

Bristol Warren Regional School District
Bristol Warren Family Resource Center
A Child Opportunity Zone (COZ)

School-Based Child Care Programs

Staff Handbook

2021-2022

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I. Emergency Procedures

If there is an injury to a student:

- Administer First Aid procedures
- Notify Site Coordinator, Assistant Site Coordinator or “in-charge” Senior Child Care Provider
- On emergency, the Site Coordinator will call 911 and/or the parents/guardians of the child and then assistant coordinator.
- To EMT Unit: Site Coordinator needs to give as much information as possible

Examples of injuries THAT REQUIRE A 911 CALL:

- | | | |
|----------------------|-------------------------|-----------------------------------|
| • Head injuries | • Choking | • Severe bleeding |
| • Neck injuries | • Shock | • Puncture wounds |
| • Falls | • Possible broken bones | • Bee stings if allergic reaction |
| • Impaired breathing | | • Severe Allergic Reaction |

****Make Sure you are familiar with all student allergies***

- Examples of injuries that *DO NOT REQUIRE* an immediate 911 call:
-mild bumps, scrapes, surface cuts, headaches, other body aches
- Parents should be called to pick up their children if any of the following symptoms are exhibited:

Fever-oral temp 100 or axillary temp 99	Impetigo, lice
Diarrhea	Severe red or sore throat
Head Lice	Ringworm
Vomiting	Undiagnosed rash
Abdominal pain	Pink eye with white or yellow discharge
Severe coughing	Green nasal discharge
- An Epi-pen & Inhalers, in an emergency situation, will be administered only with written authorization from a physician and written permission from parents.
- A first aid kit is located at each site. Each kit contains bandages, gauze, alcohol wipes, gloves.
- Gloves are required when applying bandages or in the presence of bodily fluid; hands are to be washed afterwards.
- An allergy/medications list on each child is located at each site (*familiarize yourself with this list regularly*)
- Each accident requires an accident form.
- Site Coordinator needs to tell parents of any injury, large or small!

II. Staff/Student Ratios

DCYF regulations requires school age staff/student ratios of 1 to 13. We try to maintain a ratio of 1 to 10 or less at all times. **Never be one on one with a child.** Never go in the bathroom with the child/ren.

III. Reporting of Child Abuse/Neglect

As mandated reporters, we are required to report any suspected cases of child abuse or neglect. In some cases we are instructed by the Department of Children, Youth and Families not to notify the parents/guardians of the report. Should you suspect abuse or neglect, please bring your concerns to your site coordinator/program manager, immediately.

IV. Discipline Policy

Program staff will guide children in appropriate, responsible behavior through a positive approach, demonstrating to children how they should behave instead of dwelling on the negative. The staff will be trained to set consistent, clear limits and respond to inappropriate behaviors in an appropriate manner. The activities are planned to promote positive interactions and limit opportunities where boredom or frustration may result in behavior problems. Staff members will be trained to assist children through difficult situations by using age-appropriate techniques, presenting children with clear choices that help redirect children without damaging their self-esteem. We teach children to respect others by showing them respect and by creating an atmosphere that encourages acceptable social behavior. To meet this responsibility, a set of rules has been established to ensure that behavior doesn't interfere with the program, the rights of others or safety. The basic rules are:

- Weapons and toy weapons are banned from public schools and COZ.
- We expect students to:
 - be respectful in manner, tone and voice.
 - use appropriate language (profanity is unacceptable).
 - keep hands and feet to themselves.
 - leave personal toys, music and food at home.
 - respect school property and the personal property of others (vandalism is unacceptable).
 - maintain sanitary and safe behaviors during snack time.

In cases of continued infractions of the above rules— or in incidents where a child is causing physical or emotional harm to others in the program, the **site coordinator** will submit a written report to the parents.

1. Parents will be asked to sign any report regarding unacceptable behavior and will be asked to work with the staff to find new strategies to correct the behavior.
2. If the behavior occurs again, parents will receive a second written report, in addition to a request for a conference to discuss an action plan.
3. If a third written report is issued, a possible suspension or dismissal from the program may occur. (The Site Coordinator or Program Director may notify the school social worker, principal and/or therapeutic services.)

No child shall be subjected to abuse or neglect, cruel, unusual, severe, or corporal punishment such as hitting/spanking, verbal humiliation or yelling, withholding of food, rest or bathroom.

Because our philosophy is to teach, rather than to punish, we make every effort to go the “extra mile” to ensure that each child in our program has a positive experience.

