



Employee Handbook
&
Personnel Policies
2021-2022

TC Tots Staff,

Welcome! I am so excited about the opportunity to work with each of you. We are striving to provide a great atmosphere for children to grow and develop. I know you will use your talents, abilities, and child-care experiences to run a great learning center. I want TC Tots to be a wonderful place to work. I hold very high expectations for staff. Employees should display honesty, dependability, teamwork, trust, and patience. I believe in your abilities as staff members and look forward to working with you.

TC Tots depends on you to uphold its reputation in the community. We want our center to be known for providing excellent love and care for children; this will be a direct compliment to our center staff. Please remember this when discussing TC Tots in the community.

We encourage positive relationships with parents, co-workers, and the children. Please be sure to maintain a professional demeanor and attitude at all times. Additionally, you are the primary caregivers for these children when school is in session. It is critical that we work collaboratively with parents.

Most importantly HAVE FUN!!! We can be professional while still having fun. Don't be afraid to roll in the floor, make a mess, and get your hands dirty. You control the learning environment for your class. If you are having a good time, then they will too!

All policies of the Todd County Board of Education, whether set forth in the TC Tots Staff Handbook, are applicable to TC Tots staff.

Thank you for being a part of the team!!!

Purpose of Handbook:

This handbook is designed to be a supplement to the Todd County Schools Personnel Policies for Classified Staff. It is to serve as a guide for TC Tots Employees. It is to be used in addition to the policies and procedures set by the Todd County Board of Education (TCBOE).

Philosophy:

TC Tots will strive to help children reach their fullest potential by providing developmentally appropriate activities to enhance physical, mental, and social skills. We believe children thrive best in a nurturing environment filled with warmth, gentleness, and patience, in conjunction with opportunities to explore and discover new experiences. We strive to build a partnership with our parents to ensure the child's best interest is at heart.

Personnel Policy Administration:

The Director has direct responsibility for administration of personnel policies and shall ensure that the current "Employee Handbook Personnel Policies" manual is available at all times to the staff and candidates for staff positions. Each staff member shall have access to the "Employee Handbook" and after reading it thoroughly, shall sign a statement that he or she has read and understands the policies and agrees to honor his or her obligation to adhere to the policies.

Equal Opportunity Employment:

It is the intent of TC Tots to abide by Federal, State, and Local laws at all times. The center does not discriminate in employment with regard to race, creed, national origin, political affiliation, marital status, age, gender, sexual orientation, or number of dependents. A staff comprised of people of varied religious, racial and cultural backgrounds is encouraged for the good of the center. No employee shall aid, coerce or conspire to cause a dismissal or resignation of another employee because of illegal discriminatory factors.

Employee Classifications:

Hourly pay rates will be set and determined by TCBOE, based on education and experience of the employee.

A.) Full time hourly: 40 hours a week.

B.) Part time hourly: 19 hours (or less) per week.

C.) Substitute: Will be used as needed. Subs will be used on an hourly basis, and are not eligible for benefits.

Timesheets:

Timesheets will be distributed by Director. Employees will record hours they worked during the month, sign and return sheets to center Director to be sent to central office. Please be sure to document hours correctly. The center will maintain copies of timesheets for your reference. We expect that staff will be in their area ready to supervise children at the time they are scheduled to begin work.

Pay Day/Deductions:

Pay schedules are set by Todd County Board of Education. Paychecks are direct deposited on the 25th of every month. All full time employees will receive a prorated pay. The days are calculated so employees receive evenly prorated checks beginning with your first check thru the final check of the school year including the summer checks in June and July.

Breaks:

All employees working an 8 Hour day will be allowed two 10 minute paid breaks and 1 hour, unpaid lunch break. Break times will be determined by the Director and may fluctuate on a daily basis, depending on the needs of the center. Please be prompt when returning from your break, as your tardiness will affect the breaks of your co-workers. We request your patience when waiting on someone to relieve you for your breaks.

Work Week Schedule:

The center is open from 7:00 a.m to 4:30 pm, Monday through Friday of each week during the 185 employment days worked by certified staff. The Director reserves the right to modify employee hours at anytime to fit the needs of the center. Hours, breaks, and lunch schedules are established by the Director and may be revised at any time contingent upon the needs of the center.

Chain of Command:

All staff members will report to the Director. The Coordinator will be in charge of immediate decisions in the absence of the Director. The Director has the authority to handle any state inspections, business needs, and any other necessary decisions. Staff should report to the Director before reporting to the Administrator. The Director will report to Administration and the Superintendent of Todd County Board of Education.

Flow Chart:

In the event of staff absence the following flow chart will be used to determine who will oversee the needs of the center:

1. Kim Justice: Coordinator
2. Michelle Bell-Artis: Director
3. Marilyn Knight: Lead Teacher

4. Pam Slaughter : Lead Teacher
5. Annette Baxter: Lead Teacher
6. Elizabeth Williams: Assistant Teacher/Floater

Director:

Appointment of Director will be based upon state qualifications and demonstrated competence for this position. This ideally includes supervisory experience, training in early childhood education at a licensed facility, experience in the field of child care and/or child development. It is critical that the Director build positive working relationships with the staff members of TC Tots as well as the parents of enrolled children. Applicants will be screened and interviewed by the Coordinator. The Director will report directly to the TC Tots Coordinator.

Staff Assignments/Requirements:

All staff members are employed subject to assignment or reassignment at the discretion of the TC Tots Director. Additional duties given to a staff member may be modified at any time. Staff members will be required to attend mandatory orientation, trainings, and staff meetings. The center will compensate employees at their hourly rate.

Personnel File Requirements:

Each staff member must complete the following for the Todd County Board of Education: Application for Employment, a Staff Information Form, a W-4, transcripts, and any other additional forms. Staff will be required to sign a yearly employment contract.

The following will be on file at TC Tots: Evaluations, training records, CAN checks, criminal background checks, application, resume, transcript, leave information, reference information, documentation of employment actions, training records, and letters from colleagues, parents, and children.

Health Requirements:

Employees must be free of any health problems that could interfere with the performance of assigned job duties or endanger the health, safety, or well being of the children. All employees must be able to visually and audibly supervise children. All employees must be able to lift children, bend from the waist, stoop, kneel, and squat and have a healthy back. All employees must be able to get up and down from the floor with or without reasonable accommodations. Employees are required to provide a Tuberculin test showing freedom from tuberculosis (Tb) at the time of initial employment by a licensed physician or clinic. Additional tests and/or examinations may be required from time to time at the discretion of the director. In the event of a positive tuberculosis test, the employee is required to present proof of follow-up action as recommended by a licensed physician or health professional.

Supervision/Employee Evaluations:

Employees will have regularly scheduled "supervision/coaching" time with the Director. This supervision will be used to help employees identify areas for professional growth and to promote self reflection from the employee. The supervision/coaching time and evaluations should help staff develop skills and assure that center policies and procedures are being followed. Staff members will participate the TCBOE classified evaluation process.

