MALONES EARLY LEARNING CENTER INC
EMPLOYEE
HANDBOOK

ABOUT THIS HANDBOOK…..

It is intended to inform you of our policies and procedures

Any delay or failure to enforce a policy or a procedure is not a waiver of right to enforce that policy or procedure in the future.

We reserve the right to modify any part(s) of the handbook at any time without prior notice, except At-Will Employment Policy. All such modifications will apply to both current and future employees.

This handbook is the most recent---it supercedes all other handbooks or policies concerning matters in this handbook, whether written or oral.

<u>This handbook does not create a contract between our centers and any individual concerning any matter.</u>

The Revised Employee Handbook as of September 18th 2026. All employees are expected to follow all provisions of the Handbook from that date.

<u>No part of this handbook can be reproduced or copied without written permission from the Administration of Malones Early Learning Centers</u>

Vision Statement

To facilitate a program which supports the needs of each child and their family through the use of our core values.

Mission Statement

To provide high quality, accessible, affordable, and educational child care services to families and provide each child with a quality learning experience that meets their needs in an appropriate manner.

Philosophy

Learning is not a RACE for information: it is a WALK for discovery. We affirm, support, empower, and inspire young children and their families by providing positive experiences that promote a child's social, emotional, and educational growth within the home, school, and community setting. The center recognizes that school readiness is only one aspect of optimum child development. The intent is to facilitate the development of successful family interactions and provide resources to promote lifelong learning among families.

We believe that children develop to their fullest potential when they are loved, secure and happy with themselves. Our staff provides warm, nurturing interactions with children to enhance each child's positive self-esteem.

We believe in providing a developmentally appropriate curriculum that addresses the "process" of learning to enhance successful experiences for each individual child. Learning centers are designed to allow children to explore experience and succeed.

We believe that children learn best in an environment abounding in opportunities and stimulating materials to explore, with a balance of planned activities and free choice activities.

We believe that children learn by progressing from the familiar to explore new areas and new roles.

Goals

To provide children with experiences that encourage healthy social emotional and positive self-concept.

To help children benefit from learning school skills in a developmentally appropriate manner, specifically self-regulation, self-help skills, and problem solving.

To provide documentation as an integral part of teaching and learning.

To ensure parents are valued as contributing partners.

To support Early Learning Partners as professionals through shared decision making and professional development opportunities.

History of Malones Early Learning Centers Inc I & II

Malone Day Care Center, the oldest childcare center in Williamson County, was founded by Lois Malone in June of 1969. The original center consisted of one classroom licensed for 17 children. In 1980, the center at 112 S. Division St. was opened to provide care for school-age children under the directorship of William R. Malone. An addition was later added to accommodate additional pre-school children. In 1999, the building at 108 Walnut Street was opened and the school-age classroom was moved to that facility. The facility was then licensed for 108 children. The center at 112 S. Division Street was remodeled into two classrooms for infants in 2001 and three classrooms for toddlers and two year olds. In 2004, the center at 122 Walnut was opened for Head Start and Pre-k classrooms and a collaboration was initiated with Southern Region Early Childhood and Southern Illinois Head Start until August 2017, increasing the centers capacity to 35 and 188. In 2006, Malones Early Learning Center became a part of John A. Logan College Early Learning Collaboration to provide Pre-k services for working parents and offer joint training for staff and students. In 2008, Malones Early Learning Center started their 6th year of providing ISBE funded Pre-school for All as an independent agent until 2013. In January 2009, Malone Day Care Center and Malones Early Learning Center became incorporated as Malones Early Learning Centers Inc I & II. Lois Malone became the president of the corporation. The parent site, Malone Day Care, was closed as of January 4, 2013, to centralize care at one site and focus on quality issues at Malones Early Learning Center Inc.

The Centers are dedicated to the memory of William R. Malone, co-owner and CEO, who died August 10, 2006, and Lois Malone Who died June 21st, 2019, They were the driving force to give every child a chance to succeed and the love that they deserved.

ORGANIZATIONAL CHART

Chris Isbell, Owner
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|
Lee Eklund, Executive Director
|
|
William Malone, Assistant Director
April Malone, Teacher/family engagement specialst
|
|
Classroom Teachers
|
|
Resource Personnel

(Bus Drivers and Assistants, Cooks and Cook's Assistants, Janitors)

ExceleRate Illinois

ExceleRate Illinois is a statewide quality rating and improvement system designed to make continuous quality improvement an everyday priority among early learning providers. The program establishes standards for helping infants, toddlers and preschool age children develop intellectually, physically, socially and emotionally. It provides a framework for early learning professionals to identify opportunities for improvement, increase their skills and take steps to make positive changes.

Malones Early Learning Center Inc holds the Silver Circle of Quality. Silver Circle programs meet or go beyond quality standards in three areas: learning environment and teaching quality, administrative standards, and staff training and education. Programs are actively engages in continuous quality improvement.

Malones Early Learning Center Inc Accreditation also verifies quality. The philosophy and history follows:

The purpose of the National Accreditation Commission for Early Care and Education Programs is to identify and acknowledge early care and education programs demonstrating practices that have been identified as leading to best outcomes for children.

Programs demonstrating the following characteristics are good candidates for participation in the Accreditation process.

- Devote the highest priority to the sound and appropriate development of individual children.
- Adopt and implement curricula that promote cognitive, language, motor, social, and emotional development of children in a creative and explorative manner
- Foster curiosity, self-esteem, and positive outlook in all children in the program
- Conduct ongoing and continual assessment of the progress and needs of children
- Promote and welcome parent participation and involvement
- Demonstrate that the staff relate professionally and comfortably with parents and children
- Plan and implement the professional development of the staff based upon needs, interests, and abilities as identified by ongoing evaluation and assessment
- Articulate, adopt, and implement appropriate goals that are utilized in program planning and evaluation and that reflect multi-cultural sensitivity
- Operate in a professional and ethical manner with accountability to its governing body, families, staff and the public
- Demonstrate best practices in leadership and management
- Manifest a superior degree of compliance with applicable state and local licensing requirements
- Maintain interior and exterior premises in a sanitary, attractive, and safe manner

History of Accreditation

Designing and implementing a national accreditation model has been an ongoing process for the National Accreditation Commission. In 1991, professionals from the fields of early care and education, administration, business, health care, safety engineering, and regulatory enforcement met to discuss the feasibility of designing an accreditation system that identified and acknowledged early care and education programs providing optimal developmental opportunities for children.

A thorough review of relevant research and insight obtained from educational bodies and professional associations was conceptualized into the first National Accreditation Commission model. The accreditation document was field-tested over a three-year period in several states and was made available in 1992. The document has been revised to keep pace with emerging research.

YOUR RESPONSIBILITY as an employee of Malones is to become familiar with our policies and procedures and implement them so that children will have many happy experiences as they are learning and can feel that this is a safe environment that is the child's "home away from home".

PROMISSORY STATEMENT

This program intends to provide a pleasant, yet productive learning atmosphere for our children and work environment for early childhood professionals. To provide such an atmosphere we must have dedicated and willing staff.

Malones Early Learning Center Inc is a family owned and operated business which feels every child, parent, staff member and their families are part of a bigger family! Families work best when everyone mutually respects each other and everyone does their part to make the family successful.

Conflict Resolution Policy

Management is concerned about any situation that may adversely affect its relationship with you. We are committed to make every reasonable effort to correct any work-related situation that may result in unfairness or misunderstanding. It is best to take care of these matters promptly.

If you have a problem or a complaint, we encourage you to use the open-door policy. It is always best to start with the director. It is our intent to communicate sincerely and honestly with each other at all times.

This program uses the "Commitment to My Colleagues" as a contract between staff. Each staff member will be asked to sign a copy of the "Commitment to My Colleagues" and a copy will be kept in their file, as well as in the staff member's personal handbook.

GRIEVANCE POLICY

Any grievance must be put in writing outline the complaint after the employee *follows the following steps: 1) take up the issue with your immediate supervisor. 2)* If the issue is not fully resolved in this step, take the issue to the Administration. 3) State what the problem is, who is involved, and what resource is needed. The Administration will talk with all parents and reach a satisfactory conclusion for all involved.

NON-DISCRIMINATION POLICIES

All employees and applicants are bound by and protected against discrimination based on race, age, gender, religion, disability, veteran's status, sexual orientation, and any other status protected by applicable law. It is the desire of the administration of the child care facilities to expose children to a variety of cultures; therefore, the above are not only accepted but welcomed. An employee may report suspected instances of discrimination by submitting a written or verbal report to the Executive Director, Lee Eklund. The types of discrimination may include but are not limited to discrimination in all aspects of employment, including hiring, promotion, termination, transfer, job assignment, and benefits. All complaints will be handled in a professional manner with as much confidentiality as possible. Full confidentiality can't be promised as the administration must investigate the incident; however, the administration will make every attempt to respect confidentiality to the best of their ability. No retaliation for making a good faith complaint or participating in an investigation will occur. If the individual does not feel that the matter has been settled in a satisfactory manner, he/she may appeal to the Director of Labor for arbitration.

ANTI-HARASSMENT

Harassment in any form will not be tolerated by or to employees, applicants, vendors, parents, customers, or any visitors to the workplace. Harassment includes but is not limited to name calling, verbal and physical abuse, unsolicited phone calls, sexual advances, and gossip. Any instance of harassment should be reported to the administration. Harassment can result in disciplinary actions up to and including termination. An employee is obligated to report to the Executive Director or Administrator if they observe harassment in the workplace, even if he/she isn't personally involved. Any investigation into harassment, to the extent possible, will be kept confidential. Complaints not made in good faith will result in disciplinary action against the complainant.

STRENGTHENING FAMILIES ILLINOIS

The centers were pilot sites for the SFI initiative starting in 2004. SFI built family and community resilience and effective partnerships between parents and the systems that serve them and their children. The local SFI Initiative was discontinued in 2012, but Malones Early Learning Centers continues to incorporate the philosophies of the organization by encouraging staff members to work towards strengthening families, partner with parents to respond effectively to challenging behaviors in children, develop relationships between parents and staff, and assist families in finding resources that keep children, families, and communities safe and strong.

The web site www.sifamilies.org contains articles, coupons, events, links and much more to connect families and communities in Southern Illinois.

RUMORS AND GOSSIP POLICY: While it is probably inevitable that rumors and gossip exist in any group setting, they do not fit into a professional setting such as ours. Gossip and rumors are unproductive, can be harmful, and are often wrong. For these reasons we discourage passing along rumors and instead recommend that you talk with the administrator when you need information. Staff members known to spread gossip and incite employee unrest will be disciplined up to and including termination.

When in doubt, ask!! Get the facts!!
Do not rely on rumors created from partial information or the comments of a temporarily disgruntled employee or parent.

You are important to this center and we want you to be properly informed. The director and/or other management personnel will discuss with you any center activity that affects you or your job.

EMPLOYEE QUALIFICATIONS
Each employee has been selected for his/her position because of special qualities, talents, or skills which are needed to make up a well-balanced administrative, teaching, and support staff for our centers. Each member is a part of the total staff, and all are dependent upon one another. Relationships are circular and what affects one affects all. Although specific responsibilities may vary according to your primary job description and your list of individual responsibilities, all staff members are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony and mutuality throughout the centers. We want you to be proud of your role in the centers. You are thereby charged with the responsibility of seeing to it that the reputation of our centers as an outstanding environment for children and their families is enhanced and maintained.

