



Employee Handbook & Personnel Policies

Revised February 2026

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 the Director. Employees will record hours they worked during the month and sign and return sheets to the center Director to be sent to the 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.

PayDay/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.

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 am 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 Coordinator. The Director will report to Coordinator 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. Marilyn Knight: Director
3. Pam Slaughter: Lead Teacher
4. Jaima Dukes : Lead Teacher

5. Annette Baxter: Lead Teacher
6. Elizabeth Williams: Assistant Teacher/Floater
7. Nicole Tucker: Assistant Teacher

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 in 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. 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 days. 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 before 5:30 am if possible. 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 the 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 a personal nature should be conducted on the employee's break or lunch.

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

No Smoking Policy

TC Tots is a smoke-free facility. Smoking is prohibited on TC Tots grounds.

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:

TC Tots Child Care Center is committed to providing a safe, secure, and welcoming environment for all children, families, and staff.

- **Parents and Guardians:**

TC Tots maintains an open-door policy for parents and legal guardians of enrolled children.

Parents are welcome to visit the center at any time during operating hours and are encouraged to be actively involved in their child's care and learning experience.

- **Other Visitors:**

All non-parent visitors (including extended family members, volunteers, vendors, and observers) must receive prior approval from the Director. All visitors must follow all applicable state childcare licensing regulations and center policies while on-site. Visitors are required to sign in upon arrival and may be asked to present identification.

- **Supervision and Safety:**

Visitors may not supervise children, assume caregiving responsibilities, or be counted in staff-to-child ratios. Visitors must remain in approved areas and **may not be left alone with children at any time**. The Director reserves the right to limit or deny access to any visitor if doing so is in the best interest of the children, staff, or center operations.

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 academic 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

Procedures to Maintain Supervision, Ratios and Group Size:

TC Tots Child Care Center maintains active supervision, required child-to-staff ratios, and licensed group sizes at all times. At the beginning of each program day, staff are responsible for ensuring children are supervised upon arrival and never left unattended. Attendance must be accurately recorded, and regular name-to-face headcounts must be conducted as children enter the classroom. If staffing levels fluctuate due to staggered arrivals or if additional coverage is needed at any time throughout the day, the Lead Teacher must contact the front office immediately for assistance to ensure continued compliance with licensing requirements.

Supervision, ratios, and group size must also be maintained during all staff breaks, including lunch and rest periods. TC Tots Child Care Center employs a Floater position whose primary responsibility is to provide staff coverage and breaks throughout the day while ensuring compliance with licensing requirements. Breaks may only occur when another qualified staff member has formally assumed responsibility for the children, with a clear verbal handoff and attendance verification. In the event the Floater is unavailable or occupied, the Director will provide coverage and breaks as needed to ensure continuous supervision.

During transitions and movement from the classroom to another location, staff must maintain continuous supervision and required ratios and group sizes. Headcounts must be conducted before leaving the classroom, during transitions, and upon arrival at the destination. Name-to-face recognition will be used by visually identifying each child to ensure all children are present and accounted for. Children must remain within sight and sound of staff at all times.

At the end of the program day, active supervision, required ratios, and group size limits must continue to be maintained as children are dismissed and staffing levels change. Staff must conduct regular headcounts and name-to-face checks as children depart. The Floater and Director will assist with coverage as needed

to support classrooms, combine groups only when permitted by licensing regulations, and ensure that children remain supervised at all times until they are safely released to an authorized adult.

Active Supervision Policy

TC Tots Child Care Center is committed to ensuring the safety and well-being of all children through active and intentional supervision.

All staff members are responsible for actively and visually supervising children at all times, whether children are indoors, outdoors, on the playground, during transitions, meals, rest time, or any other program activity.

Active supervision includes, but is not limited to:

- Maintaining constant visual awareness of all children in care
- Positioning oneself to see and hear children at all times
- Anticipating and preventing potential safety risks
- Actively engaging with children rather than using personal devices or engaging in distracting activities
- Conducting regular and frequent headcounts, especially during transitions

Children must never be left unattended. Staff may not rely on visitors, volunteers, or other children to supervise or monitor children at any time.

Failure to follow this policy may result in corrective action.

Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment:

TC Tots Child Care Center is committed to providing a safe, nurturing, and supportive environment for all children and staff. All staff members are required to take proactive precautions to prevent Shaken Baby Syndrome (SBS), Abusive Head Trauma (AHT), and all forms of child maltreatment. Children must be handled gently at all times, and physical discipline, rough handling, or actions taken in frustration are strictly prohibited. Staff are expected to follow safe caregiving practices, respond appropriately to crying or challenging behaviors, and seek assistance whenever they feel unable to safely manage a situation.

Staff are encouraged to recognize early signs of stress, frustration, or emotional overwhelm and to take appropriate steps to ensure child safety. TC Tots Child Care Center supports a “tap out” practice, allowing staff to request temporary relief when needed. A staff member may request assistance from the Floater,

Lead Teacher, or Director so that another qualified adult can assume supervision. Staff may step away only after coverage has been confirmed to ensure continuous supervision and ratio compliance.

To support staff well-being, designated areas are available where teachers may briefly go to regain composure once coverage has been provided. Staff are encouraged to use these spaces responsibly to calm themselves, practice stress-relief strategies, and return to the classroom ready to provide safe and responsive care. Staff may contact the front office at any time, by phone, walkie-talkie, or in person, when they are feeling stressed, overwhelmed, or in need of support. The Director and administrative team are committed to responding promptly and providing assistance to ensure the safety of children and the well-being of staff.

