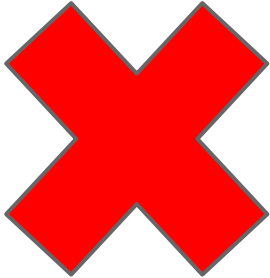


How to open a combination lock

1. Turn dial to the **right** past zero a 3 times.
2. Turn the dial to the **right** to your first number
3. Spin the dial to the **left**, PAST your number and stopping on it the second time
3. Turn the dial to the **right** to your last number
4. Pull open your lock.

Pages here onwards are
Not part of staff training



Directions for the Trainer:

Print all Preceding pages double sided. Get staff to read them. Answer their questions. Put their name on first page and get them to sign each page. If they want a copy, supply them with copy of regulations and training.

Print these pages

1. [Supervision PA Code](#)
2. [Diaper- PA Code](#)
3. [Nap Ratios](#)
4. [Wake-up ratios](#)
5. [Attendance procedure](#)
6. [ECERS 3](#)

Staff must sign the regulation pages.
Put the entire signed copy in their file.

Frequency of Training:

1. at onboarding.
2. Yearly thereafter.

Philosophy and Mission of Sun Bright Child Care:

Mission Statement of Sun Bright Child care

Sun Bright Childcare providers childcare services that supports optimal cognitive, social, emotional and physical development through play and support stability to families by offering extended hours of care, seven days a week for children 3 months through 12 years.

We are here to provide the best care we can to the children. We expect all staff to do whatever it takes to run the center well, be cooperative with the colleagues and enjoy their association with Sun Bright.

We are always looking for great ideas and creativity. Feel free to share your ideas with the director.

We expect you to be a professional child care provide. We hired you because we felt that you want to make child care your career and will actively seek out learning to get better at your chosen profession. We expect you to be dedicated, cooperative, positive and a friendly team player.

To help you out in adjusting to our center we have this orientation, so that you get familiar with our center ASAP.

We expect all our teachers to constantly improve their skills as a teacher.

Addressing your colleagues and supervisors: We expect you to be dignified and show respect to your colleagues and supervisors.

We expect you to address your colleagues at Ms Jones or Mr Charles.

Attire: We expect you to wear scrubs.

Sign

Date

Tour of Sun Bright- Building

1. Locker Rooms
2. Time Card Clock In / Out
3. Check in Stations
4. Kitchen Procedure / Water Fountain/ Trash and Recycling / Micro-wave /
5. Teacher Resource Area
6. Classrooms
7. Bathrooms
8. Supplies - paper towels / gloves / sanitizers
9. Play Ground
10. Keys
11. Emergency Kits

Tour of Sun Bright- Resources

1. Telephone System- How to transfer Calls
2. How to open locker lock

<http://staff.sunbrightchildcare.com/staff-policies/lockers/>

Tour Sun Bright Websites

1. www.SunBrightChildcare.com
2. <http://www.sunbrightchildcare.com/pay-fees/>
3. www.Staff.Sunbrightchildcare.com

Required Trainings

Trainings to be completed within 30 days of start of work

Mandated Reporter Training

Mandatory Duration 3 hours Cost \$5.00

<https://www.ilookoutforchildabuse.com> or
<http://keepkidssafe.pa.gov/> or

PAKEYS.ORG - Create an account and Register on www.Pakeys.org with email and pw

Create an IDPD - **IDPD My Professional development plan**. This guides your learning for the year.

BETTERKIDCARE.ORG : Register on betterkidcare.org. Add your PD registry number to get credit. Do following trainings in 30 days of start.

A. New Staff Orientation

Duration: 15 hour training and can be retaken for 8 hours of credit.

This training is Mandatory

Cost : \$5.00 to print certificate

Choose relevant area - 1. Infant Toddler 2. Pre-school 3. School age.

<http://extension.psu.edu/youth/betterkidcare/directors/new-staff-orientation>.

New Staff orientation - School Age:

<http://extension.psu.edu/youth/betterkidcare/school-age-practitioners/new-staff-orientation-school-age-child-care>

B. **Health and Safety Training.**

Duration 6 hours. Mandatory training. Cost: Free till 9/30/2017 Take the training on www.Betterkidcare.org

REQUIRED TRAININGS- week 2 and 3

1. ERS3 - Videos - Click [HERE](#) -
2. ASQ - Video - Click [Here](#)
3. Safe Sleep Practices - on [Better kidcare](#)

FORMS and BINDERS

1. Incident Report
2. Medication Log
3. Emergency Contact / Form
4. School Pickup form
5. Roll Call Sheets
6. CBS Roll Call
7. Daily Body Check
8. Time off request Form

State Regulations Highlights

1. [Supervision PA Code](#)
2. [Diaper- PA Code](#)
3. [Nap Ratios](#)
4. [Wake-up ratios](#)
5. [Napping Ratios](#)
6. [PA Code - Complete](#)

[Clearance Regulations](#)

<http://www.dhs.state.pa.us/findaform/>

[Police Clearance](#)

