



Amazing Grace Daycare

Employee Handbook





The purpose of Amazing Grace Daycare is to provide a safe and caring atmosphere for children to enjoy developmentally appropriate play experiences. We aim to nurture children's God-given talents in a caring and stimulating space. Amazing Grace Daycare admits children of any race, color, religion, and gender identity.

Hours of Operation

Amazing Grace Daycare will be open Monday through Friday from 7:30 A.M. to 5:30 P.M. No early arrivals or late pickups.

The daycare will be closed on the following holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Native American Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Eve Afternoon
11. Christmas Day

If a holiday falls on a Saturday, the daycare will be closed on the previous Friday. If the holiday falls on a Sunday, the daycare will be closed the following Monday. Additional closures may be granted by the Amazing Grace Daycare Board.

Staff/Child Ratio

Amazing Grace Daycare, in compliance with the Department of Social Services of the State of South Dakota, will adhere to the following adult/child ratios:

1. 4 weeks to 3 years – 1:5
2. 3 years to 6 years – 1:10
3. 6 years to 12 years – 1:15

The daycare will ensure the following requirements are always met.

Discipline Policy

Amazing Grace Daycare discipline policy establishes a framework within which the children will be provided with positive guidance, redirection, and setting of limits and boundaries. It is



designed to help children develop self-control, self-esteem, and respect for the rights of themselves and others. All staff will model appropriate behavior by using calm voices, avoid physical discipline, talk with others about problems, use good manners, show respect to others, etc. All staff will maintain a safe, warm, friendly environment in which children can feel secure and appreciated.

Staff will use the following steps to avoid discipline problems:

- Through team planning, we will discuss possible problems with activities, materials, transitions, etc. and devise solutions.
- Staff will provide intervention and redirection to children.
- A stimulating environment will be maintained for a healthy interactions.

Children need a structure within which they can be free to choose and experiment. Unlimited freedom puts too much responsibility on children and encourages them to use too much of their energy testing the limits rather than enjoying the freedom they are provided with. Staff will set clear limits for children and provide consistent enforcement of the limits, taking into consideration the individual child's need and development level.

If a child needs discipline, they will be reminded of the rule. The teacher will facilitate redirection, if needed. If the child continues to need redirection, the child will sit in a designated time out area. The child will remain in time out for the number of minutes of the age of the child. A teacher will always accompany a child if they are separated from the group for calming down purposes.

Any action which are humiliating or frightening to children are prohibited. Prohibited actions included but are not limited to:

- All forms of corporal punishment.
- Verbal abuse, threats or derogatory remarks.
- Binding or tying to restrict movement or enclosing in a confined space such as a closet or locked room.
- Withholding or forcing meals, snacks, or naps.
- Punishing for toilet accidents.
- Withholding or forcing physical activity will be avoided.

Emergency Evacuation Plans

In the even of an emergency, the director or his/her designee will obtain the daily class attendance sheet and emergency contact list. All children must be accounted for. The director



is responsible for contacting parents and arrange pick-up. The director will facilitate drills and report to the Board of Early Education the results.

Fire Evacuation

Four fire drills will be performed annually. Evacuation maps are displayed in each room of the center.

In the event of a fire emergency, the alarm will sound and the fire department will be notified. Staff will check all rooms and close all doors, making sure there isn't anyone left behind.

- Exit 1 – the main exit on the west side of the church.
- Exit 2 – the back exit on the south side of the church.
- Exit 3- through the kitchen east exit.

All staff and children in the basement will use exit 1. Exit 2 will be used if the primary exit is blocked. After exiting everyone will meet in the parking lot on the west side of the church. After everyone is accounted for the group will proceed across the street to the city park.

All staff and children upstairs will use exit 1.

Fire Evacuation – Threat to the Community

Follow regular fire evacuation plans. Once everyone has arrived at the final rally point (gravel parking lot on the front of the church) and all children have been accounted for, walk across the street to the Prescho City Park basketball courts.

Tornado Emergency

One tornado drill will be conducted at the beginning of the summer.

No one should evacuate the building. Children in basement will go to into the basement bathrooms. Staff and children upstairs will go to the basement kitchen. All children should face the wall, bend over with their hands over the back of their heads. Avoid glass doors and windows.

