



Employee Handbook

Coyote Pups Learning Den

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Welcome to Coyote Pups Learning Den!

We are so excited for you to join our team of experienced, energetic and caring teachers! Coyote Pups Learning Den is an early childhood education center dedicated to providing a safe and nurturing experience that gives the opportunity for all ages to grow physically, emotionally, socially, and intellectually. By implementing our one-of-a-kind curriculum, play time, exploration, and various activities we are devoted to make learning fun and effective.

Hiring Practices and Personnel Procedures:

Coyote Pups Learning Den does not hire based on race, color, religion, gender, age, national origin, marital status, veteran status, or the presence of handicaps or disabilities.

Requirements:

- A background check (including fingerprints for all applicants who have lived outside the ND in the last 10 years) will be run on all applicants who are being considered for employment at Coyote Pups Learning Den. Reference checks will be done as well.
- All applicants must demonstrate they have met the minimum qualifications set by the state of North Dakota for teachers, aides, and other staff members.
- All employees are expected to be familiar with and follow the ND Child Care Center Handbook.
- All employees must complete a 2-day orientation, must be CPR/First Aid certified and must certify county approved training hours annually. New hires must complete 12 hours of Basic Child Care courses within 90 days of starting work.

The following areas will be covered during orientation:

- Emergency health, fire, and safety procedures
- The importance of handwashing and sanitation procedures to reduce the spread of infection and disease among children
- Any special health or nutrition problems of the children
- Rules and policies of the childhood learning center
- Child abuse and neglect laws

Basic Child Care courses will be completed during approved times

At-Will Employment:

Coyote Pups Learning Den is an at-will employer and, as such, may terminate employment at any time for any reason. Employees may also terminate their employment at any time for any reason, although you must give at least two weeks' notice so that we can help students transition and ensure that state-mandated ratios are met.

Probationary Period:

All employees will have a probationary period of 30 days. If at any point during those 30 days Coyote Pups Learning Den or the employee do not feel that it is a good fit, either party has the choice to terminate employment without any reason or repercussions.

Check-in and Check-out:

All employees must check in and out using the designated software. Hourly employees who do not check in or check out will only receive credit for the number of hours that they can otherwise prove they were working. If you forget to check in or out multiple times, then your time will only be corrected to the time you notified us at.

Ground for Dismissal and Behaviors of Concern:

The following offenses will result in immediate disciplinary action and possibly dismissal from Coyote Pups Learning Den:

- Misrepresentation or fraud in obtaining employment
- Falsification of center records
- Disloyalty (antagonistic actions towards the objectives of Coyote Pups Learning Den)
- The use of drugs, tobacco or alcohol on the premises, or being under the influence of drugs, tobacco or alcohol while at work
- Theft, attempted theft, or unauthorized removal of another employee's, parent's, student's, or center property, including proprietary information or forms
- Disclosure of confidential Coyote Pups Learning Den information to another party
- Failure to report work
- Repeated use of cell phones/misuse of cell phone
- Committing a felony while employed by Coyote Pups Learning Den
- Insubordination
- Non-performance of duties that put children at risk or cause a violation of any federal, state, or county regulations including but not limited to:
 - Leaving a child or children unattended
 - Allowing a child to leave the center with an unauthorized person
 - Intimidating
 - Spanking, kicking, slapping, binding, biting, denying food/forcing child to eat
 - Punishing child for lapses in toilet training
 - Putting child in confined space
 - Derogatory remarks to a child or yelling at a child
 - Sleeping while supervising children
- All Suspected child abuse by employees will be turned over to Williams County Social Services. The caregiver will not be allowed to be alone with children until the CPS investigation has been closed and caregiver will be placed on probation. If the CPS report comes out as no services, caregiver will be released from all probation. If CPS report finds evidence, employee will be released from Coyote Pups Learning Den.

