



Employee Handbook

2020

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8. Staff Sign-Off page- PLEASE SIGN AND RETURN TO THE ADMINISTRATIVE ASSISTANT

Policy Hyperlinks included in this handbook for your reference:

- **Exposure Plan p. 24**
- **NAEYC Code of Ethical Conduct p. 26**
- **Mandated Reporting Policy p. 27**
- **Emergency Preparedness Plan p. 45**
- **COVID Classroom Protocols p. 46**
- **Safe Sleep p.55**



The “411” on TC4

1A. EXECUTIVE DIRECTOR’S WELCOME

Welcome to the Trinity College Community Child Center (TC4). As a member of our team, we will work together to achieve the highest standards in Early Care and Education.

I am pleased to give you this revised Employee Handbook, along with your job description. This handbook describes the personnel policies and procedures that ensure the center operates smoothly and in the best interest of the staff, children, and families we serve. As part of my commitment to you, I am available as a resource for questions and clarification.

After completely and thoroughly reading the Employee Handbook, please sign, date and submit the “Sign Off Page”. This signed statement will be kept in your confidential personnel file.

We wish new employees the best of luck in your new positions. We hope that your experience with us will be a successful and rewarding one.

To our present staff, we appreciate your loyalty and accomplishments. This handbook should become a convenient reference and guide.

Sincerely,

A handwritten signature in cursive script that reads "Christy Gadensky".

Christy Gadensky
Executive Director

1B. TC4 HISTORY

Trinity College Community Child Center (TC4) is a community resource that operates only for charitable and educational purposes, entitling the corporation to exemption under Section 501 (c) (3) of the Internal Revenue code. TC4 is separately incorporated from Trinity College, but enjoys the benefits of a close association with it, including many in-kind services. Our Center serves children ages six weeks through five years. We strive to create an environment where learning is fun, diversity is respected, families feel supported, and a sense of community is established. Our educational philosophy for children is holistic in approach and our management philosophy for employees reflects this same thinking. While each employee is supported as an individual, we strive to build a sense of cooperation and teamwork among the staff and the families we serve.

Our dream was to create a truly integrated childcare center – integrated racially, ethnically, and economically – that serves the needs of working families.

History: Founded in 1985 as a private, not for profit center focused on providing high-quality, nationally accredited, child care for children.

Children: We serve 76 children ages six weeks through five years at two on-campus sites. While approximately 20% of the families are employed at Trinity, our programs are open to all children. The majority of the families served by TC4 live or work in Hartford or in the surrounding area. We are committed to racial, ethnic, and economic diversity in enrollment, and are one of the few child care centers to achieve this in the City of Hartford.

Teachers: We employ a highly qualified and educated staff. All teachers have at least a Bachelor's degree in E.C.E or a related field. The ratios of staff to children meet and sometimes are better than state requirements. (Volunteers and interns are not counted in these ratios.)

Accreditation: We are accredited through the National Association for the Education of Young Children (NAEYC). Accreditation is a measure of compliance with NAEYC criteria for high quality child care.

1C. MISSION

The Trinity College Community Child Center's primary mission is to serve the children and families of the surrounding Hartford area and the Trinity College community by providing high quality education in a safe and nurturing environment that celebrates the diversity of the families we serve.

1D. VISION

The Trinity College Community Child Center is a caring community where we work with families to help their children reach their full potential as individuals and as lifelong learners. Our country has a diverse

society. Our vision is to prepare children to embrace a truly integrated multicultural society. We also strive to be a recognized leader in early childhood education and an advocate for issues related to children and their families.

1 E. INTERACTIONS WITH FEDERAL IMMIGRATION OFFICERS: In the unlikely event that federal authorities from Immigration and Customs Enforcement (ICE) or Customs and Border Patrol (CBP) come to campus to carry out enforcement activities:

1. Any employee approached by ICE or CBP agents seeking information about someone on campus should immediately contact Campus Safety. Campus Safety will escort the agents to the President's Office so that the College's legal counsel may review any warrant, court order, or subpoena.
2. Agents who do not possess a warrant, court order, or subpoena will be asked to cease any enforcement activities and to leave the campus.
3. Neither Campus Safety Officers nor faculty or staff shall:
 - Release sensitive, non-public information (home addresses, phone numbers, etc.) to federal immigration officials without a subpoena or judicial warrant that has been vetted by legal counsel.
 - Permit ICE and CBP agents to use College facilities for investigations, interviews, or interrogations for the purpose of enforcing federal immigration laws.

1F. BEGINNING EMPLOYMENT New staff members are hired by the Executive Director in consultation with an interview committee that is comprised of family members and staff. A complete job description, employment terms, and salary are furnished upon employment.

When you begin employment at TC4, you will receive an orientation from the Executive Director or her designee, which will include the Center's policies, procedures, and employee benefits prior to entering into the classroom. At that time, you will be given information on insurance benefits, a Family Handbook, an Employee Handbook and a copy of the NAEYC Code of Ethical Conduct. You are welcome to ask questions at any time. It is your responsibility to ask questions if you are unclear about a policy or procedure.

This Handbook replaces all prior handbooks, if any, distributed to TC4 employees. TC4 may, without having to consult with any employee, and without receiving any employee's agreement, change, suspend, or discontinue any or all Handbook policies, benefits, or procedures (except the at-will policy, below). Revised handbooks may be issued from time to time. Final decisions as to the meaning and application of the policies rest entirely with the Executive Director and Board of Directors of TC4.

In all circumstances, TC4 will comply with applicable laws. To the extent any provision of this Handbook conflicts with any applicable state or federal law, TC4 will follow and comply with the applicable law and

not this handbook.

1G. BENEFITS OF EMPLOYMENT

- ❖ Be a part of a high functioning Early Care and Education team
- ❖ Have a voice in center decisions and planning
- ❖ Be a leader in providing high quality Early Care and Education services to children and families
- ❖ Be supported in continuing professional development
- ❖ Be able to take college classes at little or no cost through the Hartford Consortium
- ❖ Understand that learning never stops and is a continuous process

AT WILL EMPLOYMENT

The language used throughout this Handbook is not intended to create, nor should it be interpreted to create, an employment contract for any specific length of time between TC4 and any employee.

All TC4 employees are employed “at-will.” This means that regardless of any statement contained in this handbook or in any other document, or any statement issued by TC4 or any other employee, every employee has the right to terminate his or her employment at any time, for any or no reason, with or without advance notice. TC4 also has the right to terminate any employee’s employment at any time, for any or no reason, with or without advance notice.

Any oral statements made to an employee by any individual that conflict with this provision regarding at-will employment are unauthorized and should not be relied upon by employees in making any employment or other

As an employee of TC4 , at any time during your employment, either party, without notice, may terminate employment.

INTRODUCTORY PERIOD

Your first 90 days at TC4 are an introductory period during which you will be learning your new job and getting to know others at the center. It is also a time for others to get to know you and for your supervisor to assess your abilities and skills relative to your responsibilities. Your supervisor and fellow employees will assist in supporting you, and you are encouraged to seek their help. We utilize our “Staff Orientation Checklist” to help new staff members learn about everyday policies, procedures, and center operation.

- If you are a regular full-time employee (working 30-40 hours per week as described later in this handbook) you will be eligible for medical, dental, short-term disability and life insurance. Coverage begins on the first of the month following thirty days of employment.
- Eligible employees begin to accrue paid time off and sick days on the first day of employment but may not use these accrued days until they have completed 90 days of employment.
- You are eligible for paid holidays beginning on your date of hire.

At the end of your introductory period, you will receive a formal written evaluation and discuss your job performance with your immediate supervisor.

2. EMPLOYMENT PRACTICES

2A. Grievance Procedure

Individual differences and misunderstandings may arise among employees. Successful resolution depends on the willingness of the staff members involved to communicate with one another. Every effort should be made to resolve issues or concerns in an informal manner abiding by the NAEYC Code of Ethical Conduct within the employee's work unit. It is the Program's expectation that all conversations with staff and the Administrative Team will be respectful.

TC4 employees are free to seek suggestions or advice from their supervisor, Program Coordinator or Executive Director. The program encourages staff to develop their skills as effective communicators and to bring any programmatic concerns to the attention of supervisors and the Executive Director. Employees will not be retaliated against for use of this Policy. Staff should also come prepared with potential solutions to the issue or concern.

TC4 believes that most differences can and should be resolved informally, but does allow for formal resolution of differences and complaints. If issues cannot be resolved informally, it is the Center's policy to provide an orderly and formal procedure to deal promptly and fairly with any serious difference of opinion, or complaint, which causes a staff member to believe that he or she has been dealt with unjustly. An employee may initiate an inquiry or formal complaint on any employment-related matter.

2B. EQUAL EMPLOYMENT OPPORTUNITY POLICY

TC4 is an equal opportunity employer with a policy of strict non-discrimination in all matters pertaining to race, religious creed, color, age, national origin, ancestry, physical disability, learning disability, mental disability or history thereof, sex, including pregnancy and sexual harassment, veteran's status, genetic information, sexual orientation, gender identity and expression, and marital status, or any other status protected by applicable law. TC4 complies with all applicable federal and state laws prohibiting discrimination with respect to hiring, classifying, training, promoting, advertising, recruiting, selection, compensation, layoff, recall, transfer and termination, and all other conditions or terms of employment. TC4 is a safe space intended to be free of bias, conflict, criticism, or potentially threatening actions, ideas, or conversations.

Gender is complex and unique to each of us. Involving more than just girls versus boys, we affirm youth of all genders—cisgender, transgender, non-binary, gender fluid, agender and any other genuinely held gender identity. We are not "gender neutral" or "gender blind"; rather we seek to acknowledge the individual journey of every student as they explore their own gender. We're working towards a world that recognizes and celebrates the unique gender of every member of our community. At TC4, we do not believe that clothing, toys, interests, or colors have gender. We allow children to explore their world without limitations.

2C. NON-DISCRIMINATION / ANTI-HARASSMENT POLICY

TC4 does not tolerate discrimination or harassment based on race, religious creed, color, age, national origin, ancestry, physical disability, learning disability, mental disorder or history thereof, veteran's status, genetic information, gender identity and expression, sexual orientation and marital status, or any other status protected by applicable law. Any employee who engages in such conduct in the workplace, or while on TC4 business, is subject to disciplinary action, up to and including discharge.

Anyone from outside the Center who engages in such conduct on Center property or on TC4 business will be subject to removal and may be referred to the local police.

Definition of Sexual Harassment

Sexual harassment refers to behavior that is not welcome, is personally offensive, fails to respect the rights of others, and lowers morale and, therefore, interferes with our work effectiveness. "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or, such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female staff members may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities;
- Jokes, offensive language, gossip, slander, letters based upon legally protected characteristics;
- Visual display of posters, graffiti, obscene gestures;
- Use of email to circulate jokes/comments/articles that may be offensive to individuals based upon their legally protected characteristics;
- Isolation or non-cooperation at work, exclusion; and
- Retaliation for making a complaint of unlawful harassment or participating in an investigation of such a complaint

Staff members could potentially be harassed by colleagues or subordinates as well as by managers, customers, clients, contractors or anyone with whom they come in contact while working. TC4 opposes all forms of harassment of its staff members and endeavors to take appropriate action to eliminate harassment from all of these sources.

IMPORTANT NOTICE TO ALL STAFF: Staff members who have experienced conduct they believe are contrary to this policy have an obligation to take advantage of this complaint procedure. A staff member's failure to fulfill this obligation could affect his or her rights in pursuing legal action. No staff will be subjected to retaliation for bringing a good faith complaint of unlawful harassment or for co-operating or assisting in an investigation into allegations of conduct that may be unlawful harassment.

All staff members should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Any applicant or employee who believes that she or he is the victim of discrimination or harassment, including sexual harassment, must report the conduct immediately to the Executive Director, rather than following the Center's Open Door Policy described in Section 2A. Any employee reporting directly to the Executive Director who believes that she or he is the victim of harassment or discrimination at the hands of the Executive Director should report the conduct to the Board President or to any member of the Board Personnel Committee.

All complaints of discrimination or harassment will be treated confidentially to the extent possible under the circumstances, and investigated and resolved as promptly as possible. The person receiving the complaint will initiate an investigation promptly in order to collect and weigh the facts and decide on a course of action. The investigation will be thoroughly documented and the records retained in a safe place.

Any employee who is found to discriminate, intimidate, retaliate against or harass another employee is subject to discipline, up to and including immediate termination.

All complaints of discrimination or harassment will be reported to the Personnel Committee of the Board upon resolution.

All employees are to act responsibly in helping the Center maintain a workplace that is free of discrimination and harassment. Notices concerning the illegality of sexual harassment and discrimination are posted in the staff quarters of each program.

2D. EMPLOYMENT CLASSIFICATIONS

CATEGORIES OF EMPLOYMENT

A "regular full-time employee" regularly works 30-40 hours per week, including lunch breaks. Employees in this category are eligible for the full range of economic and insurance benefits including the Center's leave benefits described later in this handbook.

A "regular part-time employee" regularly works at least 20-29 hours per work week. Employees in this category are eligible for a maximum of ten (10) days total, at a prorated basis (based on the number of hours worked each week), to use as paid time off (PTO) and sick days. This leave time must be used by the end of an employee's anniversary year. No leave time shall be carried over from one anniversary year to another. Part-time employees are not eligible for the group health insurance program, but are eligible for certain paid and unpaid leaves described later in this handbook.

A "Per-diem" employee is a substitute or student worker who works on an "as needed" basis and, including those hired for a specific time-limited job. Employees in this category are not eligible for

economic or time off benefits. Employment beyond any initially stated period does not, in any way, imply a change in employment status. Per-diem employees retain their status unless and until notified in writing of a change. *Per diem employees are not covered by the policies stated in this handbook except where explicitly stated or required by law.*

2E. WORK SCHEDULE/OVERTIME

TC4's normal hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday. Classroom teaching teams create staffing schedules which are reviewed and approved by the Executive Director prior to implementation. Teacher schedules are subject to change based on classroom and programmatic needs. Occasionally schedules will need to be adjusted for professional development or other center events that occur outside of typical operational hours.

1. Daily Break

All TC4 regular employees receive a paid break period each day. Per-diem employees, including substitutes and student workers, receive an unpaid break. Lunch periods and other breaks will be arranged with your supervisor based upon your classroom or office work schedule and the need to maintain State-mandated staffing ratios. Breaks are subject to change by the Executive Director depending on programmatic needs.

The length of your lunch break is contingent upon your total hours worked daily, in accordance with Labor Law Standards and the following guidelines:

Regular Employees:

An employee who works over 7.5 hours a day receives a 45 minute break

An employee who works 6- 7.5 hours a day receives a 30 minute break

An employee who works 4-6 hours a day receives a 15 minute break

If a staff member takes a break that is longer than the times described above, then any additional break time will be unpaid.

Substitutes and Students (unpaid break):

An employee who works over 7.5 hours a day receives a 60 minute break

An employee who works 6-7.5 hours a day receives a 30 minute break

An employee who works 4-6 hours a day receives a 15 minute break

Planning Time:

Every full time staff person shall participate in planning time outside of the classroom for curriculum planning, assessment and communication tasks at least weekly. Staff participating in planning time will not be supervising active children. Suggested times are between 9:30-10:30 a.m. or before/after a staff person's break. In each break area there are journals, books, and professional magazines along with Internet access to assist teachers in planning effectively for the classroom.

BREASTFEEDING

TC4 encourages and supports continued breastfeeding for staff who wish to maintain this relationship with their child. We provide privacy for quiet nursing and staff will utilize their break time for nursing and or pumping. Since staff will utilize their break time for these periods, any additional time to meet the needs of their child will be unpaid or PTO can be used.

2. Facility Closing

During adverse weather conditions on a scheduled work day, you should do your best to get to work safely and on time. If the Executive Director decides not to open the center on a scheduled work day because of inclement weather or other adverse conditions, she will put a voicemail message on her direct line (860-297-5374) and also post on the local television stations by 6 a.m. A message will also be sent on Remind. Should such an unsafe situation occur during the workday, you will be notified by the Executive Director that the center is closing at a particular time

Full-time staff will be paid for the time the facility is closed if it falls within the staff member's normal work schedule. If the Center is open and you do not report to work, you will not be paid for the day. *If the center closes due to weather, and a staff member already has scheduled PTO or sick time for that day, the staff member will receive PTO or sick pay.