<https://epatch.state.pa.us/Home.jsp>

[FBI Clearance](#)

http://www.pa.cogentid.com//index_dpw.htm

[Child Abuse](#)

<https://www.compass.state.pa.us/cwis/public/home>

Trainings Links for Staff

1. [Observation](#) video
2. [Observation Guidelines](#)
3. [Older Toddlers Observation](#)
4. [Mandatory Reporter Training Video](#)
5. [Infant Toddler Observation](#)
6. [Instructional Time & Method](#)
7. [Toileting Observation](#)

<http://www.ecels-healthychildcarepa.org/publications/av-materials/item/508-toileting-observation-video>

8. [Observation Self Assessment Tools](#)

1. [School Age Health and Safety Observation](#)

<http://www.ecels-healthychildcarepa.org/publications/av-materials/item/511-school-age-health-safety-observation-video>

[Clearance Regulations](#)

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>

[Police Clearance](#)

<https://epatch.state.pa.us/Home.jsp>

[FBI Clearance](#)

http://www.pa.cogentid.com//index_dpw.htm

[Child Abuse](#)

<https://www.compass.state.pa.us/cwis/public/home>

Supervision:

No Cell phone Policy in Sun Bright:

Absolutely NO Cell phones, texting, computers and I-pod use is not permitted within student areas, which includes classrooms, hallways, Kitchen, outside classroom areas, or playground. No exceptions! We have zero tolerance. If you need to use the phone, please use center phone. Give center phone number to receive emergency calls.

Violation of this policy may result in immediate termination.

1. **Active Supervision:** All staff must be actively engaged with students. Teachers should not be sitting together in a classroom of students, nor should teachers be sitting with only one or two students in classroom, or playground unless they are engaged in specific projects and homework assignments. All teachers must be actively engaged with a group of students at all times.
2. **All staff must know names of children under their supervision and be able to identify them.**
3. **You must know the count of kids under your supervision.**
4. **You may NEVER leave them alone at any time.**
5. We expect you to be very actively engage with children. We expect you to treat all children with respect and dignity at all times. We expect you promote children's language skills, support them in social and emotional development.
6. We do not hire baby sitters. We have no tolerance for screaming at children or using foul and profane language. If you are ever found using abusive, threatening or profane language, you will be terminated immediately.
7. **Use of Profane Language:** I will never use profane language at anytime in proximity of children. I may be terminated immediately, if found in violation.

There is no tolerance for lack of supervision needs. You may be terminated immediately for supervision violation.

[State Regulation for Supervision of Children](#)

Sign

Date

Safety

DO NOT SIT on Tables - its a safety hazard:

We have chairs that you can use to sit everywhere. Please do not sit on tables at anytime. Tables may tip or break. We do not want you or our children to get hurt.

Sitting on table is Serious safety issue.

Repeated violation may result in termination of employment.

Repair and Breakage:

1. If you see broken toys or equipment. Remove it immediately from the room and away from children. Report it to the director or place it in directors office.
2. If repair needs to be done, ask Director, Owner or Maintenance to fix by filling up repair request form.
3. If this is emergency, please let director know. and remove children from the safety issue.

Call Outs and Excessive Absentism: This is a serious safety issue.

Reminder of Zero Tolerance Rules:

1. No Cell Phone use while working.
2. Active Supervision of children.
3. Never to leave children alone anywhere- including bathrooms, hallways, outdoors and classrooms.
4. Social Media Policy- no mention of Sun Bright, children or parents is allowed.
5. No Smoking in building.
6. No profanity to be used around children.
7. Do nothing to endanger children.

If you are found in violation of any of these policies you may be terminated immediately.

Center Safety Rules Intercom and Buzzer

1. Know how to page rooms or director
2. Know how to Buzz door
3. Know to talk in intercom
4. Know to to check intercom camera.
5. Know never to open door without identifying the parent or pickup.

Good Morning and Bye Bye and safety:

We expect all our staff to greet children as they come in and say bye bye when they leave.

Ask parents to wash childrens hands when they are dropped in.

As a safety rule for protection of children - We expect half doors in rooms to be locked up when children come in or leave.

Sign:

Date:

Illness Reporting and doctors note:

Use incident report form to report illness to parent and ask them to bring a doctor's note. Give them copy of report and file a copy. It important to communicate with the parent.

The teacher must talk to parent to let them know of illness or infection - so that parent can make arrangements to find childcare and visit doctor. Leaving a voicemail to parent is not good enough.

