than 32 hours per week on average. Part-time employees are not eligible for any SLP benefits.

Regular: An employee who has completed their probation period.

Temporary: An employee who is temporary or an as needed substitute. Temporary employees are not eligible for any SLP benefits.

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

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 out 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.

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.

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.

SLP Affiliations

Social Media: 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.

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.

Performance Evaluation

Directors and employees are encouraged to discuss job performance and goals formally and informally as needed. Classroom observations will be conducted monthly at a minimum, these are formal observations designed to ensure regulations and policies are being followed. Other observations will be completed periodically, including but not limited to, CLASS assesments, EMTSS assesments, specific performance observations and more.

A formal written performance evaluation will be conducted at the end of an employee's 90 day probation, 6 months, annually, and any time in between if needed.

Corrective Action can occur when an employee is found to be acting outside of regulations and/or policies. This can result in a series of corrective counseling meetings designed to remedy the actions or situation. Refer to page 25 for more information.

Professional Development and Required Events

Each employee must agree and adhere to an education plan based on their position's requirements. In addition, 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, VELS, play based curriculum and free art, All education documentation should be uploaded to staff members' Bright Futures Account. It is the employee's responsibility to ensure their education is uploaded. Further, it is the employee's responsibility to ensure they are up to date with current EMTSS, SPARQS (STARS), and VT State Licensing.

Employees of Suzy's Little Peanuts are required to attend all training 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. This includes our annual wellness day and family events. While your Director will attempt to adjust your schedule to avoid over time due to a family event that falls outside of your shift, this is not always tangible. Regardless of a schedule adjustment, attendance for family events is expected as it pertains to building relationships with our families.

SLP will provide specific yearly trainings during mandatory in-service days, such as Basic Specialized Care and Act 1 training. 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 staff areas. We also may require employees to take specific training in relation to things going on with a specific child/family or within the field/center/classroom.

If SLP pays for a 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 in full from your remaining paychecks.

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.

The following trainings/educational development documents/certificates are required at a minimum by both SLP and the state of Vermont and will be included in onboarding:

- Protecting Vermont's Children: Reporting Abuse and Neglect: Must be completed within the first week of employment.
- Vermont 9 hour Orientation via Better Kid Care: Must be completed within first week of employment.
- EMTSS: Pyramid Model Trainings (specific to age group working with): Must be completed with 90 days of employment.
- CPR/First Aid: Must be completed within 90 days of employment.
- Professional Development Plan/IPDP: Must be completed within the first 90 days of employment, and updated annually on BFIS.
- Developmentally Appropriate Practice Training: Must be completed within the first 90 days of employment.
- Medication Administration: Must be completed within 6 months of employment.
- Basic Specialized Care: Must be completed within 6 months of employment.
- Curriculum Training/VELS: Must be completed within 9 months of employment.

These trainings are ultimately the responsibility of the employee. We will do our best to allow you to do these during hours, but in some situations, these are live trainings held after hours, or we will ask you to complete some trainings at home.

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.

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 the centers. Therefore, changes will be kept to a minimum and only implemented when ratios or employee circumstances require us to adjust schedules.

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 who breastfeed their child as the primary means of nourishment are able to bring their nursing child.

Annually, we have a wellness day for all SLP center staff and their family at a lake in central or southern Vermont. Employees must work their scheduled shifts before and after Wellness Day, and are required to stay at the event to receive their regular day's pay.

Please note that staff are required to work in person. Occasionally, certain training sessions may be completed at home at the discretion of the Upper Administration.

Clocking In and Out:

- All hourly employees are responsible for checking in and out for their scheduled shifts via PROCARE.
- Employees may not clock in prior to the start of their scheduled shift, unless prior authorization is given by Administration.
- Employees must clock out promptly once work duties are complete.
- Personal activities must occur off the clock.
- If an employee misses a punch, they must submit a missed punch form and submit it to their Director for adjustments.

Authorized Work Time: Employees are permitted to claim work hours only for time spent performing work-related duties. Time spent on personal activities—such as clocking in before the start of a scheduled shift, gathering personal belongings at the end of the day, picking up children, or completing any other non-work tasks—must not contribute to your timecard.

Time Review and Submission: Time cards are printed on the Monday prior to payday. Staff members who are present and available on that day will be asked to review and sign their time card to confirm that recorded hours are accurate.

