



STAFF & ADMINISTRATIVE Handbook

Kidz Rock Early Learning Center
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Welcome to Kidz Rock Early Learning Center!

This handbook is designed to help new employees and volunteers to understand who we are and what our expectations are for our employees. Each section addresses different aspects of Kidz Rock Early Learning Center and your employment.

Being able to understand who we are and meeting our expectations helps you to embody our commitment to high quality child care and represent the Center in a positive way. Thus, all employees are expected to read this handbook and agree to follow the policies herein.

As with any policy manual, this handbook is subject to amendment as policies change or need to be added. Information on revisions and changes will be available to employees as soon as possible after adoption, either in hardcopy or online at Kidz Rock Early Learning Center's website at www.kidzrockelc.com.

Who We Are

Kidz Rock Early Learning Center began October 2014, as an extension of the outstanding ministries of The Rock of Central Florida, Inc.

Our ultimate goal is to achieve the highest level of excellence in care, education and support to the children and families we serve. We are a Florida Religious Exempt Child Care Facility fully accredited through the Florida Coalition of Christian Private Schools Accreditation (FCCPSA).

The Center's leadership consists of the following individuals:

Visionary & Leader: Steve Parker

Director: Kim Parker

Assistant Director: Tamarrah Phillips

In addition, we have outstanding team leaders, administrative leaders, teachers and volunteers like you, who contribute their time, ideas and efforts, here at Kidz Rock Early Learning Center. Without dedicated individuals like you, our Center could not serve the community at large.

Welcome to the Kidz Rock Early Learning Center family!

Our Mission and Purpose

Kidz Rock Early Learning Center was founded to support and strengthen our local family unit. Our mission is to provide a safe, nurturing environment for children to grow physically, socially, spiritually and cognitively. We seek to meet the individual needs of each child and enhance their learning experience through strong, consistent instruction and care.

Statement of Faith:

Kidz Rock Early Learning Center believes the Bible is the infallible word of God.

Kidz Rock Early Learning Center believes in God the Father, Jesus Christ and Holy Spirit; it is founded on the hope that comes from relationship with them.

Kidz Rock Early Learning Center seeks to enhance the family unit by providing care and emotional support to individual needs.

Kidz Rock Early Learning Center will provide a safe, clean, loving environment for children to grow.

Kidz Rock Early Learning Center will provide fully credentialed staff to meet the educational needs of each child.

Kidz Rock Early Learning Center will maintain the highest level of accreditation and seeks to exceed parental expectations in childcare and instruction.

Kidz Rock Early Learning Center will offer positive, interactive activities for each age group to nurture a love for learning.

Kidz Rock Early Learning Center will value the family unit and function as a strong foundation for children to develop individual strengths.

Philosophy of Education

We believe that each child is a unique individual who needs a secure, caring, and stimulating environment in which to grow and mature emotionally, intellectually, physically, and socially. It is our desire as an Early Learning Center, to help students meet their fullest potential in these areas by providing an environment that is safe, active, and invites a sharing of ideas.

There are three elements that we believe are conducive to establishing such an environment:

- 1. The teacher acting as a guide**
- 2. Allowing the child's natural curiosity to direct his/her learning**
- 3. Promoting respect for all things and all people.**

When the teacher's role is to guide, providing access to information rather than acting as the primary source of information, the students' search for knowledge is met as they learn to find answers to their questions. For students to construct knowledge, they need the opportunity to discover for themselves and practice skills in authentic situations. Providing students access to hands-on activities and allowing adequate time and space to use materials that reinforce the lesson being studied creates an opportunity for individual discovery and construction of knowledge to occur.

Equally important to self-discovery is having the opportunity to study things that are meaningful and relevant to one's life and interests. Developing a curriculum around student interests fosters intrinsic motivation and stimulates the passion to learn. One way to take learning in a direction relevant to student interest is to invite student dialogue about the lessons and units of study.

When the voice of each student is heard, the environment becomes one where students feel free to express themselves. We believe children have greater respect for their teachers, their peers, and the lessons presented when they feel safe and sure of what is expected of them. In setting fair and consistent rules initially and stating the importance of every activity, students are shown respect for their presence and time. In turn they learn to respect themselves, others, and their environment. Teaching provides an opportunity for continual learning and growth. We recognize a need for compassionate, strong, and responsible individuals who are dedicated to working with children. In our competitive society it is important for students to not only receive a solid education, but to work with someone who is aware of and sensitive to their individual needs.

In addition, Kidz Rock Early Learning Center is dedicated to providing a warm and loving family environment for children. With our smaller size, we are able to give quality, individualized care to families at affordable prices. When possible we offer various discounts and vouchers to help with the overall cost of care.

As we view the Center as a family, the importance of family bonds cannot be understated; siblings are encouraged to interact with one another, and we want everyone involved - children, parents, and staff alike - to feel like they are part of our extended family.

Children here are encouraged to be children; we do not believe they are small adults. The individual progress, growth, and development of every child is important to us. The

environment at the Center promotes learning while having fun during the process. Through a mixture of hands-on experiences, group activities, and individual play, our children develop the intellectual, social, emotional, and physical skills necessary for all aspects of life and growth.

Parent comments and suggestions are encouraged and are taken into serious consideration as we continually adapt to new challenges. The children are not the only ones who are engaged in the learning experience - all of our staff and parents also learn from the children.

Goals

The following are the basic goals for the children who are in our care:

Emotional:

- to become independent and learn to be in control of their emotions
- to be able to express and deal with the emotions they have
- to learn how others express and deal with emotions
- to develop empathy with others

Social:

- to be able to interact effectively with others, regardless of perceived differences
- to be able to respect others and the property of others
- to be able to function well in a group setting
- to be able to understand why they should cooperate with others
- to be able to develop meaningful friendships
- to develop large and small motor skills
- to learn the importance of good nutrition and good hygiene
- to develop lifelong, healthy habits

Intellectual:

- to develop a lifetime love of learning
- to learn observation and discussion skills
- to build a love for reading
- to build upon natural curiosity
- to develop the foundation needed to advance in the primary grades

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I. PERSONNEL POLICIES

Kidz Rock Early Learning Center strives to employ people who are the best qualified to meet the needs of the Center and the children under our care. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievements, personal attitude, and prior work experience in accordance with the necessary qualifications and essential duties listed on the job description.

The employment of all persons shall be contingent upon the approval of the Director.

EQUAL OPPORTUNITY - NON-DISCRIMINATION POLICY

Kidz Rock Early Learning Center is an Equal Opportunity Employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on individual merit. It is our policy to select the best-qualified person for each position in the organization. Kidz Rock Early Learning Center will not discriminate against potential employees based on gender, race, color, ethnic origin, physical disability or age.

The policy applies to all employment practices and personnel actions including advertising, promoting, recruitment, testing, screening, hiring, selection for training upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

Likewise, no staff member of Kidz Rock Early Learning Center will discriminate against a fellow staff member because of race, color, national origin, ancestry. No team member of Kidz Rock Early Learning Center will discriminate against any fellow staff member because of the person's veteran status.

Any staff member who practices discrimination against a fellow team member will be subject to a disciplinary review and may have their employment terminated.

AT-WILL EMPLOYMENT

Employment in the state of Florida is considered to be "at-will." The "At-will" relationship affords the employee the right to resign for any reason. We do, however, hope to provide a work environment which will encourage you to remain with our program.

Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice. It is further understood that the "At-will" employment relationship may not be altered by any written document or by verbal agreement, unless

such alteration is specifically acknowledged in writing and signed by an authorized executive of Kidz Rock Early Learning Center.

EMPLOYMENT AT THE CENTER

Once an applicant has been offered a position at Kidz Rock Early Learning Center, there are a number of additional criteria which must be met by the applicant within a prescribed time period in order to be employed at the Center. These include health and safety screening of the applicant, along with other required documentation which must be submitted and completed during the application process or within a pre-determined span of time upon being hired.

Kidz Rock Early Learning Center is committed to providing a healthy and safe environment for its employees, the children under our care, and for those who visit our facility. The following health and safety checks may be required prior to employment:

Safety Screening

Just as your individual health is important to the Center, other personal factors which may affect the safety and health of the children in your care or of other individuals at the Center must be assessed as well. The following items must be completed prior to employment:

- **Level 2 Background Check**

State law mandates that all new employees pass the Level 2 Background Screening, which requires fingerprinting for statewide **criminal history checks** through FDLE and national **criminal history checks** through the **Federal Bureau of Investigation (FBI)**, and may include local **law enforcement** checks. While prior violations of the law will not immediately disqualify a prospective applicant from being offered employment at Kidz Rock Early Learning Center, some misdemeanor and most felony convictions will prohibit the Center from employing such an individual, as per Florida state child care licensing rules and regulations.

Kidz Rock Early Learning Center, at its sole discretion, may require additional criminal checks during the course of an employee's tenure at the Center, if circumstances suggest this is necessary.

These items are all in accordance with state licensing guidelines. Prospective employees who fail to meet these guidelines or who refuse to comply with any of the items listed above will be disqualified from employment consideration.

Please see also the policies later in this section addressing potential criminal violations, drug abuse, and alcohol abuse which occur after employment has begun.

The Level 2 Background Check is the responsibility of the employee and will not be provided and/or paid for by Kidz Rock Early Learning Center.

Required Training

Kidz Rock Early Learning Center must ensure that all staff have adequate and appropriate training to work with children. The following items are required training for all new employees of the Center :

Early Learning Coalition Free Online Training Courses - employees MUST complete these courses within the first 30 days of employment.

40 Hour Required Training - Florida Department of Children and Families - employees MUST begin courses within 30 days of employment and complete all courses and testing within one year of employment.

Training courses are as follows: DCF Training Part I & II

DCF Part I

- 6 hour Course - Child Care Facility Rules & Regulations (FACR)
- 8 hour course - Health, Safety and Nutrition (HSAN)
- 4 hour course - Identifying and Reporting Child Abuse and Neglect (CAAN)
- 6 hour course - Child Growth and Development (CGAD)
- 6 hour course - Behavioral Observation and Screening (BOSR)
- 10 Hours - **DCF Part II** training

CPR & First Aid - Must be completed within the first 60 days of employment

All training listed above is the responsibility of the employee and will not be provided and/or paid for by Kidz Rock Early Learning Center.

Other Required Documentation

The Rock of Central Florida, Inc. and FCCPSA along with federal and state law require that Kidz Rock Early Learning Center have other documentation on file or recorded to ensure that you are eligible to work in the United States and that you are properly qualified for the position. These items can include:

- Proof of eligibility to work (Driver's license or other state-issued identification; Social Security card)
- Employment Application
- Education/training documentation and transcripts
- Affidavit of Good and Moral Character
- Child Abuse & Neglect Reporting Requirements

Please note that the above list is not all-inclusive of items which may be required for a new hire to begin work at the Center. The orientation process may require additional documentation, and this will be explained before or during that time.

EMPLOYEE CLASSIFICATIONS

Every employee, at the time of hire, will be classified as either FULL-TIME or PART-TIME, as well as EXEMPT or NON-EXEMPT. These classifications are not intended as job descriptions; they are used solely to determine benefits and overtime eligibility. In addition, new hires are considered PROVISIONAL employees for the first part of their employment, as described below.

- **Full-Time Employee:** A person who is regularly scheduled for forty (40) hours per week.
- **Part-Time Employee:** A person who is regularly scheduled for LESS THAN forty (40) hours per week.
- **Exempt:** Employees not eligible to receive overtime pay, whose salary covers all hours worked, regardless of the number of hours required to accomplish all duties of the job as outlined in the job description.
- **Non-Exempt:** Hourly employees eligible to receive overtime pay pursuant to Fair Labor Standards Act. Non-exempt employees are paid for the specific number of hours worked to complete their job as outlined in the job description

Provisional Status

All employees will be considered provisional for up to 90 days calendar days of employment when initially hired or placed in a new position. During the Provisional Period, Kidz Rock Early Learning Center will evaluate the provisional employee's performance to determine if she or he meets the standards and expectations set by the Director and outlined by both the job description and this handbook.