Staff Training Requirements:

State licensing regulations require each staff member to participate in 15 clock hours of child care training annually. All new employees are required to provide documentation of 6 hours of Orientation for Early Childhood Education Professionals, or to attend the training within the first 90 days of employment. The Director will make staff members aware of training opportunities throughout the year. Staff members are encouraged to seek additional training hours, including CDA and Commonwealth Childcare Credential; however, this is not required. Adequate staff will be required to complete CPR/First Aid certification. The Director may require trainings in addition to the state requirement as needed.

Orientation/Meetings:

All employees will be required to attend the annual orientation to be scheduled by the Director and Coordinator at the beginning of each school year. The knowledge you learn in orientation you will apply in the classroom. The orientation and additional staff meetings scheduled by the director are mandatory and require the attendance of all staff members. In the event that a staff member misses a scheduled meeting, the staff member will be required to make up the missed meeting at a time scheduled by the Director.

Attendance:

All employees are expected to be reliable and punctual in reporting for work. Our goal is to provide consistency and stability for children, families, and staff; so all employees are expected to maintain prompt and regular attendance. Excellent attendance and punctuality are reflections of reliability and a positive work attitude. Both are an important part of performance evaluations. Reoccurring tardiness, excessive absence, and/or failure to provide adequate prior notice of absence without good cause, are grounds for disciplinary actions.

Personal Absences:

Full time employees will be awarded 10 sick days and 3 Personal day. All unused days will roll into sick days at the end of the calendar year. Please give notification of absence as far in advance as possible.

Sick/Emergency Call In:

To facilitate scheduling, call the night before if feeling unwell. If you are feeling unwell at night, please contact the Director no later than 10 pm. If you become ill in the morning before work, call the Director after 5:30 am. Direct personal contact with the Director is required; it is not acceptable to just leave a text message or phone message. Be sure you have contact information for Director at all times.

Holidays/Breaks:

The center will be closed for holidays and breaks observed by the school district.

Telephone & Computer Use:

The outside line in the daycare is to be used for center business. It may be used by staff in the event of an emergency. Calls of personal nature should be conducted on the employee's break or lunch.

Computers and Internet access is provided to staff for work related projects.

Workplace Safety/Security:

It is important that you comply with all security measures, perform your duties in a safe manner and follow all established safety rules. We are all responsible for the safety of the children and our co-workers. Please make sure you alert the Director of any potentially dangerous situations regarding your own personal safety or that of the children or co-workers.

The center doors will remain locked at all times. Children must be under the direct supervision of center staff at all times. Please identify visitors before opening the center doors. It is the staff's responsibility to make sure the doors are secure at all times.

Staff members are required to ask for identification and compare it with child's emergency card, if someone from the staff is not familiar with who tries to sign a child out. Children will only be permitted to leave with individuals listed on the child's emergency card. Center staff may not transport children unless they are listed on the child's emergency card.

Visitors:

All visitors will be approved by the Director. Parents are welcome in the center at anytime and their involvement should be welcomed and encouraged. TC Tots maintains an open door policy for parents of enrolled children.

Dress Code:

Staff dress is a direct reflection of the center and the staff's attitude toward work. Please dress comfortably and professionally following the TCBOE dress code.

Confidentiality:

Confidentiality of children's records and information must be maintained at all times.

Lesson Plans:

TC Tots has adopted Creative Curriculum and Complete Daily Curriculum for Early Childhood as our curriculum. We also have thematic materials available for teacher use, as well as other child care resources. Lesson plans will be expected to be turned in to the Director on Friday each week. Teachers are expected to have specific learning objectives as well as cover specific academics subjects for each week. The lesson plans should reflect both of these areas.

Outdoor and Recess Activities:

Teach children in your area the playground rules.

Workplace Readiness Students:

Todd County Central High School students enrolled in the Family and Consumer Sciences program will be assigned to work in the center. These students must complete all state requirements to be in the center, including but not limited to background checks and Tb tests. Parental consent for background checks and Tb tests will be obtained for any minor students. Students are expected to complete duties assigned by the Director and teacher. Students are not permitted to use cell phones in the center and are expected to follow all school rules while in the daycare. Teachers will be responsible for reporting any inappropriate behaviors displayed by the student workers to the Director. Students will not be counted in the Staff: Child ratio and shall never be left alone with a child. Students are not permitted to discipline children in the center (Note: Telling a child "no" constitutes discipline.)

Staff to Child Ratios:

Class Groups	Ages	Teacher : Child Ratio
Infants	6 weeks - 12 months	1:5
Toddlers	12 months-24 months	1:6
Toddlers	24 months-36 months	1:10
Preschool	3-4 years	1:12
Preschool	4-5 years	1:14

Disciplinary Action:

In the event that an employee violates center policies, procedures, or instructions, disciplinary action may occur. Disciplinary actions and their severity will be determined at the discretion of the director in consultation with the coordinator and other district office staff as appropriate.

Suspected Abuse or Neglect:

Suspected abuse and/or neglect shall be reported to proper authorities as required by law. The Director shall be notified of all reports.

Medical Emergency:

- Determine extent of injuries.
- Perform first aid or CPR.
- Call 911 emergency medical services.
- Stay with child until medical help arrives.
- Notify parents or guardian- use emergency card information.
- Director or other employees of the center will accompany the child to the hospital if there is sufficient staff coverage at the center. If no one can accompany the child to the hospital, then the Director /Coordinator will confer with the hospital or parents as to the condition of the child.
- The Director will submit to the Cabinet of Health and Human Services and incident report form within 24 hours of the incident.

Emergency Procedures:**FIRE DRILL / FIRE ESCAPE PLAN**

- When the alarm sounds, each teacher needs to follow the proper procedure to ensure a safe, orderly, and quick evacuation of the building. At the beginning of each month, teachers are expected to instruct their children on the appropriate evacuation route and correct evacuation procedure that should be followed when the alarm sounds. The map of the fire evacuation route must be posted on the wall/door at all times.
- All doors and windows need to be closed by staff. Children are to leave the building quietly and assemble at least 100 feet from the building. Each teacher/staff should determine the best way for their age group to exit and remain in a group.
- In the event of a bomb threat, instructions will be communicated by the Director.

EXIT Exterior door in classroom

ALTERNATIVE EXIT/ROUTE Interior door next to office.

If smoke is present, crawl to the nearest exit available!!!

EMERGENCY BUILDING ~ EVACUATION PROCEDURES

Infant & Young Toddlers procedures:

Nursery teacher/staff/volunteers should place five (5) infants in rolling transport upon hearing the alarm, unless there are enough adults to carry each infant out individually. Teacher/Staff should roll infants out of the classroom through the nearest emergency exit (see map on wall to locate nearest exit).

Toddler/preschool procedures:

Teachers/staff should call children together upon hearing the sound of the alarm. Toddlers/preschoolers should line up when exiting the room/building. Teacher/Staff should guide toddlers and preschoolers as they exit the classroom through the nearest emergency exit (see map on wall to locate nearest exit).