** When the center closes early and staff leave prior to the closing time Paid Time Off must be used for the remaining time.*

2F. Overtime Eligibility

TC4's overtime policy is designed to protect employee health and efficiency, distribute overtime hours as fairly as possible, and comply with all federal and state laws governing overtime. Federal and state law provide for the classification of each employee as being either EXEMPT or NON-EXEMPT from the Minimum Wage and Overtime Provisions of the Fair Labor Standards Act ("FLSA") and the Connecticut Wage and Hour laws.

You are classified as "exempt" if your position meets the exemption tests established by the FLSA and the Connecticut Wage and Hour laws. Such employees are exempt from minimum wage and overtime requirements. You are classified as "non-exempt" if you perform jobs that do not meet the FLSA and Connecticut exemption tests. Upon hire, the Executive Director will advise you about whether your job is classified as exempt or non-exempt and therefore if you are eligible to receive overtime. If you are in a non-exempt position, you will be paid at straight time rates for all work performed up to and including forty hours in a regular work week, and one and one-half times your regular hourly rate for all time worked in excess of forty hours in a regular work week. **All overtime must be authorized in advance by the Executive Director.** This includes working extra time during your lunch hour, work at home, or on weekends in the Center that would result in working over forty hours in a week.

All hours during a work week that are calculated in the total for overtime must be hours actually worked. Holidays, sick days, paid time off, and other paid excused absences do not count in the calculation of hours for overtime purposes.

If you are an exempt employee, you will not be compensated for overtime worked. Compensation schedules for exempt employees have been designed to take into account the nature of the work

performed.

Check with the Executive Director if you have any questions concerning scheduled hours and/or rates of pay.

2G. EMPLOYEE APPRAISALS

Your supervisor will give you written and/or oral feedback on your performance at least quarterly. On an annual basis, you will complete a self-evaluation (utilizing the center's performance evaluation tool) and your supervisor will complete a written TC4 Performance Evaluation and review it with you. Following your evaluation, you will meet with the Program Coordinator to develop a Professional Development Plan that includes setting action steps to meet these goals. A copy of each item will be placed in your confidential personnel file.

2I. EMPLOYEE FILES

Your employee file is a confidential record that is kept in a locked cabinet in the Executive Director's office. Your employee file includes documents pertaining to your employment, employment status, your State and Federal Withholding Allowance Certificate (W-4), performance appraisals, educational information, professional designation information, recognition and disciplinary memos or notes and attendance records. Your confidential medical records are also kept in a file. The file containing your medical records includes the statement from your medical practitioner regarding status of health and tuberculosis screening, as well as documentation concerning bloodborne pathogens compliance. Access to these files is limited to the Executive Director, Administrative Team, the TC4 Board of Directors, the nurse consultant, and regulatory agencies.

You may review the contents of your employee file or medical records by prior arrangement with the Executive Director. You may not remove the file from the Executive Director's office or remove any material from the file. Copies will be provided by the Executive Director upon your request. Errors found by an employee must be identified in writing to the Executive Director and if requested, placed in your personnel file. The Executive Director will review the questioned material and give you a written response that will also be placed in your file.

Changes to employee record

Your current name, home address, telephone number and information about your family status must be on record with the Center. Any changes should be reported immediately. This may be very important to you in the event of an emergency. It is also necessary to ensure that the correct information is provided with your Social Security, withholding taxes, group insurance and other benefits. If you change marital status, number of dependents or beneficiaries, you are responsible for notifying your Administrative Assistant in writing to update your insurance coverage accordingly.

With your written permission, TC4 will release information to individuals or institutions you specify—your doctor, for example, or a bank where you've applied for a mortgage.

If your employment with TC4 terminates and TC4 receives a request for employment verification, TC4 will verify only the dates of your employment, job responsibilities, and title and salary information. All such inquiries should be referred to, and will be answered by the Executive Director or Administrative

Assistant.

3. EMPLOYEE COMPENSATION

3A. TOTAL COMPENSATION

Total compensation is the value you receive from TC4 for performing your job. TC4 maintains an employee compensation policy that is deemed to be internally equitable and extremely competitive. TC4's goal is to provide employee compensation that is both fair and progressive, in keeping with the quality, commitment and performance of a premier agency devoted to excellence in programming for children and families. Supporting this goal is a compensation program that is designed to attract, reward and retain employees who contribute to the Center's success.

TC4 provides its employees with a comprehensive benefits package. The agency contributes to Social Security, Workers' Compensation, State Unemployment benefits, and a Group Insurance Program. Your informed choices and judgment will play a major role in determining its ultimate value to you. We encourage you to explore the full range of compensation and benefit programs available to you as a TC4 employee.

By choosing TC4, you have the opportunity to:

- Earn a competitive salary with PAY INCREASE depending upon general economic conditions
- WORK FOR A LEADER in the nonprofit sector on interesting and challenging assignments
- Earn paid PAID TIME OFF and SICK TIME, some of which may be carried over from year to year
- Acquire low cost MEDICAL INSURANCE (regular full-time staff). TC4 covers 70% of the base plan for an individual
- Acquire group DENTAL, SHORT TERM DISABILITY AND LIFE INSURANCE PROTECTION AT A REDUCED COST TO YOU (Regular full-time staff)
- Advance your PROFESSIONAL TRAINING using our education reimbursement benefit, free college courses through the Hartford Consortium, and in-house staff development workshops
- Work with a management team that fosters COOPERATIVE DECISION MAKING
- Access to a 25% TC4 CHILD CARE BENEFIT

3B. SALARY REVIEWS

Paying you fairly and competitively is as important to TC4 as the receipt of your salary is to you. Salaries are reviewed annually, including the range established for your position as well as on evidence of continued education. The Board of Directors on a yearly basis discusses salary increases based on enrollment projections and other market forces.

It is the responsibility of the employee to alert the Executive Director, in writing, of any changes in educational status and to provide the appropriate documentation that might require a pay adjustment.

3C. HEALTH AND DENTAL INSURANCE

The following is intended to be a summary of the group insurance program currently offered by TC4. These benefits and the eligibility requirements are described in greater detail in the Summary Plan Descriptions and other plan documents. TC4 may, at any time and in its sole discretion, modify or eliminate any benefits or programs it currently offers, as well as increase the cost to employees of such benefits and programs.

The Center provides medical, dental, short term disability, and life insurance coverage for regular full-time employees (as defined by our handbook). Coverage begins on the first of the month following thirty days of employment. At the current time, the Center offers employees choices for insurance providers. The basic plan is contributory which means the Center pays 70% of the lowest cost \$30/\$50 co-pay plan and the employee pays the other 30%. An employee may opt to purchase a more expensive plan and the Center will contribute only 70% of the basic plan cost. Complete details on the coverage can be found in the insurance information booklets provided by the respective companies. These booklets are available through the Administrative Assistant and our insurance agent, who is also responsible for your enrollment paperwork.

After hire, if an employee declines insurance within the first 30 days following the first of the month, they cannot enroll in the insurance plan until the open enrollment period in November. Exceptions to this are if family status has changed or they were dropped from their current insurance. Employees may elect to include families in this policy. The center currently covers 50% of the cost of dependent coverage. Post-termination coverage is subject to all applicable federal and state laws. Our short-term disability coverage is described in this handbook in the section on Disability Leave.

3D. CHILD CARE

Trinity College Child Center staff members employed with the Center on a full-time basis are eligible to apply for the Center's Child Care Benefit. This benefit provides staff members with a 25% discount on tuition at TC4 if they choose to enroll their children in the center.

Staff members interested in participating in the child care benefit program must notify the Center at least three months in advance of enrolling their children in the Center. Exceptions to advance notice may be made at the discretion of the Executive Director. Eligibility to participate in the child care benefit program will also be determined by the number of available openings at the Center. Staff who wish to enroll their child/ren in the Center are urged not to delay in putting their name on the waiting list. The Board of Directors will periodically review the Child Care Benefit Program at which time it may be modified at the Board's sole discretion.

3E. COLLEGE CLASSES

Tuition Benefit for College Courses through the Hartford Consortium: Employees are eligible for tuition remission for one course per semester at the following institutions: Capital Community College, Central Connecticut State University, Goodwin College, Manchester Community College, Hartford Seminary, St. Thomas Seminary, Trinity College, University of Saint Joseph, UCONN-Hartford, University of Hartford. The employee is responsible for paying registration/lab fees. Classes with limited enrollment may not be available, and some courses require prerequisites or permission of the instructor. Certain specific classes, such as those offered as workshops by the Dance Department, are not available. College courses cannot conflict with work hours, but arrangements may be possible to adjust working hours to attend a class. Each individual should speak with their team to discuss arrangements and notify the Executive Director each semester of the arrangement or when a change occurs. Staff must follow the registration procedure and deadlines. A registration fee is applicable and is the responsibility of the individual staff member, not the Center. To obtain this benefit, please complete the "Employee Certification Form for Tuition Remission," which is available from the Program Coordinator. The form must be signed by the Executive Director and brought to the Human Resources Department at Trinity

College for approval.

3F. PROFESSIONAL DEVELOPMENT

TC4 employees are required to participate in continued professional development (hereafter PD).

Continuing Education and Training:

State of Connecticut regulations governing child care centers require yearly continuing education for all staff of at least 1% of total hours worked on an annual basis. Topics, while not specified, include child development, licensing and regulations, health issues, nutrition, First Aid and CPR, social emotional development, child abuse and neglect, and children with special needs. This means that a full-time employee (works 40 hours per week) must be able to document twenty (20) hours of continuing education per year. It is the responsibility of the employee to document ongoing training on the Individual Staff Continuing Education Record and include training certificate copies as evidence. *TC4 will pay for outside professional development training when it is a required training and/or it relates to the employees individual professional development plan.*

Please see the reverse side of the DPH "Continuing Education Log" for a further breakdown of hours worked and continuing education. Please note, PD records are kept locked and are considered confidential. Staff members have access to their PD file only.

TC4 offers a variety of center training and workshops, staff orientation, in-service presentations, mentoring and coaching, supervision and ongoing conversations. Areas of knowledge and skills include (but are not limited to) TC4's policies and procedures, program plans, NAEYC Code of Ethical Conduct, NAEYC standards and criterion, teamwork, and collaboration. PD topics are based on items identified from Annual Staff Surveys, Annual Family Surveys, Lead Teacher and Teacher Assistant meetings, consultants, and community input. While TC4 attempts to cover some of the continuing education requirements by providing staff development at the monthly staff meetings, it is the employee's responsibility to ensure that the State requirement is met and that documentation is in your Professional Development File. Quarterly file reviews by the Executive Director will occur to monitor compliance. Since time spent in continuing education is considered time worked, it must be documented on your timesheet in the same pay period in which it was spent.

Monthly Staff Meetings are devoted to training the entire staff. Topics for such meetings are determined by the expressed needs of the staff. Individual staff training will be based on the employee's professional development plan.

Professional Development:

In addition to the above, all staff will be informed of training, workshops and course offerings through email, postings and staff meetings. Some of these trainings may occur on the weekend. Staff will work together with the Executive Director and Program Coordinator to focus on achievable PD goals relevant to each staff member's interest and career path. All TC4 staff will comply with NAEYC requirements for staff training and continuing education as outlined in Standard 6.A.7-12. It is expected that all staff will maintain the requirements specified for NAEYC candidacy. All staff including per-diem substitutes are required to engage in professional development hours that equals 2% of their yearly hours worked per the Office of Early Childhood Department of Licensing. Additional requirements will be outlined by the

program to meet the requirements of funders such as the School Readiness grant.

All staff is further encouraged to participate in local, state, or national early childhood education organizations by joining and attending meetings and conferences. They are also encouraged to participate regularly in local, state, or regional public-awareness activities related to early care and education and given opportunities to participate in community or statewide interagency councils or service integration efforts.

In addition, TC4 will pay for teaching staff's membership to the National Association for the Education of Young Children (NAEYC). To keep your membership current, please submit your renewal notice to the Administrative Assistant for payment.

If TC4 pays for a PD training, including First Aid, CPR, and Medical Administration and the staff member fails to attend, the staff member is responsible for reimbursing TC4 the total training cost.

3G. BENEFIT TIME

PAID TIME OFF

All eligible employees accrue Paid Time Off (PTO) on a monthly basis, beginning on their first day of employment, according to the rate outlined below. However, employees become eligible to use PTO only after completing three months of service with TC4. If an employee leaves during the three month introductory period, accrued time off will not be paid.

In the first year of employment, all regular full-time employees accrue PTO equivalent to sixteen working days a year. In the second year, the rate is the equivalent to seventeen days a year. After the third year, the rate is the equivalent of nineteen working days a year. After five years, the rate is the equivalent of twenty-one days a year. After seven years the rate is the equivalent of twenty-two working days a year. After nine years the rate is the equivalent of twenty-three working days a year. PTO days do not accrue while on a leave of absence.

PTO is accrued per anniversary date. Up to five days (40 hours) of accrued PTO may be carried over into the next year. Any accrued PTO not used or carried over at the end of the anniversary year will be lost.

You must request your PTO in advance, to be approved by the Executive Director. Although the Executive Director will try to grant the time off that you request, there may be occasions when that is not possible. In the event of conflicting requests for the same PTO, the Executive Director will take into account the written request date and seniority at the Center. In order to maintain program quality, the Executive Director will grant no more than 2 PTO requests from teaching staff for the same day.

Please note that staff are unable to take PTO during the following times:

- August staff professional training days: mandated training on policies and procedures occurs during this time and the dates are announced in advance each year.
- The first two weeks of September: Due to new children transition into the program at this time.

In addition to scheduling, the PTO policy will be administered as follows:

- PTO plus hours worked cannot exceed 40 hours in a week. If an employee goes over 40 hours, PTO

- will be adjusted accordingly.
- Employees cannot take unpaid time if PTO is available, unless approved in advance by the Executive Director.
 - If a holiday falls during the requested PTO period, the employee will receive holiday pay and will not be deducted PTO for that day.
 - Deductions may be made from an employee's pay if the employee has exhausted all PTO and is absent for any amount of time.
 - In the event of termination after the initial three months of employment, PTO shall be deemed to have accrued since the employee's last anniversary date.
 - All employees shall be paid at their current rate of pay for the amount of PTO they have accumulated as of their last work day. Employees who fail to provide the required notice of intent to terminate employment forfeit their accrued unused PTO and will not receive pay for such accrued time. The accumulation of PTO ceases on your last day of actual work of performing duties at TC4.

SICK TIME

While you are expected to maintain a good attendance record, TC4 recognizes there may be occasions when you need time off from work because of personal illness. You are paid for these if you are a regular full-time employee, subject to the following criteria:

- All full time employees accrue sick time on a monthly basis, beginning on their first day of employment, at the equivalent of five sick days per year. However, employees become eligible to use sick time only after completing three months of service with TC4.
- Unused days may be carried over from year to year, with the total number of sick days not exceeding 30 days. After the 30 day cap is reached, an employee does not accumulate any additional sick days until the balance falls below thirty days.
- Employees are required to use their sick time during health-related leaves of absence. Sick time will not be authorized during other leaves of absence.
- Sick time will not be paid if the sick day falls after a holiday or center closing without a doctor's note
- Sick time plus hours worked cannot exceed 40 hours in a week. If an employee goes over 40 hours, sick time will be adjusted accordingly.
- Employees cannot take unpaid time if sick time is available, unless approved in advance by the Executive Director.
- An employee who is eligible for sick pay will not receive sick pay on a day for which he or she is entitled to receive holiday pay, or for a day he or she is entitled to other PTO.
- TC4 reserves the right to require an employee to submit appropriate evidence of illness or injury for which sick pay is claimed.
- Sick time will be deducted for doctor and dentist appointments and treatment as well as for illness.
- Deductions may be made from an employee's pay if the employee has exhausted all sick time off and is absent for any amount of time of sickness or disability.
- If your employment at TC4 ends for any reason, you will not be paid for unused sick days.

Part-time employees may use some of their maximum 10 days (prorated based on the number of hours worked each day) as sick leave, and may not carry over any leave time from one anniversary year to another.

TIME SHEETS/REQUESTS FOR TIME OFF

Please remember, in order to maintain program quality, no more than 2 teaching staff may be off at one time. Before requesting time off, the staff member should check the Google calendar to make sure that there are no more than two teachers approved for time off. Supervisors should also check the calendar before approving teacher assistant time off.

Timesheets are completed online via Paychex Flex Time and Attendance. All staff are trained in the use of Paychex Flex at time of hire during orientation by the Administrative Assistant. The employees will enter time in/out and lunch break. Staff will check off in the appropriate box on their Time Card to approve their time worked. If there are any questions, employees should speak with the Administrative Assistant.

