

**PS 261 PTA Sponsored After-School Program
Employee Handbook**

2010-2011

To be distributed to all employees of the PS 261 PTA Sponsored After School Program
Revised August 2009

Introduction

This Employee Handbook was designed for you, as an employee of the PS 261 After-school Program (“the Program”). It includes information about the program, the expectations for employees and important policies and procedures. It is intended as a guide for use throughout your employment. However, please note that this Handbook does not constitute an employment contract or a guarantee of employment, and does not change the at-will status of your employment.

These policies were adopted by the PS 261 After-school Committee (“The Committee”), and were developed to be in accordance with federal, state and local laws and policies of the School Administration. These policies may be modified by the PTA, the Committee or any designee of the Committee, at any time, without notice. *At any time the decisions of the PS261 Administration supersede any other program decisions.*

All employees are expected to read this document thoroughly, and are required to sign and submit the acknowledgement form located at the end of this Handbook. If at any time you have questions about the policies herein, or feel that certain matters are not included that should be, please bring your concern to the Director.

Mission

The PS 261 PTA After-School program will provide high-quality, affordable, and diverse after-school care for all participating children, featuring an array of age-appropriate program options that reflect children's interests. In doing so, it will provide peace-of-mind to working families, who will know that their children, after a long school day, will be in a caring, safe, secure and fun environment run by highly professional and enthusiastic Teachers, program administrators and Counselors, assisted by an enthusiastic support staff. This PTA-sponsored program, unique in Brooklyn, will maintain an open channel of communication between families and staff, be responsive to families’ needs, and ensure that all staff members understand their roles and program expectations and are accountable for their performance. Perhaps most importantly, the program will be an enriching experience, culturally, academically and socially, for all participating children.

School Governance

The PS 261 After-School Committee has the ultimate responsibility for establishing the program’s vision, mission and programmatic direction and for adopting all the policies and practices necessary for the overall operation and administration of the School.

The Director, who reports directly to the Committee, is responsible for implementing the policies, programs, and decisions of the Committee; managing the day-to-day operations and program staff; ensuring compliance with School Administration policies and procedures and communicating with families, as well as the Committee and School Administration.

Teachers will report directly to the Director. Counselors will report to the Teacher to whom they are assigned by the Director.

Professional Standards and Practices

Primary Goals and Responsibilities of Staff

We are delighted that you are with us, and we value the skills, knowledge and abilities that you bring to our school community. We know that you share our commitment to ensuring that the PS 261 After-School program safe and educationally sound. The following principles constitute the major goals and responsibilities that we expect of all After-School employees.

Your first responsibility is to ensure the health and safety of the children in your charge as well as any other children when they are entrusted to your care. It is expected that you will always be alert to any safety hazard and that you will avoid even the appearance of a safety hazard, which includes inattentiveness or the poor supervision of children.

Your next responsibility is the positive development of each child, which means helping children in their social-emotional, physical and intellectual development as well as encouraging good habits and positive attitudes. In addition, as an After-School employee, you also have a responsibility to ensure that the families feel confident and informed about their child's care, so that they do not worry about their child's safety, health, happiness, or development when enrolled in our program. Beyond that, the entire PS 261 After-School community, including the Administration, fellow teachers, and families count on you for the professionalism, knowledge, support, and encouragement you bring to your role and your direct assistance in raising and nurturing the children in your care.

PS 261 is proud of its inclusive and diverse environment and you are expected to be accepting of families with differing life styles and ethnic backgrounds and cultures. In addition, we expect you to keep in mind that different families have a variety of goals and expectations for their children and themselves, and that some of them may be dealing with personal family matters and transitions. We need to remember that families may be under stresses and pressures that we know nothing about, and that families have different capacities for tolerating such stresses. We encourage teachers to discuss any problems or concerns with family members directly, particularly as they relate to family/teacher communication and the child's well being. However, please know that we will not accept any disrespect or rudeness on the part of families toward the staff. If you feel that you need assistance in having a discussion with a family or family member, we encourage you to discuss your concerns with the Director, who is always available to assist teachers with such discussions.