If an employee is not available to sign, the Director will document that the staff member was “unavailable to sign” and will proceed with payroll submission.

Employee Access to Time Cards: Employees may request to review their time card should they need an opportunity to verify hours and address any questions.

Payroll Finalization: Once payroll is submitted, no adjustments can be made. Employees are encouraged to carefully review their time card when provided to ensure accuracy prior to submission.

Falsifying time cards or inaccurately tracking work hours is a serious event, and will result in corrective action and/or separation from employment.

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. This is especially important as it impacts how employees receive their W2.

Contact HR via email immediately should you leave the company and your mailing address changes. It is imperative that this update occurs prior to January. 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.

Payroll: SLP's normal business hours are Monday through Friday, 7:00 am – 5:00 pm. The payroll period is Sunday to Saturday. Payday is every other Thursday.

Employee Break: All hourly employees who work more than 6 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. Should you need to take an unplanned break for personal reasons/inability to complete work duties, you should contact your director as soon as possible so adequate coverage can be provided if able.

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. It is imperative you clock in and out for your breaks. Feeding/pumping breaks should not exceed 1 hour/day. If you need additional time, shift modification/extension shall be discussed.

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.

Direct Deposit: All employees are required to complete a New Employee Payroll form, which includes a section about Direct Deposit. Please note that Direct Deposit is mandatory for all employees.

Paystubs: Paystubs are distributed bi-weekly on pay day. Duplicate copies can be available upon request, please note this can take up to 2 weeks to receive. Please note if you are asking for pay stubs within the last 60 days, there will be a charge of $5.00 for each paystub requested. It is your responsibility to ensure SLP has updated contact information to ensure the paystubs requested are sent to the correct email/mailing address.

W2: W2s are distributed yearly by the last day of January. Duplicate copies can be available upon request, for a $10 charge and can take up to 30 days to receive. It is your responsibility to ensure SLP has updated contact information to ensure the W2 requested is sent to the correct email/mailing address.

Mileage: Occasionally staff will be asked to travel during their shifts to assist at other sites. In these rare moments, staff should stay clocked in during travel, and will be paid mileage if using

their personal vehicles. Mileage is paid per mile based on google maps center to center calculations. Amounts per mile are determined by the federal government mileage rates. Your Director can assist you in completing a mileage report. These are submitted monthly and are sent with payroll, but are issued as a separate check. Please note that mileage reimbursement applies only to additional travel between worksites. It does not apply to an employee's normal commute. For example, if you report to SLP in Springfield and are then directed to travel to SLP in Ascutney, you may claim mileage for the travel between those locations.

Mileage is a benefit and not a state or federal requirement. Therefore, if it is not submitted by the 5th, payment will not be disbursed.

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. Changes can be made with an updated IRS W-4 form submission.

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 trainings: Vermont Fingerprinting, CPR/First Aid certification, Vermont 9 hour Orientation, and EMTSS Birth to Five. Other courses/training may be paid, but approval must be received in advance. Should you leave your position prior to 6 months of completing the training or incomplete training, the aforementioned will be deducted from your paycheck.

Overtime: This will be paid for hours worked over 40 hours that are during regular working hours. Holidays/wellness days/paid time off/professional development hours/cleaning and laundry hours are all paid as straight pay, and exempt from overtime pay. Overtime pay is based on actual hours worked.

Please note, in the event that there is not sufficient staffing to cover classroom ratios, you cannot leave until covered and ratios remain intact. This is considered mandatory overtime, and will be compensated as such.

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

Errors in pay: Upon receipt of your paystub, please bring any confirmed errors/concerns 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.

Calling Out & Time Off: If you are ill (please follow illness policy found in classrooms or on the website) 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 in the morning, 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. Please note any unexpected deviation from your scheduled shift qualifies as a call out.

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. **Time off requests are approved on a first come first serve basis**. While we try to accommodate everyone's needs and believe time off is important, not all requests can be approved, as coverage and consistency are key components in this field. If you have been denied a time off request and call out for the time requested, you will be subject to corrective counseling, including possible separation from your position.

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. Employees must provide a doctor's note clearing them for return.

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 imperative for the program, employees, families and children.

Injury: 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.

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 Vacation or Sick time. Please notify your director as soon as possible if you need to take Bereavement Leave.

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. Other court obligations must be requested and approved as any other time off request. This time will be unpaid unless you have Vacation or Sick time.