Safety Lock Down Procedure

There will be at least two safety drills performed annually. In the event of threatening act, staff will lock the doors to the church. All children and staff will go to the pastor's office upstairs and lock the door. s



Employment-at-Will

In accordance with the SD State Law, employees of Amazing Grace Daycare are employed on at-will basis meaning that employment can be terminated by Amazing Grace Daycare or by the employee at any time with no reason required. This employee handbook shall not be considered evidence of any employment contract and shall not be considered inclusive of all employment policies of Amazing Grace Daycare.

Violation of daycare policies and rules may warrant disciplinary action. Forms of discipline that the daycare may elect to use include verbal corrections, written warnings, final written warnings, and/or suspension. The system is not formal, and the daycare may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline deemed appropriate under the circumstances, up to and including immediate termination of employment. The daycare's policy for disciplines in no way limits or alters the at-will employment relationship.

New Employee

Upon accepting of a position the following must be completed:

- Fully completed application form.
- Background check for Criminal Activity/Negligence.
- Provide three references.
- Read the State Rules and Regulations.
- Read the Employee Handbook.
- Read the Parent Handbook.
- Review and sign the new employee orientation.

Within one week of employment, the new employee must be fingerprinted (if over 18 years of age). Within one month, the new employee will have completed the in-house orientation training. Every employee is required to attend staff meetings and obtain sufficient number of training hours annually. Employees will also obtain their CPR and First Aid certificates.

Lines of Authority

The director of Amazing Grace Daycare will report to the Amazing Grace Daycare Board. The director of the daycare will train, supervise and evaluate the performance of assigned staff. On days the director is absent, he/she will appoint an individual to oversee daily operational functions, assist in training and supervising. All employees will report to the director.



Confidentiality

Staff will be required to maintain the confidentiality of each child, family, staff member, and volunteer. Photos in the daycare will only be taken under the guidance and approval of the director. It is not permitted to post anything on staff's personal social media accounts, blogs, etc. If photos are used for the Amazing Grace Daycare social media accounts a permission slip must be obtained from each child's parent in the posted photo.

Children will only be released to authorized individuals listed in the child's file.

Dress Code

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate "casual attire" during normal business operations.

Enforcement of this guideline is the responsibility of the Director and supervisory personnel.

- Dress attire will be neat and orderly. Inappropriate dress will include, but is not limited to: short shorts, sweat pants, short skirts or other revealing clothing. Clothing that is ragged, torn, dirty, baggy is not acceptable.
- Staff will practice proper hygiene and grooming habits.

Food Handling

Upon the handling of any food items while preparing or serving meals, employees must wear gloves.

Children of Staff

Staff will be allowed to enroll their children if space is available. If an opening is not available at the time of hire, the new staff member may be placed on the waiting list.

Any staff member with children at Amazing Grace Daycare will not show preferential or special treatment for their children. Should obvious special treatment be observed staff members will be reminded by the Director that all children will be treated the same. If continued obvious special treatment is observed, the staff member will be asked to remove their children from the daycare.

Probationary Status

New employees will be placed on a probationary period of 6 months. The probationary period shall be utilized to ensure that the position is a good fit for both the employee and employer.



Termination may occur for any employee whose performance or conduct does not meet standards. The probationary period may be extended or reintroduced with an existing employee for cause if approved by the Amazing Grace Daycare Board.

Orientation

The following will be included during the orientation of staff members. Staff members will have completed the orientation within one month of hire date. One hour of this may apply to training for the first-year employee.

- Daily schedule and activities
- Review of employee handbook
- Review of discipline policies
- Hand washing and sanitation techniques
- Reporting suspected cases of child abuse and neglect
- Emergency evacuation procedures
- Sign Child Abuse and Neglect statement
- Tour the facility
- Assignment of duties and rotation
- Pay information and leave policy
- Lines of authority and who to respond to if the Director is not present

Any training obtained by staff outside of the establish criteria must be documented and proof given to the director to receive credit for training.

Promotion and Demotion

As positions become available existing daycare workers will be considered for promotion. Demotion may occur with proper cause. Causes may include disciplinary action, reduction in force, unsatisfactory performance, and attendance.

