

## ORGANIZATIONAL CHART

Administrator: Bill

Business Manager: Barbara Phillips

Director/Co-Director: Amy Young 218-348-8456

Alta Monte Child Development Center staff (from Teachers to Janitorial) report directly to the Director/Co-director. Should there be a situation that requires further action the Director reports to the Business Manager and the Business Manager to the Administrator.

### Mission Statement

Our mission at Alta Monte Child Development Center is to provide the highest quality childcare, incorporating the best research and knowledge of child development and health education. It is also our **mission** to support parents by providing their children with a loving, nurturing environment as well as being accessible to discuss their children's needs and provide services at reasonable prices. It is our hope that the children served by the center will exhibit healthy social, emotional, and physical growth and development. It is equally important for the parents to feel confident that their children are being cared for in the best possible manner, thus promoting the natural bond and friendship among young siblings, to better prepare children emotionally, socially, and scholastically for Kindergarten, to find the center personnel open and easy to communicate with, and to be satisfied with the cost and quality of care their children receive.

The Center's objectives are as follows:

- To carefully screen potential employees and to train employees thoroughly in good child development and health and safety practices.
- To staff the center so that each child will receive maximum attention.
- To develop a policy of frequent parent conferences, newsletters, web site, and other means of communication.
- To instruct teachers to always welcome parent questions and comments cheerfully - to give serious attention to each comment, and to try to address each comment promptly.
- To develop a budget that reflects prudent expenditures and accurate forecasts of income and to place a priority on careful financial management.
- Our program aspires to serve children between the ages of 6 weeks and 12 years of age.

The Center's goals are:

- To see that every child is fed a well balanced diet - and then some. Children will be fed when they are hungry and will never be forced to eat when they are not. Doing so, may encourage a life time of poor eating and dietary habits.
- Children must feel unique and be allowed to express their feelings openly, whether it be anger, sadness, joy, or any other emotion.
- When they are hurt, they will receive hugs and sympathy.
- Each child is a very special human being; a Miracle, and the most important child in the world to their parents and family, and they will be treated as such.

**Our Motto:** "For Quality Care When You Can't Be There"

### Philosophy Statement

We believe that every child can accomplish anything that any other human has ever accomplished. Every child is a blank slate, and we aspire to fill that slate with the knowledge and social skills that will help them to achieve their goals in life. Our children will learn social, emotional, and cognitive skills through play and group activities. They will have many choices during the day to do activities that best fit their needs and interests on an individual basis. Our caregivers use the shadowing approach to guidance by trying to guide the child's choices rather than force choices upon the child. Our preschool rooms are divided into centers such as library, home living, art center, block center, and circle time. We have an area for dramatic play and a science area. The different areas within the classrooms promote a variety of interests for children to choose from throughout the day. The centers promote social and emotional development, cognitive learning skills, and gross and fine motor skills development.

At Alta Monte Child Development Center we believe in educating the whole child. That means that we consider every child a unique individual; socially, emotionally, culturally, physically, and intellectually. Each teacher is responsible for individualizing their planning in order to promote the unique growth of each child.

### Curriculum Statement

## Our curriculum:

- Fosters a knowledge and appreciation of a variety of cultures through the respectful introduction of art, music, foods, clothing, literature, and customs.
- Reflects the varied nature of New Mexican society.
- Involves children in learning experiences within the community.
- Bases daily activities on the continuous observation, guidance, and assessment of individual children and their interactions with others.
- Encourages children to actively engage in a variety of developmentally appropriate experiences which will :
  1. Foster each child's positive self-concept
  2. Respect cultural diversity of themselves and others
  3. Enhance social skills
  4. Nurture communication and language development
  5. Stimulate creative expression
  6. Extend each child's capacity for thinking, reasoning, questioning, and experimenting
  7. Provide sound health, safety, and nutritional practices
  8. Develop physical competence and coordination
  9. Foster each child's development of self-control
  10. Foster in children a respect for the natural environment and encourage environmentally sound principals
- Recognizes the importance of sensory experiences in early development.
- Uses care giving as an opportunity to deepen relationships with infants and support their development through sensitivity to the child while performing routine tasks.
- Recognizes and attends to the individual rhythms of each child.
- Attends to the affective needs of those present.
- Provides a predictable daily routing to instill a sense of security, which allows flexibility for individual preferences and independent choices. Each day will incorporate a balance of:
  1. Indoor and outdoor play
  2. Quiet and active times
  3. Large group and small group, as well as individual, activities
  4. Activities using both large and small muscles
  5. Child initiated activities as well as adult initiated activities
- Activities provide learning opportunities through:
  1. The many types of play
  2. Familiar day-to-day routines
  3. Opportunities for social interaction with peers and adults
  4. Opportunities which are challenging both physically and intellectually
  5. Transitions times
- Ensures that the daily plan is designed to encourage positive behaviors.
- Respects the child's first language and encourages it as much as possible.
- Displays children's creations.
- Provides opportunities for spontaneous play each day.

Policies and Procedures herein do not constitute a legally binding contract.

- Encourages children to assert their rights in socially acceptable ways.
- Nurtures children's understanding and respect of the rights of others.
- Develops and facilitates policies of guiding children's behavior.

### STATE MANDATED CLASSROOM RATIOS

#### D. STAFF/CHILD RATIOS:

##### (1) Centers where children are grouped by age:

(a) Age in group: Six (6) weeks through twenty-four (24) months. - Staffing: One (1) adult

for every six (6) children or fraction of group thereof.

(b) Age in group: Two (2) years. - Staffing: One (1) adult for every ten (10) children or fraction of group thereof.

(c) Age in group: Three (3) years. - Staffing: One (1) adult for every twelve (12) children or fraction of group thereof.

(d) Age in group: Four (4) years. B Staffing: One (1) adult for every twelve (12) children or fraction of group thereof.

(e) Age in group: Five (5) years. B Staffing: One (1) adult for every fifteen (15) children or fraction of group thereof,

(f) Age in group: Six (6) years. B Staffing: One (1) adult for every fifteen (15) children or fraction of group thereof.

##### (2) CENTERS WHERE AGE GROUPS ARE COMBINED

(a) Age in group: Six (6) weeks through twenty-four (24) months. B Staffing: One (1) adult to every six (6) children or fraction of group thereof.

(b) Age in group: Two (2) through Four (4) years. B Staffing: One (1) adult to every twelve (12) children or fraction of group thereof.

(c) Age in group: Three (3) through Five (5) B Staffing: One (1) adult to every fourteen (14) children or fraction thereof.

(d) Age in group: Six (6) years and older. B Staffing: One (1) adult to every fifteen (15) children or fraction of group thereof.

(i) A center will schedule staff to minimize the number of primary care givers a child has

during the day and the week. A child will have no more than three (3) primary, consecutive care givers in any day including care givers in the early morning and late afternoon.

(ii) The same staff member who cares for the children under age two (2) years will supervise those children when they play with children over two (2) years.

