

Staff Handbook



Alicia Rocker

President & CEO

2316 Sylvania

Toledo, OH 43613

Phone: 419-214-0306

arockerwatchmegrow@gmail.com

Krystle Griffith

Director

krystlegwatchmegrow@gmail.com

Phone: 419-214-0306



HISTORY

Watch Me Grow Learning Academy, was established 12/18/2018. Watch Me Grow Learning Academy play opened in June 2020 and consisted of just four classrooms: infants/toddlers, two-year-olds, three- to five-year-olds, and school-age.

MISSION STATEMENT

We strive to assist the physical, cognitive, social, and emotional development of each child. We aim to provide a safe, supportive, and nurturing atmosphere where all children can express their creativity freely.

VISION STATEMENT

1. Watch Me Grow Learning Academy provides the highest quality of care by:
2. Obtaining and maintaining the highest level of Keystone of SUTQ
3. Assisting the children on their journey through exploration and play by providing both children-directed and teacher-directed activities.
4. Providing a stimulating and nurturing environment with an equal balance of social, emotional, and intellectual support.
5. Offering a variety of enrichment programs including Computer Kids, Spanish Lessons, Physical Fitness Programs, Music, and Movement

HOURS OF OPERATION:

Open Monday through Friday from 5:00am to 3:00 am

The center is closed for the following holidays:

- New Year's Day, New Year's Eve, June 19th, President's Day, MLK Day,
- Labor Day, Columbus Day, Veterans Day
- Memorial Day, Professional Development days
- Independence, Thanksgiving
- Day Christmas, Christmas Break 2 weeks.

PROGRAMS

• Infants	Birth to 18 months
• Toddlers	3yrs-12yrs
• Pre-school	3yrs-12yrs
• School-age	3yrs-12yrs

RATIOS

Age Range	Ratios for Center-Based Care at Ohio State
Infants	(1:5) and (1:6)
Toddlers	(1:7) and (1:8)
Preschool	(1:12) and (1:14)
School-age	(1:18) and (1:20)
Mixed age group	ration for the youngest child in the group

Ratios must be always maintained, including when emergency procedures are in effect.

LICENSING

Watch Me Grow Learning Academy is a publicly funded childcare center that is licensed by ODJFS. A copy of the licensing rules is available for review in the office, the staff break room, and on the web at @emanuals.jfs.ohio.

WEATHER-RELATED CLOSINGS:

Watch Me Grow Learning Academy will follow Washington Local for school delays and closing due to the weather. If the daycare closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Families will still be charged during weather closings.



GENERAL STAFF EXPECTATIONS

QUALIFICATIONS

A Lead Preschool Teacher childcare teacher; child caregiver's candidate must:

- ✓ Be at least 18 years of age.
- ✓ Have a high school degree or equivalent education.
- ✓ Possess a degree in early childcare, CDA credentials, or childcare experience.
- ✓ Be willing to submit to various background checks including those completed by the BMV.
- ✓ Be CPR, First Aid, and Child abuse and communicable disease or willing to obtain On this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging. In the event of an emergency, the staff member must inform the Lead Teacher and Director and/or Assistant Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. **Ratios must be always maintained.**

DRESS-CODE

Always maintain a professional self-image and project the values of the organization. Follow the established Dress Code, Grooming, and Appearance. Personal cleanliness must be maintained. Clothes are expected to be clean, neat, and free of holes and employees are expected to always practice excellent hygiene. Watch me grow shirts, jeans, tennis shoes no sandals.

CELL-PHONES

Every staff member's attention must always remain on the children. A second lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the program rooms except lead teachers for documentation purposes. Cell phones are stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is expected that when leaving the center for any reason (walk, field trip, etc.), every staff member will carry with them a cell phone.

In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging. In the event of an emergency, the staff member must inform the Lead Teacher and Director and/or Assistant Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be always maintained.

TIMECARDS AND PAYROLL

Each hourly staff member is responsible for clocking in and out each scheduled workday on the time clock. If a staff member forgets to clock in or out, the Director and/or Assistant Director must enter the time and therefore should be notified promptly when this situation arises. Payroll is every 2 weeks. Paychecks will be disbursed every Friday.

DIRECT DEPOSIT

- ✓ Direct deposit of payroll checks is available to all staff members. Interested staff should complete and return a Direct Deposit Authorization form to enroll. Processing may take one to two weeks; staff members will receive a paper check until direct deposit is processed.

