



Anamosa Raiders Kids Club

Staff Handbook

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Anamosa Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Superintendent Lisa Beames, 200 S. Garnavillo St., Anamosa, IA 52205, 319-462-4321, lbeames@anamosa.k12.ia.us.

"Approved by the Anamosa Community School Board - June 19, 2017"

Congratulations and welcome to the Anamosa Raiders' Kids Club Staff! This new staff orientation packet was created to help explain the responsibilities and procedures of your new job. If anything is left unclear, please let us know.

Expectations

All team members are expected to maintain a clean, safe, and nurturing environment for the children in our care. It is our responsibility as staff to have open communication with families. Parents and children are equally important. Our goal is to expand their physical, cognitive, social, and emotional experience. As staff, you are to engage with the children at all times. Making ARKC a fun place to be.

Table of Content

1. Daily Communication
2. Child Care Director
3. Child Care Supervisor
4. Child Care Provider Responsibilities
 - a. All Staff Requirements and Training
 - b. Daily Schedule
 - c. Positioning
 - d. Confidentiality
 - e. Personal Conduct
 - f. Professional Conduct
 - g. Time sheets/ Pay period
 - h. Physical Examinations
 - i. Employee Hours and Ratio
 - j. Staff Evaluations
 - k. Staff Parking
5. Positive Guidance Techniques and Discipline
6. Children's Rules and Expectations
 - a. Child Abuse Reporting
 - b. Minor Accidents and Injuries to Children
 - c. Serious Illness or Injury
 - d. Bathrooms
 - e. Authorized Pick-Up
7. Distribution of Medication
8. Additional Odds and Ends
 - a. Hours of Operation
 - b. Holidays
 - c. Non-School Days, Early Outs and Late Starts
 - d. Biting
 - e. Snack Policies
9. Emergency Procedures
10. Closing

Daily Communication

It is very important that families are greeted with a friendly smile and a "Hello" from staff. When they come in ask "How was your day," "Good Morning," or "Good Afternoon." When a family is leaving or a parent is leaving say, "Have a good day," or "Have a good evening." Take interest in our families and the children that attend. Always make them feel welcome.

Center Director

The center director is responsible for the overall functions of the center, including supervising staff, designing curriculum and administering programs. The director shall ensure services are provided for the children within the framework of the licensing requirements and the center's statement of purpose and objectives. The center director shall have overall responsibility for carrying out the program and ensuring the safety and protection of the children. The center director shall submit information in writing to the child care consultant before the start of employment. The Department shall make the final determination.

1) Responsibilities:

a) General

- i) Provide a warm, caring environment conducive to growth and development of social interaction skills and creativity.
- ii) Exhibit friendliness, sense of fun, and interest in children; maintain good order and control among children, with an emphasis on positive encouragement rather than punitive measures.
- iii) Plan, supervise service, and record daily afternoon nutritious snack.
- iv) Supervise child guidance and disciplinary procedures; maintain incident reports as appropriate.

2) Program Activities

- a) Plan and conduct daily activities for the children in the program that contribute to the care, growth and development of children's motor skills, social interaction, and/or creativity who attend the program. Maintain a daily activity plan book.
 - i) Obtain and prepare materials required to implement the daily activity plans.
 - ii) Supervise distribution and collection of games and materials used in activities and maintain equipment.

3) Administration

- a) Keep daily attendance and afternoon child release records; report absences in accordance with DHS policy.
- b) In the case of staff absence, find substitute personnel (only if Staff has not found a replacement) as needed to replace staff. Provide a schedule of the day's activities for reference of the sub.
- c) Distribute registration and enrollment forms. Enroll children admitted to the program.
- d) Conduct Fall and Summer enrollment.
- e) Keep current, orderly and complete files of required child/staff record according to the licensing specifications for information and location of recordkeeping.
- f) Keep all required postings current.

