

South Central Child Development, Inc.
Center/Combination Operational Practices

Program Design & Management

1. **SMOKING**

No smoking or use of tobacco products AT ANY TIME on field trips, during home visits, in the classroom, kitchen, and kitchen area. There should be signs in the rooms stating "**No Smoking**". This rule applies to all staff and visitors of the center. No smoking in agency owned vehicles or personal vehicles used for program business. (See Tobacco Free Policy statement).

2. **EMPLOYEE DRESS CODE**

- A. Well-groomed, neat and clean.
- B. Clothing suitable for type of work. The Head Start image in your community is influenced by the conduct and appearance of its employees.

3. **TELEPHONE**

Often times it is necessary to make long distance calls when contacting parents or calling the central office. Telephone log forms are used to record all calls that are charged to the program and returned to the central office at the end of each month.

- A. **Long Distance to the Office:** Toll free 1-877-384-3683
- B. **Length of calls:** All calls are to be kept brief, **5 minutes or less.** (excessive or lengthy calls may be billed to the employee.)
- C. **No long distance personal calls.**
- D. No *69 (last call ID) – **these will not be paid**
- E. **Cell phones:** Personal calls received or placed are to be minimal and limited to times when you are not with or responsible for children (classroom, lunch area, playground).
- F. **Cell phone restriction when driving:** No use of cell phones or electronic communication devices by the driver/operator unless the vehicle is parked out of traffic.

4. **EMPLOYEE'S CHILDREN/VOLUNTEERS**

- A. Employees are not allowed to bring their own children with them to the center during working hours unless the child is enrolled in the Head Start program. An employee's enrolled child is only to be at the center during regular center operation hours. (Not before or after scheduled classroom operations).
- B. Employees are not allowed to bring their children to staff meetings or trainings unless expressed consent is given by the program director in advance of the meeting.
- C. Volunteers at centers may bring children (siblings), other than enrolled children, according to the policy at each individual site.

It is encouraged that you have one parent or community volunteer in the classroom daily.

5. **ENROLLMENT**

Center enrollment will be as follows:

Chamberlain	18	Children per classroom
Lake Andes Contracted	18	Children per classroom (max per contract)
Mitchell	18	Children per classroom

Salem Contracted	12	Children/slots (max per contract)
Wagner Contracted	18	Children per classroom (max per contract)
Yankton	18	Children per classroom

Enrollment change forms are to be sent to your area manager and central office the day the child has dropped or moved, etc. The Address change form will be filled out, listing both the old and new living and mailing address, telephone number, or change of name and mailed in to the office at the end of the week.

6. ATTENDANCES AND ABSENCES

- A. Minimum average daily attendance is set by the program at 85% of the funded classroom slots. This is the aggregate day's attendance in the classroom of all children divided by the number of days the classroom is in operation during the period.
- B. Whenever a child leaves the program and a vacancy occurs, steps are taken to fill the vacancy immediately. All vacancies must be filled within thirty-(30) calendar days. No child will be removed from attendance until staff is notified by the area manager that the child has been dropped.
- C. If a child is absent four (4) consecutive days, the area manager or family service worker shall make direct contact with the family to determine the reason and what the program reasonably can do to facilitate the return of the child to the program as soon as possible. This must be documented, copies sent to enrollment manager.
- D. Documented absence means an absence for the following reasons for which there is acceptable documentation or written evidence:
 1. A child is hospitalized.
 2. A child is incapacitated due to a serious illness or injury.
 3. A child contracts a communicable disease.
 4. A child has other health ailments, which temporarily prevent attendance, such as asthma.
 5. There is a death in a child's family.
 6. A child cannot attend class because they have to receive medical treatment or therapy at a time when the class is being held.
 7. The child's attendance is affected by temporary family situations.
- E. If absences are due to illness or other conditions, which require closing a center, or if the absences are a result of documented absences, no special action is required of the program in regard to ensuring daily attendance. If, however, the absences result from other factors, including temporary family problems or other circumstances that affect a child's regular attendance, the program must institute appropriate family support procedures for all children with four (4) or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents.

In order to accomplish the Head Start policies outlined above, it will be necessary that the following program procedures be followed.

- A. A record is kept of **all** attendance and reasons for absences, both excused and unexcused. The center teacher should contact the parent to find the **reason** for the absence on a **daily** basis. The reason must be documented on the attendance sheet **daily**.
- B. Your area manager is to be notified of all absences of **four (4) consecutive** days if it has been determined that the absences are unexcused or related to temporary family situations, or the center teacher has been unable to establish a contact with the child's family to

determine the nature of the absence. After being informed of such absences (by phone and written referral) your area manager or family service worker will make a direct contact with the child's family to identify the reason for the absence and will meet with the center teacher to establish the next course of action which could include but is not limited to:

1. The area manager or family services worker will contact the family to determine the reason and what can be done reasonably, if anything, to accomplish the return of the child to the classroom as soon as possible.
2. The area manager or family services worker will emphasize the benefits to the child of regular attendance if it is a problem of unexcused absence.
3. The area manager or family services worker will explore with the family the feasibility of the other program options in those cases of chronic attendance difficulties.
4. Only management may determine circumstances where a situation persists and it seems unfeasible to enroll the child in the program, the child's slot should then be treated as a vacancy after verified by the enrollment manager.
5. If the absence is found to be health related, the area manager will notify the health manager.
6. All forms and contact documentation pertaining to follow-up on absences are to be reviewed and placed in the child's file in the central office and center.

