

**Tiny Tikes Daycare,
LLC 163 Bar Harbor
Road Trenton, ME
04605**

Welcome to Tiny Tikes Daycare, where together we will grow great kids!

Hours of Operation: 6:30 AM until 5:00 PM Mondays through Fridays Daycare is closed on Memorial Day, Labor Day, Christmas Day, New Year's Day, July 4th and the entire week of Thanksgiving.

Philosophy: Tiny Tikes Daycare is a privately owned, state licensed daycare that provides quality childcare in a safe and comfortable play setting. We serve ages from 6 weeks-Kindergarten age and are licensed for 60 children. Our belief is that learning takes place through educational activities and play. The amount of guidance varies with each activity as we believe that children learn through both directed and non-directed experiences encouraging your child to plan and think about their actions. Each child is valued and recognized as a unique individual with a large capacity for growth and development.

Inclusion Policy: We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. Tiny Tikes diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Tiny Tikes have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Staff Files: Tiny Tikes is licensed by the Department of Health and Human Services, therefore to maintain employment all staff must turn in with employment applications **1**. Current vaccine

records with active MMR and TDAP vaccines. **2.** Proof of all completed education including high school diploma, GED, certifications, degrees, and unofficial college transcripts. **3.** Fingerprinting paperwork, administration will guide you on making an appointment to obtain DHHS clearance. **4.** CPR and first aid certifications, if you do not have these please notify Betsey and accommodations will be made to obtain training. **5.** Mandated reporter training, this can be located at <https://ilookoutproject.org> using the license number 424615. **6.** Registration through the Maine Roads to Recovery website and completion of the Health & Safety Orientation. Should any staff, new or current, fail to maintain or uphold these records a 30 day window will be given. If paperwork is not turned in before the end of the 30 day window staff will be put on a temporary leave until supply of records.

Staff Supervision: Tiny Tikes uses progressive discipline as a positive way to correct unacceptable job performance.

This is not a contractual obligation, all Tiny Tikes employees are “at will” which means that we withhold the right to terminate employment for any reason or no reason.

The following outlines the steps taken using progressive discipline.

STEP 1 Verbal Warning

If a staff member’s job performance is not meeting Tiny Tikes standards, or is a staff member is in violation of any policy stated in this handbook, they will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance will be discussed. Verbal warnings may be given for violation of Tiny Tikes policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness. After three (3) verbal warnings have been issues for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given is a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and a director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issues, any further issues or action subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse

- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon within the childcare facility
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and not meant to be all-inclusive.

Child Abuse and Neglect Policy: Reports of child abuse and neglect committed by staff will be handled on a case-by-case basis. Depending upon the accusations made, the staff will remain supervised at all times while on the premises or be put on a temporary leave until DHHS completes a full investigation with their conclusion. Continuation of employment with Tiny Tikes Daycare will be addressed at the time of the investigation conclusion.

Call Out Policy: If you are calling out of work, contact Betsey as soon as you think you will not be in to work, arrangements will be made to make sure child to staff ratios are maintained. Schedules are posted every Sunday in the private employee group, please try to make sure you let management know of any appointments, meetings, etc. at least two weeks in advance so that proper scheduling can be maintained.

Child Illness Policy: For the protection of all of the children in our care as well as the health of your own child, in order to protect the group as a whole, we ask that parents assist us by keeping sick children at home. In the event that a child becomes sick while here, the family will be notified and prompt pick up arrangements will be made. If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made. Children with infectious illnesses cannot attend.

When a child may not attend daycare:

Fever 99.9 degrees and higher: This includes the night before/morning of daycare. No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they cannot come to daycare the next morning.

Rash: For any unexplained rash please consult your doctor. We will require a note stating they are not contagious.

Vomiting or/and Diarrhea: All symptoms must be gone and no vomiting or diarrhea for 24 hours

Strep Throat: Consult doctor/Need a note. Child must be on antibiotics for 24 hours and be without a fever without medication for it.

Flu/Bronchitis/Pneumonia: Consult doctor/Need a note stating it is ok to come back to daycare. This usually takes about 2-3 days before they can come back to daycare. Child must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.

Ear Infection: Consult doctor/Need a note. Child must be on antibiotics and no fever for 24 hours before returning.

Conjunctivitis/Pink

Eye:

Consult doctor/Need a note. Child must be on eye drops/antibiotics for 24 hours.

Head Lice: Usually takes 24 hours to treat head and house. Child may return when all nits have been removed and cleared by a doctor. Need a note.

Common Cold Policy: Children suffering from a common cold will be assessed on an individual basis.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into care. If you have any questions concerning this policy and whether your child should attend, please call me before bringing your child.

