

Employee Guide

**Elizabeth Richardson
Child Development Center**

August, 2017

This guide contains information from the ERC Personnel Policy Manual. Any updates or changes to the official ERC Personnel Policy will supersede information stated in this guide.

Attendance

1. Staff will clock in and out, using the Procure system, at the appropriate time.

Lead instructors' hours are 8:00 am-3:30 pm.

Classroom assistants and PRN's hours are 8:15 am-3:15 pm.

*You must have permission from your supervisor to clock in/out earlier or later than your scheduled time.

2. It is the employee's responsibility to verify hours worked, using the Procure system, at the end of each pay period.
3. Missed punches must be corrected as soon as possible, by submitting a Benefit Request Form.
4. Scheduled absences may be requested using a Benefit Request Form. The absence must be approved by Child Development Coordinator, Program Director, or Assistant Director.
5. Absences are approved at the discretion of the supervisor, and are dependent upon their impact on the program. Available PTO is not a guarantee of approved leave.
6. Following an unscheduled absence, employees **must fill out a Benefit Request Form**. Failure to complete a Benefit Request Form may result in disciplinary action.
7. Unpaid time off will not be approved, unless in association with the Family Medical Leave Act or when the centers are closed for break. **Available PTO must be used any time an absence occurs.**
8. Unscheduled absences will be approved only when the Benefit Request Form is accompanied by a doctor's note excusing the employee or their child, due to illness.
9. Unscheduled absences, which are not accompanied by a doctor's note, will be unexcused. Three unexcused absences in a 90 day period may result in disciplinary action.
10. Employees must notify their supervisor by 6:30am, if unable to work a scheduled shift. Please respect his/her time and make calls before 8:30pm Monday-Thursday, beginning at 5:00 am Monday-Friday, and after 12:00pm on Sunday. **If your supervisor does not answer the phone, PLEASE A VOICEMAIL TO GIVE NOTICE OF AN ABSENCE. Make sure you receive a text back from your supervisor acknowledging receiving your voicemail.**

Behavior Guidance

1. Behavior Guidance shall be:
 1. Individualized and appropriate for each child

2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control
2. Conscious Discipline and positive behavior support is used exclusively at ERC.
3. Acceptable behavior guidance techniques include:
 1. Encourage and reinforce appropriate behavior
 2. Teach rules and use positive statements
 - i. Tell the child what to do, instead of what not to do.
 3. Ignore minor inappropriate behavior and concentrate on what the child does well.
 4. Use redirection to engage the child in an appropriate activity.
 5. Provide verbal praise to encourage positive behavior in all children.
4. **Minimum Licensing Requirements include the following unacceptable methods of behavior guidance:**
 1. Do not restrain the child, or put soap or other unpleasant or painful substances in mouth or on lips.
 2. Profane or abusive language
 3. Isolation without supervision
 4. Place Child in a dark area
 5. Inflict physical pain
 6. Yell
 7. Forced physical activity
 8. Associate punishment with rest, toilet training, or illness
 9. Deny food (snacks/lunch/desserts) as punishment or for not eating.
 10. Shame, humiliate, frighten, label, physically or mentally harm children
 11. Cover the child's face
5. Please discuss concerns with student behavior with the Certified Teachers. They will provide guidance and develop behavior plans as needed.

Biting Procedure:

The following is a plan of action to be used if and when biting occurs in any of the ERC Child Development Centers.

Before biting occurs:

1. The written biting procedures will be provided to parents/guardians and staff. The ERC Children's Handbook includes the written biting procedure.

When a child is bitten:

1. The biter is immediately removed from the incident with no emotion, using words such as "biting is not okay-it hurts." Classroom staff will avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is allowed to return to the play area after the victim has received care. Staff will address the child using phrases such as: "I can see that you want that toy, but I can't let you hurt him/her. We don't put our teeth on people. That hurts when you bite him/her, he/she is sad."
3. Classroom staff will redirect the child to other play.
4. The certified teacher will enter a "behavior" T-log to document the bite and notify parents, in writing, of the biting incident. The certified teacher will also notify the parent of the biter, by phone.

For the victim:

1. Classroom staff will separate the victim from the biter at time of incident
2. Comfort the child
3. Administer first aid
4. The staff member who witnesses or becomes aware of a bite will complete a General Event Report (GER). The nurse will add any additional information pertaining to treatment and enter the report in Therap. Parental notification will be made by the nurse or certified teacher.