Retirement and Benefits

Staff will not be eligible for health and retirement benefits.

Compensation

Staff will be paid on an hourly basis as determined by the Amazing Grace Daycare Board. Increase of salaries will be determined according to the employee's responsibility, performance reviews, current on all training requirements, attendance, and longevity.

Overtime Pay



Hourly employees must have overtime approved by the director. If overtime is not approved, the employee must work with director to flex the time. Holiday and paid leave do not count toward overtime hours.

Paid Time Off

Staff will be granted paid time off based on the number of years they have been employed with Amazing Grace Daycare. One day of paid leave is equal to the number of hours the employee is scheduled to work that day.

1-3 years of service receives 4 days of paid leave
3-5 years of service receives 6 days of paid leave
5-10 years of services receives 8 days of paid leave
11+ years of services receives 10 days of paid leave

All leave must be approved by the director at least two days in advance when possible. Any days not used by December 31st will be forfeited. Unused leave will not be paid out of the time termination.

New employees will be granted paid leave based on the following schedule:

January 1 – March 31 receives 4 days of paid leave
April 1 – June 30 receives 3 days of paid leave
July 1 – September 30 receives 2 days of paid leave
October 1 – November 30 receives 1 day of paid leave
December 1 – December 31 receives 0 days of paid leave.

Employees must use paid leave before taking leave without pay. In the event the employee is not needed and asked to go home due to high staff ratio, employees will be given the option to take paid leave or leave without pay.

High school or under 18, substitutes, and seasonal workers are not entitled to paid leave.

Holiday Pay

On observed holidays, if they employee is scheduled to work, and employees are not asked to report for training, holiday pay will be granted for the amount of hours staff usually work.



High school students or staff under 18, substitutes, and seasonal workers are not entitled to holiday pay on observed holidays.

Emergency Daycare Closures

If they daycare is closed due to snow or illness, full-time employees will be paid. These days will only be paid when the center is closed by the director. If the center is open and the employee cannot make it to work due to weather or illness, they will be required to take leave or leave without pay.

Grievance Procedure

An employee shall have the right to present a grievance, in writing; either in person or through a representative, to the Amazing Grace Daycare Board. A grievance shall be made within 14 days of the event. The purpose of this grievance procedure is to provide a just and equitable method for resolution without discrimination, coercion, restraint, or reprisal. The decision of the Amazing Grace Board shall be final.

Disciplinary Action

Disciplinary action may be taken against an employee for cause. Disciplinary action may include suspension without pay, dismissal, demotion, reduction in salary, and/or termination. Causes for disciplinary action are listed below but may be made for other just causes as reported.

The employee has:

- A substantiated report of child abuse or neglect at any time prior to or during his/her employment.
- Is under investigation for abuse or neglect.
- Been convicted of a felony which render them unfit to perform their duties.
- Willfully, wantonly, unreasonably, unnecessarily or through negligence been guilty of brutality or cruelty.
- Failed to obey any proper oral or written direction given by the Director or other person in authority.
- Consumed alcohol or other intoxicants before or while on their job.
- Has exhibited acts of insubordination, including but not limited to being physically or verbally abusive acts of insubordination, including by not limited to being physically or verbally abusive to any staff.
- Failed to maintain a satisfactory attendance record.
- Fraudulent use of paid leave.

- Made a false statement in the application process or has intentionally falsified records or documents.
- Knowingly violated standard work rules established for the safe, efficient, and effective operation of Amazing Grace Daycare.
- Inappropriately shared confidential information.

Romantic relationships in the workplace are prohibited.

Volunteer Policy

Should volunteers be used the following criteria would be required:

- The volunteer shall be given a job description for the task at which they are to accomplish.
- Volunteer would need:
 - Three positive references
 - A direct supervisor
 - An orientation as to the center's policies and procedures
 - A Criminal Act/Negligence screening
 - Fingerprinting
- Volunteers used to fill a staff position must meet all requirements for that position.