V. Staff Policies/Procedures

A. Attendance/Absentee Policy -

Contact: Amy Bratsos
Email: amy.bratsos@bwrsd.org
Phone: (401) 297-8237

- If you are unable to report to work you are responsible for calling Amy Bratsos as soon as possible before your scheduled start time of your shift.
- Staff who are absent due to illness for three or more consecutive days will be required to submit a physicians certification to the COZ office.
- In cases of undocumented employee absence or tardiness, a written warning will be issued to the employee with a copy to the COZ office. In addition shifts may be reassigned to other, more dependable staff members. Further incidents of lateness or absence will be grounds for further disciplinary action, up to and including termination.
- If you need time off: You must give two weeks notice. Email Amy Bratsos with your availability.

B. Snow Days/School Cancellation -

When school is cancelled, there will be no before or after school care. When school is *dismissed* early, there is usually no after school care. When school is delayed there is no before school care. Site Coordinator are expected to report to their site afterschool when the afternoon program is cancelled to ensure all students are dismissed properly.

C. Confidentiality -

As school district employees, we are bound by an oath of confidentiality. If you have information about a family that may impact a child's behavior in our program, please share it with your site coordinator or the program manager - only so that we can set a plan in place to meet the needs of the child (if necessary). Any information we have about a child's success or failure whether in school or in our program cannot be shared.

D. Dress Code -

Because we work with children, it is important to dress comfortably and appropriately so that you are able to participate in activities and/or go outside with the children as often as possible. Appropriate dress is modest, ***loose fitting*** clothing with athletic shoes. No flip flops, boots (uggs), clogs, crocs, tight fitting stretch pants, belly shirts, shirts that show off your mid-section or low cut tops that show cleavage. Hair longer than shoulder length must be tied up in pony tail or clip. You will be sent home if you come to work in inappropriate clothing and may subsequently lose shifts.

E. Cell Phones -

Cell phone use is not allowed without permission from your site coordinator (including videoing, pictures, social media, etc.)

F. Smoking -

There is absolutely no smoking on school grounds.

G. Staff Professional Development Requirements -

In order to maintain our state licensing, staff members need to obtain 20 hours of training per year. Though the program will offer several workshops to help you meet this requirement, additional workshops offered by Childspan, the school district and/or colleges or universities may also count toward meeting this goal. Please contact your site coordinator if you have questions about the types of training that will satisfy this requirement.

H. CPR Certification

COZ requires all employees be CPR certified within 6 months of hire at employees expense. Please provide current CPR certification card to COZ office as soon as completed and stay current throughout employment.

VI. Performance Responsibilities:

Childcare Provider -

1. Assists in implementing the daily schedule of developmentally appropriate children's activities
2. Works directly with children
3. Takes responsibility for overseeing and managing children's behavior
4. Assumes responsibility for the safety of the children in the program and reports all injuries and illnesses to the Site Coordinator
5. Participates in staff meetings.
6. Reports to the Site Coordinator any unusual behavior or problems observed in the children
7. Adheres to food handling and first aid policies as required by DCYF licensing
8. Meets the 20 in-service hour requirement
9. Performs related work as required and assigned by the Site Coordinator and/or the Program Manager.

Senior Childcare Provider -

All of the above, plus:

1. Helps insure a safe and secure environment for all program participants and activities
2. Helps develop and plan the daily schedule of children's activities
3. Helps orient children and parents to the program and assists in the dissemination of program information
4. Works with Site Coordinator (or Asst. Site Coordinator) to ensure maximum program communication and involvement with staff and parents
5. Manages the site, including personnel and collection of fees, in the absence of the Site Coordinator
6. Performs other duties as assigned by the Site Coordinator and/or the COZ Coordinator.

Site Coordinator -

All of the above, plus:

1. Oversees and monitors all site components
2. Provides a safe and secure environment for all program participants and activities; works directly with children, as required
3. Assists in planning and providing training, supervision and ongoing staff development to the child care staff; participates in in-service training
4. Develops and plans the daily schedule of children's activities and ensures that they are developmentally appropriate.
5. Ensures that all children's records, including emergency and release, are in order.
6. Stocks site with food and other supplies.
7. Collect childcare payments and record in Quickbooks. Works with bookkeeper to ensure prompt and accurate payments on accounts.

Staff Policy Agreement:

I _____ have read the Bristol Warren Family Resource
Center staff handbook. I accept these policies and will follow them accordingly.
please print

Staff Signature

Date Signed

Coordinator/Program Manager Signature

Date Signed