- g) Have a current understanding of the regulations which govern licensure of school-age child care programs, and maintain the program in compliance with these standards. Ensure that the licensing binder is current and up to date.
- 4) Financial
- i) Supervise the purchase of supplies and equipment for the program. Keep accurate records of purchases and inventories of supplies and permanent equipment.
 - ii) Maintain records of supplies that were ordered.
 - iii) Arrangements for the employee time-sheets and payroll to be signed off on.
- 5) Supervision
- a) Supervise child care providers assigned to assist with activities.
 - b) Evaluation of staff supervised.
 - c) Establish job descriptions, recruit and hire staff and ensure staff meets all DHS requirements.
 - d) Oversee hours worked and keep record of sick leave and/or absenteeism.
- 6) Health and Safety
- a) Maintain proper child-to-staff ratios as determined by the State of Iowa.
 - b) Follow licensing and school procedures to safeguard the health and safety of the children in the program, which include but are not limited to hand washing, sanitary measures, playground safety rules, rules regarding the use of supplies and equipment.
 - c) Become knowledgeable of the emergency file and emergency procedures.
 - i) Maintain current, written plans and diagrams for use in case of fire or tornado which will be posted by all exits. Plan, implement and supervise a schedule of required fire and tornado drills.
 - ii) Hold current certificates in CPR, First Aid, and Mandatory Reporting Training Session Certificate.
 - iii) Maintain current, written procedures for the storage, recording and administration of medication.
 - iv) Administer medication according to the individual instructions for its use.
 - v) Maintain a current, written plan for medical emergencies and keep staff informed of it, so that it may be implemented in case of emergency.
 - vi) Maintain adequate first aid kits.
- 7) Professional
- a) Attend required 8 hours of professional growth annually.
 - b) Oversee staff requirement and reporting of attendance at five hours of required professional growth.

Child Care Supervisor

On-site supervisor. The on-site supervisor is responsible for the daily supervision of the center and must be on site daily during the hours of operation that children are present.

1) Responsibilities:

- a) The on-site supervisor is responsible for the day-to-day supervision of the center. Among other duties, the on-site supervisor is directly responsible for:
 - i) The daily operation of the center and supervision of direct-care staff.
 - ii) Ensuring children are accounted for and proper record keeping is maintained.
 - iii) Scheduling activities and transportation needs.
 - iv) Ensuring information regarding exposure to communicable disease is posted immediately upon notification.
 - v) Ensuring parents are immediately notified of emergency or other serious incidents.
 - vi) Ensuring information is communicated to parents at the end of the day etc. These functions may be performed either in a dual role by the director, if the director remains on site, or by another person who meets the qualifications for an on-site supervisor.
 - vii) On-Site Supervisor will provide coverage if no other staff is available to work for a staff member that must leave early due to illness, emergency, & etc.

b) General Expectations

Anamosa Raiders' Kids Club On-Site Supervisor is a physically demanding position and as Supervisor:

- i) You will be expected to be able to walk around and observe and monitor staff and children.
- ii) You will be expected to interact with the children **at all times**.
- iii) You will be expected to be able to lift toys and snacks that are 20 to 30 pounds.
- iv) You will be expected to play physical games with the children such as catch, dodgeball, basketball, and more.
- v) You will be expected to be playing board games and expected to be doing crafts with the children.
- vi) You will be expected to participate in 10 hours of job related professional development classes annually.
- vii) You will be expected to accept job assignments willingly and perform them in a satisfactory manner. This includes monthly drills, cleaning check off list, first aide, among other duties.
- viii) You will be expected to perform work in a professional manner and complete assignments on time.

Child Care Provider Responsibilities:

Staff Expectations

Anamosa Raiders' Kids Club child care providers is a physically demanding position and as Staff:

- 1) You will be expected to interact with the children **at all times**.
- 2) You will be expected to play physical games with the children such as catch, dodgeball, basketball, and more.
- 3) You will be expected to be playing board games and expected to be doing crafts with the children.
- 4) You will be expected to help children that need help with homework.
- 5) You will be expected to accept job assignments willingly and perform them in a satisfactory manner.
- 6) You will be expected to perform work in a professional manner.
- 7) You will be expected to put ARKC equipment away in its proper place.
- 8) You will be expected to maintain a clean environment here at ARKC.
- 9) You will be expected to do the daily check off list.