Reporting Suspected Child Abuse/Neglect

Reporting and Indicators

South Dakota Codified Law 26-10-1 mandates that all licensed or registered childcare providers report any suspected incident involving child abuse or neglect. The following are indicators of abuse/neglect:

1. Physical abuse in out-of-home care can occur in several ways:
 - Children may be beaten. This may take the form of excessive inappropriate corporal punishment.
 - Children may be subjected to inappropriate or excessive restraining device.
 - Inappropriate or excessive use of psychotropic drugs used as a method of keeping a child under control.
 - Inappropriate or excessive use of isolation and/or seclusion for long periods of time.
 - Force feeding.
2. Sexual abuse of a child in out-of-home care may included:

- Contracts or interactions between a child and an adult in which the child is being used for the sexual stimulation of the perpetrator or another person.
- Contracts or interactions of a sexual nature with a child under the age of 18 when that person is either significantly older than the victim or when the perpetrator is in a position of power or control over the child.

Sexual abuse takes place when the caregiver permits or participates in involuntary sexual activity with a child in care, including an individual who is unable through age or capacity to make a reasonable choice. This may include rape or attempted rape, fondling, voyeurism, exhibitionism, and the like. Such activity may be linked to neglect through inadequate supervision or the failure to provide sufficient clothing or privacy.

3. Neglect

The neglect of a child in out-of-home care may include:

- Failure to meet the nutritional needs of a child. This can occur through failure to provide adequate amounts and kinds of food for proper nutrition, through failure to provide severely handicapped children with adequate assistance in eating, or through withdrawal or restrictions of food for disciplinary reasons.
- Failure to meet the basic hygienic needs of a child.
- Failure to provide proper supervision to the extent that children are allowed to harm themselves or others.
- Failure to provide medical care or proper treatment for medically diagnosed condition.
- Failure to provide adequate living space and proper sanitation.

4. Emotional maltreatment of a child in out-of-home care may include:

- Belittling or ridiculing of a child.
- Ridiculing a child's family, background, culture, or race.
- Consistently treating members of a peer group unequally or unfairly.
- Making one child in the group the scapegoat for the misbehavior of other children.
- Allowing a group of children to develop their own control system without adult supervision.

Any staff member who feels that a child in the center may have been abused/neglected in either an out-of-home or in-the-home situation under the definitions and descriptions preceding this is to immediately report his/her feeling to the director. This report is to include



date, time, those involved and a statement of fact. Remember it is not an accusation of abuse, only of suspected abuse/neglect. The director then will report the allegation to the Department of Social Services, State's Attorney's Office, or law enforcement immediately. Following reporting to the Department of Social Services or law enforcement, the director is to then immediately make assurance that the alleged abuse/neglect could not recur pending the investigation of the out-of-home or in-home situation. Protection will be provided for the children in case of suspected in-house CA/N if it is felt immediate danger by either reassigning the staff member to a no-child caring role or by temporarily suspending the staff member until the investigation has been completed.

Continued employability of a staff member involved in an Incident of Child Abuse and Neglect will be evaluated by the director and the Board of Early Childhood Education upon completion of the investigation.

Changes of circumstances with the daycare center which may affect the ability to comply with licensing rules (such as a new location, new director, remodeling, or suspected in-house abuse/neglect) will be reported to the state agency immediately.



POSITION DESCRIPTION

TITLE: DAYCARE DIRECTOR

Position Purpose

Implement and maintain a childcare setting by directing the activities and staff of the Amazing Grace Daycare Center. To serve as liaison between the center and the board, parents and guardians, the Department of Social Services and other licensing agencies. To provide opportunities for the child's emotional, intellectual, social, spiritual, and physical growth through quality programming.

Reports To

Amazing Grace Daycare Board

Duties and Responsibilities

- Research and prepare projects and daycare functions activities.
- Direct daily operation program functions and activities.
- Train, supervise and evaluate the performance of assigned staff.
- Serve as liaison with parents, guardians, and the Board.
- Provide opportunities for the child's emotional, intellectual, social, spiritual, and physical growth through good programming.
- Provide opportunities that will: support the independence of children, nurture a child's positive self image, stimulate a child's intellect, and provide for a loving atmosphere.
- Develop and implement written plans for orientation and in-service training for staff.
- Keep and maintain attendance records of staff and children.
- Maintain financial records and submit bills with recommendations for payment to the treasurer.
- Maintain financial records, medical records of children, and correspondence.
- Order and maintain supplies and program materials.
- Supervise cleanliness and upkeep of Daycare Center facilities.
- Maintain a professional demeanor including positive and effective working relationships, and complies with applicable state and federal statutes, rules, and policies in order to effectively carry out the requirements of Amazing Grace Daycare.
- Performs other work as required.