It is felt that a staffing such as is outlined above will better meet the individual needs of the child and better meet each situation.

C. **Copies of all documentation regarding absences will be forwarded to enrollment manager.**

7. **PERFORMANCE EVALUATIONS**

All staff will have at least one (1) evaluation per year, to be completed by their area manager each year. This would mean that the center teacher would be involved in the evaluation on other center staff in cooperation with the center supervisor. (This will include a review of the self-evaluation, personal training plan and current job description).

8. **INSERVICE TRAINING AND STAFF MEETINGS**

The following is a list of required meetings and who should attend and when:

- A. In-service sessions are intended for the benefit of the staff and parents and to maintain the quality of the program. Training has been scheduled regularly throughout the year.
Employees are required to attend training and may be excused only by the Head Start Director. Unexcused absences or tardiness from staff meetings or trainings will result in disciplinary action. Training days and staff meetings will generally be **9:30 a.m. to 3:30 p.m.** unless a notice indicates a change of time. When in-service training topics pertain to parents, they will be notified in writing by teaching staff of upcoming training two weeks prior to the in-service date.
- B. Parent unit committee meetings – Monthly, except in the months of December and May
Note: meetings are held at a time and location that is convenient to the majority of the parents in that unit as shown by the parent survey).
- C. Regular policy council meeting monthly except July: If unit representative needs a ride the **teacher or area manager must provide it.**
- D. Annual parent recognition event. (Attendance required - see activity calendar for date).
- E. Daily planning meeting - classroom staff should meet daily and review activities and plan for the next day.

9. **FIELD TRIPS**

- A. A field trip is a fun way for children to experience new and different activities. Field trips conducted during class time need to be kept at about 30 minutes & within a 30 mile radius of the Center.
- B. Only one field trip experience per classroom/combination day.
- C. A child's participation on any field trip experience is contingent upon prior notice given to parents and written approval from the parents prior to each trip.
- D. Field trips will be planned at parent meetings.
- E. Field trips will be listed on the parent's monthly calendar that is given to parents with a copy being sent to the central office.
- F. Written notification will be given to families and sent to the area manager and central office one (1) week prior to the field trip (walking and non-walking).
- G. Signed permission slips should be kept in each child's file at the center following the completion of the field trip.
- H. Center teacher can plan walking field trips as part of the lesson plan and should be considered to be part of the learning experience that day with manager approval (under 30 minutes).

The field trip request form may be used by the local parent group to request a field trip for a center, home base or combination group. Four **off-site** field trips are allowed each program year (2 fall and 2 spring). Program funds may be used to pay for trips based on available funding (each unit is budgeted \$8/child for each fiscal year (Jan.-Dec.) - the program can only pay for the enrolled child(ren) and up to two parents/guardian if there is a cost associated with the trip. Program transportation guidelines must be followed.

The person/group requesting the field trip/event completes the form and then turns it into the Area Manager who will turn it into the office for approval. Minutes of the local unit approving this request must be attached. The following information is to be considered: appropriateness of event, location, transportation cost/payment, food, staffing required, and child care. A decision will be made and noted on the form as well as any follow-up instructions. Once the form has been reviewed and approved or disapproved, a copy will be returned to the Area Manager.

If there is a program cost associated with the field trip, the request form goes to the fiscal office.

If there is food associated with the event, please complete the Meal Request portion of the Field Trip/Event Request form. This will be reviewed by the nutrition coordinator for approval.

If the request is denied the field trip/event will not take place.

After the field trip/event takes place the staff/area manager will attach a copy of the approved form to any bills or receipts noting who is to be paid and how many participants attended and turned it into the fiscal office for payment.

The completed Field Trip/Event Request Form will be held in the Fiscal Office and attached to the voucher for payment when the bill is received.

10. TRANSPORTATION POLICY

A. PROGRAM CARS

Program cars are issued to those who normally drive the greatest distances to and between visits. The assignment of cars can change from year to year and even during a program year. It is the responsibility of the person to which the car is assigned to:

1. Have the oil and filter changed every **3000** miles, and tires rotated every **6000** miles.
2. Arrange with a local business to charge gas, oil, tires and other maintenance to the Head Start program.
3. It is the employees responsibility to ensure that they keep the vehicle in safe mechanical and driving condition. Keep winter survival and emergency first-aid kit up-to-date.
4. Keep the car clean both inside and outside. Repair of damage to vehicles from beverage or food will be the responsibility of the employee assigned to the vehicle.
5. Keep vehicle log book showing miles driven, destinations, purchases of gas, oil, or maintenance charges (**to be done daily**). This original form is to be mailed into the office at the **end of each month**, along with any signed charge tickets due in the office by the **3rd working day**.
6. Daily, prior to driving, visually check the vehicle for obvious wear and tear, which could have an effect on the vehicle's driving condition.
7. No smoking/tobacco products or alcoholic beverages in vehicles.
8. Use of program vehicles may be terminated by the Executive Director at any time. (**See Transportation Section of Personnel Manual**)
9. It is a program best practice to have all maintenance and tire purchases made in the home community of the employee to which the vehicle is assigned to. Prior approval of purchases over \$25.00 must be granted by the Fiscal Manager.
10. Report any physical damage to the vehicle – notify the Fiscal Manager and complete and submit an Incident Report Form.