Military Leave: Suzy's Little Peanuts Day School will grant military leave of absence in accordance with applicable law. This time will be unpaid unless you have Vacation or Sick time.

Maternity leave: An employee will be granted to take maternity leave of 4-12 weeks. This leave can be covered with Vacation or Sick time if available. In addition to using earned PTO, employees may sign up for short term disability through Aflac (employees must be enrolled a minimum of 10 months before having a baby to qualify per Aflac policy).
Employees 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 Upper Administration. A position can be held for up to 12 weeks.

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.

Benefits

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

Full-time employees who are off probation are eligible for all SLP employee benefits.
Part-time employees who are off probation are eligible for a select few benefits.
Temporary employees are not eligible for any of the SLP employee benefits.

Year One Benefit Schedule	
Successful completion of initial probation (a minimum of 90 Days)	Employee Eval. & Orientation Review Vacation time begins accruing (full time only) SLP Swag Eligible for Health Insurance (full time only) Eligible for Aflac (full time only) Eligible for paid holidays (full time only)
6 months	Employee Evaluation SLP Swag 1 scheduled paid personal day off a month (non-accruing) (full time only)
1 year	Four Sick Days (renews yearly) (full time only)

	Vacation time accrument increase (full time only) Employee Evaluation SLP paid lunch of your choice SLP Jacket at Year One

Benefits by Eligibility:

All Employees outside of probation are eligible for the following..

Raises: Up to a 2% cost-of-living raise, administered annually (if budgeting allows) in June, for all employees not currently on probation.

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.

Snow Day Closures: SLP will close due to inclement weather according to the local supervisory unions. Monitor your center's local supervisory union for updates. Please note we only close according to their closures due to inclement weather, we will open regular time if they have delays. Decisions for closing early due to inclement will be according to the SLP administration decision.

In the event the supervisory union is already closed then SLP will remain open unless administration states otherwise.

Staff will be paid for their scheduled hours for inclement weather full day closures, if they take a 2 hour training from Better Kid Care or other assigned 2 hour training that relates to their specific role within SLP. Please note most of these Better Kid Care trainings are $5.00. Employees will pay this, take the 2 hour training during the specific closed day, and share their certificates with the Director. Upon receipt of the certificate (with date of closure) the staff will be eligible to be paid their regular schedule for the snow day.

Staff Wellness for all: Mental health and wellness should be a priority to all employees while employed with SLP. We encourage employees to schedule and request time off.

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.

All full time employees who are off of probation are eligible for above & the following…

Childcare Discount: Employees are eligible for a 10% childcare discount upon hire. This discount will increase to 25% after 1 year of employment.

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.

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 and will renew each year thereafter on their anniversary. 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.
- Sick time does not carry over year to year.
- Employees who separate from Suzy's Little Peanuts Day School will forfeit any unused sick time.
- You must use sick time in hourly increments.

All time off taken **will always** be compensated with paid time off & sick time when available - please be sure to complete time off forms completely and submit a minimum of 2 weeks prior.

Vacation: SLP provides vacation time to all regular, in good standing, full-time employees. Vacation hours are accrued per every 64 hours worked per pay period. If 64 hours are not worked in the pay period then no vacation hours are accrued that pay period.

Vacation time 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.

Vacation time benefits will be calculated for eligible employees according to the following table (vacation 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 benefit time when available and applicable - please be sure to complete time off forms completely and in a timely manner.

In the event an employee is on probation for any reason, any/all benefit time cannot be accessed, nor will vacation time 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.

Unused vacation 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!

Staff Wellness for full time employees: 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 time off.

To account for staff wellness, in addition to earned paid time off and sick time, benefited employees are eligible for one planned paid personal day off per month. This day is to be used for a designated planned day, once per month, and does not accrue.

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.

Important to note for <u>all</u> employees…

End of Employment Benefit Distribution: Upon termination/resignation of employment, employees will be paid their vacation benefits which have accrued through the last day of work or notice of resignation (whichever comes first). 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.

Employees can take their health insurance, supplemental insurances and 401K with them when they leave. Employees should notify the company of which the account is through of the employees intent (whether to end or continue).

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. Please note this is separate from the alignment of supervisory union closures due to inclement weather, please snow day closure policy for more information.

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.