(iii) If a center groups toddlers ages eighteen (18) to twenty-four (24) months with children ages twenty-four (24) through thirty-five (35) months, the staff/child ratio shall be maintained at 1 staff per 6 children.

### Job Descriptions

All employees are required to meet and maintain all the requirements of the Job Description for which they are hired. All employees are required to read and sign an acknowledgement that they are physically able to perform these duties. Please see Appendix A, starting on page 26.

### Compensation/Benefits Philosophy Statement

Our Center's philosophy is to compensate our employees on their performance in the classroom and further their education through workshops as well as college courses. We want to challenge

Policies and Procedures herein do not constitute a legally binding contract.

and motivate our employees by providing job advancement through the center, as well as personal growth through offering workshops and classes. It is our goal to have a quality staff to ensure a quality program for the children in this center. We believe each employee is a valued employee, and that they are important to the children's lives, to the center, and to the community. Our compensation philosophy is designed to reflect the importance of our staff, children and the community.

It is the philosophy of the Board of Directors that:

1. Our compensation will be administered throughout our organization.
2. The employee compensation will reflect the federal and state wage increments.
3. We will provide ongoing training and workshops for our employees so they will continue to meet New Mexico State Licensing Department Regulations as well as benefiting themselves and the children.

Other employee benefits apply to individuals that have been employed for more than one year. Professional in-service days will be scheduled two weeks in advance, and are mandatory. Employees will be paid for attending these workshops. Pursuant to employment, employees are required, at their own cost, to receive a certificate of completion for the 45-Hour Course for Child Care Professionals. Employees who do not currently have this training must be sure to complete their education within 120 days of their date of hire. All employees are members of the NMCCEA, paid for by the center.

### **Employee Appreciation Plan**

It is our goal at Altamonte Child Development Center, Inc to ensure that our employees are happy, and that we show our appreciation on a regular basis to encourage longevity of employment. Such effort benefits the center, staff and the children in so many ways. The following are our efforts to show our employee appreciation:

- Celebrate all employee birthdays in each given month of the year with a "group" cake
- Invite employees and their families to our yearly Fall Bash.
- Employees are given the opportunity to join the TEACH program wherein the company will pay for their time to attend the courses.
- Altamonte encourages professional development and allows staff to take additional classes above and beyond the required 24 per year.
- Give each of them a 100 Grand candy bar during "teacher appreciation week" each May

### Breaks:

Working with children for long periods of time takes dedication and hard work. We offer the following breaks to our employees to help maintain a positive working attitude:

- 2, ten (10) minute breaks daily
- Every six hours worked, half hour unpaid lunch

Employees are not required to take their 10 minute breaks, however an employee that chooses to take part of a break is not allotted an additional break for the remaining time, only 2 breaks allowed per day. Those employees who's shift is 6 hours or longer are required to take their 30 minute unpaid lunch, for which they must clock themselves in and out.

### Vacation pay:

After one consecutive year of employment and upon completion of 24 hours of continuing education, employees are entitled to one week of paid vacation. Employees are eligible for two weeks vacation when Alta Monte Child Development Center is at Star Level 2 or higher and they have been employed for two years, and all above requirements have been met. Vacation pay is a "use it or lose it" policy, and will not be paid out in cash under any circumstance.

### Furlough Days:

Each year Alta Monte Child Development Center employees are required to receive and use 20 days of unpaid leave or Furlough days. Approximately half of those days will be scheduled for the employee with Holiday closures, the remaining days maybe used at the employees discretion, pre-scheduled with management using the Leave Request Policy. Vacation days are NEVER allowed to be used in place of these unpaid Furlough days.

The following is a list of Alta Monte Child Development Centers' unpaid closures:

- ❖ New Year's Eve and New Years Day
- ❖ Good Friday
- ❖ Memorial Day and the weekend prior
- ❖ July 4<sup>th</sup> & 5<sup>th</sup> - Independence Day
- ❖ Labor Day and the weekend prior
- ❖ Thanksgiving Day and the Following Friday
- ❖ Christmas Holiday December 23rd-31st
- ❖ Snow days/delays
- ❖ Other dates as deemed necessary by supervisory staff

\*Alta Monte Child Development Center is in operation every day of the year, except for the above listed closures. All closures are posted two weeks in advance to remind parents.

Monthly in-service days and other meetings will be posted in the main office, and on the weekly schedule as needed.

## Probation Period

Welcome aboard ! Newly hired (or re-hired personnel,) are encouraged to ask questions of supervisors or the Director regarding job descriptions, center work policies, the Employee Handbook, or any other topic that is unclear to them. The failure of the Center to address all policies and regulations as presented to the new employee, in no way removes the burden of adhering to those policies from the responsibility of the employee.

The following are guidelines for the new or re-hired employee:

1. A ninety (90) day probation period will be utilized to determine the working relationship between the employee and the employer. Prior to the 90 day deadline, an employee may be terminated without following the normal "Employee Discipline" guidelines on page 20 of this manual.
2. All new hire employees will be paid no less than the New Mexico state minimum hourly wage.
3. New hire employees will be eligible for a pay raise after one (1) year of employment, (until 2015 Alta Monte Child Development Center is under a wage freeze)
4. All new hire employees will obtain the NM state required 45 hour training course within six (6) months of the date of hire. Per the Fair Labor Standards Act, pursuant to Section 785.29, 30 F.R. 9912 Aug. 10, 1965; this paid reimbursement of time and class expense is defined as comp off-site time and expense, and that if the employee is dismissed with cause and/or resigns within the first year of employment, that employment expense (in the amount of \$400) will be owed to the company.
5. All new hire employees will be required to obtain the required Quality Care for Early Childcare within six (6) months of hire.
6. All new hire employees working with infants/toddlers are required to complete six (6) hours of training in infant/toddler areas within one (1) month of hire.
7. Be familiar with Standards of Conduct (page 8), Dress Code (page 13), and Drug Policy (page 10).

Our employees are the heart and soul of the Center, and quickly become role models for all the children they come in contact with. All Center guidelines have been developed to assist you in

becoming the best day care provider you can be. Your questions and concerns will always be given the highest priority.

## Standards of Conduct

Courtesy, honesty, and a pleasant demeanor are important at all times. Your actions help to determine the reputation of the business. All of Alta Monte Child Development Centers' employees are employees at will, and as such are free to resign at any time with or without notice or reason. Alta Monte Child Development Center, likewise, retains the right to terminate employment at any time without reason or notice. This policy may not be changed by anyone.