Child Behavior and Discipline: We concentrate on building self-esteem and confidence in every child. Emphasis is placed on teaching children how to work together in a group. We teach them how to cooperate when cleaning up, preparing for meal time, or getting organized for an activity. Our method for discipline is removal of a child from a situation if they do not respond to verbal correction. Isolating a child for a brief amount of time is often just what they need in order to calm them and regain a positive disposition. Behavior issues can be confidentially discussed with parents to promise consistency and build trust between provider and parent.

English Language Learner Policy: All staff at Tiny Tikes are responsible for ensuring that children learning English are supported in daycare. State and local education agencies have an obligation to ensure ELs both develop English language proficiency and meet the same challenging state academic standards as their native English-speaking peers.

Confidentiality and Communication: Tiny Tikes trains staff on being courteous, respectful, and careful when communicating about children in our care. Families deserve to have privacy and all information that is received by our daycare will remain confidential; any behavior or medical issues will be treated with the same respect.

Cell Phones: It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident, which with appropriate

supervision could have been prevented. Therefore: Cell phones are not permitted in any of the program rooms with the exception of managers for documentation purposes. Cell phones should remain turned off and stored in the coffee room or your vehicle. Cell phone use is permitted only during an approved break, never in a classroom.

Mandated Reporting: We here at Tiny Tikes are considered mandated reporters and are required to immediately report any suspected physical, sexual abuse, or neglect of any child in our care according to Maine Statute 4011-A. Staff will be trained to recognize the common signs and symptoms of child maltreatment or neglect which are discussed during staff orientation and during annual training. Whenever a staff member knows or has reasonable cause to suspect that a child is being abused or maltreated, the staff member will contact their immediate supervisor. The director will make the call to the Department of Health and Human Services (DHHS) 1-800-452-1999 within 24 hours of becoming aware of the suspected abuse and neglect. All childcare staff are mandated reporters and able to make a report. When reports are made in good faith, reporters are immune from civil or criminal liability for the act or reporting or participating in the investigation or proceeding. (Maine State Licensing for Childcare facilities, article 21.1)

Tiny Tikes staff shall cooperate in the investigation of allegations of abuse and neglect by:

- Meeting with DHHS or law enforcement investigators and answering questions related to the investigation
- Testifying in court when served with summons
- Providing written records related to the investigation when served with a summons
- All records are open for Child Protective Services, Department of Health and Human Services at their request

Fire Drills: Monthly fire drills are conducted to ensure staff and children know the emergency evacuation procedures. Children are escorted out of the building and attendance is taken once everyone is at the meeting point. The building is equipped with smoke detectors, a fire alarm and fire extinguishers.

Emergency Evacuation: In the case of evacuation, staff will safely evacuate all children to the designated emergency meeting spot depending upon the location of emergency. Staff and children will use 2 evacuation cribs and evacuation strollers to relocate infants to the designated safety area, toddlers and all older children will line up and quickly relocate. Near premises location will include the Tennis Court located behind the building and the front parking lot of Acadia Christian School located in front of the building. For fully off premises relocation we have partnered with Mirus Academy located directly across from the Ellsworth Marden's or Trenton Elementary School while children await pickup from a designated person. In the event of all other emergencies that do not require evacuation such as extreme temperatures or leaking/burst pipes all children will be walked to the Big Cats Event Center side of the building.

Standard of Safety: At Tiny Tikes we use a pickup and drop off room to maintain safety by minimizing free access to children. If a parent would like to come and observe their child at

daycare they can let us know upon request and a manager will be notified. Along with parents, all other visitors are to be accompanied behind the pickup/drop off door. We utilize a visitor sign in sheet located in the pickup/drop off room and require that all new adults picking up a child provide their driver's license. Not only does this maintain child safety, it promotes a clean environment by reducing undocumented exposure to sickness while in the daycare facility. Additionally, we perform a three times per day headcount (morning, midday, afternoon) and reconcile it against our daily attendance record. At the end of the day one staff member is designated to check every crib in every room, all play rooms, and bathrooms to ensure that all children have been picked up and not unknowingly left behind.

Staff Qualifications: Tiny Tikes is an equal opportunity employer and hire staff based on education and experience criteria, regardless of race, sex, religion, marital status, sexual preference, and ethnic or national origin. All staff members at Tiny Tikes Daycare meet the qualifications stated in the Rules for Licensing of Child Care Facilities set forth by the Maine Department of Health and Human Services. All staff members are CPR/First Aid certified and have passed a thorough background check.

Staff Supervision: Upon hire, supervisors will orient new staff, including volunteers, prior or during the first week of services in the following:

- Rules for the Licensing of Child Care Facilities
- Tiny Tikes Rule Book
- Tiny Tikes Policies
- Mandated Reporting
- Fire drills and other emergency procedures New staff members will have documentation of all service training prior to hire. All current staff will show documented evidence of on-going trainings. Each staff member will be evaluated yearly on performance and will have documented evaluation on file. Monthly Staff meetings are done to discuss any specific topics Our childcare center is licensed by the State of Maine. A copy of our license is available to view in the Pick-up and Drop-off room. A copy of the licensing rules and regulations is available as well.