If biting continues:

1. Classroom staff meet with the CDC Coordinator on a routine bases for advice, support, and strategy planning.
2. Document biting occurrences, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances and reports will be sent to the parent/guardian.
3. Classroom staff will "shadow" children who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
4. Classroom staff will "shadow" children who have a tendency to be bitten:
 - Head off biting situations
 - Teach responses to potential biting situations: "No." or "Don't hurt me."

5. Staff will work together with parents of both biting children and victims to keep all informed and develop a joint strategy for change.
6. A conference may be held with the parents of the biting child to develop a plan of action.
7. Early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate, may be considered by the Certified Teacher.
8. The biting child may need to be removed from the center if biting behavior persists. Parents will be informed and prepared for the possibility that the biting child may have to be removed from the center and the parent/guardian will be asked to pick-up their child. The duration of removal will be determined based on the severity and frequency of the biting behavior.
9. If it is deemed in the best interest of the child, center, and other children and depending on the frequency and severity of the biting, dismissal of the child from center enrollment may occur. Written notice will be provided to the parents before this action occurs

Breaks

1. Staff members are allowed 2 breaks totaling 30 minutes/day.
2. Break schedule is determined by the building coordinator.
3. The break schedule is subject to change, if staff is not available to cover break times.
4. Let the person relieving you know what area you are supervising, if on the playground, and provide enough information to continue in your place in the classroom.
5. Employees must clock out if leaving the premises during a break.

Smoking

All ERC facilities and campuses are "Health Care Facilities" and must be tobacco free by Arkansas State Law.

Cell Phone Policy

1. In accordance with ERC Personnel Policy, cell phones are not permitted in any area where children receive services.
2. Cell phones may be used only during scheduled break time.
3. Cell phones must be kept in an area designated by the building coordinator, if an employee chooses to bring their phone inside the building.
4. Failure to comply with this policy will result in disciplinary action.

5. You may give the center number to your child's school etc. Someone will deliver the message and you can return the call at a later time. Exceptions will be made in emergency situations.

Cleaning

1. Classrooms must be kept clean, organized, and free of unpleasant odors.
2. Please follow the ERC cleaning procedures for cleaning frequency and method.
3. Classroom staff is responsible for cleaning tables, chairs, shelves, toys, laundry, classroom sinks throughout the day, classroom refrigerator, changing table pad and surface under pad, rest mats, sheets, blankets, and all counter tops in classrooms.
4. Cleaning staff is responsible for cleaning floors and bathrooms, common areas, staff restrooms,
5. Please remove all classroom and bathroom trash as needed and at the end of each day.
6. Trash producing a foul odor should be removed immediately. Please contact the office for assistance.
7. Please clean up spills as they occur

DeTaso

1. Classroom Leads or Assistants must open the classroom each morning and close the classroom in the afternoons. The Certified teacher will then lock the classrooms at the end of each day. The Certified Teacher cannot lock the classroom until the classroom is closed. Since DeTaso is used for billing purposes, if a classroom is not closed and locked at the end of each day, staff will be subject to disciplinary action.

Communication with Co-Workers

1. Please communicate with one another in a professional manner.
2. Work as a team and be kind to one another.
3. Please direct concerns to the appropriate supervisor and follow the chain of command in the building.

Communication with Parents

1. Please refer questions about student progress or behavior to the certified teachers.
2. Health related questions should be referred to the school nurse.
3. Please direct questions regarding therapy to the child's therapist.
4. Do not give your personal cell phone number to a parent.
5. Please do not initiate phone contact with a family member unless asked to do so by the certified teacher or in an emergency.

6. Daily sheets can contain information about things the class did during the school day, information about meals, and upcoming events.

Computer Policy

1. Please comply with the ERC Security Policy.
2. Please change the temporary password you are given at the time of hire.
3. Do not share your password.
4. Do not use ERC equipment or email for personal use, such as shopping, blogging, or social media.
5. Do not stream media through any ERC device.
6. Food and drink should not be near any ERC computer, or other electronics.
7. Save confidential documents to the "U" drive. (if applicable)
8. Save shared documents (evaluation reports, center paperwork, goals sheets, etc.) to the "K" drive. (if applicable)
9. Documents saved to "My Documents" are not backed up and could be lost if the computer crashes. (if applicable)
10. Do not rename or add main folders to the "K" drive. (if applicable)
11. Do not delete files that do not belong to you. (if applicable)