Expected personnel qualities and policies for staff

Friendliness

Maintains a positive attitude towards others, acknowledges the presence of others with a greeting, and is alert to the moods of others.
Is helpful to the parents in every way possible to make them feel comfortable about their child's time with us.
Maintains a friendly, yet professional relationship with parents and co-workers.

Honesty

Is truthful about all matters pertaining to work whether it is when speaking with a parent, staff member or management.
Takes responsibility for own errors and is trustworthy.

Voice Modulation

Refrains from use of an abusive, sarcastic, or uncontrolled tone of voice. At times, a teacher may have to raise their voice above the level of the class to

get their attention. Other creative methods of attention should be used to avoid this.

Punctuality

Arrives to work at the agreed or specified time, knowing that others are dependent on one's promptness.

Always leaves and returns promptly from breaks.

Dependability

Performs responsibilities without constant reminders.

Utilizes working hours to do actual work for the center seeking out tasks to be done if necessary, rather than just socializing.

Integrity

Cooperates in maintaining a wholesome interpersonal relationship, free of gossip of any kind.

Uses proper channels to report problems or questions about anything related to this program or any staff or family.

Maintains confidentiality of information and deals with parents in a respectful manner when speaking about their child.

Positive Attitudes

Refrains from complaining attitudes.

Brings complaints to the director or owner concerning any center matter.

Makes every attempt to keep personal matters separate from work.

We all must have positive attitudes in order to create a positive environment for the children and for the staff. Constant complaining will not be tolerated and will be grounds for immediate dismissal. In the event of lack of agreement on procedures between members of the staff, the administration will make the final decision. All employees will abide by the decision of the administration and drop the argument.

Patience

Understands age-appropriate behavior and how to deal with behaviors which may be extreme.

Maintains self-control in dealing with others.

Active and Energetic

Has an evident interest in the job for which you have been assigned.

Understands that getting down on the kids level will get their attention.

Becomes a participant in the class and on the playground rather than an observer at all times.

Responsibility

Follows all procedures set forth by the center, in regard to your time with us, and helps others to do the same.

Assumes personal responsibility for small duties in the environment which others have neglected or have not been aware of.

Is always ready to take on added responsibilities to ensure that the day runs smoothly.

Always puts the needs of the center/children first while on-site.

Respectful

Respects others' (parents, fellow employees, management, and children) rights to their individual points of view and ideas.

Tolerance

Treats all parents and children equally, not showing favoritism, accepting all at their individual needs.

Supports cultural or family differences in extending the program, where needed.

Helpfulness

Works well with all staff members understanding that each has his/her role in our center.

Offers positive guidance to others as needed.

Health and Safety

Gives primary consideration to the health and safety of the children at all times.

Knowledgeable

Prepares environments which are appropriate for the children involved.

Provides areas and opportunities for both individual and group activities.

Makes it their business to understand the reasoning behind a particular class set up as it pertains to the needs of the children.

Understands the curriculum and teaching styles the program utilizes and can speak confidently on its behalf.

Orderliness

Keeps materials, supplies, and equipment well organized to present an attractive, orderly, and inviting appearance in the classroom, bus or any other areas being used.

Carefulness

Respects the use and care of materials and equipment, is not wasteful.

Professionalism

Speaks to parents in a manner which conveys a professional attitude.

Keeps relationships with parents at a distance where speech and actions do not become too laid back for the parents taste.

Each staff member represents this center on and off the premises. What you say regarding the center and/or our families, as well as your actions, reflects upon this center when you are out in the public eye. Please act professionally regarding your job and this center.

Loyalty

Understands and supports the policies and philosophy of the center.

Realism

Is able to look at self-behavior as a possible cause of a problem when things do not always go smoothly.

Confidentiality A-5 (6) Staff Handbook

Avoids gossip or the spread of rumors about others. Gossiping or repeating confidential information can and will result in disciplinary action up to and including dismissal.

Respects any information given to you as a staff person about a fellow employee, a parent or a child as confidential and is conscientiously careful when speaking about anything related to the events that take place at the program whether it is to other employees, friends or family members while at the center or off of the clock when on or off of the center premises.

Information should only be discussed with the proper staff when it is deemed necessary for that child or family's best interests and should be done in a professional, non-judgmental manner.

Photos taken of children are for documentation purposes only and should never be taken outside of the center without prior permission.

As a part of this confidentiality and professionalism policy, signed consent forms must be received from the administration and parents prior to images of children or staff being put on-line. At no time is it acceptable for staff to put negative comments about other staff members, parents or children on-line on their My Space, Twitter, facebook, emails, or any other forms of communication via technology

<u>Cooperation</u>

Is committed to the concept of team spirit, recognizing the center as one total group rather than a series of separate groups or individuals.

Share ideals, resources, time and services with others, thereby helping others achieve their very best.

<u>Responsibility</u>

Is always ready to share responsibilities with others, to assume others' responsibilities in emergencies, and to put the needs of the center as a whole over petty differences of opinion or personal indifference.

OPEN COMMUNICATION

It is Malones' responsibility to keep you informed on decisions of policy changes. It is your responsibility to keep up-to-date on information made available to you via bulletin boards, newsletters, staff meetings, etc. We believe in the philosophy of open communications, a philosophy where our "door is open". It is important for you to keep the administration informed about your thoughts and plans. Open communication is important. We need you to bring up critical issues to members of the management team. No idea is too small! We are open to all types of feedback, both positive and negative.

IMMIGRATION LAW: In compliance with the Immigration Law, all employees must fill out an I-9 within 3 days of employment.

ORIENTATION PERIOD

There is an orientation period to provide supervisors and managers an opportunity to evaluate all newly hired team members as to suitability for their jobs and for employees to decide whether Malone's ELC is where they want to work and grow. This orientation period is 30 days. No provision exists for employment on a probationary basis or for a trial period. This observation period is an integral part of the employment process and shall be utilized by the employer for close observation and evaluation of an employee's work, for obtaining the most effective adjustment of a new employee in his/her position, and to determine whether an employee demonstrates the ability and qualifications necessary to furnish satisfactory service. Throughout the orientation period, the employee will be evaluated. An employee who is found unsuitable for the position for which he/she was hired during the orientation period shall be given the reason for his/her unsatisfactory work performance with the understanding that the reason is not re-viewable.

The orientation process includes, but is not limited to:

Receiving the job description

Receiving the employee handbook including personnel policies
Receiving the Risk Management Plan
Receiving the Family Handbook
Feedback from the supervisor given three times within one month
Scheduled observation time in the assigned classroom
One day (when possible) in the classroom as a chance to build relationships with the children
Time to meet co-workers and children

Opportunity to give feedback pertaining to the orientation process.

For specific timelines and activities, refer to the New Hire Orientation Checklist used to document the process. These procedures are reviewed annually by management and member of the staff.

AT WILL EMPLOYMENT: Either the employee or the center may terminate employment at any time, for any reason, with or without notice. Nothing the center or any center employee says or does can modify the at-will policy. The only exception would be in a written agreement signed by both the employee and the Executive Director and the Administrator.

PERSONNEL POLICIES

WAGES AND HOURS

Each employee's wage is to be set according to their employee agreement between the employee and the management staff.
A salary scale is given to staff at the time of their first interview and/or when the salary scale is updated. The pay period runs from Wednesday to Tuesday with all employees being paid each Friday by direct deposit. No pay checks are held back upon hire. Social Security, Worker's Compensation and Unemployment are deducted from the employee's salary and paid by the employer. Promotions and raises are based upon qualifications, work performance, and job skills.

MALONES EARLY LEARNING CENTER INC
SALARY SCALE

TEACHERS

The starting salary for teaching staff is .75 cents per hour above minimum wage. Any teacher reaching Levels 3 through 6 will receive a .25 cent per hour increase per level. Any teacher obtaining a Director's Credential Level I, II, or III will receive a .40 cent per hour increase per level. Job performance, punctuality/attendance and experience will also be reflected in the salary scale.

Entry Level	**GED/High School Diploma** **D.C.F.S. Teacher Qualified**
Level 1:	**Level I ECE Credential** **Level 1 ITC Credential**
Level 2:	**Level 11 ECE Credential** **Level II ITC Credential**

Level 3:	**Level 3 ECE Credential with 26 hrs. in ECE**
Level 4:	**Level 4 ECE Credential** **Level 4 ITC Credential**
Level 5:	**Level 5 ECE Credential with 30 Semester hrs. in ECE**
Level 6:	**Master's Degree in ECE with a Level 5 ECE Credential**

CLASSROOM ASSISTANTS
Full-time classroom assistants start at minimum wage plus supplemented rate if applicable. New hires that have 6 hours of early childhood college credits will start at .45 cents above minimum wage. Any current full-time classroom assistant who obtains 6 hours of early childhood college credits will get a .15 cent an hour raise. Any classroom assistant obtaining an additional six hours of early childhood college credit (12 hours total) will receive an additional .15 cent raise.

DRIVERS
Drivers start at their current rate as described by their main job description.

COOKS
Lead full-time cooks will start at .40 cents above minimum.
Full-time lead cooks with a Sanitation Managers Certificate will receive an additional .25 cents per hour.
All other part-time or assistant cooks will start at .05 cents above minimum and can earn an additional .05 cents an hr. by obtaining the Food Handlers Certificate, which is required for all part-time or assistant cooks.
Full-time cooks accepting additional responsibility of ordering, waste control, food rotation, and sanitation will receive an additional .15 cents per hour.

All other employees not working full-time or as a classroom assistant will be paid minimum wage.

Employee agreements are meant to be confidential, and management encourages you not to share the information contained within with other employees.
Any raises scheduled are based on the salary scale. Any staff member moving up the salary scale will receive the raise appropriate for that level.
Currently, this program only gives merit raises which are tied to the specific job responsibilities and performance of each staff person.
All employees are paid weekly. The pay period runs from Wednesday through Tuesday. Paychecks are automatically deposited in the employee's checking account each Friday. Checks cannot be issued early due to direct deposit.
Staff should clock in at the beginning of their shift and out at the end daily.
It is each staff member's responsibility to do so. Failure to document hours worked will result in loss of pay. Clock in and out promptly. All employees should take care of personal business before they clock in, such as making personal phone calls, going to the restroom, taking their children to their classrooms and parking their cars in the employee parking lot. An employee should allow ample time to do this so

that he or she can still clock in and be in the designated workplace at the scheduled time.
Staff should not check in more than 5 minutes early unless requested to do so by a member of the administration.
Staff will be paid at their regular wage unless the time is overtime.
Staff will be paid at their regular wage for all mandatory events, unless that time is overtime.

WORK SCHEDULE
Malones Early Learning Center Inc is open Monday through Friday from 6:30 a.m. to 6:00 p.m.

An employee's schedule of work may vary according to the needs of the center. Each employee will be given a basic work schedule upon hire in accordance with the center's written staffing plan. The center schedules daily breaks. Breaks are scheduled according to availability. Staff members cannot choose the times of their breaks. The thirty-minute breaks are non-paid time.