Holidays and administrative closures for weather or other reasons will be added on to your timesheet by the Administrative Assistant. Please only enter time for hours you have *actually worked*.

In order to request time off, the employee should complete a "Request for Time Off" form, and submit it to their supervisor and the Executive Director for approval. Employees are responsible for arranging their own coverage for their shift, and must notify their supervisor of the coverage plan. Filling out the form **does not** guarantee time off. Time Off approvals are at the Executive Director's discretion. Once approved, the Administrative Assistant will enter the time off along with coverage into the Google calendar. The employee should then also fill out the appropriate "Time Off Request" box in Paychex Flex. Once the time off request is approved by administration in Paychex Flex, the time will automatically be added to your timesheet and deducted from your benefit time totals.

HOLIDAYS

Regular full-time TC4 employees have the following seven paid holidays per year.

TC4 will be closed on:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

When any of these holidays falls on a weekend, the Center will be closed on either the preceding Friday or the following Monday according to the calendar.

Employees are eligible for holiday pay immediately following their date of hire. Regular part-time employees are eligible for holiday pay on a prorated basis. Per diem and substitute employees are not eligible for holiday pay.

Please note: Employees will not receive holiday pay if they are on a paid or unpaid leave of absence.

4. LEAVE OF ABSENCE

PAID LEAVE

The following paid leaves of absence are in addition to any other accrued PTO or sick time that is available to the employee. **All leaves must be requested in advance in writing and must be approved by the Executive Director and the Board of Directors.**

4A. Disability Leave

Disability or Disabled is defined in your employee Short Term Disability Handbook. TC4 offers its regular full time employees short term disability coverage. An employee with a qualified disability, as a result of accidental injury, sickness, or pregnancy, who is under the continuous care and treatment of a physician and is unable to perform the material duties of his/her job, will be eligible for up to twelve) weeks of paid disability leave through TC4's Short Term Disability policy. The employee will be paid at 60% of their regular salary up to \$500/week, beginning after the 8th day of the accident or illness.

This brief summary of the short-term disability benefits is not intended to serve as a Summary Plan Description. Short-term disability benefits and eligibility requirements are described in greater detail in the Summary Plan Descriptions and other plan documents, which can be obtained from the Administrative Assistant.

4B. Bereavement Leave

If a death occurs in your immediate or non-immediate family, the Executive Director should be notified. Time off with pay will be granted to regular full- time and regular part-time employees as indicated below. Generally, "immediate family" refers to an employee's spouse (legal, civil union partner or common law), brother, sister, daughter, son, parent, grandparent, grandchild, stepparent, or parents-in-law. "Non-immediate family" means first cousin, niece, nephew, aunt, uncle, sister/brother-in-law, or other relative residing in the employee's household. For exceptions that may occur, approval for absence must be obtained by the Executive Director.

In the event of the death of a spouse or child, regular full-time employees will be allowed up to five regularly scheduled workdays with pay. Upon the death of other immediate family members as previously described, regular full-time employees will be allowed up to three regularly scheduled workdays with pay. Upon the death of non-immediate family members, regular full-time employees will be allowed one regularly scheduled workday with pay.

Upon the death of a non-relative, regular full-time employees may request the use of PTO, in accordance with the provisions of those policies.

If a death occurs in an employee's immediate family and the employee is on vacation, vacation will be terminated and the employee will be allowed a bereavement absence, or the vacation period may be extended to cover bereavement days.

Eligible part-time employees will receive bereavement leave on a prorated basis. Per diem and substitute employees are not eligible for bereavement pay.

4C. Jury Duty

Employees will be provided a leave of absence for time spent serving as a juror, in accordance with applicable state and federal law. Employees who regularly work more than thirty hours per week will be paid their regular wages for the first five days of jury service. Starting on the sixth day of jury service, and each day of service thereafter, TC4 will pay such employees the difference between their regular wages and amounts received from the state for serving as a juror.

Employees who regularly work less than thirty hours per week will be paid the difference between their regular wages and amounts received from the state for serving as a juror.

Employees must provide proof of their jury service to the Executive Director and arrange coverage for their absence. Employees are required to report to work for any part of the regular workday in which their service as a juror is not required.

The accrual of employee benefits will not be affected by this leave of absence.

UNPAID LEAVES OF ABSENCE

Unpaid leaves of absence allow the employee to take an extended leave and still be reinstated at the same or comparable position at the end of the approved leave. All leaves must be requested in advance in writing and are subject to the approval by the Executive Director and Personnel Committee of the Board of Directors. PTO and sick days do not accrue during unpaid leaves of absence.

4D. Parental Leave

In the event of the birth or adoption of a child, an employee is entitled to take parental leave without pay for a period of at least six weeks. The length of leave must be requested in writing in advance and submitted to the Executive Director for consideration. To support new parents returning to work, the staff member may elect to work a modified flex schedule for a limited time, up to a maximum of three weeks, as approved by the Executive Director.

4E. Military Leave

Leave of absence for the performance of duty within the United States Armed Forces, or with a reserve component thereof, will be granted by the Executive Director in accordance with applicable federal and state law.

4F. Other Leave

All other requests for leaves of absence will be considered on a case-by-case basis. The request of such leaves must include documents to support the employee's need to address extenuating circumstances.

Employees on leaves of absence are responsible for making their required medical insurance premium contributions. TC4 reserves the right to modify or eliminate its benefits at any time.

5. EMPLOYEE HEALTH AND SAFETY

5A. DRUG AND ALCOHOL POLICY

The purpose of this policy is to inform all employees of the danger of drugs, the prohibitions against on-the-job use or possession of alcohol or illegal drugs and the abuse of prescription drugs, and to make

employees and supervisors aware of the penalties for substance abuse or possession. All employees are forbidden to use or possess alcohol at any time or anywhere on TC4 premises. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at TC4, and disciplinary action will be taken against any employee for the violation of this policy.

In response to the Drug-Free Workplace Act of 1988 and the Drug-Free Workplace requirements for certain grant recipients, it is TC4's policy to provide a drug-free workplace. Notices to this effect are posted in the staff quarters of each program.

All employees are prohibited from using or possessing illegal drugs at any time or anywhere on TC4 premises or while on TC4 business. Employees are also prohibited from any sale or other transaction involving alcohol or illegal drugs on TC4 premises or while on TC4 business. Violators are subject to discipline, up to and including immediate discharge for the first offense. TC4 has the right to notify local law enforcement agencies of any employee who possesses or engages in any sale or other transaction involving alcohol or illegal drugs on its premises.

IF TC4 HAS REASONABLE SUSPICION THAT AN EMPLOYEE IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WHICH ADVERSELY AFFECTS OR WOULD ADVERSELY AFFECT THE EMPLOYEE'S JOB PERFORMANCE, THE EMPLOYEE MAY BE ASKED BY TC4 TO SUBMIT TO A URINALYSIS DRUG TEST OR ALCOHOL TEST. SUCH REQUESTS WILL BE MADE IN ACCORDANCE WITH CONNECTICUT GENERAL STATUTES SEC. 31-51T ET SEQ.

If an employee is suspected of alcohol or drug abuse, he or she may be sent home for the duration of the workday. Any employee who is sent home for suspected alcohol or drug abuse is subject to immediate discharge. In lieu of discharge, TC4 may require the employee to participate in alcohol or drug abuse assistance or rehabilitation program.

Under the Omnibus Drug Law, which includes the Drug-Free Workplace Act, all employees are required by federal law to notify their employer of any criminal drug statute conviction (i.e., including pleas of *nolo contendere*) for a violation occurring in the workplace no later than five (5) days after such conviction. Once the Center has received notice from an employee or otherwise has received actual notice of such a conviction, the Center will notify the agency in writing within ten calendar days after receiving notice. Within thirty calendar days of receiving notice of such conviction the Center will:

- take appropriate personnel action against the employee, up to and including termination; or
- require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State or local health, law enforcement, or other appropriate agency.

Any employee convicted of a drug related violation is subject to immediate discharge. In lieu of discharge, TC4 may require the employee to participate in a drug abuse assistance or rehabilitation program.

5B. SMOKING POLICY

TC4 is a smoke-free environment, and we expect all employees to respect the rights and health concerns of others. Smoking is not allowed in the presence of children, in any Trinity College facility, including any of TC4's facilities, nor is it allowed within 50 feet of any facility or playground.

5C. SAFETY AND WELLNESS

TC4 provides you with a safe and healthy work environment. Each of us has a responsibility to ensure that safety and health considerations are an integral part of our operations, thereby preventing injuries, health hazards and property damage.

TC4 recognizes that this field of work is stressful, and there may be times when a staff member is unable to perform their job duties and requires a brief period of time (**no more than 5 minutes**) out of the classroom for the purpose of stress management as well as general physical and mental wellness. During this time, state mandated teacher to child ratios as outlined in this handbook must be maintained. Staff must ensure that appropriate classroom coverage is in place and their supervisor or a member of the Administration team is made aware verbally prior to leaving the classroom. Staff can call 211 or speak with the program's Nurse or Social Work consultant for additional medical or mental health resources.

Despite these precautions, you may have an accident and be injured on the job. If this occurs, you must immediately notify your supervisor, and Program Coordinator or Executive Director regardless of the severity of the injury. Supervisors who are aware of an accident can take responsive action to assist you and decrease the likelihood of other similar injuries. An incident report must be completed for any accident occurring on the job.

Staff should follow the guidelines outlined in the Family Handbook and Staff Procedural Manual regarding diseases and exclusion for illness.

You are required to submit an updated Adult Medical Statement every two years. *It is your responsibility to keep your physical up to date and submit the required record of the physical exam.*

All staff members working directly with children are given the option of receiving immunization for Hepatitis B, which is a blood borne disease. Details are found in the [Exposure Control Plan](#), which is available from the Executive Director. Universal precautions, as outlined in our Exposure Control Plan, must be used in all emergency situations involving body fluids.

First Aid and CPR Certification is required of all Teaching staff. The Executive Director is required to have certification within 3 months. Other staff must complete the course within one month of being hired by the Center. The Child Center will pay the course fee for those employees who need to enroll or update their certification. The Center will not reimburse staff for the course taken prior to employment **nor will TC4 pay for a course if the staff member has allowed certification to expire. It is the employee's responsibility to keep track of the expiration dates and to enroll him/herself in a refresher course prior to the date of expiration of CPR or First Aid Certification.** The course is to be taken in the evening or on the weekend so as not to conflict with work schedules.

Weapons/Firearms: The Trinity College Campus has a policy that bans weapons or firearms on campus. No one, except law enforcement, is allowed onto the Trinity Campus or in Trinity buildings, including the childcare center, carrying a weapon or firearm.

6 PROFESSIONAL CONDUCT

6 A. EMPLOYEE DATING POLICY

TC4 strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment. Romantic relationships with enrolled family members is prohibited.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Procedures

- During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to TC4's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- Any supervisor in a sensitive or influential position with TC4 must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the Executive Director or to the Board President who will review the circumstances to determine whether any conflict of interest exists.
- When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, TC4 will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or classrooms. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

- Failure to cooperate with TC4 to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
- The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
- Any concerns about the administration of this policy should be addressed to the Executive Director or Board President.

6B. CODE OF ETHICS

As an accredited center, TC4 and all of its employees adhere to the Code of Ethics of the National Association for the Education of Young Children (NAEYC). Printed below is the NAEYC Statement of Commitment, a personal acknowledgement of the individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. It is recognition of the moral obligations that lead to an individual becoming part of the profession. Ethical dilemmas as related to the Code of Ethical Conduct are discussed throughout the year. Examples of opportunities include but are not limited to individual conversations, staff meetings, Lead Teacher and Teacher Assistant support groups.

As individuals who work with young children, we commit ourselves to furthering the values of early childhood education as they are reflected in the ideals and principles of the [NAEYC Code of Ethical Conduct](#). To the best of my ability I will:

- Never harm children
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct

We depend upon you to be trustworthy and to follow established standards of ethical business practice. Here are some important points to remember:

- Conflicts of Interest between TC4 and a personal business interest, through which you might gain financially or otherwise, are expressly prohibited.
- Confidentiality of TC4 and client family information in our files must be maintained.
- Accepting gifts, gratuities, entertainment or favors, beyond common business courtesy, from client families and suppliers is not allowed.
- Giving of gifts, gratuities, entertainment or favors, beyond common business courtesy, to client families and suppliers is not allowed.
- Illegal Activities such as fraud, falsification of Center time and attendance records, insurance

claim contracts or expense reports are prohibited.

- To ensure compliance with federal and state statutes which prohibit or restrict Corporate Political Contributions, no Center funds or assets may be contributed or loaned to any political party or candidate for elective office.
- Solicitation of any kind by any employee, including solicitation for membership or subscription, is prohibited while either the employee soliciting or being solicited is on working time.

Violation of established standards of professional ethics will result in disciplinary action up to and including termination of employment and/or referral for criminal prosecution or civil action. These standards will be enforced at all levels fairly and without prejudice. The agency will keep confidential, to the extent possible under the circumstances, the identity of any employee against whom an allegation is made, unless and until it is determined that a violation has in fact occurred. Similarly, TC4 will keep confidential, to the extent possible, under the circumstances, the identity of any employee who reports a possible violation.

6C. MANDATED REPORTING

Trinity College Community Child Center's (TC4) Child Abuse and Neglect policy has been developed to inform all parents and staff that our program has a **zero tolerance policy** regarding child abuse and neglect. We are committed to ensuring the health and safety of all children in our care.

This policy informs all staff and volunteers of the statutory and regulatory requirements to report suspected child abuse or neglect, and to inform such employees of their immunity from civil liability or criminal penalty for reporting.

Within this policy, TC4's procedures for reporting suspected cases of child abuse or neglect will be outlined.

All staff will be provided the OEC link for the Mandated Reporter Online training prior to their 1st day of employment and the center policy will be reviewed in detail. Each employee will be provided a copy of the [Mandated Reporting Policy](#) upon hire which will be reviewed during program orientation and again at least yearly for review.

Questions concerning DCF protocol can be referred to a member of the Administrative Team for clarification.

6D. CONFIDENTIALITY

In order to maintain children and families' Rights to Confidentiality the following apply to all TC4 staff:

- Never share information (including Social Media) regarding a child or their family.
- Do not discuss confidential information in areas where it can be overheard by those not entitled (families, visitors and staff) to access that information.
- Written information that is confidential in nature needs to be mailed or placed in a child's classroom mailbox in a sealed envelope.
- Personnel must protect information given from disclosure to any person or persons not employed by TC4 **and** working directly with the family. Information can only be shared with outside agencies working with the family when a parent signs a release of information to do so, except when filing a report with the Department of Children and Families.

- Photos of children in the program should be taken with TC4 technology only and should not leave the premises. Further, TC4 staff may not use a child's image or name in any way outside of the center, including but not limited to social media and websites. Written permission from parents may be obtained to use a child's image in a professional conference or student teaching capacity only with prior authorization from the Executive Director.
- Staff must ensure that all child records are kept locked and secure at all times. Electronically stored information is password protected and only designated employees have access to that information.
- Failure to comply with the confidentiality policy will result in disciplinary action up to and including discharge.

VIDEO SURVEILLANCE: TC4 property and the Trinity College Campus is under video surveillance. Due to confidentiality reasons TC4 does not release video footage to anyone outside of the employ of Trinity College Community Child Center.

6E. OUTSIDE ACTIVITIES/CONFLICT OF INTEREST

TC4 does not specifically prohibit staff members from taking a second job, but it should be understood that outside work, educational pursuits, or other activities must not conflict with the interests of TC4 and satisfactory performance of TC4 responsibilities. The Executive Director should be informed in writing of all secondary employment or business engaged in by TC4 employees.

TC4 prohibits full-time staff from babysitting for families currently enrolled in the program.

6F. ATTENDANCE/CALLING OUT

As a responsible employee, you are expected to maintain regular attendance. If you are going to be out sick, it is your responsibility to arrange coverage and notify your supervisor at least one hour prior to your scheduled start time (you must talk to your supervisor personally) of the plan. The TC4 phone list, with teaching staff and substitute contact numbers is shared with all classrooms in Google Drive. Excessive absenteeism creates a performance issue and interferes with the smooth operation of the Center. For this reason, if your supervisor or the Executive Director feels you are absent excessively, medical documentation may be requested. You can be subject to discipline, up to and including termination of employment, without appropriate documentation for attendance issues.