The provisional period may be extended up to 30 days, by approval of the Director and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's provisional period, the Director and/or the Assistant Director will provide a performance appraisal and the reason for extension, and the length of extension that is recommended. Requests for extension cannot be submitted after the provisional period concludes.

Upon successful completion of the provisional period, the Director will recommend whether the provisional employee should be retained. The recommendation will be accompanied by a completed final provisional performance appraisal. Upon approval, the employee will enter regular employment status and thereby will be deemed eligible for those benefits provided to regular employees of the same classification.

Should the provisional employee not be recommended for regular status, the employee will be terminated no later than the last day of the provisional period or any extension thereof.

Employment may be terminated at any time during the provisional period with or without cause.

Job Descriptions

Kidz Rock Early Learning Center currently has three primary positions, aside from the Director and Assistant Director, with particular duties and responsibilities assigned to each. Job Descriptions are posted outlined within the appendix of this handbook and all employees will be expected to be familiar with, their specified job description. Please note that the responsibilities assigned to each position are not all-inclusive, and other duties appropriate to the position may be required. Full job descriptions are included in the Appendix of this handbook.

COMPENSATION AND SCHEDULING

Kidz Rock Early Learning Center strives to compensate employees at a fair level reflecting the relative demands, requirements, and qualification of the position assigned.

Starting Wages

All employees begin their initial employment with an hourly rate, taking into consideration prior employment and educational experience. All wages are to be kept confidential. Sharing wage or salary with co-workers is prohibited and grounds for immediate termination.

Pay Schedule/Recording Hours

Our work week begins on Monday at 6:00 am and ends on Friday at 6:00 pm. Employees will be paid weekly on Fridays, beginning one week after employment begins. Paychecks are direct deposited to the employees designated bank account as noted at the time of initial employment orientation.

Employees must clock in and out to accurately record the actual hours worked. Employees who falsely represent the number of hours worked, or those who fail to clock in and out correctly, may have their paycheck delayed and may be subject to disciplinary action up to and including termination.

Overtime

Employees will be notified at the time of hire as to whether they are classified as “exempt” or “non-exempt” as determined by the Fair Labor Standards Act. The overtime policy addresses payment for overtime for Non-Exempt employees only. Definitions of Exempt and Non- Exempt Employees can be found in the Employee Classification section of this document.

The nature of the duties and responsibilities of some non-exempt employees may require overtime work from time to time. Overtime work should be considered an exceptional situation and is only given upon pre-approval from the Director’s.

The Director/Assistant Director must approve all overtime prior to the employee working the overtime hours. In cases when obtaining prior approval is not possible, such as situations involving the late pick-up of children by their parents, the employee must inform the Director/Assistant Director of the situation as soon as possible following the overtime hours to ensure scheduling adjustments are made to accommodate for the time worked over the regular schedule. Employees who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination.

If circumstances dictate the need for overtime, the Director/Assistant Director may inform an employee of the need to work overtime with little or no notice. If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked as mandated by federal and state laws.

Evaluation

Reviews of an employee’s work are important to help determine advancement at the Center and an employee’s suitability for continued employment. Provisional employees are evaluated at the 30 and 90-day mark; employees who successfully complete the provisional employment period are then evaluated annually.

The purpose of each evaluation is to determine an employee’s overall fitness for the job, the assigned duties, and the Center as a whole. They are intended to be a positive experience for the employee and the Director/Assistant Director. Each evaluation will assess the entire period of employment since the employee’s previous appraisal.

The first evaluation (at 30 days) helps to determine a new employee’s overall competence and fitness for the job, as well as how the employee fits with the Center and its goals. Subsequent evaluations take into account overall job performance, in accordance with the employee’s job description and other appropriate criteria as determined by the Director (such as goals) and conveyed to the employee.

Evaluations not only look back on an employee’s performance, but also look forward by establishing short-term and long-term goals for the employee. Goals should serve both

the needs of the Center and the employee, allowing both to grow. Progress toward reaching those goals may be used in an employee's annual evaluation.

During the evaluation, the Director/Assistant Director will go over the evaluation with the employee, discussing the employee's accomplishments, progress, and any areas of concern. The employee will be expected to sign the evaluation to indicate discussion and receipt of a copy of the evaluation. Note that signing the evaluation does not mean that the employee agrees with every item listed or discussed; in the case of an employee's disagreement with the appraisal, written comments from the employee may be attached to document the employee's objections to particular items (or the evaluation as a whole), as well as provide the employee's rebuttal to specific items.

All employees will receive a copy of their annual evaluations. The original, signed evaluation will be placed in the employee's personnel record. Materials related to the evaluation process may be obtained from the Director upon request.

Work Schedule

Kidz Rock Early Learning Center is open Monday through Friday from 6:30 am until 6pm. Work schedules are prepared by the Director/Assistant Director each week and will be posted on Friday, with hours set for the following week. The schedule will include work days, work hours, and days off. Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. In the event that a parent is late in picking up a child (after 6pm), the employee must remain with the child until an approved adult arrives to take the child home. Employees will be paid for any such time beyond their normal work hours, within a 40hour work week.

Hours of attendance have been carefully planned and employees are required to work the hours and days for which they have been scheduled. If you are unable to report to work for any reason, you must notify the Director/Assistant Director at least 4 hours prior to your scheduled starting time. Failure to provide notice in a timely manner will be considered unexcused absence and may result in disciplinary action. Employees will not be permitted to use available leave time for an unexcused absence. Employees who fail to notify the Director/Assistant Director at all may be considered to have abandoned their position, which will result in termination. Excesses schedule changes or calling-out will also result in termination.

Holidays and Other Closings

From time to time, the Center may be closed for a holiday observance or because of an emergency situation. Director/Assistant Director will let staff members know a month in advance if specific holidays will be paid or unpaid.

Holidays

Generally, when a holiday fall on a Sunday, it will be observed the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

A Holiday and Center closing list will be posted in the Center for the calendar School Year.

Emergency Closings

Due to severe weather conditions or other emergency situations, there may be times when Kidz Rock Early Learning Center may be closed. Emergency closing is at the discretion of the Director.

Severe Weather Conditions:

In the event of severe weather conditions, Kidz Rock Early Learning Center will generally follow the Seminole County Public School District in determining whether or not to close the Center. Employees are instructed to listen to local radio and television stations for emergency closing information in these circumstances.

Employees are also instructed to contact the Director or Assistant Director for further instructions. Employees are instructed to contact the Director by 5:30 am and again at 7:30 am for further instructions.

Other Emergencies:

Other situations, including but not limited to electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which could endanger the safety or health of children and employees, may result in Kidz Rock Early Learning Center being closed at the sole discretion of the Director. Employees will be advised of their obligations in these situations.

In the event of an emergency closing in the middle of the day, the Director or Assistant Director will instruct employees during the emergency. Employees are required to remain at the Center as long as there are children present. In rare instances, this may require employees to remain after normal closing hours. Employees must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations (ratios, general policies, and the like). The Director/Assistant Director will inform employees when they are able to go home. Employees who refuse to cooperate during an emergency closing situation may be subject to disciplinary action up to and including termination.

HEALTH

Your health is important to us! Not only does your health affect your own ability to perform your duties effectively, but your health can also affect others - the children under your care, parents, and other staff. As such, staff should follow similar guidelines to those laid out for sending children home (temperature exceeding 101°F, vomiting, etc.) as indicators as to when staff should also remain at home instead of reporting to work, or when a staff member should be sent home from work.

Illness

If you are ill, please contact the Director at least 8 hours in advance to ensure that we are able to provide adequate coverage to meet state ratio requirements. In general, staff who provide adequate notice will not be required to provide documentation (doctor's note, etc.) for the first day of absence. Providing less than 8 hours' notice or having an illness which lasts more than a day, may require official documentation in order to validate the absence and permit the employee to return to work.

Family and Medical Leave

The following family and medical leave policy is designed to comply with the provisions of the federal Family and Medical Leave Act of 1993 (FMLA).

Employees who have been employed for at least 1 year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, Kidz Rock Early Learning Center will review business considerations and the individual circumstances involved. Upon return from Family Medical Leave, the employee will return to the same or to an equivalent position. Family or medical leave will be unpaid leave.

Please refer to the Appendix of this handbook for the specific conditions and guidelines governing FMLA.

Other Types of Leave

Employee's work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, employees will not be granted leave beyond their accrued vacation. In addition, other situations may occur where an employee

needs to request time off from work. Some of these are described below. Requests for leave other than those detailed below shall be referred to the Director, who may grant or withhold approval of such leave. All such absences shall generally be considered without pay or other compensation for the employee. Please submit requests in advance for approval, whenever possible. Emergency circumstances will be considered on a case-by-case basis. Leave without pay will only be granted in extenuating circumstances. Leave without pay must be approved in advance of the requested start date of the leave by the Director. Requests must be submitted in writing. Employees will receive written notice of the approval/denial for a requested leave of absence. Leave without pay which has not been approved by the Director/Assistant Director will be considered a voluntary termination.

Jury/Witness Duty

When leave of absence must be taken for jury duty or to answer a subpoena in court, Kidz Rock Early Learning Center will recognize this leave without pay. Employees must notify the Director/Assistant Director as soon as possible after they receive notice they are called for jury or witness duty. A copy of the official request to serve or subpoena should be provided to the Director/Assistant Director upon receipt of such notification.

Bereavement Leave

When the death of an immediate member of an employee's family, as listed below, necessitates her or his absence from work, the Director may grant up to three (3) days with pay and up to five (5) days of leave, without pay. Immediate member of an employee's family is defined as a, Spouse, Son, Mother, Daughter, Father, Sister, Brother, Grandparent, Grandchild.

In addition, anyone who permanently resides in the employee's household may be considered a family member for purposes of bereavement leave, at the Director's discretion.

When the death of a non-immediate member of an employee's family, as listed below, necessitates her or his absence from work, up to three (3) days of leave without pay may be granted by the Director.

Employees may be required to provide proof of the relationship between themselves and the deceased individual, and a copy of either the obituary or some other evidence of when burial/funeral services are to be held. Bereavement leave for other family members or non-family members is subject to the discretion and approval of the Director.

Employees must request Bereavement Leave as soon as possible in advance of the leave.

SAFETY

The safety of our employees, the children under our care, and of anyone we may interact with is important to us as well. The following are general principles and guidelines; specific procedures are covered in the General Duties section of this handbook.

Hazards

During the course of your employment, you have the potential to be exposed to bodily fluids, blood-borne pathogens, and chemicals. Please review the appropriate policies in the General Duties section for more information on how to correctly deal with situations where these hazards might be present.

Accidents

Accidents and injuries on the job, while rare, can happen. In order to protect your claim for compensation and/or minimize liability for Kidz Rock Early Learning Center and its employees, all injuries or accidents to an employee occurring during the employee's scheduled hours at the Center, no matter how minor, must be reported to the Director/ Assistant Director immediately.

All employees are covered by Workers' Compensation insurance and must seek treatment for accidents and injuries as required by the plan. Employees will be required to provide information regarding the accident or injury to the Director within one day of accident.

Employees who are placed on Workers' Compensation will be notified in writing of the status of the position, status of health insurance benefits, and their responsibilities while on Workers' Compensation.

Accidents involving children, parents, or visitors to the Center are covered in the General Duties section of this handbook.

Controlled Substances

To ensure the health and safety of the children at the Center and of other employees, there are other restrictions regarding both legal and illegal behaviors which have been shown to be detrimental to the employee and those around the employee.

All facilities and grounds of Kidz Rock Early Learning Center are tobacco-free environments. Smoking or any other use of a tobacco product in the presence of children or parents during working hours is strictly prohibited. Failure to abide by this policy will result in disciplinary action, up to and including termination.

Furthermore, using, possessing, or being under the influence of alcohol or illegal drugs during working hours or while on Kidz Rock Early Learning Center property is strictly prohibited and will result in immediate termination of duties.

Weapons and other Safety Hazards

Possession or use of any type of weapon, dangerous object, or explosive device while on Center property is prohibited, and will result in immediate termination.