B. USE OF PERSONAL CARS

Mileage will be paid at a rate per mile as authorized by the Board of Directors for authorized Head Start travel when an agency vehicle is not available or has not been assigned. It is necessary to keep a log form showing the date, odometer reading before and after the trip and destination and purpose of the travel. Make sure you have the total miles on the form. Reimbursement log forms can be obtained from the central office through your area manager **or off the program web site**. Original personal vehicle log sheets are to be submitted to the fiscal **office by the 5th of the following month** (faxed copies will not be accepted). Log sheets must be filled out in pen not pencil. It is the supervisor's and area managers' responsibility to make sure the information submitted is accurate and totaled. Reimbursements may not be paid for mileage forms and claims submitted past one (1) month. The driver of the vehicle must have liability insurance of \$250,000 and provide proof of insurance coverage.

All safety practices and policies must be followed, including the use of seat belts and communication devices.

11. **OUTSIDE EMPLOYMENT AND CONTINUING EDUCATION**

If you are or will plan to take outside employment or are planning to take continuing education classes, please refer to the South Central Child Development, Inc. Personnel Policies and contact the executive director.

12. **SNOW DAYS**

The teacher has the authority with approval of the Area Manager to cancel classes on days when the weather is inclement. For example, if the public school in the area is canceled due to inclement weather, Head Start may close also. The teacher should notify parents, (School Messenger or personal call) and central office of the closing as well as the local radio station in your area (parents are to be made aware which radio station will be used each year.)

A limit of three (3) snow days will be allowed per classroom each school year. If more than three (3) days are missed or if the total days of service fall below the required child contact days, they will need to be made up. A snow day is documented on a leave form, on the attendance form, and weekly planning form.

13. **PURCHASING**

- A. No equipment or maintenance purchase can be made without prior approval of your area manager **and** fiscal manager. Purchases over \$25.00 require a purchase order number to be issued by fiscal manager. Prior approval must be granted in writing by the fiscal manager for major purchases.
- B. When purchasing or making a charge purchase to the program it is necessary that you obtain an itemized list of each item bought and its cost. The signed receipt is necessary for our fiscal department to make payment to the vendor or yourself.
- C. When purchasing classroom supplies and health supplies make sure they are on a separate charge slip than your groceries and mark on the slip what it is for.
- D. There will be no books of stamps purchased except for a classroom activities or a mass mailing with prior approval from the fiscal office. Make sure you sign your postage receipts and turn them in once a month by the 5th of the month.
- E. Turn all purchase and charge slips into the central office at the end of the month. (reimbursement may not be made for expenses submitted after 2 months).
- F. Purchases for the Head Start program are **tax exempt**. If a vendor should request a letter of verification, one will be provided. Our tax number is: **1015-5240-RA** and is to be used only for program charges and **NOT Parent Committee Purchases**.

14. **INJURIES/CHILDREN/VOLUNTEERS**

Any time a child or volunteer is injured as a participant on a program activity, report the injury to the central office **immediately**, and contact your immediate supervisor, health manager and executive director. (Follow emergency medical plan) An **incident report** is to be completed each time a volunteer or an enrolled child sustains an injury in relation to a program activity. These reports are to be forwarded to the fiscal office **within 24 hours**.

15. **INJURIES – STAFF**: When an employee is injured at work, seek appropriate medical attention and notify the fiscal manager and executive director while following these steps:

- 1. Your employer has enrolled with the *Berkley Assigned Risk Services* to manage all necessary medical treatment for workers' compensation injuries.

2. If you have questions about managed care you may contact your supervisor, the *BARS* at 1-800-634-4589.
3. If you are injured at work, you may receive treatment from any medical practitioner provided that his/her services are a reasonable distance from your home place of employment and is appropriate for the injury or illness.
4. If you are injured at work, report the injury immediately to your supervisor and fiscal office who will help you access medical care under the managed care plan. If your supervisor or fiscal office personnel are not available, you may access information about available services under your managed care plan by calling 1-800-634-4589.
5. In the event of an emergency, call 911 for immediate care.
6. If you are injured at work, you must notify the physician that you are covered by *BARS* on your initial visit. If you desire to change providers, you must submit a written request to the managed care plan.
7. If you should have questions regarding managed care, you may call your employers, *BARS* or the South Dakota Department of Labor.

1-800-634-4589	<i>Berkley Assigned Risk Services</i>
1-605-773-3681	South Dakota Department of Labor

Report Workman Comp Claims

At the time of injury:

Employee reports the injury to your supervisor and the central office.

When medical care is needed the **SUPERVISOR**

- Calls the health care provider urgent care or Emergency room and informs them the employee is coming in and report any pertinent injury data.
- Directs/accompanies the employee to the health care provider, urgent care center of hospital emergency room.

Within 24 hours of the reported injury:

The SUPERVISOR completes the South Dakota Employer's First Report of Injury form and the Incident Report form with the EMPLOYEE. Make sure all areas are completed.

The SUPERVISOR completes the Supervisor's Report of Accident form.

The SUPERVISOR submits the South Dakota Employer's First Report of Injury form, the Supervisor's Report of Accident form, and the Incident report form.