6G. JOB ABANDONMENT

Any TC4 employee who fails to report to work within the centers operating hours (that same day) and fails to communicate with their supervisor or Executive Director, will be considered to have abandoned their job. This action will terminate employment with TC4 and the staff person will be ineligible for accrued vacation pay.

6H. TEACHER/PARENT ROOM ASSIGNMENT

At Trinity College Community Child Center both our vision and mission speak to our commitment to children and families. From time to time, a staff member wears the dual hat of employee and parent of a TC4 child. In order to best support the child, family, and staff members, we will place an employee's child in a classroom other than where the employee currently is teaching.

We strongly believe this policy allows the child to retain a clear relationship with their parent rather than perhaps being confused about a parent caring for other children under a teacher-child relationship. This also reaffirms to all TC4 families that no child is treated with favoritism and removes any perception otherwise. In addition, this policy removes potential stress the child's parent may feel over providing care for other children before his/her own child. Additionally, we believe this relieves the employee from the stress of overemphasizing that the employee's child is not favored in the eyes of other families so much so that it may hurt the parent-child relationship. Again, our emphasis is on creating the best possible environment for children, families, and staff. In addition, staff who have children enrolled are subject to and must follow all policies as stated in the Family Handbook, including the Family Code of Conduct.

6I. DRESS CODE

TC4 expects employees to present themselves in a professional manner. Because our work environment serves customers (our families), professional casual attire is essential. Families make decisions about the quality of our care and teaching practices based on their interaction with you. A professional appearance must be maintained during all work hours. Clothing may be casual and comfortable to allow freedom of movement; however, dress and grooming must support the teaching-learning environment. We ask that you consider each day's activities when determining what to wear (i.e., will you be meeting with a family for Family Conferences; will you be attending a workshop or training, etc.). Attendance at outside functions including: PPT's, workshops, training, court appearances etc. require professional dress.

The following guidelines must be followed:

General Appearance and Personal Hygiene- TC4 employees should wear professional clothing, fingernails, jewelry, and accessories in accordance with maintaining a healthy and safe environment. These items should be worn to eliminate injury to the child or staff person. Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected. Please keep in mind that strong smells may trigger allergic reactions or asthma in some people. Cologne and perfume should not be used in excess. Dress and grooming must be clean and free of holes in keeping with health and sanitary practices. Clothing must not be restrictive or tight. Appropriate clothing must cover undergarments, chest, midriff, lower back and other personal body parts. Clothing or tattoos that are vulgar, obscene or that promote discrimination, racism, sexism, or that degrade religious beliefs do not present a professional appearance and should not be worn. Hair should be clean, combed, and neatly trimmed or arranged. Sideburns, mustaches and beards should be neatly trimmed.

Shirts – Casual shirts with collars, polo shirts, sweaters, tee shirts, and turtlenecks are acceptable. Avoid sweatshirts (can be worn outside with small lettering or logos), hoodies, tank tops, halter tops, tube tops and any clothing with holiday themes. Shirts with large lettering, logos, or graphic designs with the exception of TC4 staff shirts are considered unacceptable. Sleeveless shirts are acceptable as long as they present a professional appearance and undergarments and body parts are not visible. Clothes that are tight, distracting and/or revealing do not present a professional appearance.

Dresses/skirts – Casual dresses and skirts with modest hemlines at or below the knee are acceptable. Dresses that are sleeveless should follow the same guidelines as sleeveless shirts. Mini-skirts and spaghetti strap dresses are considered inappropriate. Dresses and skirts should be loose fitting.

Pants and Shorts- Loose fitting slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and dressy capris are acceptable. Loose fitting color denim in a solid wash and corduroys are considered appropriate. Inappropriate slacks or pants include denim wash jeans, pants with holes in them or bleach stains, sweatpants, exercise pants, short shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking. Shorts should be loose fitting and extend down to the knee cap in accordance with Bermuda style shorts. Shorts above the knee are not permitted. Pants should be loose fitting and cover all undergarments and body parts. Leggings are permitted only under dresses and skirts following the guidelines above.

Hats and Head Covering- Hats are not appropriate in the classroom unless on designated themed days previously approved in advance by the Executive Director. Head Covers that are required for religious purposes or to honor cultural tradition are allowed. Sun hats are permitted on the playground as part of skin protection.

Footwear – Items such as loafers, boots (with a heel of less than 1.5 inches), flats, clogs with a strap across the back that secures the foot, and leather casual shoes are acceptable. Flip flops, slipper type shoes (outside of the infant room) and Crocs are considered unacceptable. Shoes should be closed toe and allow staff to move quickly and safely at all times indoors and outdoors. A shoeless environment is maintained in the infant room at all times for the protection of our youngest children who spend much of their time on the floor. Shoe covers or “medical booties” are available outside of the room. Infant Teaching staff may choose to keep a pair of shoes/slippers for the specific purpose of only being worn inside the classroom. Such shoes must be changed when leaving the classroom for classroom walks, breaks, etc.

Accessories – Jewelry tends to work best when it is simple and classic. Be aware that you are working with young children and accessories such as hoop earrings or long necklaces may be enticing for little hands to grab. Apple or Google watches are not permitted in the program.

Special Occasions- Denim wash pants are permitted on “Casual Fridays” with the appropriate monetary donation made to a charity designated by the center. All other dress code practices must be followed on “Casual Friday” unless specified by the program (i.e., the center designates a day to wear the jersey of your favorite sports team). Pajamas and flannel pants should only be worn on designated special occasions. Professional dress is expected at outside Professional Development training. During TC4 centerwide training, dark denim jeans may be worn. The Executive Director can alter this policy depending on the tasks to be performed on centerwide PD days.

This policy will be enforced by the Executive Director, Administrative staff and Lead Teachers. Any staff person who does not meet the level of professionalism explained in these guidelines will be subject to the Staff Discipline Policy as outlined in the Employee Handbook. Staff may be required to take corrective action, including leaving the premise to go home to change into appropriate attire. In this situation, staff will be required to utilize paid time off or take the time without pay.

6J. EMPLOYEE DISCIPLINE

Employees who fail to satisfy the performance and/or conduct requirements of their job to the satisfaction of TC4 will be subject to disciplinary action, up to and including termination. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined at TC4's discretion, on the basis of the particular facts and circumstances. Discipline may include, but is not limited to, counseling sessions, coaching, verbal warnings, written warnings, suspension (with or without pay at the discretion of the Executive Director), or termination from employment.

As a part of ongoing performance monitoring, the Executive Director will counsel employees if they are not meeting performance goals or standards or if they have committed a violation of Center policy. At the Executive Director's discretion, an Action Plan with specific objectives and timeframes can be implemented to increase employee performance.

By the same token, an Open Door Policy, described below in section 2A, enables employees to raise questions or concerns about their jobs and relationship with TC4.

The following policy infractions may subject an employee to disciplinary action, including warnings and discharge:

- Irregular attendance, excessive absenteeism or tardiness or prolonged breaks without good reason or without notification;
- Failure to follow TC4 Policy or Procedure
- Repeated Dress Code Violations;
- Negligence in performing job duties as outlined in your job description;
- Using abusive or foul language;
- Violation of CT Department of Public Health Office of Early Childhood (DPH/OEC) Policies, NAEYC Code of Ethical Conduct, Family or Staff Handbooks.
- Failure to complete required paperwork (attendance sheets, medication error, incident/accident report, etc.).
- Negative TC4 postings on Social Media and/or the Internet.

The following examples are some situations in which employees can be subject to **immediate termination** by the Executive Director:

- Use of any verbal, physical punishment or abuse as well as other negative discipline methods that hurt, frighten or humiliate children;
- Placing a child at risk of physical or emotional harm;
- Failing to give a child a medication for a life threatening condition;
- Failing to provide First Aid or CPR;
- Sleeping while supervising children;
- Falsification or unauthorized completion of Center attendance records, documents or data collection, or misrepresentation of information to obtain employment;
- Stealing or removing from the premises any employee or Center property without proper authorization, or willfully or carelessly damaging or destroying private or Center property, facility or equipment;

- Insubordination: Failure to perform assigned work or to carry out any reasonable work-related directive of a Lead Teacher, Supervisor or other management member;
- Engaging in disorderly conduct, inappropriate language, intimidation, discrimination, harassment, including sexual harassment, or involvement in other acts which interfere with the safe and efficient conduct of Center business;
- Possession, use, sale, or distribution of intoxicants or illegal drugs on Center property or reporting for work or driving a Center or privately-owned vehicle on Center business while under the influence;
- Breaching the confidentiality of the families we serve;

The above examples are representative and not intended to be comprehensive or exhaustive in nature.

6K. TC4 Technology Policy

As part of Trinity College Community Child Center's (TC4) commitment to staff utilization of technology, including Chromebooks, iPads, cameras, and printers, for work related to their job duties, the following guidelines have been established to help ensure responsible and productive usage. All technology usage is limited to job-related activities. Personal use of the technology such as personal cell phone or smart watch use is prohibited. Use of TC4 technology may be monitored and abuse of the policy can result in disciplinary action up to and including termination.

Items purchased by TC4 including but not limited to computers, iPads, USB flash drives, cameras, and printers are the sole property of TC4.

Technology usage during scheduled work hours will be limited to work tasks. Staff will access approved websites that relate directly to their job requirements (City of Hartford Data System, NAEYC, Birth to Three, curriculum related, etc.). The iPads will be used to document child learning. Information collected can be shared with families as part of a child portfolio during family conferences or periodically as requested.

Employees shall be subject to disciplinary action for any violations of this policy, as well as be subject to criminal or civil liability. The following is not an exhaustive list, but provides examples of behaviors that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using personal devices for child photos
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's password without authorization
- Sending, violating or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted services or transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals or the program
- Attempting to gain access or break into the computer system of another organization or person

- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Deleting, adding or altering any software installed on the computers
- Using the Internet for political causes or activities, religious activities, or any sort of gambling

Employees will:

- respect the integrity, availability and security of electronic resources
- observe all security practices
- Report any security risks or violations to Administrative staff immediately

Regarding Email Usage:

Employees will not:

- Jeopardize the security of the organization’s electronic communications systems
- Send or post messages that disparage another organization’s products or services
- Pass off personal views as representing those of the organization
- Send anonymous email messages or messages under an alias
- Engage in any other illegal activities using the program’s email system
- Open unknown email attachments

TC4 email will be checked at appropriate times during the scheduled work day as not to impact our care and attention on the children. Some examples of appropriate times to check:

- Prior to the children’s arrival
- Staff break
- Planning time
- Nap time
- End of the day

If you detect there is an issue, please notify Christy, Sarah or Amy and then contact the Trinity I/T Help Desk (x 2100) for guidance.

iPad Classroom Practices:

TC4 has developed its technology plan for the classroom based on guidance from the American Academy of Pediatrics. iPads will be used by teachers to supplement the current instructional practices and curriculum and will be active in nature, rather than passive (such as watching a movie).

Infants

- Apps, videos, and educational games will not be used
- Kids YouTube or apps such as Spotify may be used for music as long as children are not watching the video
- iPads should be used as a supplement to a book being read or a song in the same way that a book recorded on CD but not in place of a teacher

- iPads will not be used as a behavioral distraction strategy for children with challenging behaviors in the classroom or during rest time

Toddlers and Preschoolers

- Teachers may utilize applications (such as YouTube Kids, ebooks, and drawing apps) that are discussed with and approved in advance by the Administrative Team
- iPads will not be used as a behavioral distraction strategy for children with challenging behaviors in the classroom or during rest time
- iPads will be used with an adult present to facilitate conversation and problem solving. iPad time for children will be at the teacher's discretion but will not exceed 1 hour per child per day.

Please share your ideas and suggestions for apps for approval. When researching appropriate apps, please keep in mind the backgrounds of the children with regards to ability and diversity.

TC4 Administration will be responsible for purchasing and installing all applications. iPads will be registered by the TC4 Administration and passwords will be set. Only TC4 Admin will change/set passwords. Please notify Christy, Sarah or Amy if you have forgotten your password. In addition, child safety features such as internet browser and location detection will be shut off.

TC4 Program Cell Phone Policy:

TC4 Employees will take program owned cell phones while out on walks around campus or on the playground. The TC4 cell phones will function as a communication device between TC4 employees and for employees to call classroom families in case of emergency. Routine and regular telephone communication with families should be done with the classroom landline phone.

Locations of cellphones:

Phone #1 – Preschool – the two classrooms will share the cell phone for walks or field trips. While on the Large Playground, the classrooms will utilize their landline classroom phone. When not in use the TC4 program cell phones will remain in the break room area attached to the charger. This is to ensure that the cell phone does not get lost and that both classrooms are able to easily locate it when necessary.

Phone #2- Chickadees & Hummingbirds – the two classrooms have a cellphone for walks, playground use, or field trips. To ensure that the cell phone does not get lost and that both classrooms can easily locate it when needed, the cell phone will remain in the infant room phone cabinet when not in use.

Phone #3 – Puffins & Kookaburras- the two classrooms have a cellphone for walks, playground use, or field trips. To ensure that the cell phone does not get lost and that both classrooms can easily locate it when needed, the cell phone will remain in the top shelf of the shared storage cabinet above the microwaves when not in use.

Phone #4 – Penguins – the classroom will use cellphones for walks, playground use, or field trips. To ensure that the cell phone does not get lost, it will remain in the teacher supply cabinet when not in use.

***TC4 employees will not make or receive calls or texts of a personal nature on any TC4 program cellphone.*

Personal cell phone use:

Calls of a personal nature can be made in the break room on the landline or using a personal cell phone on personal time or break outside of the classroom.

As a reminder, personal cell phone use including the use of Apple or Google watches is prohibited at all times. Personal cell phones will be kept in a staff member's car or put into the classroom areas designated for storage of personal items at all times. Personal cell phones will be turned off or placed on silent during work hours. Staff may use their phones on their breaks only. Do not use your cell phone during naptime. The charging of personal cell phones may be done in the break room and will not at any point be done in the classroom. Since the classrooms have been provided with program owned iPads, the use of personal cell phones for photos is prohibited. Failure to follow this policy will result in disciplinary action up to and including termination.

6L. EMPLOYEE SEPARATION

Upon employee separation, you will be paid for all time worked until your termination date and receive an explanation regarding the benefits for which you may be entitled, e.g., continued medical insurance coverage, vacation pay, etc. Any borrowed time off will be deducted from your regular hours.

If you decide to terminate your employment at TC4, you must provide the Executive Director with at least two (2) weeks' written notice of your intent to resign. The Executive Director must give three months' written notice so that a search can be undertaken without critical interruptions in service. Employees who fail to give adequate notice as defined above forfeit their rights to Paid Time Off. The Board of Directors or Executive Director may grant an exception to this policy when a precipitous resignation is unavoidable because of illness or other extenuating circumstances beyond the employee's control.

An exit interview will be conducted by the Program Coordinator. An interview form including reason for leaving, last day of employment, employees forwarding address, benefit payments and COBRA benefits must be completed and signed by the Executive Director and staff member. This form then becomes a part of the employee's personnel file. TC4 does not provide references for current or former staff members. We will confirm dates of hire and last day of work.

6M. SOCIAL MEDIA

TC4 recognizes the fact that we live in a technologically driven society. We further believe that children and adults do their best in environments where they feel safe and respected; this includes the use of social media in the workplace.

TC4 has established expectations for all of its employees on the use of Social Media:

- ❖ Abide by the NAEYC Code of Ethical Conduct: As a representative of TC4 all staff will adhere to

the Code including abiding by confidentiality.

- ❖ You are responsible for your actions. Postings, tweets, texts, status updates, etc. regarding TC4 that can be interpreted as negative in nature are **prohibited and staff are subject to termination**. Any posts regarding TC4 can diminish the program’s reputation.
- ❖ Be a “TC4 Ambassador” if you see positive or negative comments and be on the watch for any post that violates the TC4 Social Media Policy.
- ❖ The Executive Director will handle any negative subject matter posts. If you come across negative comments regarding TC4 avoid the temptation to react yourself. Please pass the post onto the Executive Director or Program Coordinator.
- ❖ Be conscious when mixing your personal and professional life. While TC4 respects the free speech rights of its employees, please keep in mind that information posted online can be viewed by a variety of people including co-workers, customers and Administrators. Be sure to abide by our confidentiality policy.
- ❖ Employees cannot use TC4 email addresses to register for Social Media
- ❖ Employees may not use a child's photo, image or name in any way outside of the center, including on social media.
- ❖ Any misuse of Social Media by TC4 employees may be grounds for discipline, up to and including termination.
- ❖ On or before your separation date from TC4, you agree to remove from your personal social media any affiliation or indication that you are a TC4 employee.