Continuing Education

1. A list of free continuing education classes can be found on the TAPP registry website:
<http://professionalregistry.astate.edu/registry.asp>
2. ERC also provides annual training opportunities

Daily Schedule/Lesson Plans

1. A daily schedule of activities must be posted in each classroom.
2. Lesson plans are to be completed by the lead instructor and turned in to the center coordinator each Friday, for the coming week.
3. Lesson plans must be posted in the classroom.
4. Lessons/activities should be developmentally appropriate and consist of activities that address each developmental area. These areas are as follows: Gross and fine motor, cognitive, communication, social emotional and self help skills.
5. Currently, ERC uses state approved curriculum, based on the Arkansas Frameworks.
6. Certified teachers are always willing to provide guidance and instruction in developing lesson plans.
7. Materials for daily activities should be prepared in advance.

Diaper Changing

1. Step by step procedure posted in each center.
2. Please put dirty diaper in a plastic bag before putting it in the trash.
3. Wash hands prior to putting on gloves.
4. Wash hands and put on a new pair of gloves for each child.
5. Disinfect the diaper changing surface after each diaper change.
6. Children must be attended at all times.
7. The child's hands and the care givers hands must be washed after each diaper change.
 - a. Children who are unable to wash their hands independently, shall have their hands washed using a baby wipe.

Dress Code

1. All staff must comply with ERC dress code.
2. All staff must wear an ERC shirt with appropriate ERC branding logo along with solid color scrub bottoms and ERC Name Badge.
3. Staff should be neat and professional in appearance.
4. All CDC employees must wear closed toed shoes that are secured in the back. High heels are not appropriate classroom footwear.
5. ERC t-shirts must cover the stomach, not expose cleavage, or buttock.
6. "Sagging," or intentionally exposing underwear is not permitted.
7. Tattoos that promote drugs, alcohol, weapons or other inappropriate messages must be covered.
8. Building coordinators will use their discretion to determine if clothing/tattoos are inappropriate.
9. Jewelry, such as rings, with sharp points/stones should be worn with caution because it poses a risk to your safety and that of the children.
10. Jewelry that could cause injury, if torn from the body, is prohibited. This includes body piercings.
11. Scarves, ties, and necklaces should be avoided in the classroom.
12. Employees with direct contact with children shall keep fingernails trimmed to reduce the risk of injury to children and to prevent the spread of germs.
13. Good hygiene is expected.

Drills

1. Fire and tornado drills are conducted on a monthly basis, and all people in the building at the time of the drill must participate.
2. Other drills for medical emergencies, bomb threat, threat of violence, and power outages are conducted every 3 months.
3. Instructions and safe locations for emergencies are center specific and information is visibly posted in all centers.

Documentation

1. Please complete accident reports and turn in to the appropriate person in the center.
2. Please document problem behavior and turn in to the certified teacher.
3. Children's goals and documentation must be completed daily.
4. Complete any other documentation as requested by the certified teacher or nursing staff.

First Aid/Medication Administration

1. First Aid, medical treatment, and medication administration will be given by nursing staff, or another individual specifically trained in medication administration by the RN Consultant.
2. Parental consent is needed prior to the administration of over the counter medications. Therefore, the nurse must verify consent prior to the use of **any** over the counter medication.
3. Desitin and sunscreen are considered over the counter medications, by childcare licensure. The nurse must conduct a brief training for new employees and must assess a child's diaper rash before Desitin is applied.
4. Center nurses do not provide health care, treatment or recommendations, or over the counter medications to other ERC staff members. The exception is in the case of a medical emergency or severe injury.

Food Service/Meal Preparation

1. ERC participates in the USDA meal program and must provide meals with specific components. Therefore, it is important to serve every child all items sent to the center, unless there is a documented medical reason to not serve a component.
2. Encourage children to eat and try new things but, never force a child to eat or punish them for not eating.
 - a. Childcare Licensure prohibits the withholding of food or drink as a form of punishment.
3. Some children have specific dietary needs or allergies and cannot eat the food served to the other students. A physician's statement must be on file to document a child's food needs.
4. Food service gloves must be worn when serving food and preparing bottles. However, gloves do not need to be worn when bottle feeding an infant.
 - a. Hands must be washed before putting on food service gloves.
5. Food/drink not available to children may not be consumed by staff, in the presence of the children.