SCCD Inc.

401 Walnut Avenue SW

Wagner, SD 57380

Fax (605) 384-5696

IMPORTANT – Fax to the Central Office the South Dakota Employer's First Report of Injury form and the Incident Report form within 24-hours regardless if the other forms are not yet complete.

16. **IN-KIND**

In-kind is the non-federal contribution that is made by parents and others to the program and is documented on an in-kind form. These are to be returned to the area manager at the **end of each week**. Each classroom is expected to generate an appropriate amount of documented in-kind based on enrollment and at a level set by the Board of Directors and Head Start Policy Council.

17. **TRAVEL**

All travel requests shall be submitted at least two (2) days prior to any travel and approved by the Executive Director or his or her designee. In order to receive a travel advance a travel request needs to be received three (3) weeks before travel is to be done.

Travel may include reimbursement, mileage, meals and lodging at actual cost or based on the maximum per diem in travel allowances as determined by the Executive Director and the Agency Grantee Board. Travel follow-ups need to be turned in no later than five (5) days after the travel is completed.

18. **LEAVE FORMS/TIME STUDIES**

A. Leave:

When taking leave you need to let your supervisor and the central office know. You need to turn in a leave form to your supervisor before you take leave. It is the responsibility of the supervisor to verify the information and turn the form into the central office. All forms need to be in the central office by 11:00 am on the 1st working day of the month and originals by 3rd working day. If forms are not in on time your payroll will not be processed until the 15th of the month.

If you have turned in a leave form and then end up taking a different amount of leave than what was documented on the leave form it is your responsibility to send in a corrected leave form showing the correct amount and let your supervisor and the central office know.

B. Time Studies: (Need to be filled out in pen and completely filled out) Forms are to be filled out after the work has been completed.

Teachers: Originals are due in the central office by the 3rd working day of the month filled out completely and accurately.

Teachers Assistants and Tutors: Forms need to be filled out with the actual time in and out and description of daily work. Do not use dittoes. The only time you will need to put time in the OT (over time) column is when you have worked more than 40 hours that week and this needs to be approved before you work the time. If you need to deviate from your regular scheduled hours for work this **first needs** to be approved by your supervisor and the Fiscal Manager.

Turn into your supervisor and it is then the responsibility of the supervisor and area manager to check and verify the information on the form. The form will then be sent to the central office by the area manager. Forms are due in the central office by 11:00 am on the 1st working day of the month and originals by 3rd working day. If forms are not in on time your payroll will not be processed until the 15th of the month.

Early Childhood Development & Health Services

1. **SUPERVISION**

Children are not to be left unsupervised at **ANY** time. (See Child Health Safety and Supervision Protocol) If the bathroom is located away from your classroom, an adult must accompany the child to the bathroom.

Children are released only to a parent, legal guardian, or other individual designated in writing by the parent or legal guardian.

2. **PROGRAM OPERATIONS**

In the combination option, operations will be determined by the staff, area manager and director, following the requirements of the Head Start Performance Standards (Part 1302.21).

In the center-based option children will attend a classroom setting for 3 ½ - 4 hours a day, four (4) or 5 days a week. (Monday, Tuesday, Wednesday, and Thursday) following the requirements of the current Head Start Performance Standards.

During the 3 ½ - 4 hours they are in attendance, the day is scheduled as follows:

-Greeting-message board: upon children's arrival.

-Meals or snacks are served family-style using child-sized tables and chairs. Small serving bowls are used to allow children to serve themselves. Children may help set tables and clear tables after eating. Children need to wash hands before the meal. Mealtime conversation is to be child directed and focused.

-Choice Time: children choose the interest area in which they would like to work, whom they want to work with and what materials to use (minimum time 1 hour). Choice time forms the core of the daily schedule.

This time:

- encourages the development of independence, choices and decision-making, discovery, self-motivation and creativity.
- provides the opportunity for staff and volunteers to work with children on their goals and objectives.
- allows each child more direct involvement with the materials/activities.
- allows children the opportunity to learn from one another.

-Outdoor Time: children and adults spend time outdoors engaged in active play activities.

-Nutrition Activity: once/week using the nutrition curriculum.

-Tooth brushing: children brush their teeth.

-Small Group Time: hands on active learning time initiated by teaching staff. Adults initiate an activity by choosing, introducing, and making suggestions about the materials the children will use based on the children's interests. Children are not expected to do the same thing with these materials. They are free to use them in ways that are meaningful to them. Adults support, guide, and help child extend their explorations.

-Large Group Time: message board, movement activities, singing songs, finger plays, telling stories. Children are encouraged to contribute their own ideas to the activities.

A balance of quiet and active, indoor and outdoors, and individual and group experiences take place daily. An emphasis is placed on child-initiated activities rather than all teacher directed activities.

Water table, paint easel, and sand table are to be available at center on a daily basis.

- A. Water table - to include water, slime, etc.
- B. Easel - tempera paint, using the primary colors.
- C. Sand table - to include sand, sand toys, or similar manipulative.

To be Posted:

- Lesson plan
- Daily schedule (using pictures to identify activities)
- Choice time interest area posters

Teachers must conduct Safety Procedures and Drills (documented on the Safety Procedures & Drills Control Sheet)

Fire Drills: To be done Sept., Oct., Jan., and March.