We all have a serious responsibility towards the program, the school, our colleagues, the children, and the families, and we need to work together in order to ensure the program's success.

Professional Standards

Our program upholds a professional, respectful work environment. Employees are expected to:

- ❑ Exhibit and practice courtesy, respect, positive customer service and professional judgment in dealings with all stakeholders (children, families, supervisors, colleagues, school administration and staff, community members, etc.)
- ❑ Maintain confidential information about children, families or staff and not discuss personal information about families or staff in front of others.
- ❑ Problem solve with families – involving the Director if necessary – to ensure a child's well-being and /or address families' concerns

Problem Resolution Procedures

At times, disagreements and issues may arise. All staff members are expected to work together to try to resolve disagreements in a positive, productive and direct manner. Staff members encouraged to try to resolve problems directly with one another, and are discouraged from unnecessarily involving third parties (such as other teachers or families). Disagreements should not be discussed, and conflicts should not occur, in front of children.

In order to most effectively and fairly address problems that may arise in the school, all staff are required to follow the following Problem Procedures:

1. If a Counselor should encounter any problem or concern with a staff member, student, or family, or if a Counselor has any other problem or concern regarding the classroom or the School, the Counselor

should discuss the problem or concern with his or her Teacher. ***If the problem cannot be resolved at that level, it should be brought to the attention of the Director.***

2. If a Counselor has a problem or concern with a Teacher that cannot be resolved through discussion with the Teacher, the Counselor should discuss the issue with the Director.
3. Teachers should discuss any problems or concerns that may arise in their classrooms with the Director.
4. If an Assistant or Teacher has a problem or concern with the Director that cannot be resolved through discussion with the Director, the teacher may consult with the Chairperson of the After-School Committee, who, in his or her discretion, may bring the matter to the Full Committee and/or School Administration for guidance.
5. The affected parties will meet to discuss the issue and develop a plan for resolution.
6. ***We anticipate that most decisions will be resolved through discussion and consensus. When a problem remains unresolved even after the steps above have been followed, the rules and procedures of the PS261 Administration will be the final word.***

GENERAL EMPLOYMENT POLICIES

Equal Opportunity Employer

The PS 261 After-School Program is an Equal Opportunity Employer. No employee or applicant shall be discriminated against because of actual or perceived race, creed, color, religion, national origin, alien status, citizenship status, marital status, gender, sexual orientation, veteran status, disability or other classification protected by law. The Program does not tolerate any form of discrimination.

Sexual Harassment

Sexual harassment is strictly prohibited by both federal and state law. Sexual harassment of employees, applicants or any others involved or affiliated with the After School program will not be tolerated.

Sexual harassment is unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature made either explicitly or implicitly, with an implication, either direct or indirect, as a condition of an individual's employment such as hiring, evaluation, promotion. Sexual harassment may also include any such described behavior that is pervasive and/or unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs, innuendo);
- Physical harassment (e.g., physical contact); and
- Visual harassment (e.g., posters, cartoon or drawing of a sexual nature).

Each employee must treat others with respect, dignity and professionalism. Sexual harassment will not be tolerated. Whether or not the offending employee meant to offend, or believed his or her comments or conduct were welcomed, is not significant. The school's policy is violated when another employees, whether recipients or mere observers, are in fact offended by described comments or conduct. This policy applies wherever a Program-related function is taking place and also extends to vendors and others that employees are involved with in the course of their work.

Complaint Procedures

If an employee believes that he/she has been harassed by any Program employee, vendor, client, or other program contact, the employee should immediately report the incident to the Director. If the Director is involved in the reported conduct, or, for some reason the employee feels uncomfortable about making a report to the Director, the employee should make the report to a member of the Committee. Any person who sees or

hears about conduct that may constitute harassment under this policy should immediately contact the Director or Committee member. Under law, any person who makes a complaint of sexual harassment will not be retaliated against in any way relating to employment. Retaliation will be not be tolerated. Should retaliation occur, it is to be reported immediately to the aforementioned personnel.