FOOD/MEALS

Watch Me Grow, daycare is a peanut-free facility. No food containing, or processed in a facility with peanuts, is allowed in the center. Food must be Staff members may store a small amount of food in the break room refrigerator. All food should be clearly labeled with the staff member's name and date. Food should be removed or discarded after one week or when spoiled. Meals should be eaten and prepared only during nap/rest time or during an approved break.

HAND WASHING

Staff members must wash their hands at the following times:

- a) Upon arriving at the center
- b) After each diaper change
- c) After helping a child use the toilet
- d) After wiping a nose, meeting saliva or any other bodily fluid.
- e) Before preparing meals
- f) Before and after mealtimes
- g) Before and after using the sensory table
- h) After removing gloves
- i) After using the restroom
- j) After returning to the center from a break
- k) After coming indoors from the playground

**Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illness

PROFESSIONAL DEVELOPMENT

Required training: CPR and First Aid, Child abuse and Neglect, driver's online course, 6-hour orientation, professional development training online or at the YWCA you can register through OCCRA. (Must be updated annually) 20 hours of professional development needs to be done yearly for SUTQ.

STAFF MEETINGS

All staff members are Mandatory to attend monthly meetings throughout the year. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least two weeks in advance and must meet with the Director and/or Assistant Director if unable to attend a staff meeting. All staff meetings are required.

NEW STAFF ORIENTATION

All new staff members will be asked to read and sign staff and parent handbooks. Before working in the classroom, the Director and/or Assistant Director will schedule an 6-hour orientation meeting to complete the required paperwork, and review center operation and policies.

CONFIDENTIALITY

All staff members must be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Assistant Director.

Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure. Staff should also be careful in discussing details of the center's operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, addresses, phone numbers, etc. except for distribution to Watch Me Grow Learning Academy employees. Personal information should never be used for personal purposes.



CHILD ABUSE

- Children are abused and neglected every day. It is our responsibility to provide support and education to our families to prevent child maltreatment. Despite our efforts, the child we work with may still be abused or neglected. When this occurs, it is our responsibility to report our concerns to the proper authorities.
- Ohio law identifies certain professionals as mandated reporters (Ohio Revised Code, Section 2151.421). This means anyone who is identified as a mandated (definition: “to authorize or decree (a particular action), as by the enactment of law”) reporter **MUST** contact Children Services (419) 213-3200.
- Ohioans who suspect child abuse or neglect call 855-642-4453

All staff are required by Ohio Revised Code 2151.421 to report any suspected incidents of child abuse or neglect.

- As required by Ohio Job and Family Services, Watch Me Grow daycare staff are trained in child abuse/neglect recognition & prevention and are made aware of the mandated reporting laws. Ohio Revised Code 2151.421 states, “reporting is required if a mandated reporter **suspects** that a child under 18 years of age has suffered or faces a threat of physical or mental abuse or neglect.”

How to make a report?

1. The name and address of the child you suspect being abused or neglected
2. The age of the child
3. Name and address of caretakers or parents
4. The name of the person you suspect is being abused or neglecting the child and address if available.
5. The reason you suspect the child is being abused and neglected
6. Any other information which may be helpful to the investigation
7. You have the option of giving your name and reporting anonymously. Giving your name can help investigators clarify information. The agency will not give your name to the person suspected of abusing the child.

If staff fail to report, they could be found guilty of a misdemeanor of the fourth degree and liable for civil damages.

CO-WORKER COMMUNICATION

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, all issues must be addressed and resolved as they arise. All employees are expected to always function as a team member.

SUPPLIES LEAD TEACHER

Is responsible for reporting to the Director/Assistant Director when supplies are running low so they can be restocked. Any supplies that are needed for your weekly lesson plan let the director know she can get the supplies you need.

PARKING

Staff members should park in the back of the building. Staff members should park in the parking lot. Parking spaces by the infant entrance are for parents to pick up and drop off.

SUGGESTIONS

Watch Me Grow Learning is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Lead Teacher or Director and/Assistant Director, or childcare provider.

PERSONNEL FILES

Files are confidential files and are kept for 3 years. Staff members should report to the Director and/or Assistant Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents.

SUBSTANCE ABUSE

Any staff that reports working under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Assistant Director confirm that the staff member is driving under the influence will be terminated immediately.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on Watch Me Grow Learning Academy premises, including parking lots and outdoor play areas.