Staff members are required to attend staff meetings, special events, and mandated trainings. At times, staff members will be mandated to be at a work-related event. These activities will be on the center calendar and staff will be notified if they should be in attendance. Staff are also given many opportunities to attend center related activities and community events, which are not mandatory. Special center activities and professional development opportunities are necessary for continued growth and lifelong learning. We understand the commitment it takes to be successful in this profession, and how much time each teacher gives on a daily basis in the classroom. However, it is the above and beyond "things" that you, as a professional do, which helps you grow in your profession. We feel it is important for early childhood professionals to learn professionalism by being involved with the families of our center. It is our request that all teachers attend events when possible so they can stay in touch with parents of the children in their classrooms. Please remember the way you are perceived in your profession reflects the way you perceive your profession.
Staff members who are consistently tardy, leave early, or fail to notify the administration of an absence will lose pay for that length of time. Failure to work the assigned work hours will result in poor evaluations and disciplinary action. All staff members are permitted one undocumented absence per quarter. Subsequent absences will require documentation, such as a doctor's slip. There will be no exceptions to this policy. Since consistency, especially in the classroom, is essential, excessive absenteeism (even with medical or other excused absences) may result in a transfer to a less essential position or termination at the center's discretion if absenteeism becomes detrimental to the operation of the center and to the welfare of the children. If you have a combination of 10 call ins and or late in a quarter for two consecutive quarters you will not be eligible for employment. Demotions or suspensions without pay can be considered instead of termination. If a staff member is going to be absent or late, he or she must Email The center at maloneselc@hotmail.com prior to the start time of his or her shift. Failure to call in or calling in after the shift has started is an unexcused absence and will be treated

accordingly. The administration realizes that all employees need time off for personal reasons. All employees MAY request time off for doctor appointments, etc.; however, requesting the time off does not guarantee that the employee will have that time off.
Employees may request off two days (more than 5 hours) or four half days (less than 5 hours) per month. Requests must be made in writing and submitted to the administration at least 48 hours in advance. The request must be approved by the administration, or the employee will not be guaranteed the time off and may not be released from work time to go to the appointment. Excessive requests for time off can be considered excessive absenteeism and will be treated in the same manner as above. Staff members who are ill and cannot report to work must call in prior to their shift of work. They are required to turn in a doctor's note stating that they could not work on the day they called in and when they are able to return to work.

Staff Meetings and Communication
These meetings are very important to the continuity of our program.
Staff members will be paid for attending staff meetings. Staff meetings will be scheduled monthly. All meetings will be scheduled at 6:15pm. If a conflict in scheduling occurs (holiday, several staff taking a required training, etc.), the date will be posted, if possible, 2 weeks in advance, and no less than 1 week.
Children are not allowed to attend the staff meetings. The center will not be responsible for providing childcare. It is the parents' responsibility to arrange for childcare for their children. Failure to have a babysitter is an unexcused absence for staff meetings. Unexcused absences for staff meetings will result in disciplinary action up to and including termination.

Staff are encouraged to be involved in planning staff meetings; if you have an agenda item that you would like discussed you should let management know within one week of the staff meeting or you can write it on the bottom of the agenda.
Minutes will be kept from all staff meetings and will be distributed to staff two days before the next month's meeting.
Staff meetings are mandatory. Exemptions are made on an individual basis.
Memos, and direct communications will keep staff members informed, as well as tackle any re-occurring problems.
Management will communicate with you in the following ways:

- Verbally
- Newsletter for staff
- Memos (as needed)
- Bulletin board-located in the administrative office and in the staff room
- Phone calls
- Texting
- Messages on the time clock-staff should check this daily to see if there is anything pertinent to their classroom.

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Administrations should be notified if:

- A child has been hurt and needed attention, more than a band-aid. Administration signature is required on all accident reports.
- A child has had unusual behavior, which you are reporting to the parents.
- A child has had severe behavior

A child is not feeling well.

RECORDKEEPING

All employees are required to have the following forms completed and in their employee file Prior to their first day of employment: 508-1 Application, three written references with telephone numbers and current addresses, physical examination signed by a doctor, proof of a two-step TB test and subsequent required TB tests, Cants form, transcript if required by position and a copy of a high school diploma or GED by any other employee, proof of CPR and First Aid if required by Administration, Mandated Reporter form, W-4 form and emergency contact information. Within the employee's files will also be located employees' resumes, any evaluations, and subsequent physical examinations. Failure to have a complete file will result in not receiving any bonuses until it is complete.

Employee files are maintained in the Administrative Office. Management recognizes the rights of all employees to see their employee file upon request. Any employee may do so at reasonable times and intervals in the presence of one of the administrators. Each employee has the right to add their comments and version of any occurrence in the file. Employee files are maintained in accordance with federal and state legal requirements. Your file is confidential and only available for review by you, members of our administration and DCFS. Any outside requests for information from an employee's file will only be granted when Malones is legally required to respond or with the employee's authorization. It is not our policy to make copies of personnel files, except for items provided by you, such as an employment application.

Each employee must also join the Gateways to Registry per the Department of Children and Family Services' requirements and must include their educational and training credentials. Registration is free. To join the Registry, access the registry at http://registry.ilgateways.com/ and complete and submit the application online, or print, complete and mail the application to INCCRRA/Applications 1226, Towanda Plaza, Bloomington, Il 61701. For assistance or questions call (866) 697-8278. Prior to hire, all employees must take the mandated reporter, Sudden Infant Death Syndrome, Shaken Baby, Universal Precautions, and Fire Extinguisher Training. Classroom staff must take the Level I ECE training, and Food Handlers Training, as well as CPR/First Aide within 60 days.

HEALTH REQUIREMENTS

All staff and volunteers must be free from communicable diseases. All staff and volunteers are required to have on file within the center a record of an initial tuberculosis test. All staff must take an additional tuberculosis test every two years. Staff must also have on file a completed physical examination record. The physical must show that you have had the required immunizations: 1 TDAP (tetanus, diphtheria and pertussin) and 2 MMR (measles, mumps, and rubella), as well as a consultation with the doctor on recommended immunizations that is recorded on

the physical. A physical examination is required every two years. The staff member is responsible for any fees associated with the physical exam or required shots.

ACCIDENT REPORT: Any employee having an accident during working hours on the company premises (including vehicles and playgrounds or on a center sponsored field trip) must file a written report with the administrator or executive director at the time of the incident and prior to the employee leaving the facility. The accident report must include time incident occurred, place, date, type and extent of injury, what if any medical attention was required (in the center, at a doctor's office or required a hospital visit), and a list of witnesses. Documentation is required if the injury results in a Workman's Compensation Claim.

EMPLOYEE BONUS
These are NOT a right or entitlement but a bonus that the center is giving to you. Your rights and responsibilities with regard to these benefits are determined solely by the official planned documents. Nothing the center or any center employee or agent says or does can alter your bonus rights and responsibilities.

Bonuses are an entitlement and are not mandatory. They are at the sole discretion of the administration. The center reserves the right to give, discontinue or modify bonuses at any time.
Your quarterly bonus is figured with many things in mind, like being on time and your attendance. If you clock in more than 5 minutes past your scheduled time it will count against your bonus.

The scale the center will use for attendance and lateness is as follows

0-1 Call ins and or late clocking in no Deduction
2-4 Call ins and or late clocking in $25.00 Deduction
5-7 Call ins and or late clocking in $50.00 Deduction
8-9 Call ins and or late clocking in $75.00 Deduction

10 plus Call ins and or late clocking in will not be eligible for a bonus.

Bonuses maybe effected due to lack of funding

Great Start: Employees who have higher qualifications than required by DCFS for their position are eligible to apply for Great Start, a bi-annual bonus. The center administration will help any employee to determine eligibility and to apply for the bonus.
Gateways to Opportunity: The center encourages staff to continue professional development through college classes. The center will help any employee interested in furthering his or her education by providing technical resources and guidance and in acquiring financial assistance. Gateways to Opportunities is a program that helps employees with school tuition. However, an employee is not guaranteed funding under Gateways to Opportunities. The employee must apply directly to Gateway to Opportunities and meet their criteria for funding. The center no longer determines eligibility or is involved in the selection or funding of candidates.

The center also pays Medicare, Social Security, and Unemployment on each employee. Liability insurance is also carried by the center to cover the employees.

Benefits

Malones Early Learning Center Inc.

Paid Time Off (PTO) and Illinois Paid Leave (IPLA)

General Benefit Information

Malones Early Learning Center Inc. provides eligible employees with Paid Time Off (PTO) and Illinois Paid Leave for All Workers Act (IPLA) leave.

PTO and IPLA are maintained as **separate benefit banks** and are tracked separately.

For purposes of this policy, **one benefit day equals eight (8) hours**.

IPLA – Illinois Paid Leave for All Workers Act

IPLA Benefit Year

The IPLA benefit year is based on each employee's **anniversary date**.

An employee's 12-month IPLA period begins on the employee's date of hire and renews on each anniversary of the employee's date of hire.

IPLA Accrual

Employees begin accruing IPLA upon hire at a rate of:

1 hour of IPLA for every 40 hours worked.

This is equivalent to an accrual rate of **0.0250 IPLA hours for each hour worked**.

Employees may accrue up to **40 hours of new IPLA during each 12-month anniversary period**.

Accrual is based on actual hours worked and is reflected in the employee's weekly payroll records.

When IPLA May Be Used

New employees may begin using accrued IPLA after completing **90 days of employment**, as permitted under Illinois law.

After the initial 90-day waiting period, employees may use accrued IPLA for any reason of their choosing. Employees are not required to provide a reason for using IPLA.

IPLA Carryover

Because Malones Early Learning Center Inc. uses an accrual method for IPLA, **unused accrued IPLA will carry over from one 12-month anniversary period to the next**.

Employees may therefore have more than 40 hours available in their IPLA balance as a result of unused hours carried over from a previous anniversary period.

However, under Illinois law, Malones may limit an employee to using **no more than 40 hours of IPLA during any 12-month period**, even when the employee has more than 40 hours available in their IPLA balance.

Malones may, at its discretion, allow an employee to use more than 40 hours during a 12-month period.

IPLA Upon Separation

Unused IPLA that is maintained separately from Malones' PTO/vacation bank is **not paid out when an employee resigns or is terminated**, consistent with the Illinois Paid Leave for All Workers Act.

PTO – Paid Time Off

PTO Benefit Year

The PTO benefit year is based on the **calendar year, January 1 through December 31**.

PTO accrues throughout the calendar year based upon the employee's completed length of service.

PTO Accrual Rates

After completing the applicable length of service, employees accrue PTO at the following rates:

Length of Service	PTO Accrual Rate	Maximum Annual PTO
1 year	0.0385 hours per hour worked	80 hours / 10 days
2 years	0.0462 hours per hour worked	96 hours / 12 days
3 years	0.0500 hours per hour worked	104 hours / 13 days
4 years	0.0576 hours per hour worked	120 hours / 15 days
5 years or more	0.0654 hours per hour worked	136 hours / 17 days

PTO accrual is based on hours worked and is added to the employee's benefit balance through the regular payroll process.

PTO Eligibility

Employees begin earning PTO according to the applicable service-level accrual rate after completing the required length of service.

The employee's applicable service level is determined by the employee's completed years of employment.

PTO Carryover

At the end of each calendar year, employees may carry unused PTO into the following calendar year.

Employees may carry over **up to 50% of their applicable annual PTO benefit**.

The PTO carryover period runs from **January 1 through March 31** of the following calendar year.

All eligible PTO carried over from the previous calendar year must be used by **March 31**.

Any carried-over PTO remaining after March 31 may be forfeited, provided that Malones has complied with applicable Illinois law, including providing employees with reasonable opportunity to use their PTO and appropriate notice of the carryover and forfeiture provisions.

PTO and Separation of Employment

PTO is maintained separately from IPLA.

Malones Early Learning Center Inc. treats qualifying earned PTO as wages in accordance with Illinois law.