Investigation and Response

The Program administration will investigate any reports/complaints and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated these prohibitions against harassment and/or retaliation. The investigation will remain confidential to the extent practical and appropriate under the circumstances. All employees have a duty to cooperate in any investigation of alleged harassment. Failure to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, up to and including termination.

Confidentiality

Confidentiality will be maintained to the extent practical and appropriate under the circumstances.

Reporting Suspicions of Child Abuse

As professionals entrusted with the care of children, all PS 261 After-School staff are mandated under law to immediately report any suspicion of child abuse to the designated authorities. Training in child abuse prevention and reporting requirements is required for all employees and will be provided by the Director. If you see any unexplained bruises, cuts, burns, etc. on a child or if you witness or observe anything else that may suggest child abuse, you must immediately report your suspicions to the Director, who will report such instances to the NY State Central Registry.

Reporting Suspected Illegal Activity

All staff members are also required to report any illegal activity – or belief of such activity - occurring on School property or by PS 261 After-School employees - to the Director.

The Program will make every reasonable effort to protect the privacy of persons who make reports and others who participate in any such investigations. However, under certain circumstances, The Committee or Administration may have to release names to law enforcement officers and/or the program's insurance carrier. There shall be no retaliation against any employee who, in good faith, reports suspected illegal activity, or who otherwise participates in an investigation of such activity, even if the report is found to be mistaken. If any employee feels that they are being subject to any form of retaliation, they should immediately discuss the situation with the Director or a Committee Member.

Drugs and Alcohol

All use or possession of any illegal substance on School property or in any venue of the After-School Program or reporting to work while under the influence of intoxicants or drugs is prohibited and will not be tolerated. The use, dealing or possession of any illegal substance would constitute grounds for immediate dismissal. Any observed use or possession is to be reported directly and immediately to the Director. The failure to report such activity may also be cause for immediate dismissal.

Employment at the PS 261 After-School Program

Staff Recruitment

The Committee shall recruit and hire the Director. For all other staff openings, the Director will, with Committee input, develop job announcements, post announcements, interview candidates, and make recommendations to the Committee about the hiring of staff. The Director may, at his/her suggestion or the Committee's request, include other staff or Committee members in the interviewing process. Employees are

encouraged to recommend qualified candidates to the Director for consideration for posted vacancies; however, employees may not directly or indirectly supervise family members.

Hiring Requirements

All After-School teachers are required to complete/present the following paperwork prior to their commencement of employment:

- Resume
- Transcripts and/or proof of High School Degree (and BA or MA if applicable)
- Fingerprinting (Appointment and/or Final Screening)
- State Screening for Child Abuse
- I-9 Form and related verification documentation
- W4 State and Federal Tax Forms
- Personal Data Sheet (including contact and emergency contact information)

All employees are required to authorize the School to conduct a limited background check for the purpose of verifying employment history and determining any prior criminal and/or child abuse related convictions. Although a prior non-child abuse-related criminal conviction will not, by itself, constitute an event that would preclude employment, it is necessary for the Director and the Committee to be aware of such a history. The results of any background check shall be kept strictly confidential.

Orientation

New staff will attend an initial orientation with the Director to review Personnel Policies and Practices and general information about the program. *All staff will receive the "Employee Handbook" and must return copy of signed acknowledgement page that will be kept in his/her file.*

Change of Personal Information

Employees are required to inform the Director, in writing, of any changes to their address; phone number(s); marital status; name/phone number of emergency contact.

Employment Classifications

Employees of the PS 261 After-School program are per-diem employees who are paid for the hours they work at a rate agreed to at the time of hire. Absences, including planned absences, sick days, school holidays/vacations, etc., are not paid.

Pay Periods/Pay Process

Pay periods are semi-monthly and pay is directly deposited into the employee's bank account.