QUALIFICATIONS FOR APPOINTMENT

- Director must be 18 years of age.

- Knowledge, Abilities, and Skills:
Ability to communicate both orally and in writing; to interpret policies and rules; to follow written or oral instructions, to establish and maintain effective relationships with others, and make decisions. Ability to supervise professional, paraprofessional, and volunteer staff.
- Education:
Graduation from a college or university with a bachelor's degree in the field of Human Development, Elementary Education, Early Childhood Education, or a Child Development Associates (CDA).
- Experience:
Two years of experience in a child care setting under the direct supervision of a supervising staff member who had responsibility for planning and implementing the program of the daycare center.

APPEARANCE REQUIREMENTS

- The Director is required to be presentable in appearance in a manner that corresponds with the professional responsibilities of the Director and the position of authority and as listed in the dress code section of the employee handbook.
- The Director may need to provide care for the infants and children in the daycare setting. Dress requirements may be relaxed for this situation, but still meet appearance requirements for professionalism and the responsibilities of Director.



POSITION DESCRIPTION

Title: Daycare Center Teacher

POSITION PURPOSE

Support a childcare setting by participating and assisting in the activities of the center. To provide opportunities for the child's emotional, intellectual, social, spiritual, and physical growth through quality programming.

Reports To

Daycare Center Director

Duties and Responsibilities

- Provide care for infants and children in a Daycare setting.
- Participate in the children's daily activities.
- Provide opportunities for the child's emotional, intellectual, social, spiritual, and physical growth through good programming.
- Maintain a professional demeanor including positive and effective working relationships, and comply with applicable state and federal statutes, rules, and policies in order to effectively carry out the daily functions of the center.
- Perform other work as required.
- Attend staff meetings.

QUALIFICATIONS FOR APPOINTMENT

- Daycare Worker must be 18 years of age.
- Knowledge, Abilities, and Skills:
Ability to communicate; to interpret policies and rules; to follow written or oral instructions, to establish maintain effective relationships with children and other employees.
- Education:
High school diploma or GED
- Experience:
Related experience in a childcare setting preferred

APPEARANCE REQUIREMENTS

Staff is required to be presentable in appearance as listed in the dress code section of employee handbook.



POSITION DESCRIPTION

Title: Daycare Teacher II (High School or under 18)

Position Purpose

Support a childcare setting by participating and assisting in the activities of the center. To provide opportunities for the child's emotional, intellectual, social, spiritual, and physical growth.

Reports To

Daycare Center Director

Duties and Responsibilities

- Provide care for infants and children in a Daycare setting.
- Participate in the children's daily activities.
- Provide opportunities for the child's emotional, intellectual, social, spiritual, and physical growth through good programming.
- Maintain a professional demeanor including positive and effective working relationships, and comply with applicable state and federal statutes, rules, and policies in order to effectively carry out the daily functions of the center.
- Maintain cleanliness and upkeep of Daycare Center.
- Perform other work as required.
- Attend staff meetings.

QUALIFICATIONS FOR APPOINTMENT

Must be at least 14 years of age

Knowledge, Abilities, Skills:

Ability to communicate; to interpret policies and rules; to follow written or oral instructions, to establish and maintain effective relationships with children and other employees.

APPEARANCE REQUIREMENTS

Staff is required to be presentable in appearance as listed in the dress code section of employee handbook.



Handbook Receipt Acknowledgment:

I acknowledge that I have received, read, and understood the policies outlined in the Amazing Grace Daycare Employee Handbook, the Amazing Grace Daycare Parent Handbook and the Department of Social Services Rules and Regulations. I agree to conform to these rules and regulations, and I understand that the handbooks are intended as guides to human resources policies and procedures.

Employee _____

Signature _____ Date _____