EMPLOYEE BENEFITS

At Kidz Rock Early Learning Center we do strive to provide additional benefits to employees whenever possible, based on funding.

Benefits' eligibility is generally determined by an employee's classification. Employees are classified as either full-time or part-time for the purpose of determining applicable benefits.

Employees will generally be classified upon hiring; reclassification may be done at the Director's discretion, based on changes to an employee's overall hours worked or other appropriate circumstances. Each employee will be advised at the time of hire of the benefits for which they are eligible. Employees will be notified of additional benefits and their eligibility during the course of employment.

Kidz Rock Early Learning Centers does not guarantee any benefits to any employee. Kidz Rock Early Learning Center reserves the right to change, cancel, and/or deny any benefits at its sole discretion to maintain the fiscal soundness of the Center.

We currently offer the following benefits to our employees. Some are immediately available when an employee starts work; others depend on the length of employment at the Center and/or the hourly or salaried classification of full-time or part-time

1. Accumulated vacation time at the start of employment.
2. 403(b) Retirement planning with an Employer match
3. Health Insurance
4. Dental & Vision Insurance

Training

Kidz Rock Early Learning Center staff members are required to complete all in-house and state (Department of Children and Families) REQUIRED training. This includes in-service on-going training.

Child Care

Kidz Rock Early Learning Center allows employees to enroll their minor children in the program. Employees seeking to enroll their child(ren) in the program must discuss placement and tuition with the Directors. Enrollment is also depends on space availability within the Center.

Employees who fail to pay tuition according to the Fee Agreement will have their child care services terminated/suspended, just as any other parent would.

Kidz Rock Early Learning Center further reserves the right to dis-enroll an employee's child(ren) if the employee's performance is affected by having his or her child(ren) at the Center. Employees must remember they are employed to perform a specific job and not allow themselves to be distracted by having their child(ren) enrolled in the program.

Employees are prohibited from interfering with the supervision or authority of their child(ren)'s classroom teacher.

Non-enrolled minor children of employees are generally prohibited from being on Center property without an accompanying adult while the employee is on the clock, except with the prior written approval of the Director or when the employee's family is invited to participate in Center activities.

OTHER POLICIES Meals and Breaks

Employees are required to take one unpaid (1) hour for lunch if working a 8-12 hour shift. Employees are required to clock out at the time they begin their lunch period and clock back in upon return to their classroom.

Employees may take short breaks (bathroom, emergency calls, etc.), ratios and staffing requirements permitting. Breaks of this sort are considered paid time and must not become excessive and may not exceed a timeframe of 5-10 minutes. Employees cannot leave children unattended during a break, and ratios must be maintained at all times.

Required Staff Meetings

Because communication between the staff and the Directors is crucial to good practices within the Center, mandatory staff meetings will be scheduled on a monthly basis. All

employees are expected to attend these meetings; exceptions must be approved in writing by the Director, in advance of the meeting.

All staff meetings will be announced in advance and generally will occur during the lunch and or Napping timeframe, after the Center has closed for the day or during designated teacher work days.

CONDUCT AND ETHICS

The reputation of Kidz Rock Early Learning Center is built upon the ethical conduct of our employees, and the overall success of the business is tied to this as well. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest professional standards of conduct and personal integrity.

Kidz Rock Early Learning Center is dependent upon our families' trust and we are dedicated to preserving that trust. Employees have a duty to Kidz Rock Early Learning Center and its families to act in a way that will merit the continued trust and confidence of the public. Kidz Rock Early Learning Center will comply with all applicable laws and regulations and expects its directors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter with the Director/Assistant Director.

Compliance with these principles of conduct and ethics is the responsibility of every Kidz Rock Early Learning Center employee and volunteer. Disregarding or failing to meet any of the following standards may result in disciplinary action up to and including termination.

Personal Appearance

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. An employee's appearance and dress should reflect the professional nature of the position as well as be functional within the expectations and responsibilities of the job.

Dress Code

Radical departure from conventional dress or personal grooming is not permitted, as it may serve as a distraction or worse to the children at the Center, parents, and other employees. The following items constitute the basic dress code for employees of the

Center. Final determination of the dress code acceptability of an employee's attire shall be determined by the Director/Assistant Director.

At present, Kidz Rock Early Learning Dress Code includes

- Scrub Tops
- Scrub Bottoms or Nice Jeans/Slacks

Unacceptable dress includes, but is not limited to:

- Shorts
- Leggings
- Dresses or Skirts
- Low scoop neck shirts or blouses (at no time should undergarments be visible)
- Clothes that expose the stomach
- Clothing with logos and pictures that are inappropriate for children (profanity, sexual innuendoes, violence, drugs, and similar content)
- Jewelry which may present a safety hazard (long necklaces/earrings, etc.)
- Piercings other than the ears

Employees who are found to be in violation of the dress code may be asked to go home and change; the time required to do so is unpaid. A verbal warning will also be given and documented. Second and subsequent violations will result in a written warning, documentation of the incident, and may be subject to other disciplinary action, up to and including loss of employment.

General Interaction

In general, employees need to maintain a sense of decorum when interacting with others at the Center and observe general rules of proper conduct. Staff are expected to act in a caring, honest, respectful, and responsible manner consistent with Kidz Rock Early Learning Center's mission statement. Staff should always portray a positive role model by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.

This includes things like:

- Refraining from intimate displays of affection towards others in the presence of children, parents, and other staff.
- Never using profanity, inappropriate jokes, sharing intimate personal details, or any kind of harassment in the presence of children, parents, or other staff.

Staff are required to report any violations by other staff members of these or other policies listed in the handbook to the Director/Assistant Director. Such reporting is confidential.

Co-worker Interaction

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

Families

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

Our personal contact with the public, our manners on the telephone, and the communications we send to families are a reflection not only of ourselves, but also of the professionalism of Kidz Rock Early Learning Center. Positive interactions with our families not only enhance the public's perception or image of Kidz Rock Early Learning Center, but also help us to obtain and maintain business.

It is expected that all employees of Kidz Rock Early Learning Center will interact respectfully, courteously, and promptly with our families.

All of our families have the right to their privacy. Do not discuss the children and families publicly or with family members, either by name or physical description. Some of the families have also restricted photography permission for their children; please refer to the **Social Media policy** listed in this section for more information.

Employees who fail to have appropriate interactions with our families will be subject to disciplinary action, up to and including termination.

Children

While many of the specific policies governing interaction with the children under our care are in the section of the handbook dealing Classroom and Curriculum, some general principles are as follows:

- **Children have a right to be spoken to with respect.** Staff should listen to what the children have to say, and respond to the children with respect and consideration.
- **Children have a right to be cared about without prejudice.** Staff will treat all children equally regardless of sex, race, religion, culture, economic status, or disability.
- **Children have a right not to be yelled at or humiliated.** Staff will maintain conversational voice levels and should not single out children for exclusion or in a manner which might otherwise overly embarrass the child.
- **Children have a right not to be hurt.** Staff will maintain a safe environment for the children, and will see to their safety. Staff should intervene to help a child avoid a dangerous or otherwise hurtful situation whenever possible.
- **Children have a right to their own privacy.** Staff will respect the rights of children to not be touched or looked at in ways which may make the children uncomfortable, and respect the children's right to say no.

Phones

Employees are not permitted to make or receive personal telephone calls during work hours unless authorized to do so by the Directors, or in the event of an emergency. This includes using one's own cell phone and/or excessive texting. Cell phones are not prohibited in the classroom, but employees are expected to use them only when appropriate or necessary.

When an employee needs to call a parent, our business line should be used, rather than a cell phone. Every time you make or receive a business telephone call, you are representing not only yourself as a professional, but also Kidz Rock Early Learning Center.

E-Mail And Internet Use

Employees are not permitted to utilize Center computers or internet access for personal reasons, including email, web surfing, and other activities not related to the Center. Center computers may be used for required online training with the permission of the Director/Assistant Director.

In the event that the Center provides online accounts to employees, such accounts will be reserved for Center-related use only, and all passwords to those accounts will be available to the Director.

In addition, two specific policies address the increasing influence of online interactions:

Social Media:

The posting of confidential and identifying information about the children, parents, or staff at the Center on social media (e.g., Facebook, Instagram, Snap

Chat, Twitter, etc.) is strictly prohibited. In no way does Kidz Rock Early Learning Center wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (the Kidz Rock Early Learning Center website/Facebook page, etc.) unless prior approval from the Director/Assistant Director has been obtained.

Pictures:

As with the use of social media, the publication of photos from the Center, whether online or otherwise, is generally prohibited without prior approval from the Director/Assistant Director. In general, approval will usually be granted for pictures which advance the Center's mission, demonstrate the educational achievements of the Center or the children in our care, or which otherwise portray the Center's positive contributions to the community. Staff may take pictures of the activities in their classrooms to share with the families of the children in our care, as appropriate (to document a child's progress, etc.). As mentioned previously, some families have chosen to restrict photograph permissions, and it is expected that all employees will abide by those wishes. These restrictions will be noted in the classroom binder.

Gifts & Gratuities

Employees of Kidz Rock Early Learning Center are prohibited from accepting personal gifts, money, services, or gratuities from families, vendors, contractors, and all other persons doing business, without permission from the Director/Assistant Director.

This prohibition also extends to employees giving gifts to the children under their care - toys, video games, jewelry, and the like are inappropriate and/or excessive. In the instance that a gift would be appropriate, approval from the Director/Assistant Director needs to be obtained in advance.

Non-Solicitation

Employees of Kidz Rock Early Learning Center are strictly prohibited from solicitation of any kind while on any Kidz Rock Early Learning Center property without permission of the Director/Assistant Director. This includes:

Outside Employment (Moonlighting)

Employees of Kidz Rock Early Learning Center are prohibited from accepting any employment from any family of Kidz Rock Early Learning Center. Employees are specifically prohibited from accepting employment as a babysitter from any family of Kidz Rock Early Learning Center. Exceptions may only be granted by the Director/Assistant Director. All such exceptions shall be made in writing, and must be obtained in advance.

Non-Fraternization

At Kidz Rock Early Learning Center, we strive to build relationships with the children in our care and their families, as well as with others we interact with at the Center. While friendships can result from this, it is imperative that employees treat families, vendors, co-workers, and the public with courtesy, appropriate distance, and respect.

Because of the need to maintain appropriate distance, employees of Kidz Rock Early Learning Center are generally prohibited from fraternizing with any family of Kidz Rock Early Learning Center outside of our normal interactions at the Center. While this does not specifically prohibit all contact or interaction between employees and the families we work with, there are some particular items here for consideration.

- Staff may not be alone with children from the Center outside of work. This includes babysitting, sleepovers, driving and riding in cars, and inviting children to their homes. **Exceptions require a written explanation in advance and are subject to Director approval.**
- Attending a "social event" or a "private gathering" with a family of Kidz Rock Early Learning Center shall occur only when approved in writing by the Director/Assistant Director. This includes birthday parties for the children and other activities.
- Employees should abstain from any intimate physical contact and involvement with families. Employees should also avoid any unwelcome advances and intimate acts made by families. Employees are required to report any unwelcome advances or attempts at intimate acts made by families or co-workers to the Director/Assistant Director.
- Employees should immediately report any action by a family or employee that would be considered a violation of this policy to the Director/Assistant Director.

HARASSMENT

Kidz Rock Early Learning Center employees, volunteers, families, and applicants have a right to work in a discrimination-free environment, including freedom from sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Both overt and subtle harassment create an offensive, hostile, and uncomfortable work

environment and are strictly prohibited. This section concerns any and all types of harassment, with particular attention to the definition of sexual harassment. Harassment of or by an employee requires investigation. Employees who harass others will be subject to disciplinary action including termination.

Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but is not limited to:

All incidents of harassment, sexual or otherwise, need to be reported to the Director so that the offense may be handled in a manner appropriate to the situation.

Please refer to the *Policy and Procedure of the The Rock of Central Florida Church Regarding Allegations of Sexual Misconduct document*, signed at the time of employment (also located in the attached Appendix)

Harassment Complaint Procedure

Complaints about sexual and other types of harassment should be reported immediately to the Director/Assistant Director. Sexual harassment complaints will be investigated promptly and all information will be kept confidential.