NON-DISCRIMINATION STATEMENT

Watch Me Grow Learning Academy does not discriminate based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Watch Me Grow Learning Academy is an equal opportunity employer. Watch Me Grow Learning Academy Daycare prohibits harassment of and by its staff members based on gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior. A staff member who feels harassed informs your administrator. You have the right to file with the Ohio Civil Rights Commission within six (6) months and/or with the U.S. Equal Employment Opportunity Commission within 300 days of the alleged improper conduct. Visit OCRC at www.crc.ohio.gov and EEOC at www.eeoc.gov, for more details.

ATTENDANCE POLICIES

Attendance is very important we make every attempt to put as few staff members as possible in each classroom. Therefore, all staff members are expected to be in regular attendance, to provide a consistent environment and routine.

Regular absences will be subject to disciplinary procedures. If a staff member needs a day off due to illness, children's illness, etc. without the 2 weeks required notice, attendance points will be given. Each member of staff will be allotted 6 points per year. Staff may avoid attendance points by covering their shift using the sub list or by switching days off with another staff member.

One Day= 1 Point (.5 points for ½ days)

For absences consisting of 2-3 consecutive days, .5 points will be given for day 2 and day 3 & a doctor's note is required.

After 4 Points = Verbal warning

After 5 Points= Written warning

After 6 points Recommendation for termination is subject to management review.

ABSENCE DUE TO ILLNESS

Due to COVID-19, any staff member has symptoms such as fever, cough, sore throat, headaches, chills, muscle pain, and loss of taste and smell. If a staff member is ill and unable to work, the Director and/or Assistant Director should be notified immediately, by phone. Electronic communications such as text messages and email are not acceptable methods of contact when reporting sick. If absent the Director will require a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

PICK UP SHIFTS

Staff members will be supplied with an approved staff member list and phone list at the beginning of each school year. Staff members are expected to use these lists to communicate when unable to work for any reason (vacation, illness, appointments, etc.). You can switch shifts or pick up if it is approved by the administrator.

SCHEDULES

All scheduling requests should be submitted in writing to the Director and/or Assistant Director. Schedules will be created based on the needs of the center and the children, as well as staff member availability. Occasionally, staff members may be required to dedicate time outside their regular work schedule to satisfactorily complete and carry out Watch me grow learning academy responsibilities (parent-teacher conferences, staff meetings, training, lesson planning, etc.). In this case, staff members will not receive additional pay for work performed outside their normal work schedule.

VOLUNTARY-RESIGNATION

Lead Teachers and Full-Time Assistant Teachers should submit a letter of resignation to the Director and/or Assistant Director when resigning from a position. Watch Me Grow Learning Academy appreciates at least four weeks' notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

DISCIPLINARY PROCEDURE

STEP 1 VERBAL WARNING

If a staff member's job performance is not meeting Watch Me Grow standards, or if a staff member violates any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of Watch Me Grow policies, failure to follow procedures, unsatisfactory performance, absenteeism, or tardiness.

STEP 2 WRITTEN WARNING

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff members and the Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 TERMINATIONS

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include but are not limited to Commitment of child abuse under OHIO law • Abuse of a parent/guardian of a child or another staff member • Harassment • Being under the influence of drugs or alcohol while at work • Theft • Possession of a weapon • Violation of any policy which states that violation of such policy may result in termination The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

NOTICE OF EXPOSURE & REPORTING DISEASE

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families who have provided an email address will receive email notification of the illness and a phone call.

In the event a child is reported to have a communicable disease, the Director will notify the health department. Additional information regarding illness or disease may be obtained from: **Deelegence Gaston, LPN (419) 967-1701**

MEDICATION AUTHORIZATIONS

Rule 5101:2-12-31 Administration of Medication. Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form JFS 0127, and a doctor must sign it.

TRACKING:

Each time a parent brings medication into the program; record it on one master medication log. The log should include:

- » The name of the child
- » The name of the medication
- » When the medication should be administered.
- » The name of the staff person who will be responsible for administering the medication.
- » The time for which the medication should be administered (if applicable)

Training:

- Set up an area in the program where parents can complete the JFS 01217, “Administration of Medication.” Provide sample copies of completed forms, highlighting all the areas that the parent must complete.
- Have available the JFS 01580 and 01581, “Prescription Pads,” forms to use as a checklist. After parents complete the JFS 01217, “Administration of Medication,” have the parent use the JFS 01580 and 01581, “Prescription Pads,” forms to check that all required information has been completed.
- The parent should give the medication and the forms – the JFS 01217, “Administration of Medication,” and the JFS 01580 and 01581, “Prescription Pads” forms – to the designated staff person.
- The designated staff person who is responsible for receiving medication should review the JFS 01217, “Administration of Medication,” and the medication before allowing the parent to leave.
- Depending on the size of the program, one or two people (and a backup person) should be responsible for receiving medication into the program. All medication must be reviewed by that person before the parent’s leaving.
- If the information is incomplete, the parent must complete it before leaving.
- If the medication is not in its original container, if the label is missing or incomplete, or if a physician needs to provide further written instructions in Box 2, the center should not accept the medication.
- If the medication is needed because the child has a condition that would require a health care plan to be completed, then the parent must also complete a health care plan before leaving the program.