Other behaviors of concern will result in a conference with the Operator and disciplinary action including a letter of reprimand in the employee's file. Repeated offenses may lead to termination, such behaviors include but are not limited to:

- Repeated dress code violations
- Interpersonal conflict with coworkers that results in decreased ability to do job
- Repeated tardiness or excessive absences

Attendance:

The children and other staff members at our center depend on you to be there and to be on time. Please do your best to schedule appointments outside of work hours.

Please schedule any vacation/personal days as soon as possible but at least two weeks in advance. Vacation requests must be made by filling out a day off request form. In case of illness please call or text the Operator as soon as possible. A heads up the night before if you are not feeling well and are absolutely sure you will not make it to work in the morning is appreciated.

Leave:

- Coyote Pups Learning Den will grant 5 unpaid days of personal leave to each employee annually, cumulative up to 7 days, starting on August 24th. After these days are used, the operator may choose to deny leave.
- Coyote Pups Learning Den will also grant 10 unpaid days of sick leave to each employee annually, starting on August 24th. After these days are used, the operator may choose to deny leave.
- Coyote Pups Learning Den will grant 5 days of non-cumulative emergency leave to each employee annually, starting on August 24th. Emergency leave covers serious illness of an employee or immediate family member, bereavement—immediate family member, bereavement—other, out of town weather related emergencies. After these days are used, the operator may choose to deny leave. *The decision to grant emergency leave will be made by the Operator.*

*Part-time employees will receive half of the leave days listed above.

Calendar:

- Coyote Pups Learning Den will follow the Williston Public School District #1 calendar for Thanksgiving, Christmas, and Spring Breaks. Parents will not be charged for this time; therefore, employee's will not be paid for this time. We hope this gives parents the opportunity to spend time with their children, and employees to enjoy some time off!
- Coyote Pups Learning Den will be closed Memorial Day and Labor Day.

Care for Children of Employees:

- The discount for employee children is 25% off. In order for this discount to be effective, the employee must work at least 30 hours a week.
- Tuition will be deducted from your paycheck. All employees utilizing this benefit will sign a release for Coyote Pups Learning Den to make such a deduction.
- Please treat all employee children as you would any other children in your class.

Accidents/Serious Illness:

- REMAIN CALM
- Never leave a child alone
- Use a phone to call for help
- Remove all other children from area
- Administer CRP or First Aid, if needed
- Operator will call 911 and child's parents
- Teacher will fill out accident report
- Teacher and Operator will fill out necessary injury reports

Child Abuse or Neglect:

All teachers and child providers are mandated reporters; those who have reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect must immediately report that information as required by the North Dakota Century Code chapter 50-25-1. All staff members including back up staff/volunteers are trained on the policy, procedure, and confidentiality in relation to child abuse/neglect. All documentation of suspected abuse/neglect is kept in a confidential file and is locked.

Procedure:

1. The Operator will report suspected abuse/neglect and document all concerns and have staff document their concerns.
2. If unsure whether to report the situation, the Operator will contact Williams County Social Services.
3. Staff, volunteers, and back up staff will document concerns, discuss concerns with Operator or supervisor, and follow recommendations.
4. Staff, volunteers, and back up staff will use own judgement, document and report concerns to Williams County Social Services when situation is warranted, and Operator and supervisor are not available. If unsure whether to report the situation, they should contact Williams County Social Services. The Operator will be informed immediately upon return.

The Program

State Licensing Rules and Regulations:

All staff members are expected to be knowledgeable in the ND Child Care Rules and Regulations handbook and follow all procedures. If you have questions regarding the rules and procedures, contact your center Operator.

At Coyote Pups Learning Den we believe that behavior guidance issues seldom arise when the children are actively involved with the other children, staff, and the activities they present throughout the day. Daily activities are designed to be developmentally appropriate for the individual age groups of the children that attend Coyote Pups Learning Den. Harsh or threatening methods of discipline will not be permitted.

Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning activities, giving choices, teaching the use of acceptable alternatives, anticipation or possible problems, redirections, and use of direct and logical consequences. Children may be separated from the group temporarily if less intrusive methods of behavior guidance have proven ineffective and the child's behavior threatens the well-being of other children or staff.

Below are the tools we use that are helpful in guiding children's behavior:

- **Set limits:** children are more secure when they know the rules and what is expected of them.
- **Make statements about the behavior, not the child:** avoid labeling the child or his/her personality. Ex. "You cannot throw toys even when you are angry." Not: "You are mean when you get mad."
- Make rules simple, few, and consistent.
- **Give children a warning before changing activities:** this allows them to prepare for change.
- **Be positive:** most guidance can be stated in a positive way. It is easier to tell children what they should do rather than what they cannot. Practice patience.
- **Bring attention to good behavior:** children often misbehave because we give them attention when they are doing so.
- **According to state law, a child may not be** subjected to physical harm, fear, or humiliation, isolated in a locked room or closet, punished for lapses in toilet training,

force fed or coerced to eat (unless medically prescribed and administered under a medical provider's care.

- **And a staff member may not:** use verbal abuse or make derogatory remarks about a child, a child's family, race, or religion when addressing the child or in the presence of a child, use profane threatening, unduly loud, or abusive language in the presence of a child, use deprivation or food as a form of discipline, kick, punch, spank, shake, bite, roughly handle, strike, retrain, or physically maltreat a child, force a child to ingest substances that would cause pain or discomfort, withhold active play from a child as a form of discipline or punishment, beyond a brief period of separation (no more than one minute per year of the child's age unless a class has been made to a parent and the child is waiting in the office to be picked up.)

Confidentiality:

- It is expected that each staff member will respect the privacy of their fellow staff members, the children, and families of Coyote Pups Learning Den.
- Information discussed and/or overheard while at the Learning Den is to be kept within the confines of the Learning Den. Children and their families should not be discussed outside of the center, including in emails and/or other social networking sites.
- In order to protect yourself and the Learning Den, you may not take pictures of your students with your personal cell phone or camera. If you would like to take pictures in your classroom, please discuss a plan with the Operator.
- You may not share or post pictures of students on the internet.
- Do not give anyone's phone number out without their permission. If someone asks for personal information, please tell them you would be happy to pass their information on to the other person but are not free to give out contact information without permission.
- If you have questions/concerns, please bring them up with the Operator.
- A breach of confidentiality may result in immediate termination.
- It is ground for dismissal to confidential records from the premises. These include:
 - Pictures
 - Enrollment documents
 - Permission forms
 - Care plans
 - Assessments
 - Facebook posts
 - Sharing private information about Coyote Pups Learning Den with past employees

Information regarding each child and family is kept private. Due to the sensitive nature of information you will need to know as a teacher, it is extremely important to keep this information confidential. Information may be shared on a "need to know basis only." Written information about each child and family must be kept in locked files which are only accessible to the Operator and staff when needed. If a parent of child chooses to tell you personal information, remain professional and positive, as they obviously feel comfortable and trust you and we do not want any staff to betray that trust.

Harassment/Discrimination:

It is the intent of Coyote Pups Learning Den to provide work environment that is free from discrimination or harassment. Sexual, racial, or any type of harassment or discrimination in the workplace on the part of any employee is prohibited and any employee found to have engaged in such will be subject to strong disciplinary action, including termination. The employer will investigate any reported instance of harassment or discrimination. Any employee who believes he/she is the subject of harassment or discrimination should report a complaint to the supervisor or Operator for appropriate investigation and action. Retaliation for filing a harassment or discrimination complaint will not be tolerated.

General Policies/Procedures

Outdoor play:

At Coyote Pups Learning Center, outdoor play is a special part of the day. Fresh air and exercise are important to the health and development of children. We have a playground with an area for ages 2 and under and an area for ages 2 and up. This allow the equipment to be age appropriate. When outdoors, teachers should be spaced throughout the play area, not standing together visiting. Playing with the children is strongly encouraged to help them explore their surroundings.