Earned PTO that is payable under this policy cannot be forfeited when an employee separates from employment. This applies whether the employee resigns or is terminated.

Any qualifying earned and unused PTO owed to an employee upon separation will be paid in accordance with the Illinois Wage Payment and Collection Act. Final compensation, including qualifying vacation/PTO pay, is generally due no later than the employee's next regularly scheduled payday.

PTO and IPLA Are Separate

PTO and IPLA are separate benefit programs.

IPLA is provided to comply with the Illinois Paid Leave for All Workers Act and is maintained separately from Malones' PTO benefit.

The two balances will be tracked separately in payroll records.

Nothing in this policy is intended to reduce, eliminate, or forfeit benefits that an employee has already earned under applicable Illinois law.

Policy Changes

Malones Early Learning Center Inc. reserves the right to modify this policy when necessary to comply with changes in federal, state, or local law.

If any provision of this policy conflicts with applicable law, the applicable law will control.

Vacation will be scheduled on a seniority basis

Employees, after 90 days of full-time employment, will receive the following paid holidays: New Year's Day, Memorial Day, July 4th. Labor Day, Thanksgiving and Christmas. Holiday pay will be calculated on the same method as above on a 6 week basis. Holiday pay will not be paid out if the holiday lands on your normal day off or the center is closed unless the holiday falls on a Sunday and the center chooses to observe that holiday on Monday. An employee must work their scheduled day before and their scheduled day after the holiday to be eligible for holiday pay.

HOURS OF WORK: An employee cannot work over 40 hours per week without the approval of the administration. Any employee working more than 40 hours in a work week will be compensated at time and a half for all hours worked over 40 hours. Full-time employees work eight (8) hours per day unless numbers require less teachers and then staff will be sent home. Anyone working 6 hours or more will be given a 30-minute break.

If an employee quits or is terminated and is rehired, the employee must start over in earning eligibility for employee benefits.

It is against Malones' Early Learning Center's policy to volunteer, work on classroom activities or planning outside of scheduled works hours. Failure to abide by this policy can result in disciplinary action up to and including dismissal. Classroom planning and activities must be done during nap time or during scheduled released planning time.

LEAVES OF ABSENCES

Bereavement time: Up to three days will be granted to employees for the following family members: spouse, parents, grandparents, siblings, or child. Bereavement time is unpaid.

Jury duty: An employee who is required to appear or serve on a jury will not be penalized with lost benefits. The center will not be responsible for paying the employee for the time he or she is serving on the jury. When the employee is released from jury duty, he or she must report to the center to see if he or she needs to come in to work.

Military: An employee will not be penalized for military service. As each instance has different qualifications, any one being called for military duty needs to check with the administration on how long his or her job will be held and under what circumstances.

Medical and Maternity leaves up to 90 days will be given. If an absence is longer than that employment cannot be guaranteed. The exception would be in the event that Malones Early Learning Centers would later qualify for the FMLA.

SEPARATION FROM EMPLOYMENT

Post Employment Reference: Upon termination a reference will be given only if the prospective employer sends an authorization executed by the former employee containing a full release of liability and covenant not to sue. Otherwise, the reference is limited to the employee's job title, period of employment, and wage scale.

An employee who leaves the centers' employment will have his or her W-2 mailed to the last address on file on January 31st of the following year.

The Administration requests that a 2 weeks notice be given in the event that an employee resigns from his or her position.

It is mandatory that all property be returned to the center before an employee leaves. This property includes but is not limited to: keys, teaching material, , uniforms, training materials, etc. The employees' final paycheck will not be released until all of the property in his or her possession is returned. Failure to return any center property will result in the cost of that property being deducted from the last paycheck.

PDF funds may be available through Childcare Resource and Referral to help with training expenses. The center administration will help any employee in applying for these funds.

If the centers mandates that employees take certain classes, such as Food Handlers, CPR, or First Aid, the center will pay for or reimburse the employee for any expenses occurred for registration.

PHONE USUAGE

Cell Phones are to be turned off and turned into the office in the cell phone boxes provided while clocked in for work. Employees who violate this policy and have cell phones on while on the job will be subject to disciplinary action up to and including suspension and/or termination. Staff members are to inform family members and friends that they are to call the center only if it is an emergency. If an employee needs to talk to friends or a family member, he or she can do so while on break or

before or after work. All drivers, must use a hands-free phone with a wireless headset of some sort such as Bluetooth while driving. Failure to do so will result in disciplinary actions up to and including dismissal. All center bluetooth devices, cell phones and keys must be turned in to the office after each shift.

STAFF EVALUATIONS

Staff evaluations are done on a regular basis. At this time staff will be observed for the purpose of monitoring performance and evaluating our overall program. After each observation staff will be given written and/or oral feedback.

Annual performance appraisals will be conducted for all staff through several methods, these are:

- **Self-evaluation**
- **Formal observation and evaluation by the Administration**
- **Peer Observation**
- **Professional portfolio**
- **Information from Family surveys**

Goals and professional development activities will be set annually at the performance appraisal meeting with one of the administrators.

Evaluations will be discussed with each employee and joint goals developed that include areas needed for improvement and those needed for growth at least once a year and upon request by the employee. Progress upon obtaining these goals will be documented by dates and courses in each topic and incidents of implementation.

<u>TECHNOLOGY POLICIES</u>

Teachers may post classroom activities on the center's Facebook page or web site during their planning time or nap time. Only children with a consent form on file shall be in photos posted on-line. Names of children should never be used; any text should be about what the children are doing in general.
Staff may not post pictures or information about this program on their personal social media pages.
If a staff member puts in their biographical information or pictures in uniform on their Facebook page that they are employed by this center, they are expected to maintain a professional manner in their posts with no foul language, derogatory comments or slander ever being used. If you wish not to abide by these standards, delete our name from your biography and delete your pictures because we do not want our business to be represented in this manner.
Staff should use professional language, correct grammar and spelling in all posts.
<u>Email/text Etiquette</u>

Staff are not to communicate with families via email unless it is the message center set up to deliver center and/or individual information about that individual's child/ren. At all times, the administration should be copied on the email or text so that they have a record of what was said and why the contact was made.
Staff must follow our confidentiality and ethic rules when using digital media.
Media releases will be provided to families as needed and kept on file in the office.
Staff will be informed if there are children who have exceptions on their media releases.

Center's Technology Resources

The computers are for the use of staff in lesson planning, documentation, and assessment. Any use of center resources for personal business must be authorized by an administrator with priority given to staff who is conducting center business.
Each classroom has an I pad with Life Cubby that is to be used for documentation and assessment date on the children.

STANDARDS OF CONDUCT

Babysitting Policy: The center strongly discourages staff members from babysitting because it changes the staff/student relationship and can have negative effects in the classroom. However, if the staff member chooses to babysit and the parents understand that the staff member is not in our employment while babysitting, the arrangements can not be made while the staff member is clocked in. Preferably, the arrangements need to take place while the employee is off-work and off-site. Any staff member babysitting must sign and have the parents sign a release stating that all individuals hold the center harmless in the event harm might befall a child or children while under the care of a staff member who is hired to babysit for them. All information related to scheduling, visitors needs, enrollment, etc. needs to be referred to the administration. Do not assume all situations are the same concerning policies. There are times when policy needs to be changed or altered to fit certain families. These need to be dealt with through the office. Any information concerning parents or children who attend our center is to be kept within the center and not to be discussed with other staff members or outside the center. Staff members who do not keep confidentiality issues are subject to disciplinary action up to an including termination.

Discipline: The center does use levels of progressive discipline. Failure to comply with the following standards of conduct may lead to discipline. It is the policy and practice of the center to help an employee correct performance or other problems prior to making the decision to discharge unless the action is egregious and endangers a child or is in violation of the Illinois Department of Children and Family Services Licensing Standards for Day Care Centers.

Drug Policy: Alcohol and drug abuse are two of the major health problems facing our country today. Alcohol and drug abuse impair employees' ability to perform their jobs in a safe and efficient manner, and they also adversely affect an employees' ability to produce the quality of care that our centers must provide children and families. For these reasons, we have adopted the following rule as part of our personnel practice: the use, possession, sale, or transfer of illegal drugs or alcohol on center property or in center vehicles is strictly prohibited. Also, being

under the influence of drugs or alcohol while on center property or in center vehicles, is strictly prohibited. A violation of this policy will result in disciplinary action, up to an including termination. Random drug tests will be administered each month. All employees may be subject to testing where circumstances establish that reasonable cause/suspicion of prohibited substance use exits. Any employee who refuses to comply with a proper request to submit to testing or who fails to cooperate in the test process will be terminated. These procedures are designed not only to detect violations of this policy but also to ensure fairness to each employee. All drug test results will be kept in a secure file in the Collaborative Office. These files are strictly confidential in accordance with the law. Under no circumstance should the facts surrounding a case be discussed by anyone from the center with a person not directly or immediately involved with the case with the exception of law enforcement officers or the Department of Children and Family Services when required. Every effort will be made to maintain the dignity of employees or applicants involved. With reasonable cause cases, the center shall require the employee to be escorted directly to and from the collection site by a center representative and to monitor the test being taken.

The employee can submit documentation supporting the legitimate use for a specific drug that could have resulted in a positive determination. This documentation must be made either prior to or within 24 hours after the positive drug test result is communicated to the applicant. Should be applicant's ability to safely and effectively perform his or her job be affected by the legitimate use of any drug, then the center will attempt to provide accommodations to the extent required by the law. Employees returning to duty following any positive test must test negative before returning and must submit to follow-up tests for as long as two years.

Any employee who tests positive will be subject to disciplinary action up to and including termination. The center may request that the employee immediately enroll in a qualified program of evaluation and, if necessary, treatment. A qualified program of evaluation and/or treatment can be chosen by the center or the employee, but it must be approved by the center. Any cost of rehabilitation shall be borne by the employee.

Any employee who "refuses to submit" is subject to immediate termination. "Refuses to submit" means that an employee:

1) Fails to appear for any test within a reasonable period of time as determined by the center.

2) Fails to remain at the testing site until the testing process is complete.

3) Fails to provide a urine specimen for any drug test required.

4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.

5) Fails or declines to take a second test the center has directed the employee to take.

6) Fails to cooperate with any part of the testing process (refusal to empty pockets when so directed, behaves in a confrontational way, or fails to comply with reasonable directives.)

7) Is reported by the testing agency to have presented a verified diluted or otherwise adulterated sample or substituted test result.

FIREARMS: Firearms are strictly prohibited and may not be brought onto center property including parking lots, vehicles, classrooms or public areas such as the

break room or offices at any time for any reason. Violators will be immediately terminated and could be arrested..

