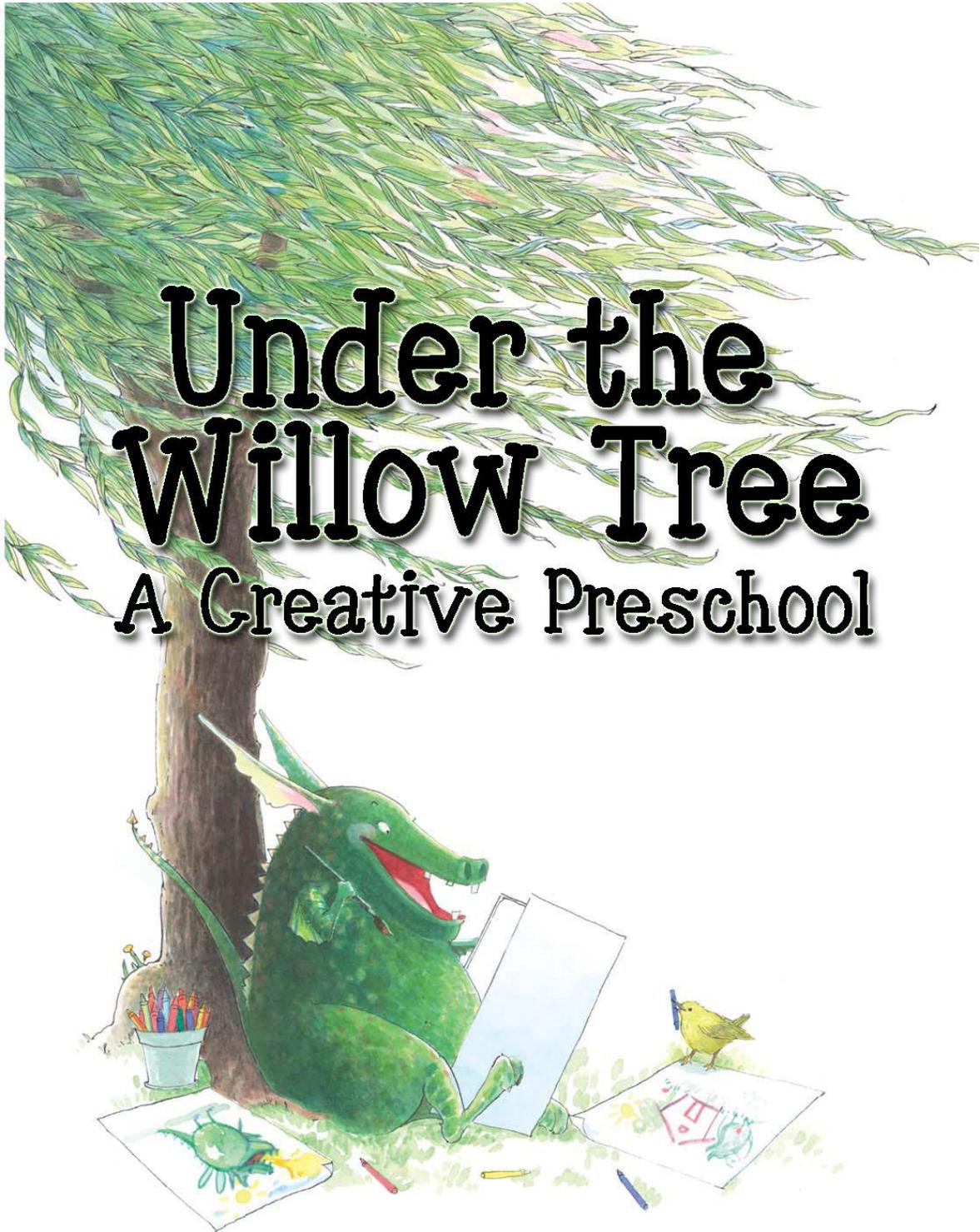


Staff Manual



Lara Connor 2010

Under the Willow Tree, A Creative Preschool is licensed by the Maine Department of Health and Human Services (DHHS), Office of Child and Family Services. We follow the Family Child Care Facility (Nursery School) Licensing Rule 10-148 Code of Maine Rules, Chapter 32:
<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/10-148%20Ch.%2032%20Child%20Care%20Facility%20Licensing%20Rule%20Effective%209-27-21.pdf>

Most Recent Update: Effective Date: September 27, 2021

Mandatory Reporting of Child Abuse or Neglect

Preschool teachers or staff must immediately contact the Department of Health and Human Service's Child Protective Service's Child Protective Intake hotline (800) 452-1999 whenever there is reasonable cause to suspect child abuse or neglect.

