

Staff Handbook

**MSUM Early Education Center
106A Lommen Hall • 477-2214**

The Center has these phone lines:

Most calls should be directed to: 218-477-2214 (Director)

Lommen 110: 218-477-2398

Lommen 115: 218-477-2028

Kitchen and Lommen 114: 218-477-2032

LO 106: 218-477-2029

Teachers' Office: 218-477-2031

If you have an **emergency** call, please make that clear and ask that a message be delivered immediately.

The Early Education Center

The following is important information which is useful to staff members. These points are consistent with our program and will serve as a handy reference guide. If you work or sub at a time of day which includes nap time, mealtime, or diapering/toileting refer again to that section. Review this information throughout the year.

Minnesota State University Moorhead is an equal opportunity educator & employer and is a member of the Minnesota State Colleges & Universities System. This information will be made available in alternate format, such as Braille, large print or audio cassette tape, upon request by contacting Disability Services at 218.477.5859 (voice) or 1.800.627.3529 (MRS/TTY).

Revised 2009

Professional Responsibilities

PROFESSIONAL ETHICS

1. All staff are prohibited from using controlled substances, abuse of prescription medication, and alcohol prior to scheduled work hours. Disregard of this policy could lead to immediate dismissal.
2. If you are ill or have any serious reasons for not being able to come to the Center, you are responsible for finding a sub from the list you received. We depend on you and may have to cancel special activities if we do not have an adequate number of staff members. Let the center know when you will be gone and the name and phone number of your replacement.
3. Do not discuss children's problems with parents. That is the duty of the teachers who have been with the children most of the day. If parents ask questions of you, encourage them to speak to the teacher or leave a note. Be friendly with parents, visit with them briefly and keep your remarks general. (Remember you are to give your attention to the children, first!)

****NOTE:** If a parent/guardian wishes to leave any medication please direct them to a lead teacher!!

Confidentiality

Under the Family Education Rights and Privacy Act (20 U.S.C. 1232g), records related to center children and their families, and information contained in those records, are to be shared with other staff or University officials only if that person has a legitimate educational interest (i.e., on a "need to know" basis only). Requests from third parties must have parental permission. (4.E.07)

Categories of individuals that would have access to a child's file include the following: (4.E.07)

1. Child's teacher
2. Parents/Legal Guardians
3. Student teachers
4. Director
5. Consultants

-All lead teachers are required to complete a security/privacy training course on-line.

-All children's records must remain in a locked filing cabinet.

-All employees are prohibited from discussing children and families with or in the presence of other children and families.

4. If you have any questions, be sure to ask them. The teachers are also open to suggestions. You may have ideas we have overlooked. Any change that will benefit the children is worthwhile.

WHAT YOU SHOULD WEAR

Think MODESTY! You are here in a professional role. Please dress accordingly.

- No body piercing except a single pair of earrings.
- Hair color should be normal, not blue, green, etc.

You will be bending and moving and your pants and tops must provide full coverage at all times.

- No halter, crop tops, spaghetti straps or low cut tops.
- T-shirts should not have slogans or advertising.
- Jeans may be worn if they are not patched, torn or frayed or excessively tight.
- If shorts or skirts are worn, they must be knee-length.
- Shirts and shoes are required.
 - The fire code prohibits the use of flip flops or sandals without back straps.

During your time at the center, you may be involved in such activities as painting, water and sand play, cleaning, outdoor play, and other somewhat messy activities. You will also be sitting on the floor, holding children on your lap, and comforting occasionally sad, somewhat grubby children. Your clothes should be appropriate for these activities. They should be washable, comfortable, and neat. They should also reflect the weather. The children play outside in all kinds of weather, and you will be asked to go out also. Boots, mittens, caps, and warm coats are a must in winter.

Remember: Your clothes reflect your attitude. If you come dressed in nylons, high heels and your best dress, you may pull away from those activities and children that are messy. If you dress only in grubbies, your attitude says this is not a professional occupation. Choose your clothes wisely.