Program Hours

The hours of program operation are Monday through Friday, 3:00 to 6:00 p.m., following the Department of Education Public School Calendar for the any given School Year. This calendar will be issued to staff upon hire. The Director will inform staff of any changes to the calendar that occur throughout the year.

Employees are expected to leave the school premises after completing their work day. This rule is necessary to help ensure the safety of all Program staff and to comply with the Program and School's insurance policies.

Staff Attendance Sheet

All employees are required to note their accurate arrival and departure times in the appropriate spaces on the Staff Attendance Sheet before the start of each program day. Employees are expected to sign in and sign out to the minute, using the clock in the office. Frequent lateness will be subject to disciplinary action, up to and including termination. If a teacher forgets to sign-in upon arrival or sign-out upon departure, the Director must

grant approval before sign-in can occur, and the Director must initial the Attendance Sheet. Staff members may not sign in/out for one another.

In adherence with school policy, if a teacher is absent during the regular school day, for any reason, he/she may not teach in the After School Program on that same day. Teacher must inform the Director of his/her absence according to program policy.

Meeting Attendance

Teachers and administrative staff may be required from time to time to attend certain meetings or events and will be paid their regular rate for that time.

Performance Evaluation

Employees will meet regularly with their supervisors (Teacher and/or Director) to obtain feedback about their performance, set work goals and identify any areas for development. Formal reviews take place twice a year. If an employee's performance or behavior is found to be unsatisfactory and fails to meet program standards, the Director may help the employee improve his/her performance. The supervisor MAY: coach the employee; provide a written description of areas of improvement and specific timeframe by which improvements must be noted; provide a formal written warning. None of the aforementioned steps are mandatory; some or all may or may not be used based on the individual employee's situation. Failure to improve performance in a timely fashion will lead to discipline up to and including termination.

Attendance and Punctuality

Consistent attendance and punctuality are vital for the smooth operation of the program and are required by every staff member. Employees are expected to be in their place of work and ready to work at assigned times and to attend work regularly. Excessive absences or tardiness may result in disciplinary action up to and including termination.

Absences and Substitutes

Employees are not paid for absences. The Director maintains a list of available substitutes. When a Teacher knows in advance that he or she will be out, the employee is expected to inform her teammates and inform the Director. The teacher who will be out must make arrangements for a substitute ***amongst current After School Program staff*** and inform the Director about the substitute arrangements in advance in writing. Counselors and others who plan to be out must inform their supervisors as soon as the absence is known in order to ensure proper staff coverage.

If an employee is ill or otherwise unable to work without advance planning, he/she is expected to inform the Director of the absence as soon as possible, who will arrange for a substitute and inform the employee's team member(s).

Smoking

Smoking anywhere in the building or in the course of Program activities is prohibited.

Dress

Employees are expected to dress neatly and professionally. Employees' dress should not serve as a distraction to employees, families or children. Torn, ripped, stained, dirty or revealing clothing is not permitted. Long fingernails, flip flops, or high heeled shoes are not recommended as they could impede safe interactions with children.

Gum Chewing

Gum chewing at work is not permitted.

Cell Phone Usage

Cell phone usage (either receiving or sending calls) during program hours is strictly prohibited. There are no exceptions. All phones should be turned off throughout the day.

Use of Program and School Property

Employees are expected to only use program or school equipment, supplies or property, including but not limited to the office telephone, copy machine, fax machine, printer or computer in conjunction with their After-School program work. Personal use of said equipment, supplies, or property is prohibited, though employees, may, from time-to-time, use the office phone for a necessary personal call.

Personnel Records

The Director maintains the personal records for all staff. These files may include: the employee's application and resume, pay rate information and other documentation. Employees may review their personal records by asking the Director to make records available.

Visitors

Generally, employees are not expected to have personal visitors, including their own children, on premises during work time. However if a visitor is expected, employees should relay this information to colleagues and the Director. Visits should be brief and should generally take place outside of the classroom. Prior approval from the Director must be obtained for any longer-term stay.

