



# 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 Larry Hunt, 200 S. Garnavillo St., Anamosa, IA 52205, 319-462-4321, [lhuntARKC@anamosa.k12.ia.us](mailto:lhuntARKC@anamosa.k12.ia.us)

Adopted – 2016  
"Revised Approved June/2022"

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. We are pleased that you have chosen to accept our offer of employment for ARKC, daycare provider. We believe you will find working at ARKC to be a rewarding experience.

**Mission Statement: The mission of Anamosa Raiders Kids Club is to provide quality school-age childcare for children and their families through beneficial and stimulating programming.**

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.

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### **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.

### **Anamosa Raiders' Kids Club Information**

#### **Hours of Operation:**

School days:

6:30 am – Start of school

After school – 6:00 pm

Preschool wrap around:

Morning session of Kids club from 630 am to 12pm/310 to 6pm

Afternoon session from 630am to 810am/ 11 am to 6 pm.

Summer or Days school is not in session:

6:30 am – 6:00 pm

#### **Holidays – ARKC is closed:**

- Good Friday
- Memorial Day
- July 4<sup>th</sup>
  - If the July 4<sup>th</sup> lands on a Tuesday ARKC will be closed on the Monday July 3<sup>rd</sup>.
  - If July 4<sup>th</sup> lands on a Thursday ARKC will be closed Friday July 5<sup>th</sup>
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve & Christmas
- New Year's Eve & Day
- TBA/ ARKC Closed for Two Training Day.

#### **Non-School Days, Early Outs and Late Starts:**

Staff schedule my change if there is an unscheduled no school day, early out & late start. If ARKC is open, staff is required to work.

### **All Staff Requirements and Training**

Staff when first starting is on a 90 day probation period. All Staff are required to complete First Aid, CPR, Universal Precautions, Mandatory Reporting, and Essentials Training within the first 3 months of their employment.

Must also have:

- Background check

- Contracted staff must get fingerprinted. If under the age of 18 must get guardian permission and signature to be fingerprinted, If 18 and older must get fingerprinted.
- Signed staff handbook.

Required contact hour training is an annually requirement.

- Each additional year after that you will be required to 6 contact hours.
- Director and Asst. Director 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
- Universal Precautions (Bloodborne Pathogens)-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.

### **Child Care Provider Staff Responsibilities:**

#### **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. Photos of the children that parents have approved permission of shall be taken w/ ARKC phone or ARKC tablets. Not taken on personal devices. Photos of the children will never be allowed to be posted on your personal social media ever. This may result in dismissal of employment.

#### **Staff Expectations**

**Chain of Command:** Staff is to follow chain of command when it comes to staff needs, questions or concerns. Chain of command as follows, you must inform ARKC's director if the director is unavailable (to talk to, call, or email), you are to bring your questions or concerns to the assistant director. If both director and assistant director are unavailable **only then** are you to bring your questions or concerns to the Principal who oversee ARKC. Principal will redirect staff to ARKC director.

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

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.

## **ARKC Expectation of Staff**

- You will be expected to interact with the children **at all times**. Scan/move/interact.
- You will be expected to play physical games with the children such as catch, dodgeball, basketball, and more.
- You will be expected to be playing board games and expected to be doing crafts with the children.
- You will be expected to help children that need help with homework (if they have homework).
- You will be expected to accept job assignments willingly and perform them in a satisfactory manner.
- You will be expected to clean toys at the end of your shift, along with other closing duties.
- You will be expected to put morning toys away when arrived depending on ratio.
- You will be expected to perform work in a professional manner.
- You will be expected to put ARKC equipment away in its proper place.
- You will be expected to maintain a clean environment here at ARKC.
- You will be expected to do the daily check off list, including cleaning & maintenance of the toys.
- Letting director know when toys have been broken.
- All staff is to know the number of children in our care.

## **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. Scan/Move/Interact.

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. Scan/ Move/ Interact.

### Attendance Monitor:

Checks absent list, takes attendance, checks to make sure everyone is accounted for. After attendance is done, please help wherever needed. Number of children attending any given day shall be recorded on wipe board. All staff is to know the number of children in our care.

### 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 Asst. Director what the games is for the day or check the daily schedule. 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 Asst. Director what craft items are 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. Some craft items staff will have to monitor while children craft with these items.

### 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 ARKC's ball bag, 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.
- Clean with Soapy water before disinfecting/sanitizing.
- Sanidate: Spray- let sit for two minutes. Wipe dry with paper towel. Toys are to be disinfected.
- Oxivir-spray-let sit for one minute. Wipe dry with paper towel (used on blood or bodily fluids).
- Do Not use Clorox wipes to clean the tables.

### Child Care Provider Staff 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.

- Attendance-
  - **Tardiness-BE ON TIME!** If late could put us out of ratio.
  - **Illness or inability to work-** You are responsible to find a replacement. You are responsible to contact the director or assistant director of the change. If you cannot find anyone to work for you, then contact the director. If you are absent more than two days in a row or three times for being sick in a month you will need to attain a doctor's note. Excessive days absent (6 or more) in the same fiscal year will need a doctor's note if unwell, or may result in a write up or may result in dismissal of employment.
  - **Contracted staff-** Will follow ACSD handbook for Leave and Absence guidelines.



**\*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.**

- **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, No ripped attire, & No spaghetti straps. Must wear appropriate foot attire or will be sent home to change.
  - Maintains **confidentiality** concerning children.
  - Staff must request if they can use their cell phone, either to the director or asst. director.
  - **Cell Phones must be put AWAY while staff is on the floor working.** 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 2<sup>nd</sup> 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. 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.**

### **Staff Schedule:**

- If staff would like to request a day or time off, they **MUST** request it through Time Management System (contracted staff) or email. Request must be given notice two weeks prior. It may be denied due to the staffing needs for the program.
- Staff must explain why they are requesting a day off via through TMS (contracted staff) or email.
- Staff will no longer be able to request early outs and no school days off.
- Staff's availability is what you would like your schedule to be, you may not get it due to scheduling needs of the program. Remember we provide a service to the parents.
- Please review the Staff Handbook if you any questions regarding scheduling and the reliability our children require.

### **Scheduling for Contracted Staff**

- Full time (30 hrs. or more)/Contracted staff- Daily schedule availability requirement will be from 630am to 6pm. You may have to open or close. Contracted Staff must be flexible for scheduling purposes.
- **Contracted staff**- Will follow ACSD handbook for Leave and Absence guidelines.
- **Contracted staff**- Summer months, June 1<sup>st</sup> through August 22<sup>nd</sup> and the last week in December, are ARKC's busiest times of the year, it is highly recommended that contracted staff **do not** request to take extended vacation during this time. It may be denied due to the staffing needs for the program.

### **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.
- Time Cards will need to be approved through TMS every two weeks.

### **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**

**Contracted Staff**- evaluations will be given annually.



## **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.

Staff who have not worked any hours in the past three months, or who have not made special arrangements to return, would be considered inactive and would need to re-apply for a position if they were to return

## **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 help 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. o 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 of a Child**

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:

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

### **Protocol for Children**

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 Assistant Director 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).

### **Medical Emergencies**

When an immediate response is required the following emergency. 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.

**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.

## **Emergency Procedures**

### **Fire:**

Fire escape routes are posted in the 3<sup>rd</sup> 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 administrative 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** **(Will be signed annually by staff)**

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

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

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

Signature: \_\_\_\_\_



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