The following are examples of Standards of Conduct violations that may result in disciplinary action such as verbal reprimand, suspension without pay, or immediate discharge:

- Failure to follow Alta Monte Child Development Center's Standards of Conduct.
- Sexual, racial, or other unlawful harassment of another person.
- Inappropriate shows of affection (PDA, kissing, touching, etc.)
- Leaving children unattended.
- Negligence or carelessness in caring for children.
- Inappropriate discipline of a child, including isolation, verbal abuse, spanking, pulling hair, or any other rough or inappropriate handling or inappropriate use of restraint. Refer to our discipline policy.
- **ANY** act that endangers the children.
- Allowing personal visitors to have contact with the children.
- Consuming or being under the influence of alcohol or drugs while working, or on Company business, or reporting to work under the influence of such substances.
- Fighting or assault on a co-worker or any other person on Company premises.
- Reckless conduct which threatens the life, safety, or health of customers or employees including actual or THREATENED violence toward ANYONE.
- Threatening, harassing, or intimidating customers, guests, co-worker, or children.
- Insubordination (refusing to follow a manager's directions) or other disrespectful conduct when dealing with management or personnel designee.
- Illegal conduct on Center property.
- Possession of firearms, weapons, illegal drugs, or chemicals on Alta Monte Child Development Center(s) premises.
- Unauthorized removal or use of equipment, supplies, food from Alta Monte Child Development Center(s) property or any other materials.
- Falsifying forms, records, reports, time sheets or time cards, employment application forms or other information.
- Falsifying time records in any manner, including clocking in/out for another employee or having another employee clock in/out for you.
- Willful abuse of Altamonte Child Development Center's building, equipment, or other property
- Violating safety or health rules.

Policies and Procedures herein do not constitute a legally binding contract.



- Sleeping while on duty.
- Excessive tardiness or absenteeism.
- Conduct that causes repeated customer complaints.
- Smoking on premises.
- Refusal to conform to dress code standards.
- Unexcused absence for more than 3 consecutive working days (voluntary resignation).
- Frequent or multiple documented 'write-ups'.
- Gossip about children, staff or parents either inside or outside of the centers.

The above list is not all-inclusive and should not be construed as representing all causes for disciplinary action. When necessary, Alta Monte Child Development Center shall establish additional policies, and managers may set up specific rules to govern employee actions when deemed necessary by business needs.

### Reporting of Discrepancies

Despite the best efforts of employees, supervisors, parents and those responsible for the overall safety of the children, there are occasions when the best efforts of those individuals falls short of expectations.

Such circumstances could include, but are not limited to, the following:

1. Classes out of ratio
2. Employees seen violating company standards
3. Employees aware of parental misbehavior or misconduct
4. Employees aware of building and/or classroom discrepancies
5. Employees aware of supervisory errors or omissions

In the event that an employee observes or is made aware of problems that they feel places children or employees at risk, the following procedure will be adhered to:

1. Immediately notify your immediate supervisor. If no action taken in a timely manner, then
2. Immediately notify the center's Director. If no action taken in a timely manner, then
3. Immediately notify the President of the Board of Directors, Mr. Rodway. If no action taken in a timely manner, then
4. Contact **CYFD** in a timely fashion.

Employees and parents are encouraged to allow the supervisory personnel to correct those "out of the ordinary" problems or discrepancies that present themselves.

## DRUG-FREE WORKPLACE POLICY

It is the purpose of Alta Monte Child Development Center to help provide a safe and drug-free work environment for our children and our employees. With this goal in mind and because of the serious drug abuse problem in today's work place, we are establishing the following policy for existing and future employees of Altamonte Child Development Center:

We explicitly prohibit:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on premises or while performing an assignment or errand.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk our reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at our reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Employees are required to utilize the following drug testing facility for all testing:

Concentra Medical Center  
5700 Harper Dr. NE Suite 110  
Albuquerque, NM 87109  
823-9166  
Map: <http://tinyurl.com/5l5qpx>

We will conduct drug testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug testing at any interval determined by management.
- **FOR CAUSE TESTING:** The Company may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
  - evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity
  - unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol
  - negative performance patterns
  - excessive and unexplained absenteeism or tardiness

Policies and Procedures herein do not constitute a legally binding contract.

- o any allegation of drug use that results in an investigation by state or federal organizations, including CYFD.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

The following procedure will be utilized when an employee is advised of the need for a drug test:

1. Upon notification, employee must check in with Concentra Medical Center within one (1) hour. Should it be decided after hours that an employee needs a drug test, employees must check in for their test within one (1) hour of Concentra opening on the next business day.
2. Under some circumstances, employee may need to be escorted to the site.
3. Employee must have picture I.D. in their possession when checking in.
4. Employee must return to work within thirty (30) minutes after completion of testing.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

### Confidentiality Policy

Confidentiality is described as 'being entrusted with private matters.' Such matters specifically include the children entrusted to us by parents and family, as well as those matters regarding our employees.

Due to the sensitivity of the progress, development, and inherent differences of each child, and the private lives of our staff, all employees of Altamonte Child Development Center, Inc. must hereby agree to keep confidential any and all matters pertaining to children, parents, co-workers or the everyday business conducted by the center, and understand that disclosure of any information pertaining to children, parents, co-workers or the center **TO THOSE NOT DIRECTLY INVOLVED**, is a violation of professional ethics and a violation of this policy. Such employee violations will be dealt with via punitive action against those involved per established guidelines elsewhere in this handbook.

Any matters pertaining to children, parents, co-workers or the center shall only be discussed with the individual or family member involved or with the supervisor or Director.

Such required reporting documentation provided to licensed agencies in compliance with state or federal regulations does not fall under this policy.

## Smoking

Smoking is not permitted under any circumstances in the building or on any playground area, or within 150 feet of company property. Smoking is NEVER permitted in the daycare vehicles.

## Telephone Calls

Telephones are a vital part of our company since our parents must always be able to reach us. As an Alta Monte Child Development Center employee, it is important that you always use care and courtesy in handling phone calls. **Your personal telephone calls, with the exception of emergency telephone calls, should be limited to breaks and meal periods.** We reserve the right to verify emergency phone calls. Friends and relatives should be asked NOT to call you during working hours. You may NOT make personal long distance phone calls. In addition, please keep your cell phone turned off and put away during work hours. Personal cell phones should not be used in your classrooms unless absolutely necessary **and** with prior approval. You are here to work, not to chat on the phone with friends. If phone usage is abused, you will be subject to disciplinary action, and/or required to leave your cell phone in the office while on the clock.

## Meal times

To promote family style dining, and to maintain our compliance with the CACFP Administrators, teachers must sit at the table with the children and join them in their mealtime. If you prefer to eat any food other than what the children are eating, then you must clock out, and do so in the break room. **You are never to have non-CACFP accredited foods in your classroom, unless it is for a special approved occasion such as a child's birthday party, in which all children partake and have permission. In case of special occasions make sure that a sign is posted on your classroom door indicating that other non-CACFP foods are being offered to the children.**

## Dress Code

What we wear to work is a reflection of the pride we have in ourselves and our Center. It is important for all employees to present a professional appearance at all times. In order to provide uniformity, as well as individuality, Altamonte Child Development Center requires all employees to wear "scrubs tops". Scrub tops and pants are available at a variety of retail locations, and in a variety of styles. We encourage you to have fun with your uniform and take

advantage of the many prints available that the children would like. **Covering scrub tops is prohibited.** Employees are not allowed to wear a jacket or sweater over their uniform. When reporting for work, you are required to be dressed in appropriate attire in good repair. Tattoos must be covered, and any piercing must be removed during an employee's scheduled work hours. If you choose to dye your hair, the color should reflect a "natural hair color". All new hires are to wear plain shirts with no writing, symbols, or pictures if they do not have a scrub top when initially hired. All new hires are responsible for obtaining their scrub tops within 5 working days.

