
Todd County Schools Aftercare Services

STAFF HANDBOOK
2017 - 2018

POLICIES,
PROCEDURES,
INFORMATION

South Todd Elementary School
4115 Guthrie Rd. Guthrie, Ky 42234
270-265-5785

ORGANIZATIONAL CHART/CHAIN OF COMMAND

Bruce Voth, Principal South Todd Elementray School	Alicia Smith Director of Aftercare Services
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Assistant Director Debra Markham

Childcare providers

Substitute Childcare Providers

JOB DESCRIPTION

Director

Report To: Principal/District Contact

Job Goal: To provide a quality after school program to school age children, including recreation, rest, assistance with homework, and enriched learning activities, as needed on an individual basis.

Responsibilities:

1. Provide a safe environment for all children at all times.
2. Ensure compliance with state statutes and administrative regulation.
3. Manage the staff in their individual job descriptions.
4. Develop child-care center plans, policies, and procedures.
5. Supervise staff conduct to ensure implementation of program policies and procedures.
6. Post a schedule of daily activities, to include lists and dates of activities to be conducted with the children in each classroom.
7. Conduct, manage, and document in writing staff meetings.
8. Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation.
9. Schedule staff to assure that staffing is sufficient to maintain staff-to-child ratios at all times.
10. Coordinate at least one annual activity involving parental or family participation.
11. Manage operational budget and make timely deposits.
12. Submit monthly budget reports to district.
13. Maintain accurate records.

Assistant Director

Report To: Director

Job Goal: To assume responsibilities of director when he/she is not available. To provide a quality after school program to school age children, including recreation, rest, assistance with homework, and enriched learning activities, as needed on an individual basis.

Responsibilities:

1. Provide a safe environment for all children at all times.
2. Assist director in maintaining up-to-date student records.
3. Assist director in assessing group needs, and planning daily activities to meet those needs.
4. Supervise daily routines:
 - a. Assist with activities and programs.
 - b. Maintain appropriate daily data records.
 - c. Preparation of snack (when applicable).
5. Insure facility's standards of behavior are met, in accordance with stated discipline policy.

Child Care Provider

Report To: Director

Job Goal: To provide a quality after school program to school age children, including recreation, rest, assistance with homework, and enriched learning activities, as needed on an individual basis.

Responsibilities:

1. Provide a safe environment for all children at all times.
2. Assist director in assessing group needs, and planning daily activities to meet those needs.
3. Supervise daily routines:
 - a. Assist with activities and programs.
 - b. Maintain appropriate daily data records.
 - c. Preparation of snack (when applicable).
4. Insure facility's standards of behavior are met, in accordance with stated discipline policy.

Substitute Child Care Provider

Report To: Director

Job Goal: To provide a quality after school program to school age children, including recreation, rest, assistance with homework, and enriched learning activities, as needed on an individual basis.

Responsibilities:

1. Fill in at center on a PRN (as needed) basis.
2. To assist with homework.
3. To assist with activities and programs.
4. To assist with snacks.
5. To carry out established duties and responsibilities delegated by director.

ORIENTATION TRAINING POLICY

All employees of the Todd County Aftercare Services will have the necessary state mandated hours of orientation within 90 days of hire. Employees will put into practice what is learned in orientation classes.

STAFF DEVELOPMENT PLAN

Orientation Training:

Six (6) hours within the first 3 months of employment

Additional Hours:

Nine (9) hours of approved child development training within first year of employment

One and one-half (1 ½) hours of Pediatric Abusive Head Trauma Training (every 5 years)

Fifteen (15) hours of approved child development training during each year of employment

Current Certification:

Community First Aid and Safety-Adult, Infant, and Child CPR

Staff development will address recommended practices for Health, Safety & Sanitation and Child Abuse. Approved child development trainings will address safety, nutrition/health, classroom activities, CDA Certification, behavior management, ADHD/ADD, interpersonal communication, professionalism, and others as recommended.

STAFF PROFESSIONAL DEVELOPMENT PLAN

All childcare personnel will complete a Professional Development Plan annually that reflects short and long term goals and activities to meet specific early care and education outcomes to increase knowledge and skill level.