General procedures:

Initiate above procedure and proceed with the following.

- For evacuations, move away from the building at least 100 feet.
- Worker should pick up sign-in sheets.
- Worker should assign a staff member to check classroom and bathroom to make sure everyone has exited the room and follow the last crib out.
- Instruct the staff member to close the door and turn out lights when leaving the room.
- Once in designated area, staff should quickly take head count of children/volunteers.
- If the count does not match the number of children/volunteers on that day - notify director.
- Remain in the designated area until the proper personnel have notified you of the next step.
- All of this is to be done in a CALM manner so the children are not frightened
- Never stop to get coats, shoes, etc., leave immediately after hearing the alarm!

SEVERE STORM WARNING ~ ON SITE EMERGENCY SITUATION

The Warning: **“The National Weather Service has issued a severe storm warning for our area. All children are to immediately take safety precautions as directed by your teacher/staff - take shelter now.”**

All children will be escorted to the interior hallway. They will assume the safety position (down with hands covering the head) near a wall - do not block the door. Always count heads and know the number of children/adults present!

TORNADO ~ ON SITE EMERGENCY SITUATION

Action Plan:

The Director will issue the “tornado warning” for the building. When the warning is issued, teachers/staff will follow the instructions as outlined for severe storms preparedness. An “ALL CLEAR” announcement will be announced TWICE to indicate the severe storm emergency is over and for children to resume normal activities.

Emergency Plan:

The Director will determine the level of the emergency and notify appropriate authorities. Emergency response officials will take command upon arrival. Teachers/staff will be directed to isolate and secure damaged areas, administer first aid, provide support/counseling if needed, and assist in evacuation procedures. Director will determine the need to evacuate the area and will decide to keep children at the center or send them home. Any communication from the school system to the media will be handled the Superintendent's Office. Never stop to get coats, shoes, etc., leave immediately after hearing the alarm. Always count heads and know the number of children/adults present.

EMERGENCY WEATHER ~ EVACUATION PROCEDURES**Infant procedures:**

Nursery teacher/staff/volunteers should place five (5) infants in rolling transport upon hearing the alarm, unless there are enough adults to carry each infant out individually.

Toddler/preschool procedures:

Teachers/staff should call children together upon hearing the sound of the alarm. Toddlers/preschoolers should line up to exit the room/building.

General procedures:

- Worker should pick up sign-in sheets.
- Worker should assign a staff member to check classroom and bathroom to make sure everyone has exited the room and follow the last crib out.
- Instruct the staff member to close the door and turn out lights when leaving the room.
- All children will be escorted to the interior hallway. They will assume the safety position (down on knees with hands covering the head) near a wall inside the classroom - do not block the door - move away from areas with windows.
- Once in designated area, staff should quickly take head count of children/volunteers.
- If the count does not match the number of children on that day - notify director.
- Remain in the designated area until the proper personnel have notified you of the next step.
- All of this is to be done in a CALM manner so the children are not frightened.
- Never stop to get coats, shoes, etc., leave immediately after hearing the alarm. Always count heads and know the number of children/adults present.

EARTHQUAKE PROCEDURES / DRILLS:

All schools conduct a minimum of 2 earthquake drills per year. The primary objective of drilling is to educate students/staff as to how to minimize the risk of injury. And to identify/address problems encountered during the drill itself.

Procedure (Indoors)

When the announcement occurs for the drill - students need to quickly but calmly do the following:

1. Take cover under their desk or a table; or next to interior wall.
2. Sit on the floor and cover their heads and neck from falling debris.
3. Listen to teacher/staff for additional instructions.

4. An announcement will indicate the completion of the drill.

Procedure (Outdoors)

When the announcement occurs for the drill - students need to quickly but calmly do the following:

1. Stay in open areas free from overhead hazards such as power lines, trees, covered walkways, concrete block walls and chain link fences.
2. Remain in safe area until further instruction is given - do not re-enter the building.

DURING AN EARTHQUAKE

1. Follow the procedures - no announcements may be possible.
2. Take inventory of your surroundings and medical needs of children.
3. Stay where you are if it is safe - if it is not; scout a safe way to an interior room that is safer.
4. Guide students to safer room in a calm manner.
5. Wait in safe area for an administrator or designee to give further instructions.
6. KEEP children in a safe area with their heads and necks covered (Aftershocks).
7. If you are instructed to exit the building be aware of overhead hazards!

AFTER AN EARTHQUAKE You will be informed of what action will need to take place as soon as possible. What will happen will be determined in large part on the severity of the damage we experience and where damage exists. Once things are identified, you will be instructed as to what needs to occur? Remember, during the earthquake, it is important NOT to evacuate until you have been told to do so. If the fire alarm is pulled, do not evacuate the building unless the presence of fire is evident (smoke and dust are common in earthquakes).

LOCKDOWN PROCEDURES/DRILLS:

A lockdown consists of moving all students off playgrounds and exterior buildings on the site and into the school grounds, securing all entrances and exits, and denying access to any unauthorized persons. All building occupants should be on the ground and out of sight from the hallway.

General procedure:

- Remain calm and stay with your students.
- Commence the lockdown immediately by locking all interior doors and exterior doors.
- Cancel all outside activities until notified by the school Director.
- Close all doors and windows and keep all blinds and curtains closed.
- Keep students and staff quiet and away from doors and windows.
- Maintain a calm environment through calm leadership. Reassure students and staff that everything possible is being done to return the situation to normal.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room.

- Do not allow students to be unattended at any time.
- Conduct frequent counts of all students and immediately report any missing students to the center director in charge.
- No unauthorized persons will be allowed in the building. If in doubt, request picture identification. If the person is authorized for entrance, escort them to the Main Office to sign in.
- Lockdown is to remain in effect until cancelled by the Director in charge and an all clear is announced.

TC Tots Teacher (Instructional Assistant) Expectations:

A. Personal Qualities

- Friendliness- Maintains a positive attitude towards others; alert to the moods and needs of others.
- Honesty- Truthful about hours, sick and personal leave, and other matters. Accepts responsibility for own errors. Respects the property of others.
- Integrity- Maintains wholesome interpersonal relationships free of gossip about other staff or about parents.
- Punctuality- Keeps to agreed schedule, arriving promptly and honoring time limits of relief periods.
- Dependability- Performs responsibilities as promised. Uses work hours for center work. Self-motivated. Doesn't abuse privileges.
- Positive Attitude- Refrains from complaining openly. Discusses concerns privately with a Director.
- Appearance- Neat, well groomed, appropriately dressed, poised, and well mannered. Adheres to guidelines of the staff handbook.
- Patience- Exhibits self-control in dealing with others, avoids uncontrolled or abusive tone of voice.
- Enthusiastic- Projects and evident interest in the job.
- Team Player- This is a team effort, everyone plays an important role in the success of TC Tots.