Playground Rules:

- All staff and children must wear shoes while outside
- No climbing on fences and gates, instead climb on equipment made for climbing
- Do not throw turf, rocks, sand, etc.
- Go up the stairs and down the slide
- Take turns on slide and other equipment
- Put all toys away before going back indoors
- All sunscreen/bug spray needs to be applied outdoors. If the children have it here at the center, it needs to be applied each time they go outside
- Wash hands/face when returning inside

Mealtimes:

- Meals at Coyote Pups Learning Den will be served up and eating will take place in the kitchen, additional food will be brought in for children who are still hungry.
- Some children will bring outside food or breakfast, this is only allowed during mealtime and as long as there are no other children allergic or sensitive to food brought in.
- Tables must be washed before and after use.
- Wash your hands and the children's hands.
- Children need to sit at the table until all children are done eating.
- Sit at the table with the children, relax and be polite, and wait until everyone has eaten to clean up.
- Food is only to eat, not to play with. (If a child continues to play with food pull the child's chair away from table and ask them to let you know when they are ready to eat rather than play with their food.)
- Encourage children to try each food, but do not force them to eat.
- Food is for children, not staff members.
- Age appropriate children will throw away his/her own garbage and clean up their spot.
- Wash hands/face when finished.

Diapering:

Proper diaper procedures are extremely important to keep children and staff clean and healthy. The procedure is listed below:

1. Assemble all supplies that you need
2. Place the child on changing surface
3. Clean the child's diaper area
4. Remove soiled diaper
5. Put on clean diaper and dress the child
6. Wash the child's hands and return to supervised area
7. Clean/sanitize the diaper changing surface
8. Wash hands thoroughly
9. Record child's skin condition and what was in the diaper

Napping:

Naptime is an important part of the children's day. It gives them time to rest and regroup. Infants will nap as needed throughout the day or per parent instruction/request.

A quiet time occurs daily from 12:00-2:00 PM in the 0-3's classrooms. 4's and 5's will lie down and rest quietly; however, the only exception is if the child is awake and restless, they may read quietly or participate in a quiet activity. Each child will have their own nap mat in their classroom and bring a blanket from home. No pillows or stuffed animals as this become a sanitary issue. Staff may rub children's backs on top of clothing if needed. Sound systems may be used to play relaxing music to help the children rest if needed. Do not stack the children's blankets after nap, they need to be put in their separate containers.

Lights: When you leave your classroom please be sure to shut off all lights. If you are the last one to leave the building, make sure that all lights are off and all windows and doors are close and locked.

Meetings: Occasionally, there will be an all-staff meeting regarding the center. These meetings will be held after business hours and will try to accommodate all schedules. They will give us an opportunity to discuss what is going well/needs improvement, or new ideas.

Personal and Professional Behavior:

As an employee of Coyote Pups Learning Center, it is extremely important that you use good judgement regarding your behavior. You are expected to be a positive role model for the children in the center as they will be studying everything you do. So often, children try to imitate the adults they are in contact with, so it is imperative that you lead by example. Also, keep in mind that many of our parents use social media sites, so please make sure all pictures are appropriate.

You are expected to model excellence and to present a professional demeanor at all times. Greet both children and their parents in the morning. When you greet the children, kneel down to their level, look them in the eye and welcome them. Posture and body language are an important part of your image to parents and children. Please refrain from the following:

- Loud language at any time
- Foul language
- Leaning against anything (be interacting with children)
- Doing personal work during class time
- Personal phone class/texts during class time

- Dress code violations

Dress Code:

While working with children, it is important to wear clothing that is comfortable and easy to move in. You are expected to get down on the ground and play with the children at this level so please keep this in mind:

- Jewelry: should be conservative and secure so children cannot grab and pull. Facial jewelry must be small and discrete.
- Shoes: must be clean and in good repair. Comfortable shoes are best since you will be engaging with children on the playground and in the classroom.
- Clothing: must be clean and in good repair at all times. You are working with children so you will be on the floor frequently, conservative and comfortable clothing is best. It is highly recommended you use a professional/conservative outlook when deciding on clothing; the “frumpy” or “just rolled out of bed” looks are not ok.
- Hygiene: all employees must have good hygiene when coming to work.