Tornado/Severe Storm Drill: To be conducted in April.

Bus and Pedestrian Safety Drill Checklist: Must be done within the first 30 days and again in November and March. Head Start staff must ensure that children and parents are taught safe riding and walking practices (in addition to daily inspections).

Playground Safety Check: In addition to daily inspections the first playground safety checklist must be completed prior to the first child day and then in November and March. Complete the Head Start Playground Safety checklist each time an inspection occurs.

Fire Extinguisher & Smoke Detector: Check monthly and initial date – Change smoke detector batteries in Oct. & April or as needed. Document on tracking form when completed.

Teachers will be at the site early enough so that all materials/activities are ready 15 minutes prior to the scheduled starting time. If the center starts at 9:00 a.m., all materials and activities must be ready and the staff ready to greet parents and children by 8:45 a.m.

The classroom site will be neat and clean, with materials being displayed in clear containers. All materials and activities should be developmentally appropriate and in an attractive arrangement. All flammable and poisonous materials must be stored in areas where children do not have access as well as in a locked area.

Activities and materials need to be stored in clear, child-size containers; with containers being labeled with a picture of contents.

3. **CENTER BASE PARENT HOME VISIT**

Parents of center-based children will have two (2) parent focused in home visits (**parent focused home visits may be held at the center if it is determined by the Area Manager that an alternate location may be more suitable for the visit**) and two (2) staff/parent conferences per year. Parent conferences can be held at the parent's home or at the center.

Home visit activities are derived from the School Readiness Plan as well as developmental screening and/or assessment information that fall within a developmental approach.

The parent is the teacher of the child on the home visit. If the parent refuses the home visit, the parent is to sign the home visit form and state his/her reason for refusal.

A copy of the home visit form must be sent to your area manager upon completion of the visit.

4. **INDIVIDUALIZED EDUCATION PLANS**

IEP meetings will be attended by the teacher and/or area manager and/or any other program personnel when appropriate or requested. The teacher is to report any known services that a child is receiving to their area manager.

5. **CONTAGIOUS/COMMUNICABLE DISEASES AND ILLNESS IN THE CENTER**

Children should not be allowed to stay at the center if they are sick, show signs of having head lice or other communicable disease. When situations arise, the teacher will have such children returned home. The teacher will notify their supervisor and the Health Manager of their actions. Once the supervisor has been notified the supervisor will provide any appropriate feedback and/or follow-up.

The supervisor & the Health Manager will be notified of all medical/contagious/communicable disease/illness situations that occur. Documentation will be sent to the supervisor & the Health Manager. The Health Manager will notify the Executive Director.

All forms and contact documentation pertaining to follow-up on health related matters are to be placed in the child's file in the center and the central office.

See: Employee/Child Communicable Disease Policy and Medication Policy

6. **NO NIT PROTOCOL**

Our program has a no nit protocol. This means that if a child is found to have nits or live lice they will be sent home. The child will be able to return to program services once the child has been treated and has been cleared by Head Start staff to return. If a family has an ongoing reoccurrence of head lice the staff can request that the family see their family physician and provide documentation that they are free of lice and/or nits and are cleared to return to services.

In the event that a child is found to have head lice, the center teacher should contact the parent notifying them of the situation & the child will be returned home. Parents will be encouraged to have the child seen by their own physician and treatment as prescribed by the physician. The child will be allowed to return to the classroom on a regular basis when, in the opinion of the center teacher and the parent there is no evidence of the condition posing a threat to the other children or staff. If a decision is not agreed on the supervisor and/or the physician will be contacted for further directives.

Staff must contact the Health Manager when a child has been sent home with lice. Documentation also needs to be sent to the Health Manager of the action taken.

In contracted sites Head Start will follow that sites policy.

7. **HAND SANITIZER**

There will be no hand sanitizer in classrooms where children are present. The only exception being where there is no soap or running water.

In contracted sites Head Start will follow that sites policy.

8. **MEDICATION POLICY**

No medication should be administered by any school personnel including a nurse, except on written orders of a physician.

1. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer it, **only the school nurse or the director's designee** will give the medication in compliance with the school's regulation.
2. **Written orders** from the child's doctor must be on file in the health history stating:
 - a. child's name
 - b. name of drug
 - c. dosage
 - d. purpose of medication
 - e. time to be administered
 - f. number of days to be given at school
 - g. possible side effects
3. **Written permission** should be provided by the parent or guardian requesting that Head Start comply with the doctor's order.
4. **The medication** must be brought to school in a **container appropriately labeled by the pharmacy or physician.**
5. A **record** of prescription medication will be kept in that individual's medical file. Those persons administering medication will **sign** that it has been **given, the date, time, and initials.**
6. **Non-prescription medication**, e.g. aspirin, Tylenol, cold tablets, cough syrups, **will not be given.**
7. In the case of a child with a chronic illness requiring regular medication or treatment by a doctor's order or emergency medications identified on an approved 504 Plan while attending school, it will be necessary to provide specific training to staff involved covering the administration of the medication and any relevant information pertaining to the specific needs of the child associated with the medication.
8. In the case of a child needing emergency medications as identified in an approved 504 Plan, the medication will be accessible to the child at all times. (lunch room, classroom, field trips, playground, etc.)
9. Medications must be kept in a locked cabinet or location out of reach of the children. This does not apply to emergency medications that need to be kept with staff at all times, yet out of reach for the children.