DRESS CODE

The purpose of our appearance expectations is to help establish and maintain a professional image that will assist in conveying the quality of service we consistently provide to our customers. Our appearance combined with the attitude we have towards our parents, colleagues and others with whom we do business, enhances the superior service we provide. Courtesy, consideration for others, integrity and acceptance of individual differences are characteristics of a professional image.
The dress code requires that employees wear Malones ELC t-shirts or polos. No sweat, yoga, stretch or "comfy" pants. On Fridays staff may wear a regular shirt for a $1.00 donation to Pat's kids. Khakis, dress or scrub pants are preferred. Shorts can be worn in the summer but they can be no more than 4" from the knees. Jackets have to be plain with no pictures or logos or Malone's ELC hoodies or sweatshirts. Malones ELC will provide each employee with 3 uniform shirts. Each employee who has worked a complete calendar year will be given a uniform allowance of 3 t-shirts the first of every year. If an employee is being paid by the center to attend a training, staff meeting or center function, he or she must wear center approved attire.
Hair: Neat and clean with no extreme styles, colors, or shave designs.
Tattoos: Tattoos can be a distraction; therefore, for safety reasons, visible tattoos are recommended to be covered. If they cannot be effectively covered, they will be permitted if they are not offensive in nature. Offensive is defined as tattoos which are vulgar, sexually explicit, gang-related or controversial.
Hygiene: Good personal hygiene must be practiced at all times.
Jewelry: Body piercing will be allowed on an individual basis based on safety, sanitation and appearance. The administration will make the final decision as to which body piercings meet the latter standards. The only exception is pierced earrings will be allowed. Hoop and dangling earrings are not recommended by the administration on the grounds of personal safety. If an employee chooses to wear hoop or dangling earrings, the employee accepts personal responsibility for any injury incurred and holds the center blameless.
Fingernails: Fingernails should be clean and neatly manicured.
Hats: Hats worn must be worn appropriately. For example, wearing the bill backwards is unacceptable.
Gum: Chewing gum is not permitted while on duty.
Offensive language: Profanity and offensive language will not be tolerated on the center premises, playground or vehicles by an employee at anytime regardless of whether they are on the clock or not.
Smoking: Federal law prohibits smoking at any time or anywhere on the center's premises or vehicles. An employee must be off of the clock for any smoke breaks. The employee must be a minimum of 15 feet from our facility, including the driveway prior to smoking. Smoking is not permitted at any time on the center's premises or vehicles. Staff should always wash hands after smoking.

DISCIPLINARY POLICY
Disciplinary action may also be taken for reasons including but not limited to:

a) Leaving children unattended as State Licensing Requirements state that a child is not to be left unattended at any time. A staff member who leaves a child unattended or leaves an area which results in improper staff/child ratio will be disciplined up to an including suspension or termination.
b) Reckless driving or speeding while transporting children.
c) Yelling at a child, parent, staff member, director, etc. Our voices should be kept in an average tone as much as possible. Yelling only teaches children to yell when they are angry. Staff should speak softly and encourage the children to speak softly.
d) Failure to comply with personnel policies and other guidelines.
e) Failure to call in and report an absence before starting time.
f) Insubordination or other inappropriate work-related behavior.
g) Failure to complete assigned tasks and paperwork on time.
h) Failure to attend scheduled training sessions, staff meetings, and special events unless prior clearance from the administrative staff.
i) Failure to report suspected child abuse to the administrative staff.
j) Any action that would reflect in an unfavorable manner on the reputation of a wholesome and respectable center.
The following disciplinary actions may be taken:
1) a written warning, 2) a 3-day suspension without pay, or 3) termination.

Immediate termination proceedings and disciplinary action will begin if the following behaviors occur:
a) Physically abusing a child, parent, staff member or director.
b) Being under the influence of alcohol or other drugs while supervising or having responsibility of any child.
c) Any action that DCFS feels would make an employee unacceptable to work in the center.

SAFETY AND SECURITY
Malones is committed to providing the best possible working conditions for all of its employees. To accomplish this, Malones will comply with all current and future occupational health, safety and environmental laws or regulations and develop the best possible operations, procedures, techniques and policies to provide such working conditions.

For safety reasons, any employee maintaining a second job working evenings must have 6 (six) hours of rest before starting a work shift at Malones Early Learning Center if the job would be detrimental in the employee safely and efficiently performing his or her job responsibilities at the center.

In order to protect all employees, the children, and fellow employees, Malones must be made aware of any order of protection issued in an employee's behalf.

No employee may borrow or loan any car seat to a parent without prior approval from the Administration and the individual requesting the use of the car seat signing a release of liability for the center in the event that the car seat is not installed properly in the individual's vehicle or the vehicle has an accident while transporting the child.

Visitor's policy: Visitors, including family members, should be limited to emergencies as they distract from the employee performing his or her job responsibilities. Employees should clear it with the administration before having any visitors on site. All employees' visitors must check into the office and clear their visit with administration before going to see an employee.

Staff parking lot: The parking area by the centers should be kept open for parents and loading and unloading the vans. Staff should use the staff parking lot.

As a part of the center's safety code, employees will be videoed which includes audio. By accepting employment with the center, you are giving consent to be videoed in the classroom and/or on the premises. By reading this handbook and signing the acknowledgement page, you are agreeing to be videoed.

Mandated reporter: All child care employees are mandated reporters of suspected child neglect and abuse. All employees are required to report any of the latter to the administration.
Sign in/out policy: In order to protect our children and consistently know who is on the premises, staff must be diligent in having the children in their care signed in and out by the adults who bring them or pick them up. Parents, including staff, must sign their names and not mom or dad or initials.

In order for a staff member to administer medication to a child, the parent or guardian must sign the medication form daily indicating the name of the child, the type of medication, the dosage, and when it is to be given. NO MEDICATION IS TO BE GIVEN TO ANY CHILD UNLESS IT IS IN THE ORIGINAL CONTAINER AND HAS THE CHILD'S NAME ON IT. Any medication along with the medication form given to a van driver or assistant should be given to the teacher in charge when the child is taken to the classroom and signed in.

POLICIES AND PROCEDURES

Any purchases must be pre-approved by the administration for reimbursement. Supply lists are to be turned in on the last Friday of the month by 5:00 p.m. No supply lists will be accepted unless a calendar, required paperwork, and newsletter for the class is submitted. Supplies are considered to be paper, crayons, glue, paint, etc. Classroom equipment is not to be put on the supply list. The administration reserves the right to refuse to purchase any supplies that are not cost effective or do not reflect the educational philosophy of the centers.

Teaching tubs can be checked out by the teachers in the classrooms. Maximum time a tub can be kept out is two weeks. The tubs must be officially checked out by the administration or someone appointed by the latter. This requires a signed signature stating that the employee who checks the tub out will be responsible for the contents being returned intact and in good condition. This also includes teaching CD's and books from the lending library.

Each staff member is required to use responsible care in the use of center equipment and materials so as not to cause damage or loss. Deliberate or neglectful mistreatment of equipment will result in the employee being held responsible for replacing the item/s involved.

Visual media such as television, films and videotapes, shall be limited to developmentally appropriate programming, and an alternative activity shall be made available. Media may be used as a special event or to achieve a specific goal, but shall not be used as a regular daily routine. It must be non-violent and culturally sensitive as well as theme appropriate. The latter must be part of the lesson plan. Children and staff must be actively involved with the programming. Cartoons are not acceptable. No television will be allowed for children under the age of 2. RADIOS are not be used in the classroom or on the vehicles at any time. Only approved CD's may be played in the vehicles and/or classrooms.

Snow Days: The centers will attempt to remain open on all scheduled days. All staff members are expected to make an attempt to be at work. Everyone must call in. If weather conditions are so extreme that the center has to close, the administration will contact staff members at the earliest possible time to inform them of such closing. The closing will also be announced on area radio stations and posted on the center's facebook page. In inclement weather, the center will make every effort to send the employees who live the farthest from the center home first.

Meal Service: Nutritious meals are served daily. Staff members are required to sit and eat with the children per State Licensing Standards. If a staff member chooses to eat food other than what it served, he or she must do so on his or her break in the staff room. Outside food is not to be brought in or eaten in the classroom. Drinks must be transferred from a bottle or identifiable restaurant cup (such as McDonalds) to an appropriate cup for use in the classroom. **No eating or drinking on the vehicles is allowed at any time.**

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Break time: Staff members who are giving breaks are not on break. They are still on the clock and getting paid so they should be working. This does not include studying or doing homework, doing personal work, visiting with their coworkers, talking on the phone, or sleeping. It does include cleaning and sanitizing the toys and equipment including the tables and chairs, etc, lesson planning, writing newsletters, doing assessments, and preparing activity items for the class.

HB 2663/SB 1557 prevents expulsion of children birth to five to ensure childcare programs engage in best practices in their disciplinary actions. Staff must follow the following guidelines. If a child exhibits aggressive behavior to other children, self, staff or is destructive to property: 1) Document initial and on-going observations of challenging behaviors. 2) Communicate with the family. Include them in an intervention plan and strategies and use of external resources. 3) Do developmental and social emotional screenings. 4) Refer to Early Intervention and or Early Childhood Special Education. 5) Consult with an Infant or Early Childhood Mental Health Professional. If there is a long delay in receiving services document the request and delay. If the center deems they are unable to wait that

long for consultation services, they may begin working with the family to transition the child to another setting.
Document any attempts to contact the parents and the results, especially if the parents do not respond or refuse to give permission for the use of external resources, such as Development and Social Emotional Screenings, referrals to Early Intervention or Early Childhood Special Education or consulting with an Infant or Early Childhood Mental Health Professional. If the center is unable to meet the needs of the child in the absence of parental involvement or additional resources the child can be transitioned out of the program and offers to make referrals to other settings can be made. Transitions after documented attempts to address the child's needs are not considered expulsion.

GUIDANCE AND DISCIPLINE
The word discipline comes from the same root as the word "disciple". It means learning. Children grow in many ways every day and need practice learning self-control. They need practice making choices, working with others, learning what to do and what not to do. Self-discipline is what the goal of discipline from someone else is. Ultimately, we want to teach children right from wrong so that they don't need us every minute and can still be trusted to make a good choice.

Here are some ideas on positive discipline presented by American Guidance System's "Every Day Matters". They suggest helping your child to learn self-discipline by:
*** having set routines so the children know what is expected,**
***having places to put things that remain the same each day,**
***having times when things are done and following the schedule consistently,**
***and having basic, clear rules about what the children can do, when they can do it, and where that are consistently enforced.**
Pre-set guidelines help a child learn what should be done. By creating routines and setting up clear expectations, adults can help to avoid power struggles that sometimes come without having the above in place.

The following procedure shall be established in each classroom for preventing and handling

disciplinary problems:

1) Written rules for all children shall be established and available to children, parents and staff. These rules shall set the limits of behavior required for protection of the group and individuals. The rules shall:
a) Pertain to important situations,
b) Be understandable to children,
c) Be stated in the positive form whenever possible, and
d) Be enforceable.

Child Care staff shall help individual children develop self-control and assume responsibility for their own actions.

1) Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
2) Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers. No time outs for infants and toddlers.
3) Removal from the group to help a child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age.
4) Children shall not be disciplined for toilet accidents.
5) The following behaviors are prohibited at all times:
a) Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
b) Threatened or actual withdrawal of food, rest or use of the bathroom;
c) Any form of public or private humiliation, including threats of physical punishment;
d) Abusive or profane language, and
e) Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.
f) In accordance with DCFS regulations, imposing physical activity or withholding active play shall not be used on children as a form of discipline at any time.

Pre-school children and school-age children shall have reasonable opportunity to resolve their own conflicts.

Discipline shall be the responsibility of the adults who have an ongoing relationship with the child. Children shall be sent to the office only as a last resort.

When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affects the child shall be aware of the plan and co-operate in its implementation.
Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.

INTERACTIONS AMONG TEACHERS AND CHILDREN
Individualization
Demonstrates concern for the personal differences between individuals in relationship to their needs, interests, development and capabilities.
Provides activities and opportunities for each child based on their individual needs, rather than adapting teachings to the lowest learning level in the class.
Knowledgeable
Understands age appropriate behavior and developmentally appropriate activities and uses that information to provide variety and individuality to the program.
Resourcefulness
Is creative and resourceful in planning and implementing the program.
Seeks out new ideas and materials by which to teach.
Flexibility

Is able to work with all individuals and groups of children with equal skill. It is understandable that a staff person may prefer a certain age group and we certainly want to foster that niche, but all staff may be called on to work with a group which they may not normally be with.
Staff should be willing to work on a flexible schedule as needed, keeping in mind that meeting child/staff ratios is mandatory.