## Standard Procedures

### **In case of an accident or emergency involving a child, parents, or staff members:**

1. Assess the nature of the accident or injury
2. Call 911 if required
3. Administer first aid if required
4. Contact child's parent or emergency contact
5. Notify Center director
6. Fill out injury/ accident report
7. If accident requires any outside assistance, the accident must be reported to CYFD

### **Procedures for a lost or missing child:**

1. Should a child be noticed as missing during a head county the supervisor is immediately notifies
2. Supervisor alerts all other staff to double check there class lists
3. Child's attendance is checked to make sure he was not picked up
4. If the child is not found on premises, parents and authorities are notified immediately
5. All classrooms on lock down with ID's checked for every child before they leave the property.

### **Procedures for children not being picked up at Center closing time:**

1. Attempt to contact parents
2. If parents are not available --try emergency contacts
3. Leave messages and wait 15 minutes for response
4. Try all contacts again after 15 minutes
5. If unable to reach anyone after 45 minutes -- contact police at the non-emergency # 242-2677, then fill out incident form and contact Director

### **Procedures for admission of children:**

1. Child must have current shot records with all immunizations up to date
2. Parent or guardian must complete EVERY line on enrollment form
3. Parent or guardian must complete EVERY line on income eligibility form
4. Parent or guardian must be provided with a parent handbook, and sign the form saying that they received it -- form is placed in the child's file

### **Procedures for discharging children:**

1. Check to make sure they do not owe a balance to the Center

2. If they do, collect the balance due
3. Enter date of disenrollment in their file, and in the computer
4. If the family has a CYFD contract, notify their case worker. If they did not pay the balance due, notify the case worker

#### **Procedures for Snow Days:**

1. Director will notify news stations that we are closed
2. Director and supervisors will call all employees to notify them of closure
3. Director will change voice mail to assist parents with information

#### **Emergency Evacuation procedures:**

These are posted in every classroom. Please familiarize yourself with our procedures. In the event of an intruder or any persons that may cause harm to children, evacuate all children and go as far from premises as possible, or if need be, stay in the center. Call 911 to report the intruder when you get to a safe location or when you have secured the site.

## Disaster Plan

In the event of a natural disaster, the following steps should be taken:

First and foremost, discuss with your family where to go and what to do to keep them safe so that you will have peace of mind while you are tending to the children that are in your care at the center. Do this BEFORE disaster strikes. Stay calm. Turn on the NOAA radio that is in the kitchen for updates on the situation. There are spare batteries in the drawer in the kitchen and in the office in case of a power failure. In the event that we are instructed to evacuate the building, the radio will tell us the nearest evacuation center. Take the emergency contact list and load the children calmly into the vans and staff cars. Then proceed to the evacuation site, across the street for small emergencies, and to the **Weinershitezal restaurant, on the corner of Candelaria and Carlisle** for large emergencies. Depending on the severity of the situation, one staff should go through the building and lock the doors and turn off lights. Do not leave the premises unless all staff and children are accounted for. If we are instructed to remain on site, keep all children in the school age room away from doors and windows until help arrives. If the situation could affect the water supply, IMMEDIATELY drain the hot water heater into containers.

In the event of these emergency we will use our emergency contact lists to contact parents to reunite families and allow children to be removed by an emergency contact or legal guardian.

In the event of a terrorist attack, there is a panic button on the alarm in the office. If you cannot get to that button, dial 911. If the person is in the room, dial 911 and leave the connection open. Try to make conversation that will help the 911 dispatcher know our location. Teach your children to sit on the floor with their knees up and hands over their heads. They

need to make as small a target as possible. Our code word is Christmas. If anyone says that word to you - even in a whisper - take your children to the nearest exit and leave the building. If you can, alert the other classes. Center specific, please see Director for more information.

If you are in the front of the building and confronted with an intruder, do your best to get the word out that there is an unwanted party in the building.

**Procedure to follow in the event that we have a special needs children under our care, and a building evacuation is necessary:**

1. When a special needs child is enrolled and present under our care, a teacher will be assigned to that child to help with the evacuation processes and will be made aware of the circumstances of the needs of that child
2. A backup teacher will also be trained and made aware of the needs of the child
3. No teacher will be assigned more than four (4) special needs children to care for during an evacuation situation.

**Procedure to follow if a child is found missing from the center (this includes off center property such as field trips):**

1. Notify director
2. Check all rest rooms and quiet areas to ensure that child is actually missing.
3. If needed, call 911. If you are on an outing, and a child becomes missing, check with facility security if applicable.
4. Notify parent if child cannot be located within 15 minutes.

## Training Requirements

All employees must have a GED or HS Diploma, and within 180 days must complete the 45 Hour Course for Child Care Professionals or a three (3) hour credit course in child development. This requirement is to be at the expense of the employee. All employees must complete at least 24 hours of continuing education each year. We attempt to offer at least one training in each of the seven competence areas at our facility each year, based on trainer availability, or you may go through Carino, UNM, CNM, etc. It is YOUR responsibility to keep your training logs updated and your certificates in your file. Your files will be reviewed semi-annually, and any employee not meeting their training requirements may be terminated.

## Professional Development

It is the intention of Alta Monte Child Development Center to have a well-trained, responsible, caring staff.

- All newly hired employees will receive the New Mexico, (Albuquerque Ordinance) minimum wage.
- Additional increases to the NM Albuquerque Ordinance minimum wage will be granted for the following:
  - 45-hour course for Child Care Professionals Certificate and/or verification of a completed 3 credit hour class in Child Development.
  - CPR/1<sup>st</sup> Aid/ Blood Borne Pathogens Certification
  - GED/HS Diploma
  - Annual completion of 24 hours of continuing education
  - Child Development Associates (CDA)
  - National Administrators Credentials (NAC)
  - AA and/or BA in Early Childhood Development
  - Satisfactory evaluation review
  - Prior experience in the childcare industry

A list of all classes offered by CNM, and workshops offered by Carino, will be posted in the main office as they become available.

You will be required to complete a "Professional Development Plan" each year.

### Procedure for Performance Evaluation

Employees will be evaluated on an annual basis (once each year). Our procedure for employee evaluations is to follow the evaluation form in your handbook with no prejudice or favoritism. The center's Director and a Supervisor will evaluate employees. Upon completion, the Director will advise the employee of the findings, and assist in correcting areas of concern. A copy of the evaluation will be placed in the employees personnel file. See Appendix D for sample form, pg 47.