No Solicitation Policy

Employees are prohibited from distributing non-Program information to colleagues during hours of operation so as not to disrupt operations.

Short Term Disability

Employees are subject to the rules and regulations of New York State Disability Law. If, applicable, an employee is absent due to illness for seven (7) consecutive days, including weekends, on the eighth day the employee is eligible to apply for New York State Short-term disability benefits for up to a twenty-six (26) week period. The employee must submit a completed disability claim form to the office at the commencement of the disability. When the employee is deemed disabled by both his/her doctor(s) and NYS Disability, the employee is considered to be on a disability medical leave.

Workers' Compensation Insurance

In the event of an on-the-job accident or work related illness or injury, an employee is required to notify the Director immediately of such an incident/occurrence, and an Accident Report must be completed when applicable. In the case of an on-the-job accident or work-related illness or injury, workers' compensation covers employees who are unable to work as a result of such illness or injury.

GENERAL SCHOOL PROCEDURES

Child Attendance Record-Keeping

Teachers are required to take attendance daily. Consecutive absences, without notification by families, should be brought to the attention of the Director.

Child Pick-up Procedures

Families or other caregivers who pick children up are required to sign children out on the weekly attendance sheet. It is imperative for staff to know who is authorized to pick children up and to ensure that children leave only with adults the families have authorized on their registration form. If a staff member is unsure if the person claiming to be authorized is, it is the staff member's responsibility to check the formal documentation

submitted by the family and ask the person for identification. The staff member needs to inform the Director in such a circumstance where the party is unknown.

Communication with Families

Teachers are expected to prepare and distribute a calendar to families each trimester that summarizes the lesson plans. Teachers are expected to prepare and follow a daily lesson plan to the extent possible, and report to families any major schedule changes. Teachers are also expected to get to know families and to provide brief information at pick-up time about the child's day at After-School. On occasion, meetings may need to be arranged to discuss specific concerns of families, teachers and/or Director.

The Director will issue a complete daily schedule to families for each child at the beginning of each trimester, as well as periodic newsletters that highlight Program activities and introduce staff members and new course offerings.

Daily Schedule

The hours of program operation are Monday through Friday, from the end of the regular school day to 6:00 p.m., following the Department of Education Public School Calendar.

Half Days and Special Events

There are several half days during each school year. The After School Program operates from noon to six on half days unless otherwise indicated by Director or School Administration. Based on enrollment for any given half day, staff may be scaled back or distributed in a different manner on these days. Reduced enrollment, may result in some staff not working his/her regular schedule for that day/week.

Director will give as much notice as possible to staff whose schedule may be affected by this change. All efforts will be made by Director to distribute work equitably and rotate the staff accordingly.

During special events the same policy will apply.

Staff to student ratio (below) will be maintained at all times.

Ratios

The minimum ratios are as follows:

Minimum class size 15

Maximum class size of 20

For each class/activity with 15-20 participants, a Teacher and Counselor will be assigned. If there are more than 20 participants a second Counselor will be assigned to the class or activity.

A teacher must be present in his/her classroom at all times while s/he is on duty. Frequent absences affect ratios and are an imposition on other teachers and on children.

Snacks for Children

A program-sponsored snack will be provided to children between 3:00 and 3:30 p.m. in the cafeteria. Teachers are expected to ensure that refuse is thrown away and tables are wiped clean at the end of snack time.

Classroom Maintenance and Supplies

After-School Teachers are expected to make sure program spaces are, at all times, clean, orderly and sanitary, and that they leave school spaces in a neat and orderly condition at the end of the program day. All classroom teachers' items must be returned to their original locations so there is no disruption to school activities the following day.

