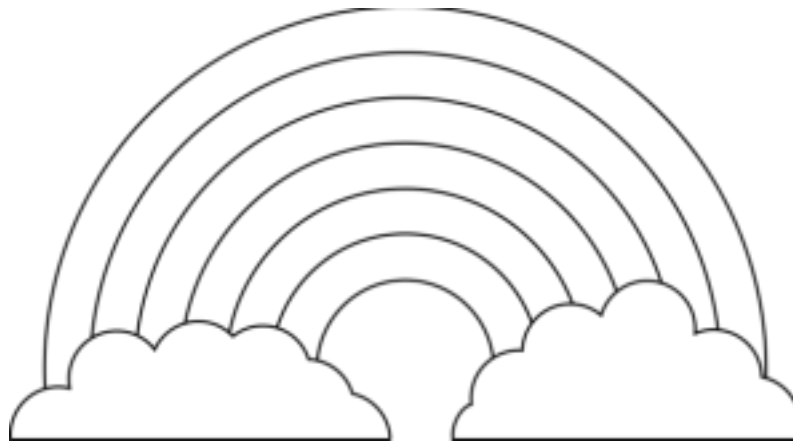


Rainbow Land

Preschool & Day Care

Employee Handbook



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Fayette, Iowa 52142
563-425-4398

Email: rainbowlandPDC@gmail.com

Visit us on Facebook: Rainbow Land Preschool & Day
Care Website: www.rainbowlandPDC.org

Fall 2022

About Rainbow Land

Mission Statement:

Rainbow Land Preschool and Day Care strives to:

- a. Provide an active, safe learning environment
- b. Meet and exceed childcare standards set by the state
- c. Promote open communication between the staff and parents

Philosophy:

Rainbow Land Preschool/Day Care believes that each child is unique. The goal of our program is to create a nurturing environment that enables each child to develop socially, emotionally, physically, and intellectually at their own pace (or in their own time frame).

Our staff is dedicated to providing interactions, which will promote positive self-images and esteem. We realize that providing the best care is a collaborative effort between our staff and the child's parents; therefore, parents are consulted in every aspect of the child's program. In order to provide superior services, evaluation will be a constant of our program.

Rainbow Land is sensitive to its role in helping provide a quality education that creates productive and responsible individuals. Part of that role is assisting in the learning of our educators; therefore,

Rainbow Land freely opens its program to other institutions of learning for the benefit of all society.

Objectives:

The goals we intend to establish for the children through this daycare and preschool program of varied experiences are:

1. Encourage independence;
2. Learn to be with other children;
3. Become familiar with a group setting;
4. Develop an interest and joy in learning;
5. Develop security and a feeling of success;
6. Develop self-expression;
7. Develop self-control;
8. Develop creativity;
9. Develop responsibility;
10. Develop kindergarten readiness skills.

Licensing:

The Iowa Department of Human Services has licensed Rainbow Land Preschool/Day Care Center. The license is issued every year and a consultant from the Department of Human Services visits the center. The State allows us to care for 68 children 2 weeks to 12 years of age, between 5:30 AM and 6:00 PM, Monday through Friday. The Department of Human Services recommends needed equipment and procedures to use in the operation of the center and general overall improvements. The Department of Human Services Day Care

Disclaimer:

Any and all components of these guidelines may be changed, altered, deleted, or discontinued at the sole discretion of the Board of Directors at any time. These guidelines supersede all past policies, handbooks, practices, and prior written or oral promises regarding the topics described herein. However, employees will be immediately notified by the director, of any changes in these guidelines affecting their employment.

Employment Selection/Non-selection Process:

The Director and Board of Directors are responsible for staffing of Rainbow Land. They seek to recruit and select individuals whose training, experience and personal qualities attest to their ability to care for young children. The following selection procedures will be used:

1. Applicants must complete a written application provided by Rainbow Land
2. Applicants will be interviewed by the Director or Board of Directors.
3. References will be requested and contacted.
4. The director will provide an offer of employment to the successful applicant.
5. Those who are not hired will be notified by the Director.

Orientation of New Employees:

New Employees-Full Time/Part Time

The Director or Assistant Director will review with the new employees, before their first day of work, the following information:

Within the first 30 days of employment the following needs to be completed:

1. Completed Rainbow Land application.
2. The following completed forms need to be submitted
 - a. Employee statements for child abuse, alcoholism, and drug abuse
 - b. Criminal history record check
 - c. Physical statement signed by a doctor. This includes a current TB test taken within the last three years
3. Written job description read and signed
4. Any copies of certificates need to be submitted within 30 days
5. Driver license one if driving requested by the director
6. Proof of citizenship of legal resident status

Orientation Period of New Employees:

The first 90 days of working employment (not including weekends or holidays) constitute an orientation period. During this time, the new employee will become acquainted with the job and fellow employees. This period will give both the employee and the center time to decide if it is mutually beneficial for the employee to remain with the center. However, the employee may voluntarily leave this employment or Rainbow Land may terminate this employment at any time for any reason both during and after the orientation period.

The first several days the employee will have the opportunity to become familiar with the center's physical layout, written policies and procedures, where to find work space, what storage facilities and materials are available. During this time Rainbow Land employees will help new employees become familiar with the parents, children, staff members, and administrative personnel. At the end of the first two weeks, the director and new employee will discuss the following; completion of paperwork, orientation of each area, job performance, preference of which area one would like to work in or is suitable for. At the end of the 90-day orientation period, the director will then evaluate each individual and make a decision on further employment.

Within the first 3 months of employment (full/part time)

1. Universal Precautions
2. Mandatory Reporting of Child Abuse
3. Essentials Training
4. CPR & First Aid

Other training:

All employees: completion of 10 contact hours of training in the following areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross cultural competence. Thereafter, 10 hours required annually.

Training Reimbursement:

Rainbow Land may reimburse any staff member for registration fees paid to professional workshops or conferences. Approval must be obtained in advance by completing the Training Reimbursement Request Form, even for required trainings. Employees are responsible for reimbursing Rainbow Land for training registration fees paid for the employee in the event the employee fails to attend the training for any reason. It is the employee's responsibility to locate another employee to attend in their place to waive the repayment policy. If an employee misses a training, the employee will be required to make up the training hours. The employee will have to pay registration fees for the make up training hours, as well as complete the training unpaid. Attendance to conferences and seminars must take place outside of the company's hours of operation unless approved by the Director or Board of Directors. Employees are not paid for time in attendance to attend non-mandatory trainings. The Rainbow Land Board of Directors reserves the right to approve registration fees and/or training costs for extra training, or training for certification or licensure.