### Working Hours

Although every effort will be made to establish a regular working schedule for the employee, daily hours may vary according to department needs. Starting and ending times can only be modified with management's approval. All Leave Request forms must be given to the Director no later than two weeks prior to requested Leave date. Be advised that a request may or may not be approved. Verification of Leave Request approval is the responsibility of the employee. See Appendix B for sample form, pg 48.

All employees must clock in /out each time the employee arrives for work, leaves for meal periods, at the end of each day, and for any time away from the work area (except for designated 10 min breaks). The employee may not begin work before their scheduled starting time, or leave work prior to the end of the shift, without approval. Once clocked in, the employee is expected to proceed immediately to their work area.



No Alta Monte Child Development Center employee may clock in or out for another employee. The falsification of time records for another employee or for your self is grounds for termination of employment.

## Pay Period

Alta Monte Child Development Center observes and complies with all applicable State and Federal Laws pertaining to the payment of wages. The company distributes payroll twice a month on the 6<sup>th</sup> & 21<sup>st</sup> or the following business day should payday fall on a weekend at the end of the employees shift, with the exception of some holiday periods.

### Time cards:

Time Cards will be distributed the day following the end of pay period. Employees are required to review and sign their time card. **Once a time card has been signed no changes will be allowed.** Signing your time card and then making a notation of dispute on the bottom will result in **no** changes being made to the original time card. If you have a dispute with your time card, please make a notation at the bottom prior to signing, and return it to the Director/Supervisor. Pay stubs for all employees will be available at [www.viewmypaycheck.com](http://www.viewmypaycheck.com). You will not be given one with your pay.

### Payroll Deductions:

There are two types of deductions: Those required by law, and those authorized by you.

Those required by law include:

1. Amount required for income tax, or FIT (Federal Income Tax Withheld)
2. Amount required for Social Security (FICA) and Medicare Tax. Alta Monte Child Development Center pays an amount equal to what you pay
3. Garnishments or wage attachments. Employees in some states may be subject to additional mandatory state and local payroll deductions. Please check with your payroll representative for further information

Those authorized by the employee may include:

1. Health insurance premiums (AFLAC)
2. Dental insurance premiums (at this time we do not offer dental insurance)
3. Long Term Disability Insurance premiums (AFLAC)
4. Pre-Paid Legal Deductions (paid by you)
5. Additional Life insurance premiums (AFLAC)
6. Additional accident insurance premiums (AFLAC)
7. Miscellaneous deductions
8. Childcare deductions

We reserve the right to deduct any and all pay advances and fees in full from your next available paycheck. Also, any fees related to criminal records clearance check, tuition, books, or any other expenses paid for by Alta Monte Child Development Center on your behalf will be deducted from your final paycheck if you leave employment for any reason within one year.

Policies and Procedures herein do not constitute a legally binding contract.

## Child Care

At Altamonte Child Development Center we encourage our employees to bring their children with them to work, and enroll them in our day care program. We provide a discounted cost of childcare at the rate of \$2.00/hour for children under 3 years of age, \$1.50/hour for children 3 years and older, or 1/2 of the state co-payment should you qualify for a state contract. These accrued amount totals will be deducted from your paycheck every two weeks. The hourly rate is based on the child's attendance during the pay period (typically every 2 weeks,) while 1/2 of the monthly co-pay total will be deducted from each paycheck (typically every 2 weeks.)

## Attendance Policy

All employees are vital members of our team, and regular and punctual attendance is necessary so that we may provide quality care to our children. We understand that occasionally you may be absent from work or late in arriving to work. Therefore, we are providing the following guidelines for employee to follow in the event of a non-planned absence or tardy:

- For unscheduled absences, the employee must notify the Director and/or Supervisor at least two (2) hours prior to their anticipated absence. Failure to do so may result in disciplinary action or termination. Contacting anyone other than a Supervisor is NOT acceptable, **texting messaging is not acceptable**. For the benefit and safety of the children, the employee is encouraged to find a shift replacement in the event of an unplanned absence.
- If the employee is going to be tardy, the employee must notify a Supervisor immediately of the expected time of their arrival prior to the start of the shift. Failing to cover the shift after stating you will be late/tardy will be grounds for termination
- It is the responsibility of the employee to cover their shift and then notify the on duty supervisor who will be covering the shift.

Alta Monte Child Development Center reserves the right to require certification of illness or injury by a doctor's written statement at any time. Unexcused absences ( absences not previously approved with a Leave Request form) or excessive tardiness (4 in a calendar year) may result in disciplinary action, up to and including termination of employment. Three (3) consecutive scheduled working days of unauthorized absence is considered **job abandonment** and will be regarded as a voluntary resignation.

Questions regarding this policy should be directed to management.

## Grievance Procedures

Procedures for handling complaints:

1. Refer ANY and ALL complaints regarding co-workers, parents, and children to the Director/Supervisor. DO **NOT** refer child complaints to the parents before consulting with the Center Director.
2. Refer any upper management complaints to the Director/ Business Manager and/or Pres. Of the Board of Directors.
3. Complaints directed toward staff members should be referred to the Director or Pres. Of the Board of Directors.

Every effort should be made to resolve complaints within the Center. Complaints regarding Directors or Upper Management may be directed to the President of the Board of Directors. All grievances/ complaints will be investigated and will remain confidential. The employee will be notified as the investigation progresses.

### Resignation or Termination Procedures

Alta Monte Child Development Center employees are "at will" employees and may be terminated at the discretion of management. When professional standards are not met, rules or laws violated, or misconduct occurs, corrective action will be taken immediately. The decision to terminate an employee is the sole responsibility of the Business Manager or the President of the Board of Directors.

Notice of resignation shall be in writing, and we request at least a two week notice of resignation. However, it may be in the best interest of the Center for the director to request that a person who has turned in a resignation, to leave immediately. This decision will be made by the Director. Refer to the "Pay Period" section for deductions that may come out of your final pay check.

### Hiring

Altamonte Child Development Center, Inc. employees are early childcare professionals. All employees are required to have a completed application and must have an extensive interview prior to beginning employment or as specified by the Director. In all cases, such interviews must be completed within 5 business days of employment. Altamonte Child Development Center, Inc. does not employ members of the same familial household, whether married, dating, or living at the same address. In the event that such familial members are hired in error, we shall attempt to place one member in our sister facility, Sandia Learning Center. If no such positions are available, the most recently hired employee will be required to resign

### State Licensing

Employees are provided access to a copy of CYFD licensing regulations. They are also posted in the main office, and on the Parent Board located at the front of the Center. Should you require a personal copy, please find them located at [www.newmexicokids.org](http://www.newmexicokids.org).

## Health Policies

Health symptoms that would prevent an employee from attending a scheduled shift include, but are not limited to:

- Temperature is over 100 degrees
- Two or more intestinal disturbances (vomiting or diarrhea)
- Any undiagnosed rash
- Sore or discharging eyes, ears, or nasal drainage
- Unexplained lethargy
- Significant respiratory distress
- Unable to participate in classroom activities.