Bethany Callnan, DHHS licensing specialist, must be notified within 24 hours
bethany.callnan@maine.gov

Find more mandated reporter information here:

<https://www.maine.gov/dhhs/ocfs/provider-resources/reporting-suspected-child-abuse-and-neglect/mandated-reporter-information>

Take State of Maine mandated reporter training here:

<https://mainemandatedreporter.org/#/>

Child Guidance Caregiver Code of Conduct

- We do not allow any form of physical punishment as a method of discipline. We do not restrain or touch an upset child unless they are presenting a danger to her/himself or to others. We do not isolate or shame children who are being disciplined;
- We make sure that the safety of your child is a primary goal. Therefore, we make sure that the children are supervised at ALL times. We also have potentially dangerous items locked and out of sight so that they do not present a risk to students;
- We treat each child equally, regardless of race, religion, culture, family background, disability, or economic status;

- We maintain appropriate expectations of children based on their developmental age and abilities. We will manage a child's behavior using developmentally appropriate techniques;
- We are aware of our body language and the way we speak to the children, knowing that they learn from what we do and what we say;
- We interact with children at their eye level;
- We make sure to engage children in conversations that are sincere and age appropriate, never using language that is vulgar, sarcastic, or judgmental. We will not tolerate teasing, nagging, embarrassment, humiliation, or threats of any child under our care;
- We will communicate in a respectful manner to parents and guardians;
- We understand that children make many mistakes and we will use mistakes and mishaps as teachable moments;
- No child will ever be punished for soiling or wetting themselves;
- We may initiate and return signs of affection with children in our care, such as hugs. We will hold or carry children who wish to show affection in this manner if it is an appropriate situation;
- We will not tolerate tickling, roughhousing, pulling, yanking, tripping, etc.;
- We will help children establish problem-solving skills and establish limits in their environment to discourage physical aggression;
- We will not withhold or force-feed food as a punishment or discipline;
- All information about each student is confidential and we will uphold and practice confidentiality at all times;
- **All teachers and staff must also review Section 9 (Child Guidance) of DHHS Licensing Rules 10-148 CMR Chapter 32 (pp 35-36).**

Child Illness

If you think a child is sick or contagious, please do not admit them to preschool! A child will be sent home if their temperature is 100.5°F or higher. A child will not be allowed to come to school if they have vomited within the past 24 hours. A child will also not be allowed at school (or sent home) if they have severe coughing, difficulty breathing, pinkeye, head lice, infected skin patches, unusual spots or rashes, sore throat or difficulty swallowing, unusual dark urine or pain urinating, yellowish skin or eyes, gray or white stools, diarrhea, severe headache or stiff neck, or severe itching.

Medication

Any medication that a child receives is expected to be given before coming to preschool each morning. If a child needs to be given medicine while attending preschool, the child's caregiver must administer the drug personally. Teachers will not be responsible for administering drugs with the only exception of emergency medication such as an epinephrine autoinjector (EpiPen) provided by the parents with specific medication administration instructions. Form found here:

<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/childrens-licensing-and-investigation/documents/Medication-Administration-Record.pdf>

Management of Communicable Illnesses

Under the Willow Tree teaches children proper hand-washing techniques and to cover coughs and sneezes. Teachers and staff properly disinfect surfaces and toys. Children are monitored for symptoms. Each child is provided with an individual pencil box and is discouraged from sharing snacks and personal items.

More resources: <https://www.cdc.gov/infectioncontrol/guidelines/index.html>

When Under the Willow Trees knows or suspects that a child has contracted a notifiable communicable disease or condition the Program or Executive Director must notify the Maine Center for Disease Control and Prevention (MECDC).

a. The Program or Executive Director must notify the MECDC immediately by phone for Category 1 conditions, and within 48 hours for Category 2 conditions. MECDC contacts: Phone: 1-800-821-5821 (24 hours a day); FAX: 1-800-293-7534 (24 hours a day); or TTY: Maine relay 711 (24 hours a day).

b. For a list of Category 1 and 2 notifiable conditions, see 10-144 CMR Chapter 258, Rules for the Control of Notifiable Conditions, Chapter 2(I).

<http://www.maine.gov/sos/cec/rules/10/144/144c258.doc>

Prevention of exposure to blood and bodily fluids.

Teachers and staff must take measures to prevent potential exposure to blood and other potentially infectious fluids, which may include use of disposable gloves.