If you encounter another employee who is having a medical or safety emergency, contact 911 & then your director immediately. 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. This would validate a call to DCF as a mandated reporter.

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 Deparment 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 complete our own 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 will be given to you at the time of employment and is also available 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.

Always have your clip board with your weekly attendance sheet, with children signed in/out accurately and all updated emergency contact information, your classroom phone, and first aid kit with you (this should always be with you, regardless of planned activity or emergency). 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.

Employee Conduct

Authorized Use of SLP Equipment: Use of Suzy's Little Peanuts Day School's computer systems, telecommunication resources, and other organizational equipment is restricted to individuals who are properly authorized. Employees are expected to use all assigned equipment in an efficient, effective, ethical, and lawful manner.

Personal Electronic Devices: SLP does not condone the use of personal electronic devices—such as cell phones, tablets, or laptops—for any work-related tasks.

Suzy's Little Peanuts Day School, LLC is not responsible for lost, stolen, or damaged personal electronic devices brought onto the premises.

Confidentiality & Data Protection: Downloading, saving, or storing confidential information, including photographs of children, on any device is strictly prohibited.

Any attempt to capture, store, or share confidential information constitutes a direct breach of confidentiality and will result in corrective action.

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:

- 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.
- 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.

Dress Code/Personal Appearance: Staff members are expected to dress in a professional manner for a daycare setting that also allows them the flexibility to move freely and play with children. The following expectations will be enforced:

- 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/shorts/skirts must fit so that your bottom stays covered when bending and reaching.
- 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.
- Shoes are required at all times when working in the center.
- We strongly encourage staff to keep a change of clothing on hand at all times, as messes and accidents are a normal part of working with young children.

Dress for the weather: Clothing should also be appropriate for the season, as staff and children are required to participate in outdoor activities in a variety of weather conditions.

- **Winter months:** Staff should have snow gear and layered clothing to stay warm during outdoor play.
- **Rainy conditions:** Staff should wear water-resistant clothing, rain jackets, and boots to remain dry and comfortable.

Employees are also required to wear appropriate footwear at all times. Footwear must be:

- Closed-toe
- Slip-resistant
- Form-fitting

Proper footwear is especially important for emergency situations and active supervision of children.

Prohibited footwear includes:

- Sandals, flip-flops, or slide-on shoes
- Open-toed or backless shoes
- High heels
- Slippers or Crocs that lack proper tread

Scent Free Work Place: Suzy's Little Peanuts Day School is a scent-free workplace. Strong scents, including perfumes, colognes, scented lotions, and other fragranced products, are not permitted.

This policy exists to protect the health and comfort of children, and staff, particularly those with allergies or respiratory conditions that may be aggravated by strong scents.

Employees are expected to adhere to this policy at all times while on SLP premises.

Phone Usage/ Cell Phone Policy: Personal calls should be kept to a minimum and should not interfere with the employee's work.

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 a cell phone is necessary, these instances will be evaluated on a case-by-case basis.

Corrective Action

If an employee is in violation of a minor licensing regulation or violation of company policy, the Director/ assistant will follow the below steps:

1. Verbal warning which will take place formally. The Director taking corrective action will write up a verbal written warning slip, sign it , and place it in the employees file.
2. Written warning which will take place formally. The Director taking corrective action will write up a written warning slip, sign it , and place it in the employees file.
3. The Director has the following options under step 3:
    a. Termination
    b. Placing the employee on an unpaid suspension for up to 5 business days.
    c. Return to probationary period which would stop the employee from accruing any paid time off as well as increasing the amount of direct supervision that they experience.

Any step 3 action will be considered a last resort and will be documented in writing and signed by both the Director performing the action and the employee. If the employee violates the same regulation or policy over 3 times in a 90-day period they will be terminated. If an employee violates the same regulation or policy after a 90 day period the director has the right to begin corrective action at step two. Directors/ assistants will make an honest attempt to help all employees to understand the reasons for all rules and regulations when an employee questions them and to provide the employee with reasonable assistance in complying with regulations and policies upon an employee's request.

If a major licensing regulation or policy is broken by an employee the director will follow one or a combination of any of the below options:

- Termination
- Placing the employee on a unpaid suspension for up to 5 days
- A written warning which will take place formally. The director taking corrective action will fill out a written warning slip and both will sign the slip. Then it will go into the employee's file.