Religion: We at Tiny Tikes encourage children to express themselves in a healthy, respectful way. We will not discriminate based on religion. If a child wishes to say grace before a meal they are welcome to do so, however, no child will be forced to do so. If a child does not celebrate certain holidays they will not be forced to. We as a facility will do activities and artwork celebrating calendar holidays such as Valentine's Day, Easter, St. Patrick's Day, July 4th, Halloween, Thanksgiving and Christmas or any other celebration we choose.

Parental Involvement: We encourage parents and guardians to be actively involved with our daycare. Should a parent have suggestions or ideas, please take it up to the director's attention. Your involvement will help us to enrich our program goals. Our teachers and the Executive

Directors are committed to giving the best possible care for your children. We actively post pictures of activities we do throughout the day on the private Tiny Tikes group. We also encourage an open communication with the staff. Should there be any concern, we strongly suggest voicing your concern and bringing it up to the director's attention. We offer a summer get-together for children, staff, and families; we want to create an atmosphere where families feel welcomed and involved.

The Rights of Children: Children receiving child care from child care facilities have the following rights; **1.** Children will be free from emotional, physical, and/or sexual abuse, neglect, and exploitation. **2.** Each child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the child. **3.** Each child has a right to an environment that meets the health and safety standards in this rule. **4.** Each child must be provided child care services without discrimination to race, age, national origin, disability, sex, or family composition. **5.** Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the child care facility. **6.** Each child has the right to the implementation of any plan of service that has been developed for that child in conjunction with community or state agencies by the child care facility. **7.** Each child has the right to developmentally appropriate activities, materials, and equipment. **8.** Children with disabilities have the right to reasonable modifications to child care facility policies and practices.

Developmental Screening: At Tiny Tikes Daycare staff is trained and educated to be aware of child developmental milestones. Should concern arise that milestones are not being met staff will notify parents with recommendations on avenues for full assessment. Tiny Tikes Daycare also has the privilege of contracting with Child Development Services for both assessment and intervention.

Other Topics for Discussion: There are certain major topics that need parental involvement. If a child asks deeper questions it is our responsibility to communicate with parents on how to pursue to eliminate confusion for children. For example "where do babies come from?" "is heaven real?", questions about death or any serious news topics or current events. These are some examples of things that require a discussion between parent and provider; we want everyone to feel secure.

Licensing Violations: Tiny Tikes Daycare is licensed by the State of Maine. Copies from the Fire Marshall and Maine State Licensing Childcare Division are available for your review. Should you feel the childcare programs are in violation of the state requirements, you may contact the Maine Department of Health and Human Service Division of Licensing and Regulatory Services at (207)287-9300 or 1-800-791-4080 or email dhrs.info@maine.gov

Tiny Tikes Employee Package: At Tiny Tikes Daycare we like to reward excellence. We like to keep good people who are going to help our children succeed. To show our appreciation, we offer employees a number of benefits. Below is an outline of some of the benefits we offer to our staff.

All Employees receive;

- Competitive wages with regular raises reflective of your hard work and dedication.
- Paid on the job training.
- Flexible scheduling.
- Summer bonus that is reflective of your length of employment, skills, knowledge, and overall performance. This includes a staff pool party! A day by the pool filled with fun games and team building activities.
- Christmas ½ bonus that is also reflective of your length of employment, skills, knowledge, and overall performance. This includes a staff Christmas party! Including fun games and secret Santa.
- Paid vacation time equivalent to your average hourly schedule
- 3 days of paid sick time

*Vacation time is earned after 3 months of Full-time employment and no disciplinary actions have been taken.

*Vacation/Sick days cannot be used until all training has been completed and all items needed to complete the employee file are turned in to admin.

*Vacation/Sick days will expire at the end of the calendar year.

Staff Responsibilities

Daycare is a group effort, as a staff member we request certain things from you to ensure everything runs smoothly.

1. I understand it is my responsibility to provide the following for my staff record.
 - Completed application
 - Completed tax and payroll forms
 - Proof of education
 - Up to date vaccine records
 - Fingerprinting
 - Mandated reporter training
 - MRTQ registry and printed certificate of completion for Health and Safety Orientation
 - Active CPR and First Aid certificates
2. I have read and understand the staff handbook in its entirety.
3. I am aware that if employment is terminated I am not eligible to receive staff compensation or bonuses as listed above.
4. I understand that I need to communicate if I am unable to be present for a scheduled shift.

Staff Signature: _____

Date: _____