MANDATED REPORTING

Minnesota state law created a legal mandate for professionals and their delegates who work with children. Our staff members are required to make a child protection report if we know or have reason to believe that a child is being abused or neglected, or has been abused or neglected in the past three years

Reporting Policy for Programs Providing Services to Children

WHO SHOULD REPORT CHILD ABUSE AND NEGLECT

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

WHERE TO REPORT

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 299-5200 or local law enforcement at 299-5104.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

WHAT TO REPORT

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Reporting Policy for Programs Providing Services to Children

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

RETALIATION PROHIBITED

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

FAILURE TO REPORT

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

Procedures

ACCIDENT PROCEDURES

Because small children are active and busy, it is not unusual for them to receive scrapes, bumps, cuts and bruises. As a caregiver, you must be prepared to deal calmly with both minor and major injuries. Remember the following points:

1. Do not become excited. Your behavior will affect the reaction of all the children present.
2. Accept the child's tears. Crying not only expresses pain but also fear, tension, and sometimes even relief. Avoid such statements as, "Big boys don't cry," "Be brave" or "That doesn't hurt."
3. Be honest with the injured child. If treatment will hurt, say so. Explain what you'll be doing.
4. Make the treatment a learning situation, if possible. Explain why you are washing the cut or why the pad on the bandage should not be touched.
5. Be aware of the reactions of the other children and be prepared to help deal with their concerns also.

IF MEDICAL ATTENTION IS NECESSARY FOR CHILDREN:

- a. Notify the director or teacher in charge immediately.
- b. Contact the parents, if possible, so they can take the child to their own physician.
- c. If the child is transported by ambulance, the child must be accompanied by his/her teacher or the director if the parent cannot be reached. The adult must have the yellow card or the file containing the medical release form, before a doctor will give treatment. The insurance card should also be taken.

In a serious medical emergency do not hesitate to call 911. MSUM Early Education Center will not transport children in a medical emergency. If parents or emergency contacts cannot be reached an ambulance will be used.

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, then until she or he can be picked up by the family, the child is located where new individuals will not be exposed. (5.A.04)

Emergency telephone numbers are posted on the wall by the telephone. All accidents requiring treatment and all head injuries must be recorded in the accident file box. Include name of injured person, age, date, place of accident, type of injury, action taken by the staff and to whom it was reported. These accident reports are reviewed semiannually. If a child sees a physician, the Department of Human Services must be notified within 24 hours. It is important for all caregivers to be familiar with the basics of first aid. Refer to the first aid manual in the first aid kit or see charts posted in the rooms.

****Medication is only administered by trained lead teachers or the director. All medications must be kept in a locked container. (5.A.11)**

IF MEDICAL ATTENTION IS NECESSARY FOR STAFF:

- a. Notify the director or teacher in charge immediately.
- b. If necessary notify emergency contact person.
- c. Complete MSUM First Report Form.

****For less severe injuries contact the Human Resource Office before seeking medical treatment.**

Illness Exclusions for staff:

Staff with the following symptoms will be sent home until improved or until a doctor diagnoses the staff member as non-contagious:

- a) any indications of childhood illnesses—chicken pox, mumps, etc.
- b) fever (this usually indicates the presence of infection)
- c) pink eye
- d) stomach flu – staff will be excluded if they have vomited in the last 24 hours
- e) impetigo, lice, ringworm, scabies, or undiagnosed rash
- f) diarrhea
- g) significant respiratory distress
- h) other—at our discretion

Staff are required to inform the center within 24 hours, exclusive of weekends and holidays when they are diagnosed with a contagious reportable disease or lice, scabies, impetigo, ringworm or chickenpox. You may find the most recent listing at:

<http://www.health.state.mn.us/divs/idepc/dtopics/reportable/disease.html>

To report to the center, please call: 218-477-2214 and leave a message if necessary. The center will in turn notify health authorities.