B. Relationships With Children:

- Individualization- Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting upon arrival.
- Knowledge- Plans for a variety of activities developmentally appropriate to each age and accomplishment level; thereby fostering exploration, investigation, and creativity.
- Resourcefulness- Demonstrates creativity in designing programs and in use of materials.
- Flexibility- Able to work with individuals and groups of children equally well.
- Professional Manner- Uses appropriate language and relates behaviors to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
- Responsibility- Monitors and assesses each child's growth, development, and performance; notes changes; maintains appropriate records and provides reports.
- Tolerance- Treats all children equally with respect, dignity, and empathy. Avoids prejudicial attitudes.

- Good Example- Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.

C. Professionalism

- Personal Growth- committed to the ideal of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
- Loyalty- Supports the goals, objectives and philosophy of TC Tots. Adheres to policies, procedures, and state regulations.
- Integrity-Respects confidentiality of information.
- Cooperation- Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, Coordinator and Director. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
- Friendliness- Maintains a friendly but professional relationship with parents and co-workers.
- Tolerance- Treats all parents equally and without favoritism, accepting all at their individual levels. Respects others rights to their individual ideas and points of view.
- Receptive- Willing to accept and accommodate new ideas and constructive criticisms.

D. Overall Concern and Awareness

- Safety and Health- Gives primary consideration to the health and safety of the children at all times.
- Organization- Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
- Responsible- Respects the use and care of material and equipment, avoiding waste. Assumes personal responsibility for minor environmental problems overlooked by others.

E. Additional Responsibilities: (to include but not limited to)

- Attend all mandatory trainings.
- Encourage development of sound nutritional practices.
- Help children become aware of roles as integral members of a group.
- Attend parent/teacher conferences as needed.
- Supervise all activities to ensure safety at all times.
- Have Fun- Children will follow your lead. Relax and have a good time!
- Complete any additional tasks assigned by Director.

TC Tots Director Job Description:

The Child Care Director will:

- Maintain staff-to-child ratios in all classrooms.
- Interview/hire staff and manage staff according to each individual job description.
- Maintain program budget.

- Maintain all records for five years.
- Manage, conduct, and document staff meetings.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing all office activities.
- Supervise all daily and weekly tasks including reviewing staff and children's schedules, observing classroom management, and overseeing curriculum implementation.
- Provide support for daily and weekly activities including approving time off requests, leading recruitment efforts and managing program calendars.
- Greet parents and visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks.
- Plan and implement family engagement activities.
- Oversee supply and food ordering to ensure compliance with state licensing regulations.
- Ensure all required paperwork for children, staff, and licensing are obtained and organized in a timely manner in accordance to state licensing regulations (including required emergency plans and drills.)
- Any other duties assigned.

TC Tots Lead Teacher Job Description:

The Lead Teacher will:

- Prepare lessons that meet educational requirements in an age-appropriate manner, and teach in a manner that meets the needs for the ages and abilities of all participating students.
- Manage a busy classroom environment, and provide the structure and discipline required for successful learning for everyone in the classroom.
- Help children meet educational milestones through personalized instruction and other supplementary assistance.
- Collaborate with other teachers, instructors, and staff members to create an optimal learning and care environment.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Work with diverse populations of children and adults from a wide variety of cultural, linguistic, and religious backgrounds.
- Prepare lesson plans for students according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
- Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
- Other duties as assigned

TC Tots Assistant Teacher Job Description:

The Assistant Teacher will:

- Assist the lead teacher with curriculum development (lesson plan) that is age appropriate for the children in the classroom
- Assist the lead teacher in implementing activities on the lesson plan and following the daily schedule
- Assist the lead teacher in observing and assessing children's behavior and progress
- Assist and engage with the children throughout the day
- Follow and implement health, safety and sanitation procedures throughout the day
- Maintain regulatory compliance

Please refer to TCBOE handbook for any additional information not addressed within this handbook. This handbook serves as a supplement to the Board Policies and doesn't in any way override those policies or procedures.

TC Tots Staff:

Please refer to this handbook as needed. Please make sure you keep your handbook. You should have it in a location that is easily accessible to you at all times. Please remember all information concerning children at TC Tots is legally protected and shall remain confidential. Please do not hesitate to ask if you have any questions! Have a great school year!

***TC Tots Employee Handbook was adapted from the Gatorland Learning Center Employee Handbook and Personnel Policies**

TC Tots Employee Handbook Orientation

I _____ have read and understand the contents of this employee handbook. I agree to abide by the staff requirements and expectations outlined in this handbook. I understand that if these expectations are not upheld, disciplinary action could be taken.

Staff Signature

Date



Advanced Manufacturing Technology Center

804 B South Main Street
Elkton, Kentucky 42220

Phone: 270.265.4444

Parent Handbook

2021-2022

Welcome to TC Tots Child Care Center:

TC Tots accepts children ages 6 weeks through 5 years. Hours of operation are from **7:00 a.m. to 4:30 p.m.** Monday through Friday. TC Tots follows the school calendar and is open during the 185 days certified staff are scheduled to work.

TC Tots ratios are determined by the Division of Regulated Child Care and are as follows:

Class Groups	Ages	Teacher : Child Ratio
Infants	6 weeks - 12 months	1:5
Toddlers	12 months-24 months	1:6
Toddlers	24 months-36 months	1:10
Preschool	3-4 years	1:12
Preschool	4-5 years	1:14

Philosophy:

TC Tots will strive to help children reach their fullest potential by providing developmentally appropriate activities to enhance physical, mental, and social skills. We believe children thrive best in a nurturing environment filled with warmth, gentleness, and patience, in conjunction with opportunities to explore and discover new experiences. We strive to build a partnership with our parents to ensure the child's best interest is at heart

Holidays/Center Closings:

The center will be closed for the following out of calendar days (*unless utilized as make-up days for inclement weather by the TCBOE*):

Fall Semester

Labor Day (September 6)
Fall Break (October 4-8)
Thanksgiving Break (November 24-26)
Winter Break (December 20-31)

Spring Semester

Martin Luther King Jr. Day (January 17)
President's Day (February 14)
Spring Break (April 4-8)

The last day for childcare for the 2021-2022 school year will be closing day, which is currently scheduled for May 26, 2022 (pending weather).

Enrollment Procedures and Requirements:

Application Process:

- New applicants may pick up a folder containing a parent handbook and admissions application. New applications will be accepted throughout the academic year.
- Renewal applications for children currently enrolled in TC Tots will be accepted during the enrollment period. An application for renewal must be submitted to the Director

during the month of April. If the application is not received during the month of April, TC Tots cannot guarantee an opening for your child.

- A waiting list is maintained based on processed applications and openings available within the child's age group.
- The completion of this application does not guarantee a spot for your child. If a space becomes available, you will be contacted by TC Tots's Director prior to opening day.