7 EMPLOYEE CLASSROOM PROCEDURES

7A. CHILD SUPERVISION

FAILURE TO FOLLOW THE CENTER SUPERVISION POLICY WILL RESULT IN DISCIPLINARY PROCEDURES

Our care must be consistent, non-threatening and loving. The staff fosters relationships with children during individual routines and activities as well as during group play.

Keen observation of children and their environments is essential for all staff. This helps staff recognize when it is necessary to “selectively intervene” – to direct, provide supplementary materials, react or assist the growing child. The staff must always convey trust and respect to the children.

Staff should be focused on the children. Join a child or a small group of children in an activity the child(ren) has/have chosen, being careful not to interrupt them. Be at the children’s level; sit with them on the floor or at the table. Encourage them to play using positive words. Always talk with the children about what they are doing; what they hear and see, and ask questions about what is happening. Listen and be attentive to the child’s responses. Have fun!

The following information has been compiled to offer a quick reference for staff supervision of the

children.

Supervision Guidelines:

There will be a minimum of 2 staff when a child is present both inside and/or outside. At least one First Aid certified staff member will be present for each group of children when in the building or outside. At least one CPR certified staff person will be present at all times when in the building or outside. Children must be supervised at all times, including but not limited to: arrival, departure, outdoor activities, indoor activities and going to the bathroom. A staff person cannot be alone in the building or on the playground with a child or children. Student teachers and volunteers can not be left alone with children. The playground will be inspected daily prior to the children playing for trash and it shall be removed immediately and disposed of appropriately.

Infant/Toddlers

1. Teacher/child ratios must be maintained at all times including naptime: 1:4 for infants and toddlers. If the groups are mixed infant/toddlers with preschoolers, the 1:4 ratio shall be maintained. A group size shall be no more than 8 children inside or on the playground.
2. Infants and toddlers must be supervised by sight and sound at all times. Teachers should position themselves so that someone can always hear and see any sleeping infants and/or toddlers including while engaged with children who are awake. The gate must remain open to the nap area when infants are sleeping. Staff can position themselves at the gate to monitor sleeping children.
3. Name: Face Counts and Head Counts will be taken prior to entering/exiting the building and/or playground.
4. In the classroom, teachers should position themselves so that all areas of the classroom can be supervised.
5. When outside on the playground, staff shall rotate around the play area supervising the children's activities.
6. Children only re-enter the building with a staff member.
7. During rest time, soft lighting will be used in the classrooms to maintain the requisite lighting for supervision. Ratios will be maintained at all times.

Preschool

1. Teacher/child ratios must be maintained at all times including naptime: 1:10 for preschoolers. If the groups are mixed infants/toddlers with preschoolers, the 1:4 ratio shall be maintained. For preschoolers the group size shall not exceed 16 children on the large playground.
2. Preschool aged children will be supervised by keeping them in sight most of the time. Supervision for short intervals by sound is permissible as long as teachers frequently check on children who are out of sight. This includes times when children are accessing the bathroom.
3. Name: Face Counts and Head Counts will be taken prior to entering/exiting the building and/or playground. The preschool staff will do an additional Name: Face Count as the children enter into the classroom. For preschool, both of these will be documented on the Name: Face Count sheet each day. In addition, prior to going outside a visual check will be made on the child bathrooms.
4. In the classroom, teachers should position themselves so that all areas of the classroom can be

supervised.

5. When outside on the playground, staff shall rotate around the play area supervising the children's activities.
6. Children only re-enter the building with a staff member.
7. During rest time, soft lighting will be used in the classrooms to maintain the requisite lighting for supervision. Ratios will be maintained at all times.

All TC4 staff are responsible for supervising student workers as well as substitutes and are expected to be effective, appropriate role models. This includes positioning within the classroom to ensure proper supervision and following all TC4 employee policies. Please be a TC4 ambassador.

LATE CHILD PICK UP

We ask families to be respectful of our staff and their commitments outside of work. Families are asked to arrive by 5:15 to talk with their child's teacher about their day and to smoothly transition the child out of the program by 5:30 p.m. For staff parents, please check in with your child's classroom on your lunch break for an update on his/her day.

Staffing of at least 2 staff 18 years or older is required for any late pick-up.

We ask that families notify the Center when late arrival for pick up is unavoidable. Families arriving after closing (5:30) will be charged \$15 for the first 15 minutes that they are late or any portion thereof; and \$30 for each additional 15 minute period or any portion thereof. Fees will be as follows:

Parent arrives between 5:30-5:45 - \$15

Parent arrives between 5:46-6:00 - \$45

Parent arrives between 6:01 - 6:15 - \$75, etc.

This charge is to cover overtime, administrative costs, and staff licensing requirements. Fees will be recorded and families will be billed for payment immediately. Our outer doors are on the Trinity College locknetics system and are set to lock at 5:30. If the doors are locked when a parent arrives at the center, they are considered late.

Late fees also apply on visitation days and when the Center closes early for training, holidays, emergencies, or for inclement weather if the child is not picked up by the early closing time.

If a child has not been picked up by 6:00 p.m., and the Center has not been contacted by the parent and staff cannot reach emergency contacts, staff are required to contact the Department of Children and Families and the Hartford Police Department, and place the child with the police filing an abandoned child report. The HPD will then continue to contact the family. Please contact Campus Safety at x2222 and notify them of the situation along with the Executive Director or a member of the Admin Team in their absence.

7B. Child Discipline Policies and Procedures (including abuse and neglect)

TC4 has the responsibility to prevent child abuse and neglect of children enrolled in the program. A copy of the Center's Child Abuse and Neglect Policy is provided to each staff member at orientation and is reviewed yearly. 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.

Discipline is not punishment. The purpose of discipline is to keep children safe from physical and emotional harm, to teach children acceptable behavior and avoid unfavorable behavior. Our goal is to build children's problem solving skills, self-confidence, and self-control with respect to self and others.

TC4 mission is to protect the children in our care from danger including abuse and neglect from staff or other adults who are in contact with our children. TC4 prohibits the abuse or neglect of any child. The use of punishment including physical, verbal, humiliation, shaming, threats, withdrawal of food, name-calling or yelling is prohibited, unacceptable and will not be tolerated.

***Using any form of punishment that diminishes a child's self esteem, including the negative methods described above, is grounds for immediate termination. TC4 prohibits the use of physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people.**

Discipline Policies:

1. Children will not be left alone in a room or outdoors, put in a corner or denied food.
2. Staff set clear limits and are consistent with expectations.
3. Staff will use positive guidance, which are statements made by an adult that outlines the child's expected behavior (For example, "Please use walking feet").
4. Staff will use a calm, respectful, and quiet tone of voice when speaking with children.
4. Staff will use redirection if a child acts inappropriately.
5. All accidents, behavioral issues and illness should be shared with the classroom teacher. If necessary the teacher can provide guidance on completing an incident/accident report to notify the parent.
6. When picking up children always lift them from under their arms – lifting children by their arms or hands may result in dislocation.
7. Always strap infants and toddlers into infant seats, high chairs and strollers.
8. When talking with children, make sure that you are at their level. Sit or kneel whenever possible.

7C. Health and Safety

EMERGENCY PREPAREDNESS PLANS

Trinity College Community Child Center is committed to providing a safe, healthy environment for all children, families and staff on site at all times. TC4 provides annual staff education and training on Emergency Preparedness and plans are reviewed and updated annually. The program conducts monthly fire drills and quarterly lock-down drills. [TC4 Emergency Preparedness Plan](#)

TC4 will provide Trinity College Campus Safety with its annual calendar. **STAFF WILL NOT SHARE EVACUATION PLANS OR SITE LOCATION WITH PARENTS OR GUARDIANS. DETAILED PLANS ARE ON FILE**

IN EACH CLASSROOM AND IN THE EXECUTIVE DIRECTOR'S OFFICE.

Trinity College Community Child Center maintains the following:

- 1.) Up-to-date emergency contact information for each child and staff member at the center, including home, work, and cell phone numbers and email addresses
- 2.) Center policy and procedures for notifying parents in the event of an emergency (by telephone, email, sign posted on the center's front door, 211 Infoline)
- 3.) Parents/guardians will have access to the center's emergency phone number
- 4.) ***TC4 Executive Director and Program Coordinator will register with TrinALERT and receive all emergency notifications.***
- 5.) **A secondary location in the event of an evacuation as determined by Trinity College Campus Safety:**
 - 1.) **Koeppel Community Center/Ice skating rink**
 - 2.) **Ferris Athletic Center**
 - 3.) **Mather Hall**
 - 4.) **Trinity Commons**
 - 5.) **The Learning Corridor – 43 Vernon Street, Hartford******* STAFF WILL NOT SHARE EVACUATION PLANS OR SITE LOCATION WITH PARENTS OR GUARDIANS. Parents will be notified by telephone of a pick-up location that is safe, with easy access and available parking, such as Koeppel Community Center. TC4 is registered with 211 Infoline. Parents may call 211 for TC4 pick up information.***
- 6.) Trinity's food vendor on campus will provide emergency food service operation in the event of shelter-in-place
- 7.) Ongoing communication with Connecticut Department of Public Health and the City of Hartford Health Department – Emergency Preparedness Coordinators, Trinity College Campus Safety Director – Brian Heavren, Trinity College Environmental Health and Safety Manager – Joseph Laliberte, and Trinity College Student Health Center Director – Martha Burke O'Brien
- 8.) Chain of command in the event of an emergency:
Fire Department and Emergency Medical Services
Hartford Police
Campus Safety
Trinity College Core Team
TC4 Executive Director
TC4 Program Coordinator
TC4 Lead teachers
TC4 Classroom teachers
- 9.) Emergency phone numbers, diagramed evacuation plans and procedures are posted in each classroom.
- 10.) Fire extinguishers are mounted inside the front door of the Life Sciences Building next to the Health and Safety bulletin board, in each kitchen, on the back wall of Eagle classroom, and by the staff room exit door in Clemens Building.
- 11.) A log of monthly fire drills and quarterly emergency drills
- 12.) A record of staff certified in First Aid, CPR, and Medication Administration
- 13.) Compliance with Connecticut Department of Public Health Day Care Licensing Regulations for Out-of-Home Day Care
- 14.) Up-to-date health and immunization records for all children enrolled at the center, and health care plans for emergency and special health care needs

15.) A three day supply of bottled water for drinking (with additional water for sanitation), food that does not require refrigeration (including infant formula and infant foods), disposable eating utensils, first aid, clothing, bedding, tools (including an non-electric can opener, portable radio with extra batteries, flashlights for each classroom), emergency supplies (including paper towels, wipes, toilet paper), medications and an up-to-date list of children with allergies, diabetes and other special health care needs.

16.) The Center will provide Trinity College Campus Safety with the Center's up-to-date Emergency Plan, which will be reviewed and updated annually and as needed, and the Center's annual calendar.

17.) Child care staff training on Emergency Preparedness will be held annually during August Inservice.

CLEANING AND SANITATION POLICY-Due to COVID-19 please refer to the [Classroom Protocols](#) for enhanced cleaning and sanitation procedures until further notice.

Cleaning and sanitizing objects and any surface a child comes in contact with, including floors, are important steps in reducing the spread of common infectious diseases or conditions among children and child care providers.

Procedure and Practices

Routine Cleaning:

Use soap and water to remove visible dirt then rinse with clean water. All efforts should be made to use non-antibacterial soap. Surfaces must be cleaned before sanitizing or disinfecting. The goal is to reduce the number of germs likely to cause disease.

Sanitizing/Disinfecting

Sanitize: "Touch Surfaces": nonporous tables (including outdoor picnic tables), food preparation areas, toys and cots - use a bleach and water solution of 3/4 tsp bleach (5-6% concentration) mixed with 1 quart of water (not hot or cold) made fresh daily and labeled "Sanitizing Solution" and dated. Surface should be sprayed until glossy and remain wet for 2 minutes before wiping dry or allowed to air-dry.

- Test strips should be used periodically to test for proper dilution. If the test strip indicates the bleach solution is too strong then the amount of bleach should be decreased. The aim is to maintain a solution of 200 ppm but no greater. If an EPA-registered product such as an 8.25% bleach solution is used then the manufacturer's instructions for diluting must be followed, always maintaining a concentration of 200 ppm or less.
- The Hartford Health Department will check the sanitizing solution to ensure it does not exceed 200 ppm. A bleach solution of greater than 200 ppm is considered toxic to children when in contact with touch surfaces.

Disinfecting: For nonporous surfaces including diaper changing areas, toilet seats and areas where a small amount of blood is visible - use a bleach and water solution of 2 and 1/4 tsp of bleach mixed with 1 quart of water made fresh daily, labeled "Disinfecting Solution" and dated. Let the solution stand on the surface for 2 minutes or air dry.

- ★ Please note that this solution is 600 ppm and will turn the test strips a darker color. The Hartford Health Department does not test the disinfecting solution concentration.

Application:

1. **Tables** used for eating and food preparation, including outdoor picnic tables, will be cleaned with soap and water, rinsed, and then sanitized with bleach solution before and after each meal or snack.
2. **Kitchen** will be cleaned daily and more often if necessary. Sinks, counters, and floors will be cleaned and sanitized at least daily. Refrigerators will be cleaned and sanitized monthly or more often as needed.
3. **Highchairs** will be washed, rinsed, and sanitized before and after each use.
4. **Eating utensils and dishes** will be cleaned and sanitized after each use.
5. **Food preparation appliances** will be cleaned after each use and cleaned and sanitized at the end of each day.
6. **Classroom Refrigerators** will be cleaned monthly or more often as needed.
7. **Mouthed toys**, including machine washable toys and cloth books, will be cleaned after each use and washed, rinsed and sanitized in between use by different children and at the end of the day. A system for ongoing rotation of mouthed toys will be implemented in infant and young toddler rooms (i.e. a labeled "mouthed toy" bin). **Only washable toys will be used.**
8. **Pacifiers** will be cleaned by washing the pacifier in hot, soapy water after each use, and stored in open air, separate from the diapering area, diapering items or other children's personal items. Effort should be made to avoid submersion of the pacifier during cleaning. If a caregiver/teacher observes or suspects that a pacifier has been shared, the pacifier should be cleaned and sanitized. All pacifiers should be sent home at the end of the day to be cleaned and sanitized. Pacifiers may be sanitized in the dishwasher or in boiling water for 1 minute.
9. **Toys** (that are not mouthed toys) will be washed, rinsed, sanitized and air-dried at least weekly or toys that are dishwasher safe can be run through a full wash and dry cycle.
10. **Cloth toys and dress up toys** will be laundered weekly or more often, as needed.
11. **Child care laundry** will be washed on a hot washing machine cycle as needed at a temperature of at least 165 degrees.
12. **Furniture, rugs, and carpeting** in all areas will be vacuumed daily. This includes carpeting that may be on walls or other surfaces than the floor. Carpets will be shampooed monthly in infant areas and every three months in other areas, or more frequently as needed.
13. **Hard floors** will be swept and mopped clean daily at the end of the day with cleaning detergent.
14. **Utility mops** will be washed, rinsed and sanitized then air dried in an area inaccessible to children.
15. **Bathroom(s)** will be cleaned daily or more often if necessary. Sinks, counters, toilets, floors and door handles will be cleaned and disinfected at least daily. **Due to COVID-19 this will occur after each group of children is finished.**
16. **Toilet seats** will be cleaned and disinfected as needed and at least daily. **Due to COVID-19 this will occur after each group of children is finished.**
17. **Changing tables** will be cleaned and disinfected after each use.
18. **Cubbies:** will be washed, rinsed, and sanitized weekly.
19. **Cribs/Cots** will be washed, rinsed, and sanitized weekly, before use by a different child, after a child has been ill and as needed.
20. **Bedding** (e.g. cot covers, crib sheets and blankets) will be washed weekly, or more frequently as needed, at a temperature of at least 165° F. These items can be sent home for families to wash. Bedding will be removed from cots each day and stored separately.
21. **Children's items** including bedding, coats, etc. will be stored separately.
22. **Computer keyboards** will be cleaned and sanitized with sanitizing wipe after each use.
23. **Water tables** will be emptied and sanitized after each use or more often as needed. Children will wash hands before and after play and be closely supervised. Water tables should retain a free available

chlorine level of 1-3 parts per million (ppm). [Please refer to Classroom COVID Protocols on water table use.](#)

24. **General Cleaning** of the entire center will be done as needed. Wastebaskets (with disposable liners) will be available to children and staff and will be emptied when full. Step-cans will be used to prevent recontamination of hands when disposing of used towels, etc. There should be no strong odors of cleaning products. Room deodorizers are not used due to the risk of allergic reaction. Door handles and faucets are cleaned and sanitized at least daily and more often when children or staff are ill. Diaper and food waste containers will have a tight fitting lid.