- a. Food brought from home must be eaten during break time.
6. Hot beverages may not be brought into areas where children receive services.
7. Bottles and sippy cups must be labeled.
8. Bottle shall not be propped.
9. Infant feeding documentation must be kept for one year.
10. Please follow the ERC snack schedule
11. Document all food served on daily sheets
12. A three step washing procedure is necessary when washing utensils or cups used by the children. This process will be explained in each center.
13. The temperature of classroom refrigerators should be less than 40 degrees and must be recorded daily.

Goal Sheets

1. Goal sheets are based on the child's individual plan and prepared on a monthly basis by the certified teacher.
2. Goal sheets must be completed daily and include a comment related to one of the child's individual goals.

Hand Washing

1. Caregivers' hands shall be washed with soap upon entering the work area.
2. Individual towels, paper towels, or forced air dryers must be within the reach of children.
3. Liquid soap shall be accessible in the hand washing area and used by adults and children.
4. Caregivers and children's hands shall be washed with soap before meals and snacks, after toileting, after each diaper change, and as needed. The use of hand sanitizer shall not be a replacement for soap and running water.
5. Infants and children who are unable to wash their own hands shall have their hands washed with a baby wipe.
6. A wash cloth or towel shall not be used more than one time before laundering.

Keys

1. Keys will be issued as deemed appropriate by the Director of Children's Services.
2. Staff members must sign a document acknowledging the receipt of keys issued to them.
3. **Employees may not make a copy of keys issued to them.**
4. **Do not give keys, issued to you, to another employee.**
5. **Keys must be turned into HR or supervisor at the end of employment.**

Immunization Policy

1. All children are required to be age appropriately immunized throughout enrollment, unless the child has a medical exemption from the Arkansas Department of Health.
2. Children with past due vaccinations will be suspended after 30 days.
3. **Childcare licensure recommends that all staff members receive an annual flu shot, a onetime D-Tap immunization, and the recommended series of immunizations for chickenpox, mumps, measles, and rubella or evidence of immunity.**

Licensing Information

1. All employees will be given a copy of Minimum Licensing Requirements for Child Care Centers.
2. **All employees and contract workers are responsible for and complying with, the Minimum Licensing Requirements.**
3. Please ask for clarification or address questions, regarding licensure, to the center coordinator.
4. Suspected licensing violations must be reported to the center coordinator and to childcare licensure, as a self report. Staff members, regardless of position, will receive disciplinary action up to and including termination, if they knowingly prevent or fail to report a suspected licensing violation.
 - a. Staff members and therapists should notify the building coordinator of any suspected licensure violation.
 - b. Coordinators should notify the Director of Children's Services of any suspected licensure violation and make a self report to the licensing specialist.
5. ERC is also licensed by the Department of Disability Services (DDS)
6. ERC must also comply with Arkansas Department of Education, when providing services to 3-5 year old children.

Children's Services Procedure for Reporting Child Abuse and Neglect

ERC Personnel Policy 5:11 Mandatory Reporters

All employees of The Elizabeth Richardson Center, Inc. are federal and state mandated reporters of any and all suspected cases of child abuse, neglect, maltreatment and exploitation and of any and all suspected cases of adult endangerment, exploitation, abuse or maltreatment. All employees will comply with reporting and documenting requirements and forward a copy of all reports to the Executive director within 24 hours of the incident. Any employee who does not comply with these reporting

requirements is subject to corrective action up to and including termination.

1. All employees of ERC are federal and state mandated reporters of any and all suspected cases of child abuse, neglect, maltreatment and exploitation and any and all suspected cases of adult endangerment, exploitation, abuse or maltreatment including suspected abandonment by parent(s) or guardian and will follow all ERC abuse reporting procedures.

a. It is a class A misdemeanor for any person employed at a daycare facility to;

i. Prohibit a mandated reported from making a report of child maltreatment or suspected maltreatment to the child abuse hotline or;

ii. Require a mandated reported to receive permission from that person before the mandated reporter makes that report of child maltreatment or suspected child maltreatment to the child abuse hotline;

iii. Or knowingly retaliate against a person for making a report to the child abuse hotline.

2. Any employee who does not comply with these reporting requirements is subject to corrective action up to and including termination.