- After the staff person has reviewed the form and medication for all needed information, he or she should initial the bottom of the JFS 01217, “Administration of Medication,” to verify that it has been reviewed.

MONITORING:

- If the administrator is not the individual responsible for receiving medication, she/he should periodically review the JFS 01217, “Administration of Medication,” to ensure that the staff person responsible for receiving medication is reviewing the forms and initialing the bottom.

- Not administer any medication, food supplement, medical food, or topical product for any period beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.
- Document each administration or application on JFS 01217 immediately after administering. This excludes items in paragraph (C)(3) of this rule.
- (1) Safely store all medication, food supplements, and medical foods immediately upon arrival at the center. Ensure the medication or product is in the original container with the child's name affixed.
- (2) Keep medication and products out of the reach of children, unless a school-age child is permitted to carry their emergency medication and a JFS 01236 is completed and on file at the center.
- (3) School-age children are permitted to carry and use their topical products.
- (4) Refrigerate, in a separate container, medications or products immediately upon arrival at the center if needed.
- (5) Ensure that medications and products are always accessible to employees.
- (6) Ensure that medications and products are removed from the center when they are no longer needed or expired.

ALLERGIES

What is an epinephrine auto-injector? An epinephrine auto-injector is a medical device used to give a person epinephrine, also called adrenaline. Epinephrine is used to quickly treat a severe allergic reaction or anaphylaxis. Allergies to certain foods, insect stings, latex, or some medications may cause a severe allergic reaction.

How do you use an EpiPen in childcare?

Identify the big muscle in the thigh. Hold the leg and the child steadily. Press the orange part firmly against the thigh so that it clicks – stay there, don't bounce. Hold for 10 seconds – Press, Click, and Hold. Call 911.

What to do if a child has a seizure in the classroom?

A seizure with blank staring, loss of awareness, and/or involuntary facial movements:

1. Stay calm and speak reassuringly.
2. Guide him away from dangers.
3. Block access to hazards, but don't restrain the person.
4. If he/she is agitated, stay a distance away, but close enough to protect him until full awareness has returned.
5. Some children will have medication to put on their tongue while having a seizure put on the child's tongue and call 911.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur at Watch Me Grow Learning Academy using an Accident/Incident Report 01299. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parents shall sign the report on the same day as the incident. A copy may be given to the parents. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file. Each time a parent is contacted regarding an ill child or symptoms of illness, staff members should complete a Health Incident Form. A copy of the form should be given to the parent and the original to the Director to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom with each child's picture. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of children with allergies must review the Allergy Action Plan to ensure an understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTHCARE NEEDS

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, special needs, EPI pen, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific healthcare needs. Background checks are performed every five years.

STATE CRIMINAL HISTORY CHECKS

Background check requirements are outlined in chapters 5101:2-12, 5101:2-13, 5101:2-14, and 5101:2-18 of the Ohio Administrative Code. Individuals are required to complete and submit a request for a background check and submit fingerprints according to the Ohio Bureau of Criminal Investigation (BCI) and Federal Bureau of Investigation (FBI) process and have the results sent electronically to the Ohio Department of Job and Family Services (ODJFS) from the Web check agency.

ODJFS determines eligibility for continued ownership, employment, or residency by reviewing results from the following background check components:

- BCI, National sex offender registry

Child abuse and neglect; statewide automated child welfare information system (SACWIS) • FBI

State sex offender registry

3701-13-05 Disqualifying offenses.