25. **Vacuuuming, mopping and professional carpet shampooing** in the center will not occur while children are present. Carpet sweepers and brooms are ok to use. This is to reduce the exposure of chemicals and dust to children and staff. Every effort is made to only use items that can be cleaned and sanitized in the setting. Cracked or broken items are not able to be cleaned or sanitized properly. These items shall be removed until they are repaired, cleaned, and sanitized. Carpet is not used in toilet areas; diaper changing areas or food prep/storage areas.

26. **Regular cleaning and sanitation** will increase if there is an outbreak of a contagious infection or disease in setting. [See Classroom Protocols for COVID-19.](#)

Universal precautions:

Staff should follow universal precautions when coming in contact with blood or body fluid contaminated with blood. For large areas saturated with blood or blood products, the college facilities department should be contacted immediately for clean-up.

Staff are encouraged to wear gloves and eye protection and use a funnel when diluting bleach. Bleach should be added to water rather than water to bleach to reduce fumes.

All efforts should be made to use bleach solutions when children are not present. Rooms should be ventilated if possible and surfaces completely dry before children return to the classroom.

7D. HAND WASHING

Trinity College Community Child Center believes proper and consistent hand washing is essential for maintaining a healthy environment and reducing the transmission of infectious diseases.

Procedures and Practices

1. Signs will be posted at each sink with the times when handwashing is required and the steps to follow.
2. All staff, volunteers, parents and children will wash their hands at the following times:
 - a. Upon arrival at the center, when moving from one child care group to another, and when coming from outdoors
 - b. Before:
 - Setting the table or preparing for a food activity
 - A diaper change
 - c. *Before and after:*
 - Eating, handling food or feeding a child
 - Administering medication
 - Playing in water that is used by more than one person (*children with open sores on their hands or arms shall not participate in water table activities)

- Playing at the sensory table
 - Administering first aid
 - Applying gloves (wearing gloves is not a substitute for handwashing)
- d. After:
- Diapering and toileting (use of wet wipes is acceptable for cleaning infants' hands)
 - Handling bodily fluids (mucus, blood, vomit) and wiping noses, mouths and sores
 - Cleaning or handling garbage
 - Handling pets or other animals
 - Playing in sandboxes and dirt or surfaces that might be contaminated by contact with animals
3. Hands will be washed as follows:
- a. Moisten hands with water and apply liquid soap. (All efforts will be made to provide "non-antibacterial liquid soap.") **Rub hands with soap and water for at least 20 seconds**, including between fingers, under and around the nail beds, backs of hands and any jewelry.
 - b. Rinse hands well under running water with fingers down so water flows from wrist to fingertips. Leave water running.
 - c. Dry hands with a paper towel.
 - d. Avoid touching the faucet with just hands. Use a paper towel to turn off the faucet. Discard the towel in an appropriate receptacle.
 - e. Apply hand lotion, if needed.
4. TC4 staff will assist infants and toddlers with handwashing and supervise preschoolers during handwashing.
- a. If a child is too heavy to hold at the sink or cannot be brought to the sink for handwashing, a disposable wipe or a damp paper towel moistened with a drop of liquid soap may be used to clean the child's hands. A wet paper towel is then used to wipe the child's hands with plain water. A clean paper towel is used to dry the child's hands. Only single-use towels may be used.
 - b. Alcohol based hand sanitizers (products containing at least 60% alcohol) will be placed at each entry and all adults entering will sanitize their hands. Sanitizer may be used by staff, volunteers and parents when soap and water is inaccessible (on field trips or walks) if hands are not visibly dirty, but should not be substituted for handwashing. Apply the product (at least a dime-size amount) to the palm of one hand and then rub hands together, covering all surfaces of both hands, including between fingers and up around fingertips and nails. Hands should be rubbed together for about 30 seconds for the hand sanitizer to completely dry. Food or anything else should not be touched until hands are dry. If liquid hand sanitizer is used, hands must be washed with soap and water immediately upon returning to the center. All hand sanitizers shall be stored out of reach of children.
 - c. A hand wipe (pre moistened cleansing towelettes) or a wet paper towel with liquid soap may also be used to clean a child's hands as a temporary measure (as described above) until hands can be washed under running water.
 - d. Water basins shall not be used as an alternative to running water.
 - e. Handwashing sinks will not be used for bathing children or for removing smeared fecal materials.

5. All new staff and newly enrolled families will be instructed in the center's hand washing policy and procedures.
6. The Executive Director, Lead Teachers and the Child Care Health Consultant shall monitor hand washing on an ongoing basis to ensure proper procedures and practices are followed.
7. The Child Care Health consultant will meet with the preschool classes annually to review proper handwashing procedures and practices.

This policy applies to all staff, volunteers, parents and children at TC4. The policy will be included in the Employee Handbook and the Child Care Health Consultant's log. Hand washing reminders will be posted at all handwashing sites. The policy will be reviewed and updated annually by the Child Care Consultant and the Executive Director.

7E. DIAPERING/TOILETING (adapted from Standard 3.2.1.4 Caring for our Children, 4th ed)

Trinity College Community Child Center is committed to proper diaper changing policies and procedures. To minimize the risk of skin breakdown, transmission of infectious diseases and environmental contamination, TC4 has established the following procedures:

Schedule:

- Staff will check children for signs that diapers or pull-ups are wet or contain feces at least every two hours when children are awake and when children awaken. Diapers are changed when wet with urine or soiled with feces.

Changing Location:

- Staff will change children's diapers or soiled underwear in the designated changing area and not elsewhere in the facility. Infants will be changed on the diaper changing table in their classroom. Toddlers will be changed on the changing table in their classroom or in the toddler bathroom, standing or on the changing table. Preschoolers will be changed in the partitioned preschool bathroom.

Step 1: Get organized. *Before bringing the child to the diaper changing area, both the teacher/caregiver and the child should perform hand hygiene (wash hands) before beginning the change, then gather and bring supplies to the diaper changing area:*

- If a toddler changing table is used, cover the changing surface with sufficient disposable non-absorbent paper liner large enough to cover the changing surface from the child's shoulders to beyond the child's feet. (Disposable covering for changing area must be of a substance or thickness that will not allow fluids that contain germs to pass through to the undersurface.)
- If a child is changed standing up, cover the floor area where the child will be standing.
- The teacher/caregiver must be prepared to clean and sanitize the surface underneath after the change is completed. Only a clean surface should come in contact with the child's clothing once the soiled articles have been removed.
- Unused diaper or pull-up, clean clothes (if you need them);
- Wipes, dampened cloths or wet paper towels for cleaning the child's genitalia and buttocks

readily available;

- A plastic bag for any soiled diapers, clothes or cloth diapers;
- Put on disposable gloves before handling soiled clothing or diapers and remove them before handling clean diapers and clothing;
- An application of parent authorized diaper cream (e.g., zinc oxide ointment), when appropriate, removed from the container to a piece of disposable material such as facial or toilet tissue or a clean glove.

Step 2: Carry the child to the changing table, keeping soiled clothing away from you and any surfaces you cannot easily clean and sanitize after the change.

- *Always keep a hand on the child when changing on an elevated surface;*
- If the child's feet cannot be kept out of the diaper or from contact with soiled skin during the changing process, remove the child's shoes and socks so the child does not contaminate these surfaces with stool or urine during the diaper changing.

Step 3: Clean the child's diaper area.

- Place the child on the diaper change surface and unfasten the diaper, but leave the soiled diaper under the child;
- If safety pins are used, close each pin immediately once it is removed and keep pins out of the child's reach (never hold pins in your mouth);
- Lift the child's legs as needed to use disposable wipes, or a dampened cloth or wet paper towel to clean the skin on the child's genitalia and buttocks and prevent recontamination from a soiled diaper. Remove stool and urine from front to back and use a fresh wipe, or a dampened cloth or wet paper towel each time you swipe. Put the soiled wipes or paper towels and the soiled diaper into a plastic bag, then place in a plastic-lined, hands-free covered can. Reusable cleaning cloths should be single use and stored in a washable, plastic-lined, tightly covered receptacle (within arm's reach of diaper changing tables) until they can be laundered. The cover should not require touching with contaminated hands or objects.

Step 4: Remove the soiled diaper and clothing without contaminating any surface not already in contact with stool or urine.

- Fold the soiled surface of the diaper inward;
- Put soiled disposable diapers in a covered, plastic-lined, hands-free covered can. If reusable cloth diapers are used, put the soiled cloth diaper and its contents (without emptying or rinsing) in a plastic bag, then into a waterproof container to give to parents/guardians at the end of the day for laundering;
- Put soiled clothes in a plastic-lined, hands-free plastic bag;
- Check for spills under the child. If there are any, use the corner of the paper to fold the paper that extends under the child's feet over the soiled area so a fresh, unsoiled paper surface is now under the child's buttocks;
- If gloves were used, remove them using the proper technique and put them into a plastic-lined, hands-free covered can;
- Whether or not gloves were used, use a fresh wipe to wipe the hands of the caregiver/teacher and another fresh wipe to wipe the child's hands. Put the wipes into the plastic-lined,

hands-free covered can.

Step 5: Put on a clean diaper and dress the child.

- Slide a fresh diaper under the child;
- Use a facial or toilet tissue or wear clean disposable glove to apply any necessary diaper creams, discarding the tissue or glove in a covered, plastic-lined, hands-free covered can;
- Note and plan to report any skin problems such as redness, skin cracks, or bleeding;
- Fasten the diaper; if pins are used, place your hand between the child and the diaper when inserting the pin.

Step 6: Wash the child's hands and return the child to a supervised area.

- Use soap and warm water, between 60°F and 120°F, at a sink to wash the child's hands, if you can.

Step 7: Clean and disinfect the diaper-changing surface.

- Dispose of the disposable paper liner used on the diaper changing surface in a plastic-lined, hands-free covered can;
- If clothing was soiled, securely tie the plastic bag used to store the clothing and send home;
- Remove any visible soil from the changing surface with a disposable paper towel saturated with water and detergent, rinse;
- Wet the entire changing surface with a disinfectant that is appropriate for the surface material you are treating. Follow the manufacturer's instructions for use;
- Put away the disinfectant in a locked cabinet.

Step 8: Wash hands and record the diaper change in the child's daily log.

- In the daily log, record what was in the diaper and any problems (such as a loose stool, an unusual odor, blood in the stool, or any skin irritation), and report as necessary.

PROCEDURE FOR CHANGING SOILED PULL-UPS OR UNDERWEAR

Supplies and Equipment:

- Gather all the supplies for the change, removing them from their containers to avoid contamination of the containers during the change. Supplies should include a clean disposable pull-up or cloth underwear, wipes, diaper cream, a disposable cover for the area where the change will occur, gloves, 2 plastic bags – 1 for soiled disposable item and 1 for soiled clothing, and if possible, a plastic-lined, hands-free waste container (step-can) for the contaminated disposable items from the change.

Changing Surface:

- If a toddler changing table is used, cover the changing surface with sufficient disposable material.
- If a child is changed standing up, cover the floor area where the child will be standing.
- Disposable covering for changing area must be of a substance or thickness that will not allow fluids

that contain germs to pass through to the under surface (acceptable coverings include disposable bed pads or large sheets of freezer paper).

- The teacher/caregiver must be prepared to wash and sanitize the surface underneath after the change is completed.
- Only a clean surface should come in contact with the child's clothing once the soiled articles have been removed.

Shoes, Soiled Clothing and Skin:

- Both the teacher/caregiver and the child should wash their hands at the sink before beginning the change.
- Consider whether to change the child lying down or standing up.
- The teacher/caregiver should wear disposable gloves.
- If the child is changed standing up, the teacher/caregiver should remove the child's shoes before the change begins so that the shoes do not become contaminated and spread germs wherever the child walks after the change.
- Have the child hold the upper body clothing above the child's waist, or use a plastic clothes pin that can be washed and sanitized to hold the clothing up and out of the way.
- If disposable pull-ups are used, pull the sides apart, rather than sliding the garment down the child's legs.
- Place all soiled clothing in a plastic bag as the article is removed to avoid further contamination of surfaces.
- If the child's shoes are soiled, the teacher/caregiver must wash and sanitize them before putting them back on the child.
- Wipe the child's bottom with disposable wipes from front to back, using a fresh wipe each time. Dispose of the wipes directly into the waste can or put them in a plastic bag that will be tied shut and placed in the waste can.
- Do not rinse clothing in the toilet or anywhere else.
- Remove gloves using proper technique and place them in a plastic-lined, hands-free, covered can.
- Use a disposable wipe to clean surfaces of caregiver's hands and another wipe to clean the child's hands, then dispose of in a plastic-lined, hands-free covered can.
- Use a tissue or a glove to apply any necessary diaper creams, discarding the tissue in a covered, plastic-lined, hands-free can.
- Observe the area and plan to report any skin problems such as redness, skin cracks, or bleeding.

Disposable Items:

- Put all disposable items into a plastic bag, or, if possible, directly into a hands-free, plastic-lined and covered waste can.
- After soiled articles are in plastic bags, the disposable (contaminated) changing surface material should be bagged before the clean part of the procedure begins.
- Gloves worn during the change should be removed and placed directly into the plastic bag AFTER bagging the other contaminated articles and BEFORE touching any clean clothing.
- The teacher/caregiver should wipe her/his hands with a disposable wipe, and then wipe the child's hands with another wipe before putting the clean clothing on the child.
-

Clean Clothing:

- Assist the child with dressing in a clean disposable pull-up or cloth underwear, clean clothing and shoes.

Handwashing:

- Both the teacher/caregiver and the child should wash their hands at the sink after the change is complete.
- Wash at a sink with running water, lathering with soap for 20 seconds, and turning off any faucet with a disposable paper towel. The teacher/caregiver needs to wash after cleaning and sanitizing all surfaces involved in the change.

Sanitizing Contaminated Surfaces:

- After the child returns to the group, the teacher/caregiver who changed the child should make sure that all surfaces touched during the change are visibly clean, or clean them with detergent and then rinse them with water. Then the teacher should disinfect all potentially contaminated surfaces with a bleach and water disinfecting solution and leave the solution on for required contact time.
- Record the diaper change and any diaper creams or powders applied.

7F. REST TIME PHILOSOPHY

At TC4 we believe each child requires time for a brief period of inactivity, solitude, calmness or tranquility which for some children may include a period of sleep (nap). This means that each child in our program should have at least 30 minutes of rest on their own individual cot. Teachers may use their judgement when assisting a child with falling asleep according to the child's individual sleep and relaxation patterns. If, after a period of time, the child has not fallen asleep, accommodations will be made that include quiet table activities. The activities will be provided in an area that does not disturb the other children who may be sleeping but will have enough lighting in the classroom to avoid eye strain.

Activity suggestions include but are not limited to:

- Puzzles
- Watercolor paints
- Writing
- Collages
- Playdough
- Assisting staff with tasks (copying, putting items away)

Preschool children will nap approximately 1.5 hours. Toddlers will nap for approximately 2 hours. Classroom schedules will be adjusted so that all toddlers are awake by no later than 3:00 p.m. and preschoolers 2:30 p.m. It is our responsibility to support families in getting children to bed at developmentally appropriate times in the evening. Please remember that for some children who take a longer nap, they then are up later at night which then impacts behavior the next day.

Children who wake prior to the end of nap time should get up and do quiet activities at a table. Children should not be required to stay on their cots until the scheduled “wake up” time. Soft lighting will be provided for those children who are at a table.