Mandatory Reporting Policy:

As an employee of Rainbow Land, you are also a mandatory reporter. This means that as a child care provider, you are required by law to report any suspected incidents of child abuse to the Department of Human Services (DHS). If at any time you believe abuse may have occurred, it needs to be reported within **24 hours**. According to DHS, reportable abuse includes, but is not limited to: physical abuse, mental injury, sexual abuse, denial of critical care, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allowed access to a registered sex offender and allowed access to obscene

material. If caregivers suspect abuse by a parent, guardian, family member, other care giver, co worker or anyone else providing care for the child, it must be reported within 24 hours. It is not required that there is proof of the suspected abuse before reporting, only that the person must “reasonably believe a child has suffered abuse.”

Any person who fails to report suspected child abuse can be held liable for civil and criminal sanctions according to the law. To report call: 1-800-362-2178. You must also make a report in writing within 48 hours after your oral report. If a child is in immediate danger, law enforcement must also be notified. When a report is made, the Director and/or Assistant Director also need to be notified. If the report includes the Director or Assistant Director, a Board Member would also need to be informed of the incident. Failure to report suspected child abuse may result in a verbal or written warning, as well as immediate termination.

Within the first 90 days of employment, every employee is required to complete the mandatory reporting training, as well as renew it every three years. Each year the employee will be required to review mandatory reporting during center staff meetings/trainings with the Director/Assistant Director. Information on mandatory reporting is available in a binder, located in the office, as well as can be found online: <https://dhs.iowa.gov/sites/default/files/Comm164.pdf>. If there are further questions, please feel free to ask at any time.

Employee Dress Policy:

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. An employee's appearance and dress should reflect the professional nature of the position, as well as be functional within the expectations and responsibilities of the job. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Rainbow Land presents to parents and their children, visitors and guests.

Please note that Rainbow Land is not responsible for damage to or loss of an employee's articles of clothing, jewelry and/or accessories. The following items constitute the basic dress code for employees of the Center. Final determination of the dress code acceptability of an employee's attire shall be determined by the Director/Assistant Director.

1. Any clothing items pertaining to the following are unacceptable: alcohol, drug, or cigarette references, as well as vulgar sayings or suggestions.
2. Other unacceptable items include:
 - halter tops
 - strapless “tube” tops
 - spaghetti straps
 - short skirts/shorts/dresses (must be no shorter than three inches above the knee)
 - sweatpants
 - torn jeans/shorts
 - cut off blue jeans
 - low-rise jeans/shorts which expose undergarments
 - low scoop neck shirts or blouses (at no time should undergarments or cleavage be visible)

- clothes that expose the stomach
- flip flops
- high heels
- items that interfere with the ability to get down on the floor with the children • see through clothing that expose undergarments and/or body parts that should be covered

Other considerations:

- Shorts or leggings should be worn under short dresses and skirts as a precaution.
- When wearing low waist pants, hip-huggers, skirts, leggings, etc., staff should wear tops long enough to cover the bottom when bending or squatting.
- Open toe or open heel shoes are not recommended for safety reasons.
- Clothing should be clean and in good repair at all times.
- Clean socks or slippers are required in the infant room; no outside shoes may be worn in the infant room at any time.
- During swimming activities, staff should wear one piece swimsuits, or a two-piece swimsuit pre-approved by the Director/Assistant Director. Appropriate clothing should be worn over the swimsuit when transporting children to and from the Center and the pool.
- Employees who are found to be in violation of the dress code may be asked to go home and change; the time required to do so is unpaid. A verbal warning will also be given and documented. Second and subsequent violations will result in a written warning, documentation of the incident, and may be subject to other disciplinary action, up to and including loss of employment.

Performance Review:

A performance review of an employee's job performance will be provided by the director at the end of the first 90 days of employment and then annually thereafter. The purpose of this performance review is to:

- 1) review the employee's progress
 - 2) assess the individual's strengths and weaknesses in this position
 - 3) identify areas of growth and give guidance to enhance overall performance
- Written evaluations shall be discussed, signed by the employee and placed in his/her personnel file.

Wage and Salary Adjustments:

Wage and Salary adjustments are determined and approved by the Board of Directors.

Rate of Pay Increase:

Pay increases are not automatic, but are earned by satisfactory performance on the job, satisfactory attendance AND trainings/conferences attended, along with the financial status of the company. Notification of the maximum percentage of increase available for the employees to earn will be provided. Payroll increase percentage pay rates will be determined by the financial status of the center.

Full-time

Full-time is defined by Rainbow Land as an employee that consistently works 36 hours or more per week.

Regular Assignment to Lower Classification Resulting in Reduction in Pay: For a variety of reasons, an employee may be reassigned to a job/position that has a lower pay range than the job/position they previously held. The Director of the center, along with the Board of Directors, will have the final determination in reassigning staff to alternative job positions and pay rates. Reassignments may take place for various reasons, not limited to the following: changes in enrollment, in which case the number of children enrolled or the ages of the children does not support the need for the employee's current position; the employee failing to meet the current educational or performance requirements for the position held; the employee requesting to move to another position or classroom; or the staff person not being available to work the hours the position requires. In such cases, reduction in pay guidelines will apply.

Work Schedules:

Weekly work schedule will be determined by the Director/Assistant Director and may be changed at any time based upon the needs of the children and the center. Employees will be expected to notify the Director in advance regarding any special time off needed.

Summer Hours:

At times, due to the decline in enrollment during the summer months, full time employee's hours may decrease to less than 30 hours per week. However, an employee's full-time status will be maintained and benefits will still apply. Priority will be given to the full time employees first, according to years of employment followed by part time employees and substitutes.

Weather Closings:

Rainbow Land reserves the right to open late, close early or close entirely when inclement weather conditions warrant. Rainbow Land will make every effort to remain open and be staffed according to DHS regulations during prime hours of operation (8:00 am to 4:00 pm). During extreme winter weather conditions, such as when no travel is advised and/or when the plows have been pulled from the major highways, Rainbow Land may have to close for the entire day. Rainbow Land will provide notification of late starts, early closings or complete day closings via email message and our Facebook page. Also if necessary, parents with children scheduled prior to 7:00 a.m. will be contacted by Rainbow Land via telephone by 5:00 a.m. about any late starts or closings to ensure proper notification is given to them and to respect their travel time to the center.