ALLERGIES:

- For each child with special health care needs or food allergies or special nutritional needs, the child's health care provider gives the program and individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. (5.B.05)
- The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy (name, allergy and photo) and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day. (5.B.05)
- Staff maintains areas used by staff or children who have allergies or any other special environmental health needs according to the recommendations of health professionals. (5.C.04)
- Areas used by staff or children who have allergies to dust mites or to components of furnishings or supplies are maintained by the program according to the recommendations of health professionals. (9.D.07)

BEHAVIOR GUIDANCE

Discipline is not to be confused with punishment, but rather considered to be behavior guidance. The purpose of discipline is to teach children appropriate behaviors. Staff members are to provide a positive model of acceptable behavior. Behavior guidance will be tailored to the developmental level of the child. We will attempt to redirect children and groups away from problems and toward constructive activity in order to keep conflict to a minimum. The staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. We will help children learn appropriate behavior through logical and natural consequences when there are no safety concerns. **Absolutely no form of verbal abuse or physical punishment will be tolerated.**

Certain techniques have been found to be more successful in teaching the desired behavior:

1. Value each child as a capable person, responsible for his or her own behavior. Try to enhance the child's self concept.
2. Be positive, recognize the desired behavior with comments or a smile.
3. When appropriate, ignore negative behavior. However, protect the safety of other children.
4. Let children find solutions for their problems. If there is a serious disagreement, find out all the facts—hear both sides of the story, allow them the opportunity to offer suggestions as to how their problem could be avoided next time.
5. Follow-through with children. It is difficult to be consistent. However, it is extremely important. When you are getting acquainted with the children, they may try to test you. Establish your authority by being friendly and consistent.
6. As often as possible, allow for natural consequences. If a child's carelessness causes a spill, the child should clean it up.
7. If you are supervising a group of children, you must be aware of all the children within that group. Even though you may be involved in an activity with a small number of children you can still span the group as a whole with your eyes. Often you can diffuse a problem in another area by staying alert to the total situation.
8. Time out. Use other methods of guidance prior to initiating a time out. If a child is unable to exhibit appropriate behavior, give the child time to calm down and think about what is expected. (Child sits on a chair within the room, but away from the activity of the group —Not in the corner) If you are on the playground, the child might sit on the edge of the sidewalk. The length of a time out should be no more than one minute per year of the child's age. For example, a three year old would sit out for no more than three minutes. You might then ask the child "Are you ready to join the group?" If they are not, you might offer a solitary activity for them. Make a notation on the separation report log on the clipboard with the child's name, your name, time, date and other methods used prior to time out.

CLEANING DUTIES

We have visitors coming through our center at all times of the day. We need every staff member to help keep the rooms in order. Put away clutter, wipe the tables and counters, and clean sinks whenever you see the need, not only at the end of the day. Toys and equipment that are likely to be mouthed must be disinfected when soiled or at least daily. (5.C.03) **SEE Appendix A for cleaning solutions.**

Cleaning and Disinfecting Procedures

Definitions:

Cleaning: a mechanical process (scrubbing) using soap or detergent and water to remove dirt, debris, and large numbers of germs. It also removes debris that interferes with disinfection.

Sanitizing: the process of reducing the number of disease-causing germs on cleaned services to a safe level. The term is usually used in reference to food contact surfaces.

Disinfecting: the process that destroys harmful germs (except bacterial spores) on environmental surfaces using specific products.

Each room will now have one bottle for bleach 1, bleach 2, and one with soap and water.

For Surfaces that will NOT have contact with the mouth or food (immediately after each time it is used).

1. For routine disinfection of contaminated surfaces (play tables, toys that cannot be placed in the dishwasher.)
 - a. Clean first with soap and water
 - b. Rinse
 - c. Spray with Bleach Solution 1
 - d. Allow surface to air dry
 - e. Wash your hands
2. Water Tables
 - a. Spray table with Bleach Solution 1 and let dry before filling with water.
 - b. Soak all water toys in Bleach Solution 2 for 2 minutes prior to use
 - c. Have children and staff wash hands before and after play.
 - d. Exclude any child with open sores from play
 - e. Watch carefully so children do not drink the water.
 - f. Drain the water after play is over and between groups of children.
 - g. Clean with soap or detergent and water.
3. Sanitizing Lunch Tables (immediately before and after each use)
 - a. Clean first with soap and water
 - b. Rinse
 - c. Spray with Bleach Solution 2
 - d. Allow surface to air dry
 - e. Wash your hands
4. Small toys
 - a. Clean and Sanitize in our NSF dishwasher
5. Washable items like towels, sheets
 - a. Use HOT Water in Washing Machine
6. Cots will be washed with soap and water and then sprayed with bleach solution 2 since it is possible that children will put their mouths on the cot