STAFF EVALUATION/IMPROVEMENT PLAN

Evaluations will be performed by the childcare director and/or assistant director, for each childcare staff member after three months employment and annually thereafter.

PERSONNEL POLICIES

1. Director will keep updated records.
2. Director will be responsible for reprimanding any/all staff.
3. All staff will dress according to the District dress code. Personnel will have ID that must be worn at all times.
4. Staff will greet students/parents/other staff members with a smile, a hello, good morning/afternoon, etc.
5. Staff will NOT use a raised voice (yell) with students, parents, or other staff.
6. Staff will display positive attitudes toward all students/parents/other staff members.
7. Staff will notify the director the day before, if possible, about being absent. If this is not possible, the staff will notify the director or assistant as early as possible so that a substitute can be obtained.
8. Staff will arrive in the cafeteria approximately 15 minutes before the students arrive.
9. Staff will not leave students unsupervised at any time.
10. Staff will be responsible for discipline of all students and will refer major discipline problems to the director.
11. Staff will follow schedule/plan as closely as possible.
12. Staff will complete weekly lesson plan for activities. Lesson plan will be due each Friday prior to plan week. Staff should be provided 30 minutes weekly planning time.
13. Confidentiality of records, participants, and their families will be strictly observed.
14. Suspected abuse of any child must be reported immediately to the director.
15. For the safety of the students, no one may pick up a child who is not on that student's Security Information Sheet.
16. Problems or grievances must go through the appropriate channels. Grievances should be brought first to the Director, then to the Principal.
17. All new employees will work on a probationary period for up to 90 days pending completion of all forms, background checks, etc.

DRUG-FREE / ALCOHOL-FREE WORKPLACE NOTICE

All employees shall receive the following notice as partial implementation of Policy 03.1325 and federal regulations.

NOTICE TO ALL EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of the policies of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace alcohol, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

"Workplace" is defined as the site for the performance of work done for the school district. That includes any place where work on a school district program, project or activity is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment with this district that you will comply with the above policies of the school district and you will notify your supervising principal or the district superintendent of your conviction of any criminal drug statute for a violation of these policies occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policies may be suspended or may have his/her employment terminated or non-renewed. As an alternative, the Superintendent may choose that an employee who violates the terms of the district's drug-free/alcohol-free workplace policies shall satisfactorily participate in a drug/alcohol abuse assistance or rehabilitation program. If the employee fails to satisfactorily participate in such a program, the employee shall be non-renewed or his/her employment may be suspended or terminated.

ADULT SMOKING / TOBACCO POLICY

According to the Todd County Board Policy, there will be no smoking in the school building or on school grounds at any time.

FIRE, TORNADO, AND EARTHQUAKE DRILLS

FIRE DRILL – REQUIRED MONTHLY

The signal for a fire drill is a continuous blast. Exit routes are posted in each room. During a fire drill the children and care givers will exit the building quietly and orderly to a designated area approximately 100 feet away from the building. Upon leaving rooms, make sure all doors are closed. Keep the children together and take roll call as soon as possible.

TORNADO DRILL – REQUIRED QUARTERLY

The signal for a tornado drill will be given. At the sound of the signal, the children should move quickly and quietly to the inside wall of the room. The children should be on their knees with their heads down and covered. Children should not talk during the drill.

EARTHQUAKE DRILL – REQUIRED QUARTERLY

At the first indication of ground shaking, the command “EARTHQUAKE, DROP AND COVER!” should be given. If you are inside, you should stay inside. When you are outside, you should stay outside. Move to an open space away from building and power lines. Keep low to the ground. At the end of the quake, inside children should be evacuated. Stay calm and wait for further instructions. Floor plans for exits are posted in rooms.

Written records shall be maintained detailing date, time and children who participated.

Todd County Aftercare Services
North Todd Elementary
7300 Greenville Rd.
Elkton, KY 42224
(270)277-6800

DATE: _____

I have received, read, understand, and will follow the policies, procedures, job descriptions, plans, and information presented in the North Todd Elementary Aftercare Services Staff Handbook. I also understand the policies, procedures, job descriptions, plans and information presented may change without notice.

EMPLOYEE NAME (PRINTED)

EMPLOYEE SIGNATURE