TC Tots Child Care Center promotes a culture of support, communication, and shared responsibility. Seeking help is encouraged and viewed as a strength. All staff share responsibility for maintaining a safe environment and for immediately reporting concerns related to child safety in accordance with center policy and state regulations.

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.

Sick Child Protocol:

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 the child's application form.

Biological contaminants, such as bodily fluids, blood, or excretions, shall be handled with disposable gloves. Contaminated clothing or other absorbent materials shall be placed in a sealed plastic container or bag labeled with the child's name and returned to the parent. They should be disposed of in a manner that prevents exposure to children, is inaccessible to children, and is in a covered plastic-lined receptacle with a close-fitting lid. Soiled surfaces shall be cleaned and disinfected.

Allergy Protocol:

TC Tots Child Care Center shall implement a protocol, in accordance with Todd County Public Schools Severe Food Allergy Guidelines that is consistent with the Allergy Action Plans, Individual Health Care Plans (IHCPs) and/or Emergency Health Care Plans (EHCPs), providing allergic students with protections while they are attending our child care center.

Signs or folders shall be kept in a conspicuous place, advising staff that there are students with severe allergies. The exact wording may vary, in accordance with the measures contained within students' Allergy Action Plan/IHCP/EHCP and the child care protocol. Listings of common allergy symptoms should be posted in a visible location/s.

The Director will ensure annual training for every staff member in the TC Tots Child Care Center.

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 an incident report form within 24 hours of the incident.

Emergency Procedures

Purpose:

To ensure the safety and well-being of all children, staff, and visitors during any emergency.

Lead Teachers are responsible for maintaining supervision, ratios, headcounts, and implementing accommodations. The Director is responsible for communicating with families and overseeing reunification.

1. Fire Drill / Fire Evacuation

Staff Responsibilities:

- Evacuate children calmly and safely to the designated assembly area at least 100 feet from the building.
- Maintain ratios and conduct frequent headcounts.
- Bring sign-in sheets, care plans, medications, and essential items for infants, toddlers, or children with special needs.
- Ensure classrooms and bathrooms are cleared; close doors and lights if possible.

Accommodations:

- **Infants & Toddlers:** Use rolling transports or carry individually; bring comfort items when safe.
- **Children with Disabilities:** Support mobility, communication, sensory, or behavioral needs per care plan.
- **Children with Chronic Medical Conditions:** Provide medications and care as documented.

Communication & Reunification:

- **The Director will notify families** of the child's safety and designated release location.
- Children will only be released to authorized individuals and documented.

2. Severe Storm & Tornado Procedures

Staff Responsibilities:

- Escort children to interior hallways or designated safe areas.
- Maintain supervision, ratios, and headcounts.
- Ensure children assume the safety position (kneeling, hands over head) and provide reassurance.

Accommodations:

- **Infants & Toddlers:** Use cribs or rolling transport; comfort items if safe.
- **Children with Disabilities:** Lead Teacher supports mobility, communication, sensory, or behavioral needs per care plan.
- **Children with Chronic Medical Conditions:** Provide medications and care per documented plan.

Communication & Reunification:

- **The Director will notify families** of the child's safety and release location when it is safe.
- Children released only to authorized contacts.

3. Emergency Weather / Evacuation Procedures

Staff Responsibilities:

- Evacuate children safely to designated safe areas.
- Maintain supervision, ratios, and headcounts.
- Bring sign-in sheets, medications, and care plans.

Accommodations:

- **Infants & Toddlers:** Use rolling transports or carry individually; comfort items if safe.
- **Children with Disabilities:** Support per care plan.

- Children with Chronic Medical Conditions: Provide medications/care as documented.

Communication & Reunification:

- **The Director will notify families** of child's safety and release location.
- Children released only to authorized individuals.

4. Earthquake Procedures

Staff Responsibilities:

- Indoors: Guide children to cover under tables or near interior walls; protect head and neck.
- Outdoors: Move to open areas free from overhead hazards.
- Maintain supervision, ratios, and headcounts; provide reassurance.

Accommodations:

- Infants & Toddlers: Use cribs or rolling transport; comfort items if safe.
- Children with Disabilities: Support mobility, communication, sensory, or behavioral needs per care plan.
- Children with Chronic Medical Conditions: Provide medications and care per plan.

Communication & Reunification:

- **The Director will notify families** of child's safety and release location once it is safe.
- Children released only to authorized contacts.

5. Lockdown Procedures

Staff Responsibilities:

- Move children indoors and secure doors.
- Maintain supervision, ratios, and headcounts.
- Keep children quiet, out of sight, and calm.

Accommodations:

- Infants & Toddlers: Provide reassurance and comfort items as needed.
- Children with Disabilities: Support per care plan.
- Children with Chronic Medical Conditions: Provide medications/care as required.

Communication & Reunification:

- **The Director will notify families** of child's safety and release location when the lockdown is lifted.

- Children released only to authorized individuals.

6. Shelter-in-Place Procedures

Staff Responsibilities:

- Bring children indoors and close/seal doors and windows.
- Maintain supervision, ratios, and headcounts.
- Cancel outdoor activities and turn off HVAC if directed.

Accommodations:

- Infants & Toddlers: Safe placement and comfort items as needed.
- Children with Disabilities: Support per care plan.
- Children with Chronic Medical Conditions: Provide medications/care as required.

Communication & Reunification:

- **The Director will notify families** of child's safety and release location when it is safe.
- Children released only to authorized contacts.

TC Tots Teacher 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 their 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 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 the 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 with 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 with permission 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