Major licensing regulations and policies include but are not limited to:

1. Child supervision
2. Staff to child ratio
3. Confidentiality
4. Child and staff interaction

5. Health and safety violations that could have resulted in serious injury or death

Any major violation needs to be reported to the state. The Director will inform the Program Operations Manager prior to self reporting.

Termination: An employee can be terminated by the director/ assistant. Employees who are terminated must leave the SLP 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.

General Health Standards

Hydration: 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.

Nourishment: Meal times vary per site, but meals/snacks are served no longer than three hours apart. We follow all VT Child and Adults Care Food Program and VT State Licensing regulations when preparing/serving food.

Sanitary: 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.

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.

Cleaning/Sanitizing/Disinfecting: Each employee will be responsible for all cleaning duties including some monthly duties. Each classroom will have cleaning check lists that will need to be completed daily as well as opening and closing cleaning duties. See below for details:

We use soap/water solutions in spray bottles for cleaning and bleach/water solution in spray bottles for disinfecting. Use the following measurements when filling spray bottles (per manufacturer's directions):
Bleach/water solution: 2 teaspoon of bleach per 2 cup of water,
Dish soap/water solution: ½ teaspoon of bleach per 2 cups of water.
*These solutions must be mixed fresh daily.

Soap/water should always be used first to clean the non-porous surface. Spray surfaces with soap solution and wipe them clean, then spray the surface with bleach solution, and place a paper towel over the sprayed surface. Wait 10 seconds, then use that paper towel to wipe clean. (If cleaning a changing table, allow the disinfecting bleach solution to sit 2 minutes prior to wiping off).

For centers that have the Clorox Pro 360 Disinfecting Machine for disinfecting purposes-

1. Prepare the area and operator

- Clean gross filth: Use your facility's standard cleaning protocols to remove all visible soil.
- Close the area: Place "Cleaning in Progress" signs outside the room to keep people out.
- Prepare for spraying: Remove linens, open drawers and cabinets, and ensure you are alone in the room.
- Put on PPE: Wear the provided safety googles.

2. Prime and spray the system

- Prime the sprayer: Point the nozzle at a corner or drain and depress the trigger for about 20 seconds to get a steady flow of solution.
- Start spraying: Begin in the furthest part of the room and work your way toward the exit.
- Spray surfaces: Hold the nozzle 3–4 feet away from surfaces and spray until they are visibly wet, covering all areas from high to low.
- Watch the Clorox Total 360 to ensure proper use. Proper Use Directions

3. Allow to dry and finish

- Wait: Allow the disinfectant to remain on the surface for 2 minutes.
- Air-dry: Let the treated surfaces air dry overnight.

- Turn off and store: Turn off the base unit, unplug it, wrap the cord, and store the system in a safe, dry place.

Cleaning and sanitizing of the following items shall be done on the following schedule:

After each use:

- Countertops
- Food service areas and items (bottles, silverware, plates, etc)
- Food preparation appliances and utensils
- Tables/highchairs used for eating shall be cleaned before and after each use
- Plastic mouthed toys
- Changing tables
- Cribs, cots, and mats (if the same child uses the same weekly and it never touches other children/s, this can be cleaned weekly)

Immediately:

- Pacifiers that touch another surface
- Mouthed toys (place in dirty bucket to be cleaned and sanitized prior to putting back into rotation)

Every Day:

- Uncarpeted floors

At the end of each day:

- Food preparation appliances
- Plastic mouthed toys
- Pacifiers.
- Door and cabinet handles
- Hand washing sinks and faucets
- Countertops
- Toilets and toilet learning equipment
- Diaper pails and trash cans
- Phones
- Light switches
- All floors vacuumed
- Portable sinks (if applicable):
  - Fresh water tank must refilled.
  - Waste water tank must be emptied.
  - Sink/counter top should be cleaned and disinfected.

Every week:

- Bedding (if sent in by parents they should be sent home to be cleaned, if provided by the center these should be put into the center laundry (director should be notified to charge fee)
- Nap bins that bedding is stored in
- Refrigerators

Every month:

- Machine washable toys;

• Dress-up clothes including hats;
• Play activity centers

Every three months:

• Carpets shall be cleaned through a carpet cleaner.