Required Documentation upon Enrollment:

- Immunization certificate on a Kentucky form is required on the first day of school for all applicants.
- Immunization updates are required to be submitted prior to expiration for children currently enrolled in the program. TC Tots staff will provide you with an immunization reminder.
- An emergency contact list must be on file with TC Tots. This includes a signed parental/guardian consent form for the child to receive emergency medical care & transportation form.
- Signed policies and procedures agreement.
- Photography Consent and Release Form
- Sunscreen/Diaper Ointment/Teething Gel Permission Form

Tuition and Fees:

Tuition for children enrolled in TC Tots will be as follows:

6 weeks-24 month: \$120 weekly

2 years-5 years: \$110 weekly

Preschool/3 years-5 years (part-time) \$22 daily

Tuition is subject to change upon need.

Payments will be made through payroll deduction.

- Tax information will be distributed during the month of January.
- Failure to keep payments current will result in dismissal from the center.

Withdrawal from TC Tots:

Clients who wish to discontinue childcare services with TC Tots must give a one month written notice to the Director. Verbal notice to staff is not considered official notice. Your child's withdrawal date will be considered 1 month from the written date. You will be billed accordingly regardless of actual attendance. If your child is withdrawn without notice, 1 month of tuition will be charged for 1 month from the child's last day of attendance.

Termination of Services:

TC Tots reserves the right to dismiss a child from the center for any of the following reasons, including but not limited to:

- Financial: Late payments or any other problems with payment of tuition and fees.
- Failure to follow policies: Failure to honor the obligations listed in the contract, parent handbook, or in any written policies provided by TC Tots.
- Adverse Actions: any actions by parents or children that adversely affect TC Tots.
- Failure to Cooperate: Failure to cooperate with TC Tots in matters which the center determines serious enough to warrant termination.

Communication:

Please contact the Director with any concerns. Small concerns that are not addressed can fester and become much larger concerns. We do not wish for this to happen. TC Tots maintains the following chain of command:

Superintendent-- Mark Thomas

TC Tots Coordinator-- Kim Justice

TC Tots Director-- Michelle Bell-Artis

TC Tots Lead Teacher-- Marilyn Knight (In director's absence)

Arrival and Departure:

Upon Arrival:

- Please let your child(ren)'s teacher(s) know if they will be late to allow for an accurate count for meals/snacks.
- Children must be signed in daily.
- Children must be in weather appropriate clothing upon arrival.
- Children must wash hands before entering the classroom.
- Please give the child's belongings to your child's teacher to place their belongings in their cubbies. Please do not send toys or other personal items from home. Exceptions may be made on a case-by-case basis for comfort items.
- Discuss any important information pertaining to your child's daily care with TC Tots staff.
- Written parental consent for prescription medication must be given daily.
- No outside food or drink can be brought into the classrooms or stored in cubbies (with the exception of baby food/formula). If your child has specific dietary needs the director will address as needed.

Upon Departure:

- Child must be signed out.
- Any signed in medicine must be picked up daily.
- Pick up a daily report from your child's teacher: infants and young toddler

- Parents will pick up their child from their child's classroom.

INDIVIDUAL CLASSROOMS SUPPLIES /SCHEDULE:

***All of your child's personal items must be labeled with a marker. Each classroom has a daily schedule posted inside the classroom.**

Infant Classroom:

- Diapers & wipes
- diaper cream
- Bottles labeled with child's name with lids
- Pacifier (one can be left with us and will be stored)
- Baby food/ formula/breastmilk (If formula is not premixed, bottles must be sent with water and pre-measured formula)
- A few sets of clothing
- Box of zip top plastic baggies
- Family Picture
- Picture of your child (For Projects)
- Necessary prescription medicine (must be signed in daily if needed)
- **Infants transitioning to young toddler class must be able to eat table food, drink out of a sippy and sit in a small chair without support.**

Schedule: Individualized to meet the needs of each child.

1 - 2 Year Old Classroom:

- Sippy cups labeled with child's name
- Diapers and Wipes
- Diaper Cream
- Two sets of clothing
- Twin Sheet & toddler blanket
- Box of zip top plastic baggies
- 2 Boxes of Kleenex
- Family Picture
- Picture of your child (For Projects)
- Necessary prescription medicine must be signed in daily if needed
- Cups will be cleaned and sanitized between every meal

Schedule: Individualized to meet the needs of each child. However, the class has a routine schedule that can be printed upon request.

2 - 5 Year Old Classroom:

- Diapers/Pull-ups & wipes if needed.
- Two sets of clothing (including socks and shoes)
- Twin sheet & toddler blanket

- Necessary prescription medicine must be signed in daily if needed
- Box of zip top plastic baggies
- 2 Boxes of Kleenex
- Family Picture
- Picture of your child (For Projects)
- Water bottle

Schedule: May be picked up upon request.

* Every Friday sheets and blankets must be taken home to wash.

Personal Belongings and Safety:

Children should dress casual and comfortable for preschool play since we have activities that involve movement and messy materials (paint, glue, playdoh, etc). In addition, shoes and socks need to be worn each day. We recommend shoes with shoelaces or Velcro. We do not recommend sandals, flip-flops, clogs, boots, etc. A seasonally appropriate change of clothing should be kept at the center at all times. This should include a shirt, pants, socks, and underwear.

Outside Play:

Outdoor play is an integral part of the preschool program. It is required that your child play outside daily, weather permitting. This is a regulation that was passed in April 2013. No child can be left inside while their class is outside. It is extremely important to send your child to school dressed in appropriate clothing, including labeled outerwear.

PLAYGROUND RULES:

1. Respect all teachers and other children.
 2. Throw balls inside the playground area.
 3. Share all toys.
 4. Play in designated areas only.
 5. Fence is not for climbing.
- Activities are to be conducted within the confines of the gated area.
 - During inclement weather, activities are provided indoors
 - Activities planned according to the needs/wants of the children.

GENERAL PROCEDURES:

Guidelines for bottle feeding: Teachers will practice being attuned with the infants in their care to know your child's hunger cues. When noticed, the teacher(s) will wash their hands using the proper handwashing steps. Afterward, the teachers(s) will wear gloves to prepare your child's bottle. Bottles are heated in a bottle warmer. Bottles must be labeled with the child's name. If formula is not premixed, bottles must be sent with water and pre-measured formula. Teacher(s) will sit and hold your child while feeding them, talking to them and simply being present during these moments; doing so helps strengthen your child's language, cognitive(focusing)

and social/emotional development. Any unused portion of the bottle will be discarded. Empty bottles will be rinsed and placed in the infant's cubby area.

Diapering Procedures: Teachers' hands will be washed before and after changing diapers. The changing mat is sterilized with a soap/water solution and wiped, after which a bleach/water solution will be used and the diaper changing mat will air dry for two(2) minutes before and after each use. Soiled diapers are disposed of in a closed container. Teacher and child's hands will be washed using proper handwashing steps.

Toilet Training: We at TC Tots take a very relaxed attitude towards potty-training. Children train easily when they are ready. Children should not be compared to how others are doing. Parents must begin the toileting process at home. If successful for at least 2 weeks, and we are in agreement that your child is ready, we will follow up with toilet training here. Below are the general guidelines used for potty training at TC Tots. These procedures will be individualized for each child as needed.