Personal Manner

Bends to eye level frequently when talking with a child. Walks across the room or playground to address a child instead of raising the voice and talking across the classroom, bus or playground.
Is able to help the children build self-esteem and a healthy concept through speech and actions.

Discipline

Uses non-punitive methods of discipline.
Offers guidance in an age appropriate and positive manner.
Devises a discipline plan that provides for positive reinforcement.
Promotes responsibility through teaching self-discipline.
Upholds the basic discipline plan of the center.

Professionalism

Uses appropriate language and relates behavior to growth and development.
Speaks and treats children in a professional manner.
Plays only child friendly music while children are present. No radio!

Responsibility

Take special note of changes in behavior, etc.
Each person who works with the children has a responsibility to report any developmental or social problems a child may have which may need special attention.

Tolerance

Treats all children equally, with respect and empathy. Avoids prejudicial attitudes.

CLEANLINESS AND HEALTH

Staff shall be responsible for keeping the room where they are assigned clean and orderly. Pre-school and school age toys shall be sanitized weekly. Infants and toddler toys and equipment shall be sanitized twice daily. Bedding will be changed weekly and when soiled for preschoolers. Bedding for toddlers should be changed bi-weekly and when soiled. Infants' bedding should be changed twice a week and when soiled. Each classroom is responsible for doing its own laundry in a timely fashion. A washer and dryer are located in each building for that building's use. Laundry should not be left in the staff lounge or in the laundry room. Laundry must be done on designated day. Laundry should be folded and put away and not left in the staff or laundry rooms or piled on the classroom shelves or equipment.
Cots and cribs shall not be used for storage at any time, including pillows and blankets, except when cots are stacked between use.
Nap time can be used to clean shelves, tables, toys, etc.
Cots should be cleaned weekly with a wet cloth and soapy water

All staff are required to wear rubber gloves when handling any body fluids such as blood, feces, vomit, etc.
Cleaning checklist completed weekly on your weekly planning form

Management will do unannounced checks to ensure that cleaning is being done, as well as that cots are being cleaned.

January 1, 2009, the ADAAA (Americans with Disability Act) over ruled restrictive cases "in favor of broad coverage of individuals". This means that adults and children with HIV are covered by the ADAAA. Under this ruling the family does not have to disclose that they have HIV and neither does the center. Universal precautions should protect staff members; however, to do so they must be constantly and correctly enforced.

No animals may be brought into the classroom or on the premises without prior written approval from the administration. Only those animals approved by the Licensing Standards can be on the premises at any time and must have current shots.

Staff shall wash their hands with soap and water frequently and routinely, at the minimum at the following times:

1) **Upon arrival at the center;**
2) **After using the bathroom or helping a child use the bathroom;**
3) **After changing a diaper;**
4) **After wiping or blowing their nose, or helping a child to wipe or blow his or her nose;**
5) **After handling items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);**
6) **After handling pets or other animals;**
7) **Before and after eating or drinking;**
8) **Before preparing, handling or serving food;**
9) **After handling or caring for a sick child;**
10) **Before dispensing any medication;**
11) **Before and after administering first aid; and**
12) **When changing rooms or caring for a different group of children.**

STAFF LOUNGE AREA

A lounge for staff is available for all staff at Malone's Early Learning Centers Inc. Rules of conduct are the same in the staff lounge as they are in other parts of the building. NO SMOKING is allowed in the staff room. Staff members are expected to keep the area clean and neat. If silverware or dishes are used, the staff member using the latter is expected to wash them or return them to the kitchen. The phone in the lounge is to be used for center calls only. NO PERSONAL PHONE CALLS. When a staff member makes a personal call on our phones, it ties up the phone lines for incoming/outgoing business calls. The staff room is a place for staff members to have a break from the care and responsibility of children; therefore, children should not be brought into the staff room or the staff bathroom at any time. Teacher books

are in the lounge for all teaching staff to use. They are not to be taken to an individual classroom and kept there. Please be respectful of the needs of other staff members.

PROCEDURES FOR CLOSING A ROOM: Flush toilets. Make sure all toys and equipment are picked up and put in the proper container or on the correct shelf. Pick up all cleaning rags and soiled laundry. Put children's articles in their lockers. Take all laundry to the laundry room. Turn off all electrical equipment, such as computers, CD players, etc. Close all windows and doors. Make sure windows are locked. Double check all bathrooms and all areas of the classroom to make sure that all children are accounted for and no one is being left in the classroom. When changing staff, the teacher leaving is responsible for seeing that the classroom is neat and organized prior to closing.

INCLUSION

Malones ELC Inc does not discriminate against anyone. We will provide children and parents with disabilities an equal opportunity to participate in the child care center's programs and services. Specifically:We will make 'reasonable modifications' to our policies and practices to integrate children, families, and staff with disabilities. We will ensure effective communication for any child, parent, or guardian involved in our program. We support the principles in the Joint Position Statement of the Division for Early Childhood (DCFS) and the National Association for the Education of Young Children (NAEYC) which states, "the defining features of inclusion, that can be used to identify quality early childhood programs and services are access, participation, and supports".

Access - We use developmentally appropriate practice in our program which includes providing a "wide range of activities and environments for every child". In addition, we will make environmental and activity modifications so that children can learn and develop.

Participation -Through the use of developmentally appropriate practice "a range of instructional approaches" are used to create a sense of community within the classrooms.

Supports - Our program as policies and practices that promote inclusion through professional development for staff that help them better understand inclusion and the benefits it can bring to the classroom. All lead staff are required to take the Welcoming Each and Every Child training on special needs. In addition, we employ many opportunities for communication and collaboration with families and professionals in regards to children with special needs.

AMERICANS WITH DISABILITY ACT: It is the policy of Malones' Early Learning Centers not to discriminate against otherwise qualified employees, or those seeking employment, on the basis of physical or mental disability.

Culturally and Linguistic Appropriate Practice

This program has adopted the Multicultural Principles for Head Start Programs to ensure our program engages in culturally and linguistically appropriate practice. These guiding principles are included in the Family Handbook and provided to every family and staff

member as part of their orientation to our program. A copy of the entire guiding principles is on file in the master copy of the Risk Management book.

All lead teachers and administrative staff have been trained in the Basics of Culturally and Linguistically appropriate practice.

Family Support and Involvement

MELC knows that building positive relationships with families is key to a child's success therefore, the following are the responsibilities related to families:

Daily verbal communication from teaching or transportation staff
Monthly newsletter
Accident reports
Daily sheets for infants and toddlers
Participate/Plan program social functions
Participate/Plan conferences for families twice a year-one in the fall and one in the spring.
Collaborate with families to provide consistency between school and home.

Community Outreach

MELC believes that community outreach is a big part of public relations. We encourage our staff and families to be community minded by attending events, becoming members, or playing a leadership role in local community organizations. We participate in the annual Pumpkin Path and Christmas in Carterville events and also attend the special events hosted by the Library during the summer. We also support the Poshard Foundation for Abused Children, conduct an annual food drive for the Carterville Food Pantry and sponsor the annual Twilight Fun Run for children during the Carterville Free Fair.

We strive to show concern about being a good neighbor and encourage our staff and families to do the same. The school-age class has taken on the project of watering the flowers downtown during the summer. We actively seek opportunities to build good relations within the immediate neighborhood or local community by participating in charitable activities and inviting our immediate neighbors to social functions such as our annual open house/activity, literacy night, etc. We are always open to any support from the immediate neighborhood or local community and would appreciate any networking done on our behalf.

Program administration and staff are encouraged to become involved in the early childhood professional community by attending networking meetings, becoming part of a learning community, or playing a leadership role in an organization.

Curriculum and Assessment

We believe that children have more meaningful learning when they are engaged in hands on experiences based on their interests. We also believe that each family's opinions and ideas can be a great asset when planning to meet the needs of the child.

All curriculum executed in this center exceeds expectations set forth by the Department of Children and Family Services, coincides with NAEYC standards
and integrates the Illinois Early Learning Standards for children age 3 - 5 years of age and the Illinois Early Learning Guidelines for children ages 0 - 3 years of age. Teaching Strategies Creative Curriculum is our curriculum of choice; we also use Creative Curriculum Gold as our assessment tool. The infants and toddlers also use Frogstreet

Press Curriculum which is aligned with the standards and Creative Curriculum but is age appropriate for that group. In addition, individual assessment results from the Denver Screening tool and ASQ are utilized by teaching staff in planning daily activities.

Teachers are required to maintain documentation concerning each child's development. Each child should have a portfolio that includes their assessment results and samples of their work. Teacher's observation notes can be compiled in each child's portfolio to keep them organized. Through this documentation and teacher observations, a developmentally appropriate curriculum can be planned and implemented. Environments should be set up so that children can independently function within it with support from the teachers. Children are encouraged to problem solve, explore, and live in the environment while adhering to basic rules to keep them safe, healthy, and socially well. Family/teacher conferences are scheduled two times per year, in the spring and in the fall. Conferences should cover the following:

Sharing with families the child's assessment results, work samples, and portfolio
Checking in with families to see if there are any notable changes or observations from home.
Gaining the family's perspective about childrearing and cultural practices to support open communication.
Asking families if there is center related information that needs to be clarified.

Our program sometimes includes class activities and field trips to provide enhanced experiences to the children. The following are policies related to field trips.

Advance notice should be given when a trip will require the children to leave the building stating the purpose of the field trip, when, where, and cost if any along with a release for the parent to sign giving their permission to attend. .
If transportation from the center will be required, request for the use of the bus must be obtained from the administrative office.
A permission slip should be provided to families which outlines pertinent information about the trip as early as possible and due back the day prior to the field trip.
Classroom walks require no advance notice and permission has already been given in each family's enrollment forms.

Outdoor play is a big part of our program. Children will play outdoors daily when weather permits and the temperature is between 25 and 95 degrees taking into consideration the wind chill and heat index. Typically classrooms will play outdoors for 30 minutes at one time, twice a day. Staff should interact with the children while they are outside playing and communicate with them frequently. Structured organized activities and games should be provided on a regular basis.

Screening and Identification of Special Needs

All children, birth to 5 years of age, are screened for the purpose of identifying special needs. Our screening tool of choice is Ages and Stages which gives both the family and the program an opportunity to give input into the screening process. In addition, staff input comes from observations conducted while the child is playing. The program can also request appropriate agencies to do additional screening when deemed necessary..
Parental consent is obtained prior to screening.
Parents are informed of the results of the screening.

Parents are involved in developing any special plans for their children based on the screening, and such plans are documented in the children's files.
Any children identified as having possible special needs are referred to specialists for further evaluation.
To protect against misidentification, the following safeguards are built into the screening process:
Staff conducting the screenings are trained in administering and interpreting the ASQ
Multiple sources of evidence are used; parent survey, teacher observation, teacher input
Children are screened in their primary language
We make every attempt to complete the screening within the child's first 60 days.
This program has a memorandum of understanding in place with the local school district and the regional Child and Family Connections agency to bring the best service to children with special needs.