PERSONNEL RECORDS

A confidential file will be maintained on each employee containing all employment-related documents such as the employment application, résumé, job and salary history, performance appraisals, disciplinary action, general correspondence, and other documents that pertain to employment at Kidz Rock Early Learning Center. Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, up to and including termination.

An employee may have supervised access to their own file during normal business hours, upon request to the Director/Assistant Director. Personnel files may not be removed from the office. Employees are prohibited from removing any documents from their personnel file.

Employee requests for copies of the documents contained in the personnel file must be made in writing to the Director/Assistant Director.

CONFIDENTIALITY

This Confidentiality Policy has been adopted to insure the confidentiality and protection of individual rights of privacy for children, families, and employees of Kidz Rock Early Learning Center. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws.

Information about children, families, or employees will not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

An employee's responsibility to maintain confidentiality regarding information learned about children, their parents/guardians, families, and other employees applies 24 hours per day, 7 days per week regardless of how or where the information was obtained.

Employees must be diligent in their efforts to maintain confidentiality, and should be aware that there are job-related consequences for violations of confidentiality and rights of privacy, and that there is the potential for civil liability against the individual employee and the Center.

Confidentiality of Children's and Families' Information

- All children's private records (home address, medical file, etc.) must be locked in a secure file.
- Classroom binders are not considered private records, but will only contain information specific and necessary to the care of each individual child. Access to classroom binders is restricted to staff members who work in that specific classroom or the Director/Assistant Director.
- Access to children's records is limited to employees with a "need to know."
- Children's records must not be removed from the Center.
- Children's records must never be left out on desks, tables, etc. where others may have access to them.
- Children's or families' private information must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to ensure other children, families, or employees do not overhear information that is confidential.
- Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- Information and documents which are considered to be confidential include, but are not limited to, medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- All requests for release of information shall be made to the Director/Assistant Director.
- Information will only be released to persons outside of Kidz Rock Early Learning Center with the expressed written consent of the child's parent or legal guardian.

Confidentiality of Employee's Information

- All employee records must be locked in a secure file.
- General access to an employee's records is limited to the Director and Assistant Director.
- An employee's records must not be removed from the Center.

- An employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- An employee's private information will never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to ensure children, families, or employees do not overhear information that is confidential.
- Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- Information and documents which are considered to be confidential include, but are not limited to, medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- All requests for release of information to persons outside of Kidz Rock Early Learning Center shall be made to the Director/Assistant Director.
- Information will only be released to persons outside Kidz Rock Early Learning Center with the express written consent of the employee.

Confidentiality Related to Proprietary Information

Kidz Rock Early Learning Center has developed unique techniques and tools for evaluation which make our program more competitive in the industry and are not to be revealed to sources outside of the company. Anything which the company designs, produces, implements, and markets is treated as proprietary information. This includes, but is not be limited to, the Center's family list, employee list, philosophy, mission statement, personnel policies, and employee/parent handbooks.

No employee should discuss proprietary information with other employees in any public place where such information could be overheard. Employees should also not provide others with any documents relating to this propriety information. Employees must understand that it is not only their duty to protect Kidz Rock Early Learning Center's proprietary information during their term of employment, but that this legal obligation continues even after separation from employment. Employees are required to return any and all documentation that contains proprietary information at the time of separation. This obligation may be enforced through court action, if necessary.

Violation of Confidentiality Policy

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action including termination. In addition to job-related consequences, the employee/volunteer may face possible civil liability for their actions.

CONFLICT RESOLUTION

Conflicts can arise between employees, employees and families, and the like. In the event that two or more parties find themselves in a situation where conflict is inevitable or has already occurred, has affected or will affect the Center and its operation, and can

be potentially resolved through the actions of the Center, procedures have been established to ensure that all parties to any conflict receive fair and equal hearing to help resolve the circumstances surrounding the issue. This process is described in the Appendix of this handbook.

Terminated/Former Employees are not eligible to participate in the Conflict Resolution process.

DISCIPLINARY PROCESS

In the event that an employee is found to be in violation of one or more policies outlined in this handbook, the disciplinary process may be initiated. While this is generally a process of escalating actions, certain violations may be more egregious in their severity, frequency of occurrence, and/or scope, and thus could warrant a disciplinary action higher on the list, up to and including termination of duties. The determination of the specific disciplinary action to be undertaken is at the discretion of the Director, and will be appropriate to the nature of the offense.

Reprimand

A reprimand may be given to any employee, when a minor violation of Center policies or procedures has occurred. A reprimand may be either verbal or written. Verbal reprimands will be documented by the Director/Assistant Director, and the documentation will be placed in the employee's personnel file. Written reprimands will include brief documentation of the incident and the date on which it occurred. Written reprimands require that a copy of the written reprimand be given to the employee, and a copy of the reprimand signed by the employee to acknowledge receipt of the document must be placed in the employee's file.

Written Warning

For more serious violations of policies and procedures, or repeated minor violations, an employee may be given a written warning. The written warning will clearly describe the deficiency in the performance or conduct, and will cite the policy, licensing regulation, or procedure violated. The written warning will contain a corrective action plan, outlining the necessary action(s) to correct the deficiency and a timetable in which the corrective action must occur.

A copy of the written warning and the corrective action plan will be given to the employee. Employees are required to sign a copy of the written warning, acknowledging its receipt, which will then be placed in the employee's personnel file. Signing the written warning does not indicate that the employee agrees with the contents; it simply indicates receipt of a copy of the written warning. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination.

Copies of all documentation regarding corrective action plans will be retained by the Director/Assistant Director.

Investigatory Suspension

For suspected severe, but unconfirmed allegations of policy and procedure violations, the Director/Assistant Director may initiate an Investigatory Suspension of the employee. During this time, the employee is suspended without pay. The outcome of an investigatory suspension is generally either full reinstatement (if the employee is found not to be in violation of the policies) or further disciplinary action, up to and including termination of employment.

Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:

- Charges of driving while intoxicated
- Report of child abuse or neglect
- Accusations of theft
- Violation of the Substance Abuse Policy
- Other similar situations

Suspension

Suspension of an employee may occur at the discretion of the Director/Assistant Director for specific, major infractions of the Personnel Policies. Suspension of an employee will not require prior verbal or written disciplinary action. Suspension may be used in circumstances where a confirmed violation of policies is not considered severe enough to warrant termination of employment, and where the employee can be successfully rehabilitated to effectively discharge the duties of the position. Possible violations are similar to those on both the list for Investigatory Suspension and Termination, though certain violations are still subject to immediate termination of employment, without recourse to an initial suspension. Each situation is different, and will be treated as such.

Suspension will be without pay. The employee will be notified in writing of the specific charges and the length of the suspension, and will be provided with a copy of this notice. The employee is required to sign a copy of the suspension notification to acknowledge receipt of same. Failure to sign the suspension notification will be considered insubordination and will result in disciplinary action, up to and including termination.

When circumstances permit, an employee will be suspended upon receipt of the suspension notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of Kidz Rock Early Learning Center, its employees, or the children under the Center's care. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be given by the Director/Assistant Director, followed immediately by written approval of the Director.

Termination

Involuntary termination does not necessarily require prior verbal or written disciplinary action. Kidz Rock Early Learning Center, in accordance with Florida law, is an “at-will” employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employees, but is not inclusive of all possible reasons or causes for termination from employment. Termination is an action which must be approved by the Director. Notification of Termination may be written or verbal.

Causes for involuntary termination include, but are not limited to, the following:

- Unsatisfactory provisional period (within the first 90-days of employment)
- Falsifying or misusing records, including application
- Violation of confidentiality rules
- Theft or misuse of Kidz Rock Early Learning Center funds, equipment, or property
- Excessive Absences
- Absences from work without notification and/or approval as per related policies
- Discourteous treatment of the public, families, or co-workers
- Inappropriate behavior
- Non-performance of duties resulting in injury to the Center, its children, families, or employees.
- Being abusive or neglectful to children, parents, or employees
- Substance Abuse
- Failure to submit required documentation within mandated time frame
- Neglect of duty or refusal to comply with directives of Director/Assistant Director
- Misuse of leave policies
- Insubordination
- Failure to implement job specifics
- Receipt of 3 written warnings for any violations during any 12 month period; the date of the third warning will be the employee's last day of employment
- Failure to return to work following a leave of absence
- Failure to meet deadlines as presented by Director/Assistant Director

Employees who are involuntarily terminated shall forfeit all accrued vacation time and any other benefits. Once employment has been terminated under this action, the employee is expected to return any keys and other property of the Center to the Director/Assistant Director, and leave the Center at that time. The former employee will be escorted out of the building, and is no longer permitted on Kidz Rock Early Learning Center property without the approval of the Director/Assistant Director. Any of the former employee’s personal property or effects which remain at Center will be packed and former employe will be notified of a time where they can pick-up their belongings OR they may be mailed out to the former employee. The former employee’s final paycheck(s) will be direct deposited as normal and may not be picked up at the Center.

All final paychecks will be sent on the scheduled paydays for the pay period applicable for the hours worked.

RESIGNATION

Although we want every employee to stay with us for as long as possible, sometimes new opportunities arise that an employee may wish to explore. While we do not wish to hinder our employees from pursuing these endeavors, we also ask that our employees provide ample opportunity for us to seek suitable replacements for the departing employee. As such, employees are required to give two (2) weeks' notice of the intention to terminate employment. Notice must be given in writing to the Director/ Assistant Director. If submitted by any other method other than directly to the Directors, the two week period begins upon receipt of the notice by the Directors, not when the notice was mailed or otherwise sent. As noted in the Benefits section, unused vacation time may not be used as part of the required two weeks' notice.

Employees who give the required notice will be entitled to payment of accumulated vacation time, provided all Center equipment and property has been returned. Employees who fail to give the required notice will forfeit payment for any accrued, unused vacation time.

In general, an employee's final paycheck(s) will be sent to the home address listed in the employee's file on the regularly scheduled pay dates for the hours worked.

EMPLOYMENT REFERENCES

Requests for references should be directed to the following: Kim Parker or Tamarrah Phillips - 6641 W State Road 46, Sanford, FL 32771 or kim@therockofcf.org tamarrah@therockofcf.org.

Kidz Rock Early Learning Center will release information regarding positions held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release.

Confidential information will only be provided with the employee's express written permission. All requests for references must be in writing.

Unless specifically authorized by the Directors, employees are strictly prohibited from providing references for any employee under any circumstance, including a personal reference.

II. GENERAL DUTIES

This section of the handbook details the basic duties, expectations, and general policies for all employees. This is not all-inclusive of all possible duties which may be assigned; these are basic guidelines to follow. Please note that classroom-specific policies are contained in another section of this handbook.

CENTER OPERATION

These policies govern specific expectations for the Center's day-to-day operations. Many procedures are explained in greater depth in the classroom binders or are posted to specific classrooms.

Opening/Closing Procedures

Staff are expected to know the standard opening and closing procedures for the Center and for their specific classrooms. These procedures are listed on the opening and closing forms, located in the locked file cabinet in the Center. Please note that these are specific duties which must be completed and indicated as such each day as noted.

In the event that one or more of these duties have not been completed on a particular day, the staff member should notify the Director/Assistant Director of the deficiency.

General Housekeeping

Employees are responsible for a variety of housekeeping duties. Most of these are particular to your classroom, but some duties will require you to help with the upkeep of other areas of the Center. This list is kept in each classroom's binder and then handed to the Director/at the end of each month. Please use the checklist. It is there to help us keep up with the work in the classroom. Take pride in your classroom!

- **Cleaning surfaces**

- o Eating areas - surfaces where food and dishes may be prepared or placed must be cleaned with soap and water or another cleaner, and then sanitized prior to use and after use.

- o Playing surfaces: all shelves and toys should be cleaned according to the cleaning schedule.

- **Sanitizing**

- o Spray sanitizer on item or surface and let it sit on the item for one minute then wipe clean. The cleaning schedule will provide more information about what to sanitize.