Procedure for Reporting Child Abuse and Neglect by caregiver or outside ERC

- Any staff member who suspects child abuse, neglect, or maltreatment is occurring or has occurred must report the incident to the Arkansas Child Abuse Hotline.
- The nurse will provide basic first aid, as needed, and document any physical injury. Should the injury require medical treatment she may elect to call 911 for further assistance.
- Any staff member who becomes aware of an allegation of abuse against a staff member, by parents, another staff member, or the general public must report the incident to the Arkansas Child Abuse Hotline.
- Staff members do not need to obtain permission from a supervisor to make a report to the Hotline.
- The Child Development Coordinator (if notified of the incident) is responsible for ensuring the incident is reported to the following:
 - **Arkansas Child Abuse Hotline 1-800-482-5964**
 - The report can be made by the Child Development Coordinator or by the staff member. However, it is preferable for the person who suspects abuse to make

the report. It is recommended that the Coordinator and staff member are both present when the call is made to the hotline because information from the child's hard chart will be needed.

- The Child Development Coordinator **must** facilitate the call to the hotline when a staff member suspects abuse, regardless of the Coordinators personal opinion regarding the event. **The Coordinator may not prevent any employee from making a report to the hotline.**
 - Director of Children's Services
- The Child Development Coordinator is responsible for collecting written statements from **all involved people**, which will be made available to DHS, Childcare Licensure, Law Enforcement, and ERC staff conducting an internal investigation. Statements should be written and collected by the coordinator on the day of the incident or the day notified. Statements shall include the following:
 - A detailed description of the incident
 - Write exactly what you saw or what was said.
 - Date and time
 - Size, color and shape of any physical injury
 - Photographs of physical injury at the request of DHS or Child Care Licensure
 - Name and signature of person submitting the statement
- Written statements shall be kept in a locked filing cabinet apart from the Hard Charts and retained for 5 years.

The Child Development Coordinator should do the following, if the alleged abuse has occurred at the center (self report):

- Notify the Director of Children's Services
- Review video tape of the incident and request a copy of the tape from IT.
- Obtain written statements from all involved people, following the procedure above.
- Report the incident to the following:
 - Arkansas Child Abuse Hotline: 1-800-482-5964
 - Childcare Licensure (Washington and Madison County: 479-442-4029 Benton County: 479-273-9011)
- Child Care Licensing Specialist
 - **Fax Incident Report Form 1910 to appropriate county licensure office and email to ddsincidentreports@arkansas.gov**
 - Parent's as directed by Licensure or the Director of Children's Services

- In the event that the Child Development Coordinator or staff members are not certain a report should be made to the hotline, the Coordinator should contact the licensing specialist, by phone or email, to ask for guidance. However, all reports must be made within 24 hours after becoming aware of an incident. Should the licensing specialist be unavailable or not respond as the 24 hour deadline approaches, a report should be made to the hotline and a copy of the incident report faxed to Childcare Licensing. **Although it is not required that employees notify their supervisor, it is preferable to notify the Child Development Coordinator because an incident report must be sent to Childcare Licensure.**
- Benton County DHS fax: 1-479-273-9055
- Washington & Madison County DHS fax: 1-479-442-8896
- Arkansas Dept. of Child Care Licensure fax: 1-501-682-2317

***IF A STAFF MEMBER IS THE ALLEGED ABUSER IN AN ABUSE OR NEGLECT INVESTIGATION, PLEASE FORWARD THE 1910 REPORT and CORRECTIVE ACTION TO THE DIRECTOR OF HUMAN RESOURCES**

Material Safety Data Sheets (MSDS)

1. Binders with MSDS sheets are available at all locations.

Ratio

1. The staff to child ratio must be maintained at all times.
2. The ratios used at ERC are those required by the Department of Disability Services (DDS) and are lower than those stated in Minimum Licensing Standards.
3. The ratio for children 0-3 is 1:4
4. The ratio for children 3-5 is 1:7
5. The staff to student ratio is based on the youngest child in the group.
6. The staff to student ratio is the same in the classroom, on the playground, and during before and after school childcare.

Rest Time (toddlers/preschool)

1. There shall be an opportunity for a supervised rest period of at least one hour, but not more than two hours.
2. There shall be sufficient lighting during nap time to provide adequate supervision.
3. **Children shall not be forced to remain on their cot or mat, if they do not fall asleep, and shall be allowed to participate in a quiet activity that does not disturb the children who are asleep.**
4. Each child shall have a labeled, individual cot or mat, bottom sheet, blanket.