**Child medication:** The center will administer medication parents bring for their children. Medication must be in the original container with child's name and correct dosage clearly marked. The parent must sign the appropriate form each day for medication to be administered. Staff **MUST** fill in the form with the time and dosage administered, and the parent or guardian must acknowledge and sign the form when they pick up their child. Please return all completed medication forms to the book.

**Children will be sent home if any of the following symptoms appear:**

- Fever over 100 degrees
- Heavy or excessive coughing
- Colored discharge from eyes, ears, mouth or nostrils
- 2 or more episodes of Vomiting or diarrhea
- Any unexplained rash that causes concern from the child or employee
- Potential symptoms of Lice

\*If a child becomes ill while at the center, consult with the center Director to determine if the child's parents should be called to pick them up. Use the guidelines listed above to determine illnesses.

## Employee Injury

Our program retains coverage under the Worker's Compensation Act. Should the employee sustain an injury while performing any job related task, the employee must report the accident in full detail to the Director immediately. In the event that you are injured on the job, please follow this procedure:

- Notify the Director or Supervisor immediately.
- Take whatever medical action is necessary, such as calling 911, etc.
- When you return to work, please complete an incident form in the event that Worker's Compensation must be filed.
- Provide a health care providers release to return to work if necessary
- Even if you do not seek medical treatment, please complete an incident/accident form

### Parent Involvement

Children are happy to have the experience of the special people in their lives working together and getting along with each other. This allows children to develop a sense of security and will allow us to develop closer relationships with the children. Parent - Teacher conferences are one tool we will use to bridge this bond quicker and more efficiently. Teachers are also required to maintain a 'What I did today' message center in their classrooms. Any specific issues involving parents should be brought to the attention of the Director. Employees should never be confrontational, or rude to parents.

### Employee Discipline

Altamonte Child Development Center is aware that all employees make mistakes, regardless of experience or training. We are also aware that any positive guidance can often times remedy a known problem. Therefore, we have established the following process of escalating discipline:

- Verbal warning, noted in the computer log
- Written warning, noted in the computer log and the Administrative Action Form
- Written warning w/ suspension or probation, noted in the computer log, and the Administrative Action Form
- Termination of employment, noted in the computer log.
- The decision to terminate an employee is the sole responsibility of the Business Manager or the President of the Board of Directors.

While this process is optimum, any part may be bypassed based on the severity of the infraction. This process in no way implies any type of contract of employment. Administrative Action Form sample at Appendix C, pg 35.

### Harassment

All Employees have the right to work in an environment free of discrimination, which includes freedom from harassment - whether that harassment is based on sex, age, race, color, religion, national origin, physical or mental disability, marital status, or veteran status. Alta Monte Child Development Center prohibits and condemns employee harassment in any form - by managers, co-workers, visitors, or other business contacts.

Harassment can occur in many situations, but it is often viewed as a situation in which an individual in a position to control, influence, affect your employment, compensation, promotion,

Policies and Procedures herein do not constitute a legally binding contract.

or job assignment uses that power to coerce or punish you. Harassing conduct includes, but is not limited to, slurs, jokes, or degrading comments concerning sex, age, race, religion, national origin, physical or mental disability, marital status, or veteran status; repeated offensive sexual flirtation, advances, or propositions; any uninvited physical contact or touching such as patting, pinching, or constant brushing up against your body; continual or repeated abuse of a sexual nature; graphic verbal comments about your body; and the workplace display of discriminatory or sexually suggestive objects or pictures. Such conduct will result in disciplinary action up to and including dismissal of the employee who harasses. With respect to non-employees, offending visitors, customers, or other business contacts will be dealt with appropriately by management. Please report all such conduct to management. Do not attempt to handle the situation yourself.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or welcomed social relationships. Sexual harassment is outlined in the EEOC Sexual Discrimination Guidelines and is defined as:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating intimidating, hostile, or offensive work environment.”

If you make a harassment claim, the Company will conduct a thorough investigation of your complaint. The aim of the investigation will be to gather as many facts and to obtain as much detail as possible about the complaint. You will be interviewed and asked to provide details about the incident(s). You will also be asked to provide a written statement about your complaint. We will also interview witnesses to the incident(s), and we will obtain written statements from them. The alleged harasser will also be interviewed, and he/she will be asked to provide a written statement about his/her opinion of the complaint.

### Childhood Illness

- ❖ A child may experience more illnesses when first entering a childcare facility because of the exposure to other children. We do everything in our power to maintain sanitary conditions to help prevent the spread of illnesses. Should your child become ill during the day we will notify you for immediate pick up. It is our policy that children remain out of the center when ill. The following is a guideline:
- ❖ Temperature over 100 degrees
- ❖ Two or more intestinal disturbances (vomiting or diarrhea)
- ❖ Any undiagnosed rash
- ❖ Sore or discharging eyes, ears or nasal drainage
- ❖ Unexplained lethargy

Policies and Procedures herein do not constitute a legally binding contract.

- ❖ Significant respiratory distress
- ❖ Unable to participate in normal classroom activities
- ❖ Requires more care than the program and staff can provide
- ❖ We will notify you of your child's exposure to any illness or infectious diseases

### Administration of Children's Medications

Medications will be administered to children as specified on our medication authorization form. The medication **MUST** be in a prescription bottle with exact dosage clearly marked on the label. If it is a nonprescription medication it must be in its original container and clearly marked with the child's name. Parents must sign children up for medication on a daily basis. The director or assistant director will be the only staff members allowed to distribute medication. All personnel and guardians must initial the time and amount of dosage daily. Medications will be administered at requested times.

### Child Abuse / Neglect

We are required by law to report any and all signs of suspected child abuse or neglect to child protective services. We will not hesitate to do so.

### Parent Grievances

Teachers in the classrooms are childcare professionals, they are not administrators. Should you have an issue with a teacher or an occurrence in a classroom, please speak with the Director or supervisor on duty. Should you as a parent or guardian confront our teachers in an aggressive manner your child may be disenrolled.

### Guidance & Discipline

The program's goals are to promote independence, autonomy, self-esteem, and caring toward others and the physical environment.

We use "**time-out**" - a quiet, relaxed, neutral break, a cooling-off period for the child to regain self-control.

Time-out is used when a child is losing control and refuses redirection - for example, acting aggressively, throwing a tantrum, or complete defiance.

Should redirection on a field trip not be effective, suspension of future field trips may be used.

Simple redirection is the only form of discipline used for infants.

**No One** is allowed to spank, hit, bite, shake, yell at, or cause any physical or emotional harm to any child while on these premises.

### Transportation

We take all possible precautions when transporting the children. We do ask that you leave your child's car seat whenever transporting them is necessary. During outings we take a cell phone and will carry contact numbers in case of emergencies. For those children attending schools, we do offer to and from transportation included in the tuition. It is imperative that parents call and notify the director if we are not to pick up a child from school. There is a \$5.00 charge if our drivers go out to a school and find out that a child did not need to be picked up. This charge will be added to your monthly bill.

