

Check your Handbook

Supervision/Abuse Issues

Parent Handbook

- Staff are mandated reporters
- Procedure for bathroom
- Discipline policy
- Picking up under the influence
- Car seats

Staff Handbook

- Staying in ratio
- Sight and sound
- Medication procedures
- Accidents /injuries reports
- Policy on releasing children
- Field trip policy
- Discipline policy
- How to handle talking to parents
- Their obligation to report unsafe, unhealthy or illegal situations

Be sure there are policies in place to protect staff from sexual allegations

- Bathroom procedures
- Diaper changing policy
- Being alone with children

CHILD CUSTODY ISSUES

Parent Handbook

Consider a general policy regarding divorce that would address all possible issues

- Custody agreement required
- Who info is released to
- How parents access info and how others get access
- Confidentially
- Use of subpoenas
- How to change persons authorized to pick up children

Staff Handbook

Be sure you let staff know how you want custody issues handled

Health and Safety

You already have policies in place required by CCD. Be sure they are spelled out in staff handbook. The following problems could result in a case of negligence:

- Giving wrong medicine
- Accidental poisoning
- Food poisoning
- Failure to provide adequate refrigeration
- Failure to notify staff of child's special conditions-allergies
- Unsanitary conditions-dirty bathrooms, kitchens
- Unsafe conditions-floor or grounds
- Defective equipment or building – handrails
- Inadequate fencing
- Child a danger to others
- Locks or gate in disrepair
- Accidents or injuries
- Out of ratio
- Supervision on field trips
- Vehicle not maintained or requiring something to be fixed
- Natural disasters-earthquakes, floods, high winds, fire

OSHA

- Universal precaution sheet
- Declination of Hepatitis shot
- Written hazardous communication program
- Training on above
- Policy on lifting, using universal precautions

Policies and Procedures to meet Oregon Programs of Quality Indicators

See Portfolio for more details

Parent Handbook

- Written chain of command
- Open door policy-parents can visit at any time
- Program philosophy clearly stated-includes values, beliefs and program goals for children
- Your procedure for referring children for assessment
- Written policy on calendar of open and closed day
- hours of operation
- arrival and departure procedures
- enrollment and termination procedures
- procedures for complaints
- program policy on conducting screening and assessments on children
- policy on willingness to include children with special health care needs
- procedures on how you do annual parent surveys that evaluate:
 - policies and procedures
 - child and family outcomes
 - care and education environment

Staff Handbook

- Written chain of command

- How staff should greet families upon arrival and/or departures on a daily basis
- Confidentiality policy
- Personnel policies to include
 - Job description
 - Compensation schedules and benefits
 - Professional development opportunities
 - Procedures for program planning and routines
 - Guidance and discipline policy
 - Program philosophy
 - Professional ethics
 - Grievance procedures
- Description of staff evaluation process and forms including:
 - Observations
 - Documentation of staff effectiveness
 - Info from children's families
 - Self assessment
 - Individual professional development plan
- Procedure for hand washing techniques
- Toileting procedures
- Tooth brushing procedures
- Safety rules for children
- Mealtime routine to encourage healthy habits during mealtimes
- program policy on conducting screening and assessments on children