Food and Hot Beverages:

- Food brought may be eaten at nap time.
- Staff should avoid drinking hot beverages around the children to avoid possible burns. If you do choose to drink hot beverages, keep them out of reach of children.
- All other beverages should be kept in a closed container and kept away from children.

Media Policy:

- Use good judgement and refrain from discussing center matters over the internet. Respect others’ privacy and also remember that a face to face discussion about issues is much less likely to be misunderstood than an electronic message.
- Texting and personal cell phone usage are not allowed while children are present.
- Please do not discuss center issues with the media, but instead forward questions/concerns to the Operator.

Chain of Command:

Operator: Kenzi Brown

Director: Katie Limmer

Schedules: will be set by operator. Vacation must be requested at least 2 weeks ahead of time and we will do our best to accommodate your request based on staff availability.

Fire Drills: practice fire drills will be conducted at varying times. When the alarm sounds, the children will evacuate the building using the designated exits and meet in the designated area a safe distance away from the building. Staff responsibilities include checking all restrooms and places children could hide, and check attendance to make sure all children are accounted for. Teachers are responsible for bringing first aid and clipboard.

First Aid Kits: are provided in every classroom and located in designated area.

Guidelines for Exclusion due to Illness: When a child becomes ill, he/she will be isolated from the other children and the parent will be notified to pick up child within the hour. Please consult with operator or director before contact with parent is made. A parent will be contacted to pick up center if any of the following symptoms are shown:

- Fever (100 Degrees F or higher)

- Diarrhea (3 loose stools in one day or 2 in one hour)
- Vomiting (2 episodes in one day)
- Rash (unexplained, except for diaper rash)
- Pink Eye (when the eye is red or pink with white or yellow discharge)
- Irritability (or listlessness which is not consistent with the child's temperament will be reported to Operator or Director who will notify the parent. The child does not have to leave the center)

If the child contracts any of the following infectious diseases he/she must be excluded until:

- Chicken Pox: after all blisters have scabbed over
- Croup: after the cough has subsided
- Ear Infection: after 3 doses of medication or after 24 hours
- Fever: after the fever has returned to normal without the aid of fever reducing medicine
- Head Lice: after one complete treatment and removal of all nits
- Impetigo: after 24 hours of medication
- Pink Eye: after the child has been on medication for 24 and no matter in child's eyes
- Ring worm: after medical treatment with a fungicidal ointment
- Roto Virus: after the child has formed one stool
- RSV: after the wheezing and coughing has subsided
- Shingles: after all blisters have scabbed over
- Strep Throat: after the child has been on medication for 24 hours
- Thrush: after 24 hours of medication
- Covid: All symptoms are gone for 72 hours and child has been quarantined for 2 weeks.

If a child does become sick while at the center, notify the Operator/Director immediately. The child will remain in the main office with the Operator or Director until a parent or other authorized person can pick him/her up from the center.

Hand Washing Policy: We strongly believe that high-quality hand washing is important to maintaining good health for the children and the staff. Coyote Pups Learning Den require staff and children to wash hands:

- Before and after all meals and snacks
- After toileting/diapering
- After sneezing/coughing, wiping a runny nose
- After playing outside
- After playing in a water table, sand box, or play dough
- After arts & crafts

Health Policies: If a child does contract a communicable disease at the center, notify the center operator or director immediately so that notification can be given to all parents. When telling the parents of the other children, please remember confidentiality as we are not allowed to give out the child's name.

Medication Policy: Written permission from the parent is required before medication can be dispensed to a child. Medications for a child must be kept in original container including non-prescription items. We can only administer medications if the child's name is on the prescription bottle. If a child is to receive medication during the day, please have the parent fill out an education form when they arrive. This form will permit us to give their child the needed

medication and ensure the correct amount is given at the correct time. NO child is allowed to have medications in their possession (on their body or schoolbag.) Medication will not be administered by just a phone call. Any expired or unused medication will be returned to their parent or destroyed. Cough drops are not allowed as they are a choking hazard. All medication must be kept out of reach of children in the locked cupboards. Written permission is also required before we can use sunscreen or bug spray on a child. Parents are responsible for providing their child's own sunscreen or bug spray, labeled with the child's name.

Performance Appraisals:

- Staff performance evaluations will be conducted twice a year by the Operator and/or director and meet with staff members throughout the year.

Release of Children: the supervisor will be in charge of allowing authorized persons to pick up children. The supervisor will keep track of any occasions when an authorized, but not daily, person picks up a child.

Room Cleaning: the children should walk in every morning to find a room as beautiful, organized, and clean as it was on the very first day of class. Teachers are responsible to keeping rooms clean and tidy. Spills should be cleaned up immediately, and materials stored neatly. The teacher should dust, mop, sweep, and sanitize on a daily basis. The staff members will ensure this is done and will do a walk-through thorough cleaning of the room each week. Teachers must keep the center sanitary to help prevent the spread of germs. Any bottles of bleach must be labeled, and all cleaning supplies stored out of reach of children.

Volunteers: are never to be included in the students to staff ratio, with the exception of regularly scheduled volunteers.

Breaks: Employees are allowed an unpaid 30-minute lunch break, if you are completely relieved of all duties. Employees are allowed an unpaid 30-minute lunch break, if you are **not** relieved of all duties. You must notify the operator/director so we can cover your room and get your lunch break scheduled. We have to maintain child to staff ratios at all times. We are not required by law to have 15-minute breaks.

Video Surveillance: Coyote Pups Learning Den has cameras throughout the building to ensure safety for both staff and students.

Employee Payroll Deduction Authorization Form

I _____ hereby authorize Coyote Pups Learning Den to take from my last paycheck for my First Air/CPR training if my employment was terminated before having worked 1 year from the date I attended CPR Class at Coyote Pups Learning Den.

I _____ hereby authorize Coyote Pups Learning Den to take childcare for the following children below out of my pay, in accordance to the childcare fees as of _____. I understand and agree that I am responsible for the satisfying amount, that will be determined on a by weekly basis. I understand that I have to work 30 hours/week to get the discounted rate. I understand that the amount may vary:

Please include children below:

Name: _____ Classroom: _____

Name: _____ Classroom: _____

Name: _____ Classroom: _____

Name: _____ Classroom: _____

Meal Break Waiver Form

I understand that under North Dakota Minimum Wage and Work Condition Summary, after a work period of 5 hours, I am entitled to receive an unpaid meal break of not less than 30 minutes during which I am relieved of all duties. I give my consent that I may waive my 30-minute unpaid meal break only when my work and/or scheduled shift will be completed in 6 hours or less in one workday. In order for this waiver to be valid, my supervisor must also authorize the waiver in writing by signing below:

Employee Signature: _____ Date: _____

Operator Signature: _____ Date: _____

I have read and understand the policies contained in the Coyote Pups Learning Den Employee Handbook. If I do not understand any policy at any time, I will seek clarification from the operator. I agree to abide by the policies outlined in the Coyote Pups Learning Den Employee Handbook.

Dated this _____ day of _____ month, 20____.

Email: _____

Phone Number: _____

Signature: _____

In case of emergency, who is the first person you would like us to contact:

Name: _____

Phone Number: _____

Do you have Facebook? If so, what is your profile name?

You will be able to access your pay stubs electronically. We will need to verify your:

Mailing Address: _____

Birth Date: _____

Email Address: _____

Please be watching your email

Operator: _____

Date: _____