Teachers are also expected to procure and maintain all the equipment and supplies needed for their classrooms. At the beginning of the program, the Teacher will present a program budget to the director and upon approval, the Teacher will be responsible for ordering necessary supplies through the Director or his/her designee. If, on occasion, teachers purchase course materials themselves, they will be reimbursed for program supplies purchased by submitting receipts to the Director or his/her designee and completing necessary paper work.

The budget for program/classroom supplies is determined by the After School Committee in any given year. The Director will inform the teachers of the budget cap – that has been maintained at \$100/class/session for the past few years. If supply budget is going to exceed the committee approved amount, the teacher must get approval from the Director prior to any purchases, otherwise the teacher may not be reimbursed for unapproved expenses.

All receipts must be submitted within 30 days of purchase. If receipts are not received in this timely fashion, teachers will not be reimbursed for their expenditures. All receipts must be for program supplies only – personal items purchased at same time should be on separate receipts to avoid confusion. The receipts submitted must clearly indicate what was purchased so Director can verify that purchases were for the after school program.

Teachers are expected to regularly inspect all equipment and supplies used in the program to ensure that they are in safe working order. Any broken toys or other items that pose danger to children should be removed promptly. Any other unsafe condition must be reported to the Director immediately.

Coverage after 6:00 p.m.

Families are expected to pick their children up no later than 6:00 p.m. Each week, a teacher or group of teachers will be assigned to work in the event late coverage is needed. The teacher(s) who stays to care for children after hours will receive additional compensation at their standard rate in their next scheduled paycheck.

Every family who is late will be charged \$1 per minute. Families are required to sign an attendance register and the Late Pickup Form that verifies the time of pick up. ***If a family consistently (more than 3 times in any given session) picks up children after 6:10 PM, they will be identified and charged \$2 per minute.***

In the rare case where a child has not been picked up by 7:00 p.m. and Program staff cannot reach a family and/or other authorized emergency pick up person, a teacher, with the consent of the Director, may take the child to the local Precinct.

Inclement Weather

The Program follows the New York City School procedures for closing during inclement weather. If the NYC schools are closed; the After-School Program is closed. The After-School Program office message may announce any such closures, but staff members are expected to listen to local news reports and call the Director with any questions. If weather becomes inclement toward the end of the school day, the Director may decide to close the program early based on local weather predictions and recommendations of the School and/or City Administration. He/she will ensure all families are contacted and asked to pick children up as soon as possible. However, children will remain in the care of staff until their families arrive. A phone tree will be used to announce any unusual events or closings. Please ensure that the Director has your current phone number(s) at all times.

Field Trips

Teachers may, from time to time, take children on field trips that will provide children with an educational and recreational experience. Prior to the scheduling of any non-local trip, a "Trip Form" must be submitted to the Director for approval at least five days prior to family notification about the planned trip. Following consent

by the Director, the Teacher must send a notice to the families explaining the nature and details of the trip along with a Permission Form, at least one week prior to the trip. A signed Permission Form (and any required monies) must be submitted by each family prior to the trip. A field trip can only take place if sufficient staff is available to ensure that ratios are met.

Health and Safety

Reporting accidents and/or Injuries:

Every time there is an accident at the Program or at any program-sponsored event, in which a child receives a bump, bruise, or other visible mark, a written Accident/Incident Report must be completed and given to the families on the day of the incident. For more serious wounds, such as a cut, possible sprain or fracture, a bump on the head, or loosening of teeth, you must notify the Director first and then call the family immediately. You should calmly tell them what has occurred, and ask them to come and pick up their child if necessary.

No child should ever go home with an injury without the families having been informed. The Accident/Incident Report must be completed for all incidents; it is an important legal document and must be written carefully and completely.

Families need to feel assured that staff are attentive to their children, and feel calmed by matter-of-fact reporting of minor everyday occurrences. After all details on Accident/Incident report are recorded, the teacher who writes the report needs to sign the form. The form should be given to the Director for his/her signature, and a copy should be made for the Program file. Then, the Teacher will provide the Accident/Incident report to the family on the day of the occurrence.

Administering First Aid to Children

For minor scrapes/bruises, you should wash the area, put on antibiotic ointment and a band-aid.

Serious Injury Procedures

In the event of a very serious injury, such as a potential broken bone, you should contact the Director immediately, who will then contact EMS (911). The Director shall contact the families and make any necessary arrangements for care of the child such as contacting a doctor. If a child needs to go to the hospital, a representative from the Program should accompany the family and child. If the classroom teacher is not able to accompany the child, the teacher must then follow-up with a call to the families to find out what happened. All calls must be reported on the Accident/Incident Report.

Any Program representative who accompanies a child to the hospital should bring the child's most recent Medical Record and a signed family consent for emergency treatment by EMS personnel.

Medical Emergencies – follow School procedures

Emergency Evacuation/Procedures – follow School procedures

Fire and/or other Evacuations

In case of an emergency/unplanned evacuation from PS 261 premises:

- The designated School site is as indicated in the fire drill section.
- In case of a neighborhood incident, all children and teachers should congregate at ____
- Each Teacher should take your roll book (with family contact information) and Evacuation Bag for use at the evacuation assembly site (only if this can be done safely).

- A quick "head count" should be taken prior to exiting and at the site.
- While speed is important when leaving the building, it is secondary to maintaining order and discipline.
- Keep calm. If the room or hallways are smoky, crawl along the floor. Feel the doors; if they are warm, do not open them. When you leave your room, close (but do not lock) the door behind you. If your clothes catch on fire, stop, drop to the ground and roll around to extinguish any flames.

Evacuation Bag Contents - Emergency Kit for Trips

ADHESIVE (1/2 " and 1") hypo-allergenic

BANDAGE ROLL (1")

TRIANGLE BANDAGE - children and adult sizes

STERILE GAUZE PADS (2"x 2"; and 4"x 4")

BAND-AIDS

ANTISEPTIC CREAM

DISPOSABLE TOWELS

SCISSORS

GLOVES (non sterile, disposable latex rubber)

PLASTIC BAGS (for disposing waste)

WIPES

FEW QUARTERS TO MAKE PHONE CALLS

FAMILY AND SCHOOL CONTACT INFORMATION (updated regularly)

EMERGENCY PHONE NUMBER LIST:

POISON CONTROL 800-222-1222; Department of health 212-676-2444

Discipline of Children

The intentional infliction of physical pain, or threat of such pain, on children, such as by pulling hair, grabbing, pulling, hitting, spanking, slapping, pinching, etc., are strictly prohibited and will not be tolerated. Any such conduct on the part of any staff would constitute grounds for immediate dismissal. We view such actions as child abuse and we will report such actions to the appropriate government agencies.

The program is committed to the principle of guiding our children in a respectful way. Adults are expected to interact with children in a way that supports self-discipline and in a manner that seeks to assure their compliance and cooperation with necessary procedures and proper behavior. Positive means, such as providing examples, offering clear directions, reasoning, presenting distractions, using reflective language, and questioning, may be used.

Sick Children

Children are not allowed to attend the After-School program if they have a serious illness or contagious illness, including, but not limited to: significant fever, persistent diarrhea, lice, vomiting or an undiagnosed rash. Staff exhibiting these conditions are not allowed to work.

If a child gets sick during the program, teachers should first inform the Director and then call the child's families to come and get the child. Children who are sick or injured should rest in an isolated area of the Office.

The Director should remind the family that if it is discovered that the child has a contagious illness, the family must inform the School of the illness within 24 hours of the diagnosis so that the School can alert other families of the situation (while not giving the name of the particular child). Children who have contracted a contagious illness may not return to School without a doctor's note explaining the contagious condition and stating that the

child is no longer contagious. If you are unsure why a child was absent, please follow-up with the family and ask questions about the illness, so that other families might be made aware of contagious illnesses.

Universal Precautions

The intent of Universal Precautions is to limit the spread of all illnesses by treating everyone as a potentially infected person. Universal Precautions are guidelines to follow whenever you come in contact with blood or other body fluids that carry germs and bacteria. Teachers are required to follow these guidelines.

By the time a child or caregiver has the signs or symptoms of illness, the germs have been spreading for days or weeks. Illnesses like colds, diarrhea, and skin and eye infections are often contagious 3-10 days before anyone might notice symptoms. Hepatitis and HIV/AIDS are contagious for months before symptoms are evident.

To prevent the spread of illness and communicable diseases, the same infection control procedures should be practiced at all times with every child:

Practice good handwashing techniques; teachers should wash their own hands and assist children in washing their hands properly using the following technique:

- Use soap and warm running water
- Rub your hands vigorously for 10 seconds
- Wash all surfaces, including
 - Backs of hands
 - Wrists
 - Between the fingers
 - Under the fingernails
- Rinse well
- Dry hands with a clean, unused paper towel or individual cloth towel that is laundered daily
- Turn off the water using a paper towel, not your clean hands

Caregivers and children must wash their hands whenever hands are contaminated with any body waste or fluids, before and after meals, after toileting and when hands are visibly dirty:

- Use gloves for extra protection whenever coming into contact with blood and other body fluids; a child who is bleeding should never be denied care if disposable gloves are not immediately available; use a cloth, towel, or article of clothing as a temporary barrier in an emergency
- Clean surfaces that have come into contact with blood or body fluids, then spray or wipe the surfaces with a germicidal solution and allow them to air dry; an effective and inexpensive germicidal solution is: $\frac{1}{2}$ cup liquid bleach with 1 gallon water
- Place children's clothing contaminated with blood into securely tied plastic bags that are given to families at the end of the day; this clothing must not be laundered or rinsed before being placed in the bag

Proper Gloving Technique

Using gloves at the proper times requires being prepared in advance. Gloves are available on the playground, in the first aid kit, at the diaper-changing table, on field trips, and with the cleaning materials.

- Put on a clean, unused pair of gloves
- Provide the appropriate care
- Remove each glove carefully; grab the first glove at the palm and strip the glove off; touch dirty surfaces only to dirty surfaces
- Ball up the dirty glove in the palm of the other gloved hand

- With the clean hand, strip the glove off from underneath the wrist, turning the glove inside out
- Touch clean surface to clean surfaces
- Discard the dirty gloves immediately into a step trash can; failure to discard gloves promptly allows the spread of infection

Caregivers must wash their hands after removing and disposing of gloves; wearing gloves does not eliminate the need for hand washing; wash your hands using proper hand washing techniques.

SEPARATION FROM EMPLOYMENT

Resignation

Employees who voluntarily resign are expected to give a minimum of two weeks advance notice. Employees should meet with the Director for an informal exit interview to discuss working at MDS, provide any suggestions, etc.

Termination

The Program reserves the right to terminate any employee at any time for any reason. In cases of terminations required as the result of reorganization or administrative need, the Program will attempt to provide as much notice as possible to any affected employees.

The following types of conduct, however, constitute gross misconduct that will result in immediate termination:

- Child abuse or neglect
- Failure to report child abuse or neglect or other illegal activity
- Fighting
- Abusive language or profanity
- Dereliction of duties
- Harassment or Sexual Harassment
- Theft
- Sleeping on Program premises or in the course of work
- Use or possession of firearms or other weapons
- Possession or use of alcohol or any illegal substance during work hours
- Failure to cooperate with a regulatory agency-conducted investigation
- Falsifying time sheets
- Recording information on another employee's timesheet

In the event of termination or resignation, employees are expected to return all Program property prior to their last day.

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge and confirm that I have received and read the PS 261 After-School Program Employee Handbook. I understand and agree to comply with the policies stated in the Handbook. I understand that if I have any question about any Program policy, I should immediately consult with the Director, as any violation of the policies in this PS261 PTA Sponsored After School Program Handbook may result in discipline, up to and including discharge.

Signed: _____

Date: _____