7G. INFANT SLEEP

We are committed to a “[sleep-safe](#)” environment for our infants. Per the Department of Public Health regulations, NAEYC Accreditation criteria and SIDS research:

- ❖ All infants under the age of 12 months will be placed on their backs to sleep on a firm surface in cribs that meet the standards of the US Consumer Product Safety Commission, **unless an alternate sleep position is required for medical reasons and written documentation from the infant’s health care professional is provided.**
- ❖ Soft materials such as bumpers, pillows, quilts, comforters, blankets, sheepskins, stuffed toys and loose bedding will not be allowed in the infant’s sleep environment.
- ❖ Blankets, pillows or wedges will not be placed under the crib mattress to elevate the head of the crib unless written documentation from the infant’s health care provider is provided.
- ❖ A “sleep sack” or blanket sleeper may be used.
- ❖ Infants will not be “swaddled”.
- ❖ The infant’s head will remain uncovered during sleep.
- ❖ Families will be encouraged to dress infants appropriately for the environment, with no more than one layer more than an adult would wear to be comfortable in that environment.
- ❖ Infants will not be allowed to sleep in an infant seat, car seat or swing. If an infant falls asleep somewhere other than a crib the infant will be removed immediately and placed into their crib.
- ❖ An infant’s pacifier will be offered when placed in the crib to sleep.
- ❖ Sleeping infants will remain in view and under the supervision of staff
- ❖ After being placed on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.
- ❖ Infants will not share cribs with other children except for emergency evacuation purposes.
- ❖ Infants will not be put to sleep with bottles.
- ❖ Supervised “tummy time” will be observed while infants are awake.

7H. CHILD DAILY HEALTH CHECKS

As part of our daily commitment to children and families we conduct daily health checks in which we check to see when a child enters in the morning that they are alert and not showing any potential signs of illness. If it is suspected that a child is ill, please ask the family member some clarifying questions as to the child’s night and morning. If necessary check the child’s temperature and follow the Exclusion for Illness policy.

7I. EXCLUSION FOR ILLNESS- STAFF AND CHILDREN

Trinity College Community Child Center recognizes that young children experience many illnesses during their first few years of life. Children who are sick or uncomfortable require more attention and are best cared for by their parents at home. TC4 encourages parents to have plans in place in case their child becomes ill. If a child becomes ill during the course of a day, parents will be notified and expected to pick up their child as soon as possible. The child will be provided with resting space in an isolated area and supervised until picked up. *Due to the current COVID-19 pandemic, please notify the center*

immediately if you, your child or someone in your household is showing signs of COVID-19 (fever over 100, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Please keep your child home if they are showing any of these signs. Due to the variety of situations that a person can contract COVID-19, TC4 cannot be held liable if a staff person contracts COVID-19.

Exclusion Criteria:

The center shall temporarily exclude a child or staff person and send the child/staff person home as soon as possible if one or more of the following conditions exist:

- **The illness prevents the child/staff person from participating comfortably in activities or their job as determined by the child care provider;**
- **The illness results in a need for care that is greater than the child care staff can provide without compromising the health and safety of the other children**
- **An acute change in behavior (lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash)**
- **Fever (axillary temperatures above 100 degrees F) and behavior change or other signs or symptoms of illness (e.g., sore throat, rash, vomiting, diarrhea)**
 - Unexplained temperature above 100°F axillary in a child younger than six months should be medically evaluated
 - Any infant younger than two months of age with any fever should get urgent medical attention
- **Diarrhea** defined by watery stools or decreased form of stool that is not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. Diapered children with diarrhea should be excluded if stool frequency exceeds two or more stools above normal for that child. (Special circumstances that require specific exclusion criteria for E.coli, Shigella, and Salmonella are detailed in *Caring for Our Children, 4th ed.*);
 - 4) **Blood in stools** not explainable by dietary change, medication, or hard stools;
 - 5) **Vomiting** more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.
 - 6) **Abdominal pain** that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms of illness;
 - 7) **Mouth sores with drooling**, unless the child's primary care provider or health department official states that the child is noninfectious;
 - 8) **Rash with fever or behavior change**, until the primary care provider determines that the illness is not an infectious disease;
 - 9) **Impetigo**, until treatment has been started;
 - 10) **Streptococcal pharyngitis** (i.e., strep throat or other streptococcal infection), until 24 hours after treatment has been started;
 - 11) **Scabies**, until after treatment has been given;
 - 12) **Chickenpox (Varicella)** until all lesions have dried or crusted (usually 6 days after onset of rash);
 - 13) **Rubella**, until 6 days after the rash appears.
 - 14) **Pertussis**, until 5 days of appropriate antibiotic treatment
 - 15) **Mumps**, until 5 days after onset of parotid gland swelling;
 - 16) **Measles**, until 4 days after onset of rash;
 - 17) **Hepatitis A virus**, until 1 week after onset of illness or jaundice if the child's symptoms are

mild, or as directed by the health department;

18) Any child determined by the local health department to be contributing to the transmission of illness during an outbreak

19) **Shingles** (as determined by the child's health care provider)

20) **Herpes Simplex** (if child does not have control of oral secretions)

Children and staff may return to the center when they are:

- Able to participate comfortably in program activities, tolerate a regular diet and when they do not require continuous one-on-one care.
- 72 hours fever-free and 12 hours free of fever-reducing medication such as Acetaminophen or Ibuprofen.
- No longer experiencing diarrhea or when the continuous loose stools are deemed not to be infectious by a licensed healthcare provider.
- 72 hours free of vomiting and have tolerated at least one regular meal.
- Receiving treatment for impetigo, conjunctivitis, head lice, scabies and ringworm.
- On antibiotics for 24 hours or longer for treatment of Strep throat.

Conditions that do not require exclusion:

- Common colds, runny noses (regardless of the color or consistency of nasal discharge)
- A cough not associated with an infectious disease (such as pertussis) or a fever
- Watery, yellow or white discharge or crusting eye discharge without fever, eye pain, or eyelid redness
- Yellow or white drainage that is not associated with pink or red conjunctiva (the whites of the eyes)
- Fever without any signs or symptoms of illness in children older than six months regardless of whether acetaminophen or ibuprofen was given.
- Rash without a fever or behavior changes
- Lice or nits (exclusion for treatment of active lice may be delayed until the end of the day)
- Ringworm (exclusion for treatment may be delayed until the end of the day)
- Molluscum contagiosum (do not require exclusion or covering of lesions)
- Thrush (white spots or patches in the mouth or on the cheeks or gums)
- Fifth disease (slapped cheek disease, parvovirus B19) once the rash has appeared
- Cytomegalovirus (CMV), chronic hepatitis B infection, HIV
- Asymptomatic children who have been previously evaluated and found to be shedding potentially infectious organisms in the stool, if the child is continent of stool or diapered with formed stools that can be contained in the diaper
- Children with chronic infectious conditions that can be accommodated in the program according to the legal requirement of federal law in the Americans with Disabilities Act.

Application: This policy applies to all TC4 staff, volunteers, children, and families.

7J. ORAL HEALTH During the COVID pandemic toothbrushing will not be conducted. Children 6 months and older will be offered sips of water after meal time for Oral Health.

Belief : Trinity College Community Child Center believes that all children should:

- 1) Receive optimal oral health care on a daily basis,
- 2) Receive regular oral health education, and
- 3) Each family should receive assistance in locating a dental home.

Intent: This policy is intended to minimize the risk for dental caries and to promote oral health education in child care.

Standards of Practice

Infants:

- To decrease the risk of transmission of infectious diseases, pacifiers must be cleaned by washing the pacifier in hot, soapy water after each use, and stored in open air, separate from the diapering area, diapering items or other children's personal items. Effort should be made to avoid submersion of the pacifier during cleaning. If a caregiver/teacher observes or suspects that a pacifier has been shared, the pacifier should be cleaned and sanitized. All pacifiers should be sent home at the end of the day to be cleaned and sanitized. Pacifiers can be sanitized in the dishwasher or in boiling water for 1 minute.
- Staff should inspect each pacifier for tears or cracks (and to see if there is an unknown fluid in the nipple) before each use. If the pacifier contains any unknown liquid it should be discarded.
- Pacifiers should never be dipped in or coated with a sweet substance or saliva.
- Pacifiers should never be tied around the child's neck, wrist or other body part, or clipped, pinned, or tied to an infant's clothing.
- Pacifiers should never be forced on an infant and if it falls out of the infant's mouth, it does not need to be reinserted.
- Pacifier use outside of a crib where there are mobile infants or toddlers should not be recommended.
- Caregivers/teachers should work with parents/guardians to wean infants from pacifiers as the suck reflex diminishes between three and twelve months of age. Objects which provide comfort should be substituted for pacifiers.
- Bottles should only be offered while the infant is awake and naptime feedings should be avoided.
- A small drinking cup should be introduced as soon as the infant can sit unassisted.
- Bottle-fed infants should be weaned from a bottle by 12 to 14 months of age.
- Hand washing should be done before assisting a child with oral health care.
- After each feeding, the infant's teeth and gums are wiped with a disposable tissue (or clean soft cloth used for one child and laundered daily) to remove liquid that coats the teeth and gums.
- A small soft-bristled, small-headed toothbrush and water can be used when the first tooth has erupted. Place the head of the toothbrush at a 45-degree angle along the gum line on the cheek side of the tooth and brush from top to bottom in a gentle circular motion. Brush the backs (tongue-side) of the teeth in the same manner. Gently brush the chewing surfaces of the teeth in a back and forth motion. Brush the tongue by rolling the toothbrush back to front. At first this may tickle the child but with practice it becomes easier. **During the COVID pandemic toothbrushing will not be conducted. Children 6 months and older will be offered sips of water after meal time for Oral Health.**
- Staff should conduct a "Lift the Lip" check every month by lifting the upper and lower lips and inspecting the teeth surfaces for signs of Baby Bottle Tooth Decay/Early Childhood Caries (chalky, white or brown spots). If signs of decay are noted, notify the parent and advise to take the child to a dentist within seven days.

Toddlers:

- Toddlers should brush their teeth with a soft-bristled toothbrush after meals with the supervision of a staff member. Place the head of the toothbrush at a 45-degree angle along the gum line on the cheek side of the tooth and brush from top to bottom in a gentle circular motion. Brush the backs (tongue-side) of the teeth in the same manner. Gently brush the chewing surfaces of the teeth in a back and forth motion. Brush the tongue by rolling the toothbrush back to front. At first this may tickle the child but with practice it becomes easier. Staff should assist toddlers with tooth brushing. **During the COVID pandemic toothbrushing will not be conducted. Children will be offered 1-2 cups of water after meal time for Oral Health.**
- While at the center, toddlers will brush with water. At home, children between the ages of 2 to 3 years may use half of a pea-sized amount of fluoridated toothpaste on the toothbrush. Children should be encouraged to spit out any excess toothpaste and discouraged from swallowing toothpaste.
- Toddlers should brush their teeth after lunch and rinse their mouth with water after a snack.
- Staff should clean and sanitize the toothbrushing sink before and after use.
- Incorporate an oral health check into the morning health check
 - *Look for signs of cavities/infections
 - *Listen for complaints
 - *Feel for fever or swelling around the mouth, cheeks and jaw
 - *Smell for bad breath odor, a possible sign of a cavity or gum infection

Preschoolers:

- Preschoolers should brush their teeth with a soft-bristled toothbrush and a small pea-sized amount of fluoridated toothpaste after meals at the tooth brushing sink under the supervision of a staff member. Children should be supervised brushing teeth until ages 6 to 8 years. **During the COVID pandemic toothbrushing will not be conducted. Children will be offered 1-2 cups of water after meal time for Oral Health.**
- Teach the preschooler to brush his/her teeth using small circular motions. Teach children to brush lightly to avoid hurting their gums.
- Children should brush their teeth at least once a day in childcare after a meal and after snacks if possible, particularly if a sweet snack is offered. Children should rinse their mouths with water after a snack if brushing is not possible.
- Children should spend approximately 2 minutes brushing teeth.
- Children should be weaned of non-nutritive sucking (fingers or pacifier) by age three.
- Staff should clean and sanitize the tooth brushing sink before and after use.
- A program on “Healthy Eating and Oral Health Care” will be presented annually for TC4 preschool children by Goodwin College dental hygiene students.

Children with Special Needs:

- Generally speaking, children with special health care needs benefit from the same preventative approach recommended for all children, such as brushing, flossing, maintaining good nutrition and visiting a dentist regularly for cleanings and fluoride treatments. Staff will seek professional guidance and appropriate training as needed for providing oral health care to children with

disabilities and special needs.

Storage and Labeling of Supplies:

- All toothbrushes should have soft bristles, be labeled with the child's name, and air-dried and stored with the bristles upright with none of the toothbrushes contacting other toothbrushes.
- Toothbrushes should be replaced every 3 months or sooner if the toothbrush shows signs of wear, or after a child had an infection.
- If a toothbrush becomes contaminated, it should be thrown away or cleaned in the dishwasher.
- The center will provide a supply of fluoridated toothpaste and soft-bristled toothbrushes.
- Toothpaste will be applied to a disposable paper plate in small pea-sized amounts for application to each individual child's toothbrush. Toothbrushes will not come in contact with the toothpaste tube.
- Children should never share or borrow toothbrushes.
- Toothbrush holders will be cleaned and sanitized weekly or more frequently if needed.

Any child with visible tooth decay or gum irritation should be referred to a dentist immediately.

- Encourage all families to establish a dental home within 6 months of the child's first tooth eruption or by age one.

Resources:

Assist families in identifying access to oral health care and resources for financial assistance with oral health care. Families with HUSKY Insurance may call 1-800-CTHusky or 1-877-284-8759 for a list of dentists. Assist children and families of at-risk populations in locating necessary oral health services by contacting CT DPH Office of Oral Health at (860)509-8251 DPH.OfficeOfOralHealth@ct.gov Contact TC4 Dental Consultant for questions about oral health care and access to care.

Dental Emergencies:

Vinyl gloves should be applied and universal precautions should be followed when handling a dental emergency or when there is contact with blood or other body fluids while helping a child with an oral injury.

- Check the child's injury
- Remain calm
- Disposable vinyl gloves should be applied and universal precautions should be followed when handling a dental emergency or when there is contact with blood or other body fluids while helping a child with an oral injury.
- Rinse with water to clean out any debris. Clean the area around the injury.
- For a knocked out tooth, if dirty, hold the tooth by the crown and rinse the root with water, put the tooth in milk, contact parent/guardian to take the child and tooth to the dentist immediately.
- If a fractured jaw or head injury is suspected, seek emergency care (call 9-1-1) and do not move the jaw.
- Apply ice or a cold pack to reduce, cover with a clean cloth to protect skin from extreme cold. Apply ice as tolerated for periods of 20 to 30 minutes.

Prevention:

- All children at the center will have access to City of Hartford fluoridated drinking water.
- Healthy food choices should be encouraged and nutrition education will be provided for parents throughout the year.

7K. NUTRITION

At Trinity College Community Child Center, we believe that all children should be offered the best possible nutrition, developmentally appropriate foods, and the safest feeding environment. We also believe that all children should have ample opportunity for physical activity throughout the day. Based on the National Association for the Education of Young Children (NAEYC) accreditation criteria, the Nutrition and Physical Activity Self- Assessment for Child Care (NAP SACC) program guidelines, and CT DPH Regulations for Licensing Child Day Care Centers and Group Day Care Homes, we have adopted the following policies and practices. The administration and staff appreciate support from parents in promoting the health of our children.

Nutrition

- We provide 2 snacks per day and beverages including milk and water.
- Snacks served are age appropriate and safe to eat.
- We serve snack food that meets the USDA CACFP food guidelines, and families are encouraged to follow these guidelines for lunch food sent from home.
- We serve nutritious snacks to help meet children’s nutritional needs, including fresh fruits or fruit canned in its own juices (no syrups), and fresh or frozen vegetables.
- We offer high fiber, whole grain snack foods.
- We avoid offering salty, sweet, or high fat snacks.
- Families provide lunches for their children; however, the center will provide healthy food to supplement food brought from home if necessary.
- TC4 is a “food safe” environment for children and staff with allergies. No nuts, peanuts, or products containing these are allowed at the center. In addition, no apples or mangoes are allowed in the infant/toddler program. For the infant/toddler program ALL ITEMS must be nut free, apple-free and mango-free. Check labels on packaged foods (granola bars, cereal bars, pre-packaged lunches, etc.). Please know that all allergies are not strictly limited to food and can be present in playdough, fragrances, lip balms and other items.
- Families of children with food allergies, sensitivities or restrictions are asked to give consent for posting this information in each classroom as a visual reminder to those interacting with the child throughout the day.
- An individualized healthcare plan for each child with a special health care need, food allergy or special nutrition need is prepared in consultation with family members and health care providers and posted in each classroom. Health care plans include appropriate care of the child in the event of a medical emergency and plans are signed by the child’s parents, the Child Care Health Consultant and all staff responsible for the child’s care.

Snack Menus

- Snack menus are written monthly by the Executive Director and reviewed by our Nutrition

Consultant. The menus are posted in each classroom at least a week in advance and copies should be made available to families upon request. Only foods listed on the snack menu should be served at snack time, unless a child has a special dietary requirement. On occasion, a substitution may be needed to accommodate programmatic changes. If snacks are switched or substituted, the change must be marked on each classroom's menu by the classroom staff.