When touching blood, body fluids, secretions, excretions, mucous membranes, or non-intact skin, preschool teachers and staff must: 1. Wash their hands after contact, even if gloves are worn; 2. Ensure safe waste management by immediately discarding contaminated single use items; and 3. Immediately clean and disinfect surfaces and reusable equipment.

Medical Emergency

In the event of an immediate medical emergency preschool teachers or staff will dial 911. All preschool teachers and staff are trained in pediatric First Aid and CPR, and must demonstrate the ability to manage an emergency situation until emergency medical responders arrive and emergency care becomes available.

If the child(ren) is/are transported to a medical facility, a completed EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM shall accompany the child:

<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/childrens-licensing-and-investigation/documents/Emergency-Medical-Treatment-Release.pdf>

Teacher/staff-child ratio must be maintained. Under the Willow Tree is licensed for 20 children and a 1:10 teacher/staff-child ratio. However, two staff members must be present when seven or more children are in attendance. In the event of a medical emergency and a teacher becomes preoccupied with the injured child(ren) leaving staffing requirements unmet, an on-site teacher or staff is to notify the program or executive director to call in additional staff.

The parents or legal guardians of the child(ren) are to be notified immediately.

Incident report form found here:

<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/childrens-licensing-and-investigation/documents/Incident-Report.pdf>

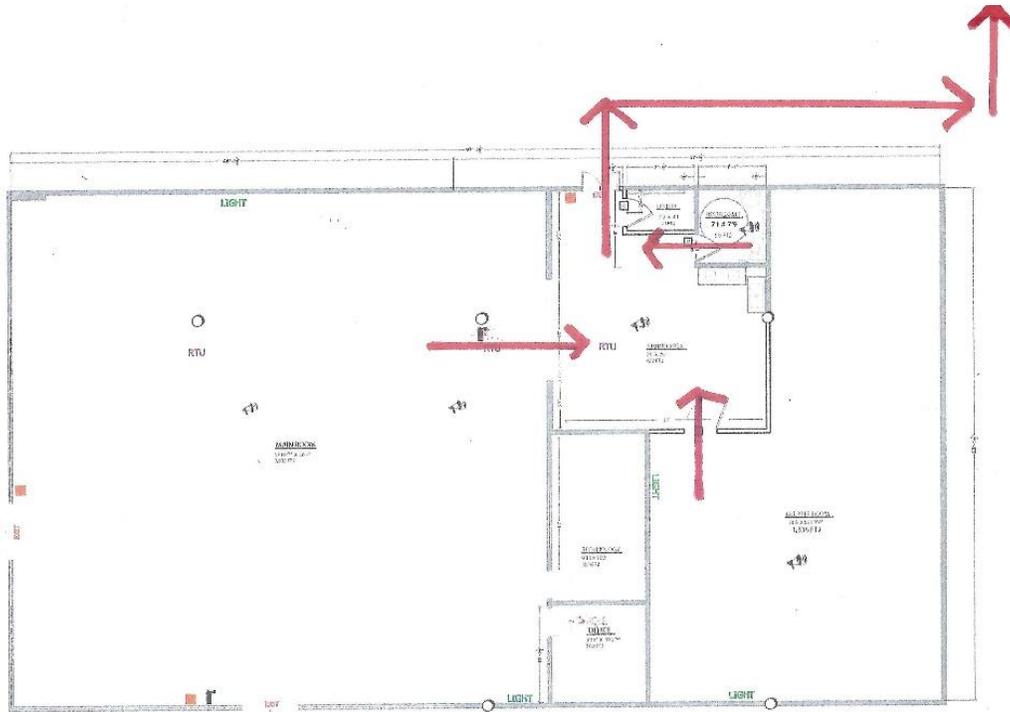
Fire Drill / Emergency Procedures and Relocation

Teachers and students conduct a monthly fire drill following a predetermined evacuation route and designated gathering site; an emergency drill twice a year.

The evacuation route is through Back Door #5 of the Aroostook Centre Mall (where children enter in the morning) and the gathering place is near the steps visible to the northeast of the door.

Note: In the event of a persistent on-site threat, our out-of-neighborhood designated location is Marden's parking lot, 803 Main Street.

In the event of a real emergency teachers and staff must have immediate access to a digital or hardcopy list of contacts (phone, text, email) for all children. **(Go List is posted by back door.)** Once safely in the designated gathering site, teachers will notify all parents or legal guardians to come pick up their children.



Teachers and staff will have their cellular phones set to receive wireless emergency alerts from local emergency management officials. In the event of a weather or other outside perceived threat, teachers may determine to shelter-in-place while notifying parents and legal guardians of the situation.