The above policy has been written in compliance with the South Dakota Department of Education's 504 Plan as it pertains to medication administration. Each child receiving a medication while at Head Start will have a 504 Health Plan in their file along with all other

documents as indicated above.

9. **DIAPER CHANGING PROCEDURE**

The child will be changed on a need-be basis. The staff person will put on disposable gloves before beginning the changing procedure. (The staff person will take the child to a private changing area and place the child on the changing pad. Soiled diaper is removed and skin area cleaned. Soiled gloves are removed. Clean diaper is then used to diaper child. Wash hands and wash child's hands).

The soiled diaper, wipes and gloves will be placed in a garbage bag and in a covered garbage receptacle. The soiled clothing will be placed in a garbage bag. The soiled clothing should be sent home with the child. The garbage bag with soiled disposables should be taken to the dumpster as soon as possible.

The changing area needs to be disinfected using a solution of Clorox and water premixed for each group daily and dispensed in a spray bottle.

Hands need to be washed before returning to the classroom.

10. **CHILD REFERRAL FOR BEHAVIOR CONCERNS**

If there are any concerns about a child's behavior the following steps are to be followed:

1. Staff record observations for two weeks.
 - A. Look for patterns of behavior and record your observations including what occur before and after the behavior.
 - B. Observe on different days if possible and at different times of the day.
2. Confidentially discuss your concerns with other staff members.
 - A. Ask other staff about their observations which pertain to the child in question.
 - B. Share your observations with specifics about the behavior in question.
 - C. Determine whether the problem occurs in relation to staff, other adults, and other children.
3. Involve the child's parent(s)/guardian(s).
 - A. Share your observations and concerns with the parent(s)/guardians(s).
 - B. Solicit new information from the parents, asking for their perspective.
4. Notify and send all pertinent information to the mental health manager. (**Follow Mental Health Protocol**).
5. The area manager and mental health manager will meet and make any needed referrals upon written agreement from parent/guardian.
6. Written parental consent will be obtained for specific mental health services.

11. **FLUORIDE TESTING OF WELL WATER**

Well water will be checked as needed using the following process:

1. Area managers will track enrolled families who are using well water systems and inform Health Manager.
2. Health Manager will assemble master list of families using well waters.
3. Health Manager will contact USD - Dental Hygiene Department to set up water testing dates.
4. Two weeks prior to testing, send out labeled water sample containers to (center teachers) send address and deadline for sending in samples. Provide area managers with copy of master list.

5. Send master list to USD/Dental Hygiene.
6. Upon return of results of fluoride testing, families will be contacted in writing with results of fluoride testing of their water and program recommendations, if needed.

12. **FOOD/BEVERAGE**

There will be **no personal food or beverage** inside the classroom area while the children are present. All personal beverage or snack items will be stored away and will not be visible during classroom hours when children are present. (Note: personal food and beverage items cannot be stored together with program food and beverage.)

13. **NO OUTSIDE FOOD**

Treats – Many children do not tolerate exposure to all food items and exposure to certain ingredients can cause a life altering reaction. The Head Start teaching staff may not be aware of the food sensitivity or not aware that food brought by a child to Head Start as a treat for everyone has included ingredients that could potentially cause a life altering reaction. We want everyone to be safe at Head Start, so we have a no outside food tolerance.

If you and your child wish to provide treats for children on special occasions, please provide something that is not a food item. Alternative items may include:

- a. Play dough
- b. Pencils
- c. Little Golden Books

Please work with your Teacher and/or Area Manager regarding this best practice.

14. **FOOD HANDLING AND SANITATION POLICIES**

1. **NO** donated food is allowed, unless the complete meal is potluck. An example would be a picnic at the end of the program year.
2. Food cannot be transferred from one classroom to another. Example left over casserole, etc.
3. Parents or staff are not to prepare food at home for center use. All food must be prepared at the work site unless it is for a potluck meal.
4. All foods must be thrown away at the end of the meal or snack and not sent home with anyone. **This policy is a health, safety and liability requirement of the Child and Adult Nutrition Food Program.**
5. All prepared or opened foodstuffs that cannot be properly stored for the next meal must be thrown out. Food items, those that can be safely stored, (peanut butter, dressings, if can be left refrigerated at the site; butter, bread, unopened cans or boxes of food) can be kept from one week to the next, if properly stored.
6. No food scraps are to be scraped to take home for pets, etc. Leftover scraps are garbage and thrown out as such.

15. **ENVIRONMENTAL CHECKLIST REVIEWS**

Environmental checklist reviews will be conducted at least two (2) times per year in conjunction with meal reviews by management or administrative personnel. The results of the checklist will be shared with the teachers. A copy of the completed form will be given to the teachers to share with the other staff. Corrective action, if necessary, must be completed as soon as possible.