5. Cots or mats must be kept at least 12 inches apart to prevent cross-contamination and to ensure ease of access in an emergency.
6. Blankets and sheets for cots must be washed weekly or more frequently if needed.
7. Blankets may not be placed over a child's face and must be removed if the child pulls the blanket over his/her face while asleep.

Rest Time (infants)

1. Each infant shall have a labeled individual crib, bottom sheet, and blanket.
2. Pillows, bumpers/bumper pads, and stuffed animals shall not be placed in cribs.
3. Children 12 months and below shall be placed flat on their backs to sleep, in accordance with the American Academy of Pediatrics guideline. If the child rolls over on his/her own, staff is not required to reposition the child.
 - a. If there is a medical reason a child cannot sleep on his/her back, then a signed statement from the child's physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required.
 - b. Mattresses may not be propped unless a written statement from the child's physician is on file.
4. The crib shall be free of loose bedding. If a light blanket is needed, it should be kept at or below the mid-chest position.
5. Infants who fall asleep in a bouncer, swing, or other area must be moved to their crib.

Social Media/Networking Policy & Procedures

A. Policy

Whether using ERC's property and systems or personal computer systems, personnel are also subject to the terms and restrictions set forth in ERC Policy.

B. Procedures

1. Social media/networking done on ERC's technology systems is subject to monitoring.
2. Personnel are prohibited from revealing any ERC confidential or proprietary information, trade secrets or any other material covered by ERC's Confidential Information policy when engaged in blogging.
3. Personnel shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of ERC and/or any of its employees.
4. Personnel are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or

otherwise engaging in any conduct prohibited by ERC's Non-Discrimination and Anti-Harassment policy.

5. Employees may also not attribute personal statements, opinions or beliefs to ERC when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of ERC. Employees assume any and all risk associated with blogging.

6. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, ERC's trademarks, logos and any other ERC intellectual property may also not be used in connection with any

Supervision

1. Children must be actively supervised at all times.
2. Position yourself so children do not play outside of your field of vision (behind you, behind objects, etc.)
3. Communicate with your teaching partner in the classroom and on the playground to keep the children safe.
4. Two staff members should remain on the playground at all times, including times when one staff member would satisfy the staff to student ratio.

Forced Activity

1. Forced activity is defined as making a child do a physical activity against their will or as punishment. Examples would include requiring a child to run, jump on a trampoline, or stand against a wall.
2. Consider how your words sound to someone passing by the classroom.

Restraint

1. Restraint is defined as restricting a child's movement and is forbidden by licensure.
2. Restraint is holding any part of a child's body down on a nap mat.
3. Restraint is putting a child in a chair with a strap to restrict movement.
 - a. The purpose of strap chairs is to keep a child safe, not for adult convenience.
4. Restricting a child's movement is acceptable only when used to prevent a child from harming himself or others. However, only techniques taught in TACT training may be used.
 - a. Documentation must be provided to explain why restraint was necessary.

Morning Checklist

1. Clean all tables per ERC cleaning procedure.
2. Make sure all children's items in the refrigerator are labeled with each child's name.
3. Document refrigerator temperature
4. Check all wall outlets and power strips to ensure unused outlets are covered by plug covers.
5. Ensure purses and personal items are stored out of the reach of children.
6. Check all children's backpacks/bags for hazardous items upon arrival.

Visitors/Observers

1. Personal visitors are not allowed in areas where children are served.
2. Observers/Volunteers may not have any disciplinary control over students and may not be counted in the staff/student ratio.

Important Phone Numbers

Fayetteville Center	479-443-4420
Farmington Center	479-267-5760
Springdale Center	479-927-1350
Huntsville Center	479-738-1751
Siloam Springs Center	479-373-6488
RI	479-872-1800

Addresses

Fayetteville Center
1760 N. Woodland Ave
Fayetteville, AR 72703

Farmington Center
56 W. Main
Farmington, AR 72730

Springdale Center

2871 American St.
Springdale, AR 72764

Huntsville Center
913 N. College
Huntsville, AR 72740

Siloam Springs Center
1300 N. Patriot
Siloam Springs, AR 72761

**Acknowledgement of Receipt of Employee Guide and
Minimum Licensing Standards**

I acknowledge that I have received a copy of the Children's Services Employee Guide and a copy of Minimum Licensing Standards. I understand that I am responsible for the information contained within these documents.

Printed Name

Signature

Date