1) When your child has shown a readiness to use the toilet, we suggest using disposable pull ups for one week. During that week we will take your child on a regular basis to use the toilet. We will accompany your child to the bathroom and help him/her learn to remove his/her pants and underwear on his/her own. After using the toilet, we will help your child learn to wipe and wash his/her hands. It may be necessary to give your child a bath every night for a while as he/she learns to wipe after using the potty. Hopefully, by the end of the week your child will be going to the potty on his/her own when needed.

2) Then the following week, we suggest a change to thick cloth underwear. We will remind your child to use the potty if needed. We will expect your child to get his/her clothes off, sit on the potty and wipe on his/her own. We will help your child to wash up when he/she is done. If your child has two accidents in one day, we will put him/her in disposable pull ups again. Not as a punishment, but as a break and for the health and safety of our center. If during this process, your child does not start going to the potty on his/her own without being reminded, cannot pull his/her pants down on their own or continues to have regular accidents, we will assume your child is not ready to potty train. At this point we will require your child to be put back in diapers and wait a while.

Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. We want to be included in the potty-training process. Please discuss your decision to use cloth undergarments with TC Tots staff beforehand. An accident at this stage of learning is very upsetting to a child and we want your child to feel comfortable in their ability to perform this task. **Send your child in easy on/easy off clothing until they are able to completely undress themselves.**

While your child is learning to use the potty, we encourage: no overalls, onesies, belts, buckles, snaps, buttons, or zippers. **THREE** sets of spare clothing are required (shirt, pants, thick underwear, socks and an additional pair of shoes). The pants should be elastic around the waist to make it easier for your child to pull them up and down. We do not launder or clean soiled items in any way due to health and safety issues and will send them home in a plastic bag. If stool is a real issue while changing your child while in cloth underwear, we may need to cut them off and throw them out.

Discipline:

We will provide an environment of instruction and guidance in helping children learn appropriate and inappropriate behavior in the classroom.

Appropriate behavior is defined as a cooperative spirit on the part of the child to follow guidelines and rules. (Examples: willing to put toys away, willing to follow instructions during transition, etc.) Appropriate behavior will be rewarded with praise and recognition including behavior charts and verbal rewards.

Inappropriate behavior is defined as an uncooperative or harmful behavior to oneself or others. (Examples: biting, hitting, screaming, spitting, hair pulling, scratching, etc.) Inappropriate behavior will be handled by verbal correction (reminding child of limits) and redirection.

Behavior reports will be written when a child displays continual harmful or disruptive behaviors. If the behavior continues, the director and teacher will conference with the parent. Persistent harmful/disruptive behavior may result in dismissal from our program.

Meals:

The Todd County Central High School Cafeteria staff prepares the food and follows all state requirements and recommendations to provide nutritious meals. All students eating solid foods will receive a breakfast snack, lunch, and afternoon snack. All food for infants should be brought in by parents and labeled. Infant food must be commercially prepared and packaged. TC Tots asks that no food be brought into the center unless commercially prepackaged and individually wrapped for birthdays and celebrations.

Menu Requirements: Follow KY state regulations

1. A child shall wash his/her hands with soap and warm, running water prior to eating and after toileting.
2. Drinking water shall be freely available to a child and individual drinking cup provided if no water fountain is available.
3. The facility shall provide and serve nutritious snacks and meals.
 - a. A child present at meal or snack times shall be served.
 - b. The facility shall provide and serve breakfast or a midmorning snack, lunch, and a mid-afternoon snack.
 - c. There shall be at least a two -hour lapse, but no longer than three -hour hours, between meals and snacks.
 - d. Food prepared shall be in quantities reflecting the developmental stage of the child.
 - e. Food requirements shall be as follows:
 - i. Breakfast snack shall include two of the following: milk, protein, whole-grain bread or fruit;
 - ii. Snacks shall include 2 of the following: milk, protein, fruit, vegetable, juice, or whole-grain bread; and

- iii. Lunch shall include milk, protein, 2 vegetables, or 1 fruit and 1 vegetable and whole-grain bread.
 - f. A child shall be seated at eating time with sufficient room to manage food and tableware.
 - a. Adults shall be present within an arm's length of children during eating times.
 - b. Adults shall manage time and monitor all children's progress.
 - c. Individual eating utensils shall be of size and design that a child can handle easily.
2. Weekly menus shall be prepared, dated, and posted in advance in a conspicuous place. Substitutions shall be noted on the menu. Menus will be on file in the center.
3. **Birthdays:** We are happy to celebrate birthdays. There are special requirements for licensed centers that provide food to children. All food served to the children must be store-bought and cannot be homemade. Please check with the teacher in advance before providing special snacks or treats at school.

Abuse or Suspected Abuse: Shall be reported to proper authorities as required by law.

Immunizations: All children must have a current immunization form on file and must be received before the child can begin our program. Children are not allowed to attend TC Tots with an expired certificate.

Illness:

A child showing signs of an illness that may be communicable to others in a day care setting shall not be admitted to the regular childcare program. If a child becomes ill during the day, they shall be placed in a supervised area isolated from the rest of the children, the parent or designated person shall be contacted immediately, and **arrangements shall be made to remove the child from the facility within one hour of the call.** In case of an emergency, if a parent cannot be reached, we will call the emergency contact on your child's application form. We appreciate that you have entrusted the care of your child to us while you work. We will do everything possible to provide a safe, healthy environment. To succeed at that, we need your help in keeping your child at home whenever any of the following symptoms are present:

- **Temperature:** *An auxiliary temperature of 100.4 F or greater is considered ill.* A child of any age should receive immediate medical attention with a temperature of 105 F or higher. If your child experiences these fever thresholds while in our care, we will call you to come get him/her. **Your child must be fever free and without the support of Tylenol or Motrin for 24 hours before returning to our center.** *Without fever means without the administration of a fever reducing agent such as Tylenol. This policy will be enforced without question.*
- **COVID-19:** Children or adults who test positive for COVID-19 must follow the recommendations of local health department on when to return.
- **Sore Throat:** with fever and/or swollen glands
- **Nose:** any child with an excessive clear or green discharge will not be permitted to attend TC Tots until seen by a Physician and a doctor's note is provided to the Director.