Professional Development

Malones Early Learning Center is committed to an individualized model of staff development. Each staff person has a different role and has different learning styles. As such their needs are different and every attempt will be made to individualize each person's professional development. Job specific staff development is provided for all staff which includes an action plan to meet those needs.

Individual staff development plans will be devised by each staff person and the administration each year to guide training choices, set goals, and focus on career development. Administrative staff will devise their own plan and have another administrator sign off on the plan.

Staff Development

Licensing Standards for Day Care Centers require the director and each child care staff member to acquire 15 clock hours of in-service per year. Malones Early Learning Center inc. requires 20 hours of training which must be completed and turned in by December 31st to qualify as being timely or for first year hires, twelve months from the date they were hired. Anyone not completing training by the end of the year will be terminated as of December 31st The individual may reapply when training hours are completed and be eligible for rehire if the position is still open and the employee is in good standing. In that event, the individual will be classified as a new hire and will lose all previously earned benefits. New hires must complete the Mandated Reporter, SIDS, Shaken Baby Syndrome, Universal Precautions, Pyramid model training, Trama informed, and ANSI food service. Classroom staff must also take the Level I ECE training unless they have a Level III or higher ECE Credential, and CPR/First Aide within 60 days. For the first year of employment topics must include recognizing and reporting suspected child abuse or neglect, how to report child abuse or neglect, rules governing the operation of the facility and legal protection afforded to persons who report violations of licensing standards. All drivers, classroom assistants, and lead teachers must have current certification in infant, child pediatric CPR and pediatric first aid by a recognized authority on CPR and first aid training and renew it every two years.. At least one

of the administrative staff must have current adult CPR and first aid certification and CCAP Training. All staff must take the SIDS training every 3 years, including the director. Kitchen staff are required to take Nutrition 1 and 2 upon hire and annually. Annual or bi-annual training will be required on Standard Precautions and the use of the fire extinguisher. Food Handlers training must be renewed every 2 years. College classes may count towards becoming teacher or director qualified and Early Childhood and Infant Toddler credentials; however, they cannot be used as training hours. All trainings must be pre-approved by the administration. The administration reserves the right to select trainings for any individual employee that will best benefit the children and center. All trainings must be relevant to the age group of the children with whom the employee is working. Training is to improve the employee's skills for the position they hold and the knowledge and skills acquired in the trainings must be implemented in the respective classrooms or with the age group that the employee works with.

Staff development for all staff is provided on-site or provision is made to pay for mandated off-site training.

Staff will be compensated for the required number of training hours. If the time is overtime, the staff will be compensated accordingly.

When a staff member surpasses the mandated required number of hours, you will not be compensated unless required to attend the training by the administration

Training fees are paid for by the program if the training is within the staff person's required training hours. If you sign up for a training and the center pays the fee and you fail to attend, the cost will be deducted from your paycheck.

Administrative staff shall receive 30 hours of training each year in topics related to early childhood/childhood development to program management, leadership, and supervision.

On-site supervisors or mentors are required to have 25 hours of training in early childhood/child development and topics related to supervision.

Teaching staff shall receive 20 hours of training each year in early childhood/child development and topics related to the age group with whom the employee is working.

Support staff shall receive 15 hours of training each year

To meet the requirements of the Circles of Excellence (ExceleRate), staff may be required to take trainings above and beyond the required trainings.

In-service training may be obtained by attending local conferences, workshops, and recommended trainings that are pre-approved by the administration.

Professional development opportunities are posted in the administrative office, staff room, communicated at staff members and verbally to individual staff.

A training log is maintained by the Administration.. Each quarter teaching staff must print out their professional development record (if changes have occurred) from the Gateways website to serve as their individual training log.

Career Development

Twice per year staff meet with the administration for the purpose of checking in on career goals and progress made toward these goals. Career goals are discussed annually as part of the performance appraisal process.

Classroom Preparation

You are discouraged from doing any work while on your own time. The program will schedule paid resource time each week for teachers to do prep work.

Because this time is paid time there are some rules that apply. These are as follow:

Each Lead Teacher will be given a minimum of one hour weekly to do planning outside of the classroom. All teachers working in classes where children nap, are able to do planning for at least one hour daily.
Two times per month, provisions are made for all teaching staff working with the same group to have planning time together, preferably during naptime.
Resource time must be used for planning purposes therefore you must be doing something related to planning. This excludes: visiting with other teachers, hanging out in another classroom, attending to personal business, etc. If you do not need this time, contact the director in charge.
Staff may not leave the center during this time unless it has been pre-arranged.
Resource time activities cannot interfere with the children's activities in any way.
You should not be cleaning, rearranging furniture, making excess noise, etc. in the children's presence.

Program Planning and Evaluation

Malones ELC believes that our program staff and families should be a part of our program planning and evaluation processes. The following outlines opportunities that our staff have in the process:
Use of an annual survey to evaluate the program
Give feedback privately through our suggestion box
Participate in staff meetings giving input to continuous quality improvement
Director is available on a regular basis.
Information obtained from the staff and family surveys is used to guide program decision making. The survey data, as well as classroom and program assessments, is used to develop a written plan for program improvement.
After the survey data is compiled, staff and families are informed of the results and any action steps planned as a result of the data.

HEALTH AND SAFETY

Report of Child Abuse

In the event of a report of child abuse by an employee, not witnessed by anyone, the management staff will investigate by confronting the staff member about the incident. If management feels it is warranted, the employee may be immediately suspended without pay for a period of not more than one week, at which time, an employment decision will be made.
If someone has witnessed an incident, an investigation by management will be conducted during which time the staff member will be sent home, immediately.
At the conclusion of any investigation, it is our right to do one of the following:

1. Continue the suspension without pay; or
2. Suspend the employee with pay, using the employees' benefit days; or
3. Terminate the employee; or
4. Reinstate the employee.

Management will make every attempt to give notice of such termination, etc. But legally no notice needs to be given!
In the event that child abuse or neglect by a parent is suspected, management will determine if it warrants a call to DCFS. DCFS will be called in the event the incident is of a serious nature! If ever a staff member feels management has handled a report improperly, that person is encouraged to contact DCFS personally. You are a mandated reporter.

General Safety Rules

Personal medicine for staff must be kept in your purse which is out of the reach of children or in the office. Refrigerated medicines should be kept in the refrigerator in the designated place.

Children's medicine should be kept in the locked medicine box or in the refrigerator.

The key to the storage and laundry rooms should be hung out of reach of the children after use.

Classrooms should be arranged so play is not done in front of doors.

Classroom doors are to be kept closed unless children are coming or going outside.

DCFS ratios must be observed at all times. These ratios are as follows:

1 staff member for every 4 infants (6 wks-15 months)
1 staff member for every 5 toddlers (15 months-23 months)
1 staff for every 8 two year olds
1 staff for every 10 3 & 4 year olds
1 staff for every 25 6 and older
1 staff for every 20 5 yr. olds and older

Dealing with Ill Children

This program's good health policy states that if a child has a fever of 101 or above or any fever and another symptom that child must be removed from the center.

Exceptions to that rule:

Infants and toddlers may run fevers and are not contagious during teething.

Infants and toddlers should be assessed to see if there is a combination of symptoms that may be grounds for removal.

Any child found unable to function normally should be removed for their welfare.

We will always call the parent if the child complains of pain, has a fever of 100 degrees or above, and is falling asleep.

What you need to know before calling a parent:

How is the child acting?

What symptoms does the child have and when did they begin?

Does the child have a temperature?

How are they eating?

Before handling food, teachers must always wash their hands and then do one of the following:

Wear rubber gloves
Use utensils so no contact with food occurs

Always wash and sanitize the table before starting a meal service.

COMBINING CLASSES. Children should always be kept in their appropriate age group. If a child needs to be moved to another class for an emergency or other issue, the child closest to the age group where the child is going should be moved.

When it is time to consolidate, be sure all children are with you before leaving the area.

After moving your group, count the children and be sure to maintain your ratios.

Teachers should take the initiative to move children when it is time for other teachers to go home.

Late night people should try to instruct parents about which room their child is in.

Always count your kids when children are moving from one place to another.

Notify management about any ratio problems so they can handle the situation!

Concerning younger children at consolidation times:

Before a younger group of kids is moved in with older kids, all the children should have their diaper or pull-up checked, and should have the opportunity to use the bathroom. After the consolidation time, please check pull-ups and diapers every 60 minutes, as well as offering toileting to the younger children who use the toilet.

MALONES EARLY LEARNING CENTER INC CORE VALUES

Malones Early Learning Center Inc believes in Core Values of honesty, respect, fairness, compassion and responsibility and incorporates these values in all aspects of the program. It is essential for organizations to adopt core values for creating a code of conduct or standards of behavior expected of individuals serving in or with that entity. Such values are learned and will direct individual behavior and the manner in which people will be treated and expect to be treated. *MELC's Core values are:*

Honesty
Being truthful and not deceptive or fraudulent.

Respect
Having a genuine regard for others and showing of consideration.

Compassion
Understanding the feelings of others and a showing of consideration.

Fairness
Practicing actions that are just and impartial along with treating people in a consistent manner.

Responsibility
Assuming ownership for personal actions and being accountable for one's own behavior, assigned tasks, duties, and functions. Also, being responsible means taking action against wrongdoing and not tolerating those who are dishonest and engage in misconduct or exhibit inappropriate behavior.

Malones Early Learning Center's employees will be evaluated on their work ethic behaviors as displayed in the classroom, on the vehicles and on the premises. The following are descriptions of the standards which an overall evaluation of the employees work ethics performance will be based.

Attendance
Employee clocks in at scheduled time. EMPLOYEES MUST call before scheduled time of work if running late. Employee fills out a request for time off 48 hours prior to needed time off with the understanding that requests off are not guaranteed until they have been approved by the administration.
Absenteeism is kept at a minimum. Excessive absenteeism will be due cause for termination. Employees are expected to clock in on time from break unless they have prior approval by the administration to take a longer break.

Character
Displays honesty in the workplace
Respects the privacy of others in the offices and classrooms
Accepts criticism when an error is made
Does the required work for the position that he or she was hired at all times without the need for constant supervision and reminders

Teamwork
Works with staff to complete tasks

Cleans up when finished with task whether it is on a vehicle or in the classroom or another part of the center
Willingly works with different employees, classes or vehicles without complaint
Refrains from blaming others when mistakes are made

Attitude

Considers other needs above their own
Manages conflict within the workplace through consideration of other's points of view
Refrains from derogatory and negative conversations, texts and facebook postings about fellow staff members, parents and children, administration, or the center on or off of the job.
Maintains emotional control in stressful situations or with difficult personalities
Refrains from use of foul language or aggressive actions while on center property on or off of the job

Productivity

Works independently at nap time to complete tasks for the children and classroom
Recognizes tasks that need to be done without having to be told
Uses time efficiently

Organizational Skills

Prepares for the position that he or she has been hired. If a transportation assistant, makes sure that the tools needed to do his or her job (masking tape for labeling, Kleenex for wiping noses, etc.) are on the bus. A driver should make sure that he or she has sign-in sheets, medical forms, supplies for daily activities, etc. when they clock in.
Completes the duties for the position where he or she is working thoroughly and professionally.
Follows schedule and lesson plans while working in a classroom whether or not he or she is the regular teacher or substituting.

Communication

Uses good grammar when speaking and writing
Introduces themselves when initially working with individuals or meeting new parents
Uses appropriate language and tone of voice in the classroom and on the vehicles
Conversation while on the clock MUST be directed to the children and class related, even when talking to fellow employees. Discuss personal issues on breaks.