### Field Trip Procedures

The teachers are required to keep an emergency backpack with them at all times with their List of attendees, all first aid items, and emergency contact information for every child present on a field trip. Prior to departure, teacher will leave a list of all students who are attending the trip in the office for management. Teachers will take attendance

- 1) As they are loading the children on the vans,
- 2) Every hour throughout the duration of the fieldtrip, done by two people independently and then initialed on the back of the field trip form.
- 3) On the vans before driving off,
- 4) As the children are coming off the bus, **and**
- 5) When they are back in their classroom. Review the list of children and number counts with management upon return.

When children need to use the bathroom they will be accompanied by teacher into the public restroom (not in the stall), until all children have left the bathroom.

**Never leave a child unattended.**

### Visitors

Parents are encouraged to visit and participate in this program. All other visitors must have prior approval by the appropriate parent and must be accompanied by the Director at all times while on Alta Monte Child Development Center property. Unsupervised visitors and guests must limit their time on the property to a minimum, often less than five (5) minutes.



Altamonte Child Development Center, Inc  
Employee Handbook Acknowledgement

I \_\_\_\_\_ have read and/or been briefed on the Employee handbook. I understand the policies and procedures as specified in the Employee Handbook. I am aware that there is a master copy of the Employee Handbook available for review in the office.

By signing this Employee Handbook Acknowledgement Form, I agree that I have as stated above, read and understand the polices and procedural guidelines set out in the Altamonte Child Development Center, Inc Employee Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

## APPENDIX A

Pgs 26-44

### Job Description Director/ Co- Director/ Administrator/Group Supervisor

Hours: 8-10 hours per day

#### **Education/Experience Requirements:**

- Meet all state licensing minimum age and education requirements
- Holds a High School Diploma or equivalent
- Maintains the State In-Service requirements (CYFD 22.2.2)
- Must have completed 45 hour class or equivalent

#### **Physical Demands:**

- Will frequently lift or move average weight; as in lifting, carrying, and holding infants and children.
- Will occasionally lift or move average weight in awkward or difficult positions.
- Required to stand up to 75% of the work day
- Must be able to interact with children, their parents, and the teachers on a daily basis.
- Provide assistance as needed
- Monitor teachers and implement state licensing regulations
- Meet the emotional, social, cognitive, and physical needs of both the children and the teachers.
- Encourage assistants to contribute to curriculum planning
- Coordinate field trips

#### **Detailed Job Description:**

Policies and Procedures herein do not constitute a legally binding contract.  
Revised 2/1/2015

- Support and implement philosophies in both the classroom activities and routine conversation.
- Provide each child and teacher with opportunity for individual development
- Provide a positive, loving, and nurturing environment
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the Center or we suspect it occurs elsewhere.
- Properly reports any and all incidents of abuse, neglect, or therein to CYFD
- Curriculum planning and implementation
- Hiring teaching staff, administrative support staff, operational support staff, and substitute staff.
- Financial Management, and Food Management
- Enrollment retention
- Marketing
- Developing and maintaining an effective organization
- Developing and maintaining an effective communication system
- Community relations
- Legal knowledge in the areas of center management and operation

#### **Personal Characteristics:**

- Computer literate
- Able to multitask
- Able to quickly respond to and assess any arising situation
- Maintain confidentiality
- Prepare monthly plan charts
- Hold monthly staff meetings
- Hold or organize monthly trainings for teachers
- Able to adapt to ever changing environments, accepts constructive feedback, and implements appropriate action.
- Is flexible to the daily business demands of the Center, including scheduled working hours and room/kitchen assignments

#### **Additional Responsibilities**

- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other Center staff and show enthusiasm toward your job
- Handle both routine and difficult situations with a calm response
- Establish and maintain rapport with teachers and parents.

I, \_\_\_\_\_, have read, and I understand my job description here at Altamonte Child Development Center.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Job Description Lead Teacher

Hours: 8 hours per day

#### **Education/Experience Requirements:**

- Meet all state licensing minimum age and education requirements for working in child care
- Holds a High School Diploma or equivalent
- Is appropriately qualified for the assigned age group through education, training, experience, and/or personal qualities according to the state licensing requirements
- Maintains the State In-Service requirements (CYFD 22.2.2)
- Must have completed 45 hour class or equivalent
- Must have and maintain 1<sup>st</sup> Aid, CPR, and Blood Born Pathogens Training

#### **Physical Demands:**

- Will frequently lift or move average weight; as in lifting, carrying, and holding infants and children
- If necessary you may be required to change soiled clothing, and diapers for those children in your classroom
- Will occasionally lift or move average weight in awkward or difficult positions
- Required to stand up to 95% of the work day
- Must be able to interact with children on the playground or in classroom, i.e. run, jump, dance, physical exercise, etc
- Must be able to professionally interact with children, their parents, and other teachers on a daily basis
- Able to physically and mentally react immediately to unexpected circumstances
- Seeks assistance to perform physical demands of the job if necessary, i.e. lifting or moving heavy weights
- Must be able to stoop and bend to interact on child's level

Policies and Procedures herein do not constitute a legally binding contract.

- In classes where children wear diapers, must change diapers every 1.5 hours.

### **Detailed Job Description:**

- Responsible for the Direct Care of Children
- Support and implement philosophies in the classroom activities, routine conversation, and curriculum
- Is responsible for Documenting children's progress
- Interact, play with children
- Provide each child with opportunities for individual development
- Keep children neat & clean in appearance.
- Assist in Family Style Dining
- Responsible for name to face sheets
- Responsible for food count sheets
- Talk and sing with children
- Provide a positive, loving, and nurturing environment
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the Center or we suspect it occurs elsewhere
- Maintain room environments, as well as the cleanliness of the rooms
- Properly reports any and all incidents of abuse, neglect, or therein to Management
- Nurture and supervise children
- Take pride in the appearance and cleanliness of the Center
- Responsible for knowing and maintaining your Ratio
- Must send Daily forms home of what activities, the children do and what they are eating
- Must fill out a communication sheet with necessary information for the night staff
- Will stay in room at all times, will not be switching rooms
- Must model appropriate behavior
- Responsible for monthly Inventory

### **Personal Characteristics:**

- Displays respect for others, both children and adults (parents, supervisors, and co-workers).
- Able to adapt to ever changing environments, accepts constructive feedback, and implements appropriate action.
- Is flexible to the daily business demands of the Center, including scheduled working hours and room/kitchen assignments

### **Program Implementation:**

- Understands our educational program and uses the materials properly.
- Prepares and follows lesson plans and activities appropriate for the developmental stages of each child. All learning areas MUST have teacher made materials and hands on activities.