All children (with and without special needs) will be under the immediate supervision of teachers at ALL times throughout emergency procedures.

Staff Member Qualifications and Training

Ongoing Training: All teachers are required to receive 12 hours of training annually. **All teachers must register with Maine Roads to Quality Professional Development Network:** <https://mrtq.org/>

- Annual training must include a review of health and safety topics;
- Ongoing training must include DHHS-approved Mandated Reporter retraining at least once every four years;
- All training, including adult and pediatric First Aid and CPR certification hours, will be counted toward the requirement for the year it was completed;
- Calculation of training hours per year must be based upon the date of issuance of the license;
- Required training for new teachers will be prorated based on months of employment.

Orientation Training: All staff must receive training in the following areas within the first 90 days of service:

- Fire drill procedures, disaster procedures, and all other emergency procedures. Training must be completed within first week of service;
- Family Child Care Provider Licensing Rule 10-148 Code of Maine Rules, Chapter 32;
- Under the Willow Tree Policies and Procedures;
- Administration of medication and parental consent (teachers may not administer medication until training has occurred);
- Prevention of and response to food and allergy emergencies;
- Building and physical premise safety;
- Communicable diseases, infectious disease prevention and control, Universal Safety Precautions and Blood Borne Pathogens;
- Handling and storage of hazardous material and disposal of bio-contaminants;
- Adult and pediatric first aid with hands-on skills demonstration;
- Adult and pediatric Cardio-Pulmonary Resuscitation (CPR) with hands-on skills demonstration;
- Mandated Reporter Training.

Supervision of Teachers / Staff / Interns

Teachers are supervised by Wintergreen Arts Center's Program Director and Executive Director as named on our Child Care Facility (Nursery School) License.

Annual reviews are conducted on the individual's employment anniversary and placed in the employee's file.

Interns are mentored and supervised by our preschool teachers.

Reporting Licensing Violations

Licensing violations are reported in writing to the Under the Willow Tree's Licensing Specialist at Maine DHHS within 24 hours of occurrence.

Bethany Callnan, DHHS licensing specialist: bethany.callnan@maine.gov

Inclusionary Practices for Children with Disabilities

All students are included in all program dynamics at Under the Willow Tree. Extra attention and care are given to children with special needs or disabilities.

Our facility is ADA compliant, our teachers are fluent in sign language, and trained in developmentally appropriate curriculum.

The preschool program implements a child-centered approach using small-group and hands-on activities to provide students with a diverse learning environment. The program teachers give instruction and guidance to children in ways that foster imagination, creativity, and critical thinking.

The creative preschool program uses a variety of teaching tools and resources that engage all the senses and give students the opportunity to learn at their own pace.

Serious injury and Child Death Reporting

Incident report form found here:

<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/ocfs/childrens-licensing-and-investigation/documents/Incident-Report.pdf>

Teachers or staff must document all accidents, injuries, incidents, or emergencies in the child's record on the day of the occurrence and the parent or legal guardian must review and sign the document within two business days.

Teachers or staff must immediately notify emergency medical personnel and parents or legal guardians of all child deaths and serious injuries that require medical care by a licensed medical provider.

DHHS must be notified within 24 hours.

Bethany Callnan, DHHS licensing specialist: bethany.callnan@maine.gov

Interpretation for English Language Learners

Teachers may use graphic methods, pre-reading strategies, and vocabulary lessons for English Language Learners. Our teachers are also proficient in sign language. Being culturally responsive with children of non-English speaking origin is important along with speaking slowly and demonstrating the meaning of words. Incorporating the child's native language is important teaching moment for the entire class as well.

Expulsion and Suspension Prevention

Children who need extra help adapting at Under the Willow Tree are given individual attention to engage them and ensure as successful an entrance to the program as possible. Our goal is to establish a happy, creative experience for each child. That means best understanding each child's personality and meeting their needs first and foremost.

If at any time, the family or preschool teachers or staff does not feel the program is right for a child, the family may withdraw the child and the balance (if initiated by family) or entire (if initiated by preschool teachers or staff) of deposit is returned.

Drop-Off Policy

Doors will be opened at 7:50 a.m. for children to start being dropped off. Children arrive through Back Door # 5 at the Aroostook Centre Mall.

Pick-Up Policy / Release of Children

Children are picked up through the Main Entrance doors. Parents and caregivers are expected to pick up their child at 11:00 a.m.

If a parent or caregiver is **habitually late** in picking up their child at or before the scheduled closing time of 11:00 a.m., and after discussions and warnings, a \$10 late fee may be charged for every 15-minute period beyond 11:00 a.m.