In the event of severe weather during center business hours when closing is necessary, parents and guardians will be notified by telephone or email, and the Facebook page. If parents and guardians cannot be reached, emergency contacts will be called.

Staff Meetings:

All Employees are required to attend the regularly scheduled staff meetings and trainings as scheduled by the Director. Any employees who do not attend staff meetings and trainings it will be considered a no call/no show and appropriate actions will be taken. Agendas for these staff meetings and trainings will be kept on file for licensing to review. Staff will be paid for the time they spend at the mandatory staff trainings and meetings.

Social Events & Fundraisers:

No paid time will be given for social events such as potlucks, picnics, appreciation dinners or parties. Staff attendance at these events is completely voluntary. Rainbow Land sponsors several fundraisers each year to support the center. The Board of Directors welcomes and appreciates staff member's participation. Employment status will not be affected by not attending social events and/or fundraisers

Parent/Guardian and Community Member Relations

The success of Rainbow Land depends upon the quality of the relationships among Rainbow Land's employees, parents/guardians, the Board of Directors, and the general public. Our parents/guardians' impressions of Rainbow Land, their interest, and their willingness to stay with us is greatly formed by the employees who serve them. In a sense, regardless of your position, you are Rainbow Land's ambassador. The more goodwill you promote, the more our parents/guardians, Board of Directors, and fellow co-workers will respect and appreciate you, Rainbow Land, and our services. Below are several things you can do to help give clients a good impression of Rainbow Land. These are the building blocks for our continued success.

1. Act competently and deal with clients in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on questions promptly; provide businesslike replies to inquiries and requests; and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.
5. Remember: parents are welcome in the Center at any time, unannounced.
6. Teachers and parents are partners. We all work together in a climate of trust and honesty to provide the children with a happy, healthy environment.
7. It is not our job to judge anyone's parenting techniques or other personal traits. Do not discuss parents in a negative way: they are doing the best that they can with what they have to work with – just as we are! We need to be supportive, honest, and helpful.
8. Encourage parents to visit the Center; for example, during Snack Time, Lunch Time, to play in the afternoon, or for another part of the day.
9. Plan activities and other social events to involve parents.
10. Communicate frequently with the parents of children in your group. Some suggested ways are:
 - a) Face-to-face at the beginning and end of each day.
 - b) Newsletters – thank-you notes, special events, reminders, etc.
 - c) Communication using daily logs with parents that you do not see frequently.
 - d) Conversations via telephone are welcome for quick updates and for notification of emergencies.
 - e) "Welcome Card" to the child, from the classroom teacher upon their registration into our program.
11. Greeting all clients who are known to you by their name. If you do not know the client's name, greet them with "Good Morning" or "How are you today?"
12. Being an ambassador of the agency while working with the general public.

Remember: we are a service business. Our paychecks come from parent fees. Treat parents the way you would like to be treated.

WHATEVER IS SAID MUST CONVEY THE MESSAGE: THIS IS A FRIENDLY PLACE

Communication Policy:

General Communication Information:

Due to the sensitive nature of information that you will know as a teacher or provider of young children, it is imperative that you keep all information confidential. All information about children or their families must be shared on a "Need to Know" basis only. The need to know basis means, only share the necessary information in order to carry out a task effectively. Only share the facts that are needed at the time they need to know and nothing more.

All staff must be very sensitive about discussing children's developmental needs and family information in public places, including in the building, common area or outside. This also includes off premise discussion and /or conversations, including electronic conversations. All questions of major concern should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Staff must also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great child care and education for our children and families. Always remember to stay positive and focus on the needs of the children in your care.

Communication With Parents:

Room Staff should communicate with parents/guardians and families in a positive manner at the center about any needs of children (e.g. diapers, wipes or extra clothes), daily activities, nutrition, behavior concerns or relaying center information as needed. Room Staff will not discuss any center concerns, (even if it may include a specific child or person) with parents/guardians, families or the public, this is a responsibility of the Director and/or Board of Directors.

Room Staff will only communicate about a child, events or information in regards to Rainbow Land with parents/guardians and families at the center. Room Staff shall refrain from communicating with parents/guardians and families about anything pertaining to Rainbow Land outside of work hours due to confidentiality and professionalism, including but not limited to: social media, email, texting or calling from a cell phone. Room Staff should not be contacting any customers or other agency partners without permission or during non-business hours. All communication from room staff is required to be done during Rainbow Land business hours to avoid a breach in confidentiality or to interfere with procedures of the Director or Board of Directors.

Communication with Co-workers:

Employees are expected to keep a positive work environment at all times. In the event that a situation with which you disagree arises, please discuss it directly and professionally with the person involved. We ask employees to raise awareness of problems or conflicts as soon as possible. Focus your concern with the behavior that is bothering you, not the person. Concentrate on positive feedback and constructive criticism over negativism, personal attacks, gossip and/or slander. Employees are expected to work through the concern with their co-worker first. If you are unable to jointly resolve the problem, approach your Director to help you work through the concern. Employees are expected to conduct themselves in a professional manner and refrain from discussing their concerns with co-workers, customers or the general

public.

Communication with Board Members:

Any staff with a concern should discuss it with the Director or Assistant Director. Staff will only contact Board Members if the staff has followed the chain of command by taking the concern to the Director or Assistant Director first. Staff may not see immediate results from the concern they bring to the Director or Assistant Director or be made aware of the plan to resolve the concern. Each concern will be handled on an individual basis. If a staff member has a concern regarding the Director about the neglect of duties, it should be discussed with a Board Member, if a staff member has a concern with the Assistant Director, it should be discussed with the Director. Once the Director or Board Member have been made aware of the concern, it will be handled accordingly. The staff member may only contact Board Members that are not related to a child

who attends the center. In addition, any Board Member who is at the center to pick up or drop off a child or for any other reason, may not be approached by room staff about any concerns not related to their children. Staff members should contact Board Members outside of their scheduled work time and when the Board Member is not at the center.

Resignation/Termination:

All employees of Rainbow Land are employees at will. Employees at will means the employment may be terminated at any time for any reason by the employer or the employee. Any representations to the contrary are not binding upon Rainbow Land unless signed in writing by the Board of Directors.