All Staff Requirements and Training

All Staff are required to complete First Aid, CPR, Universal Precautions, Mandatory Reporting, and Essentials Training within the first 3 months of their employment.

Required contact hour training is September to September of every year.

- Each additional year after that you will be required to 6 contact hours.
- Director and On-site Supervisor each additional year will be required 8 contact hours.

Following the first year of employment, all staff shall, maintain current certification for Iowa's training for:

- Mandatory reporting – Every five years. (Certification is a \$25 fee and will be reimbursed after working 40 hours with Anamosa Raiders' Kids Club)
- Universal Precautions -Annually
- CPR & First AID.- Every two years.
- Essentials Training- Must be completed within the first three months of being hired.

Training from the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, Business practices, and cross cultural competence.

Attendance Monitor:

Checks absent list, takes attendance, checks to make sure everyone is accounted for. After attendance is done, please help wherever needed.

Snack Clean-up/Snack Monitor:

Helps get snack ready. Helps with milk count. The tables will be clean by the time we break into ARKC Activities. Tables must be clean before bringing out activities onto those tables.

Games:

Ask Site Supervisor what the game is for the day. Make sure that everything is ready that you need for the activity. You oversee going over the rules of the game and major instructions. After the activity is over, put supplies away.

Art/Craft:

Ask Site Supervisor what the activity is for the day and ask any questions that you have about the rules and instructions. You oversee going over the rules they need to follow and the instructions. After the activity is over, put supplies away.

Activities:

In charge of keeping the kids happy and involved. When ARKC is in the Gym, greet parents and call for kids when parents arrive. Keep Gym clean and organized (Make sure all the Balls are returned to basket, etc.).

Cleaning and Disinfecting:

In a childcare setting where children are playing for long periods of time, they are exposed to many kinds of germs. Although we cannot make the area totally germ-free, we can lessen the harmful effects of germs. Germs can be effectively controlled by frequent, thorough, timely hand washing and cleaning/disinfecting of objects that come in contact with children.

Guidelines for cleaning and disinfecting:

- Tables should be cleaned before and after Breakfast or snack time.
- Disposable gloves should be used when cleaning/disinfecting toys, handling blood, etc.
- Disposable towels are to be used for cleaning
- Sanitizing and disinfecting should be used daily
- Label containers with their content.
- Clorox Anywhere: Spray- let sit for two minutes. Wipe dry with paper towel.
- Oxivir-spray-let sit for one minute. Wipe dry with paper towel (used on blood or bodily fluids).
- Toys are to be disinfected.
- Clean with Soapy water before disinfecting/sanitizing.

ARKC's Daily Schedule

2:30-3:05	Staff checks out what their activities for that day are and sets up the Cafeteria.
3:15-3:30	Take Attendance and Count
3:20-3:45	Snack Time
3:30-4:00	Games/Quiet Reading/Homework/Crafts
4:00-5:00	Gym or Playground. If in Gym, those who would like to continue games or crafts may with supervision.
5:00-5:15	Clean up, Gym and Toys
5:10-5:30	House Keeping Time/Take out Trash/Wipe down Tables/Clean toys, etc.
5:30-6:00	Games/Reading

*If there is any unfinished business that needs to be taken care of (an activity not picked up, the kitchen needing to be cleaned, bringing baskets to back room, writing up an incident report for a child) this is the time to take care of it, child to staff ratio permitting.

Staff Positioning

Staff should always try to make a conscious effort to make sure that they are positioned in the most effective place to keep an eye on everything that is going on, not just what is right in front of them. There should always be one staff member at the front of a line. If there are two staff, the other person should be at the end of the line.

While outside staff should position themselves away from other staff and on the outside of the perimeter of the playground or where the children are at. Please try and keep the conversation with another staff limited.

Confidentiality

Staff members must use discretion in their conversations with parents and another staff. Personal matters about parents, children, or staff remain with those people and should never be discussed with other staff members, parents, or around children. Any breach of confidentiality will result in disciplinary action.

Personal Conduct

All staff is expected to act in a manner that is becoming of an ARKC Child Care Provider. Profanity is never allowed, as well as arguments among the staff in front of the children. Gossip is not permitted, as it contributes to an overall morale issue. ARKC child care providers are to speak with their director in a manner that is professional and respectful, being careful not to undermine the director's authority.