- **Diarrhea or blood in stool:** More than one loose stool will be sent home until diarrhea stops. Staff will take into consideration factors such as antibiotics causing diarrhea, breast-feeding causing loose stools, etc.; however, a doctor's note is required for this to be acceptable.
- **Vomiting:** If vomiting occurs at home, children must be absent for a 24 -hour period before returning, a child that vomits at TC Tots will be sent home and can return after 24 hours of not vomiting, dry heaving.
- **Severe Coughing:** to the point where a child becomes red or blue in the face or makes a high pitched whooping sound after coughing.
- **Eye Discharge:** that is thick mucus or pus draining from the eye or pink eye (conjunctivitis)
- **Mouth sores:** drooling unless the child's physician provides a statement saying the illness is not infectious.
- **Rash:** including poison ivy, poison oak, etc. with fever or behavior change, until a physician provides a note verifying that the illness is not communicable.
- **Signs of possible illness:** unusual lethargy (laying around classroom, excessive sleeping), irritability, persistent crying(if staff can't console the child), difficulty breathing, and uncontrolled coughing.
- **Infestation:** (scabies, head lice) after treatment has been initiated and the head is not free.
- **Tuberculosis:** until the child's physician states in writing the child is not infectious.
- **Impetigo:** until 24 hours after treatment began.
- **Strep Throat:** until 24 hours **after** treatment has been initiated and **until** the child has been fever free for 24 hours, without fever means without the administration of a fever reducing agent such as Tylenol.
- **Ringworm:** until 24 hours after treatment has begun
- **Shingles:** if sores cannot be covered by clothing or a dressing, until the sores have crusted.
- **Child is irritable, continuously crying, and lethargic:** too sick to participate or requiring more care than the staff can provide without hurting the health and safety of other children in care TC Tots staff will be requesting that the child leaves until they feel better.
- **Diaper Rash:** If a child experiences a severe/unusual diaper rash lasting longer than 3 days, a doctor's note will be required before the child is allowed to return to school.

Medication:

We will administer prescription medication when necessary with written permission from a parent. A parent must sign medicine in along with the time it must be administered. All prescriptions must be in the original container with the child's **name written on it**. We must follow the guidelines on the medicine label according to age. We will not administer medication that has expired. All medicine must remain in a locked container at all times. **Please do not leave any medicine in your child's cubby, diaper bag, or backpack.** All medicine must go home at the end of each day. Prescription medications shall not be given to a child except as authorized by a licensed physician and with written daily request of the parent or guardian.

- a. The facility shall keep a written record of the administration of each medication, including time, date, amount, and staff giving the medication.
- b. Medication shall be stored in a separate place out of the reach of children and shall be stored in the original bottle and properly labeled.

- c. Medication shall not be given to a child if the expiration date on the bottle has passed. Medicines should be taken home daily. No medicine shall be left at school. Exceptions are sunscreen lotions, teething gel, and diaper cream.

Health Needs:

Health needs of the child shall be met as follows:

- a. First aid supplies shall be available to provide prompt and proper first aid treatment and stored out of reach of children.
- b. Supplies shall be periodically inventoried to ensure that they are current.
- c. Reusable items shall be sanitized and maintained in a sanitary manner. First aid supplies shall include:
 1. liquid soap
 2. adhesive bandages
 3. sterile gauze
 4. scissors
 5. tweezers
 6. thermometers
 7. flashlight
 8. cold pack
 9. first aid book
 10. disposable latex gloves
 11. CPR mouthpiece
 12. medical tape

Each child shall be helped with personal care and cleanliness. Children shall not return from the toilet to activities without first washing their hands

Cameras and Photographs:

- TC Tots will issue forms to obtain parental consent.
- Picture forms will be on file within the center.
- TC Tots may have class group pictures made by professional photographers

SAFETY AND SECURITY

Your child's safety is a top priority at TC Tots. The doors to our facility remain locked throughout the day. Children must be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child.

EMERGENCIES: The following emergency procedures will be implemented:

Medical Emergency:

- Determine extent of injuries.
- Perform first aid or CPR.

- Call 911 emergency medical services.
- Stay with the child until medical help arrives.
- Notify parents/guardians- use emergency card information.
- Director or other employees of the child care center will accompany the child to the hospital if there is sufficient staff coverage at the child care center. If no one can accompany the child to the hospital then the Director would confer with the hospital or parents as to the condition of the child.
- The Director will submit to the Cabinet of Health and Human Services and incident report form within 24 hours of the incident.

Fire Drill/Fire Escape Plan:

- When the alarm sounds, each teacher needs to follow the proper procedure to ensure a safe, orderly, and quick evacuation of the building. At the beginning of each month, teachers are expected to instruct their children on the appropriate evacuation route and correct evacuation procedure that should be followed when the alarm sounds. The map of the fire evacuation route must be posted on the wall/door at all times.
- All doors and windows need to be closed by staff. Children are to leave the building quietly and assemble at least 100 feet from the building. Each teacher/staff should determine the best way for their age group to exit and remain in a group.
- In the event of a bomb threat, instructions will be communicated over the intercom system.

Emergency Building Evacuation Procedures:

Infant procedures:

- Nursery teacher/staff/volunteers should place five (5) infants in rolling transport upon hearing the alarm, unless there are enough adults to carry each infant out individually.
- Teacher/Staff/volunteers should roll infants out of the classroom through the nearest Emergency exit (see map on the wall to locate the nearest exit).

Toddler/Preschool procedures:

- Teachers/staff should call children together upon hearing the sound of the alarm.
- Toddlers/preschoolers should line up to exit the room/building.
- Teacher/Staff will guide the children to the nearest emergency exit (see map on the wall to locate the nearest exit).

General procedures:

1. Initiate above procedure and proceed with the following.
2. Move away from the building at least 100 feet.
3. TC Tots Staff should pick up sign-in sheets.
4. TC Tots Staff should assign a staff member to check classrooms and bathrooms to make sure everyone has exited the room and follow the last crib out.
5. Instruct the designated staff member to close the door and turn off lights when leaving the room.
6. Once in the designated area, staff should quickly take head count of children.

7. If the count does not match the number of children on that day - notify the director.
8. Remain in the designated area until the proper personnel have notified you of the next step.
9. All of this is to be done in a calm manner, so the children are not frightened.
10. TC Tots staff is to take each area's Emergency Contact Folder with them.

Tornado – On Site Emergency Situation:

Action Plan:

1. The building Administrator will issue the “tornado warning” for the building.
2. When the warning is issued, all children will be escorted into the interior hallway. They will assume the safety position (down with hands covering the head) near a wall inside the classroom - do not block the door.
3. An “ALL CLEAR” announcement will be announced TWICE to indicate the severe storm emergency is over and for children to resume normal school functions.

Emergency Plan:

1. The Administrator will determine the level of the emergency and notify appropriate authorities.
2. Emergency response officials will take command upon arrival.
3. Teachers/staff will be directed to isolate and secure damaged areas, administer first aid, provide support/counseling if needed and assist in evacuation procedures.
4. Administrator will determine the need to evacuate area/school and will decide to keep children/students at school or send them home.
5. The electricity and gas supply will be turned off.
6. Any communication from the school system to the media will be handled by the Superintendent's Office.

Emergency Weather – Evacuation Procedures:

Infant procedures:

- Nursery teacher/staff/volunteers should place five (5) infants in rolling transport upon hearing the alarm unless there are enough adults to carry each infant out individually.

Toddler/Preschool procedures:

- Teachers/staff should call children together upon hearing the sound of the alarm. Toddlers/preschoolers should line up when exiting the room/building.