Personal Property/Effects

Any personal property and effects (purses, backpacks, etc.) should generally be left in the shelving provided in the kitchen area, your vehicle, locked up, or put in the office while you are at work. Such items are not allowed in the classrooms unless locked up securely and inaccessible to any children under your care.

If an employee chooses to bring in personal property for use in the classroom, prior approval from the Director should be obtained whenever possible, unless the item is something generally used within the classroom already and a replacement is needed (e.g., glue, paint, crayons). Employees will not be reimbursed for such items unless the purchase is approved in advance by the Director/Assistant Director.

CHILDREN'S HEALTH

Kidz Rock Early Learning Center takes the health of the children in our care very seriously. The policies below are our general expectations and procedures for various situations within your classroom and outside of it.

Food handling policy & snack guidelines:

Kidz Rock Early Learning Center follows Florida restaurant guidelines for food handling, as required by law. You will be expected to set up and serve the snacks and meals to your classroom. When coming into contact with food, you should always wear a pair of gloves. Before handling any food, you should wash your hands with soap and water. The entire meal must be placed on the table prior to a child sitting in front of his/her plate. Loss of meal and/or snack privileges may NOT be used as part of any disciplinary process.

Kidz Rock Early Learning Center is not presently offering a food program. However we do offer pre-packaged snacks. Please follow our above outlined food handling when serving snacks.

Illness

Illnesses don't just affect the child who is ill; anyone who comes into contact with the child may also contract the illness. As such, employees must be aware of how to recognize the signs and symptoms of possible illness, and how to address those situations when they occur.

If a child shows signs of illness, those symptoms should be reported immediately to the Director/Assistant Director. In some cases, the child will be sent home until the illness has passed.

Recognizing

A child who shows any sign of the following should be reported to the Director/Assistant Director for observation:

- Fever above 101°F (38°C)
- Vomiting
- Rash (other than heat or diaper)
- Diarrhea
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Breathing difficulties

This is not an all-inclusive list.

Procedures for Sick Children

Once a sick child's symptoms have been reported to the Director/Assistant Director, the determination will be made as to whether the child should be sent home. Staff should not make the initial determination. If the child is determined to be sick, the parent(s) of the child will be contacted to make arrangements to pick the child up from the Center. The child will remain separated from the other children at the Center until he/she is picked up.

If a sick child is sent home, the child will not be allowed to return until either the child no longer has the symptoms, begins a course of treatment for the illness, or otherwise appears to be well enough to attend the Center. A child sent home after 12 pm will generally not be allowed to return the following day.

Medication

Kidz Rock Early Learning Center generally has a "No-Medication" policy. You may NOT administer any medication to a child at anytime. If there is a signed doctors permission on file, either the Director or Assistant Director will administer the medication.

Allergies

Some of the children under your care may have allergies to specific foods or other allergens. It is your responsibility to be aware of these allergies and take appropriate precautionary measures to ensure the health and safety of those children. Any allergies will be noted in the classroom binder.

- Food allergies: If any children in your classroom have a food allergy (milk, peanuts, etc.), great precaution should be used to not accidentally serve the child this food.

- **Asthma:** Can be triggered by allergies. If you have animals at home, the child may have a reaction to your clothing. It may be helpful to change into other clothes upon your arrival at the Center or wear an apron so that exposure is limited. The use of perfume or air freshener, extremely hot or cold weather, seasonal allergies (pollen), and dust can also trigger an asthma attack. Immediately notify the Director/Assistant Director if a child is having breathing difficulties.
- **Other allergens:** Children may have other types of allergies. Specific precautionary measures will be provided as needed in the classroom binder.

Diapering

Diaper changing procedures are posted at each diaper-changing area.

- Place diaper-changing paper on diaper-changing table
- Use Gloves
- Change the child's diaper
- Never walk away from the table while a child is on the changing table
- Throw away the used diaper and other diaper-changing materials in the container designated for this kind of disposal.
- Spray the table with sanitizer and wipe it off
- Wash your hands

Hand Washing

Proper hand washing helps curb the spread of disease and promotes general hygiene. By modeling these behaviors for the children under your care, and insisting that they follow the same process, you help to ensure the health of everyone you encounter.

- Turn water on and wait for water to be warm
- Lather soap on your hands
- Rinse and scrub hands for 30 seconds
- Paper Towel dry hands

Universal Precautions

All employees are required to strictly adhere to Universal Precautions Procedures to control exposure to Bloodborne Pathogens (discussed below) and other hazards, and to promote good hygiene.

To assist in this, Kidz Rock Early Learning Center provides vinyl/latex gloves in a variety of sizes and CPR guards as personal protective equipment for the use of the employees; these items are located in the first aid cabinet. Employees are required to have personal protective equipment in their immediate area at all times.

When traveling outside of the classroom area, employees are required to carry the First-Aid Bag at all times. Employees are required to use the personal protective equipment in each and every instance warranted by this and other policies and procedures, in the manner in which the personal protective equipment is intended for use. Failure to appropriately use personal protective equipment at any time will result in disciplinary action up to and including termination.

Bloodborne Pathogens

During your employment at the Center you may, in the course of your daily activities, come into contact with potentially infectious materials. Those situations may include, but are not limited to, the following:

- Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- Assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.
- Diapering children or cleaning up after a child has a toileting accident.
- Handling of contaminated items such as soiled clothing, tissues, and diapers.
- Cleaning up and handling broken glass and/or sharp objects.

While not all of the above situations are inherently dangerous, failure to follow universal precautions (using the appropriate protective gear) places the employee and others at risk.

Thus, for your own safety and the safety of others, all employees are required to treat all children and fellow employees as though they might be infected with a bloodborne pathogen, regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with bloodborne pathogens do not look a certain way, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a bloodborne pathogen disease are not required to disclose their illness to the employees or administration of Kidz Rock Early Learning Center, as such information is confidential and protected by law. Common bloodborne pathogens include, but are not limited to: HIV, hepatitis, syphilis, and herpes. These and other bloodborne pathogens are transmitted primarily through human blood and other potentially infected materials (OPIMs), which include, but are not limited to: feces, urine, or any other bodily fluid that may contain blood.

Exposure and Incident Reporting

Because of the nature of the job, routine contact with some OPIMs will occur with some regularity. Employees must:

- Always wear personal protective equipment (gloves) when changing diapers, cleaning up accidents, etc.
- Report any incident where the employee comes in direct contact with blood or OPIMs, either through unprotected skin contact or a breach in the protective gear (e.g., a torn or broken glove)

Reporting an incident involves

- Notifying the Director of the direct exposure to/contact with blood or OPIMs, as noted above.
- Completion of an Exposure Control Incident Report

These actions should be completed within one (1) hour of the exposure incident. Failure to report an exposure incident and/or complete and turn in the Exposure Control Incident Report as outlined will result in disciplinary action, as noted elsewhere in this document.

An Exposure Control Consent Form must be filled out indicating the employee's choice regarding testing and other medical care.

Employees should be mindful of blood or OPIM on their clothing or personal items. Contaminated clothing and personal items must be cleaned and/or disposed of in a manner to ensure that further exposure does not occur. Kidz Rock Early Learning Center is not responsible for clothing or personal items ruined or destroyed as a result of contamination and/or removal as per this policy.

CHILD SAFETY

Kidz Rock Early Learning Center does everything possible to provide a safe environment for our employees and the children in our care. As such, some items are prohibited from being used at or brought to the Center. Other policies and procedures govern specific situations dealing with safety before, during, or after an incident has occurred.

Prohibited Items

Certain items are prohibited from being brought into our classrooms and the Center:

- Glass containers (except in the kitchen area and other areas designated by the Director)
- Weapons

- Any other item which might reasonably compromise the safety or health of the children in our care, employees, or visitors to the Center

Emergency Evacuation Procedures

Evacuation routes are posted in each classroom, noting the specific exits for that room in case of an emergency that requires staff and children to leave the Center. While an emergency situation can be quite chaotic, you need to maintain a calm and level head, regardless of the situation.

Emergency (Leaving the Center)

In the event of an emergency which requires leaving the Center (during a fire, for instance), you should:

- Gather up the classroom binder and emergency bag
- Take the children to the designated gathering spot in the case of an emergency (parking lot by the dumpster)
 - Place children in a crib and wheel the children to the designated gathering spot (parking lot by the dumpster)
- Take attendance and report any missing children or staff to the Director/Assistant Director immediately

This procedure should be followed in the event of any real or perceived emergency, even if the event is a scheduled drill.

Emergency (Remaining at the Center)

For emergencies where leaving the Center would be unsafe (such as during a tornado warning), you should:

- Gather up the classroom binder and emergency bag
- Go to the designated Safe Area listed for the particular emergency (Center of the Building/Sanctuary Area)
- Take attendance and report any missing children or staff to the Director/Assistant Director immediately

This procedure should be followed in the event of any real or perceived emergency, even if the event is a scheduled drill.

Accidents

Accidents or injuries involving children must be reported immediately to the Director/ Assistant Director. Employees should not contact the parent(s) until the Director/ Assistant Director has been notified of the accident. Employees will be advised by the Director to call the child's parents to apprise them of the incident/accident as necessary.

If an accident causes the child to bruise or bleed, the parent will be notified immediately once the Director has been informed of the incident, even if the accident is not serious. It is important to think about how you would feel if you picked your child up at the end of the day and you were not notified of a bruise or serious cut.

When an accident involving one of the children under our care occurs, the employee must fill out an Accident/Injury Report immediately following the incident. Two copies will be made. One copy will be given to the Director/Assistant Director, and will be placed in the child's classroom file. The other copy must be signed by and given to the parent(s) within 24 hours following the incident/accident.

Accidents involving parents or visitors must be reported immediately to the Director/ Assistant Director. Employees are required to complete Accident/Injury reports for these incidents. The report will be given to the Director/Assistant Director. The document will become part of the agency's record.

Any employee who fails to appropriately report an accident or injury, or who purposefully files a false report will be subject to disciplinary action up to and including termination.

Other Emergencies

While no policy can cover every contingency, you are expected to follow all rules from CPR and First Aid training, as well as Universal Precautions, in any emergency which may necessitate the use of such training. When blood or other bodily fluids are involved, you are expected to use gloves in handling the situation. If immediate medical attention is needed for a child or another staff member, call 911 before administering assistance, whenever possible.

Behavioral Incidents

Behavioral incidents between children may also occur where one child hurts or attempts to hurt another child at the Center, and the incident leaves a mark. While some of these are relatively mild, all such incidents should be documented as noted:

Behavioral Incident (General):

This kind of incident usually involves two or more children engaging in behavior against one another which would not be considered acceptable - e.g., Child A throws a toy at

Child B, leaving a mark. The incident must be documented for both children. Identifying information for each child involved should only be placed on that child's form - in the example above, the name of Child A (who threw the toy) would only go on Child A's form. The name of Child B would only go on Child B's form. Under no circumstances are employees allowed to acknowledge which child hurt another in writing, verbally, or non-verbally (pointing, nodding one's head, etc.).

Biting Incident:

These incidents along with any accident must be documented on the Accident/Incident Report. If the bite draws blood, the Director/Assistant Director needs to be notified immediately.

ABUSE AND NEGLECT

While Kidz Rock Early Learning Center provides a safe environment for children, other types of harm may come to a child despite our best precautions. In particular, the abuse or neglect of a child is of paramount concern. To this end, all staff are required to read and sign all policies relating to identifying, documenting, and reporting child abuse. Mandatory training sessions on the subject are required.

Mandated Reporting Of Suspected Child Abuse And Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

ALL EMPLOYEES of Kidz Rock Early Learning Center are considered mandated reporters in this context.

In the case of suspected abuse or neglect, you are asked to inform the Director/Assistant Director prior to making a report to Child Protective Services.

The following guidelines contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have any suspicions or concerns regarding a child, please get in touch with the Director/Assistant Director and begin to keep a record of items which may indicate abuse of the child.

General reasons for reporting suspected child abuse/neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Witnessing severe verbal reprimands from the parent

- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts)
- Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over-medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside
- Children who exhibit other behavior consistent with an abusive situation

Characteristics Of Battered Children

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, abused children try to protect themselves in any way they can.