(A) Except as provided in rule [3701-13-06](#) of the Administrative Code no DCP shall employ a person in a position that involves providing direct care to an older adult if the person has been convicted of or pleaded guilty to:

(1) A violation of any of the following sections of the Revised Code:

- (a) [2903.01](#) -- Aggravated murder;
- (b) [2903.02](#) -- Murder
- (c) [2903.03](#) -- Voluntary manslaughter
- (d) [2903.04](#) -- Involuntary manslaughter
- (e) [2903.11](#) -- Felonious assault
- (f) [2903.12](#) -- Aggravated assault
- (g) [2903.13](#) -- Assault
- (h) [2903.16](#) -- Failing to provide for a functionally impaired person
- (i) [2903.21](#) -- Aggravated menacing
- (j) [2903.34](#) -- Patient abuse or neglect
- (k) [2905.01](#) -- Kidnapping

- (l) 2905.02 -- Abduction
- (m) 2905.11 -- Extortion
- (n) 2905.12 -- Coercion
- (o) 2907.02 -- Rape
- (p) 2907.03 -- Sexual battery
- (q) 2907.05 -- Gross sexual imposition
- (r) 2907.06 -- Sexual imposition
- (s) 2907.07 -- Importuning
- (t) 2907.08 -- Voyeurism
- (u) 2907.09 -- Public indecency
- (v) Former 2907.12 -- Felonious sexual penetration
- (w) 2907.25 -- Prostitution; after positive HIV test
- (x) 2907.31 -- Disseminating matter harmful to juveniles
- (y) 2907.32 -- Pandering obscenity
- (z) 2907.321 -- Pandering obscenity involving a minor
- (aa) 2907.322 -- Pandering sexually oriented matter involving a minor
- (bb) 2907.323 -- Illegal use of a minor in nudity-oriented material or performance
- (cc) 2911.01 -- Aggravated robbery
- (dd) 2911.02 -- Robbery
- (ee) 2911.11 -- Aggravated burglary
- (ff) 2911.12 -- Burglary
- (gg) 2911.13 -- Breaking and entering
- (hh) 2913.02 -- Theft

- (ii) [2913.03](#) -- Unauthorized use of a vehicle
- (JJ) [2913.04](#) -- Unauthorized use of property; computer, cable, or telecommunication property
- (kk) [2913.11](#) -- Passing bad checks
- (ll) [2913.21](#) -- Misuse of credit cards
- (mm) [2913.31](#) -- Forgery; identification card offenses
- (nn) [2913.40](#) -- Medicaid fraud
- (oo) [2913.43](#) -- Securing writings by deception
- (pp) [2913.47](#) -- Insurance fraud
- (qq) [2913.51](#) -- Receiving stolen property
- (rr) [2919.25](#) -- Domestic violence
- (ss) [2921.36](#) -- Illegal conveyance of weapons or prohibited items onto grounds of a detention facility or institution
- (tt) [2923.12](#) -- Carrying concealed weapons
- (uu) [2923.13](#) -- Having weapons while under disability
- (vv) [2923.161](#) -- Improperly discharging a firearm at or into habitation or school safety zone
- (ww) [2925.02](#) -- Corrupting another with drugs
- (xx) [2925.03](#) -- Trafficking in drugs
- (yy) [2925.11](#) -- Possession of drugs
- (zz) [2925.13](#) -- Permitting drug abuse
- (aaa) [2925.22](#) -- Deception to obtain a dangerous drug
- (bbb) [2925.23](#) -- Illegal processing of drug documents
- (ccc) [3716.11](#) -- Placing harmful objects in food or confection

(2) A violation of an existing or former law of this state, any other state or the United States that is substantially equivalent to any of the offenses or violations listed in paragraph (A)(1) of this rule.

(B) Pardons. A conviction of or a plea of guilty to an offense listed or described in paragraph (A) of this rule shall not prevent an applicant's employment under any of the following circumstances:

(1) The applicant has been granted an unconditional pardon for the offense under Chapter 2967 of the Revised Code.

(2) The applicant has been granted an unconditional pardon for the offense under existing or former law of the state, any other state, or the United States if the law is substantially equivalent to Chapter 2967. of the Revised Code.

(3) The conviction or guilty plea has been set aside under law; or

(4) The applicant has been granted a conditional pardon for the offense under Chapter 2967. The Revised Code and the conditions under which the pardon was granted have been satisfied.

VISITORS

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) are required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director if expecting a visitor.

CURRICULUM

The curriculum includes child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Watch Me Grow Daycare, uses the Creative Curriculum for Infants, Toddlers, and Twos and the Creative Curriculum for Preschool and school age as guides for planning the curriculum in each of its program rooms. Staff will be required to document teaching strategies, once we reach our SUTQ ratings.

- A. Each classroom has weekly lesson plans, posted in the classroom. These plans contain several activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans should be changed to accommodate the children's changing interests.
- B. The Lead Teacher and Full-Time Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.
 - a. Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all-weather conditions. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. Teachers should refer to the childcare weather watch located in the staff room. There is less structure in an outdoor learning environment; however, it is expected that staff members actively

engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb, and use their bodies in ways that would otherwise be unsafe in an indoor classroom.