Certain conduct is strictly prohibited and is grounds for immediate termination. Such conduct includes, but is not limited to, theft, reporting to work or working under the influence of alcohol or drugs, divulging confidential information, insubordination, being disrespectful to or harassing coworkers or board members, walking off the job without authorization, striking a child or in any way inflicting corporal punishment upon a child.

Employees who resign are requested to give written notice two to four weeks in advance. Upon termination of employment, Rainbow Land will pay the amount of earned salary or wages, plus earned but unused vacation accrued within the last 12 months. No additional severance is available.

Misconduct Policy

All employees are expected to act in a professional manner at all times. If an employee does engage in any of the listed unprofessional behaviors or any other inappropriate activities, there will be repercussions. Depending on the severity of the offense and the Director/Board of Directors' discretion, violations may be followed by a warning, a suspension, and/or termination of employment. Severe offenses may result in immediate termination, without previous warnings being issued. The following are examples, but, this is not a comprehensive list:

1. Unprofessional behavior, which includes but is not limited to the following:

- a. Walking out during a shift

- b. Threatening to quit or joking about getting fired
- c. Failing to be ready to work prior to clocking in at the start of your shift and remaining prepared to work until after you have clocked out at the completion of your shift.
- d. Has received three reprimand slips signed by the Director and filed in the employee's personnel file within any (12) twelve months after the three-month probationary period.

2. Insubordination, which includes but is not limited to the following:

- a. Failing to follow chain of command
- b. Failure to follow the rules concerning solicitation and/or distribution of literature.
- c. Poor attitude or disrespect to management, your supervisor, the customers or visitors to Rainbow Land.
- d. Any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action and/or termination of employment.
- e. Failure to complete regularly assigned tasks in a timely fashion or refusal to perform assigned work.
- f. Unapproved change of scheduled hours of work.
- g. Refuses to carry out orders of department head or supervisor or is insubordinate.

3. Inappropriate communication to internal and external agents, which includes but is not limited to the following:

- a. Use of any form of Social Media to defame the company or its customers or employees.
- b. Unauthorized posting or removal of bulletins or notices.
- c. Unauthorized possession, use, copying or reading of Rainbow Land or disclosure of information contained in such records to unauthorized persons.

4. Inappropriate personal behavior, which includes but is not limited to the following:

- a. Disregard one's appearance, uniform, dress or personal hygiene.
- b. Dishonesty
- c. Immoral, indecent or disorderly conduct of any nature, or lending money for interest on Rainbow Land.
- d. Threaten other employees or a customer by word or deed, whether on or off Rainbow Land premises.

5. Illegal behavior, which includes but is not limited to the following:

- a. Gambling on center property.
- b. Possession of firearms or any other type of weapon while on Rainbow Land property.
- c. Unauthorized possession of property belonging to Rainbow Land or of another employee or of a customer or visitor to Rainbow Land.
- d. Negligent or deliberate destruction of or misuse of property belonging to Rainbow Land or to a customer or visitor to Rainbow Land.

6. Customer satisfaction, which includes but is not limited to the following:

- a. Any discourtesy, unkindness or impatience with customers or with any member of the public visiting Rainbow Land.
- b. Receives repeated complaints from parents

7. Violation of any and all safety rules which includes but is not limited to the following:

- a. Leaving one's work area without authorization or interfering with the work of other employees.
- b. Failing to perform in a manner that ensures the safety of the children in your care.
- c. Failing to demonstrate an awareness of the location or the number of children assigned to you.

Guidelines for Corrective Action:

- Step one: In the event of a violation of any policy (other than a violation requiring immediate dismissal), the employee is to be verbally counseled by his/her director who will clarify what the staff person did, with what rule or practice he/she is not in compliance, why the rule exists, and the rationale for compliance. A written Warning Notice will be given to the staff person and a copy will be placed in the employee's personnel file. The staff person and Director will both be required to sign the written warning. It will be explained to the staff person that a second occurrence of the same or similar offense within one year may result in termination.
- Step two: In the event there is another incident involving the same or similar offense within one year, the employee may be terminated depending on the incident. Written statements describing the incident will be written up and signed by both the Director and the employee and a copy placed in the employee's personnel file. A copy of these statements will be presented to the Board of Directors to determine what action should be taken.
- The administration of corrective action frequently requires considerable judgment. The above procedures are guidelines and these guidelines may or may not be followed exactly, depending upon the severity of the offense, length of service, attitude and intent of the staff person to correct his/ her performance, mitigating circumstances, and similar reasons. The Board of Directors will review each incident brought before them on an individual basis.
- Employees will be notified immediately by the Director of any change in the Center's policies affecting their employment.

Sexual Harassment Policy:

An employee is required to submit to or participate in the conduct or communication in order to either explicitly or implicitly obtain or retain some employment benefit; if an employee believes he/she has been subjected to sexual harassment, the employee should report the incident to the director.

Workplace Violence Policy:

Definition: The workplace violence policy aims to acquaint employees with what is considered workplace violence and ask them to report early signs or threats. Employees should be provided with a safe workplace in which mutual respect is a given. Everyone is asked to be professional and

ethical at work. This policy applies equally to all employees, public visitors, families and anyone else employees come into contact with during work.

Policy: “Workplace violence” refers to physical acts of violence or threats to harm a person or property. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically: verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Sexual abuse is any unwelcome verbal or physical assault.

Violent acts cannot be predicted, but everyone must be vigilant. Any concerns or violent acts must be reported to the Director, Assistant Director or a Board Member as soon as possible. Examples of violent behavior include but are not limited to: Intimidating or bullying others, abusive language, physical assault, threatening behavior, concealing or using a weapon, and sexual or racial harassment.

Procedure:

Rainbow Land maintains the right to conduct periodic investigations, using reasonable methods, without employees' consent or prior notice.

Employees who witness or suspect violence, or are victims of violence, can report to the Director, Assistant Director or a Board Member. Rainbow Land will investigate quickly and discreetly. The aim is to protect victims from harassment and victimization. Rainbow Land does not tolerate violence. Any such behavior will trigger appropriate disciplinary action, up to and including: termination, removal from boards or committees, as well as potential criminal charges.

Substance Abuse:

The use, possession, transfer or sale of a substance, including alcohol, marijuana, illegal drugs, or other controlled substances and the abuse or illegal sale of prescription drugs on center premises, an adjacent area or parking lot are prohibited. Violations are subject to disciplinary action up to and including immediate dismissal. An employee who either begins work while impaired or becomes impaired while at work is guilty of a major violation of Rainbow Land rules and is subject to disciplinary action up to and including dismissal.

