

# **Easton Community Center Inc. Personnel Policy and Procedures**

## **Mission Statement**

The Easton Community Center, Inc (ECC) is committed to providing cultural, educational, recreational, and social opportunities and to designing creative and high-quality programs which will enhance the mental and physical well-being of children, teens, and adults within the greater Easton community.

## **Introduction**

It is the role of the staff of the ECC to execute the ECC mission, goals, and objectives. This document is designed to acquaint the employee with the ECC and provides him/her with information about working conditions, employee benefits, and policies affecting his/her employment. Each employee is expected to read, understand, and comply with all the provisions of this manual. It describes many of the responsibilities of an employee and outlines the procedures developed by the ECC to benefit employees. Any questions an employee may have regarding this document can be directed to the Facility Director. Our objective is to provide a work environment for our employees that are conducive to professional and personal growth.

The following Personnel Policies and Procedures are not intended to create a contractual relationship, either implied or explicit, between the employee and the ECC. All employees of the ECC are employees "at-will". "At-will" means that there is no specific duration to the employment and that either the employee or the ECC can terminate the employment relationship at any time, with or without cause, and for any reason not prohibited by law. ECC policy prohibits this organization from entering into employment contracts unless they are in writing and approved by resolution of the Board of Directors. No individual director, supervisor, manager, nor Officer of the ECC, other than by written resolution of the Board of Directors, has any authority to alter any of the policies set forth in this document.

Individuals appointed by the Board to represent the ECC, including Board members, Advisory Committee members, contractors, consultants, etc, are not considered employees of the ECC and are not subject to the provisions contained within this document.

The ECC wishes to be certain that a person is aware of and understands the ECC's personnel policies and procedures- as well as its conditions of employment- at the time he or she is employed. Each employee is therefore asked to read this document at the time of employment, and to sign and date it after having done so. This signed statement shall be placed in the employee's personnel file. No such document can anticipate every circumstance or question about policy. This document may be amended from time to time upon approval of the ECC's Board of Directors. In this event, the amended policy shall become effective as to the employee signing this document upon, he/she signing the annual re-acknowledgment of this document. It does not preempt or replace applicable laws. This policy supercedes and replaces any

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and all previously existing ECC policies, manuals, and handbooks. Neither the policies contained in this document, nor any other written or oral communication by any directors, officer, or employee of the ECC, are intended to create a contract of employment or warranty of benefits.

### **Administration**

The Board of Directors employs the Facility Director to whom it delegates responsibility for the overall administration and interpretation of this policy. The direct administration of this policy and the supervision of staff are the direct responsibility of the Facility Director; however, these may be delegated to designated representative(s) where appropriate.

### **Interpretation**

All matters pertaining to interpretation of this policy are referred to the Facility Director or the designated representative(s).

### **Employment**

#### **1. Employment at Will**

- a. The Easton Community Center, Inc. employs all staff at its will and does not recognize tenure, contract periods nor specifications of length of employment.
- b. All staff members retain rights to terminate employment relationships at any time, with or without notice and, as an employer, the Easton Community Center, Inc. retains the same right. However, wherever possible, two weeks notice will be given as a matter of courtesy.

#### **2. Hours of Work**

Each employee shall work the hours agreed to by the employee and the Facility Director. The Facility Director or person designated by him/her shall be responsible for the preparation and supervision of the working schedule for each employee.

Both the ECC and employee recognize that, due to the nature of the industry in which we serve, certain circumstances may arise where the employee is required to work outside his or her agreed schedule- for example, and without limitation, the late pick up of a child. It is agreed that, such unscheduled time worked by an employee will be applied to their required hours of work.

Overtime will only be paid if previously authorized by the Facility Director. Such overtime will be paid in accordance with State regulations.

#### **3. Employees**

##### **Full Time Salary/Hourly Employees**

Full time employees are those persons who are regularly scheduled to work 40 hours or more each week and who are continuously employed for ten (10) months or more during each calendar year. These employees

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may be salaried or hourly as outlined in the terms of their employment offer.

### **Part Time Employees**

Part time employees are those persons who are employed to work less than 40 hours per week and may not be regularly scheduled. These employees may be salaried or hourly as outlined in the terms of their employment offer.

### **Seasonal or Temporary Employees**

Seasonal or temporary employees are those persons who are employed for a short term period (as defined by the U.S. Department of Labor) regardless of the number of hours worked per week. Seasonal or temporary employees are not eligible to participate in the ECC's employee benefit plans.

### **Grant/Government/Contract Funded Positions**

All grant, government, or contract funded employees are subject to and must follow all policies and procedures of the Easton Community Center, Inc. Those employees in positions at the Easton Community Center, Inc. which are grant, government, or contract funded will receive salary, increments, and benefits in accordance with the terms of the grant or contract. All grant, government, or contract positions are subject to continued grant, government, or contract source funding.

## **Employment Practices**

The ECC is committed to a work environment in which the relationships are characterized by dignity, courtesy, respect, and equitable treatment. The ECC is an equal opportunity employer. All personnel matters, including but not limited to hiring, promotion, salary review and termination shall be considered without regard to race, creed, color, national origin, religious belief, age, marital status, gender, sexual orientation, political affiliation, veteran status, or any other protected category.

### **1. Application**

All prospective employees of the ECC will be required to complete the "ECC Employment Application" form and submit a resume and cover letter. Three professional references will be required at the appropriate stage off the interview process.

### **2. Offer of Employment**

Offers of employment are contingent upon a number of factors. Successful demonstration off an applicant's ability to perform the duties of the job for which he/she has applied is of the utmost importance. In addition, all successful applicants, prior to offer of employment, are required to submit to and pass a

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criminal record check, which will be administered by a professional/agent approved by the ECC, as a condition of their employment. All applicants will sign any release required to have results made available to the ECC. All offers of employment will be in writing.

Upon acceptance of employment the employee is required to submit the following forms:

- A. State and Federal Withholding Tax Forms (CT W4, IRS W4/W9)
- B. INS Declaration (INS I-9)
- C. Appropriate payroll and benefit forms

### **3. Conflicts of Interest**

To promote consistency and equity in the treatment of employees, to prevent breaches in confidentiality, to prevent improper influences in employment and to prevent the perception of favoritism, the ECC discourages the hiring and the employment of immediate relatives of current employees and members of the Board of Directors, except as they may be approved by written resolution by the Board of Directors.

Additional outside employment must not impair performance at the ECC. Performance impairment includes conflict of interest, neglect of duty, absence from workstation, and performing duties associated with additional employment during working hours at the ECC. Also, employees may not receive any direct income or material gain for materials produced or service rendered while performing their jobs at the ECC.

### **4. Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, each new employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identify and employment eligibility as a condition of employment. Also, it is the responsibility of each employee to ensure the accuracy of personal data maintained in personnel files.

### **5. Provisional Period**

All new employees are required to serve a six (6) month provisional period. The purpose of the provisional period is to provide the organization with an opportunity to determine the appropriateness of an employee for a particular position, as well as, to afford a new employee the opportunity to evaluate their satisfaction with the position and the organization. The provisional period may be extended at any time and for any reason.

### **6. Employee Evaluation**

All employees will receive a comprehensive review and written appraisal of performance upon completion of their six (6) month provisional period and then annually on the anniversary date of employment. Evaluations will be appropriate to the position descriptions and will assess the employee's performance. All annual

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evaluations are placed in the employee's file after presentation to the employee. Evaluations may be conducted more frequently or less frequently depending on the needs of the organization.

### **7. Employee Records**

Records of employees are kept onsite in the ECC main office. Keeping individual data current will help prevent delays in receiving paychecks and benefits. It is important that employees notify the Facility Director, in writing, in the event of the following changes: Change in direct deposit details for wages, legal change of name, home address and telephone, marital status, beneficiary, and emergency contact information.

### **8. Time Sheets**

Time sheets will be maintained to meet reporting requirements for payroll, applicable Federal and State regulations, and Insurance underwriters. The employee is responsible for the accuracy of time records which reflect the exact hours and days actually worked. Falsification of these records could result in termination of employment.

### **9. Payroll**

All employees will be paid on a twice per month basis. As such, direct deposits will be made on the 15<sup>th</sup> and last day off each month to the account and financial institution so nominated by the employee. The nominated financial institution must provide such service. If the employee wishes to change the designated financial institution, the employee must provide the Facility Director with written instructions to do so.

## **ECC Employee Van Driver Policy**

- 1. Employees who will be frequent drivers of the ECC van will agree to a DMV driver history request.**
- 2. A license history request will be done annually.**
- 3. Employees will take a safety driving course online for 15 passenger vans before driving the ECC van. Certification of completion of the course will be kept in the employee file.**
- 4. A copy of the employee's license will be kept in the employee records.**
- 5. Employee's driving the ECC van will have a valid driver's license.**
- 6. ECC drivers will be responsible for checking that the van registration and insurance card is in the van at all times.**

## **Employee Conduct and Work Rules / Supervision & Discipline of Staff**

To ensure orderly operations and provide the best possible work environment, the ECC expects its employees to follow rules of conduct that will protect the interests and safety of all employees, the organization, our members, and visitors. The direct supervisor of the employee will monitor staff behavior and performance. The direct supervisors will

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then correct behavior through verbal or written warnings and inform the facility director of such discipline. Repeat occurrences of unacceptable behavior or violations in the code of conduct can result in termination if deemed necessary by the facility director or human resources.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The determination of unacceptable conduct remains exclusively with Facility Director and nothing stated here shall serve to limit this discretion. Unacceptable conduct that may result in disciplinary action up to and including termination of employment includes, but is not limited to, the following:

1. Theft or inappropriate removal or possession of ECC property.
2. Falsification of work hours and/or payroll checks.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating an employer-owned or leased vehicle or equipment.
5. Fighting or threatening violence in the workplace.
6. Insubordination or disrespectful conduct to superiors, fellow employees, or ECC users.
7. Sexual or other unlawful or unwelcome harassment.
8. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or while on duty.
9. Excessive absenteeism or any absence without notice.
10. Violation of personnel policies.
11. Unsatisfactory performance.
12. Inappropriate attire.

Any written warnings given to employees for unacceptable behavior will be filed in their personal employee file for review.

### **Harassment:**

The ECC is committed to providing a work environment that is free from unlawful discrimination and harassment. The ECC expressly forbids employees from engaging in unlawful harassment, whether based on race, creed, color, national origin, religious belief, sex, sexual orientation, national origin, age, physical or mental disability, marital status, gender, or status in any group protected by state or local law.

In accordance with this commitment, sexual harassment is strictly prohibited. Sexual harassment is defined by the Connecticut Department of Labor as the unwelcome conduct of a sexual nature (either verbal or physical) when: 1) submission or rejection of this conduct by an individual is used as a factor in decisions affecting aspects or conditions of employment, or 2) conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

The harassment policy covers and protects all ECC employees. The ECC will not condone or tolerate any harassment, whether engaged in by Directors,

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management, staff, fellow employees, vendors, members, or other non-employees engaged in doing business with or using the ECC.

Any employee who wishes to report an incident of unlawful or sexual harassment should promptly report the matter to the Chairperson of the Human Resource Committee of the Board of Directors. Employees can raise concerns and make reports without the fear of reprisals. All harassment allegations will be promptly investigated in an appropriate and confidential manner.

Anyone found to have engaged in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

If either party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision by submitting written comments within two weeks to the Chairman of the Board of Directors.

### **Attendance & Punctuality:**

To maintain a productive work environment, the ECC expects all employees to be reliable and to be punctual in reporting to scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization. In the rare instances when an employee cannot avoid being late to work or are unable to work as scheduled, he/she should notify the Facility Director as soon as possible.

Frequent, habitual, or unexcused tardiness or failure to comply with stated work hours will subject the employee to disciplinary action, up to and including termination.

### **Personal Appearance:**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of the ECC. Employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions, projecting a professional image at all times. A staff shirt or name badge should be worn at all times to identify them as an employee.

### **Benefits Only Apply to Full-Time and year-round employees**

Benefits eligibility is dependent upon a variety of factors, including employee classification. A number of programs such as Social Security, worker's compensation, and unemployment insurance cover all employees in the manner prescribed by law. Benefits for eligible employees will commence after either (a) 90 days of continuous employment from the date of hire, or (b) such other waiting period specified below, whichever is longer.

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### Holidays:

All full-time salaried employees will receive the following days as paid holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Should any such employee be placed on roster to work any of the above stated holidays, they will be paid time and a half or a paid day off in lieu to be approved by the Facility Director.

It is understood that employees may be scheduled to work on other legal or religious holidays. By way of compensation, each employee will receive two (2) additional days leave as floating holidays to be taken within the calendar year and not to be accrued. These days must be applied for not less than one month in advance and approved by the Facility Director.

### Sick Leave:

All salaried employees will receive one sick day a month up to a maximum of 10 days per year, determined on a calendar year basis.

All full-time hourly employees will receive one sick day every 2 months up to a maximum of 5 days per year, determined on a calendar year basis.

All regular part time employees will be allowed one sick day with pay every 3 months. All temporary, grant, government, or contract employees are entitled to sick leave in accordance with their individual contracts. Any sick time over 3 consecutive scheduled workdays will require a note from a physician. Sick leave may only be used for an actual illness or injury. Sick leave does not accrue and may not be carried over from year to year. Unused sick leave will not be paid.

### Personal Days:

All salaried employees are entitled to one personal day every six months up to a maximum of two per year. All full-time hourly employees are entitled to one personal day per year. Any additional personal days must be approved by the Facility Director and will be unpaid. Personal days do not accrue and may not be carried over from year to year. Unused personal days will not be paid.

### Vacation Leave:

The following chart will outline the paid vacation time available to ECC employees unless otherwise stated in a separate letter of employment:

|                          | <u>Vacation Time Available</u> | <u>Length of Employment</u>              |
|--------------------------|--------------------------------|--|
| <i>Salary Full Time</i>  | 5 days per year                | Up to 2 yrs<br>(eligible after 6 months) |
|                          | 10 days per year               | 2 through 4 full years                   |
|                          | 15 days per year               | After 5 full years                       |
|                          | 20 days per year               | After 10 full years                      |
| <i>Hourly Full Time</i>  | 5 days per year                | (eligible after 6 months)                |
| <i>Regular Part Time</i> | 20 hours per year              | After one year of employment             |



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Vacation time may not be used until the employee has worked at least 6 months. It must be applied for, in writing, not less than one month in advance and be approved by the Facility Director/Human Resources. Vacation benefits will be prorated based on the start date of employment and shall accrue monthly. Unused vacation time may be carried over from year to year (maximum of one year accrual) only with advance written approval of the Human Resources. Unused vacation time will not be paid.

### **Medical/Dental:**

All full time salaried employees will be eligible for individual coverage under the ECC's Medical/Dental Plan after 90 days of continuous employment from the date of hire unless otherwise specified in a separate letter of employment. Additional family coverage can be provided at the employee's expense unless previously approved by the ECC Board. The plan offered is at the sole discretion of the ECC and may be changed in accordance with the organization's needs.

Employees who maintain alternate medical/dental insurance may be entitled to an annual stipend of \$500 paid by the ECC on a calendar year.

### **Jury Duty:**

Any regular employee called for jury duty shall be excused from work for such jury duty. Regular full time employees will be paid their regular salary (less stipend) for jury duty service up to the maximum number of days required under the applicable Connecticut law. Under current law, regular full time employees will be paid their regular salary on a per diem basis for the first 5 days of jury service; any additional days of jury service will be deemed unpaid leave. The employee must submit the appropriate State form showing the dates and hours served. Any absences for jury duty service will not be charged against any other form of leave (e.g. vacation, personal days, or sick days). Payment for such leave does not apply to temporary, part time, grant, government, or contract employees.

## Childcare Staff Section

|  |   |
|--|---|
| <p><b>Playtots Preschool</b><br/><b>364 Sport Hill Rd.</b><br/><b>Easton, CT 06612</b><br/><b>203-459-9700</b><br/><b>License #16494</b></p> | <p><b>Stratfield Child Care</b><br/><b>1407 Melville Ave.</b><br/><b>Fairfield, CT 06825</b><br/><b>203-923-3737</b><br/><b>License # 70475</b></p> |
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|  |   |
|--|---|
| <p><b>ECC B&amp;A School Program at<br/>North Stratfield School</b><br/><b>190 Putting Green Road</b><br/><b>Fairfield, CT 06825</b><br/><b>203-414-6816</b><br/><b>License #16645</b></p> | <p><b>ECC Holland Childcare</b><br/><b>150 Meadowcroft Rd.</b><br/><b>Fairfield, CT 06824</b><br/><b>203-923-3333</b><br/><b>License #70170</b></p> |
| <p><b>Osborn Childcare</b><br/><b>760 Stillson Rd,</b><br/><b>Fairfield, CT 06824</b><br/><b>203-940-9755</b><br/><b>License #70622</b></p>  | <p><b>ECC Summer Camp</b><br/><b>364 Sport Hill Rd.</b><br/><b>Easton, CT 06612</b><br/><b>203-459-9700</b><br/><b>License #00647</b></p>           |

**ABUSE AND NEGLECT POLICY**

Each member of our child care staff has a responsibility to prevent child abuse and neglect of any children involved in our child care programs. (*refer to Appendix*)

Definition:

Child abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e., sexual exploitation)
- Neglect of a child (i.e., failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e., excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e., placing a child in a situation which might endanger him by abuse or neglect).

Child abuse is defined as a child who has had:

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as a child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally

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- Allowed to live under circumstances, conditions or associations injurious to his well-being (CT Statutes 46b-120)

### Staff Responsibilities:

As child care providers, our child care programs are mandated by law to report any suspicion that a child is being abused, neglected or at risk.

### Specifics on reporting a suspected case of abuse or neglect:

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- Call the Department of Public Health at 1-800-282-6063, 1-800-439-0437 or 1-860-509-8045.
- The reporter's name is required, but may be kept confidential.
- Information needed:
  - Name of child
  - Address of child
  - Phone number of child
  - Name of parents or guardians
  - Address of parents or guardians
  - Phone number of parents or guardians
  - Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
  - Exact description of what the reporter has observed
  - Time and date of incident
  - Information about previous injuries, if any
  - Circumstances under which reporter learned of abuse
  - Name of any person suspected of causing injury
  - Any information reporter believes would be helpful
  - Any action taken to help or treat the child
  - Seek medical attention for the child – if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

### Zero Tolerance:

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The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

### **Staff Training**

Staff will be required to attend at least two trainings each year, focusing on the steps for reporting suspected abuse and neglect, and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the program.

Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent handbook and each family will be given a copy upon enrollment.

When an accusation of abuse or neglect by a staff member is made, the Child Care Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

### **AGREEMENTS WITH PARENTS**

All parents are required to inform the ECC of ALL absences from the program. Just as the school is notified if a child is going to be absent, the ECC also needs to be notified if a child is not going to be attending the program as scheduled to insure each child's safety.

If a child is unable to attend the program for which they were registered, we require one of the following actions:

- Parents will call the answering machine and leave a message:  
NSS: 203-414-6816  
HH: 203-923-3333  
SCC: 203-923-3737  
OSS: 203-940-9755  
ECC: 203-459-9700

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- If a child will be absent in the AM Session, we recommend a call or send an email to your head teacher.
- We highly recommend writing a note or utilizing a school absence slip (if applicable) indicating absences or change of plans when your child will be absent in the PM Session. These notes should be handed in to the office or classroom teacher.

A parent/guardian must accompany the child to and from program (when applicable).

Toys are not to be brought from home except on specified days.

Any changes in address, phone number, employment, etc. must be given to the Child Care Director or Head Teacher in writing.

### **CLOSING TIME PLAN (When a child is not picked up as planned)**

If a child has not been picked up within fifteen minutes of the established closing time, two staff members that are 18 years of age or older will attempt to call the child's parents at their work and home numbers. If they cannot be reached, the staff person will attempt to call the emergency and alternate people listed on the emergency cards. The police will be called after one hour if parents or other adults specified on the permission to release forms cannot be reached. At that time the child may be released to the police. Two staff members will remain with the child at all times.

### **CONTINUING EDUCATION PLAN**

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked.

Topics for continuing education may include:

Early childhood education  
Child development  
Licensing regulations  
Health issues  
Nutrition  
First Aid  
Social service  
Child abuse

Attendance at classes, seminars, workshops, conferences and forums will be documented in individual staff development records. An assessment of individual development will be developed for each staff person.

### **DIAPERING POLICY**

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- Staff and children will wash their hands thoroughly and dry them with a paper towel
- Staff will put on protective gloves
- Child will be placed on disposable changing paper
- Soiled diaper will be changed and child will be cleaned with a wipe.
- Soiled diaper, wipes and changing paper will be disposed of in a plastic bag.
- Plastic bag will be thrown out in a trash can in a bathroom.
- Staff will wash their hands and the child's hands.
- Diaper area will be washed.
- Diaper area will be disinfected.
- Changing paper will be replaced.
- Staff will again thoroughly wash their hands and dry with paper towel.

### **DISCIPLINE POLICY**

The staff will work to recognize and reinforce positive behaviors. In cases of conflict or inappropriate behaviors, children will be redirected toward productive interactions, guided to problem solve and discuss appropriate behaviors and choose alternative solutions.

When unacceptable behavior persists, the staff may:

Speak with a child regarding the inappropriate behavior allowing the child to recognize and verbalize their feelings and express their concerns;

Remove the child from the current activity to allow time for calming down and be introduced to a new activity when appropriate;

If warranted, follow through with a restriction (time out). Any removal of a child from a group for disciplinary reasons shall be to a location where visual supervision by staff can be maintained.

No child will be physically restrained unless it is necessary to protect the safety and health of the child or others. Specific behavior problems will be brought to the attention of the parents by the Child Care Director or Head Teacher. Continued disruptive behavior may result in the student's dismissal from the program.

Basic Ground Rules and Values:

- Always stay within the specified areas of the program with a staff member. Never wander off on your own.
- Always listen to the directions of the staff members/playground assistants. If you don't understand or agree, listen first and discuss with the staff member later.
- Keep your body to yourselves. No hitting, kicking, spitting or fighting is allowed.
- If someone hurts you, tell him or her to stop and tell a staff member right away. Don't hurt them back.
- Leave other people's belongings alone. Do not take other people's things without permission.

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- Be respectful of the property (games, toys, etc.) of the ECC – treat it like your own.
- Think about the words you speak. Words can help and words can hurt. Using inappropriate or nasty words, teasing and making fun of others is not allowed.

In the event that a child fails to follow these basic rules, or other directions given by the staff, a sequence of corrective techniques will be employed by the staff to help the child and to avoid any possible disruption.

### Step 1 – Reminder of Rule(s)

In the case of a minor behavioral situation, the child will be reminded of the rule he or she is forgetting or breaking and be asked to correct the behavior accordingly. Such correction may include an apology to the other child(ren) or staff member in question. Most issues are addressed at this level with the staff member in order to correct small lapses in judgment.

### Step 2 – Time Out

If a child seems to be having difficulty with correcting inappropriate behavior, by either repeating behaviors already identified as unacceptable or refusing to acknowledge the seriousness of an infraction, staff members may utilize a “time-out”. This calls for a staff member to separate the child from the group’s activity and discuss more in depth the reason for the “time-out”. The duration of the “time-out” depends on the age of the child, nature of the presenting problem and the judgment of the staff member in charge. The child will remain under constant supervision during the “time-out” period. At the conclusion of the “time-out”, the child will be reunited back with the group and rejoin the activity. The parent will be notified of the situation by the staff member in charge. All incidents describing the situation which led to the “time-out” will be documented in the child’s file.

### Step 3 – Calling Parents

If it becomes clear that a child in the program is not responding to the staff’s attempts to help correct an unacceptable behavior, you will be contacted about the current situation. Sometimes a child may want to “test the system”, not quite believing that the Staff and Parents communicate about unacceptable behavior. By contacting you, a child may realize that behavior at the ECC carries consequences. Therefore, we may contact you in their presence and ask you to reinforce our efforts over the phone with your child so that they understand that both the staff and parents take the Program Rules seriously.

### Step 4 – Suspension from the Program

In the rare event that a child fails to respond with a change in behavior after experiencing the 3 steps outlined above, or in the event that the problem is serious enough to skip directly to this point, the Childcare Director or Head Teacher will contact you that your child must be picked up from the program immediately and a one-day suspension will be required to take place the day the child is scheduled to attend. At this time, the circumstances surrounding the problem will be explained fully and we may suggest a meaningful duration of suspension from the program.

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- First Offense: One-day suspension  
Second Offense: If another offense should occur that results in suspension, the Childcare Director will enforce a suspension up to one week.  
Third Offense: Consideration for Step #5

Situations that could possibly lead to this step may include serious, willful injury to another child or staff member; blatant disregard for the safety of other children and/or staff; serious, willful destruction of another person's belongings or ECC property; and/or a child's clear statement of intent to disregard the program rules and/or staff's directions.

### Step 5 – Dismissal from the Program

In the event that suspension from the program is ineffective or deemed insufficient to address the problem behavior, we may exercise our right to terminate a child's enrollment at the ECC for the remainder of the school term.

If a child continues to display disruptive behavior or has any other difficulties adjusting to the program, the situation will be discussed with the Child Care Director, Head Teacher and the parent(s) in order to provide recommendations for developing a plan toward resolution.

Dismissal from the program is seriously considered when the health, safety and welfare of the child(ren) are of concern, other children or staff are at risk, or when it affects the productive operation of the program.

The ECC Facility Director and Child Care Director reserve the right to permanently remove any child(ren) from the program based on, but not limited to:

- Violations of the pick-up policy
- Persistent disciplinary problems with the child
- unproductive interactions on the part of the parents/ guardians
- Any other situations that interfere with the ability of the program to provide an effective and positive environment for the children.

### **EDUCATIONAL PROGRAM PLANS**

Children at ECC Before and After School Programs will follow a flexible daily schedule that meets the individual needs of the diverse population served by our program. The plan for development will allow for cultural, language and developmental differences to be addressed.

There will be sufficient opportunity for indoor and outdoor physical activities, which will allow for fine and gross motor development.



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The schedule will include opportunity for problem-solving experiences that help to formulate language development and sensory discrimination.

Children will have the opportunity to express their own ideas and feeling through creative experiences in all parts of the program, including:

- Arts and media
- Dramatic play
- Music
- Language (books, poems, stories, songs)
- Motor activity
- Language learning experiences and spontaneous conversations
- Experiences that promote self-reliance and build self esteem
- Child initiated and teacher-initiated experiences
- Exploration and discovery
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Nutritious snacks
- Rest, sleep or quiet activities
- Toileting or clean up (preschool only)
- Health education experiences that include modeling good health practices, sound nutrition and safety awareness

### **EMERGENCY PLANS**

#### Medical:

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member would notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while attending the program, parents will be notified and the child will be moved to a quiet area away from the other children. A staff person will remain with the child at all times.

Any child with a communicable disease will not be permitted to attend the program until a signed note from a physician that states that the child may return to school is submitted to the Child Care Director.

If your child is found to have head lice, the program should be notified immediately.

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### Fire:

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The attendance book will be taken on the way out. The group will walk to the designated area, safely away from the building, and line up for attendance. The staff will immediately take attendance. The Head Teacher or person in charge will be responsible for taking the portable first aid kit, cell phone and emergency files with them. Parents will be notified via the cell phone to pick up their children.

### Weather:

All ECC childcare programs follow the delayed opening and early closing and cancellation announcements made by the respective public school system in which the program is established. If there is a delayed start, the early morning program will be cancelled.

Parents will be notified via email, television announcements, or telephone by program staff to pick up their children due to early closing. Ratios will be maintained at all times and two staff will remain until all children are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

### Evacuation:

In the event that a facility must evacuate, the children will be lined up in a 2x2 line and guided to the designated area. Advanced contact has been made with the towns' Civil Preparedness Unit, adding the ECC child care programs to their list for emergencies. Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff will remain with the children until all children are picked up.

## **FEES AND ENROLLMENT**

Refer to individual Parent Handbooks.

## **JOB ROLES AND RESPONSIBILITIES**

Child Care Director:

- The director is responsible for day-to-day administration of the program. She is responsible for overseeing the other staff, including but not limited to hiring, training and terminating as well as making sure all staff files are kept current.
- He/she will show prospective parents the programs and center and keep track of child enrollment information.
- The director must possess personal qualities to care for and work with children, relate to and supervise staff and relate to and communicate with parents.

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- The director must be at least 21 years old and have a high school diploma or equivalency certificate, and have experience supervising staff.
- In the preschool program, all teachers report to the director. All of the counselors in the school aged children programs report to the head teacher and then the director. All head teachers report to the director.
- In the event the director is absent, The Head Teacher is designated as in charge.
- The director is available to fill in for absent teachers, or is responsible for finding qualified substitutes.

### Head Teacher:

- Meets all applicable licensing regulations
- Develops staffing and activity schedules
- Works on-site for at least 60% of the time while the program is operating
- Reports directly to the ECC Child Care Director
- Plan both long- and short-term activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Strives to meet the emotional, social, physical and cognitive needs of each child enrolled
- Develops necessary safety/emergency contingency plans in consultation with ECC directors.
- Maintains open communication with parents, especially regarding program changes
- Records and files all accident reports
- Maintains confidentiality of individual student issues
- Reports any suspected abuse as required by law
- Arranges a classroom environment in accordance with program goals and philosophy
- Maintains a safe and healthy environment
- Inspects and replaces damaged or lost materials
- Supervises Assistant Head Teacher, Playground Staff and any volunteers
- Maintains all appropriate records such as health records, emergency contacts, attendance and time sheets
- Orders supplies needed for program activities and complies with monthly program budget
- Completes written reviews on each staff member twice a year and conferences with them
- Conducts monthly staff meetings in conjunction with the Child Care Director suited to meet the needs of staff and children in the program
- Coordinates with room reservation liaisons to schedule locations for the program

### Assistant Head Teacher:

- Meets all applicable licensing regulations
- Assist Head Teacher with both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy

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- Strives to meet the emotional, social, physical and cognitive needs of each child enrolled
- Maintains daily open communication with parents
- Records and file all accident reports
- Maintains confidentiality of individual student issues
- Reports any suspected abuse as required by law
- Ensures a classroom environment in accordance with program goals and philosophy
- Maintains a safe and healthy environment

### Teacher:

- A teacher must be 18 years or older
- Must possess a high school diploma or equivalency certificate
- He/she must possess personal qualities necessary to care for and work with children, relate to other adults, including staff and parents.

### Assistant Teacher:

- The assistant teacher must be at least 16 years old
- He/she must work under the supervision of a teacher or head teacher
- He/she will assist the teacher/head teacher in meeting the day to day needs of the children.
- He/she must possess personal qualities necessary to care for and work with children, relate to other adults, including staff and parents.

### Counselor:

- Meet all applicable licensing regulations
- Maintain confidentiality
- Report any suspected abuse as required by law
- Help ensure an environment in accordance to the program goals and philosophy
- Assist in planning and implementing activities for their group.

## **MEALS AND SNACKS (ALL FOOD MUST BE PEANUT AND TREENUT FREE)**

### Before School:

Breakfast is not included in the program. However, if you prefer your child to have breakfast at the program in the morning, the parent/guardian will be responsible to provide the breakfast with the child. The program does not recommend sending your child in with donuts/munchkins for their breakfast meal. There will not be toasters or microwaves available.

### **Preschool:**

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Healthy snacks and drinks should be sent in with children each day. Children in our full day program as well as in any class that dismisses at 1 or 3 PM will also need a lunch. Children will need an icepack in their snack and lunch bags for foods that need refrigeration.