NAP/REST TIME

The Department of Job and Family Services requires that all children be provided with a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period. The length of time a child should have to sleep is 2 hours. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided with alternative quiet activities if unable to rest.

INFANTS

SIDS Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS.

A baby's sleep environment plays a direct role in their safety, so much so that unsafe sleep positions and conditions are found to be the most common reasons in sudden infant death syndrome (SIDS) cases or infant asphyxiation cases.

The American Academy of Pediatrics (AAP) has developed ABCs of safe sleep so parents like you can easily remember these steps and keep their little one snoozing safely: babies should always sleep Alone on their **Backs**, in a **Crib** or bassinet.

Even with the ABCs in mind, parents might wonder if certain sleep situations are considered "safe" or not. Here are the most common safe sleep mistakes parents make and how you can avoid them:

USING BLANKETS IN THE CRIB TO KEEP BABY WARM

Why it's unsafe: Blankets (and pillows) pose a suffocation risk. Blankets can end up covering baby's face and obstructing their airways.

WHAT TO DO INSTEAD: To keep your baby warm and cozy, consider using a swaddle or wearable blanket or sleep sack with PJs underneath. This will keep your baby comfortable, without having any loose bedding in the crib.

TOOTH BRUSHING

At least once a day, children over 1 year of age will practice brushing their teeth after a meal. Watch me grow will provide a toothbrush for each child. Toothbrushes must be labeled with the child's name, allowed to air-dry before being stored in a ventilated container, and should not meet other toothbrushes. Storage containers will be washed and sanitized weekly. Toothbrushes must be discarded if contaminated.

PARENT-TEACHER CONFERENCES

Lead Teachers are expected to conduct a minimum of two parent-teacher conferences per year and must make every effort to meet with each family. A copy of the parent-teacher conference form and child development summary must be placed in the child's permanent file after

conferences. The Lead Teacher should discuss suitable times to hold conferences with the Director and/or Assistant Director.

ASSESSMENT PORTFOLIOS

A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transitions. These portfolios will not be released to anyone outside.

FIELD TRIPS

Watch Me Grow Daycare offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director and/or Assistant Director must approve all field trips. Field trips outside the Huxley city limits and/or longer than two hours require a parent to complete a “Field Trip Permission Form.” These forms can be obtained from the Director. Parents must be notified at least one week before the planned field trip.

- Teachers may decide and are encouraged to conduct short, unannounced field trips including but not limited to walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds; and trips to local businesses. Teacher-child ratios must be always maintained. Parents complete a “Parent/Guardian Permissions” form at enrollment for this type of field trip and do not need to complete a separate form for the above-named instances.

RULES RELATED TO TRANSPORTATION

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

EMPLOYEES TRANSPORTATION

Employees driving the daycare vehicles any employee having six or more points on his or her driving record is prohibited from providing transportation. To become a driver, you must have:

1. Hold a valid driver's license.
2. Have valid liability insurance.
3. Immediately notify Watch Me Grow Learning Academy in writing if they accumulate six or more Points on their driving record or if their driver's license is suspended or revoked.

WATCH ME GROW ACADEMY DRIVER MUST HAVE:

1. Ensure that each driver holds a valid driver's license,
2. Obtain, for each driver, a driving record prepared by the Ohio Bureau of Motor Vehicles no earlier than 14 calendar days before they begin employment and at least once every three years,
3. Require each driver to immediately notify the agency in writing, should the driver accumulate six or more points on their driving record or if their driver's license is suspended or revoked,
4. Develop and implement written policies and procedures regarding vehicle accessibility, vehicle maintenance, and requirements for vehicle drivers.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested in longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible, and cooperative. • Give clear directions, one at a time. Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Encourage children often and generously.

Set a good example. (e.g., using a quiet voice when children should be quiet). Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies Watch me grow, staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection** This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- **Logical consequences** these are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution** if a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- **Natural consequences** allowing children to experience the consequences of their behavior are also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- **"Take a break" or "Calm down chair"** In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the center of the block and go to the calm-down chair. I will talk to you when you are ready."

POSITION DESCRIPTIONS

ADMINISTRATOR ASSISTANT

40 hours per week for a term of nine or twelve months per year.

Assistant Director Assist and support the Director in the daily operation of the center.

- Recruit new staff members and provide an orientation.
- Develop schedules for staff members.
- Audit and update personnel and enrollment files annually. Conduct formal and informal observations to evaluate teaching staff; provide counseling through immediate feedback and annual performance evaluations.