For Blood and Body Fluid Spills or Soiling

1. Put on gloves prior to any cleanup
2. Always clean objects and surfaces contaminated with blood and body fluids (stool, urine, vomit) **immediately**.
 - a. Use disposable towels to wipe up the blood or body fluid from the surface and discard in a plastic-lined, covered waste container or biohazard bags if there is a large amount of fluid involved. Then take container or bag to the Janitor's Room for disposal.
 - b. Scrub the area with soap or detergent and water to remove blood or body fluids and discard paper towels. Rinse the area with clean water.
3. Items and surfaces contaminated with blood and body fluids (stool, urine, vomit) must be **disinfected immediately** using **BLEACH solution 1** after the cleaning procedure.

See appendix B for more cleaning and disinfecting guidelines.

MEALTIME

Mealtime should be a pleasant, sociable time for all concerned. If you are eating with the children, set a good example by trying all foods served. Encourage the children to try all foods but do not make an issue of it. Never withhold food as a punishment or use it as a reward. Teach manners through example, as well as discussing them while using them. Children in all but the toddler groups are responsible for clearing away their dishes and for wiping up spills. Students are not to eat meals at the center due to cost as well as quantity of food prepared. If there is a problem in this area, talk to the director. Tables should be wiped after the meal.

Food Concerns (5.A.14)

- Toddlers/twos do not carry sippy cups, or regular cups with them while crawling or walking
- Teaching staff offers children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.
- The program serves whole milk to children of ages 12 months to 24 months.
- Staff does not offer children younger than four years of age these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. (5.B.14)
- Staff cut foods into pieces no larger than ½ inch square for toddlers/twos, according to each child's chewing and swallowing capability. (5.B.14)
- Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers. (5.B.02)
- All foods and beverages brought from home are labeled with the child's name and the date.
- Children are kept away from liquids and foods until they have been checked by an adult. The temperature must be under 110 degrees Fahrenheit. (5.B.07)

NAP TIME

Cots should be set up so that there is the least amount of interaction between children. Leave a pathway on at least one side of the cot. Remind children to use the toilet before lying down. At rest time the environment should be made as conducive to resting as possible with shades pulled, lights out, and soft music playing. Teachers can help children get settled on their cots with their blankets and a cuddly toy if they have brought one from home. Rubbing children's backs while they lie on their cots, may help children relax. However, make sure that you rub only on top of their clothing. Some parents feel it may be upsetting/confusing to children for an adult to have her/his hand under a shirt. Reassure children that they need only rest; they do not need to sleep unless they feel like it. **DO NOT CONVERSE** with them at this time, just whisper quietly that it is rest time now. The children should remain on their cots for thirty minutes. At that time, those that are awake can fold their blankets, put them away, and choose a quiet table activity. The cots can be disinfected and put away. If you are having trouble, check with a teacher or director for some suggestions on how to make it go more smoothly.

PHYSICAL NEEDS OF CHILDREN

1. When going outside, children must be dressed suitably. In winter, caps must cover ears, boots should be fastened and snow pants or extra slacks should be worn. There are extra boots, mittens, scarves, etc. by the coat racks. Help the children dress for play if they need it, but do not do it for them. Encourage these skills. (5.A.07)
2. If a child seems ill, bring her/him to the teacher for further care. Be aware of signs of illness (irritability, withdrawal, feverish to the touch, lack of appetite.)
3. Sometimes children wait too long to use the bathroom and need to be reminded. If the child has an accident, help find extra clothes in his/her cubby. The child should be washed before putting on clean clothes. Wet clothes should be placed in a bag with the child's name on it and then put in the cubby. Staff member should wear gloves while removing soiled clothes and washing the child.
4. Be aware of the child's cleanliness throughout the day. If necessary, help the child wash hands and face.

SAFETY

All adults are responsible for putting any medication (prescription or over the counter) or personal items that are sharp in a child proof area while in the center. Staff will be responsible for daily inspection for any potential hazards in the classroom, gym, playground or any other area children would enter. Do not allow children to participate in unsafe activities, i.e. playing on unsteady apparatus, running with pointed objects, throwing hard objects.

1. Daily each teacher will check to see that electrical outlets are covered with safety caps when not in use.
2. Liquids and foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. (5.B.07)
3. Toys are picked up throughout the day.

4. Floor spills are wiped up immediately.
 5. Any toys coming from home are checked for safety hazards. Except for soft toys at nap time, toys are returned to cubbies to be taken home.
 6. Cleaning supplies are to be returned to the child proof storage area after use and during use they should be closely monitored.
- Other:
7. Children going to the playground should walk on the sidewalk, not across the parking lot.
 8. Any cooking lessons are to be closely supervised. There is a plexiglass shield available for those times when you are using a heat source.
 9. Procedures for CPR and choking are posted in each room.
 10. When walking with groups of children:
 - a. an adult is at the head of the group and towards the end
 - b. designated crosswalks are to be used whenever possible
 - c. sidewalks are to be used whenever possible
 - d. an adult always supervises crossing streets
 11. In case of a fire, tornado, or a practice drill, follow procedures and emergency exit diagram as indicated on the wall beside the classroom door.
 12. Teachers are encouraged to teach safety lessons to the children in areas such as fire safety, poison, pets, etc. throughout the year.
 13. If the children are in cars or a van, everyone in the vehicle should have safety belts fastened. Only adults should close car doors, always being cautious of children's fingers.
 14. Do not allow a child to leave the center with anyone other than the parent unless we have been given permission by the parent. Always check with a teacher or director if you are unsure. A note on the sign-in sheet may have this information. The name of anyone allowed to pick up the child is listed on the yellow cards or on the master list of this information in the closing room.
 15. If a teacher requires emergency first aid, her/his emergency medical information is in the director's office under the black phone.
 16. Toddlers/twos should NEVER have access to large buckets that contain liquid. ALWAYS put them on a high counter. (5.A.15)
 17. The director or administrative aid will check and replenish all first aid kits each month. (9.C.10)

SANITARY CLEAN UP AND DISPOSAL

Hygienic procedures should be practiced by all center personnel when disposing of human secretions and excretions including, blood and vomit.

1. Wear disposable gloves (found in each classroom, kitchen, or in the janitor's room) when cleaning up blood and vomit.
2. If the body fluid reached the floor or furniture, clean with soap and water then use the proper bleach solution to sanitize the area (see Appendix A). Supplies for this can be found in the janitor's room near the kitchen. If the floor needs to be washed, use a paper cup filled to the line with bleach added to a pail of water.
3. Dispose of all saturated waste in a Biohazard Bag (found in each classroom, bathroom, kitchen, and janitors rooms). Tape the bag shut when you are finished or secure it with a rubber band.
4. Biohazard bags should be taken to the janitor's room for disposal in the foot operated garbage can in the Janitor's room.
5. New gloves and biohazard bag should be taken to the classroom.

****Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious disease. (5.C.02)**

Toxic substances (used only as directed by the manufacturer) are: (9.D.09)

- Stored in original labeled container and
- Kept in a locked room or cabinet, inaccessible to children, and away from medications and foods.
- Matches and lighters are not accessible, and gasoline and other flammable materials are not stored in the center.

HAND WASHING (5.A.09)

Adults and children in the classroom should wash their hands:

- On arrival for the day
- After diapering or assisting in the use the toilet (or using the bathroom personally)
- After handling bodily fluids(e.g. blowing or wiping a nose, coughing, or touching any mucus, blood or vomit)

- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g. meat, eggs, poultry)
- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- When moving from one group to another (e.g. visiting) that involves contact with infants and toddlers/twos

Adults should also wash hands:

- Before and after diapering a child
- Before and after administering medication
- After handling garbage or cleaning
- Before and after feeding a child

****The use of soap as well as rubbing hands with friction under running water for ten seconds in the washing process is effective in stopping the transmission of germs.**

****Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but NOT a substitute, for hand washing in any required hand washing situation listed above.**

****NOTE:** The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings. If these products are used as a temporary measure, a sufficient amount must be used to keep the hands wet for 15 seconds. Since the alcohol-based hand rubs are **toxic** and **flammable**, they must be stored and used according to the manufacturer's instructions.

DIAPERING PROCEDURES

WASH HANDS BEFORE YOU START (see Hand washing in the previous section)

1. Involve the child in the changing procedure—talk about what you're doing, how it feels etc.
2. ****Never**** leave the child unattended on the changing table, or turn your back. **ALWAYS** have at least one hand on the child.
3. When you start, take all the diaper wipes you will need to thoroughly wipe the child's bottom. (WIPE FROM FRONT TO BACK!!)
4. Put the soiled diaper in a plastic bag, tie it off, and put it in the diaper pail. Several times a day this container will be emptied in the outdoor disposal area.
5. If the child has wet clothes, using gloves, put them in a plastic bag and leave them in the child's cubby. (Put a note on the parent bulletin board to remind parents to take wet clothes home). Before you dress the child again, wash him/her thoroughly with a wipe and dispose of the wipe in the diaper trash.
6. Clean changing pad with spray disinfectant after each change.
7. Wash your hands and help the child wash her/his hands after each change.

- Staff need to check children for signs that diapers or pull-ups are wet or soiled at least every 2 hours when children are awake and when children awaken. (Parents are welcome to check the diapering charts in the two younger age groups.) (5.A.08)
- Staff need to make sure that diapers or pull-ups are changed when wet or soiled. (5.A.08)
- Staff change children's diapers or soiled underwear in the designated changing areas only.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding. (5.A.08)
- Staff only change children's diapers or soiled clothing in designated changing areas (changing tables and bathrooms) and not elsewhere in the facility. (5.A.08)

TOILETING PROCEDURES

Help the children with buttons and snaps only when they are not able to manage. After the child has used the toilet, he/she should wash hands according to the procedure under HAND WASHING. Clean toilet seat with disinfectant wipe if it has been soiled.

**Clothing that is soiled by urine or feces are to be immediately placed in a plastic bag (WITHOUT RINSING or AVOIDABLE HANDLING) and sent home that day for laundering. (5.A.08)

POLICIES

Staff Orientation Requirements:

(Each employee completes an orientation that covers the following topics—please see staff files for dates)

(6.A.01) All teaching staff know and use ethical guidelines in their conduct as members of the early childhood profession. (Staff read and review code of ethical conduct and complete a short quiz)

(6.A.03) Before working alone with children, new teaching staff are given an initial orientation that introduces them to fundamental aspects of program operation, including:

- Program philosophy, values and goals
- Expectations for ethical conduct
- Health, safety, and emergency procedures
- Individual needs of children they will be teaching or caring for
- Accepted guidance and classroom management techniques
- Daily activities and routines of the program
- Child abuse and neglect reporting procedures
- NAEYC Early Childhood Program Standards and
- Regulatory requirements

Follow up trainings expand on the initial orientation.

RULES — LEARN THESE, SO THAT YOU CAN HELP THE CHILDREN LEARN THEM WHEN THE SITUATION ARISES.

1. Children are responsible for putting away their own toys and supplies. Offer to help them with this task, rather than asking them to help you.
2. Children should be encouraged to walk when in the center.
3. Do NOT make pictures or models for children. All children are creative in their own way. Your model stifles this creativity.
4. Generally shoes are to be worn.
5. All children are to wash their hands before eating, before and after using the water table, before a cooking experience and after going to the bathroom.
6. Block structures are to be built no higher than shoulder level.
7. Gun play is not allowed at the center. Encourage more constructive play.
8. Cubbies are private. Other children should not be allowed to take things from another person's cubby.
9. Children may need to be reminded to use an inside voice when they get overly loud.
10. Sit on the chairs, not the tables.