ARKC child care providers are expected to work out their disagreements they may have with each other by themselves. If unable to do so, they may contact the director to mediate. Not following appropriate personal conduct may result in immediate dismissal.

Professional Conduct:

- Attendance-
 - Tardiness-BE ON TIME! If late could put us out of ratio.
 - Illness or unable to work- You are responsible to find a replacement. You are responsible to contact the director of the change. If you cannot find anyone to work for you, then contact the director.
- ***An absence without notifying the director, excessive unscheduled absences, and repeated tardiness are all situations that may result in disciplinary action, up to and including termination.**
- Arrives to work on-time
- No smoking –
State Law prohibits tobacco use in and on the school district's property. School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately.
It shall be the responsibility of all school personnel or persons responsible for nonschool-sponsored events to enforce this policy.

- Dress is appropriate – No exposing mid-drift this including bathing suit on swim days, no short shorts, & no revealing clothing.
 - Maintains confidentiality concerning children
 - Staff must request if they can use their cell phone, either to the director or on-site supervisor. Staff is to carry their cell phone when going outside or on field trips, they are only to be used if there is an emergency.
 - If a staff member is caught texting, on their cell phone, checking messages, etc. without permission, one or all the following may occur:
 - The Director may immediately request your cell phone be handed over until the end of the day.
 - You will be written up
 - After the 2nd cell phone “write-up” you may be let go.
 - Maintains a good working relationship with other staff members
 - Works as a team player, completing job tasks in a timely manner
 - Conversations relate to the children and the work at the center and not personal information. Please do not “visit” with coworkers or others from outside of the center while on duty.
- *Outside visitors are not permitted in ARKC area’s while ARKC is in session.**

Time Sheets/Pay Periods:

- Employees will be paid biweekly, extending Monday through Friday. Checks will be issued on Friday or Direct deposit, two weeks following the close of each pay period. Pay will be based upon the employee’s timecard.
- Time Cards will need to be signed by the employee every Monday, unless told differently from the Director.

Physical Examinations:

- A Pre-employment physical examination is required of all new employees to ensure physical ability to perform assigned duties. Then every three years thereafter.
- Results of the physical examination shall be reported on form furnished by the district.

Employee Hours and Ratio:

Hours will vary for employees. Hours are determined by the number of children that are at the facility.

Ratios:

Four-year old’s: 1:12

Five to 9-year old’s: 1:15

10+ year old’s: 1:20

Staff Parking

You are to park in in the Strawberry Hills Facility parking lot. Do not park along the street. You will be ticketed.

Staff Evaluations

Staff evaluations will be given after the first 90 days and then annually thereafter.

Resignation

If, for whatever reason, you decide that you will no longer be able to work for Anamosa Raiders’ Kids Club, you must notify the Director, in writing a typed, and at least two-week notice prior to your last day of work. Please include your name, day you are resigning, last day of employment, and reason for resigning.

Positive Guidance Techniques and Discipline:

Positive guidance techniques are used so that a child can develop trusting and available relationships. Using these techniques takes more energy because it requires the social environment to be trustworthy, to develop social skills by demonstrating, explaining and modeling, to understand cultural differences, to have routines, and to have a physical space that is comforting.

The techniques we use when teaching social skills and to develop healthy relationships include:

- **Distraction/redirection**
- **Humor**
- **Positive Reinforcement**
 - State specifically what the child is doing well. "You are sharing with your friend." "I'm glad to see you taking turns." "It's very respectful when you use your manners and say thank you."
- **Ignoring**
- **Active Listening**
 - When you can sense a strong emotion, ask the child how the situation made him feel and LISTEN!! If the child has a strong emotion toward another child, take him to the other child and say, "John has something to tell you and he wants you to listen." Then ask, "Do you want to say anything to John?" ...Good job boys, next time I bet you can do this by yourself."
- **Consistency/Routines**
 - Consistent schedules and programming helps children. This helps them know what to expect and helps them feel safe and secure. For children who have difficulty with transitions, additional preparations and patience is required to help them cope. ○ Provide timelines before transitions, "We will be cleaning up in 5 minutes."
- **Choices**
 - Choice does not mean allowing a child to choose not to follow a direction. Offering choice gives the child some control over the situation. Offer only choices you intend to honor such as: Would you like to play this game or do this craft? Would you like to go to this center or play with this game? Which part of this group activity do you want to clean up?
- **Set Limits/Expectations**
 - This parallels consistency and routines. We use similar common expectations that are used for the school. This works well since children tend to know these expectations for the spaces we use within the school.
- **Natural/Logical Consequences**
 - Natural consequences happen without adult intervention. "If you don't come to snack now, all the apples will be gone and you won't get any." Logical consequences require adult intervention. "If you choose to throw sand again, you will need to stay out of the sand for the rest of the day."

If a behavior becomes disruptive or extreme and one of the above techniques doesn't work, the staff member will first speak with the child about the behavior. If the behavior continues, a cooling off period will be issued. The child will be neutrally prompted to go to a designated area within staff site to take a break. After a few minutes or when the child appears calm, the staff member will discuss the situation with the child and help them reenter an area. The child will be closely monitored to

ensure everyone is safe. A behavior report will be written if the behavior is deemed extreme, violent, or has continued after staff has made multiple attempts to correct.

In rare occasions, the above techniques are not successful. One determining factor of a lack of success is if a child has 3 behavior reports in a 3-month period or less. In these rare situations, the Director will be in close contact with parents. The Director and parent will meet to create a behavior plan to help the child be successful. If necessary, the Director will also include the school Principal in the creation of the behavior plan.

Discharge: We reserve the right to terminate enrollment if we feel the presence of a child is a detriment to our environment or if policies are breached. This could include, but is not limited to:

1. Inability of child to follow our programming rules.
2. Child is a threat to other children, self, or staff.
3. Three written major behavior reports in a 3-month period or less.
4. Failure to provide updated information on Parent Portal as needed to maintain current file.
5. Failure to pay child care fees when services are rendered.

Children's Rules and Expectations

Children should be expected to follow the rules and regulations of not just the ARKC program, but also the rules set forth by the school and principal. ARKC will use a policy in which discipline will be given by the staff that is involved in the situation, which they see fit. Timeouts are discouraged, rather a conversation of what happened and how the children could do something different in the future should take place.

In the case of physical altercations, the children involved will be immediately sent to the Director or On-Site Supervisor for discipline. **PHYSICAL VIOLENCE WILL NOT BE TOLERATED.**

If in the case where there has been an extreme situation and parental involvement needs to be involved an incident report will be written by the staff who was witness to the situation. These incident reports will be brought to the parent's attention and discussed. Keep this in mind when writing up reports as they are supposed to be used in only extreme situations (i.e. biting, leaving physical marks on students and/or staff marks, extreme language).

Child Abuse Reporting

All staff members are legally required to report any cases of suspected child abuse or neglect. If you have any reason to be suspect and there is no logical reason from the child, report your concerns with your director. Staff who abuse or neglect a child in any form will be immediately terminated. Not reporting in a timely manner is a misdemeanor.

Minor Accidents and Injuries to Children

Minor cuts, bumps, abrasions, and so forth will be treated by staff immediately as called for. Staff will complete an incident/behavior report and staff and parent will sign. A copy will go to the child's parent and copy will go in the child's file.

Serious Illness or Injury

In case of a serious injury, hard blow to the head, breaks in skin, cuts that may need stitches, fever, question of a broken bone, or any serious illness or injury, staff will perform first aid immediately and attempt to notify parent/guardian. If a parent/guardian cannot be reached, staff will contact emergency contacts. Staff will need to continue to try and reach the parent/guardian and alert them of the situation.

Bathrooms

One Boy and One Girl may go up to the bathrooms unless ARKC Staff is in the above hall way to monitor bathrooms. There should never be more than one child in a stall at a time. Staff is to make sure children are washing their hands.