When a child has been injured the child usually appears to:

- Have no close feelings or affection with parents or other people.
- Be fearful or quiet.
- Show no reaction to pain or expectation of being comforted.

Having had violent physical contact with adults in the past, the child is often *wary of physical contact initiated by an adult.*

When other children cry, the battered child becomes apprehensive and watches them with curiosity.

The battered child will also become apprehensive when an adult approaches the crying child.

While in a new situation, the child seeks safety in sizing up the situation and being alert for danger .

Children who have been battered do not generally behave as typical children do. They display many adult-like reactions.

Indicators of Child Neglect

Neglect is a form of abuse. There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups - physical and emotional neglect. These two aspects contribute to each other and rarely occur separately.

The following are characteristics that may indicate physical neglect:

- Malnourished
- Ill-clad or dirty
- Overcrowded or unhealthy sleeping arrangements
- Receiving inadequate supervision
- Totally unsupervised

Many of the above mentioned characteristics may also indicate emotional neglect, along with:

- Insecurity, seemingly withdrawn or overaggressive
- Failure to attend school regularly
- Constant friction in the home
- Exposure to unwholesome and demoralizing circumstances
- Denied normal nurturance

Reporting Child Abuse

In Florida, The Department of Children and Families (DCF) investigates reports of suspected child abuse and neglect. Reports must be made to the **Florida Abuse Hotline Information System**:

- Telephone at 1-800-96-Abuse (1-800-962-2873), or
- Fax at 1-800-914-0004
- Online at <http://www.dcf.state.fl.us/abuse/report/>

Any person who reports abuse or neglect, pursuant to the law, or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. As mandated reporters, employees of Kidz Rock Early Learning Center cannot be held liable for reports made to Child Protective Services

which are ultimately determined to be unfounded, provided the report was made in “good faith.”

III. CLASSROOM MANAGEMENT AND CURRICULUM

This section of the handbook deals with policies governing our classrooms, as well as information about our curriculum and how to contribute to it.

GENERAL CLASSROOM PROCEDURES AND GUIDELINES

The following are general principles and rules to follow with the children in your classroom. From the moment a child arrives at the Center to the moment the child leaves the Center’s property, we have a responsibility to ensure the child’s safety and to appropriately conduct ourselves around the children and others.

Children Entering/Exiting the Building

It is your responsibility to make sure that the children do not leave the building without an authorized, responsible adult. No child should be playing in the parking lot alone. We are responsible for the child until the family drives off of our property. Even if the family member says it is ok, it isn’t. Just simply tell the parent that the child’s safety is our concern and that the child cannot leave the building without an accompanying adult.

Child Drop Off and Pick Up

You need to be prepared when parents drop off children and pick them up. The following procedures are designed to ensure a certain level of interaction each day with our families and promote a consistent process for parents, children, and employees.

Drop off: When a child is dropped off at the Center, please do the following:

- Greet the family upon their arrival.
- Remind the parent to sign in & clock in properly.
- Each day a basic health check should be conducted on each child upon arrival, noting any fever, bumps, bruises, burns, and other signs and symptoms of ill health including abnormal or unusual behavior on the “Daily Health Observation” form.

Questions and comments about anything noted should be addressed to the parent or child in a non-threatening way. Any questionable remarks or responses should be documented in writing and submitted to the Director/Assistant Director.

- Obtain information that will help you care for the child; e.g., ‘When is the last time he/she had a bottle?’ ‘How did he/she sleep last night?’ ‘Did you have fun with whatever activity you planned yesterday?’
- Help the child say goodbye and get the child involved in an activity.

Pick up: When a child is picked up at the Center, please do the following:

- Greet the family upon their arrival.
- If you are unsure of the identity of the person who has arrived to pick up the child(ren), check the adult’s identification card against the pick up list, even if the child seems to know the adult. Only those individuals formally authorized in writing by the parent/guardian are permitted to take a child from the Center. This is further discussed below.
- Tell the family about something good that happened. If there were major challenges, please make the Director/Assistant Director aware. The Director/Assistant Director will discuss major challenges with the parent and/or give direction in this area.
- Make sure the family has all papers, projects, notes, etc. that are intended to go home with the child.
- Remind families to sign out and clock out properly.
- Say goodbye.

Pick Up Permission List

Each child has a Pick up Permission list on file (located in the Family Information Binder in the Center File drawer) where the parent(s) have given express written authorization and consent for individuals on the list to pick up the child. All changes must be authorized by the Director or Assistant Director and must be made in person, and the parent must sign and date the form to reflect the current list.

As noted previously, any person who is on the list, but not known by the staff member caring for the child, will need to show a valid identification card in order to pick up the child. If the person has no identification card, someone else will have to be contacted to pick up the child. Keep in mind that some individuals may not be allowed to have contact with the child through court order, and the Center will have a copy of that order and note this on the pick up permission list. **UNDER NO CIRCUMSTANCES IS A CHILD TO LEAVE THE CENTER WITH SOMEONE WHO IS NOT ON THE PERMISSION LIST.** Employees who release a child to a person who is not on the pick up list will be subject to immediate termination.

Intoxication and Picking Up Children

It is our policy to not release a child to any person who is or seems to be intoxicated or impaired. In any situation where a person who is intoxicated or impaired tries to pick up a child from the Center, please notify the Director/Assistant Director immediately. The Director/Assistant Director will then call the emergency contacts to find another person to pick up the child. If the intoxicated person leaves the Center with the child, the Director/Assistant Director will call the police.

Child Interaction

While general guidelines for interacting with children are in the preceding section, this covers a few, more specific items.

The children are our number one priority. Make sure that you make time each day for going outside, a large motor activity, a small motor activity, a small group activity, and a large group activity. The curricula and program outline developed by the Director, will help you with this.

Make time for positive attention, many hugs, and praise. Have plenty of eye contact - bend down to their level and talk to them. Don't yell across the room if at all possible. Be involved with what the children are doing. Take the time to work on puzzles with them, talking with them, and engaging in other appropriate activities. Be a part of the things that they do.

At no time should any staff person be alone with a single child where the staff member cannot be observed by others. You should always take care in such situations to position yourself so that other staff can see you.

In addition, no staff member shall ever leave a child unsupervised.

Restroom Supervision

You must ensure that the restroom is not occupied by anyone before allowing a child to use the facilities. You should stand in the doorway of the restroom while the child is using the facilities to ensure privacy for the children and protect yourself (not being alone with a child). When you assist younger children, the doors to the facility must remain open.

Private activities (diapering, changing clothing, putting on swimwear, etc) should always be supervised.

Abuse

You shall not abuse children in any way, including:

- Physical abuse - striking, spanking, shaking, slapping, etc.
- Verbal abuse - using words that threaten, humiliate, degrade, etc.
- Sexual abuse - touching or speaking inappropriately
- Mental abuse - shaming, withholding kindness, being cruel, etc.
- Neglect - withholding food, water, or any other type of basic care

Parent Interaction

While general guidelines for interacting with parents (and other members of the general public) are in the preceding sections, this covers a few, more specific items.

- In general, talk to the parents whenever possible. We need to maintain open lines of communication with them at all times.
- Daily communication is required, as noted in the Drop Off and Pick Up procedures.
- Take every opportunity to discuss with the parent(s) what positive things the child has done that day.
- If there has been a behavioral issue, try not to discuss the child's negative behavior in front of the child (or other children and families). Always employ assistance from the Director/Assistant Director with communicating behavioral issues to parents.

Conferences

To maintain a good rapport with our families, we may conduct parent/teacher conferences. Portfolios and classroom notes are kept to document the child's weekly progress, and can be compared with the child's later work. This allows us to discuss the child's overall progress with the parent(s).

Snacking/Drinking

Discreet snacking in the classroom is permitted, as is drinking water or soda. Please keep such snacks and drinks out of the reach of any children in the room. Employees should not share their own snacks and drinks with the children.

Naptime

Naptime/quiet time runs daily from 1:00-3:00 Center-wide (with the exception of the Infant rooms). It is important to find ways to wind down the room prior to putting the children on their cots. Switch the music to soothing sounds. You might read a story or a

chapter from a chapter book. Once they are on their cots, cover the children and make them comfortable. Turn out the lights and say “Good night.”

After half an hour, non-sleeping children should be offered a naptime bag and a book.

Naptime bags have a variety of materials in them to keep children’s minds and hands busy at quiet time. These are reserved for children who are still awake after 30 minutes of quiet time or for children who do sleep, but wake up early.

Ratio Requirements (Teacher/Children)

State guidelines determine the acceptable ratio of teachers to children in a given classroom. Acceptable ratios vary, dependent on the ages of the children and the type of classroom you are working in. You have a responsibility to maintain a proper ratio at all times. The ratios are posted in every classroom. They are also listed here for your convenience.

DCF Ratios*(Florida Department of Children and Families):*

- Infant 1 adult / 4 Children
- 1 year old 1 adult / 6 Children
- 2 year old 1 adult / 11 Children
- 3 year old 1 adult / 15 Children
- 4 year old 1 adult / 20 Children
- 5 year old and up 1 adult / 25 Children

The maximum child capacity for our child care facilities is presently 110

Kidz Rock Early Learning is now recognized as a GOLD SEAL quality care Center. Gold Seal Ratios vary from the DCF outlined Ratios. These ratios are posted in each classroom within the Center:

If the number of children in your classroom exceeds what is acceptable for your classroom’s ratio, notify the Director or Assistant Director as soon as possible. Do not wait until the end of the day or the next day to do so; it is imperative that those ratios be corrected immediately.

Classroom Observers:

At times observers will visit your classroom. Please treat them with respect - your actions reflect on the Center as a whole. Answer questions to the best of your ability, but don’t speculate about questions to which you do not know the answer. Remember that any time there is an observer, your classroom should run as scheduled. The children come first. Some of the people who may visit are:

- Administration (Director/Assistant Director)
- FCCPSA (Florida Coalition of Christian Private Schools Accreditation) with is Kidz Rock Early Learning Centers Accreditation association.
- Seminole County Early Learning Coalition or Representative
- Volusia Flagler County Early Learning Coalition or Representatives
- Orange County Early Learning Coalition or Representative
- Parents / Volunteers
- Students (practicum, etc.)
- Other accrediting agencies
-
- City and State governances including the Fire Department Representatives

Some of these agencies and individuals are there to ensure that we are in compliance with state and other regulations regarding child care centers. Others may observe your classroom for different reasons - to learn more about the Center, learn more about child care in general, or provide other accreditations.

YOUR CLASSROOM

There are many components that go into making your classroom a safe and fun learning environment for the children at Kidz Rock Early Learning Center. You will be provided with a wide range of materials to help you maintain and develop appropriate lessons and curricula for the children in your classroom, along with other items containing important information about the children under your care.

Classroom & Center Binders

Each classroom has a binder with specific information about the children assigned to that classroom, as well as listing policies and procedures for the Center. Some of that information includes:

Child Information

Before you watch children on your own in a classroom, you need to know the names, ages, and specific needs of each child assigned to that classroom. There is an information sheet in the binder for each child. Make sure you read about their likes and

dislikes, fears, security or cuddle items, allergies, etc. You will need to know the things on that sheet so you can better care for the children.

CHILDREN WITH ALLERGIES - This information will also be posted for any child with allergies, within each classroom

Pick Up Permission List

As noted in the previous section, this is a list of people who have been approved to pick up a particular child.

Emergency Information

Emergency Information is located in the Family Information Binder in the Center file cabinet.

Daily Schedules and Routines

A daily schedule allows the children to know what is coming next. It helps to build a classroom routine for the children. A daily schedule allows for outside play, meals, snacks, free play, small group play, and large group play. **Each schedule must be posted in plain view.** It is understandable that at times your schedule will vary from what is posted, but in general you should follow your schedule.