PLAYGROUND RULES

1. Children must stay in a designated area-the teachers will decide where that is. Watch that a child does not wander off or go on the road. Make sure the children know what the limits are.
2. DO NOT allow children to climb on the fence. This is dangerous and can cause physical injury.
3. Deliberate sand throwing should be dealt with in the following ways.
 - a. Remind the child that sand is for digging
 - b. Direct the child to an alternate activity.

- c. If using the shovels, warn the children that they won't be allowed to use the shovels if they are throwing sand with them. If it continues, take the utensils away.
4. Keep an eye on the door. Nobody should go in without permission. If a child asks to go to the bathroom or get a drink, be sure he/she is accompanied by an adult.
 5. Children should not play near the window wells.
 6. Be aware of safety at all times.
 7. Stand near children who are using the climbing structures and hanging bars.
 8. Playground safety **requires staff to space themselves so all areas and children are supervised**. Station yourself close to problem areas such as the climber.
 9. Toys are not to be taken on the climbing structure.
 10. Children should not be lifted onto an apparatus they cannot climb by themselves, because they probably will not be able to get down.
 11. Children are to use the door for entering and leaving the playhouse, not the window.
 12. Toddlers may only go up the climber and down the slide feet first.
 13. Toddlers are not allowed to climb on the largest part of the climber during the winter clothing season.

GYM RULES

1. Be aware of safety at all times.
2. Stand near children who are using the climbing structures and hanging bars.
3. Toys are not to be taken on the climbing apparatus.
4. Space yourselves so that all areas are supervised. Station yourself close to problem area.
5. Riding toys should stay off mats and should not crash into walls, people or other objects.
6. Color cubes should be built only one wall high—no stacking.
7. Children should be accompanied to the bathroom/drinks. It is best if the aides take children so that the head teacher can continue supervising the majority of the children.
8. At times it may be necessary to remove a toy, until the children can reach an agreement on how it is used.

SWIMMING POOL RULES FOR NEMZEK

1. Minimum of one adult to every four swimming children.
2. No children alone in the bathroom.
3. Supervisor, please flush toilets and wipe off seats as necessary.
4. No running in locker or shower rooms or in pool area.
5. Children must wear a suit and bring a towel.
6. Any equipment used must be put away properly.
7. All children MUST use the bathroom before going into the pool.
8. Stay with supervisor-no running around.
9. Take towels into shower area so you can remove wet suits and dry before entering the locker area.
10. All suits must be removed before entering locker area or bathrooms.
11. Wring water out of wet suits in the shower area and hang up on pegs. Pick wet suits up when you are ready to leave the locker room.
12. The floors in the locker area are extremely slippery when wet. Please cooperate in keeping the floor dry.

ANIMALS IN THE CENTER (5.C.05)

1. Classroom pets or visiting animals appear to be in good health
2. Pets or visiting animals have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children.
3. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.
4. Program staff make sure that any child who is allergic to a type of animal is not exposed to that animal
5. Reptiles are NOT ALLOWED in the classroom because of the risk for salmonella infection.

Attitude

Your attitude will make the difference between success and failure as a child educator.

A positive outlook toward all situations, enthusiasm, and initiative, as well as willingness to carry out your assigned duties plus a little extra, will make you a valuable member of our staff. Remember to keep your sense of humor during those moments (or days) that seem disastrous. If you are having a problem with another staff person, a child/parent, or any other aspect of your responsibilities, please bring it to the attention of the director/teacher right away. The situation can be remedied much more quickly and tension is less likely to build up. It is important that we have good morale among the staff members. The rewards you will receive, if you can do these things, will far outweigh the hard work of the job.