- Administer parent surveys annually; review feedback and set center-wide goals; assess progress at six-month and 12-month marks.
- Review and edit staff and parent handbooks at least annually.
- Manage training requirements for staff members. Conduct center tours and provide program information to prospective clients.
- Substitute in classrooms as needed.
- Required Qualifications associate degree, bachelor's in early childhood education, CDA, or any experience related to the field. 4 years' experience working with children from birth through 12 years in a home or center setting.

LEAD TEACHERS PLAN

General Job Description

Plan to implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme-related materials, and rotation of toys and equipment regularly. Provide a safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationships with parents and families. Assess all areas of development of children using the Creative Curriculum. Develop and maintain a portfolio for each child. Conduct two parent-teacher conferences per year with each family.

Responsible for supervision and direction of Full-Time Assistant Teacher, Part-Time Assistant Teacher(s), Part-Time Aide(s), and Volunteers. Maintain all certifications as required. Ensure compliance with all OHIO ODJFS rules and regulations.

CHILDCARE STAFF MEMBER REQUIREMENTS

1. Copy of High School Diploma/GED
2. Medical Statement (JFS 01296)
3. Copy of Driver's License and Insurance Coverage
4. BCI/FBI Background Check
5. Complete the Request Background Check through the Occra account
6. Staff Orientation (completed through the Occra account)
7. Management of Communicable Disease Training
8. One-hour Child Abuse Recognition and Prevention Training
9. CPR/First Aid Certification
10. Six hours of professional development training per year (July 1-June 30)

REQUIRED QUALIFICATIONS

Infant/Toddler/Two-Year-Old Classrooms: Child Development Associate (CDA) credential or equivalent or must be enrolled in the CDA program. Two years experience working with children from birth to two years in the home or center setting.

Preschool Classrooms: AS, BA, in Early Childhood Education or related field; teacher licensure in early childhood. Two years' experience working with children for three to five years in a home or center setting.

PREFERRED QUALIFICATIONS

Infant/Toddler/Two-Year-Old Classrooms: AS, BA, in early childhood education or related field. Three or more years' experience working with children from birth to two years in a center setting.

Preschool Classrooms: Special education endorsement. Experience working with children with special needs and/or behavior disorders. One year's experience working in a preschool classroom.

ELIGIBILITY FOR BENEFITS

Eligibility is determined by employment status full-time or part-time after one full year of employment.

1. Vacation and sick leave
2. Paid Holidays-Major holidays only

VACATION AND SICK LEAVE

Full-time employees have 5 days of vacation after a year of being employed. Part-time staff members who have worked for a year will have 3 days of paid vacation. After two years of being employed Full-time, the maximum is 5 days of vacation. Any unused sick leave will expire on December 31st. Vacation leave must be scheduled at least one week (two weeks is preferred) in advance using the absence approval form. The form should be completed for approval after the staff member has decided on coverage during their time off. Staff will have 5 days off sick days after 90 days you may only use 3 days once per week out the year. For instance, if you are a full-time employee, you will have 5 vacation days and three sick days for the year. If you are an employee who's been here for 2 years you will have 10 vacation days and 3 sick days.

DISCOUNTED CHILDCARE

All staff members are eligible for discounted childcare. The Director will provide additional information to eligible staff members upon hire.

EMPLOYEE RAISES

All raises are based on performance and continuing education.

STAFF CLOTHING

Staff clothing is provided by HR. If a member of staff is laid off or stops working, you are responsible for returning your shirts. If shirts are not returned, you will be charged \$25.00 per shirt.

BREASTFEEDING POLICY

1. Company Responsibilities Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:
2. Milk Expression Breaks For up to one year after a child's birth, breastfeeding employees are allowed three twenty-minute breaks to breastfeed or express milk during work hours.
3. For time that may be needed beyond the usual break times or full first year, employees may use their lunch break or personal leave, or they may clock out or make up the time as negotiated with their supervisors.
4. Maintain Ratios in the Classroom If another staff member is not able to switch classrooms to maintain the ratio, one of the directors or if available an extra staff will be provided for the employee to step out of the classroom to breastfeed or express milk.

EMERGENCY PROCEDURES

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency.

IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION:

- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- **CALL 911.** Provide the center's name and location.

Provide the child's name and a description of the incident.

Follow instructions as provided by the operator.

- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- Staff may not transport an ill and/or injured child in a personal vehicle.