### **MEDICATION POLICIES**

Routine medications are not administered in the ECC Programs. However, medication may be administered in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death. A physician's order is required. The student must have a medication administration form signed by their physician that includes condition for which the medication is needed, indications for giving medication, medication, strength, dose and side effects. Medication must be supplied by parent or guardian. Medication is to be in pharmacy prepared containers and labeled with child's name, name of drug, strength, dosage, frequency physician's name and date of original prescription. Medication will be kept locked. Unused, discontinued or expired medications shall be returned to the parent or guardian. Such medications that are not picked up within one week of notification shall be destroyed.

### **OPERATING POLICIES**

Days and Hours of Operation:

Refer to Parent Handbooks for specific hours of operation.

For holidays and vacations, we follow the Fairfield Public Schools' calendar for our school aged programs in Fairfield. We follow the Easton School District's calendar for our school aged program in Easton. Our preschool program follows the calendar listed in our Playtots Parent Handbook.

Early dismissal days for programs for school aged children:

If there are days where Easton or Fairfield schools are scheduled for an early dismissal, such as school conference days, this is included in the regular fee for all students already enrolled in the program. This information is included in the parent handbooks specific to each program.

### **PARENT INVOLVEMENT**

Parents are encouraged to sign up and share special talents with Program participants. Sign-up sheets will be made available.

### **PLAN FOR CONSULTATION**

We are required to have an education, health, social services and dental consultant. All consultants will be available by phone and in-person for Annual Review of written policies, plans and procedures. They will also be available to advise administration on specific problems. They will act as a resource to staff and parents and document the activities and observations in a consultant log that will be available for review and kept on site for two years.

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### **PROBATIONARY PERIOD**

All employees are subject to a 6-month (120) day orientation/probation period. At the end of this time, the Program Director/Head Teacher may:

- Recommend continued employment
- Extend orientation time
- Terminate employment

### **SUPERVISION PLAN**

A staff ratio of no more than 10 children per staff for children over three and 4 children per staff for children under 3 or mixed age groups including children under three shall be maintained at all times (this includes indoor, outdoor & naptime). At least two staff members will be present at all times.

The group size shall not exceed 20 for children over three and not more than 8 for children under 3.

Staff will supervise all children leaving the program or arriving to the program. Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff will rotate among the play areas. Children are carefully watched while at play or during an activity within the building.

When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. Children are never allowed to travel from the outside to inside by themselves. The staff member will then allow one child at a time to enter the bathroom, while waiting by the outside door using their foot to allow the door to remain partially open incase needed by a child or two staff members will enter the bathroom when bringing in a small group of children. Adequate staff will always be present.

### **Playground and Mulch Plan**

All children must be supervised at all time while on playground. At least 1 staff member on the playground must be first aid/CPR certified and must have a first aid kit and cell phone or walkie talkie to maintain communication while on playground in case of emergency. Playground will be inspected before use daily by teachers and teachers are to report any safety concerns to Childcare Director. The mulch will be maintained to a minimum depth of 1 ¼ inches to be checked by the preschool custodian weekly.

### **WITHDRAWAL OF CHILDREN**

The Program Director must be notified in writing a minimum of two (2) weeks before a child(ren) is withdrawn from the program. The parents/guardians are responsible for

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payment of the fees for the two weeks after notification even if the child(ren) is no longer attending the program.

Two weeks' notice is required to withdraw from the program, and fees for the last two weeks are to be paid in advance (unless covered by initial deposit paid during registration).

### **APPENDIX**

#### Guidelines for Child Abuse and Neglect Policies and Procedures

Implementation of child abuse and neglect policies and procedures is a necessary component of child abuse and neglect prevention strategies in a program or facility that serves people under the age of eighteen. Child abuse and neglect policies and procedures should include (but are not limited to) the following:

- A statement that the facility has a responsibility to prevent child abuse and neglect of children enrolled in the program or facility.
- Definitions of child abuse and neglect (refer to Connecticut General Statutes, Section 46b-120).
- Reporting Requirements (refer to Connecticut General Statutes, Sections 17a-101, 17a-101a, 17a-101b, 17a-101c, and 17a-101d).
- The Department of Children and Families Hotline telephone number to call for reporting abuse or neglect is (1-800-842-2288).
- Staff responsibilities should they witness, or become aware of, abuse or neglect of a child enrolled in the program or facility.
- Administrative responsibilities to protect children (including notification of the parent or guardian) once there is an allegation of abuse or neglect of a child enrolled in the program or facility.
- Steps to be taken to provide victims of abuse and neglect with needed medical services.
- Administrative actions (which support zero tolerance for abuse and neglect) to be implemented should there be an allegation that a staff member abused or neglected a child.
- Information that staff are protected by law (refer to Connecticut General Statutes Section 17a-101e) from discrimination or retaliation for reporting abuse or neglect.
- Staff training in (at a minimum) the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter.
- Documentation requirements and records to be maintained.
- Provisions for informing parents of the facility's abuse and neglect policy and procedures.