Medications/Injuries/Illness/Accidents

Child 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 with a cover sheet. **All employees are expected to be familiar with all of the content on the allergy awareness/special nutrition sheet and to abide by applicable items.**
- An employee who is trained in Medication Administration and First Aid and CPR must be on site at all times and sitting with the children at meal times.

Child Medications: Child Care Regulations prohibit us from giving a child medication of any kind unless we have completed 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 and 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.

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 with the completed and signed "Permission to Administer Medication Form" and an asthma plan or applicable allergy plan completed by a Doctor.

The following procedure must be followed in the event that a medication is to be 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.

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

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.

Child 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 and the Director. 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 through a different means of communication than the first attempt.

Remember the following when caring for an injured child:

- 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. Remaining positive for the child is imperative.
- 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.

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: All of the proceeding documents mentioned must be completed in their entirety, or they will be returned by the director.

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.

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:

- In a serious medical injury, designate someone to call 911 per basic first aid and CPR training.
- 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 it.
- 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 qualified educator 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 educator 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 educator 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, they will support your through the crisis and be available to take over the medical care upon arrival.

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 Illness Policy (found posted in entry ways, classrooms and on our website) - please follow the following:

- The lead educator or director can make the judgment call on whether or not the child should stay at the center.
- The lead educator 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 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.

Confidentiality: You may only write the child's name on the report if that report is for the child. Sharing the name of other children involved in the incident or accident in writing, or verbally, is strictly prohibited.

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.

Food Handling/Serving/Storing

Disclosures: All employees must wash their hands prior to preparing or serving food or bottles. Should an employee have any cuts, sores, or rashes on their hands - they must wear gloves. Serving food items with your hands rather than utensils is never permitted. Children must always have a plate or bowl - eating directly from the table, a tray, or a paper towel is prohibited.

Guidelines: While we do not partner with CACFP, we must still abide by all rules/regulations outlined by the Child and Adult Care Food Program (CACFP) and State Licensing when preparing and serving food. While on site, all food (including staff food) must be stored/labeled. This includes; what the food item is, when it was prepared, and when it expires.

Procedure: Prior to food entering the classroom; all tables, counters, and other surfaces used to serve food must be disinfected. Prior to serving food items, review food allergies, and ask questions regarding components of the dish if necessary.

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

Know that SLP encourages 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. This process encourages and increases their willingness to try all components of their meal.

All food should be labeled upon opening with the date opened and a discard date:

- 6 days for all regularly prepared food and milk
- 30 days for dry goods (crackers, cereals, etc)
- 1 year for condiments and shelf stable pantry items (seasonings, flour, sugar, etc.)

Containers of food must be covered at all times (unless they are being served). All items placed in the refrigerator must be covered with a lid or foil.

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.

Please note that it is a licensing violation to be away from the table while children are eating, in case they choke. In addition, someone who is CPR/First Aid certified must be present during meal times.

All food prepared for children 12 months and above should be served according to the monthly menu, changes in the meal should be recorded on the menu.

CACFP meal patterns must be followed for all meals according to the menu posted by the Director. This is regardless of our participation in CACFP.

A running log of refrigerator temperatures must be maintained to ensure any issues—such as a malfunctioning unit or the need for temperature adjustments—are identified promptly. According to the Food and Drug Administration (FDA), refrigerator temperatures should remain between 32–40°F. Temperatures below 32°F may cause items to freeze. Freezer temperatures should remain at or below 0°F at all times.

Employees must contact the Director immediately if a thermometer is broken, missing, or not reflecting the appropriate temperature.

Feeding Infants: 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 on the meal record form for the specific age group and in PROCARE.

Obtain and regularly update written feeding instructions from the family, including the primary nutrition source and feeding schedule. Ensure these are accessible to all staff while maintaining privacy.

Feed infants according to their schedules and needs, following state regulations (5.11.6). Prepare bottles only when the infant is ready, labeling with the infant's name, date made. Hold infants during feeding, until they can hold their own bottles; do not prop bottles.

Formula bottles should be prepared according to the instructions on the formula container (keep formula contained in original container & label with the date opened). If the bottle is prepared but not offered to the infant, it should be labeled with the time it was made (in addition to the infant's name & date already labeled) and stored in the refrigerator for no more than 24 hours. Once the bottle is fed to the baby, anything not consumed must be immediately discarded after the feeding, and the bottles must be washed thoroughly (in a sanitizing dishwasher, through a three-part cleaning process or rinsed and sent home).