Children may only be released to individuals specifically indicated on the Parental Release Form in their file.

Policy for Handling All Suspected Instances of Child Abuse or Neglect / Internal Notification Procedure

If a teacher or staff member suspects a child is being abused or neglected, s/he is to report their suspicion immediately to Wintergreen's Program Director and Executive Director as named on our Child Care Facility (Nursery School) License.

For resources, all teachers and staff are encouraged to visit DHHS's web page: <https://www.maine.gov/dhhs/ocfs/provider-resources/reporting-suspected-child-abuse-and-neglect>

DHHS provides a list of behaviors by parents and/or caregivers that should be reported to Child Services Intake, keep in mind this is not an exhaustive list, they encourage anyone with concerns to make a report:

- Physically harming a child (beyond spanking in a reasonable manner);
- Sexually abusing a child;
- Exposing a child to substance use, domestic violence, or other unsafe conditions;
- Failing to provide adequate food, shelter, clothing, or medical care;
- Exposing a child to unsafe or unsanitary living conditions;
- Threatening to harm a child;
- Chronically calling a child names or putting them down.

To report suspected child abuse or neglect, Wintergreen's Program Director or Executive Director as named on our Child Care Facility (Nursery School) License must immediately call Child Protective Services Intake Hotline at 1-800-452-1999 or for deaf or hard of hearing individuals 711 (Maine Relay). S/he will then notify all relevant parties (parents, caregivers, staff, interns, board members) that suspected child abuse or neglect has been reported and complete an incident report.

What if the Allegation of Child Abuse or Neglect is Made Against Under the Willow Tree, Teachers, or Staff?

Teachers and staff must visit DHHS's web page about violence prevention: <https://www.maine.gov/dhhs/ocfs/provider-resources/violence-prevention-provider-resources>

If a teacher or staff member suspects child abuse or neglect is occurring at Under the Willow Tree, s/he must report it to Wintergreen's Program Director and/or Executive Director as named on our Child Care Facility (Nursery School) License, who must immediately call Child Protective Services Intake Hotline at 1-800-452-1999 or for deaf or hard of hearing individuals 711 (Maine Relay). S/he will then notify all relevant parties (parents, caregivers, staff, interns, board members) that suspected child abuse or neglect has been reported. An incident report including the details of the allegation or suspicion, the date Child Protective Intake was called, which relevant parties were notified that the report was filed, and whether or not the parent/guardian was notified of the allegation.

If and while an investigation is conducted by DHHS, the suspected teacher or staff member will be put on unpaid administrative leave. If the investigation finds no evidence of child abuse or neglect, the teacher or staff member will be reinstated with back wages. If evidence of child abuse or neglect is found, the individual's employment will be immediately terminated.

Records Management and Retention

Child records are organized in binders by academic year. Staff records are also organized in binders. Records are kept in the center office which is kept locked when the Executive Director, Program Director, or Center Manager is not on duty.

All records are retained for at least three years after the child graduates or a teacher or staff member leaves employment. Child records may be accessed by parents or legal guardians by contacting either the Program Director or Executive Director.

More Useful Child Care Provider Forms Found Here:

<https://www.maine.gov/dhhs/ocfs/provider-resources/child-care-licensing/becoming-a-childcare-provider/child-care-provider-forms>

Crisis Plan for Exceeding Teacher/Staff-Child Ratio

Under the Willow Tree is licensed for 20 children and a 1:10 teacher/staff-child ratio. However, two staff members must be present when seven or more children are in attendance. In the event an emergency occurs which results in staffing requirements not being met, an on-site teacher or staff member is to notify the Program Director or Executive Director to call in additional qualified staff.

Thank YOU for Being a Very Important Part of Under the Willow Tree, A Creative Preschool

Under the Willow Tree Policies and Implementation

All teachers and staff must read all Under the Willow Tree personnel policies, admission policies, and our Family Handbook. Please acknowledge you have read and understand them by signing here:

Signature: _____

Printed Name: _____

Date: _____

Family Child Care Provider Licensing Rule: 10-148 Code of Maine Rules, Chapter 32

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<https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/inline-files/10-148%20Ch.%2032%20Child%20Care%20Facility%20Licensing%20Rule%20Effective%209-27-21.pdf>

Most Recent Update: Effective Date: September 27, 2021

All teachers and staff must read the above-described licensing rules and acknowledge you have read and understand them by signing here:

Signature: _____

Printed Name: _____

Date: _____

A copy of this acknowledgment page will be placed in your employee file.