Authorized Pick-Up

For the protection of all the children at the center, employees need to pay careful attention to the release of children and the recognition of parents. If you do not know the parent, you are to I.D them before they leave the premises. Children are only allowed to be picked up by a person on the Authorized pick up list or the parent has informed us in writing of the person who will be picking their child up for that day. They must have an I.D on them. When in doubt...ask!! If there are problems, contact the director immediately.

Open-Door Policy

Parents have the right to observe the program at any time. It is the responsibility ARKC to maintain an open-door policy with unlimited access to children (with exception of a court order) always. This allows parents the opportunity to see their children at play at ARKC and how the program operates.

ARKC's door is to remain closed. No admittance will be allowed to people that are not on the authorized pick up list or approved school staff. You must tell them they must go around when ARKC is in session.

Distribution of Medication

Whenever a child requires prescription or over the counter medication while in the center's care, the parent/guardian must submit a completed Medication Authorization Form. Without a completed form, medication cannot be distributed to the child. The parent must supply all medications. Medication must be in the original container and labeled with the child's first and last name. Medication, except for Epi-pens, will be stored at the center in a locked container, out of reach from children. If medication for long term chronic condition is kept at the center, information should be updated monthly. Only administrative or lead staff with medication manager certification should administer medication. The Authorization form will be completed and initialed by the member who administered the medication to the child. The form needs to be completely filled out.

Other information

Hours of Operation:

- **ARKC School Hours:** 6:30am to start of school. After school to 6:00pm
- **Non-school days and summer:** 6:30am to 6:00pm.

*Children picked up after closing will be charged an **overtime fee**.

If parents have not called to let you know they are running late by 6:15 PM, you will then need to notify all listed numbers for both parents. If neither of them are reached, call emergency contacts listed on the child's consent form. Children in our care 1 hour after closing will be turned over to DHS.

Holidays:

Anamosa Raiders Kids Club will be closed on all major holidays that occur during the week. We may also be closed on some Mondays and Fridays where there is only one day between the holiday and the weekend or if the holiday falls on a weekend.

Holidays – ARKC is closed

New Year's Day
Good Friday
Memorial Day
Day prior to summer
July 4th
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve & Christmas
New Year's Eve & Day

Non-School Days, Early Outs and Late Starts:

Anamosa Raiders Kids Club will operate as usual. Snow Days Anamosa Raider's Kids Club will be open. We do not close when the school closes.

Snack Policies:

Extra snacks need to be put away and **SEALED** properly. Alternative snack options need to be handled by the Director or On-Site Supervisor. If there is enough left-over snack to distribute seconds, check with the Director.

Biting:

Bite with NO broken skin, the first aid response will be followed:

1. Wear gloves, clean wound with soap and water. Run water over wound for 5 minutes.
2. Apply ice or cool compress to help reduce the pain or swelling.
3. Bandage the wound as necessary.
4. Write a detailed incident report for both children involved with the incident.

Bite with Broken skin, the first aid response will be followed:

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Contact parents of BOTH children involved and encourage them to contact their healthcare provider to determine if they need to be seen.
5. Write a detailed incident report for both children involved with the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, the staff member, parent and the school principal are informed. Biting incidents are reported on our standard incident form, which is completed and signed. One copy is given to the parent and one copy is kept in the child's file.

Emergency Procedures:

Fire:

Fire escape routes are posted in the 3rd grade activity area, cafeteria, and gym. Exit doors are clearly marked. Staff and children are trained through drills to respond quickly and efficiently in case of a fire and the alert system is to go off. Staff is required to take with them the daily sign in sheet, first aid back pack, and the parent contact folder. ARKC conducts drills once a month. Drills are recorded with date, time, and number of children involved in a log kept in the director's office. Do not return to ARKC area until the Director or another official informs you that it is clear for reentry.

Tornado/Severe Weather:

ARKC conducts drills once a month. Drills are recorded with date, time, and number of children involved in a log kept in the director's office. All staff and children are required to meet in the hall of the second-floor shelter area. Staff is required to take with them the daily sign in sheet, first aid back pack, and the parent contact folder, along with the crisis kit. Do not return to ARKC area until the Director or another official informs you that it is clear for reentry.