Cooperation

Displays leadership and cooperation with the other employees
Adjusts to changes in assigned work areas and duties
Refrains from complaining when assigned tasks
Works well with others

Respect

Respects the differences in people's background, culture, race, age, and personality
Talks to administrative staff and fellow employees in a professional manner without being defensive

Staff will be rated in the category measures of "excellent, proficient, needs improvement, and unsatisfactory on their current evaluation system. If a staff member is rated as needing improvement or unsatisfactory, steps will be determined to improve that rating and get the employee up to standards. The staff member will also be evaluated more often. If the evaluation scores are continually low beyond the program's expectations, the employee can be terminated. If it becomes

necessary to reduce hours or lay off employees, the employees with the poorest performance will be prioritized rather than basing on seniority.

JOB DESCRIPTIONS

General Requirements for Personnel

Staff shall be able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

1) Emotional maturity when working with children;
2) Cooperation with the purposes and services of the program;
3) Respect for children and adults:
4) Flexibility, understanding and patience;
5) Physical and mental health that do not interfere with child care responsibilities;
6) Good personal hygiene;
7) Frequent positive interactions with children;
8) Listening skills, availability and responsiveness to children;
9) Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities
10) Use of positive discipline and guidance techniques:
11) Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities; and
12) Ability and willingness to work co-operatively with other staff members in a professional manner without demeaning another staff member with actions and/or words. No
13) no use of your personal cell phone while on duty unless preauthorization by administration.

Child staff shall generally demonstrate skill and competence necessary to assume direct responsibility for child care including:
1) Skills to help children meet their developmental and emotional needs; and
2) Skills in planning, directing, and conducting programs that meet the children's basic needs.

Child care staff shall be willing to participate in activities leading to professional growth in child development and education, and in training related to the specific needs of the children served.

Job Description for a Teacher

A teacher shall:

Have a schedule that offers free choice of activities to play alone or with one or more peers, provides a basic program geared to the age levels and developmental needs of the children served, provides regular routines, offers a balance of active and quiet activity,

and provides experiences which promote the individual child's growth and well-being and the development of self-help and communication skills, social competence, and positive self-identity. The schedule shall be posted in the classroom and followed by lead teachers and substitutes.

The classroom shall be arranged in orderly, clearly defined areas of interest that allows staff to be easily observe the children and their activities at all times **with items readily accessible..**

The teacher shall develop, implement, and post weekly lesson plans that are developmentally appropriate and aligned with the age appropriate Creative Curriculum and the appropriate early learning guidelines or standards and meet the individual and group needs as determined by the children's assessments. The teacher and assistant must interact with the children communicating frequently and asking open-ended questions.

The teacher must turn in lesson plans with the planned activities for the next month, a copy of the class newsletter **to be proof-read before it is sent out to parents,** and a completed calendar of the activities that they have done for the last month on the last Friday of each month along with their supply list for the next month. The activites that have been done for the month must include music and art.

The teacher shall be responsible for doing regularly scheduled observations and assessments and maintaining a portfolio on each child that contains results from screenings, work samples, anecdotal notes and other artifacts showing the individual child's progress and needs. Teachers must offer 2 parent conferences per child each year, at which time the child's portfolio will be discussed with the parent.

The teacher will ensure that children have 1 hour of outdoor play weather permitting (1/2 hr. in the a.m. and ½ hr. in the p.m.) with organized developmentally appropriate activities. Staff (teachers and assistants) are expected to talk to and interact **with the children on the playground.**

A teacher must ensure that no child is left unattended at any time.

A teacher shall be responsible for seeing that toys and indoor equipment are cleaned and disinfected according to the following schedule:
Infants and toddlers-twice a day
Two's and Pre-school children-weekly
All age groups are to sanitize toys and equipment when soiled, especially with bodily fluids. Cots are to be sanitized weekly.
cleaned with mild germicidal solution before being Water tables shall be emptied daily and water tables and toys used in them shall be air-dried. Children and staff shall wash their hands before using the water table.

It is the teacher's responsibility to ensure that each child is signed in and out by their parents and/or guardians and the food program is fill out correctly for each meal service. A staff member **MUST** sit and eat with the children at meal times.

Written rules for the children that set the limits of behavior required for the protection of the group and individuals that pertain to important situations, are understandable to children, are stated in positive forms, and are enforceable should be posted. Positive guidance techniques should always be implemented in the classroom and on the playground.

The teacher shall be responsible for properly storing, administering, and properly documenting the dispensation of required medication each day.

If it is necessary for medical or other reasons for the parent to be contacted, clearance must first be obtained from the Administrative Office and the contact made by the teacher in the classroom.

Classroom staff needs to make sure that they have their sign-in/out sheets, food program forms, medical forms, supplies for daily activities, etc. when they clock in.

Greet the parents and children in a positive manner as well as tell them goodbye when they leave

Ensure that meal service duties, clean up and diaper rounds are rotated between staff on a regular basis.

Turns in a lesson plan with the planned activities for the next month, a copy of the class newsletter **to be proof-read before it is sent out to parents,** and a completed calendar of the activities that they have done for the last month of the last Friday of each month, along with their supply list for the next month. The activities that have been done for the month must include music and art.

Infant and Toddler Teachers

In addition to the above, it is the teacher's responsibility to see that daily sheets are done on each child and include times of diaper changes, feeding schedule, disposition, and other pertinent information.

Job Description for Classroom Assistant

A classroom assistant shall:

Interact with and talk to the children in a positive manner at all times in the classroom and on the playground.

Assist the teacher in all activities, including lesson planning, assessments, and observations..

Help in serving meals and cleaning up afterwards. Staff **MUST** sit and eat with the children during meal times.

Rotate rounds with the teacher in toileting and diapering.

Communicate with the children while interacting with them and asking open ended questions during center time and all other times.

Assist in sanitizing the toys and equipment.

Greet the parents and children in a positive manner, as well as tell them goodbye when they leave.

Only full-time classroom assistants should discuss a child's behavior in the classroom. Any issues that need to be discussed should be done by the teacher if a sub is in the room.

Help in assessment and documentation.

Help to enforce the classroom rules using positive discipline techniques at all times. Frame redirection in a positive manner. For example, "Don't hit!" will be "Hands are not for hitting!"

Will use a normal voice in redirecting. No yelling or shouting will be used.

Job Description for a Driver

The driver shall:

Maintain current certification in Pediatric CPR and First Aide.

Not leave any child unattended at any time while transporting children or loading or unloading.

See that each child boards and exits the vehicle from the curb side of the street and/or is safely conducted across the street when ever possible.

See that a responsible person as designated by the children's parents or guardian is present to take charge of a child when delivered to his or her destination.
Greet each child and parent in a positive manner when they are picked up and when they are dropped off.

See that order is maintained in the vehicle for the safety of the children in transit.

Make sure that he or she has sign-in sheets, "We were here" notes, medical forms, etc.

Be responsible for seeing that the number of children transported in a vehicle shall not exceed the manufacturer's rated passenger capacity.

Be responsible for seeing that the children are in age-appropriate safety restraints.

Inspect the vehicle before each day, both internally and externally, including all safety equipment and possible hazards, and ensure that the headlights, turn signals, and windshield wipers are in sound operating condition, that the tires are inflated to correct pressure and the vehicle has more than an adequate supply of fuel for transportation for

that day. Report all safety concerns to Lee Eklund, Transportation Director, in writing and dated.

"Walk the vehicle" after each use to ensure that no child is left on the vehicle.

Be responsible for ensuring that a properly stocked first aid kit is in the vehicle at all times.

Do not allow children to stand in a moving vehicle, sit on the floor of a vehicle in use, or extend any part of their body through the vehicle windows.

Be responsible for ensuring that the parent and/or guardian sign the child/ren in or out. The parent or guardian must also sign the medicine sheet indicating the type of medication, dosage, and times to be administered.

Be responsible for making all phone calls between vehicles, the centers, and the parents using a hand free device, such as a Bluetooth.

Job Description for a Cook

The cook must comply with the current rules and regulations of the Illinois Department of Public Health pertaining to Food Service Sanitation. The cook is responsible for:

Preparing and serving an adequate amount of food to serve all children in attendance

Keeping the kitchen area clean by seeing that all cooking and feeding utensils are washed and sanitized after each use, which includes but is not limited to: counter tops, freezer, refrigerator, microwaves, cabinet interiors and exteriors, storage area, stoves, floors, and other areas.

Checking in and inventorying shipments of food and supplies and ensuring that all food and supplies are properly stored.

Checking the temperature of the refrigerator (40 degrees) and freezer (0 degrees) on a monthly basis and when a problem is suspected.

Thoroughly washing hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and after eating, drinking, or using the bathroom.

Keeping their fingernails clean and trimmed and outer clothing, including aprons, clean.

Not using tobacco in any form while engaged in food preparations or service, nor while in any equipment or utensil washing or food preparation areas.

Inspecting and not using any can of food that is dented, rusted, bulging, or leaking.

For seeing that all food stored in the refrigerator is covered, wrapped, labeled, and dated and protected from contamination.

Overseeing that all store cooked or ready-to-eat foods are stored above raw foods in the refrigerator.

Ensuring that the refrigerator has a complete cleaning on a bi-monthly basis. The freezer should be cleaned quarterly, after a spill, or after a power failure.

Ensuring that cutting boards are scrubbed with hot water and detergent and sanitized with bleach/water solution made of 1 tablespoon of household bleach to 1 quart of water between using for different foods.

Ensuring that dishes are air dried and not towel dried whenever possible.

Seeing that floors are swept as needed and mopped daily with a thorough cleaning and sanitizing done bi-weekly.

Seeing that the food-contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens are cleaned at least once a day.

Seeing that moist cloths or sponges used for wiping food spills or food-contact surfaces are cleaned and rinsed frequently in one of the sanitizing solutions and used for no other purpose.

Seeing that equipment and utensils are pre-flushed or pre-scraped and, when necessary, pre-soaked to remove gross food particles and soil before placing in dishwasher.

Seeing that sinks are cleaned prior to use and after each use.

Seeing that ventilation hoods are kept free of grease and/or condensation and wiped down daily with a thorough cleaning done on a weekly basis.

ACKNOWLEDGEMENT OF RECEIPT

Please read the following statement, sign below and return this page to the, Director Lee Eklund, or other administration on duty.

I hereby acknowledge that I have received a copy of the Malones Early Learning Center Inc Employee Handbook via the Malones Early Learning Center Inc website I understand that it describes general policies governing my employment and that I am responsible for familiarizing myself with the information it contains.

I acknowledge that this is not a contract and that all subjects in the handbook are subject to change at the center's sole discretion, except for the At-Will Employment Policy.

Signature of Employee: _____

Date: _____

Signature of Receiving Administrator: _____

CONFLICT RESOLUTION POLICY
(Commitment to my colleagues)

I WILL TALK OVER ANY DISPUTE OR DISAGREEMENT WITH MY FELLOW EMPLOYEE IN CONFIDENCE. IF WE CANNOT SOLVE THE PROBLEM, WE WILL TAKE THE ISSUE TO THE ADMINISTRATOR FOR ARBITRATION AND AGREE TO ABIDE BY HIS/HER DECISION. THE PROBLEM WILL BE LEFT IN THE CENTER AND WILL NOT BE DISCUSSED OUTSIDE OF THE CENTER OR WITH EMPLOYEES NOT INVOLVED IN THE SITUATION.

SIGNATURE OF EMPLOYEE: _____
Revised 12/16/2025