Feeding Practices

- All children and staff wash their hands with soap and water before eating or handling food. Food prep gloves are used when serving or preparing food
- All staff receive training on infant and young child feeding practices.
- Children are seated at a table for snacks and meals.
- The Center serves meals and snacks at regularly established times, with meals and snacks at least 2 hours apart but no more than 3 hours apart.
- The Center staff will work with families to ensure that the food served is based on the child's individual nutritional needs and developmental stage.
- Lunches prepared by families must be labeled with the child's initials and date.
- Unopened, non-perishable food items, not eaten at lunch will be sent home.
- Lunches prepared by families must be nutritious and include foods from the four food groups, as required by the CT Department of Public Health Day Care Licensing and meet USDA CACFP school lunch requirements.
- Pre-packaged "Lunchables®" are strongly discouraged. If parents provide Lunchables® for their child, the contents must be inspected before sending into the Center. Juice boxes, juice drinks and candy should be removed.
- Fast food, such as McDonald's Happy Meals will not be served.
- Candy, gum, and soda are not allowed at the Center.
- With the exception of food allergies or restrictions, snack substitutions will not be made.
- All infants are held when bottle fed, and infants and toddlers are not allowed to carry around bottles or cups while crawling or walking.
- Bottles are never propped for feeding.
- Infants and toddlers are not allowed to have bottles in cribs or on cots.
- Fluids from a cup are introduced to a child as soon as families and program staff decide a child is developmentally ready to use a cup.
- Infants are fed whenever they seem hungry and feeding is not used in place of other forms of comfort.
- A daily record documenting the type and quantity of food consumed by infants and children with special needs is kept and shared with families.
- A comfortable place for breastfeeding is provided in each infant room and feedings are coordinated with the infant's mother.
- Children younger than age four years are not served hot dogs whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas and hard pretzels, spoonfuls of soy butter or sunflower butter, or chunks of raw carrots or meat larger than can be swallowed whole.
- When preparing snacks, teachers will cut food into pieces no larger than ¼ inch square for infants, ½ inch square for toddlers (ages 1-3 years), according to the child's chewing and swallowing capability, to minimize the risk of choking and to encourage self-feeding.
- Families should bring in lunch foods cut to the sizes specified by age above.
- All staff are trained in rapid response techniques for food emergencies.

- Due to numerous child allergies and sensitivities, no outside food other than lunches/snacks will be served in the center.
- Teachers will:
 - serve all food choices provided for lunch by the family at the beginning of the meal period as long as they fall within our nutrition policy
 - help children determine if they are full before removing their plate and if they are still hungry before serving additional food
 - gently and positively encourages children to try a new or less favorite food
 - not force children to finish all the food on their plate or beverage in their cup
 - not use food to encourage positive behavior
 - not withhold food from a child unless the food is not allowed at the Center
 - make drinking water freely available so children can serve themselves both inside and outside
 - serve whole milk to children 12-24 months of age and 1% milk to children age 2 and older
 - not serve juice in our program

All children are expected to eat breakfast at home before coming to the Center. A light snack will be served between 8:30 and 9:00 a.m., however, this is not meant to take the place of breakfast.

*****If any of the above policies are not followed by families or staff, please see a member of the Administration team for guidance.***

Infant Feeding Guide

- While children between the ages of 6 months to 12 months continue to receive calories and nutrients from breast milk or infant formula, we encourage families to follow the American Academy of Pediatrics' guidelines for the introduction of solid foods. Solid and pureed foods as well as fruit juices will not be offered to infants younger than four (4) months of age. Solid and pureed foods as well as fruit juices are not offered to infants younger than six months (6) of age unless the practice is recommended by the child's primary care provider and approved by the family.
- Families should begin to introduce pureed foods at six (6) months of age
- Families should introduce one new food at a time at home at least three (3) times before TC4 staff will offer it
- At eight (8) to nine (9) months families will be encouraged to start feeding table foods in addition to pouches or pureed foods
- Children 1 year and older should be on solid foods that encourage chewing (small pieces of meat, rice, mashed potatoes, pasta, fruit, cooked vegetables, etc.)
- Feeding schedules vary by child and developmental level. Infant staff are happy to share sample menus with families.

While children between the ages of 6 months and 12 months should receive the majority of their daily calories and nutrients through breast milk or infant formula, we use the above guidelines from the American Academy of Pediatrics to encourage the introduction of food textures to children at the developmentally appropriate windows.

Beverages

- We make sanitary drinking water freely available so children can serve themselves both inside and outside.
- We do not provide or serve juice or sweetened drinks.
- We do not serve cow's milk to infants younger than 12 months of age.
- We serve whole milk to children between the ages of 12 – 24 months.
- We serve only 1% milk to children age 2 and older.
- Liquids hotter than 110 degrees Fahrenheit are kept out of children's reach.

Bottles

- No glass bottles are allowed. Bottles should be BPA free.
- Bottles need to be labeled each day with the child's initials and date.
- Bottles should contain only milk or formula.
- Only breast milk, milk, formula should be placed into the bottles. Breastmilk will be accepted in ready to feed sanitary containers only. Freezer bags are suitable.
- No cereal or other solid food, vitamins, medications, probiotics, herbal or homeopathic remedies can be added to bottles unless written authorization from an authorized health care provider is on file at the Center.

Food Safety*-employees will receive a handout on food safety at new employee orientation*

- The Center takes steps to ensure food safety in providing and serving snacks and meals (see TC4 Safe Food Handling Policy and Practices).
- The Center reviews and updates its Food Safety Policy and Practices annually and documents compliance and changes made as recommended by the Center's health consultant, nutrition consultant or sanitarian.
- All staff are trained in maintenance and cleaning of food service areas.
- Food prep gloves are used when preparing food and/or snacks

Supporting Healthy Eating

Teachers will support a healthy eating environment in a variety of different ways, including:

- Joining children at the table for mealtimes
- Talking informally with children about enjoying healthy foods and trying new foods
- Providing visible support for good nutrition in all classrooms and common areas through the use of posters, pictures, and displayed books.
- Please refrain from eating candy and cookies, etc. in the presence of children.

For children with special feeding needs, our staff keeps a daily record documenting the type and quantity of food a child consumes and shares this information with the child's family.

Staff should not eat in the presence of children outside of mealtimes. Beverages other than water are not allowed in the classroom or on the playground.

Nutrition Education for Staff, Children, and Parents

- We provide yearly training opportunities for staff on nutrition and food safety.
- We provide nutrition education to parents once per year or more through a variety of resources

7K. PHYSICAL ACTIVITY

Active Play and Inactive Time

At TC4, we believe that outdoor and other active play is an essential part of children's growth and development. Teachers will ensure that all children are provided at least 90 minutes of active play time each day. Each classroom is allotted playground time in the morning and afternoon. We go outside everyday when the temperature is 25 degrees or above. Every effort should be made to have children experience outdoor play each day even in weather such as snow, or light rain during warmer seasons. Staff and children should dress in weather appropriate attire. The center provides a small amount of winter weather attire to be used at the center for families that are experiencing hardship or have forgotten items. Exceptions are weather alerts, wind chills, extreme heat or air quality alerts. When weather does not permit outdoor play, teachers should provide indoor physical activities for children. We do not withhold active play time for children who misbehave. We ensure that children are rarely seated for periods of more than 30 minutes and that television or videos are not shown more than once per month.

Other opportunities for outdoor play include walks around campus and play on the LSC quad. Staff are expected to provide children with outdoor play time twice per day, weather permitting. In addition to the fixed playground equipment, teachers will provide portable play equipment, such as wheeled toys, balls, hoops, building materials, and dramatic play items, that is diverse and available for children to use at all times. Teachers should encourage active play by joining in with the children and provide visual support for physical activities in all classrooms and common areas through the use of posters, pictures, and displayed books.

Physical Activity Education

- We provide training opportunities for staff on physical activity and playground safety.
- We provide teacher-directed physical activity education for children, through a standardized curriculum.

Outdoor Safety Policy-Refer to COVID Classroom Protocols for disinfecting procedures on the playground.

TC4 is committed to providing a safe outdoor environment for our infants, toddlers and preschoolers. TC4's Outdoor Safety Policy is based on the CT Department of Public Health Child Day Care regulations, NAEYC Accreditation criteria, Pennsylvania Chapter AAP Model Child Care Health Policies, and Caring for our children: National health and safety performance standards; Guidelines for early care and education

programs.

Playground Surfacing

- Surfaces underneath indoor and outdoor play equipment that children climb are covered with impact-absorbing material according to the CPSC recommendations for critical height.
- The following surfacing materials are not in use underneath indoor and outdoor play equipment that children can climb: asphalt, concrete, soil or hard-packed dirt, grass, turf, linoleum or carpeting.
- The dirt in the outdoor play area has been tested and found free of toxic materials, including lead.
- Children will be closely supervised at all times in outdoor play areas and closely monitored for attempts to put small items including wood chips found on the ground in their mouth.

Fall Zones

- Fall zones do not overlap.
- Impact-absorbing surfacing material extends at least 6 feet beyond all sides of the equipment, 6 feet from the end of slide, and in front and back of the swings a distance twice the height of the swing beam.

Protrusion & Entanglement

- All metal edges are rolled.
- Strings and loose items on children's clothing or around their neck are not allowed.
- Any exposed bolts do not protrude more than two threads beyond the face of the nut; exposed bolts are smooth without sharp edges.
- There are no open "S" hooks.

Entrapment

- There are no openings in any pieces of active play equipment between 3.5-9 inches that could cause head entrapment.
- All spaces are too big or too small to entrap a child's finger.

Equipment Spacing

- There is at least 6 feet of use space on all sides of each equipment piece.
- Play equipment pieces are spaced at least 12 feet apart from each other.

Trip Hazards

- All anchoring devices are below the playing surface.
- There are no exposed tree or plant roots.
- Changes in elevation are marked by barriers.

Equipment

- Age-specific play areas are separated by a fence.
- Large playground equipment is suitable for children 2-5 years of age; toddler playground equipment is suitable for 12-36 months of age.
- Swings are single occupant swings, 2 per bay and not heavy or made of wood, metal or rigid materials.
- All wooden parts are smooth without splinters, and all corners are rounded.
- Outdoor play areas are fenced in.

Sand

- Sand digging areas are in the shade and contained by smooth frames.
- Sand is covered with a tarp when not in use to prevent infectious disease and injury from animals and insects.

Communal Water Play

- If children engage in communal water play in water tables or unfiltered wading pools where more than one child plays in the same water, the container and toys used in the activity are disinfected before each use of the table or pool and staff members supervise the water play closely to be sure no child drinks the water or has any contact between body fluids (from the child's nose, mouth, or eye) and the water.
- Children may also be given a personal basin of water for play or allowed to play in a sprinkler. Before and after the children play in a communal water table, they must wash their hands, and be closely supervised. Any child with open sores, cuts or lesions on their hands or arms will not be allowed to participate in communal water play.

Maintenance

- Staff conduct daily checks and inspect for broken glass, animal waste, trash, toxic plants, damaged by vandals, displaced surfacing, broken equipment, chipping paint, puddles of water, and insect hazards **prior to the children entering the playground each day**. The Facilities Department is contacted for repair and clean up as needed.
- An Integrated Pest Management Plan is in place. Measures other than pesticides, such as mechanical means are used first. When pests cannot be controlled by mechanical means, pesticides products least toxic to humans, such as gels or bait are only applied when children are not at the center.
- In the case of contact with a potentially poisonous plant, an immediate call to Poison Help (1-800-222-1222) for instructions will be made and immediate notification of the family will occur.

Increased Plan for Supervision of Children Outdoors

FAILURE TO FOLLOW THIS POLICY WILL RESULT IN STAFF DISCIPLINE.

Playground time is not only a time that we let the children run around free, but also when learning occurs. This time is as important as classroom time. Staff support the children's outdoor learning in the

same attentive way they do indoor learning. Materials are taken out for the children to use and discover in a different environment... watch nature changes...do messy activities that you can't do inside.

At the same time, we need to supervise the children. Please keep in mind that safety is one of our main concerns, especially outside.

These are TC4's playground rules:

- Ratios with children will be maintained at all times (example 1 adult with 4 infants/toddlers or 1 adult with 10 preschoolers)
- A minimum of 2 staff will be present at all times on the playground
- Group size will be maintained at all times (8 infants/toddlers or 16 preschoolers)
- Masks will not be worn by preschool age children on the playground
- At least 1 staff First Aid and CPR certified will be present with the children at all times on the playground.
- Every child is accounted for at all times by supervising staff. Name: Face Counts will be taken prior to entering the building and/or playground
- Playgrounds will be inspected prior to the children playing and any debris will be removed and disposed of properly
- Staff supervise all children by sight and sound at all times, including all areas with access to water in tubs, pails and water tables.
- Disperse yourselves equally on the playgrounds. A staff member should be present by each climber, sandbox, playhouse and swings anytime that a child is present. These areas pose a hazard for children if not properly supervised.
- When classes are out in smaller groups, you need to supervise in zones as well. Even if you don't have a staff member in each zone, you must cover the whole playground.
- A child in need of the bathroom, first aid or any other reason is always supervised by a staff member without compromising the supervision (staff: child ratio) of the remaining children in play areas.
- Staff should supervise that the equipment is working properly.
- Children are prevented from playing in a way that challenges them beyond their abilities or puts others at risk of significant injury.
- A staff member for each classroom will carry an outdoor backpack fully stocked with first aid supplies and emergency medication for children with proper authorization to the outdoor play areas, on walks and field trips.
- The use of personal cell phones and Apple or Google Watches is prohibited. Classroom Trac Phones will be used as communication with inside TC4 staff. Classrooms will carry their Trac Phones with them and keep them in their emergency backpacks. In addition, Trac Phones will be charged daily.
- Personal items (for ex. Purses, backpacks...) should be kept inside the classroom in the locked closet. When your shift is completed, personal items may be gathered from the classroom before leaving for the day.
- Staff should not take personal beverages to the playground with the exception of water. Water coolers are provided for the children.
- If an adult enters the playground and you are not sure who they are, ask your nearest co-worker if they know the person. If they don't, then approach the person and ask, "Can I help you?"
- If you see a child leaving with a parent or other adult, make sure that the child's respective teacher knows about that. You can even ask the parent if they talked to their child's teacher

before they walk out of the playground and if the child has been signed out for the day.

- Water in outdoor sensory tables will be changed between groups of children. **DUE TO COVID-19 THIS PRACTICE IS NOT IN PLACE**
- Playground touch points will be disinfected with bleach and water between groups of children.
- Any safety concerns (graffiti, property damage, hazardous items, etc.) will be reported to a member of the Administrative Team immediately. If they are unavailable, please call Buildings and Grounds at x2444 and notify them of the issue. If it is after hours, then please call Campus Safety x2222.



TC4 EMPLOYEE HANDBOOK SIGN-OFF PAGE 2020

This Staff Handbook supersedes all previous manuals, handbooks, policy statements, letters, memoranda and understandings. TC4 reserves the right to supplement or change any or all of the policies or procedures, in whole or in part, at any time with or without prior notice.

The policies outlined in this manual are:

- Intended to serve as a general reference guide, and, as such, cannot answer every question on policy that may arise.
- Presented as informational only and are not to be viewed as conditions of employment.
- Neither this manual nor the information contained in it provides a guarantee of salaries, benefits or working conditions or creates an employment contract with TC4. TC4 has a long-standing history of positive employee relations, and the personnel guidelines described in this handbook are designed to help us continue that tradition.
- No TC4 publication should be understood to make any such assurance or guarantee.

While it is our intent to comply with the policies, procedures and practices outlined in this manual, the TC4 Board of Directors, Administrative Team, or members thereof reserve the right to change, modify or delete the rules, policies and benefits described in this manual at any time.

By accepting this handbook I agree to the following (please check off each box):

- I have received a copy of this handbook
- I have read the handbook in its entirety
- I have been provided the opportunity to ask questions
- I understand the handbook in its entirety
- I agree to abide by it

I _____ understand that Employment with
Print Name

TC4 is at will. The Center retains the right to terminate the employment relationship at any time, with or without cause or advance notice. No supervisor, manager or employee of TC4 has the expressed or implied authority to make any commitment to continue or guarantee employment to you.

STAFF PRINTED NAME

DATE

STAFF SIGNATURE