Snow Storm/ Blizzard:

A decision by the Superintendent to cancel classes for the day or to alter the bus schedules is normally made by 5:30 AM. With many snow storms, ARKC will still open. Please reference delays and closing. All parents will be notified of the situation. Prior to opening, if road conditions are not deemed safe for travel, and the local school systems are closing, the Superintendent will make the decision regarding closing the center.

Power Failure:

In the event ARKC experiences power failure, flashlights and lanterns are in the Directors office. Staff is expected to keep children calm by singing songs, playing games, and crafts. Parents will be notified of the situation.

Missing / Abducted Child:

No child or group should ever be unsupervised or left out. If a child under ARKC care goes missing, staff must complete search of the building and premises, checking with everyone to find out when and where the child was last seen. If the child is not found within 15 minutes, 911 will be contacted, as well as his/her parent. No staff or children shall leave the premises until authorities arrive or the child is found.

Lockdown Procedure with Outside Threat-Staff will lock all exterior doors. Keep students away from doors. Continue to let the children play. Move on announcement only.

Lockdown Procedure with Intruder:

- Announce "Lockdown intruder in the building."
- Repeat several times. Be Direct.
- Call 911 and notify law enforcement
- Direct all Students, Staff and Visitors to the nearest classroom.
- If ARKC is outside the building, ARKC SHOULD NOT enter the building.
- Move ARKC Kids to primary evacuation site
- DO NOT Lock exterior doors.
- Office Personnel or Law enforcement will unlock each classroom door as an all clear signal.

Staff:

- Grab emergency bucket if able to.
- Will make sure that everyone is accounted for.
- Slide "S" Card under door if room is secure or "Red Cross" if someone is in Medical need.
- Turn off the lights
- Instruct the children to remain quiet
- Do Not Leave for any reason, if someone knocks DO NOT respond, if fire alarm has been activated do not evacuate unless fire or smoke is visible.

- Stay away from all doors and windows
- Remain until office staff or law enforcement has unlocked our door.

Dangerous Adult:

In the event of the presence of a dangerous adult deemed by the Director, the Director will call 911 and notify Strawberry Hill administration. Staff will remain calm and request that person to leave the premises and advise them that officials have been contacted (unless it is felt that this action will present more of a danger to staff or the children). In the event the person leaves before officials arrive, staff is to write down the license plate number and provide a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

Toxic or Hazardous Materials:

In the event, there is a Toxic spill near Strawberry Hill Elementary, staff and children will fully cooperate with official personnel. All staff, children, and families will remain in the building until officials inform ARKC that everything is clear. If officials determine that an evacuation is in order, staff will follow the guidelines for "Evacuation by Official Personnel."

Evacuation by Official Personnel:

In the event we need to evacuate children from ARKC on the order of official personnel; staff and children will fully cooperate with the request.

Earthquakes:

In the event of an earthquake, staff will direct the children to take cover under tables, desks, and door frames away from windows. Official personnel and the Director will assess structural damage before children can return to their normal activities. At this time, staff will make sure that all children are accounted for.

Bomb Threat:

In the event of a bomb threat, staff will get as much information as possible from the caller. One staff member then calls 911 and inform school administration while the remaining staff evacuate the children, using guidelines for "Fire Evacuation". Staff will make sure that all children and staff are accounted for. Children and staff will re-enter the building only after officials inform us that everything is clear.

Evacuation meeting spot:

If ARKC is in session, staff and children are to meet across the street in the driveway of the house directly across from the cafeteria and gym door entrance.

In Closing

Thank you for taking the time to read and study our policies and procedures defined in the Anamosa Raiders' Kids Club Staff Handbook. Your efforts and your readiness to comply with ARKC's policies, rules, and regulations are greatly appreciated. Our wish is to have a good working team which will be beneficial to the children in our care. Thank you for wanting to make a difference in young people's lives. Welcome to the Anamosa Raiders' Kids Club!

*ARKC reserves the right to change or update policies at any time.
Created 12/7/2016

New Staff Orientation and Record Verification

Name: _____

Date of Hire: _____

I have read Anamosa Raiders' Kids Club Staff Handbook and am aware of all procedures and Policies.

Signature: _____

Date: _____