- Assists children in arts and crafts to enrich fine motor skills including cutting and pasting.
- Allows children when developmentally appropriate to do their own.
- Plans and engages in indoor and outdoor activities designed to enhance gross motor skills.
- Tells appropriate stories to children in all age groups.
- Works with children to develop appropriate verbal communication skills

### **Classroom Management/ Organization:**

- Maintains a Parent Awareness Board including but not limited to: Lesson plans, daily schedule, "Look What I Did Today", notes, field trip information, attendance lists, allergy lists, and other appropriate information as required.
- Gathers and prepares sufficient supplies and equipment in advance for each day's planned activities.
- Decorates classrooms with appropriate materials
- Maintains classroom that is safe, neat, CLEAN, attractive, and ready for children.
- Personalizes all cots, cribs, cubbies as appropriate
- Encourages family style dining by modeling good manners, eating ONLY Center prepared food with children, providing a relaxed atmosphere, encouraging conversations, teaching by example, and assisting with cutting food and feeding when necessary.
- Provides a restful atmosphere during rest time, including soothing, quiet music.
- Maintains cubbies so that they are clean and free of clutter.
- Cleans classroom, outside play areas, and restrooms; including sweeping, mopping, vacuuming, etc.
- Teaches respect for classroom equipment and supplies by encouraging children to help maintain them.
- Provides constant supervision of all children; ensuring that there is never a child left alone or left to be supervised by another child or parent.

### **Administrative Procedures**

- Completes and submits all records as required, including time sheets, attendance records, accident reports, and any other required materials.
- Attends all staff meetings, conferences, and Center events as scheduled.
- Dresses in accordance with the Center's appearance policy.
- Supports all policies and procedures as stated in the Employee Handbook, and official memos.

### **Safety and Sanitary Procedures:**

- Checks diapers of children not toilet trained and lifts and carries children to changing tables to change diapers.
- Assists and instructs children in personal hygiene such as toileting, face and hand washing, etc.

Policies and Procedures herein do not constitute a legally binding contract.

- Cleans and sanitizes cribs, mats, and/ or cots, toys, and cubbies.
- Ensures that all children can be seen at all times during resting hours, i.e. NO COVERING heads with sheet / blankets!

**Additional Responsibilities**

- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other Center staff and show enthusiasm toward your job
- Handle both routine and difficult situations with a calm response
- Participates in and cooperates with group decisions, is a team player.
- Informs parents of their child's progress and is available to meet with parents during appropriate times.
- Provides ongoing positive customer service to ALL parents at ALL times.
- Encourages children to seek assistance and shows trust and confidence in them.
- Other duties as needed. These may include, but are not limited to: washing dishes, taking out trash, covering for other staff, answering the phone and taking messages, cleaning out storage closets, etc.

I, \_\_\_\_\_, have read, and I understand my job description here at Altamonte Child Development Center.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Job Description  
Night and Weekend Supervisor

8 - 10 hours per day

Education/Experience Requirements:

- Meet all state licensing minimum age and education requirements
- Holds a High School Diploma or equivalent
- Maintains the State in-Service requirements (CYFD 22.2.2)
- Must have completed 45 - hour course or equivalent

Detailed Job Description:

- Support and Implement philosophies in both the classroom activities and routine conversation
- Provide each child and teacher with opportunity for individual development
- Provide a positive, loving and nurturing environment
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the center or we suspect it occurs elsewhere
- Maintains effective communication with staff, Director, Supervisor, Parents and Administrator
- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, regulatory relationships
- Work in harmony with other center personnel, parents and show enthusiasm toward your job
- Handle both routine and difficult situations with a calm response
- Implement and Enforce all center and state policies and procedures
- Is responsible for the daily functions of the center; **ratio, well-being and safety** of staff and children
- Make sure children's attendance is **accurately recorded** (clock in/out)
- Provide breaks to center personnel and document accordingly
- Must be in constant communication with upper management at all times as well as be responsible for consistent documentation
- Be responsible for receiving payments and posting to accounts

Policies and Procedures herein do not constitute a legally binding contract.



- Maintain **center cleanliness and room close down** procedures properly
- Prepares, serves, and records PM Snack appropriately. Ensures kitchen is closed down as well.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

## Job Description Cook

- To adhere to and follow all New Mexico State regulations
- To follow all sanitary procedures
- To ensure the safety of all children and personnel
- To follow the Menu AND stated portions
- To be familiar with and ADHERE to USDA Dietary Guidelines
- To fill out menu production records at each meal service
- To keep the kitchen and dining areas up to code in cleanliness and sanitization at ALL times.
- To attend regular CACFP trainings.
- To attend food preparation workshops at least three times per year.
- Complying with center infection control guidelines and procedures.
- Being familiar with all company policies and procedures.

I, \_\_\_\_\_, have read, and I understand my job description here at Altamonte Child Development Center.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX B

LEAVE REQUEST FORM

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_

Date Requesting Off: \_\_\_\_\_ to \_\_\_\_\_

Reason Requesting Leave: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Covering Shift: \_\_\_\_\_  
(Signature)

Teacher Requesting Leave: \_\_\_\_\_  
(Signature)

\_\_\_\_ Paid Leave      \_\_\_\_ Unpaid Leave      \_\_\_\_ Shift Swap

\_\_\_\_ Approved      \_\_\_\_ Denied

Reason for Approval/Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director: \_\_\_\_\_  
(Signature)      \_\_\_\_\_  
(Date)

**APPENDIX C**

*Alta Monte Child Development Centers*  
**Administrative Action Form**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

**Type of Incident: (circle all that apply)**

- Attendance
- Tardiness
- Unsatisfactory work
- Rudeness to employee or customers
- Careless
- Failure to follow instructions
- Willful damage to material or equipment
- Violation of policies, state licensing or other
- Insubordination
- Violation of safety rules
- Other \_\_\_\_\_

**Action to be taken:**

- Warning
- Probation
- Suspension
- Dismissal
- Other

Corrective Action: \_\_\_\_\_

Review Date: \_\_\_\_\_

I have read and understand this action report.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

## APPENDIX D

### Performance Evaluations

Performance evaluations are on a scale of 1 to 10. Raises and promotions are only considered for employees that score higher than an 8 on their evaluations. Evaluations will be conducted on a monthly basis for the first 90 days of employment, and every six months thereafter. Any employee scoring below a 6 on any given evaluation may be considered for termination. 1 point will be deducted from your evaluation for every administrative write up incurred between evaluation periods.

Name: \_\_\_\_\_

Dept. \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Date of Review \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Last Review \_\_\_\_\_

1. Quality of Employee's work \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

2. Exercise of good judgment \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

3. Attendance \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

4. Employee involvement/participation in team effort \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

5. Attention to company policies and procedures \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

6. Interpersonal relationships and communication with co-workers  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

7. Taking initiative to achieve goals and complete assignments  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

8. Responsiveness to changing work requirements \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

9. Work ethic \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

10. Overall performance rating \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

**Areas of Strength:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Areas of Improvement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Last Merit Increase: \_\_\_\_\_

Recommended Merit Increase: \_\_\_\_\_

Effective Date of Current Merit Increase: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Employee's Comments:

---

---

---

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature