



Employee Handbook

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Section 1: Who We Are	7
Mission Statement	7
Philosophy	7
State Licensing	7
Early Childhood Program	7
Before/After School Program	8
Vinton ELC Management/Board of Directors	8
Section 2: Employee Job Descriptions	8
General Job Requirements for All Employees	8
Director	9
Assistant Director	10
Before/After School Coordinator	11
Food Service Coordinator	12
Teacher	13
Float Staff	13
Financial Coordinator	14
Section 3: Employee Files	15
Re-hired Employee Files	16
Section 4: Probationary Period and Orientation	16
Section 5: Reviews and Evaluations	16
Section 6: Work Schedules	17
Hours of Operation	17

Schedule	17
Breaks	17
Smoking/Vaping	18
Employee Parking	18
Time Clock	18
Section 7: Pay Periods, Overtime, And Raises	18
Starting Wages	19
Section 8: Attendance Policy, Absence, And Days Off	19
Attendance Policy	19
Procedure To Report an Unscheduled Absence	19
Unexcused Absences	20
Bereavement	20
Family Medical Leave	21
Jury Duty	21
Section 9: Employee Benefits	21
Holidays	21
Personal Paid Time Off	21
Employee Child Care Discount	22
Insurance	22
Section 10: Health Policies and Procedures	23
Daily Health/Well Being Checks	23
Child Illness Policy	23
Medication Dispensing Policy	24

Food Allergy Policy	25
Other Non-Prescription Items	26
Homeopathic or Homemade Products, Essential Oils	26
Extreme Temperatures	26
Hand Washing	27
Disinfectant/Sanitizer	27
Mealtimes/CACFP	28
CACFP Procurement Plan	28
Section 11: Safety Policies and Procedures	29
Camera Policy	29
Infant Safe Sleep Policy	29
Children Supervision	30
Staff/Child Interaction	30
Field Trips	31
Transportation	31
Adult Identification for Child Pick-Ups	31
Employee Access Policy	32
Intoxicated/Disoriented Parent	33
Late Pick-Up	33
Lost Child	33
Child Abuse Reporting	34
Emergency Procedures	34
Accident/Incident Reports	35

Discipline of Children	35
Aggressive Behavior Policy	36
Biting Policy	36
Child Injury	37
Employee Injury	37
Alcohol and Drug Policy	38
Weapons Policy	38
Section 12: Professional Requirements	39
Dress Code	39
Conflict Resolution	40
Employee Disciplinary Procedure	40
Duty To Report	40
Licensing Requirements and Training Hours	41
Child Care WAGE\$® IOWA Supplement	41
Confidentiality	42
Social Media Policy	42
Cell Phone/Smart Watch Policy	43
Tablet Policy	43
Open Door Policy	44
Personal Visitors	44
Staff Meetings	44
Harassment	44
Nepotism Policy	44

Appeals and Grievances	46
Discharge/Termination of Employment	46
USDA Non-Discrimination Statement	47

Section 1: Who We Are

Vinton Early Learning Center, Inc. is a non-profit organization dedicated to providing high quality care and education for children aged 6 weeks to 12 years.

Mission Statement:

To provide a high quality, safe, nurturing environment for children in which all families are supported so that they can learn and grow together.

Philosophy:

- We believe family is the first and most important teacher in a child's life. As educators, we will respect and support this philosophy.
- We believe young children learn through play and creative exploration.
- We believe that young children thrive in environments where adults and routines are consistent and reliable.
- We believe young children benefit from an environment that is structured, clean, safe, and flexible to their needs.
- We believe young children need adults in their lives who are consistent, loving, caring and compassionate.
- We believe each child is an individual and comes to us with a different set of moral and cultural values. We will respect, support, and cherish these differences.

State Licensing:

The Early Childhood Program is fully licensed by the State of Iowa for one hundred and twenty children. This includes infants aged 6 weeks to 2 years and preschool children aged 3 years to 5 years. The Before/After School Program is licensed for forty-five children aged 5 years to 12 years. The Iowa Department of Human Services and the Iowa State Fire Marshal inspect our center annually. We participate in the Child and Adult Care Food Program (CACFP) and are inspected every three years. Maintaining a license in good status indicates that a program meets or exceeds guidelines in a variety of areas including health and safety, personnel, nutrition, environment, and administration. If you have serious concerns about the care provided, please contact: Iowa Department of Human Services, 411 3rd Street SE Suit 400 Cedar Rapids Iowa 52401 or 319-892-6827.

Early Childhood Program:

Vinton ELC offers infants and young children a variety of experiences based on their individual needs and abilities. We provide primary care giving, allowing each child to bond more closely with a nurturing caregiver. Each of the early childhood rooms participate in the Infant and Toddler Environmental Rating Scale (ITERS-R) or the Early Childhood Environmental Rating Scale (ECERS-R), <https://ers.fpg.unc.edu/early->

childhood-environment-rating-scale-ecers-r. Our center participates in the Iowa Quality Rating System, <https://dhs.iowa.gov/iqrs>. These programs evaluate and help Vinton ELC improve the learning environment, health practices, and teacher/family interactions.

Before/After School Program:

Vinton ELC offers school-age children a caring and supportive environment where they can develop social skills through interaction, build confidence through exploration and new activities, and be creative in their play. The Before/After School Program is located at Tilford Elementary.

Vinton ELC Management/Board of Directors:

Vinton Early Learning Center is managed by a full-time Director. The Vinton ELC Board of Directors is made up of a volunteer group of Vinton ELC parents and community members. A list of the members of the Vinton ELC Board of Directors is in the office. The Board generally meets on the fourth Wednesday of every month at 5:45 pm at Vinton ELC. The day and time of meetings may fluctuate due to the availability of the members. Board meetings are open to the public.

Section 2: Employee Job Descriptions

Each employee will be given a job description that specifies each employee's duties.

General Job Requirements for All Employees:

A completed application must be on file in Vinton Early Learning Center.

All new employees will need to complete the following:

- Background check (SING)-All employees shall submit to pass a criminal, child abuse, and adult background check following an offer of employment prior to hire. This check will be required every 2 years while employed at Vinton ELC.
- Sign and date an employment statement denying any past felonies and/or convictions of child abuse/neglect.
- Physical Examinations-All employees must complete the Department of Human Services physical examination at your own expense and submit it to Vinton ELC prior to their first day of employment.
- Fingerprinting-All new employees must complete the required fingerprinting prior to the first day of employment. Fingerprints get submitted to the Iowa Division of Criminal Investigation for FBI National Fingerprint Check prior to hire date if 18 years of age. Fingerprinting will be required every 4 years during your employment at Vinton Early Learning Center.
- Complete Mandatory Reporter training within seven days of hire.
- Complete Universal Precautions Training and CPR/First Aid Certifications within thirty days of hire. This training is required annually.

- This training states that Hepatitis B vaccine is required. However, it is not a DHS requirement that Hepatitis B vaccination be offered to childcare center staff, but it is required that all staff be educated on Hepatitis B. The Universal Precautions Training that is required for all childcare providers within the first 6 months of employment covers hepatitis B infection and transmission. Any vaccines would be at the employee's expense.
- Complete Essentials Training Modules within three months of hire.
- Continue 6-8 hours of yearly education.
- Attend all mandatory monthly staff meetings.
- Attend 2 mandatory all-day training courses that will be determined at the beginning of the year.
- Use, encourage, and support the Social Thinking Philosophy.
- Maintain confidentiality at all times.
- Care for the well-being and safety of all children in the program.
- Interact with all children, parents, and staff in a positive manner.
- Meet children's needs in a timely manner.
- Follow CACFP meal/snack time requirements.
- Maintain documentation requirements including, but not limited to, incident reports, daily reports, and maintenance log.
- Maintain the cleanliness, organization, and safety of the center's environment.

Director:

Requirements:

- Must be at least 21 years of age.
- Have a two- or four-year degree in Early Childhood Education or related field or be working towards this.
- Have at least two years of experience working in a licensed childcare center, preschool setting, or other child development related field.
- Have previous experience in management.
- Meet DHS requirements for Center Director.
- Must be pre-approved by Vinton ELC's DHS Child Care Licensing Consultant.
- Complete at least twelve hours of training in the areas of child development in the first three months of employment and ten hours annually thereafter.
- Attending one hour and thirty minutes of CACFP training pertinent to job duties each fiscal year.

Description:

- Responsible for the management of the entire center.
- Ensure the center is meeting or exceeding all licensing requirements.
- Be able to open or close the center daily opposite of the Assistant Director.
- Hire and maintain an adequate number of qualified staff.
- Create/maintain orientation packet for all newly hired employees that includes list of training and general items for the center and room specific competencies.

- Plan training classes that meet the needs of the center and staff.
- Spend a minimum of thirty minutes per week in each classroom, including Tilford, for observation and direct interaction with children and staff.
- Enter Block Grant via internet and submit on a bi-weekly basis.
- Prepare a weekly recap that includes but is not limited to staffing updates, maintenance issues, vacation notices, Director/Assistant Director schedule for the following week, and general center activities to be emailed to the Board of Directors by 3:00 pm each Friday.
- Lead mandatory monthly staff meetings.
- Implement and document disciplinary procedures for employees who have not followed Employee Handbook policies.
- Contract appropriate professionals to address maintenance needs of the center.
- Obtain estimates for projects more than \$250 for Board approval.
- Write and present 90-day reviews and yearly reviews for each staff member.
- Present employees raise recommendations to the Board of Directors after reviews are complete.
- Schedule staff members to meet ratios and stay within the payroll budget.
- Work with the Board of Directors on center policies.
- Work with the Board of Directors to maintain a yearly budget.
- May carry out financial responsibilities of the center such as payroll, accounts payable, accounts receivable, bank deposits, etc.
- May organize and hold annual fundraisers to help the center achieve goals outside of the budget.
- Write grants and applications for outside funding.
- Enroll children into the center to maintain maximum enrollment.
- Attend monthly Board meetings.
- Prepare Director's Report for monthly Board meetings that includes enrollment specifics, wait list information, staff updates and disciplinary actions, maintenance issues both complete and incomplete, parent updates, child updates, community donations, grants, and fundraising.
- Email Board of Directors meeting documents to all members on the Friday prior to each board meeting. This includes the agenda, Director's Report, financials, and the maintenance log.
- Inform the Board of Directors of any potential conflicts with the nepotism policy.
- Complete at least one additional business-related professional development course as approved by the Board of Directors per year.
- Other duties as assigned.

Assistant Director:

Requirements:

- Be at least 18 years of age.
- Have completed their high school diploma or GED.
- Have at least two years of experience working in a licensed childcare center.

- Meet DHS requirements for On-Site Supervisor.
- Must be pre-approved by Vinton Early Learning Center's Licensing consultant.
- Complete at least twelve hours of training in the areas of child development in the first three months of employment and ten hours annually thereafter.
- Attend one hour and thirty minutes of CACFP training pertinent to job duties each fiscal year.

Description:

- Be able to open or close the center opposite of the Director.
- Maintain office organization and supplies.
- Maintain center supplies.
- Implement and document disciplinary procedures for employees who have not followed Employee Handbook policies.
- Assist Director/Food Service Coordinator in ordering and purchasing food and other kitchen supplies.
- Collect and organize all paperwork for the children's files to meet licensing standards.
- Answer phones and security door.
- Make copies of and organize all necessary paperwork needed by parents, director and teachers.
- Assist in collecting signatures on Block Grant Forms.
- May assist with entering Block Grant via internet and submitting on a bi-weekly basis.
- Support in the classroom and kitchen when needed.
- Provide information and assistance to all center staff on training opportunities.
- Maintain staff training records.
- Create and proofread monthly newsletter.
- Maintain Vinton ELC Website.
- Assist the Director with scheduling staff members to meet ratios and stay within the payroll budget.
- Assist the Director with writing grants and applications for outside funding.
- Lead mandatory monthly staff meetings in the absence of the Director.
- Attend monthly Board meetings.
- Complete at least one additional business-related professional development course as approved by the Board of Directors per year.
- Other duties as assigned.

Before/After School Coordinator - Program Specialist:

Requirements:

- Must be at least 21 years of age.
- Have a two or four-year degree in Early Childhood Education or related field or be working towards this.

- Have at least two years of experience working in a licensed childcare center.
- Have previous experience in management.
- Must meet DHS requirements for On-Site Supervisor.
- Must be pre-approved by Vinton ELC's Licensing consultant.
- Be able to work during non-school hours.
- Adhere to all Licensing requirements.
- Complete at least twelve hours of training in the areas of child development in the first three months of employment and eight hours annually thereafter.
- Attending one hour and thirty minutes of CACFP training pertinent to job duties each fiscal year.

Description:

- Responsible for the coordination of the Before/After School Program.
- Attend monthly board meetings.
- Assist the Director with meeting or exceeding all licensing requirements.
- Notify appropriate personnel regarding maintenance issues.
- Provide the Director with input for staff reviews.
- May write grants and applications for outside funding to help the families of the center and to meet the needs of the center.
- Open or close the Before/After School Program daily.
- Plan age-appropriate daily schedules/lesson plans and submit them to the Director or Assistant Director each week.
- Maintain organization of the classroom.
- Provide constant supervision of the room.
- Write monthly newsletters to be turned in to the Assistant Director.
- Communicate daily verbally or in writing with parents.
- Clean up areas after meals, snacks, and activities.
- Other duties as assigned.

Food Service Coordinator:

Requirements:

- Be at least 18 years of age.
- Have completed their high school diploma or GED.
- Have some experience in cooking and meal preparation.
- Complete at least twelve hours of training in the areas of child development in the first three months of employment and eight hours annually thereafter.
- Complete Servsafe training every five years.
- Attending one hour and thirty minutes of CACFP training pertinent to job duties each fiscal year.

Description:

- Plan monthly healthy menus that are age appropriate, affordable, and meet all CACFP standards.

- Follow all Licensing and CACFP rules and regulations regarding food preparation.
- Complete all required CACFP paperwork.
- Purchase food or assist in the purchasing of foods to stay within the monthly budget.
- Stock food pantry and take inventory of food products.
- Wash & sanitize all dishes.
- Complete laundry, including washing mop heads daily.
- Other duties as assigned.

Teacher:

Requirements:

- Be at least 18 years of age.
- Has completed their high school diploma or GED.
- Complete at least twelve hours of training in child development in the first three months of employment and six hours annually thereafter.

Description:

- Plan daily schedule or overall organization of the classroom.
- Provide general constant supervision of the room.
- Keep track of how many children attend and stay in ratio.
- Plan age-appropriate daily schedules/lesson plans and submit them to the Director or Assistant Director each week.
- Write monthly newsletters to be turned into the Assistant Director.
- Communicate daily verbally or in writing with parents.
- Clean up areas after meals, snacks, and activities.
- Be a positive role model.
- Effective communication and positive reinforcement with staff, children, and parents.
- Appropriately interacting with children based off their age.
- Use positive reward systems (clip-up chart, pom-pom bucket, earn tickets).
- Other duties as assigned.

Float Staff:

Requirements:

- Be at least 16 years of age.
- Has completed or working towards completing their high school diploma or GED.
- Complete at least twelve hours of training in child development in the first three months of employment and six hours annually thereafter.

Description:

- Implement daily schedules and lesson plans as designed by the Teacher.

- Help with all the room cleaning duties under the direction of the Teacher.
- Keeping track of how many children attend and staying in ratio.
- Clean up areas after meals, snacks, and activities.
- Be able to take over the supervision of the classroom when the Teacher is out of the room, if 18 years of age or older.
- Be a positive role model.
- Effective communication and positive reinforcement with staff, children, and parents.
- Assist with laundry as requested.
- Other duties as assigned.
- If an employee is under the age of 18, he/she cannot be left alone in a classroom at the center, they must always be with another employee that is 18 years old or older.
- If an employee is under the age of 18 and working in the Before/After School Program, they can have a group of children of their own.

Financial Coordinator:

Requirements:

- Must be at least 21 years of age.
- Have a 2 or 4-year degree in accounting, business administration, or related field; or be working towards this; or have related work experience.
- Attending all Vinton ELC Board Meetings.
- Complete at least twelve hours of training in the areas of child development in the first three months of employment and ten hours annually thereafter.
- Attending one hour and thirty minutes of CACFP training pertinent to job duties each fiscal year.

Descriptions:

- Enter receivables, receive payments, record deposits, and take deposit to bank.
- Complete billing, invoice families and email statements or invoices to customers.
- Enter accounts payable into QuickBooks and pay bills in a timely manner with appropriate funds.
- Prepare payroll on a bi-weekly basis, timesheets, check stubs, file payroll taxes, pay employees.
- Keep track and update, when necessary, employees' wages, benefits, start dates and PTO.
- Prepare monthly bank reconciliation in QuickBooks of bank accounts.
- Keep track of customer accounts and send to collections as policy states in Parent Handbook.
- Track supply inventory once a week.
- Count and verify petty cash once a month.
- Communicate with the Director about expenses and other financial information.
- Keep Vinton ELC Board of Directors informed of all progress, challenges, and issues the center might have.

- Work with Director and Vinton ELC Board of Directors on creating a yearly budget.
- Create monthly financial statements and write a report of overall financial information to present to the Vinton ELC Board of Directors for the Board Meeting.
- Make recommendations to the Vinton ELC Board of Directors on a yearly budget.

Section 3: Employee Files

The following must be included in each employee file. Falsification, misrepresentation, or exclusion of pertinent information on any of the following forms will be grounds for termination.:

- Completed job application.
- Signed and dated Employee Statement denying any past felonies and/or convictions of child abuse/neglect.
- Signed and dated Iowa Department of Human Services Authorization for Release of Child and Dependent Adult Abuse Information (Form 470-3301).
- SING (Iowa) Record Check of criminal history and abuse registries (must be completed prior to hire and every two years thereafter).
- Signed and dated Iowa Division of Criminal Investigation Waiver Agreement and Statement (Form DCI-45).
- FBI National Fingerprint Check (must be submitted to Iowa Division of Criminal Investigation prior to hire and every four years thereafter).
- Signed and dated USCIS Form I-9 Employment Eligibility Verification.
- Copy of Acceptable Documents for USCIS Form I-9.
- Centralized Employee Registry Reporting Form (44-019a) (must be completed and submitted within fifteen days of hire).
- Federal and Iowa W-4 Forms.
- Physical Examination (must be completed prior to hire and every three years thereafter). This is at the employee's expense.
- Mandatory Child Abuse Reporter Training (must be completed within one week of hire and every five years thereafter).
- CPR Certification (must be completed within thirty days of hire and every two years thereafter).
- First Aid Certification (must be completed within thirty days of hire and every two years thereafter).
- Universal Precautions Training (must be completed within thirty days of hire and annually thereafter).
- Essentials Training (must be completed within three months of hire and every five years thereafter).
- Signed and dated Orientation Documentation.

All evaluations, performance improvement plans, and disciplinary reports will be maintained in the employee file. All records of additional required annual training will be maintained in the employee file.

All employees are required to notify the director immediately if there is any change to the pertinent information kept on file (phone numbers, address, etc.)

All employee files will be kept confidential.

Re-Hired Employee Files:

Employees that have left Vinton ELC and are re-hired do not require a physical examination if their previous physical examination is less than three months old. The employee will have to do a new background check (SING) and send in new fingerprints before being rehired. These employees are not required to re-take training unless they fall out of the required time guidelines stated above.

Section 4: Probationary Period and Orientation

All employees, when hired, will go through a 90-day probationary period. All employees will participate in orientation during this time with the Director, Assistant Director, and Before/After School Coordinator as applicable. This orientation will cover all policies, procedures, and room specific orientation and expectations. Documentation of orientation will be signed by the Director and the employee upon completion and kept in the employee's file.

The Director will evaluate the employee at the end of the probationary period. Vinton ELC may choose to continue employment if the employees' performance has been satisfactory. If the employee's performance on assigned duties has been less than satisfactory, the Director and/or the Board of Directors may decide to extend the probationary period with the understanding that the employee will improve on any areas of concern. Vinton ELC reserves the right to terminate employment at this time if satisfactory improvement has not been met.

Section 5: Reviews and Evaluations

All employees will have a review/evaluation at the end of their probationary period and annually each year thereafter. A review can take place when the employee has one of the following:

- A job changes within Vinton Early Learning Center.
- Additional coaching/training needed after new hire 90-day probationary period.
- Has a yearly review and needs additional coaching.
- Another situation identified by the Director.

The Director will complete part of the review. Employees will participate by completing a self-assessment and Performance Improvement Plan for their part of the review. The Director and Assistant Director will evaluate the employee with these categories:

- Flexibility
- Verbal Communication/Body Language
- Attendance
- Attitude
- Teamwork
- Leadership/Modeling
- Develop/Implement the schedule/lesson plans.
- Written Documentation

*See Performance Improvement Plan Form.

Section 6: Work Schedules

Hours of Operation:

The Early Childhood Program is open from 6:00 am to 6:00 pm, Monday through Friday. The Before/After School Program is open Monday through Friday during the school year from 6:30 am to the start of school and the end of school until 6:00 pm. It is open Monday through Friday on in-service/no school days and during the summer break from 6:30 am to 6:00 pm.

Schedule:

Employees will receive their work schedule at least one to two weeks in advance. The Director decides which classroom the staff member will be assigned. The Director will establish the schedule for each employee based on meeting required staff/child ratios determined by DHS. The Director and Assistant Director will try to meet the scheduling needs of each staff member; however, meeting ratios and licensing standards will always take priority. Employees must never leave the classroom until their replacement has arrived. There should always be at least two staff members present in the building for safety reasons. One of which needs to be 18 years of age or older.

Breaks:

Staff are allowed to take restroom breaks throughout the day when needed as long as the staff/child ratio is maintained. Teachers must call on an available staff member for a restroom break. Staff members that work eight hours or more per day will be offered a paid break if they choose to stay in the building or staff can choose to take an unpaid half-hour break if they leave the building.

Employees working in the Early Childhood Program have a staff room to use during their designated break times. Employees have their own bathrooms not used by children, located by the front desk and in the infant room.

Employees working in the Before/After School Program may use the teacher's breakroom. Employees have access to the bathrooms by the cafeteria used for childcare and at the front of the Tilford building.

Smoking/Vaping:

Vinton Early Learning Center facilities and grounds, including Vinton ELC Child Development vehicles, are off limits for tobacco and nicotine use including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy always applies, including Vinton Early Learning Center sponsored and non-sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product, or leave the Vinton ELC Child Development premises immediately. It is the responsibility of the administration/upper management to enforce this policy.

Employee Parking

Employees working in the Early Childhood Program can park in the parking lot west of the building.

Employees working in the Before/After School Program can park in the parking lot west of the building.

Time Clock:

All employees working in the Early Childhood Program must use the time clock located in the main office to punch in when arriving at work. They must punch out if leaving for lunch and when leaving for the day. Employees who consistently fail to clock-in or clock-out may be subject to disciplinary action. The employee must inform the Director or Assistant Director if the time clock is not working appropriately and provide their clock in or clock out time in writing.

Employees may have to come in early or stay late due to licensing ratios.

Section 7: Pay Periods, Overtime, And Raises

Employees are paid biweekly. Pay day is every other Friday for the two weeks prior to the pay week. Direct Deposit of paychecks into employee bank account is required.

Overtime pay is paid out anytime the employee works more than 40 hours in one week. All overtime must be approved by the Director or Assistant Director in advance if possible. If not, the employee must notify the Director or Assistant Director as soon as possible. Overtime pay is paid at the rate of one and one half the employee's regular rate of pay.

Starting Wages:

Wages are based on education, experience, and/or the discretion of the Director.

Pay raises may be given after the employees' 90-day probationary period and/or based off the staff Performance Improvement Plan Form throughout the year. This includes attendance, flexibility, communication, attitude, teamwork, leadership, implementing schedule and lesson plans, written documentation, and meeting training deadline requirements. Each member of staff must complete a Performance Improvement Plan with the Director and Assistant Director before receiving the annual raise.

Section 8: Attendance Policy, Absence, And Days Off

Attendance Policy:

Employees are expected to be present for work on time, every day. Regular attendance and punctuality are important to keep our team and Vinton ELC running smoothly. Employees who arrive late or have unscheduled absences cause disruption, place undue burden on their colleagues, and put the classrooms out of ratio. This could jeopardize the status of our DHS license.

Employees have a 2-minute grace period at the start and end of each scheduled shift as well as for the lunch break.

Employees must complete and submit a time off request form, regardless of whether they are using PPTO, at least 3 weeks in advance of the requested date. The request must be approved by the Director.

Employees who are consistently absent or tardy may be subject to disciplinary action.

Procedure To Report an Unscheduled Absence:

Employees are required to report an absence at least one hour prior to their scheduled shift, otherwise it will be counted as a "no call-no show" on the attendance record.

Employees must call Vinton ELC number (319) 472-4840, if reporting an absence between 6:00 am – 6:00 pm. Employees must speak to a supervisor directly if reporting an absence. Texting and leaving a voicemail will not be accepted during those hours.

If an employee is sick the night before a shift or other emergencies come up employees can e-mail the Director or Assistant Director and leave a voice message on the center

phone. The Director or Assistant Director will then get in touch with that employee the following morning when the center opens at 6 am.

If the schedule is already out, it is the employee's responsibility to find a replacement.

Employees absent for two or more consecutive days must provide evidence to excuse the absence, such as a doctor's note or to the discretion of the Director.

If an employee is a "no call-no show" for three or more consecutive days, it will be considered job abandonment or termination without notice.

Unexcused Absences:

Employees are allotted 3 unexcused absences every 6 months. The designated time periods are January – June and July – December. An unexcused absence consists of the absence of an employee without a note from the doctor.

- If an employee exceeds 3 unexcused absences within the 6-month period, the employee will receive a written warning for each subsequent unexcused absence. (Refer to Employee Disciplinary Procedure).
- If the employee ends the designated 6-month period with all unexcused absences remaining, they will be gifted 4 hours of PTO time.
- If an employee is gifted PTO, they are required to use it in the subsequent 6-month time-period. Failure to do so will result in loss of the gifted hours.
- An employee must work 50% of their shift or it will be considered unexcused.

An unexcused absence may include but is not limited to:

1. An absence without a doctor's note
2. A no call no show- See call in policy for more details.
3. An absence not regarding your own illness
4. An absence regarding transportation
5. An absence that is weather related

An excused absence may include but is not limited to:

1. An absence with a doctor's note specifying the illness.
2. A funeral
3. Jury Duty

Bereavement:

Employees may take five days unpaid leave in the event of the death of an immediate family member. (These include spouse, child, parents, stepparents, sibling and stepsibling.) Employees may take two days unpaid leave in the event of the death of extended family members. (These include grandparents, aunts/uncles, cousins, in-laws).

PPTO can be used towards this when available. Employees may be asked to provide proof of the family member's death.

Family Medical Leave:

Qualifying employees can take up to 12 weeks (in a 12-month period) of job-protected leave for certain family and medical reasons, including medical and maternity/paternity leave for the birth or adoption of a child. PPTO, if available, may be applied to this period of absence. Employees will be required to fill out a Vinton ELC FMLA document stating reason for leave, doctor's note, return to work, and signature. After 12 weeks of unpaid leave, we reserve the right to permanently fill the position. Guidelines of the qualifying events will follow the Family and Medical Leave Act.

Jury Duty:

It is the civic obligation of all employees to serve on the jury as he/she is called. While serving on the jury, an employee will receive his/her hourly wage for up to 5 days. The Director or Assistant Director may ask for proof of jury duty service for each day that the employee must attend. If the employee is done with jury duty before their work shift ends, the employee must call the Center to see if he/she is needed to finish their work shift.

Section 9: Employee Benefits

Holidays:

Vinton ELC offers 8 hours holiday pay for the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. Employees that work 30 hours or more per week beyond their probationary period are eligible for holiday pay. If the holiday falls on Saturday, we will close the Friday before. If the holiday falls on Sunday, we will close the following Monday. Employees will not receive holiday pay if they take an unscheduled day off before or after the holiday unless a note from a doctor is provided. The employee will not receive holiday pay if they are on scheduled medical leave when the holiday occurs.

Personal Paid Time Off:

Employees that work (32 or more hours/week) will receive Personal Paid Time Off (PPTO) on the following schedule:

- One week of PPTO per year after 90 days of employment.
- Two weeks of PPTO per year after three years of employment.
- Three weeks of PPTO per year after five years of employment.
- Four weeks of PPTO per year after ten years of employment.

The Director and Assistant Director will receive Personal Paid Time Off (PPTO) on the following schedule:

- One week of PPTO per year after 90 days of employment.
- Two weeks of PPTO per year after one year of employment.
- Three weeks of PPTO per year after three years of employment.
- Four weeks of PPTO per year after five years of employment.

A week's PPTO is based on the number of hours the employee normally works in one week. PPTO must be used each anniversary year. It cannot be rolled over or cashed in. PPTO not used within the anniversary year is forfeited. PPTO may be used one day at a time or in a lump sum.

Employees must submit a written PPTO request to the Director two weeks prior to the date requested. This request must be approved by the Director. PPTO can also be used for absences due to employee illness or other emergencies, with approval from the Director. The Director reserves the right to request a doctor's note for use of PPTO for these purposes.

Part-time employees transitioning to full-time may receive PPTO hours immediately if the previous part-time hours worked meet or exceed the equivalent of hours that would be obtained in 90 days of work in the full-time position.

Full-time employees transitioning to part-time employees will lose their PPTO unless the employee is working more than 32 hours a week.

Employees may have their PPTO paid out in one lump sum at the conclusion of employment. The employee **MUST** be leaving in good faith and **MUST** give and fulfill a two-week notice for this to occur.

Employee Child Care Discount:

Employees that work 40-128 hours a month are offered 15% off the regular tuition rate for childcare for their child(ren) after their 90-day probationary period. Employees that work 128-160 hours a month are offered 40% off the regular tuition rate for their child(ren) after their 90-day probationary period. Employees that are salary are offered 50% off regular tuition rate for childcare for their child(ren) after their 90-day probationary period.

Insurance:

Vinton ELC offers AFLAC insurance to all full-time employees.

Section 10: Health Policies and Procedures:

Daily Child Health/Well Being Checks:

Each child should have direct contact with an employee upon entering the classroom. This provides the employee with the opportunity to greet the child and parent and perform an informal health assessment.

The employee must observe the child's color, behavior, visible rashes, injuries etc. Parents must be questioned at this time if anything unusual is noted. Written and/or photographic documentation (including date, description, and staff name) should be completed and filed with the Director or Assistant Director.

Child Illness Policy:

Employees must notify the Director, Assistant Director, or Program Specialist if they suspect illness in a child. Notify any other employee with On-Site Supervisor status if none of the above-mentioned are available.

The three main factors to consider when deciding whether to send a child home are the following:

- The illness prevents the child from participating comfortably in planned programming. This includes going outside.
- The child needs care for the illness that is greater than Vinton ELC employees can provide.
- The illness poses a risk of spreading to other children.

The following will occur if a child appears to be ill:

- In the Early Childhood Program, the Director, Assistant Director, or other employee with On-Site Supervisor status will provide a quiet, supervised area in the office for the child to rest.
- If the office area is not available, or if taking the above-named employees out of the classroom puts the classroom out of ratio, the employee will provide a comfortable, supervised area in the classroom for the child to rest. All attempts will be made to keep at least a 3-foot space between the ill child and the other children.
- In the Before/After School Program, the Program Specialist, or another employee if he/she is not present, will provide a comfortable, supervised area in the classroom for the child to rest. All attempts will be made to keep at least a 3-foot space between the ill child and the other children.
- The Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status will call the parent and request they pick up their child within the hour.

The following is a list of conditions and the appropriate response:

- Parents/guardians will be notified if a child has a temperature of 100 degrees or higher.
- A child with a temperature of 100.6 degrees will be sent home.
- An infant under the age of 2 months with an unexplained temperature of 100.4 degrees or higher needs a medical evaluation in a timely manner.
- A child with three episodes of diarrhea or diarrhea that cannot be contained in a diaper or soils older children's clothing will be sent home.
- A child with one episode of vomiting will be sent home.
- A child with a rash with fever or behavior changes will be sent home.
- A child that has mouth sores and cannot control drooling will be sent home.
- A child with impetigo will be sent home until treatment is received.
- A child with scabies will be sent home until treatment is completed.
- A child with pink eye will be sent home and can return to the center after 24 hours once drops have been administered, or at the discretion of the Director or Assistant Director.

Employees must notify the parents of the following if a child is sent home:

- Children will not be allowed to return to the center until they have been fever-free for 24 hours WITHOUT use of medication.
- Children ill with the above symptoms should remain out of the center until they are symptom free for 24 hours.
- Children with any other contagious illness should remain out of the center until they are symptom free or criteria to return to day care has been met as specified by their treating physician.
- Parents/Guardians must notify the center one day prior to returning if child is out with an illness.
- If a child is absent one week or longer due to an illness, a written notification from the parent or doctor will be required one day prior to the child returning.

Employees will post a dated sign by the classroom door to notify other parents of the illness and symptoms to watch for.

A no-nit policy for children returning after having head lice will be enforced.

Medication Dispensing Policy:

Parents/Guardians are allowed to bring in prescription and non-prescription medications for employees to administer. The following guidelines must be followed:

- Employees must have completed the Essentials Training Module # 6 "Essentials for Medication in Child Care" before administering medication.

- The child’s health care provider must sign an action plan (recommended for allergies or asthma) or provide written authorization for prescription AND non-prescription medication.
- The child’s health care provider must update written authorization for prescription AND non-prescription medication at least yearly or when there is a change in dosage.
- Parent/Guardian must complete and sign a Monthly Medicine Record Form at the front desk.
- Medications that are to be given 2 times per day should be given at home if dosage interval allows.
- All medications must be in the original container, labeled with the child’s name, and have the original physician or pharmacy directions intact. The patient information sheet from the pharmacy is also necessary.
- Medications cannot be expired.
- Staff will not administer more than what the original container recommends for the child’s age and weight.
- Medications which state “not to be given to children under 2 years of age” (or other ages) will not be administered without the written permission of a physician.
- Staff will record their initials, the date, time, and dosage amount on the Monthly Medicine Record Form each time the medication is given.
- Staff will record the reason for a missed dose, if the child is not given the medication for any reason. These reasons include but are not limited to the following: the child is absent, the child is brought in later or picked up earlier and medicine is not administered, and the parent forgets to bring the medication.
- All medications are stored per label recommendations. They will be stored in the kitchen refrigerator in a separate locked container if refrigeration is required.
- Expired medications and medications no longer needed will be returned to the parent for disposal and documented.

Food Allergy Policy:

The Early Childhood Program at the center and the **Before/After School Program** at Tilford are **NOT** peanut free. Vinton ELC requires an Allergy/Emergency Action Plan, including all medications necessary for an allergic reaction. If the child requires an Epi-Pen, two pens will be provided by the parent/guardian. These will be kept in the child’s main classroom in a red bag with the child’s name on it. Employees must take this red bag with them when leaving the classroom, going outside, and going on field trips. Employees will be trained by the Director on symptoms to look for, how to follow the Allergy Action Plan, and how to administer the Epi-Pen. Parents/guardians are required to submit a Diet Modification Request Form signed by their physician upon enrolling their child. This will be used as a guideline for food preparation by the Food Service Coordinator and other employees assisting in food preparation.

Other Non-Prescription Items:

Sunscreen: Non-prescription sunscreen requires written parent/guardian permission that is updated yearly, however does not require physician authorization. Parents/Guardians can bring in their own sunscreen or pay a sunscreen fee to use the sunscreen provided by Vinton ELC. Sunscreen needs to be in lotion form (in its original container), not spray, and cannot be expired. Employees must use a new pair of gloves to apply sunscreen on each child or wash their hands between application on each child. Employees must apply sunscreen when going outdoors during the months of April-September. Parents/guardians need to provide signed documentation if they do not want sunscreen applied to their child.

Insect Repellant: Requires written parent/guardian permission that is updated yearly, however does not require physician authorization. Insect Repellant needs to be in its original container. Staff will initial and date on the Insect Repellant log when it is applied.

Diaper cream, Chapstick, and lotion: Require written parent/guardian permission that is updated yearly. These items need to be provided by the parents/guardians in the original container. Staff will initial and date on the Diaper Cream log, Chapstick log and lotion log when it is applied.

Homeopathic or Homemade Products, Essential Oils:

Vinton ELC does not allow the use of these products in our Early Childhood Program or in the Before/After School Program. Iowa Department of Public Health and the American Academy of Pediatrics state that these products should not be used in the childcare setting as they are not tested by the US Food and Drug Administration for safety.

Extreme Temperatures:

Children will remain indoors if the wind chill is at or below 15 degrees F and the heat index is at or above 90 degrees F. Children in the **Before/After School Program** may still go to the swimming pool when the heat index is at or above 90 degrees F at the discretion of the Director. Proper precautions must be taken as follows:

- Drinking fountain located at the swimming pool.
- An alternate place of shelter if the bus is late (Recreation Center).
- Staff informed of the signs and dangers of heat exhaustion.
- School-age children may not go swimming if a Heat Advisory is in effect.

Hand Washing:

All employees must wash their hands with soap and running water when they start and end their work shift. How to wash your hands properly, from Iowa Child Care Resource and Referral:

- Turn on water and wet hands.
- Apply liquid soap (non-antibacterial for best practice).
- Lather hands for at least 20 secs, rubbing on the palms, backs of hands, in between fingers, under nail beds.
- Rinse soap off hands under running water.
- Using a disposable towel, dry hands and then use towel to turn off water faucet.

*A handwashing poster is in all rooms.

Other times when staff and children need to wash their hands:

- Before and after eating, handling food, and feeding children.
- After toileting/diapering.
- After wiping noses or handling body fluids.
- Before giving medicine or first aid.
- After handling animals.
- After playing in water, sand, or dirt.
- After handling garbage.
- After outdoor play.
- Use only alcohol-based sanitizers when soap and running water is NOT available.

*This information came from Essentials: Module 4.

Disinfectant/Sanitizer:

Each room will have a soap/water bottle and a sanitizer bottle. The infant, toddler, twos, and three's room will also have the Hydrogen Peroxide Disinfectant that will be used only for changing tables. All disinfectant/sanitizer bottles will be labeled stating the contents and where they should be used. Soap and water bottles will be dumped out every Friday.

Diaper changing tables will be washed with soap and water and sprayed after every diaper change. The Hydrogen Peroxide Disinfectant method is to spray the entire surface area with the disinfectant, let the disinfectant sit on the surface for 1 minute and finally wipe the surface off with a disposable paper towel until dry. Children should not be holding any toys or books while getting their diaper changed.

Staff members are to wash any surfaces with soap and water, then disinfectant/sanitize (Hydrogen Peroxide Disinfectant) any surfaces before and after food has been placed on them. Let the sanitizer sit on the surface for 3 minutes and wipe the surface off with a disposable paper towel. Hydrogen Peroxide Disinfectant will be dumped and changed daily.

During nap times or after children have left, large toys, doorknobs, faucet handles, sinks, toilets, and telephones can also be sprayed with Hydrogen Peroxide Disinfectant. These can be left to air dry. Small toys and books should also be sanitized at least once per day (more for younger children). A packet of information on cleaning toys for different ages will be handed out to employees at orientation. Each room will also establish a set routine every day for cleaning and sanitizing toys with Hydrogen Peroxide Disinfectant. Floors will be mopped during nap time with Members Mark Floor Cleaner.

The infant and toddler room will use a bleach solution for disinfecting bottles, pacifiers and toys that go in children's mouths. These items will be left out to air dry. The bleach solution will be 1 teaspoon bleach to 1-gallon water. The bleach water solution will be changed daily.

Mealtimes/CACFP:

CACFP is the Child and Adult Center Food Program. This is a very important support program for Vinton ELC providing funding for our meals and snacks. Employees will have a 1-½ hour training each year on the CACFP requirements.

Employees in the classroom will be responsible for recording when a child is served a meal. They are also responsible for being a good role model during mealtimes by sitting and eating with the children and teaching them appropriate mealtime manners.

Food cannot be used as a reward or punishment. Children cannot be forced to eat or be denied seconds on food that is available. Employees should always maintain a positive attitude about food to set a good example for the children.

Infants are fed on demand. Infants should never be placed in a crib with a bottle. All children over the age of 12 months should be fed every two to three hours.

Children in the Before/After School Program are allowed to bring food from home for meals. These meals do not have to meet nutritional requirements. They are not counted for reimbursement through CACFP.

Families can bring prepackaged food from home to share with the children for special occasions such as birthdays or holidays. The children will still need to have their regular snack/meal served to meet nutritional requirements. Due to an increase of allergies in children, snacks must be sent in their original packaging, with the ingredients listed. Peanut products are not allowed in the Early Childhood Program at the center.

CACFP Procurement Plan:

Employees who purchase CACFP products: Food Service Coordinator, Director, Assistant Director, Financial Coordinator, and Program Specialist will follow the CACFP Procurement Plan.

Covering conflicts of interest and governing the actions of its employees engaged in CACFP purchasing.

1. Employees involved making CACFP purchases:
 - May not request gifts, travel packages, and other incentives from prospective vendors or contractors.
 - May not be involved selecting, awarding, or administering any contract when the employee or anyone related to the employee has financial interest.
2. Unsolicited items valued at \$0.00 or less may be accepted.
3. Disciplinary action for violating these standards is:
 - a. Verbal Warning
 - b. Written Warning
 - c. Suspension
 - d. Termination

Section 11: Safety Policies and Procedures

Camera Policy:

Early Childhood Program:

Vinton ELC is equipped with a 24-hour video surveillance system. Security cameras are installed in all classrooms, common areas, outdoor play areas, and the parking lot. Vinton ELC may conduct video surveillance of any portion of its premises at any time, except for those areas where cameras are prohibited by law (i.e.: restrooms, dressing rooms). Video/security cameras are positioned in appropriate places within and around the daycare center facility and used to help promote the safety and security of all persons and property. The locations of all cameras are in clear view of the public and there are NO secret cameras anywhere on or around the center. Video footage can only be viewed by the Director, Assistant Director, any staff deemed relevant to the situation by the Director or Assistant Director, Vinton ELC Board of Directors, DHS personnel, and the police department. Parents cannot view video footage because of our confidentiality policy.

Before/After School Program:

A surveillance system is provided by the Vinton-Shellsburg School System at Tilford Elementary. Please contact them with any questions or concerns.

Infant Safe Sleep Policy:

Vinton ELC follows the safe sleep recommendations of the American Academy of Pediatrics and the Consumer Products Safety Commission for infants to reduce the risk of Sudden Infants Death Syndrome (SIDS). Employees are provided with this policy to

review at orientation. Parents are provided this policy to review and sign. Vinton ELC does not allow any use of boppy pillows or other forms of pillows to reduce the risk of SIDS.

Children Supervision:

Employees must always maintain a clear view of children. Children shall always be supervised. Children are not allowed to enter the kitchen area at any time.

Employees under the age of 18 cannot be left alone with children under any circumstances when working in the Early Childhood Program.

State regulated ratios of adults to children will always be met. Employees are given written information on these required ratios at their orientation.

Staff should be spread out in classrooms and outside on the playground. Staff should not cluster together to socialize or stand around the counter area. Staff should not sit on the shelving in classrooms or in the closet. Staff should never have their back turned against the children.

It is the employee's responsibility to make sure all children are playing with toys in a safe manner. If a child is being reckless with a toy, it is the staff's responsibility to redirect and show the child how to play with it appropriately. If the staff shows no interaction and continues to let that child play with a toy aggressively to the point where it breaks; the staff member is responsible for replacing that broken toy and it will come out of their next paycheck. If the employee is misusing toys inappropriately or not putting toys away and the toy gets ruined or breaks; staff will also be responsible for replacing that broken toy and it will come out of their next paycheck. This applies for indoor and outdoor toys. Incidents will be at the Director and/or Assistant Director's discretion and be viewed via recorded cameras.

Staff/Child Interaction:

Staff should always be engaged with children. When interacting with the child, staff should get on child's eye level. Staff can interact on the floor or at the tables. Staff should communicate in a positive way with the children: ask questions about their day, family, activities they enjoy, and the theme they are working on. Staff can also use pictures and symbols to help build vocabulary for the younger ages. Staff should be engaged in imaginative play and structured games. Staff should be empathetic while interacting with children while helping them build their self-esteem and self-confidence. Staff should not be doing busy work while children are awake. Busy work can be done during nap times.

Field Trips:

Employees working in the Early Childhood Program and the Before/After School Program will supervise field trips throughout the year. Vinton ELC T-shirts are provided for all children attending the Early Childhood Program and must be worn while on the field trip. These shirts will be kept and laundered at Vinton ELC. Employees should also wear their Vinton ELC shirts on field trips.

Field trips are planned for children 3 years of age and older only. At least one extra employee over the required staff/child ratio will attend all field trips. All children must have a signed permission slip from the parent/guardian on file before participating in a field trip. Childcare will be provided if a parent/guardian does not want their child to attend a field trip.

Transportation:

Employees will not transport children in their personal vehicles.

*If there is an emergency (ex. Child misses the bus) the Director or Assistant Director can transport with e-mail communication from the parents. The Director and Assistant Director must have appropriate car seats and safety belts.

Early Childhood Program:

Transportation for field trips is either on foot or is provided by Benton County Transportation. Children and employees are required to wear seat belts on the Benton County Bus. When traveling on foot, employees will teach and follow all traffic signs and rules. Employees will not cross busy streets with children.

Before/After School Program:

The School District provides bus transportation to and from Tilford Elementary for the Tiny Vikes Preschool program during the school year. Transportation for field trips will be provided by the Vinton-Shellsburg Community School Bus System or Benton County Transportation.

Adult Identification for Child Pick-Up:

Employees must ask any adult they do not recognize to present picture identification before picking up a child from either program. The employee must compare this to the authorized persons listed on the child's Primary Contact and Release Persons form. This form is in the front office and in each classroom in the Early Childhood Program. This form is located on the Program Specialist's clipboard, binder in medicine cabinet, and backpack in the Before/After School Program.

Employees must request assistance from the Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status if the adult's name is not listed on the form. They will call the parent and receive verbal authorization from the parent which must include a physical description of the adult.

Employees must follow these guidelines if the person is listed in the "Restraining Order" section of this form:

- Request assistance from the Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status. They will ask the person to leave.
- They will call the police if the person doesn't leave in a timely, calm manner.
- Court order documentation of the restraining order is required to be kept on file.

Children should never be sent home with anyone under the age of 14 or an unfamiliar adult without following this policy. It does not matter if the child recognizes the person picking up; employees should always identify the pickup person.

Employee Access Policy:

Early Childhood Program:

Employees may enter Vinton ELC through the main entrance in the front of the building. Our facility has a secure coded entry. Employees will set up their code at their orientation. The code is to be kept confidential. Unauthorized persons will be let in by the front office. There is a doorbell to ring if you need attention. All doors, except for the main entrance, will remain locked.

Before/After School Program:

Employees may enter and exit at the main entrance of Tilford Elementary.

All visitors and volunteers must sign in and sign out and show their ID when visiting Vinton ELC. Visitors and volunteers will remain in the front lobby until a staff member escorts them to the specified room. Volunteers will sign a form giving Vinton ELC permission to perform a SING (Iowa) Record Check of criminal history and abuse registries as well as be fingerprinted to send to the Iowa Division of Criminal Investigation for FBI National Fingerprint Check.

Employees will ask any adult they do not know for picture identification and check the name of that person with the forms on file or contact the Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status for approval.

Employees will monitor all people who are permitted on Vinton ELC property to make sure they are never left alone with a child and stay in their designated area.

Employees will always maintain a clear view of children. Children will be always supervised by taking head count, signing children in and out when arriving and departing. No child will go unsupervised or be left alone with a person not employed by Vinton ELC.

Intoxicated/Disoriented Parent:

Employees must follow these guidelines when a parent/guardian arrives at the Early Childhood Program or the Before/After School Program smelling of alcohol or seems disoriented:

- Employees should talk with the parent/guardian and have another employee notify the Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status if available.
- The Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status should ask the parent/guardian not to leave with the child for their child's safety. They will call an emergency contact to help transport the child home safely.
- Employees MUST call 911 if the parent/guardian chooses to leave with the child, however calling 911 prior to this is acceptable to inform the police of the parent/guardian's behavior or symptoms.
- Employees cannot physically stop a parent from leaving with their child, but instead try calming, stalling measures until the police arrive.
- If the Director, Assistant Director, Program Specialist, or other employee with On-Site Supervisor status is not available any employee should follow these steps.

Late Pick-up:

When a child is not picked up from the center by 6:00 pm employees must call the parents/guardians. If the parents/guardians cannot be reached, the emergency pick-up contacts must be called. Employees should continue to call people for the child until someone is reached or until the child is picked up. If no one can be reached and the child is still at the center at 7:00 pm the authorities should be called. The employee can call the non-emergency police number or the local DHS office to report possible child abandonment.

Lost Child:

If a child is lost, the employee in charge must remember to stay calm and notify the front office immediately for assistance. Search the classroom or outside area of play to make sure the child is not hiding in the area.

Any available employee will then search the entire building and grounds outside. If the child is not located within 15 minutes employees will call the child's parents and then 911 to report the missing child. During this time, no one should be allowed to leave the

building until the police arrive to assess the situation. All employees will be expected to assist the authorities in any way necessary.

Child Abuse Reporting:

All employees of a licensed childcare facility are Mandatory Child Abuse Reporters by law. If an employee suspects or witness's child abuse or neglect by a parent/guardian or other employee, they must follow these steps:

- The employee must document the time, the day, and all symptoms the child has.
- The employee must report the suspected abuse/neglect to the Director.
- The employee must call the Department of Human Services directly on **1-800-362-2178**. This number is available 24 hours a day.
- The employee should be prepared to give the case worker their name, place of employment, name of the child, birthdate of the child, address and phone number of the child, the child's parent's names and any documentation of the abuse or neglect they have collected.
- The employee will need to fill out an Iowa DHS Report of Suspected Child Abuse form.
- Suspected child abuse and neglect **MUST** be reported within 24 hours.

Emergency Procedures:

Employees will receive a copy of the Emergency Evacuation and Disaster Plan for the Early Childhood Program and the Before/After School Program at orientation. All employees must read this information. A copy of this plan is in every classroom near an exit door as well as in the entryway of the Early Childhood Program. A copy of this plan is located on the bulletin board outside stage/cafeteria and clipboard in the Before/After School Program.

Fire drills are practiced once per month. During a fire drill, employees in the classroom must take the clipboard and emergency backpack with them when exiting the building. The employee assigned to the office will take the emergency forms binder located in the office with them when exiting the building. All Center employees and children will meet on the old Before/After School playground and walk together to Ervin Motors. Tilford employees and children will meet by the trees near the softball field.

Tornado drills are practiced once per month. During a tornado drill, employees in the classroom must take the clipboard and emergency backpack with them to their designated tornado shelter. The employee assigned to the office will take the emergency forms binder located in the office to their designated tornado shelter.

Fire and Tornado routes are posted in every area in the building. Employees should read these upon entering a new area of the building so that in the event of an emergency they know which exits or tornado shelters to use.

Accident/Incident Reports:

Employees must write an accident/incident report any time a child is injured, property is damaged, or a child's behavior is out of control. These reports must be signed by the Director or Assistant Director and then by the parents. These reports must be written and signed the day of the incident. Parents may request copies of these reports at any time. The original report will be filed in the child's file. All incident/accident reports must be kept confidential.

Discipline of Children:

Employees are responsible for the discipline of the children in their care. The purpose of discipline is to keep children safe and teach them appropriate behavior.

Discipline should be age appropriate. Infants and toddlers have a natural curiosity that may lead them into danger or inappropriate behavior. When this occurs employees should redirect their attention to a safer activity. If the behavior continues the child can be told to stop and then redirected again. The employee should repeat these steps until the behavior has stopped.

For children between the age of 2 and 12 years of age, employees must respond to children's inappropriate behavior in the following ways:

- Redirect the child's attention to an alternate activity.
- Explain why the behavior is not appropriate.
- Offer the child alternatives to help them deal with the situation differently if it arises again.
- If the behavior continues, the child will be asked to sit in a quiet area to take a break and calm down.

Employees will work to be proactive with behavior concerns. They will provide an appropriate environment that stimulates the children's learning process and encourages good behavior. Employees will model good behavior for the children.

Employees should communicate any consistent behavior problems with the child's parent. Employees and parents should work together to form a behavior management plan that can be followed at home and in the classroom.

Employees and parents can also work together on appropriate consequences for school-aged children. This may involve taking away privileges, doing writing projects or other activities that can help the school-aged children learn why the behavior is inappropriate.

Corporal punishment or spanking is strictly prohibited at Vinton ELC. This method or similar methods are considered abusive and will be reported to the Iowa Department of Human Services. Employees will also be terminated for disciplining a child in this way.

If an employee witnesses another employee using corporal punishment with a child, it must be reported to the Director immediately. Failure to report can also lead to an immediate dismissal of duties.

If behaviors continue after Director and parent support. The Director will offer outside services to parents such as: Grant Wood Early Access, CART, and speech. A written plan will be put into place with recommendations that may include observation and referral to Grant Wood AEA.

Aggressive Behavior Policy:

Aggressive behavior is defined as any behavior that does or could cause injury to another child or adult or destruction of property. Employees will respond to aggressive behavior in the following way:

- Employees will complete an incident report documenting the behavior.
- The parent/guardian may be called to pick up the child for aggressive behavior, at the discretion of the staff. An emergency contact will be called if the child cannot be picked up by the parent/guardian in a reasonable amount of time.
- Employees will document all communication with the parents/guardians regarding information and suggestions to solve the behavior.
- The Director will hold a meeting with parents/guardians and relevant employees after three incident reports of aggressive behavior.
- A written plan will be put into place with recommendations that may include observation and referral to Grant Wood AEA.
- A second meeting will be called if aggressive behavior continues. At this time, the Director may make the decision whether the child can continue to attend Vinton ELC. The safety of all the children in the class will be taken into consideration when this decision is made.

Biting Policy:

Biting is common in young children. The first step in learning to control biting is to look at why it may be happening. Teething aside, children may bite out of curiosity, frustration or to seek attention. Employees must respond to biting in the following way:

- Employees will remain calm and will not express frustration or anger to the child that has been bitten.
- Employees will ensure all children are safe.
- Employees will redirect the child that has been bitten to a positive activity.
- Employees will provide emotional and physical support to the child that was bitten.

- Employees will assess the wound and wash it with soap and water. Universal precautions will be followed if there is blood exposure.
- Employees will give strategies to use instead of biting if the child is verbal.
- Employees will complete an incident report for each child involved.

Child Injury:

Employees must be trained in CPR and First Aid within the first month of employment. Employees must follow the following guidelines when assisting an injured child:

- Employees must follow universal precautions and wear gloves when taking care of an injured child.
- Employees should wash minor wounds with soap and water and bandages appropriately.
- Employees should apply ice to areas of swelling.
- Employees should request help from the Director, Assistant Director, Program Specialist, or any other employee if they are not available for major injuries. Examples include injuries involving large amounts of swelling, deep wounds, head injuries, unconsciousness.
- This second employee will call the parents/guardians and 911 depending on the severity.
- Call 911 immediately if a child loses consciousness, stops breathing, or loses large amounts of blood, then call the parents/guardians.
- After the phone call is made, one employee removes the other children from the area.
- The other employee continues to take care of the child.
- Do not move the injured child.
- The employee who witnessed the injury must write an accident report.

The Blood Borne Pathogen Exposure Plan must be followed if an employee or child has been exposed to a blood borne pathogen. Examples of this include blood to open wound contact or ingesting another child's breast milk. Employees will receive a copy of the Blood Borne Pathogen Exposure Plan at orientation.

If a child injures another child, that child should be disciplined appropriately. An incident report should be written at this time, in addition to any accident reports written for the injured child.

Employee Injury:

Employees injured on the job must follow this procedure:

- The employee must notify the Director immediately or a co-worker must notify the Director.
- The Director will arrange to have the injury checked by a physician at Vinton Family Medical Clinic within 24 hours.

- The employee must fill out an accident report.
- The employee must fill out the worker's compensation form with the Director.
- Forms to be filled out right after the incident:
 - West Bend Mutual Insurance-Employee Incident Report
 - West Bend Mutual Insurance-Supervisor's Incident Report
 - West Bend Mutual Insurance-Worker's Compensation-First Report of Injury or Illness

Vinton ELC maintains worker's compensation insurance.

Alcohol and Drug Policy:

Alcohol and illegal drugs of any kind are not allowed at Vinton ELC at the main center or Before/After School Program. Authorities will be called if alcohol or illegal drugs are found on any child, parent/guardian, employee, or other persons on Vinton ELC and the Before/After School Program premises, in any vehicle used by Vinton ELC and the Before/After School Program or for their purposes, or in other buildings or premises used for Vinton ELC and the Before/After School Program functions. Employees in violation of this policy will be subject to suspension or termination at the discretion of the Director and/or Board of Directors.

Weapons Policy:

No parent/guardian, child, or employee shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another child any real weapon or a look-alike weapon on the Early Childhood Program and the Before/After School Program premises, in any vehicle used by Vinton ELC and the Before/After School Program or for their purposes, or in other buildings or premises used for Vinton ELC and the Before/After School Program functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon. Vinton ELC has a zero-tolerance policy on weapons (real or toy) including but not limited to guns, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, knives, and other items that may resemble a weapon. Violation may result in an employee's suspension or termination at the discretion of the Director and/or Board of Directors. Confiscation of weapons or dangerous objects may be reported to law enforcement officials.

Weapons under the control of law enforcement officials shall be exempt from this policy and may be displayed for educational purposes with the authorization of the Director.

PROFESSIONAL REQUIREMENTS

Dress code:

Because you are working directly with young children and are expected to be actively involved with them, you should dress comfortably. Practical washable clothing is suggested because of daily interactions involving sitting on the floor, messy art projects and going outside.

Employees should always arrive at work in clean, tear-free appropriate workplace clothing. Neat jeans or sweatpants free of holes and stains are acceptable. Capris and mid-thigh shorts are allowed in warmer seasons of the year. Shorts and skirts need to be appropriate length and fit when standing, sitting, or bending so as not to restrict movement. Shorts and skirts must be worn no shorter than hands length above your knees.

Appropriate footwear is necessary to allow fast movement or uneven surfaces. Tennis shoes, or sandals with straps around the ankle and preferably with covered toes should be worn. Backless slip-on shoes where heels are not covered, and high heels are not appropriate. Flip Flops are only allowed during your group's summer swimming time.

Clothing which is tasteful and suitable for the activity should be worn. Tank tops, straps, cleavage revealing tops, shirts showing mid-drifts (even when reaching or lifting) and low-rise jeans are inappropriate. Clothing should not have messages of drugs, alcohol, or sexual content. Vinton ELC will provide you with two short-sleeved T-shirts when hired. You may order additional shirts at your own cost. Employees are required to wear Vinton ELC shirts on field trips. Employees should remember they are role models for the children and revealing clothing is not appropriate at Vinton ELC. Undergarments should not show.

Employees should be prepared for all types of weather and emergencies. You need to have a heavy enough coat for winter, mittens or gloves and boots so you can take your children outside every day weather permitting. During the summer months while attending the pool, staff should wear one-piece swimsuits.

Strongly scented perfumes and hairsprays are not allowed since they can cause allergic reactions or breathing difficulties in children and other staff with respiratory problems.

For the safety of the childcare provider, jewelry should be conservative and not within reach of children. No visible body piercings with dangles or hoops allowed.

Clothing, skin, hair, and breath must be free of tobacco/smoke odor.

Prejudicial tattoos are not permitted and should be covered as appropriate.

Nails must be kept clean and short (no longer than ¼” beyond the tip of the finger) and well-manicured. Nail polish should be unchipped.

Personal hygiene must be maintained through frequent bathing, using effective deodorant, and practicing good oral hygiene.

Employees not following the dress code may be sent home to change their clothing by the director or supervisor. This will be off the time clock. If you then do not return for your shift, you will be written up for not following the dress code and not using proper call-in procedure. Final discretion resides with the Director.

Hickeys and prejudicial tattoos should be covered during work hours. For professionalism and safety purposes, body piercing should be removed during work hours. Earrings that do not fall below the earlobe can be worn.

Conflict Resolution:

If an employee has a concern with another employee, the problem should be discussed outside of the classroom. If the problem cannot be solved after this discussion, the employees should seek the help of the Director, Assistant Director, or Program Specialist. If the problem is still occurring, there will be disciplinary action and possible termination. Vinton ELC will not tolerate negative employee interactions.

Employee Disciplinary Procedure:

The Director, Assistant Director, or Program Specialist can choose to give a verbal warning to employees for violations of the Employee Handbook. Employees will receive a written warning if the violation is one that is extremely disruptive to the work environment or continues after a verbal warning. The written warning includes a corrective action plan. The Director will take further disciplinary action including unpaid suspension or termination if an employee fails to follow the corrective action plan. If a staff member violates any policy, they will go on a Performance Improvement Plan.

Employees shall be terminated for intentionally injuring or endangering the well-being of a child. The employee will be reported to the Iowa Department of Human Services.

Duty to Report:

Any employee arrested, detained, or charged with a violation under the Iowa Administrative or Criminal Code that may affect your employment or Vinton ELC’s licensing requirements must report to the Director or Board of Directors as soon as possible. Failure to report may result in immediate termination.

Licensing Requirements and Training Hours:

Each employee is expected to meet or exceed the minimum requirements set forth by the Department of Human Services. Refer to Section 3: Employee Files for requirements for employee physical examination, CPR and First Aid certification, Mandatory Reporter Training, Universal Precautions Training, and Essentials Training Modules. In addition, each employee is required to have six Child Development training hours each year after the first year of employment. Director, Assistant Director, Financial Coordinator, Food Service Coordinator and Program Specialist are required to have eight Child Development training hours each year after the first year of employment. Even though the requirement for the Director, Assistant Director and Financial Coordinator is eight hours of training per DHS, Vinton ELC requires office staff to have ten Child Development training hours. Employees should contact the Director or Assistant Director to determine their requirements. Failure to meet DHS requirements can result in disciplinary action up to and including termination of employment.

- If you resign from your position, your CPR/First Aid certificates of training will be available for you, but you will be required to pay the \$70.00 of the training to obtain them. Other training will be reviewed individually.

Yearly development training must be completed in a timely manner and before your yearly anniversary. The training must be approved by the Director and Assistant Director. With that, each staff member will receive a raise per development training completed. This raise will go on the yearly review. Training that has an enrollment fee will be reimbursed upon completion and certificate of the training. Staff will also be paid hourly while they attend the training. All receipts and certificates need to be turned in to the Director or Assistant Director.

Child Care WAGES® IOWA Supplement:

According to the Iowa Association for the Education of Young Children (iaaeyc), Child Care WAGES® is a salary supplement program offered by Iowa AEYC. WAGES® is a licensed program of the Child Care Services Association. WAGES® offers salary supplements (also called stipends) to the early care and education workforce, based on the individual's level of formal education and commitment to their program.

To be eligible to receive a WAGES® stipend you must:

- Work in an eligible early care and education program in a funded county.
- Earn below the income cap (varies by county, standard cap is \$15/hour)
- Have one of the education levels listed in the supplement scale, from regionally accredited schools.
- Work at least six months in the same childcare program.
- Be employed at this same childcare program when a final confirmation has been completed.

If an employee is interested in learning more about WAGES there is a website that can be visited: <http://www.iowaaeyc.org/wage.cfm> or the employee can ask for more information from the Director. The website has a WAGES application and the WAGES Supplement Scale.

Confidentiality:

Confidentiality is extremely important at Vinton Early Learning Center. All information concerning an individual child and his/her activities at the Early Childhood Program and the Before/After School Program are confidential. Information of a specific nature is not to be shared with anyone other than relevant staff or the individual child's parent(s)/guardian(s). Failure to comply with this policy can result in termination.

Employee information is also confidential. The Director, Assistant Director, Program Specialist, any other employee, and Board of Directors will not share personal employee information with anyone else in the center or outside of the center. Written records for individual employees are kept in the Director's office and can only be obtained by the Director, Assistant Director, Before/After School Coordinator Program Specialist or Board of Directors. Failure to comply with this policy can result in termination.

Personal records will be destroyed three years after employment has ended at the center unless reason to keep it longer.

Social Media Policy:

Every employee has the responsibility to maintain and enhance Vinton ELC's public image and to use the internet in a responsible manner.

Employees must always maintain professionalism in all communications (in-person, written, or online) with the Vinton ELC community. All employees must be aware of the possibility of online content being shared with extended family, coworkers, parents, and employees from other classrooms within Vinton ELC, as well as others outside of the Vinton ELC community.

Employees may be held responsible for any online behavior or content that connects them to Vinton ELC or implicates Vinton ELC in that behavior. Employees may be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with Happy Time's mission and philosophy.

The publication of photos, images, or artwork of children at Vinton ELC whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at Vinton ELC have chosen to restrict photograph permission of their child(ren). It is expected that all employees are aware of and abide by those restrictions.

Employees must consider and respect the privacy of the children, employees, and administrators of Vinton ELC in all online activity. The posting of confidential and/or identifying information about the children, parents/guardians, or employees at Vinton ELC on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does Vinton ELC wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to Vinton ELC and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

Cell Phone/Smart Watch Policy:

Early Childhood Program:

Cell phones are not allowed in the classroom. State law states that if a teacher is using a cell phone in the classroom, he/she cannot be counted in the teacher-student ratio. Employees must leave cell phones in their cars, at the front desk, or their locker or mailbox. The main number, 319-472-4840, should be used for all incoming calls to employees. Cell phones are allowed on field trips for center-related communication and emergency situations. Employees may use their cell phone in the break room during a break. Repeated offenses will result in termination.

Before/After School Program:

Cell phones are allowed at Tilford and on fieldtrips for center-related communication and emergency situations. The main number, 319-472-4840, should be used for all incoming calls to employees.

Employees are allowed to wear their smart watches. However, if the employee is using their watch as a phone (talking and texting) the Director and Assistant Director can ask to remove the watch for the day. If the employee is continuously using their watch inappropriately, they will be asked not to wear it at all.

Room phones:

Employees should not use Vinton ELC room phones for personal use while in ratio. Employees should let Office Staff know ahead of time if they need to make a phone call and the employee should clock out while they are on the phone. The employee cannot leave the room until Office Staff have become in ratio.

Tablet Policy:

Vinton ELC has tablets for the rooms to use for educational purposes and to take photos for parents. The iPads are at Tilford, and one is used at the Center as a clock in/out kiosk. If a room wants to use the iPad, they will need to get permission from the Director or Assistant Director. The max amount of “screen time” children can use on the tablet is 10

minutes unless the Director and Assistant Director choose to extend the period of time, depending on the activity. Any apps that staff want to download must be approved by the Director or Assistant Director. The tablet is NOT to be used for personal use or social media. If the Director or Assistant Director sees that you used the tablet for personal use, you will follow the Employee Disciplinary Procedure.

Open Door Policy:

Vinton ELC is a professional work environment, and we welcome parents/guardians to visit at any time. Parents/Guardians are allowed unlimited access to their children unless parental contact is prohibited by a court order. It is very important for teachers to make the parents/guardians feel welcome when they enter the classroom. Employees and parents/guardians should try to get to know each other well so they can work together in a positive way to help the child grow and learn.

Personal Visitors:

Employees should not have personal visitors during work hours. If there is an emergency and an employee needs to speak with a personal visitor, the Director, Assistant Director, or Program Specialist should be notified, and the visit can take place in the office or break room. Personal visitors can be distracting for employees, not allowing them to focus on the needs of the children.

Staff meetings:

Staff meetings are mandatory and will be held once a month on the 3rd Thursday of each month at Vinton ELC at 6:00 pm. Employees will be notified if the meeting needs to be rescheduled. Employees are paid for their time in staff meetings. Employees with three unexcused absences from staff meetings in one year will not be considered for a raise.

Harassment:

Harassment of employees, administrators, students, and parents will not be tolerated at Vinton ELC. Harassment includes, but is not limited to, racial, religious, national origin, age, disability, and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with Vinton ELC is prohibited. Individuals whose behavior is alleged to be in violation of this policy will be subject to discipline, up to and including, discharge or other appropriate action. Employees, students, and parents who believe they have suffered harassment shall report such matters to the Director or the Board of Directors in writing.

Nepotism Policy:

The employment/contractual engagement of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord,

scheduling conflicts that may work to the disadvantage of Vinton ELC and its employees and/or outside contractors.

For the purposes of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage, or legal action. Examples include spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson, granddaughter, or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and a daughter or son on an employee’s domestic partner.

It is the goal of Vinton ELC to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or management disruptions exist. Vinton ELC may allow existing personal relationships to be maintained, employ individuals and/or enter into contracts with personal relationships to current employees/contractors under the following circumstances:

- Individuals may not work under the supervision of the same manager.
- They may not create a supervisor/subordinate relationship with a relative.
- They may not supervise or evaluate a relative.
- The relationship will not create an adverse impact on work productivity or performance.
- The relationship may not create an actual or perceived conflict of interest.
- They may not audit or review in any manner the individual’s work.
- They may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, brothers, sisters, stepfamily members, in-law family members) serves on Vinton ELC’s Board of Directors which has authority to review or order personnel actions, or wage or salary adjustments which could affect his/her job.
- Employees/Board Members must identify relatives who may currently or seek to enter into an outside contract with Vinton ELC.

No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

This policy must be considered when hiring, promoting, or transferring any employee and entering into a contract for outside services.

Should relationships addressed within this policy be identified with either candidates for employment or current employees, the matter should be immediately reported to the Director and/or Board of Directors. The following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to Vinton ELC’s Nepotism Policy based on the conditions described above.

- If the relationship is determined to fall within one or more of the conditions described in this policy, the Director, and Board of Directors in consultation with the affected employees will attempt to resolve the situation through the transfer of one employee to a new position or identify some other action (i.e., supervisory reassignment) which will correct the conflict or issue identified.
- If accommodation is not feasible then, with affected employee/outside contractor suggestions, the Director and Board of Directors will determine which employee must resign to resolve the situation or if the outside contract must be terminated.

Vinton ELC reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The Board of Directors reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

It is the responsibility of every employee to identify to the Director and/or Board of Directors any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including termination.

Appeals & Grievances:

If an employee has a concern, appeal, or grievance concerning an action taken by Happy Time, its employees, Director, Assistant Director, or Program Specialist, the employee should contact the Director in writing with the concern and request corrective action.

The Director will consider the information and respond to it in writing, including any corrective action taken within five working days.

If the employee does not agree with the action taken, the employee must put the concern in writing and request a meeting with the Board of Directors, within 30 days.

The Board of Directors will inform the employees as to when the matter will be reviewed. The Board will hear information at that time and render a written decision concerning the center's actions within 14 days. That decision is final.

Discharge/Termination of Employment:

The Director and the Board of Directors have the discretion to discharge an employee for any violations of the rules contained herein.

USDA Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 2. fax: 202-690-7442; or
 3. email: program.intake@usda.gov
- This institution is an equal opportunity provider.