The following things need to be posted at the center:

Kitchen Area:

- A. Food Handler Gloves and Instructions for Use
- B. Emergency Phone Numbers
- C. Hair Restraint Protocol

Meal Area:

- A. "And Justice for All" Poster (State Food Program Poster)
- B. Fire Exit Plan
- C. Emergency Disaster Plan (Site)

Classroom Site

- A. "Welcome parents" sign or banner
- B. Volunteer Sign-in Sheet
- C. No Smoking Sign (at least two)
- D. Emergency Evacuation/Disaster Management Plan (Fire, winter storm, tornado, and loss of utilities, etc.) (Program and Site Plan)
- E. Fire Exit Plan (Floor plan of site)
- F. Emergency Phone Numbers (Law enforcement, Emergency Medical Care, Doctor/Dentist, Families, Poison Control Site, Fire/Rescue Units, etc.)
- G. Sign In/Sign Out Parent/Child System
- H. Cleaning Schedule

Health Emergencies

- A. Emergency Medical and Dental Plan
- B. Emergency Dental Procedures
- C. SDS Binder
- D. CPR Comparison Chart

Bathroom

- A. Tooth brushing Procedure
- B. Hand washing Procedure

Teachers must ensure the items listed below are at the center site:

- A. Enrollment Data
- B. Emergency family contact names/addresses and phone numbers
- C. Up-to-date, charged fire extinguishers to be checked monthly & documented on lesson plan. (Safety Procedures and Drills Control Sheet)
- D. First Aid Kits
- E. Adequate number of covered trash cans
- F. Disposable drinking glasses (with appropriate water source)
- G. Thermometers in refrigerator and freezer
- H. Plugs for outlets/safety outlets
- I. Smoke Alarms - tested monthly to ensure they are in working order documented on the Environmental Checklist and Safety Procedures and Drills Control Sheet
- J. Pocket Protection Kits

16. **CENTER SANITATION AND MAINTENANCE**

It is the responsibility of center employees to maintain a clean and sanitary site. Light housekeeping duties should be done **daily**. These include, but are not limited to:

- Emptying garbage/trash cans
- Sweeping/vacuum floors

- Wash and sanitize bathrooms
- Scrub floor (more often if necessary especially bathroom area)
- Clean and sanitize toys and equipment, as needed
- Keep Teacher Area (prep and storage) organized at all times
- Replace toothbrush after a child has been ill

The amount of daily housekeeping tasks required will depend on the site you are operating in. If the facility is shared with another party it is expected that you will leave it in tip-top shape.

The center staff should watch for damaged equipment and objects, remove or replace them if need be, for the safety of program participants. Equipment needing repairs should be noted with your supervisor.

If it appears that insects and/or rodents are inhabiting the site, proper preventive measures need to be taken to rid the premises of insects/rodents when children are **not** present (Written notice given to your supervisor).

PARENT, FAMILY AND COMMUNITY ENGAGEMENT

1. GUESTS AND VISITORS

From time to time visitors may come to the center for various program reasons. If a visit is planned through the central office, every effort will be made to notify the home base teacher as to whom will be visiting and why. **Visitors to centers:** all visitors (anyone who is not listed on our application form) and/or who are unfamiliar to South Central Child Development, Inc. staff are required to sign in and to state the purpose of the visit. The program staff will have the sign in form available at the center/socialization site.

2. IMPAIRED VISITORS (INCLUSIVE OF PARENTS/GUARDIANS)

If a staff member has reasonable cause to suspect that any person picking a child up at a center or attending socialization at a social site is under the influence of alcohol/drugs or is physically or emotionally impaired in any way and may endanger a child, the staff members are to implement the following:

- o Remain calm
- o Remain polite
- o If the person becomes agitated and/or confrontational, immediately call 911 and then notify your Area Manager. (This may be done by any staff member)
- o Staff members will alert other staff personnel of the problem
- o Alerted staff members will take all children/families present to another area of the building to keep them from being involved.
- o Ask the parent/guardian if they will allow you to call someone else to pick up the child. Turn the child over to the other alternative authorized representative in accordance with center procedures.
- o Report the incident to the Central Office in Wagner as soon as possible

Contracted sites must follow that facilities policy.

3. **PARENT AND VOLUNTEER HANDBOOK**

The teacher or Family Services Worker distributes and reviews the “Parent and Volunteer Handbook” (documented on the Head Start family enrollment form).

4. **SCHOOL READINESS**

An Individual School Readiness/Transition Plan will be completed in November and again in April/May. This form will be completed on all Head Start children twice a year.

5. **PARENT(S) NOT HOME/DOESN'T PICK-UP CHILD PROCEDURE**

The teacher will remain at the work site for the duration of the bus route to ensure all children arrive home or to their caretaker.

If the parent or caretaker is not at home, the bus driver is to return the child to the work site.

The teacher will first attempt to contact the parent/guardian. If she/he is unsuccessful in doing that, she/he will then contact the emergency contact person(s) to have the child picked up at the work site.

The teacher is to call the office to report on the situation.

If an emergency contact person(s) cannot be reached, the teacher will call Child Protection or the local law enforcement agency to report to them that they have a child in need of supervision and then will notify the central office.

The child is then to be picked-up by the Department of Social Services/Child Protection or local law enforcement office.

6. **ABUSE AND NEGLECT**

Any known or suspected cases of child abuse or neglect are to be reported to the executive director and your supervisor who will in turn provide you with needed information and procedures on how to proceed with reporting such known cases to the proper authorities. **IT IS THE LAW THAT WE REPORT**. It is the responsibility of the teachers to document observations and keep such records confidential and in a locking file case. (See Reporting Procedures.) Do not attempt to conduct your own interviews or investigation.

Child Health Safety and Supervision Protocol

SCCD, Inc. established procedures in accordance with ACF-IM-HS-09-06.

Bus Arrival and Departure

The bus driver and bus monitor should, independently of each other, take attendance as children board and disembark from the bus so that all children are accounted for at all time. A supervisor will review bus attendance sheets on a regular basis.

The bus monitor will have a book available on each route that contains the following information: Class Roster that includes child's address, phone number, pickup and drop-off locations, emergency contact numbers and authorized individuals, (in writing) the child can be released to.

- 1) Arrival:
 - a. A daily log sheet will be used by the bus driver to sign children in upon boarding the bus and out when disembarking.
 - b. A daily log sheet will be used by the bus monitor to sign children in upon boarding the bus and out when embarking.
 - c. The bus monitor will give a verbal number of children arriving and wait for the designated teacher/staff person to count and confirm verbally that the same number of children is received.
 - d. The bus monitor will record the arrival time, number of children arriving at center and initial the Daily Log sheet.
 - e. The teacher/staff person will then initial for each child that has arrived at the center.
 - f. The bus monitor will complete a visual check of the bus once all the children are off the bus.
 - g. The bus driver will complete a visual check of the bus once all the children have unloaded from the bus and before leaving the center site.

- 2) Departure:
 - a. The teacher/staff person will sign the bus children out by initialing the bus daily log sheet, recording the number of children departing and the time the bus departs from the site.
 - b. The teacher/staff person will verbally give the bus monitor and bus driver the total count of children boarding the bus and wait for the bus monitor to verbally confirm the at the same number of children is received.
 - c. The teacher/staff person will give the bus book to the bus monitor and that person will sign out each child as they disembark the bus.
 - d. The bus driver will also note each child disembarking from the bus.
 - e. The bus monitor will complete a visual check of the bus once all the children are off the bus.
 - f. The bus driver will complete a visual check of the bus once all the children have unloaded from the bus and before dropping off the bus monitor at the center.

- 3) Children who are transported by parent/guardian:
 - a. The parent/guardian or person bringing a child to the center will sign each child in upon arrival.
 - b. The teacher/staff person will use their initials to verify the child's arrival and departure. This includes late arrivals and early departures.

Transitions

The teacher and teacher's assistant should, aloud, count heads and agree that all children are accounted for prior to transitioning to a new area of the center.

- 1) Designated classroom staff will communicate with each other verbally by stating aloud how many children they are taking with them and waiting for a verbal response aloud from other staff members/volunteers confirming acknowledgement for all transitions.
 - Large group or small group
 - From one room to another
 - To the bathroom
 - From inside the building to outside or outside to inside
- 2) Bus Field Trips
 - a. Teacher will have Field Trip Permission forms signed by the parent/guardian for all children participating on the field trip.
 - b. Teacher/staff person will count children and insure all children are accurately accounted for prior to leaving the center to board the bus. (Same procedure when leaving the field trip site to return).
 - c. The bus driver will complete a visual check of the bus once all the children have unloaded from the bus at the field trip site and upon returning to the center.
 - d. Teacher/staff person will keep a master sheet for all children participating on the field trip. If appropriate each teacher/staff person will have a second sheet with the names of the children in their group for which they are responsible.
 - e. Teacher/staff person will conduct head counts on all field trip transitions.
 - f. First Aid packs will be taken on all outings.
- 3) Walking Field Trips
 - a. Teacher/staff person will count and insure all children are accurately accounted for prior to walking from and to the center.
 - b. Children partner up or walking ropes will be used during walking field trips. The teacher/staff person is located in the front and back of the group. Walking routes are selected where and when traffic minimized.
 - c. The teacher will be responsible for carrying a communication device that can be used in case of an emergency.
 - d. Teacher/staff person will conduct head counts on all field trip transitions.
 - e. First Aid packs will be taken on all outings.

Outdoor Play Areas

Programs should establish policies that ensure outdoor play areas are enclosed by fences or that staff are assigned to stay close so that children can be seen and prevented from getting into unsafe areas at all times.

1. The number of children will be counted by the teacher/classroom staff person and communicated to other classroom staff before taking children outside to the playground.
2. All classroom staff will count children frequently while on the playground.
3. On the playground staff will position themselves at strategic locations to ensure safety and supervision of all children in all areas of the playground. Staff will engage with children yet keep an awareness of where children are on the playground.
4. The number of children will be counted by teacher/staff person and confirmed by other staff before bringing children back inside. Children will be counted again once inside to confirmed that all children are accounted for inside the building.
5. First Aid packs will be taken on all outings.

Employee Health

Programs should have systems in place to assess employee's continuing fitness and suitability for their positions. (Reference SCCD Inc. Policy & Procedures – Employee Physicals)

LIST OF APPROVED PRODUCTS

Clorox Regular Bleach

Tide Original Scent

Tide Original Scent HE

Cascade Automatic Dishwashing Detergent – Powder

Dawn Ultra Original

Mr. Clean Multi-purpose Cleaner with Febreze Freshness (Meadows & Rain)

Mr. Clean Multi-purpose Cleaner with Gain Scent (Original Fresh Scent)

Softsoap Liquid Hand soap any scent

Huggie Baby wipes