EMERGENCY FIRE PROCEDURE

- If you detect a fire, get everyone out as fast as you can
- Call 911 as soon as you have reached the meeting place.
- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. (IF YOU ARE ON DUTY IN A CLASSROOM at the time of a fire, follow the instructions below and evacuate the children first.)

1. Exit the building and proceed to the designated meeting place.
2. Provide the center's name and location.
3. Describe the location of the fire.

****FIRE DRILLS WILL BE PRACTICED MONTHLY****

The Director or Assistant Director will initiate all drills and maintain records of all drills.

EMERGENCY TORNADO PROCEDURE

- If the city tornado warning sirens are sounded, assist in the evacuation of the children from your classroom.
 - Collect the classroom first aid kit, classroom binder, and attendance clipboard. Staff members closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area: hallway restrooms and interior hallway between Butterfly and Grasshopper classrooms. Every classroom must stay together as a group.
2. Staff members farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.
 - Once assembled in the designated shelter area, the Lead Teacher is responsible for using the classroom attendance sheet to ensure all children are accounted for.
3. If the Lead Teacher is not present, the Full Time Assistant Teacher assumes this responsibility.
 - The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
 - All children and staff must remain on the floor in the designated shelter area and wait to receive an "all clear" from the Director and/or Assistant Director.
 - During a tornado warning, the Director and/or Assistant Director will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.

****TORNADO DRILLS WILL BE PRACTICED MONTHLY**** The Director or Assistant Director will initiate all drills and maintain records of all drills.

IN THE EVENT OF AN INTOXICATED PARENT:

1. The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick-up person is contacted.
2. If another authorized pick-up person cannot be reached, the child must be released to the intoxicated parent.
 - a. The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified.
 - b. Call the local police department and inform them of the situation. Provide as much information as possible, including the parent's name, make/model of the car, and license plate number.

MISSING OR ABDUCTED CHILD

- In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.

If the child cannot be in a reasonable amount of time, the Director and/or Assistant Director will notify the local police department and the child's parents.

- In the event of an abducted child, the Lead Teacher must immediately contact the Director and/or Assistant Director, the local police department, and the child's parents.

GENERAL EMERGENCY PROCEDURE GUIDELINES

- a. A First Aid kit is located on the wall near the office. An additional First Aid kit is also available in the office. The Assistant Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
- b. Bloodborne pathogens kits are available in the office and in each of the hallway bathrooms.
2. All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director, and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises, or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.
 - a. Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.
 - b. In the event of an emergency, it is important to remain calm.
 - c. As a staff member, your first responsibility is ensuring the safety of the children in your care.

Emergency Contact Phone Numbers

Toledo Police Department (419)245-3340

RECORD KEEPING

- Employee medical records and records of exposure will be kept on-site for a minimum of 10 years.
- Training records will be maintained in each employee's personnel file for a minimum of 3 years. Training records must include the date of training and the name of the trainer.

Cleaning, Sanitizing, and Disinfecting Equipment

1. Cleaning, sanitizing, and disinfecting are important steps to removing dirt and reducing the spread of germs in childcare settings.
2. Routine cleaning with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls, and windows are cleaned.
3. Sanitizing removes dirt or filth and small amounts of germs.
4. Bedding, bathrooms, kitchen counters, dishes, and eating utensils are cleaned (to remove dirt) and then sanitized. However, some childcare items and surfaces require the added step of disinfecting after cleaning to kill the germs on a surface.
5. Diaper changing tables, hand washing sinks, tabletops, and some toys should be cleaned and then disinfected.
6. Using regular household bleach and water solution is an inexpensive, effective, and easy way to remove or kill germs found on surfaces in childcare. Bleach and water solution may be used in several ways:

Dipping the object into a sink or pan filled with bleach and water solution then letting the item air dry. Use paper towels soaked in bleach water solution to wash surfaces, then let the surface air dry. Use spray bottles to thoroughly wet the surface, then allow the surface to dry.

This handbook is intended to familiarize staff members with current Center policies, practices, and standards. Watch Me Grow Learning Academy reserves the right to revise its policies, practices, and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the Watch Me Grow Learning Academy Employee Handbook. The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies outlined in the Handbook and any amendments to the Handbook along with the other policies and procedures of the Company. It is

specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and the Company. It is further understood that neither the Handbook nor any policy of the Company is a guarantee or promise of employment or continuing employment. I understand that I am not being hired for any definite period even though my wages are paid regularly. No representative of the Company has made any promise or other statements implying employment will be other than what has been stated above.

Employee's Full Name

Signature

Date Signed