General procedures:

1. Initiate above procedure and proceed with the following.
2. TC Tots Staff should pick up sign-in sheets.

3. Tc Tots Staff should assign a staff member to check the classroom and bathroom to make sure everyone has exited the room and follow the last crib out.
4. Instruct the designated staff member to close the door and turn the lights off when leaving the room.
5. All children will be escorted to the interior hallway. They will assume the safety position (down on knees with hands covering the head) near a wall inside the hallway - do not block the door - move away from areas with windows.
6. Once in the designated area, staff should quickly take head count of children.
7. If the count does not match the number of children on that day - notify the director.
8. Remain in the designated area until the proper personnel have notified you of the next step.
9. All of this is to be done in a calm manner, so the children are not frightened.

Earthquake Procedures/Drills:

- All schools conduct a minimum of two (2) earthquake drills per year. The primary objective of drilling is to educate students/staff as to how to minimize the risk of injury and to identify/address problems encountered during the drill itself.

Procedure (Indoors)

When the announcement occurs for the drill - students need to quickly, but calmly, do the following:

1. Take cover under their desk or a table; or next to an interior wall.
2. Sit on the floor and cover their heads and neck from falling debris.
3. Listen to the teacher/staff for additional instructions.
4. An announcement will indicate the completion of the drill.

Procedure (Outdoors)

When the announcement occurs for the drill - students need to quickly, but calmly, do the following:

1. Stay in open areas free from overhead hazards such as power lines, trees, covered walkways, concrete block walls, and chain link fences.
2. Remain in the safe area until further instruction is given – do not re-enter the building.

Prior to an Earthquake

Understand the procedures; when it happens, you will not have time to “study” the procedure.

Look for potential hazards in the building:

Suspended ceilings

Large Windows

Tall bookcases/cabinets materials

Storage areas - (chemicals and hazardous materials)

During an Earthquake

1. Follow the procedures - no announcements may be possible.
2. Take inventory of your surroundings and medical needs of children.
3. Stay where you are if it is safe - if it is not; scout a safe way to an interior room that is safer. Guide students to a safer room in a calm manner.
4. Wait in a safe area for an Administrator or designee to give further instructions.
5. KEEP children in a safe area with their heads and necks covered (Aftershocks).
6. If you are instructed to exit the building be aware of over the head hazards!

After an Earthquake

Staff will be informed of what action will need to take place as soon as possible. What will happen will be determined in large part on the severity of the damage we experience and where damage exists. Once things are identified, staff will be instructed as to what needs to occur. Remember, during an earthquake, it is important NOT to evacuate until staff have been told to do so. If the fire alarm is pulled, staff will not evacuate the building unless the presence of fire is evident (smoke and dust are common in earthquakes).

Emergency Situations:

Bomb Threat

- Any teacher, staff, or other individual will IMMEDIATELY contact an Administrator after receiving a bomb threat! Dial 69 to trace the previous call on the phone line that received the threat! Record the last call dialed via voice message! The Administrator will sound the fire alarm and the building will be evacuated.
- The Administrator will notify the appropriate Law Enforcement officials and Todd County Schools Central Office as soon as the alarm is sounded.
- The law enforcement officials will take command of the situation upon arrival.
- All radio communications devices will be turned off!
- Students will be directed to the baseball field with a secondary evacuation area of Todd County Central High School until the situation is over and students are able to resume normal school functions.
- Any communication from the school system to the media will be handled through the Superintendent's Office.

Lockdown-Procedures/Drill:

A lockdown consists of moving all students off playgrounds and exterior buildings on the site and into the school grounds, securing all entrances and exits, and denying access to any unauthorised persons. All building occupants should be on the ground and out of sight from the hallway.

General procedure:

- Staff will remain calm and stay with their students.
- The lockdown will commence immediately by locking all interior doors and exterior doors.
- All outside activities will be canceled until notified by the school Director.
- All doors and windows will be closed and all blinds and curtains closed.
- Students and staff will be quiet and away from doors and windows.
- Student will not be unattended at any time.
- Frequent counts of all students will be maintained and any missing students immediately reported to the center director in charge.
- No authorized persons will be allowed in the building.
- Lockdown is to remain in effect until cancelled by the Director in charge and an all clear is announced.

Suspicious U.S. Postal Service or Commercial Delivery Service Letter - Package On – Site Situation:

1. Any suspicious letter or package received will be isolated and an Administrator will be contacted to inspect.
2. The Administrator will evaluate and open suspicious packages away from all other individuals.
3. Students will not handle any mail or package not previously screened by the front office.
4. If a letter/package has been determined to be suspicious to a level that might contain a threat to the school, the police department will be contacted.
5. The Administrator will notify the Todd County Schools Central Office.
6. Any letter/package containing a note indicating that individuals have been exposed to “ANTHRAX” or other harmful substances will immediately require all individuals potentially exposed to be isolated. All staff and students will be evacuated. An Administrator will notify the appropriate Law Enforcement Officials.
7. Exposed individuals will be scrubbed down with soap and water.
8. Students will be directed to the baseball field or Todd County Central High School until the situation is over and students are able to resume normal activities.
9. Any communication from the school system to the media will be handled through the Superintendent’s Office.

Off -Site Emergency Location

In the event we have an off-site situation, we will exit towards the parking lot beside Todd County Central High School and enter Todd County High School’s auditorium if the Todd County Central High School campus is not evacuating. In the event, the entire campus is evacuating, we will walk behind the high school until we reach our safe location at Todd County Board of Education.

TC Tots Child Care Center does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs or activities.

***TC Tots Parent Handbook was adapted from the Gatorland Learning Center Parent Handbook.**

TC Tots Child Care Center

804 B South Main Street
Elkton, Kentucky 42220
Phone: 270.265-4444

Dear Parents:

Please refer to TC Tots's Parent Handbook regarding our policies and procedures for the 2021-2022 school year. Please initial beside each of the bulleted statements below indicating you have reviewed the following policies of TC Tots Child Care Center.

_____ DAILY SIGN-IN AND SIGN-OUT: I agree to sign my child in and out every day using the school's attendance procedure. A full, legible parent signature is required on the final day of attendance each week.

_____ PAYMENT OF TUITION: I understand that tuition is due and payable, on the first day of each month.

_____ LATE OR UNPAID TUITION: I understand that if my account is delinquent, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition.

_____ Center Hours: I understand that TC Tots is open from 7:00 a.m. to 4:30 p.m.

_____ ILLNESS: I understand that I will be notified should my child become ill during the day, and that I will pick my child up promptly, or arrange for an authorized emergency contact person to pick my child up upon such notification. I understand that my child will be re-admitted according to the Re-admission Criteria in the Parent Handbook.

I have reviewed the policies and procedures outlined above and discussed in TC Tots's Parent Handbook. I understand and will comply with the policies included in the TC Tots's Parent Handbook.

Child(ren)'s Name(s) _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____