- Parent handbook is available online at www.mnstate.edu/childcare-click on the enrollment forms tab to find the link.
- Staff handbook is available in the classrooms, workstudy room, or online at www.mnstate.edu/childcare

Appendix A

HOW TO MIX BLEACH SOLUTIONS

BLEACH SOLUTION 1 (disinfectant) Use for hard surfaces		BLEACH SOLUTION 2 (sanitizer) Use for mouthed toys and food contact surfaces	
Water	6.0 - 6.25% Bleach	Water	6.0 - 6.25% Bleach
1 gallon (16 cups)	¼ cup	1 gallon (128 ounces)	2 teaspoons
1 quart (4 cups)	1 tablespoon	1 quart (32 ounces)	½ teaspoon
1 pint (2 cups)	1 ½ teaspoons	1 pint (16 ounces)	¼ teaspoon

<ul style="list-style-type: none"> * Make solutions fresh daily, label with date and contents. * Test <i>bleach solution 2</i> daily using a test kit. * Date bleach when opened; do not keep longer than 30 days. * Date bleach when purchased; do not keep longer than 3 months. 	<ul style="list-style-type: none"> * Always follow the manufacturer's instructions exactly. * Store bleach safely out of reach of children. * NEVER MIX bleach with any other household product.
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NOTE: Mix the bleach solution in an airtight, cloudy plastic container and label container with the date made and bleach solution contents.

If you have a private septic system, call your local environmental health agency to determine the impact of putting bleach solutions into the septic system on a daily basis. (It is generally not advised.)

Prepared by Hennepin County Human Services and Public Health Department (HSPHD)

June 2008

Appendix B: CLEANING AND DISINFECTING GUIDELINES FOR SPECIFIC ITEMS

ITEM TO BE CLEANED	HOW OFTEN	DISINFECTION PRODUCT TO USE
Surfaces and objects contaminated with blood, urine, or stool	Immediately after each soiling	BLEACH solution 1 If mouthed items, BLEACH solution 2 Soak for 2 minutes, let air dry
Objects handled by young children, examples: Toys, mouthed objects, food utensils, crib rails, and high chair trays	At least daily and when soiled; remove from use if mouthed	BLEACH solution 2 , soak for 2 minutes, let air dry; or dishwasher if appropriate
Diapering area	After each diaper change	BLEACH solution 1 , let air dry
Diaper pull	Clean and disinfect daily when visibly soiled	BLEACH solution 1 , let air dry
Bathroom toilets and sinks	Daily and when obviously soiled	BLEACH solution 1 , let air dry
Potty chairs (sanitary handling of chairs very difficult)	Empty, clean, and disinfect after each use, then store in bathroom, put rinse water in toilet not handwashing sink.	BLEACH solution 1 , let air dry
Handwashing sinks/faucet handles	At least daily and when soiled	BLEACH solution 1 , let air dry
Indoor surfaces where children's activities occur	At least daily and when soiled	BLEACH solution 1 , let air dry
Bottles, bottle caps, nipples, pacifiers	Clean insides of bottles, caps, and nipples with a bottle brush and soapy water; squirt water through nipple; disinfect after cleaning	Dishwasher, OR boiling for 5 minutes just prior to filling, OR wash, rinse, then soak in BLEACH solution 2 , for 2 minutes, let air dry
Thermometers	After each use	BLEACH solution 2 , let air dry
Water play table	Before adding water to table; discard water after play is done	BLEACH solution 1 , let air dry
Uncarpeted floors	Vacuum or sweep and mop at least daily and when soiled	BLEACH solution 1 , let air dry
Mops	After each use, clean thoroughly, disinfect, wring out, and air dry	Soak for 10-30 minutes in BLEACH solution 1
Carpet	Vacuum daily; shampoo every six months, for infant/toddler rooms shampoo every 3-4 months, immediately spot clean following a body fluid spill	Carpet shampoo cleaners; commercial spot removers
Utility gloves	Clean then dip in disinfectant up to wrist, hang to dry	Soak in BLEACH solution 1 for 2 minutes for disinfection, let air dry

*All items must be cleaned with soap or detergent and water, and then rinsed before disinfecting.