If you come into your classroom later in the day to take over duties from another teacher, be sure to find out what events may have already occurred that day or other information which you may need to be aware of. This includes things like:

- Parent communications
- Diapering
- Feeding
- Alterations to or omission of lessons
- Other significant events

Classroom Learning Centers

Each classroom's layout is slightly different, but all of them contain the following Learning Centers (at a minimum):

- Art center

- Block center
- Reading center
- Math/Science/Discovery center
- Dramatic play center
- Writing center
- Quiet area/Alone spot

These Learning Centers are required to be present within the classroom. The Learning Centers are used in the activities developed for the curriculum within each classroom.

CURRICULUM

At Kidz Rock Early Learning Center, our curriculum encourages learning through play, using a variety of activities and techniques to reach particular goals.

Our developmentally appropriate curriculum provides for the whole child; it combines physical, emotional, social, and cognitive learning through an integrated approach. Each of these domains is interconnected and impacts the others.

Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by exploring their environment through hands-on experience. Teaching young children is a creative process. An early childhood curriculum provides the framework for what actually happens in a planned environment where children interact with materials, peers, and adults. The primary teaching goal is to help young children use the environment productively and see themselves as capable learners. They will acquire the skills and abilities needed for a lifetime of learning through carefully planned, developmentally appropriate activities arranged by the teachers.

When a learning environment encourages exploration and discovery, children develop a sense of trust and belonging. They feel important and valued when others listen to them, seek out their ideas, and allow them to express themselves. This type of environment is considered hands-on or learning through play.

Children in our classrooms are encouraged to discover things on their own. They learn by exploring the actual objects we talk about. The teachers inspire the children by asking open-ended questions and finding new ways to teach new things within the subject area.

Developmentally Appropriate Practices

Our teachers use developmentally appropriate practices to nurture the social, emotional, physical, and cognitive development of each child. The theories of early childhood education are used to implement the curriculum. Assessments are done to identify the strengths of each child as well as the needs of each child. These assessments help us to tailor the curriculum to the needs of each classroom

Age Appropriateness

Human development research indicates that there are universal, predictable sequences of growth and change that occur in children during the first nine years of life. These predictable changes occur in all domains of development – physical, cognitive, emotional, and social. Knowledge of the typical development of children within the age span served by our programs provides the framework from which teachers prepare the learning environment and plan appropriate experiences.

Individual Appropriateness

Each child is a unique person with an individual pattern and timing of growth, as well as an individual personality, learning style, and family background. Both the curriculum and adults' interactions with the children should be responsive to those individual differences. Learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people.

Themes

Weekly and/or monthly, the entire Center focuses on one general theme or concept. The group activities are themed as well. Individual teachers are encouraged to base their classroom's appearance and activities on the theme.

Objectives

Each class has its own goals and objectives, appropriate to that classroom's age group. The goal is for each child to reach his or her full potential with these goals before moving to the next classroom.

Every month, we focus several goals and objectives for each classroom. Activities are then designed to facilitate learning the objectives. While participating in the activities, each child's individual discoveries and progress are noted in that child's file. Every time a similar activity is done or a comparable objective is desired, this record provides the means by which the child's overall progress may be assessed against common core standards, where appropriate.

Some goals and objectives will be determined by the curriculum designer. Others may be determined as appropriate by the teacher in each particular classroom. The Curriculum Development Guide provides more detail about these objectives.

Lesson Plans

Lesson plans are weekly lists of activities and goals that make up the curriculum as a whole. Lesson plans can be created by the Director, Assistant Director, or individual classroom teachers.

Lesson plans should be completed the week prior to implementation. A lesson plan dictates the week's events at a glance. A lesson plan should cover every subject area. Each area should have a new item added every week to teach the classroom objective(s).

Other Activities

Outside Play

The play yard is meant to be an extension of our classroom. The items that are in the classroom are items that can be adapted for outside use. For instance: the easel. Typically, an easel is set up in the classroom, but outside it becomes different experience for the children. The same goes for the discovery table, dress up, dramatic play, blocks, science, etc. Outside we also play games and, best of all, we get to do lots of things that are unacceptable inside, like yelling and running.

Gross Motor Play

Gross motor play develops and builds large motor skills (walking, crawling, running, jumping, climbing, etc.). Children develop these skills outside while using the play equipment, running, taking walks, and inside by exercising. These skills are important in many ways. The children develop large muscle movements that ultimately translate into beginning writing skills. Children grow from the trunk of their bodies out to their fingers. They need to master large movements before they can master the small ones. Teachers can facilitate play by planning games and exercises.

Small Group Activities

Teachers take groups of 2-3 children to work on projects or do assessments. The children get more individual attention in the small group.

Large Group Activities

In large group activities the entire class participates in an activity. This allows the children to use peer interaction to help one another with ideas. This is a great way to teach and use cooperation skills. Older children who have mastered skills are usually willing to help the younger ones. This helps to teach both of the children.

Circle Time

Circle time is a large group activity. During circle time, children learn about the days of the week, the months, the weather (and weather predictions), the alphabet, and counting. The children also find out their jobs of the day. The teacher generally reads a story at this time as well.

DISCIPLINE

Kidz Rock Early Learning Center is committed to providing a safe, happy, and nurturing environment for the children in our care. Our goal is to help each child grow to his or her potential, and participate in our community at the Center and, ultimately, in the community overall. As with any community, large or small, rules are necessary to ensure smooth functioning and to reduce conflict. With children, it can be difficult to enforce these rules without appropriate strategies of behavior management to create a sense of discipline.

Before we continue, two terms need to be specifically defined to understand our approach to behavior management:

Discipline: the ongoing process of helping children to develop self control for self management while protecting and maintaining the integrity of the child.

Punishment: the use of negative consequences to correct unacceptable behavior

Each child potentially presents a unique behavioral challenge, and thus we deal with each situation and circumstance individually. The techniques we use are designed to help the child take responsibility for his or her actions by teaching appropriate behaviors and, when the child acts inappropriately, using positive redirection and reinforcement.

Harsh, humiliating, and shaming techniques are counter-productive in most cases, and are thus not used.

Positive Discipline Strategies

In circumstances where discipline is necessary, positive techniques of guidance should be used, including redirection, encouragement, and positive reinforcement, rather than competition, comparison, and criticism. Age-appropriate expectations and guidelines should be used to minimize the need for discipline.

1. Develop appropriate limits that protect children's health and safety, teach self-control, and are meaningful. Limits should be stated firmly, positively, and with respect. Some teachers have basic rule: You may not hurt yourself, others, or things.

2. Be clear about rules. Consistent and fair rules help children control their own behavior. Rules should be kept simple, few in number, truly necessary, and reasonable for the age of the child. Reasons for the rules and limits should be given. Communicate your expectations clearly.

3. Ignore minor misbehavior. Some children misbehave because they are seeking attention. Find out why a misbehaving child is seeking attention. Encourage the child to voice feelings. Encourage a more acceptable behavior. This strategy takes time before results are felt, but the result is well worth the effort and time.

4. Distract or redirect children from potential problems. Be ready to step in to shift a child's attention or add a new activity to divert a problem before it gets out of control. Change something about the problem situation. If a child is yelling, whisper something in his/her ear. If two children are fighting over a toy, offer another type.

5. Use suggestions phrased as a request or question whenever possible. Get the child to actively consider alternatives to the behavior. "Instead of hitting your friend when she takes your shovel, what could you do?"

6. Use "no choice" statements when you expect a child to do something. "When you clean up your area, we will be ready to go outside."

7. Make "I" statements to children which focuses on the behavior and consequences, leaving out blame.

- Describe the behavior. "When you walked off by yourself..."
- State your concerns about the consequence the behavior produced in you. "I was so worried that something happened to you because I did not know where you were."

8. Deliver logical consequences. Give the child a choice, then accept the choice and communicate your acceptance. An example: While on the playground, a child takes off his shoes and gets up to play. You can say, "You can either put your shoes on and play with your friends, or you may sit here so you won't hurt your feet." If the child chooses to sit, then say, "I see you want to sit. Please make sure you don't get up without your shoes on."

9. Remove the child from the group only when necessary. When a child continues to make unwise choices and refuses to follow directions after all other guidance techniques have been attempted, ask child to choose a quiet toy and play at the table. The child may also choose to go to the "quiet area" to regain control. Explain to the child that when he/she has gained self-control, he/she

may return to the group. Allow the child to decide when he/she is ready to return to play. When a child asks to return to play, ask 3 questions:

- “Do you know why I asked you to take a break?”
- “What were you doing?” (“Throwing blocks.”)
- “What are you going to do now?” (“Build with the blocks.”)

When the child answers the questions, say to the child, “I see that you understand why you were taking a break and that you know what you should be doing. I am going to trust that you will play appropriately now.”

10. Remove the child from the environment only when necessary. When a child is hurting him- or herself, others, or things and cannot be redirected, call the Director or Assistant Director for additional help and intervention. The administrator will decide if the child needs to be removed from the room for a short period.

11. Sending the child home for inappropriate behavior or releasing the child from the Center. Only the Director or Assistant Director can make the decision to send a child home or release the child from the Center.

Some additional important tips:

- Supervision is your best preventive technique. Be aware of all children and what they are doing.
- The teacher sets the example for appropriate play. Remember children look at you as a role model. You should be interacting with the children in a positive manner, discussing their play and actually playing with them.
- Children who are engaged in developmental activities and receive positive reinforcements seldom need redirection. If you are having extreme behaviors, examine the classroom, your activities and your guidance techniques.
- Remember children respond much better if their feelings are respected and addressed!

And so we welcome you to the Kidz Rock Early Learning Center family! There’s still plenty more to learn and plenty more to do, but our Director, Assistant Director, and our teachers are ready to help answer your questions and help you contribute your talents and love to our Center and the families we serve. Classroom Management/Curriculum

Staff Handbook

APPENDIX

Infant Feeding Procedures:

This procedure will be always followed when bottle-feeding infants:

- 1 Infants must be fed "on demand." Flexible feeding schedules must be maintained. No less than the daily food requirement for children less than one year of age (see attached- CACFP Child Care Infant Meal Pattern) will be offered unless otherwise indicated in writing by a physician, in consultation with the parents.
- 2 Wash hands using outlined Hand Washing Procedures.
- 3 Inspect sanitized bottle and nipple for cleanliness and child's name. Programs should purchase enough bottles (at least three [3] per infant) to ensure a sterilized one is always available. Purchase and use only non-polycarbonate (#5) plastic or tempered glass bottles. Also, ensure that nipples (bottle and pacifier) are clear silicone, not plastic or latex (PVC #3.) Sanitize bottles by washing in a dishwasher or by boiling for five minutes or more just before refilling.
- 4 Identify the child's formula or breast milk. (No other foods than these, except water, will be placed in a bottle for infant feeding.)
- 5 Prepare formula according to manufacturers' instructions. If the formula needs to be reconstituted (i.e., is not ready-to-feed), use distilled water only. (If bottles are pre-filled, they will be refrigerated until immediately before feeding.)
- 6 Warm the bottle in a bowl of hot water until formula or milk is lukewarm. (Never use a microwave oven for this purpose. The use of bottle warmers is also discouraged.) Wipe the outside of the bottle with a clean cloth when it is removed from the hot water.
- 7 Always check the temperature of bottle contents before feeding the child.
- 8 Wipe the child's teeth and/or gums with a dampened gauze pad when he is finished feeding
- 9 Babies must always be held when being bottle fed. Hold the child in a comfortable position until she or he has completed feeding. Allow the child as much time as needed to feed. Burp the baby occasionally during the feeding to bring up air swallowed while sucking.
- 10 When a child is able to sit up and hold his own bottle, she or he may be placed in a high chair for feeding. Never leave a child unattended while in the high chair. Always use a non-glass bottle when children feed themselves. Never feed a child in a crib, prop a bottle or allow a child to walk around with a bottle.