Smoking Policy:

Smoking or other use of tobacco-like products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) during business hours or on company property at any time is strictly prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Rainbow Land; any grounds, parking lots, or sidewalks (within 5 feet) and in vehicles owned or leased by Rainbow Land.

All employees, students, visitors, contract workers, volunteers, or any person coming on grounds or to the facility must comply with this policy. This policy is in compliance with regulations and

directives of the Joint Commission Standards. This policy complies with the Iowa Smoke Free Air Act in the Iowa Code.

Grievance Procedure:

It is the Center's policy to resolve an employee's job related problems in an equitable manner consistent with the Center's personnel policies and practices. When an employment related problem arises, the employee should first meet with the Director. If the employee and the Director are not able to reach a satisfactory solution, the employee may contact a member of the Board of Directors. If the problem involves the director, the employee may come directly to a member of the Board of Directors. The Board of Directors will make a final decision. Employees may not contact or enlist the support of parents or other staff in an attempt to resolve personal conflicts or disagreements involving the Center or its policies. Any affirmative action taken by an employee to enlist or involve parents in internal Center affairs will constitute grounds for immediate dismissal.

Whistle Blowing Policy:

Whistle blowing refers to any time that a member of an organization (or a former member) tells someone else about an illegal or immoral practice, if the telling is done in the hope that someone will do something to change the practice. In the great majority of cases, employees tell someone within the organization and don't want to cause any negative publicity for the organization. Whistle blowing is primarily for concerns in which the interests of others or the organization itself are at risk.

Purpose of the Policy:

This policy aims to:

- Encourage adults working for or within the organization to feel confident in raising concerns • Provide a process by which concerns can be raised and dealt with
- Receive feedback on the process (when appropriate)
- Provide a means by which staff can receive support when concerns have been raised

This policy includes any interactions in relation to Rainbow Land, including but not limited to: parents, family members, community members, visitors, agencies and other people who may be at the center.

Rainbow Land promotes and encourages good staff communication and any practice of concern should be dealt with satisfactorily long before the need for whistle blowing. Staff should feel that they could raise questions about any area of concern during regular supervision or in staff group meetings so that practices can be revised and modified before they cause harm. However, the responsibility for whistle blowing rests with any member of staff who is aware or has concerns regarding unacceptable practice even though "blowing the whistle" may cause ill feeling and create difficult and problematic situations. Any issues concerning areas of bad practice must be dealt with in the early stages, hopefully preventing any escalation. Staff who ignore the early warnings may find themselves implicated in the practice of concern.

*****IF ITEM OF CONCERN WARRANTS MANDATORY REPORTING, THE EMPLOYEE MUST FOLLOW THOSE PROCEDURES*****

What are examples of Whistleblowing?

This policy is designed to cover concerns that staff have about the conduct of individuals in a position of trust within the organization, which could be detrimental to the safety or well-being of young people and staff, for whatever reason, feel unable to raise them under the organization's standard child protection procedures. It includes the following, but not limited to:

- Unprofessional behavior
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with children and young people which is contrary to Rainbow Land's policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexual behavior
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to children or unsuitable to work with children

Please be mindful that these are examples of concerns, but are not exhaustive.

Procedure for the Whistle Blower:

1. Report both verbally and in writing to the Rainbow Land Director, Assistant Director or Board of Directors-if the concern was not handled effectively by administration or if it includes administration
2. Verbal and written report should include:
 - a. Date
 - b. Time
 - c. Identify the concern
 - d. Identify any witnesses
 - e. Record exactly what was witnessed
3. It is always best practice to keep copies of all correspondence and relevant information about this concern.
4. The concern will be investigated and the employee will be informed when the investigation is completed. Please be aware that the complete investigation may take up to two weeks.
5. Ask to be informed about any outcome of the investigation.
6. If the concern is ineffective when reported to the Rainbow Land Director or Assistant Director, or the outcome is unsatisfactory, please report the above information, as well as the status of the report made to a member of the Rainbow Land Board of Directors.

- Use the formal procedure for complaints
- Keep copies of all correspondence and relevant information
- Ask to be informed about any outcome of the investigation

If your complaint is ineffective when reporting to the Rainbow Land Director or Assistant Director, report to a member of the Rainbow Land Board of Directors.

Confidentiality:

All concerns will be treated in confidence when possible. However, there may be a need for

the whistleblower to give evidence (e.g. if they have witnessed a crime or in regard to disciplinary procedures if this is the outcome).

Anonymous allegations:

This policy requires staff to raise concerns to be identified in doing so as part of their professional role/responsibility. However, anonymous allegations will be investigated as thoroughly as possible.

False allegations:

If staff raise a concern in good faith which is not confirmed by an investigation, no action will be taken. However, if a concern is raised maliciously, disciplinary action may be taken.

Sick Days:

Upon completion of the initial orientation period, full-time employees will be eligible to accrue and use paid sick days. One sick day will be earned for each month worked, for a maximum of 9 paid sick days during the first year of employment. Sick days may be carried over from one year to the next. However, 20 is the maximum number of sick days that can be accrued. No compensation will be paid for an employee's unused sick hours at the time their employment terminates. Sick hours may be used when the employee is sick or when it's necessary for the employee to care for a sick child. Pregnancy will be treated as any other medical condition, which means full-time employees may use earned accrued sick days and earned vacation time for maternity leave. Parental Leave: Employees who work an average number of hours per week, full-time (30hrs), and have worked a minimum of 12 months of service are eligible for up to six weeks unpaid leave in connection with the birth or adoption of a child. The leave must begin within six weeks prior to the birth or adoption or within six weeks after the child's return from the hospital. The timing of parental leave must be approved by the Director. An individual returning from parental leave will be reinstated to either his/her same job or a job of equivalent status.

*Special Circumstances- Accrued sick time may be used with prior approval by the Director in special circumstances. Up to 3 days of earned sick leave may be used for the illness and/or death of an immediate family member, special medical circumstances, or any other special circumstance approved in advance by the Director.

* In order for an employee to receive paid sick leave, the employee must notify the Director or other designated person by telephone at least **two hours** before their scheduled work shift. Otherwise, it will go as unpaid leave.

Vacation:

An individual who works at least 36 hours per week for 12 months is eligible for paid vacation. The 12 months of employment must be continuous or uninterrupted only by a mutually agreed upon absence (e.g. a summer leave of absence or leave of absence to return to college). An employee who has been employed for one year (12 months) is entitled to 5 days paid vacation on their anniversary date. An employee who has been employed three or more continuous years (36 months) is entitled to 10 days paid vacation on their anniversary date. Three weeks of paid

vacation time are earned annually after 7 years of employment. Vacation days may not be taken in advance. Employees may take paid vacation days for personal business. **Vacation days earned but not used within the 12-month period will not be paid. Vacations may be taken at any time during the year with prior written approval of the Director. Consideration must be given to workload and staff scheduling.

Holidays:

The Center is closed for the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, at times July 5th, Labor Day, Thanksgiving, the Friday after Thanksgiving Day, Christmas Eve, and Christmas Day. The center typically closes during the NFV & UIU winter break as well. We will remain open on all other holidays (e.g. Martin Luther King Day) and may plan activities related to the relevant holiday.

Any holidays when the center is closed are unpaid days for employees. During an extended closure, like winter break between Christmas and New Years, employees will have the opportunity to work on assigned tasks. These tasks may include: trainings, deep cleaning at the center, etc. With employees having the opportunity to still work during the winter break, filing an unemployment claim for this time period is not feasible.

Time Off & Absences Policy:

Our philosophy at Rainbow Land on absenteeism is this: first, absenteeism is controllable. Second, with the exception of an emergency, there is no reason why all employees cannot be at work, on time, all the time.

Rainbow Land understands that absences and time off are at times necessary, but the center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. Rainbow Land depends upon each employee, and when one person is absent, a replacement must be found for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the children. Employees, who take excessive time off, are subject to discipline, up to and including termination.

Time Off Requests:

Foreseeable absences must be requested at least 14 calendar days in advance. Requests for leave should be in advance for foreseeable events (at least 14 calendar days) and as soon as possible for unforeseeable events. Requests for leave must be made in writing on the Employee Time-Off Request Form and submitted to the Director. Requests will be evaluated based on a number of factors, including anticipated workload requirements, staffing conditions, mandatory meetings and/or trainings, and hardship to Rainbow Land operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Completing a request form does not guarantee time off.

Planned Medical Leave:

Employees requesting leave related to any medical condition concerning the employee or family members will be required to provide a physician's statement verifying the condition, the beginning and expected ending date of the requested leave, the need for the leave must be clearly stated, and the estimated time required prior to returning from leave must be outlined. This means a signed doctor's note must be provided on the day the employee returns to work.

Absences:

Absences due to illness, children's illness, or family emergencies must be **called** in at least two hours before an employee is scheduled to work. Opening staff are required to call ASAP. Sooner for all shifts if at all possible! Employees are asked to limit their absences for illnesses to occasions that they are too ill to perform their duties or the illness is contagious. If you are absent for three or more days, a doctor's note is required. Employees with children needing care are encouraged to have alternative, back-up child care arrangements made for their children to help eliminate absences due to child care needs. Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises.

Process for Absences:

Employees are required to call the center during operating hours of 5:30 AM-5:30 PM. The staff at the center will notify the Director and/or Assistant Director. Before or after operating hours, staff needing to be absent will call the Director and/or Assistant Director on their cell phones.

Employees are required to find their own replacement when they are absent and the replacement information should be relayed to the Director and/or Assistant Director as soon as it is available. The following are **not acceptable**, will be considered a no call/no show absence and could be cause for immediate termination:

- Leaving a message on the voicemail at the center during non-business hours
- Calling or texting a coworker to have them notify the Director/Assistant Director
- Texting the Director/Assistant Director
- Emailing about the absence

It is the employee's responsibility to notify the Director or Assistant Director personally BEFORE the start time of the scheduled shift. The employee needs to state the reason for tardiness or absence and expected arrival time. Failure to call in personally to report tardiness or absence is a violation of this policy, and the tardiness or absence will be considered unauthorized. Calls from friends or relatives on an employee's behalf will not be accepted as an authorized notice of tardiness or absence when it is possible for the employee to contact the Director or Assistant Director; employees may be required to submit evidence verifying the reason for your tardiness or absence. Failure to provide the requested documentation will result in discharge.

Consequences of Absences & Tardiness:

All absences will be monitored. Excessive absences or patterns of absence that begin to occur, will be addressed by the Director and could be grounds for termination. It is important to understand that when we are short on staff, it is not only stressful on the other staff members, but affects the children as well. We have developed a policy that allows employees to take time off for legitimate reasons when necessary. This policy is also designed to address employees whose absences become excessive.

Funeral Leave:

Full-time, as well as new employees (within orientation period) will be granted unpaid funeral leave with the approval of the Director for immediate family: spouse or significant other, child, parent, legal guardian, step-parents, brother, sister, grandparents, or in-laws. If approval is denied or the funeral leave is not used during the year, then it will be unpaid leave. After the first 90 days of employment, a full-time employee may be granted paid funeral leave by the Director as follows: Up to 3 days leave for spouse or significant other, child, parent, legal guardian, step-parent, brother, sister, grandparent or in-laws.

Military Leave:

Leave without pay will be granted for employees serving in the military, including the National Guard. An individual returning from the military service may return to either his/her same job or job of equivalent status at the Director's discretion. An employee in the military will not receive his/her civilian salary.

Jury Duty Leave:

Employees will be granted unpaid time off to serve on juries or make an appearance required as a result of a subpoena or court order. Proof of the jury duty must be provided to the Director. An employee may choose to use vacation days to cover the period of jury duty. Employees are expected to work when it does not conflict with court obligations and are responsible for keeping the Director informed about the amount of time required for jury duty or appearance.

Voting Leave:

Reasonable time off (unpaid) to vote in state and federal elections will be granted. Rainbow Land requests that the employee give the Director advance notice of his/her voting time to allow for adequate room coverage.

Child Care Benefit:

All employees are entitled to a 25 percent discount for their child(ren) who attend during their scheduled work hours. For the benefit of the staff member, their child, their co-workers, and other children in the classroom, we will intentionally place a staff member in an area where their child is not placed, whenever possible.

Cell Phone Policy:

Personal use of cell phones at Rainbow Land during hours of operation is prohibited. This is also to ensure the safety of the children. Failure to follow the cell phone policy provided may result in disciplinary action.

1. Personal calls during work hours, regardless of the phone used, can interfere with an employee's productivity and be distracting to others.
2. Employees are directed to make personal calls during breaks and their lunch period. Needed calls must be made away from the children. Please advise friends and family members of the cell phone policy while working at Rainbow Land.
3. Cell phone calls will be accepted when authorized by the Director.
4. Rainbow Land cell phones are required on field trips and walkie talkies are available when going outside for recess or activities in case of emergency and to keep in communication with Rainbow Land.
5. Disciplinary action as a result of misconduct regarding cell phones will be as follows:
 - A. Verbal warning for the first offense
 - B. Written warning for the second offense
 - C. Dismissal of position for the third offense

Staff Picture Taking:

Staff are prohibited from taking pictures for personal reasons, using personal camera devices without getting prior written consent from the parent and Director. Staff may not post pictures to their personal social media accounts or use pictures for other personal reasons. Any pictures posted to a social media account must be on the Rainbow Land Preschool & Day Care social media accounts and posted only by approved users .

Babysitting Policy:

We discourage center staff members from accepting babysitting jobs from parents at our centers. We must ensure that all children and parents at the center are treated equally. Teachers who baby-sit the same children could naturally display favoritism toward those children or parents, however unintentional. Such favoritism is unfair to the rest of the children and parents, and would be considered disruptive and unethical behavior.

Extracurricular babysitting will be permitted as long as the following conditions are met:

- In no way will any baby-sitting arrangement be permitted to interfere with the daily operation of the center. Parents and staff members must make all such arrangements on their own time away from the center. Staff members will not be permitted to accept or make telephone calls for this purpose.
 - Extracurricular baby-sitting will not be allowed to interfere with the employee's ability to perform his/her duties at the center.
 - Under no circumstances will staff members be permitted to take children home from the center without parent and Director permission. The parent would be required to add the staff member to the pick-up list on the Child Release Form.
 - Staff members are prohibited from babysitting during Rainbow Land's operating hours when they are scheduled to work.
 - Staff members MAY NOT discuss any confidential information with a family, even if that information is shared privately and after hours.
 - Staff members will not solicit customers from Rainbow Land either for baby-sitting or in-home childcare, or as a nanny.
 - Rainbow Land will not be held responsible for any actions or circumstances resulting from any interaction between its staff members and customers that occur away from the center.
- In the event Rainbow Land determines that any baby-sitting arrangement is not in the best interest of, or is having a negative impact on, the center, its staff members, or its clients, then Rainbow Land may compel the employee to terminate said baby-sitting arrangement as a condition of further employment.

Universal Precautions:

ALL blood and body fluids are to be treated as potentially infectious.

All staff and volunteers must always exercise good hygiene practices in the workplace, particularly in and around classrooms. Staff serve as role models for children as they develop hygiene habits.

Daily Hygiene:

Child(ren)'s hands and staff members' hands will be washed with soap on a regular basis. This helps reduce the spread of illness. Staff and children will wash their hands:

- Before eating
- After eating
- Before serving meals
- Children and staff after a diaper change-even infants
- After use of restroom
- Upon entering a room
- After cleaning up meals
- Before touching any food, cups, etc.
- After touching any food, cups, etc.
- After blowing nose, sneezing, coughing, touching eyes, mouth, nose
- After wiping a child's nose (gloves should be worn for this)
- After removing dirty gloves
- After helping a child in the restroom
- After cleaning up vomit, BM, etc. (gloves should be worn for this)
- After touching animals
- After having or assisting with a bloody nose or cut
- Soiled clothes will be sent home in a plastic bag. Staff members are not responsible for washing or rinsing a child's soiled clothes.

Hand-washing Method:

1. Turn water on
2. Wet hands
3. Apply soap
4. Wash hands
5. Rinse hands
6. Dry hands with a paper towel
7. Turn water off with a clean paper towel
8. Throw paper towel away

Special antibacterial cleaning towelettes or hand sanitizer should be used when soap and water are not available, to be followed up with soap and water AS SOON AS POSSIBLE thereafter.

Clean-Up:

Disposable gloves should be worn anytime staff or volunteers need to clean up a blood spill, vomit, or a child who has had a diarrhea-like accident. Paper towels should be used for clean ups. Changing soiled clothes should take place on a disposable surface or a non-porous surface which can be disinfected. Always disinfect the diaper changing table.

To sanitize staff should use a solution of 1 part bleach to 10 parts water, or to disinfect use ¼ cup bleach to 1 gallon of water. Staff should clean up surfaces that have been contaminated with blood, mucus, or any other body fluid. Mops should be cleaned and rinsed in a bleach solution.

Soiled cloth diapers or other soiled/wet clothing should be placed in a plastic bag and

tied securely. The bag should be labeled with the child's name and sent home with the parent.

Sharps:

The greatest chance for blood exposure comes from skin punctures from contaminated articles. 1. A broom and dustpan or tongs should be used to pick up sharp objects like needles or broken glass
2. Dispose of sharp items in puncture resistant containers.

Bloody Materials:

Gauze, sponges or towels that have been saturated with blood should be placed in leak proof plastic bags and tied off so they cannot be emptied and reused. The bag with any blood saturated items should be disposed of immediately in a biohazard bag and disposed of immediately in the garbage cans located outside.

Employee/Student Health Status:

1. Employees with open lesions or broken skin should keep these areas covered. 2. Children in child care who have open sores should have these covered by a dressing to keep them from being contaminated, from touching others who may have scratches, or accidentally be contaminated from any oozing or bleeding.

Food, Drink, and Cosmetics:

Eating, drinking, applying cosmetics or handling contact lenses should not be done in areas where there is a potential for exposure to blood borne pathogens.

Personal Protective Equipment:

All personal protective equipment will be provided to employees. This equipment has been chosen based upon anticipated exposure to blood and other potentially infectious materials. The equipment provided consists of disposable protective gloves for use when attending to any situation in which exposure to blood, potentially infectious materials, non-intact skin, and mucous membranes may occur. Gloves are available and located in each classroom, by the diapering area in each classroom and the supply closet.

Emergency Procedures for an Unresponsive Child, Staff Member, Visitor:

1. Start CPR (cardio-pulmonary resuscitation) and continue until relieved by another adult certified in CPR
2. Dial 9-1-1 or direct another staff member to do so
3. Calm the other children and remove them from the area
4. Call the person's emergency contact numbers
5. Call DHS-our licensing agency 1-800-972-2017
6. Try to leave the area undisturbed where the unresponsive person was found. Do not clean or tidy anything in the room until emergency medical personnel determine it is ok to do so.

Donation Policy:

All donations such as books, toys, furniture, and art/craft supplies must be approved by administrators before being placed into a classroom. Administration will first ensure that the donated items comply with DHS policies, (along with our Health & Safety handbook). Once approved, items will be placed in the age-appropriate classroom.

CACFP (Child and Adult Care Food Program) Code of Conduct: This code is designed to govern the performance of employees engaged in purchasing CACFP food, equipment, and services. Employees are prohibited from soliciting gifts, travel packages, and other incentives from prospective vendors and contractors. They are also prohibited from participating in the selection, award, and administration of any contract to which an entity or anyone connected to the employee, has financial interest. Employees may accept a gift from a vendor as long as the value of the gift does not exceed \$5.00. In the event that these standards are violated, disciplinary action will be applied as follows:

- A. Verbal warning for the first offense
- B. Written warning for the second offense
- C. Dismissal of position for the third offense

Discipline Policy & Guidance Strategies for Discipline:

During the early childhood years, children are learning to be in charge of their own behavior. At Rainbow Land, we believe in establishing consistent, easy to understand limits and in having teachers respond to inappropriate behavior with insight, sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When unacceptable behavior occurs, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

Positive guidance and discipline are essential because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior. Actions that acknowledge the child's efforts and progress, no matter the pace or size of accomplishment, are likely to encourage healthy development. Teaching children self-discipline is a demanding task, as it requires patience, thoughtful attention, cooperation and a good understanding of the child. Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Effective guidance and discipline focus on the development of the child, as well as preserve the child's self-esteem and dignity.

In the event that a child does not respond to positive guidance, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and caregivers. We are committed to providing a positive environment where children feel comfortable and safe. Each child presents a unique situation

and we will therefore deal with each child and set of circumstances individually.

Discipline is defined as the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child. In contrast, punishment is the use of negative consequences to correct unacceptable behavior by using physical force. Rainbow Land employees will only use discipline, because punishment is not an acceptable procedure according to our mission statement or DHS.

When interacting with young children, staff should ask themselves the following questions: "Am I..."

- Validating the children's feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR:

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR:

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
 - Tailored to the developmental level of the children in room
 - Short and simple rules
 - Stated in a positive way
 - Used consistently

- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Use positive language to explain and focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Give attention through praise to children for positive behavior.
- Encourage children often and generously.
- Set a good example by modeling appropriate behavior. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.
- Set up the classroom environment to prevent problems.
- Supervision is the best preventative technique. Be aware of all children and what they are doing.
- Children who are engaged in developmentally appropriate activities and receive positive reinforcements, do not need as much redirection.
- If extreme behaviors are occurring, examine the classroom, the activities, classroom schedule, and guidance techniques

RESPONDING TO MISBEHAVIOR:

Below are strategies staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom. Remember to always:

- Speak calmly and talk to the child at his or her level.
- Explain unacceptable behavior to the child.
- Redirection: This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences: These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- Participate in the solution: If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore."

Please apologize and help me make him feel better."

- Natural consequences: Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Calm down area": In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks, discussion and activities to work through common conflict.
- Staff may ask to take a break if needed, however the room still needs to stay in ratio at all times.

If these actions do not help in reducing or changing behavior the following will take place:

1. Parents will be verbally notified of concerns by staff. For example: ask if there are changes or events going on at home or if parents also see similar behavior at home. Parents and staff will discuss what strategies are used at home and in the classroom. Staff is to work as a team with parents to help the child be successful in the classroom and at home. Lastly, staff need to inform the Director and/or Assistant Director that a discussion with parents will be held.
2. Staff will discuss behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
3. Staff will document behavior concerns on the behavior incident report form. This will allow the patterns of behavior to be identified and analyzed.
4. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan and document the interventions, as well as progress.
5. The behavior management plan will be discussed/created with the parent and then put into practice.
6. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*Confidentiality amongst rooms and staff will be upheld in regards to the behaviors expressed by children to maintain their dignity and personal information. Any information, behavior incident reports and the behavior plan will be shared only on a need to know basis with the staff who interact directly with the child.

** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child may be removed from the classroom for a period of time. Separating the child from the group is a final step that would be taken after other measures have been tried. At times, it may be necessary for Rainbow Land to discontinue care for children displaying threatening behaviors.

The following behaviors will not be tolerated:

- Inflict corporal punishment (physical force) in any manner upon a child, which includes:
 - Spanking
 - Hitting
 - Shaking
 - Biting
 - Pinching
 - Pushing
 - Pulling
 - Slapping
 - Kicking
- Use any strategy that threatens, intimidates or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Use physical force upon a child.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child, child's parents, family or ethnic group.
- Discipline will not be associated with food, rest, toileting or any other care or basic needs.
- Mechanical restraints.
- Physical restraints unless necessary to protect the health and safety of the child and/or others.

Conflict of Interest:

Individuals associated with Rainbow Land Preschool and Daycare need to declare to the appropriate persons any potential conflict of interest. A conflict of interest may include, but is not limited to the following: alternate employment, fiscal interest with a client, or a role as a vendor to clients.

Room & Ratio Information:

Room Color Name	Age of Children in Classroom	DHS Ratio Requirements	DHS Ratio Flexibilities
Red	2 weeks-12 months	1 adult: 4 children	–
Orange	12 months-24 months	1 adult: 4 children	–
Yellow	2-3 years old	1 adult: 6 children	Can utilize 1:7 ratio
Green	3-year-old preschool	1 adult: 8 children	Can utilize 1:10 ratio
Blue	4-year-old preschool	1 adult: 12 children	–
Purple	School Aged (5-12-years-old)	1 adult: 15 children	10 YO & Up, 1 adult: 20 children

*At times children may be in other rooms due to ratio/staffing, especially at opening and closing. Additionally, when needed, rooms may be located in an alternative location. We will always communicate about any changes, but always look for the room sign that coordinates with their room color name, not necessarily the room structure/location in the building.

*Combinations of age groupings for children four years of age and older may be allowed and may have staff ratio determined on the age of the majority of the children in the group. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by the age of the majority of the children in the group.

Nondiscrimination Statement:

USDA Nondiscrimination Statement (Revised 5-5-22)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter

addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement (Revised 3-21-16)

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.