Breast milk should be offered in ounce increments suited to the infant's needs (refer to feeding plan with families). Unused portions of breast milk that was offered to the infant shall not be served again and shall be labeled as expired, refrigerated, and returned to the parent after each feeding. Freshly expressed breast milk which has not been fed to the infant may be stored at room temperature for no more than 4 hours, after which it shall be refrigerated or fed to the infant. Unused, stored breast milk shall be returned to the parent after 96 hours if refrigerated and

after 6 months if frozen. Be sure that breast milk is labeled clearly with the child's name and date received or date thawed.

For younger infants with inconsistent feeding patterns, smaller bottles should be prepared to minimize waste. For instance, if an infant typically consumes between 2 and 4 ounces per feeding, bottles should be prepared in 2-ounce increments to reduce the likelihood of unused formula or breastmilk. Breastmilk not prepared should be ready to be warmed and served in that same feeding should the child want more.

Both formula and breast milk bottles should be warmed in a bottle warmer, check the temperature before serving. NEVER use microwaves to heat formula or breast milk. All infants should receive their entire recommended meal size (CACFP requirements are to be used for guidance) throughout the entirety of the day.

Serve pureed baby food from a separate dish (not directly from the jar), and discard opened jars after 36 hours if not consumed. New foods should be introduced at home before being consumed at the center.

Maintain strict hygiene when handling bottles and nipples. Reusable items must be washed thoroughly (in a sanitizing dishwasher or through a three part cleaning process). Bottles/spoons/bowls should never be placed on the floor or in reach of other children.

Behavior Guidance

EMTSS (Early Multi-Tiered Support of System): We utilize EMTSS to ensure we provide excellence and equity within a culture of continuous improvement that focuses on successful outcomes for all students. Through EMTSS we collaborate with families, outside support, educators, administration and more to ensure we meet the academic, behavioral, social and emotional needs of all students. In the event children are struggling with schedules, routine, peer interactions, self control, etc, we will communicate with families a process on how to provide the support to improve the situation.

Behavior Guidance: At SLP, physical restraint is never permitted. 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, EMTSS 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 your 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 with them and 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.
- If none of these work, have the child go to a calm down space and take space until they are ready to rejoin the group.
- Always talk through the situation and use it as a teaching moment to help the child handle their emotions/feelings.

For hands-on behavior, the child is to be separated from the other children 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 instead of immediately reentering the current classroom activity. An incident report must be completed.

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. An incident report must be completed.

In a situation where the child is escalating with violence remove the other 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. Be sure to contact the Director for advice on the next step.

If the Director deems it necessary to send the child home then they should add to the incident report that the child was sent home, why and that they can return when an agreed upon behavior plan is in place. See behavior plan document for process.

Physical Restraint: Physical restraint is never permitted.

Sleep and Rest Accommodations:

Naptime for children 2 years and older: 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 should be set up to ensure children cannot roll onto each other. Mats/Cots need to be covered by a crib sheet or blanket; children may not lie directly on a mat. Quiet times vary slightly based on classroom routines, but can fall between 11:30 – 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. *5.4.1.6 Lighting to permit appropriate supervision shall be provided in sleeping areas where children are napping or resting. This means that staff can see the child's face, view the color of the child's skin, and check on the child's breathing.*
All children are given the opportunity to rest and nap, those 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. Nap bedding/cots/mats should be cleaned according to the cleaning schedule found above.

Children 2 years old and over are not permitted to have pacifiers at any time.

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 and placed on their backs to sleep. 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. *5.4.1.6 Lighting to permit appropriate supervision shall be provided in sleeping areas where children are napping or resting. This means that staff can see the child's face, view the color of the child's skin, and check on the child's breathing.*

Regardless of the age of the child in the crib, no items other than fitted crib sheets are permitted in cribs.

Children can wear sleep sacks that allow arm movement.

Classroom/ Care Procedures

Daily Classroom Schedule: Schedules should be posted in the classroom and should include times & detailed activities (including but not limited to potty times, circle time, meal times, outdoor times, rest times and more). These schedules should be followed daily. Please see the curriculum handbook for more information.

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, choking hazards 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 and removed from the classroom as soon as they are full. Trash can lids are kept clean and on the trash can.