- 11 When the child has stopped taking the bottle, put on the disposal glove, cover your finger with the dampened gauze pad and gently wipe the baby's teeth and/or gums. Then return the child to play or crib area.
- 12 Destroy the remainder of fluids in the bottle.
- 13 Wash the bottle and nipple thoroughly with soap and water, rinse well. Place bottle and nipples in a receptacle to be returned to the kitchen for sterilizing.
- 14 Document feeding time and amount consumed on the Daily Infant Activity Record.
- 15 Wash hands well using the outlined Hand Washing Procedures.
- 16 STORAGE: Opened containers of unmixed concentrate, formula prepared from powder or concentrate and open containers of ready-to-feed formula must be labeled to identify the contents, dated and refrigerated. Containers and/or bottles of breast milk and individual bottles of prepared formula must also be labeled with the child's name. Prepared formula not used within 24 hours must be discarded. Breast milk may be stored up to 48 hours in the refrigerator or up to two weeks in the freezer before discarding.

FIRST AID KITS

Contents:

Thermometer

One Ice pack

Bandages (12)

3 gauze pads

1 self stick gauze roll

Elastic Gloves

Please note: Staff members are responsible to keep all contents of the First Aid Kits stocked, and let Administration know when there is a need to restock any of the First Aid Kits..

Family support in Child Care

All staff members are to understand and adhere to our position to help support the family in all the needs of caring for their child/children. We partner with families to help with weaning, diapering, potty training and discipline. We are also committed to doing our best to accommodate any special needs of the children in our care. We must maintain our standards in these areas, a all times.

Significant Changes in Behavior

When significant changes in a child's behavior are noticed, every staff member is required to report the changes to the Director and/or the Assistant Director. The changes will be documented and the Director and/or Assistant Director will call a conference or meeting with the parents/guardians to discuss any significant behavior changes.

Responses to Behavioral Changes in a child

What are children saying with their Behavior?

What are some of the more common behaviors that emerge when young children are experiencing a load of upsetting emotions, and what are those behaviors trying to tell us?

"I want control." Behaviors such as temper tantrums, defying adult authority, or physically lashing out at other children can be the child's attempt to regain a sense of equilibrium or control when she doesn't have the language or strategies to respond in a more socially acceptable way. Things are happening that she doesn't like and that she can't stop or change. Aggressive, defiant behaviors may be her way of grasping for control over *something*.

"I want to feel better." Some children try to soothe themselves with behaviors such as hoarding toys or stealing candy. Others become clingy and more demanding of adult attention as a means of getting comfort. All of these are, simply put, attempts to feel better. They may not be especially helpful or constructive strategies, but, nonetheless, that's what they are.

"I need a break from making progress." When young children experience a big, stressful change in their lives, it's common to see a loss of skills that they had previously mastered. An infant may stop sleeping through the night, or an older child may not be able to fall asleep on her own. Toileting accidents may start happening again, long after a child has become toilet trained. A child may no

longer be able to dress himself or manage other self-care. Cognitive abilities may also be affected. A toddler who was speaking in full sentences may revert to one- and two-word speech. Problem solving, memory, and attention may be affected. These behaviors may *appear* to be intentional misbehavior, but they may actually indicate that more of the brain's energy than normal is being consumed by dealing with stress and emotion. When the brain is busy handling stress, it may not have the resources left over to practice new or emerging skills that take a lot of mental energy.

"I don't have enough mental fuel." Behaviors like tantrums, irritability, and bursts of anger may also be the result of a change in a child's physical well-being. Just like adults, children very often show stress through changes in their bodies. They may experience nightmares, a lack of appetite, lack of energy, and more frequent illnesses because of lowered immune system function. Like adults, children who aren't at "full strength" physically are much less likely to manage their behavior and emotions, think well, or respond positive. What Are Children Saying with Their Behavior?

How Should Child Care Providers Respond to Behavioral Changes

How should child care providers respond when a child's behavior changes markedly and becomes a problem for herself or others? Rather than addressing *only* her behavior, it is important to ask, "What is she trying to tell us? What are the loss and emotion that underlie the behavior?" Figuring out the "why" may require some detective work for the child care provider. How helpful the child can be in describing what she's thinking or feeling will depend a lot on her age. Watch the child carefully throughout the day in child care, and pay attention to the ways her behavior has changed. It's also important to consider parents as the best resource and partner. Talk with parents about the changes in the child. Work together to make sense of the pieces of the puzzle, and then decide together on a strategy to best help the child cope with the emotions behind the particular behavior you hope to change.

Just remember that the first step in the process is to tune in to what the child is feeling and experiencing. Acknowledge those feelings, letting her know that it's okay to feel sad or angry or afraid. It's amazing how helpful and supportive the mere act of listening with empathy and kindness can be to someone who is hurting, even if that person is "only" a small child.

Communicable Disease Outbreak and Emergency Procedures and Notification

Kidz Rock Early Learning Center Follows the Department of Children & Families Guidelines for Communicable Disease Control and Emergency Procedures and Notification. These guidelines are as follows:

Communicable Disease Control.

(a) Any child, child care personnel or other person in the child care facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include any of the following:

- 1 severe coughing, causing the child to become red or blue in the face or make a whooping sound,
- 2 difficult or rapid breathing,
- 3 stiff neck,
- 4 diarrhea (more than one abnormally loose stool within a 24 hour period),
- 5 temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness,
- 6 conjunctivitis (pink eye),
- 7 exposed, open skin lesions,
- 8 unusually dark urine and/or gray or white stool,
- 9 yellowish skin or eyes, or
- 10 any other unusual sign or symptom of illness.

(b) **Isolation Area.** Each facility shall have a designated isolation area for a child who becomes ill at the facility. Such space shall be adequately ventilated, heated, and equipped with a bed, mat, or cot and materials that can be sanitized easily. Linens and disposables shall be changed after each use. Until cleaned or disposed, the used linens and disposables shall be kept in a closed container in the isolation area. The isolated child must be within sight and hearing of a staff person at all times. The child must be carefully observed for worsening conditions.

(c) **Outbreaks.** Kidz Rock Early Learning Center is required to notify the local county public health unit immediately upon any suspected outbreak of communicable disease in accordance with s 10 D-3.064, F.A.C., Communicable Disease Control. A suspected outbreak occurs when **two or more children or employees have the onset of similar signs or symptoms**, as outlined in (2)(a)1.--10., within a 72-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee.

Emergency Procedures and Notification.

- 1 Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, and the address of and directions to the facility, are posted on or near all facility telephones and shall be used as necessary to protect the health, safety and well-being of any child in care.
- 2 Custodial parents or legal guardians shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed. If the custodial parent or legal guardian cannot be reached, the facility operator Will contact those persons designated by the custodial parent or legal guardian to be contacted under these circumstances, and shall follow any written instructions provided by the custodial parent or legal guardian on the enrollment form.
- 3 All accidents and incidents which occur at a facility must be documented and shared with the custodial parent or legal guardian on the day they occur.

Teacher Assistant

POSITION SUMMARY

Responsible for assisting *Kidz Rock Early Learning Center* Teachers and Program Director(s) in all aspects of the program. This includes filling in where needed, helping with lesson plans, daily schedules, check-in and check-out procedures, helping during lunch and snack times and ensuring each child is being nurtured and cared for.

PRIMARY RESPONSIBILITIES

- Assist Teachers and Program Director(s) in implementing the overall program for all children enrolled in the *Kidz Rock Early Learning Center*.
- Help with the supervision of children at all times.
- Assist with promoting literacy and early education as outlined by the program.
- Help with the implementation of activities to stimulate the children.
- Become familiar with emergency procedures and protocol.
- Help to ensure cupboards are locked and cleaning supplies are out of children's reach, at all times.
- Adhere to all program policies, procedures and duties as assigned, by the Program Director(s).

MUST HAVE ABILITY TO:

Work well with children within a busy environment. Follow instructions and adhere to all program directives. Have great communication and interpersonal skills with children, co-workers, supervisors and parents.

MUST HAVE KNOWLEDGE OF AND/OR ABILITY TO COMPLETE TRAINING IN:

Early childhood development and appropriate practices for infants, toddlers, and young children; nurturing, care giving and education of young children; concepts of integrated curriculum development and implementation; principles of observation and assessment of young children; solid foundation in other aspects of child development; principles of parent communication and support.

SKILLS AND QUALIFICATIONS:

- 1+ Years working with children within a child care and/or educational environment.
- Must pass Level II Criminal Background Screening, given by a Florida Department of Children and Families (DCF) approved vendor(s).
- Successful Completion of Department of Children and Families (DCF) 40 hour Training Courses and/or the ability to begin courses upon hire is preferred.
- Basic administrative and clerical skills are a plus: Typing, Data Entry, Filing, Reception and Customer Service.

Education:

- High School Diploma/GED required.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).

Teacher – Child Care & Educational Leader

POSITION SUMMARY

The Kidz Rock Early Learning Center is responsible for implementing safe and developmentally appropriate lesson plans and activities that comply with program directives, relevant legislation, policies and procedures. The selected individual MUST love to work with and teach children ages 1-3, assist with daily snacks/meals, crafts, and overall curriculum instruction and implementation.

PRIMARY RESPONSIBILITIES

- Assist the program Director(s) in implementing the overall program for all children enrolled in the Kidz Rock Early Learning Center.
- Supervise children at all times.
- Promote literacy and early education in all aspects of the program.
- Develop and implement activities to stimulate the children.
- Provide weekly schedules for children and parents.
- Post classroom schedules, weekly.
- Talk with parents about behavioral ups and downs as outlined and/or instructed by the program Director(s).
- Discuss development with parents as instructed by the program Director(s).
- Become familiar with emergency procedures and protocol.
- Ensure cupboards are locked and cleaning supplies are out of children's reach, at all times.
- Integrate special needs children in a respectful manner.
- Participate in fundraising for the school as needed.
- Assist program Director(s) in training Caregiver Assistants, Teacher Aids and Interns, as needed.
- Monitor and insure proper check-in, check-out and attendance procedures, daily.
- Adhere to all program policies, procedures and duties as assigned, by the program Director(s).

MUST HAVE ABILITY TO:

Implement program objectives based on sound principles of child development; interact positively with children and act as an appropriate adult role model; meet all state and accreditation agency requirements; communicate effectively in English; apply concepts of integrated curriculum development in a non-biased manner; give and follow written and oral instructions; exercise judgment and discretion in analyzing and resolving problems; maintain accurate and detailed records; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

MUST HAVE KNOWLEDGE OF AND/OR ABILITY TO COMPLETE TRAINING IN:

Early childhood development and appropriate practices for infants, toddlers, and young children; nurturing, care giving and education of young children; concepts of integrated curriculum development and implementation; principles of observation and assessment of young children; solid foundation in other aspects of child development; principles of parent communication and support.

SKILLS AND QUALIFICATIONS:

- 03+ Years working with children within a child care and/or educational environment.
- Must pass Level II Criminal Background Screening, given by a Florida Department of Children and Families (DCF) approved vendor(s).
- Successful Completion of Department of Children and Families (DCF) 40 hour Training Courses and/or the ability to begin courses upon hire.
- CDA/Staff Credential or the ability to obtain a staff Credential with in a year of employment is preferred.
- CPR Certification preferred or the ability to obtain Certification within a year of employment.
- Basic administrative and clerical skills: Typing, Data Entry, Filing, Reception and Customer Service abilities preferred.

Education:

- High School Diploma/GED required.
- Associates degree or higher with course study in Child Development, preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing biological conditions which may be unhealthful or hazardous (such as bodily fluids and waste, germs, childhood diseases).

RECEIPT OF KIDZ ROCK EARLY LEARNING CENTER STAFF HANDBOOK

By signing below, you _____ agree that you have thoroughly reviewed the Kidz Rock Early Learning Center Staff Handbook covering:

- Goals and philosophy of the program
- Planned activities for the program
- Appropriate classroom management techniques
- Routines and transitions in which the children in the program are engaged
- Discipline policies and procedures
- Communication with parents
- Mealtimes and food-handling policies
- Occupational health hazards
- Emergency health and safety procedures
- General health policies and procedures including, but not limited to the following:
 - *Hand-washing techniques*
 - *Diapering techniques and toiling*
- Child abuse/child neglect detection, prevention, and reporting
- Cleaning, sanitizing, and disinfecting procedures.

And, you _____ agree to abide by the written policies as stated in the Kidz Rock Early Learning Center Staff Handbook.

Staff/Employee Signature

Date