- All toys are in good repair and do not pose any threats of safety (pinching fingers, choking hazard etc.) - if broken they should be immediately put in the trash or removed from play and notified to someone who can come remove it.
- ALL cleaning supplies (including but not limited to bleach/water solution & soap/water solution spray bottles) are kept out of reach of children at all times.
- Emergency contact information for all children posted (with cover sheet) 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 and be included in the cover sheet for emergency child information- 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 emergency response plans 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. Including monthly fire/evacuation drills performed by the Director (these will primarily be unannounced to ensure proper response to emergencies).
- **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 has never been seen before.**
- 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.

Outdoor Safety: Early Childhood Educator Supervision Rules

1. Do a safety check of the space at the start of play. Broken toys should be immediately placed dumpster. All climbing/ play items and structures should have a safe fall zone and free of toys or other hazards.
2. First aid kit available with class at all times.
3. Emergency contacts for each child with staff.
4. Clipboards with sign-in/out for each classroom with class at all times.
5. 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).
6. 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. Refer to your Director for outdoor decisions.
7. Be sure children are dressed according to season/temperature.
8. Employees must be interacting with children.

9. Follow maximum playground time based on age of children and weather restrictions.
10. Staff: Child ratios are maintained.
11. For under 12 months old, they should still be eating and sleeping on cue and adjustments to the schedule should be made.
12. The center phone must be on the playground.
13. Sunscreen must be applied before playing outside EACH time you go out.

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, gates or fences are not for climbing.
5. Gates should only be opened by educators.
6. Standing on or twisting on the swings is not permitted.
7. Adults only push swings.
8. Children are required to return inside each hour for toileting, diapering, and water breaks. This time should be shortened to 45 minutes when the weather is in the yellow on the weather chart.

Playground Inspection (must be done daily)

Performed by first employee on playground - refer to Playground Safety Document

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.

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 the 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.

Volunteers: Any legal guardian wishing to volunteer at a family event or chaperone a field trip are welcome to sign up via the field trip permission slip. Non-legal guardians must receive a full background check clearance and complete volunteer paperwork prior to being considered for a volunteer position.

Field Trips: Throughout the 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 to transport children. Children are required to have returned and completed field trip permission slips prior to leaving SLP. 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.

Car Seat Policy: In preparation for a field trip, a family member or an SLP employee will install all car seats into the SLP Van. Parents are encouraged to install their own carseat, for liability purposes.

Staff are to remove car seats immediately upon returning to the center.

Van Usage: The SLP van is insured for company use only, and never for personal use. Fuel levels should be checked prior to departure. Directors are responsible for ensuring the van is filled up prior to and after use. The SLP card should be used for this purpose. If ANY dashboard lights come on indicating a concern with the vehicle, it may not be used. This includes the check engine, air bag, or brake light. For liability purposes - the van must not be used if it is not in good repair. If any unusual noises or concerns arise when driving, the van may not be used. Only individuals 25 years of age or older may drive the SLP van for insurance purposes. Children are not permitted to eat in the van at any time. Any children that pose safety concerns while in the van (ie unbuckling on multiple occasions) will not be allowed on field trips. Staff are responsible for ensuring that all personal belongings and trash are removed from the van after use. If the van is in need of a service (such as an oil change, windshield wiper repair or fluid, etc) it must be promptly communicated to upper administration.

Curriculum: A detailed blueprint to achieve outcomes through specific activities, defined methods and listed materials. This should be a road map to assist learning in desired outcomes, while maintaining a fun and safe environment.

Curriculum is required to be planned a month in advance and prepared 2 weeks in advance. There is a standardized curriculum available to be utilized or qualified employees can create their own utilizing our weekly & daily lesson plan sheetsand are required to follow Vermont Early Learning Standards, STARS, DAP, SLP policy EMTSS and State Regulations. The curriculum is intended to be fun, stimulating, and educational to the different age groups we educate. Curriculums should include space to add current specific interests of children.

All curriculum must be submitted to Directors in advance for approval.

On average, educators have one hour each week (if staffing and ratios allow) to complete any prep required to implement our curriculum. This opportunity is available during rest times, which can be up to two hours. 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.

Center Specific:

Brattleboro Site-

Cameras on site in common areas: At this site the landlord has video feed outside showing the sidewalks and inside showing the entry and the hallways. Please note the landlord is the only person who possesses access to these cameras and their feed. Please reach out to the administration if you have further questions regarding these cameras.

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