[State Guidelines for Illness](#)

Sign:

Date:

FOOD:

CBS-Cleanliness-Allergy and Discrimination:

1. We receive food from the government for children only.
2. This food is exclusively for children and not anyone else.
3. Food Allergy is can be life threatening and has to be take extremely seriously. As a childcare provider is you most important duty to keep children under you care safe, which includes Food Allergy. We receive special food for children with allergy.
4. You must check the **ALLERGY LIST** on the board of room to see who is allergic to what and serve appropriately. If the child is new, ask the parent and director if child is allergic to anything and add the note to the list.
5. All children must wash hand before eating food.
6. Room must be cleaned and trash removed from the room after the meal has been served.
7. You may not discriminate between children in serving food.
8. Children are to eat center food. Do Not give them food parents bring including candy,sugared drinks etc.
9. CBS Inspectors come unannounced all the time and you must follow all appropriate rules so we don't get violations. This includes marking CBS roster for attendance soon after serving meals.
10. CBS food serving hours are posted in all the rooms. Follow the schedule posted for serving meals. Meals may be served at no other times.
11. If you are working in the kitchen, you must wash hands. The monthly menu is posted in the kitchen. Follow the menu to prepare meals and serve kids.

Trash and Recycling and trash removal:

1. Sun Bright recycles. Each room and kitchen have trash and recycling bins. You are expected separate the trash from recycling.
2. You must take trash and recycling out when you go on lunch break and when you leave in evening. Remove diaper trash more frequently - in morning after breakfast, after lunch, when you for day and after dinner.
3. You must put trash in appropriate receptacle in trash cage.

Keys to the cage are at front desk.

Cleanliness:

1. Personal Hygiene
2. Daycare Cleanliness:
3. Keep rooms clean
4. Mop- do not use bleach on floor
5. Sanitize toys
6. Report to directors if u see any pest in room.
7. Smell: Take diapers out and keep table clean. Spray Febreeze if needed.
8. Check diapers every 2 hour atleast
9. [State Diapering Rules](#)
10. Check diaper before giving child to parent and send him clean.

Wash your hands and childrens hands upon arrival, before meals, after outdoor play and before children go home.

Sign

Date

Sun Bright Childcare: Understanding of DPW Rules and Childcare Safety requirements:

1. I understand that the **Safety of Students in childcare employment is of utmost importance. I understand that I will not compromise safety of students. I will maintain safe environment for kids at all times.** Including - I will check and will cover all electric sockets.
2. I will remove any broken/ damaged/ toys or any equipment I deem unsafe from classroom/ environment of kids immediately.
3. I will Check Emergency Kit components each day and ask for any that have been used up.
4. I will know the location of Emergency Contact Book at all times.
5. I will take the Emergency Kit and Emergency Contact Book on all excursions.
6. I will maintain the ratio in classroom as per the DPW regulations at all times.
7. I will not step out of the classroom without a replacement teacher to supervise children under my care.
8. I will never use profane language at anytime in proximity of children. I may be terminated immediately, if found in violation.
9. I will never leave any child alone under any conditions. I may be terminated immediately, if I am found in violation.
10. I will make sure that the classroom in am assigned to is clean at all times.
11. I will make sure that bathroom is left clean after children's trip to bathroom and that toilets are flushed.
12. I understand I am not allowed cell phone use in center.I may be terminated immediately, if I am found in violation.
13. I Understand the Sun Bright is a smoke free facility.
14. I understand that I will not malign / defame Sun Bright.
15. I will not identify my self to be associated with Sun Bright in Social Media. I will not mention colleagues, students owners. I may terminated immediately if any violation is found
16. I understand that violation of these rules is very serious in nature and the my employment may be terminated in case of breach of any of these rules.
17. Childrens nap time is time to put the room in order, clean and organize. Ask director for naptime check list and do the tasks.

I may be terminated immediately, if I am found in violation of these rules.

Staff Signature

Print Name

Date

Key Stone Stars:

Sun Bright is a keystone star facility. We are moving to star2. Star2 will provide annual bonus to all the staff.

We need cooperation from everybody to achieve star2. It a team effort. Stars process is demanding. We encourage you to do everything that is need, including going back to school, follow additional rules and be even more conscientious in your work.

This means you need to be up to date with all required clearances and trainings.

Your work ethic has to meet or exceeds what the star requires.

This also means to you as a staff at sun bright is that constant learning and training is essential.

We expect you to keep up with all the trainings, clearances and certifications.

You may not be the cause of Sun Bright getting any violations or not getting star.

It is very important that all required trainings are kept upto date. Any violation will result in suspension or termination.

Trainings to be taken immediately:

Mandated Reporter Training.

New Staff Orientation

15 hours of training is required areas

Account in www.Pakeys.com

2 hours trainings each month thereafter.

If you feel that you will not be able to do what is required, Sun Bright may not be the place for you.

You may be terminated if you do not take the necessary trainings mandated by state, keystone stars or Sun Bright in timely manner.

Mandatory Trainings,
Documents and Clearances:
You must take all mandatory
trainings and obtain clearances
as and when required by state
or Sun Bright.

You must supply all documents
needed to keep you files
inspection ready. Failure to
comply will result in immediate
termination.

Your signature acknowledges you
have been trained.

Sign:

Date:

10 Commandments of Interactions with Children

- 1. Thou shalt not speak to a child from across the room.**
- 2. Thou shalt get down on the child's eye-level and use children's names**
- 3. Thou shalt accept' help identify, and validate children's feelings**
- 4. Thou shalt teach and encourage children to use problem-solving**
- 5. Thou shalt be aware of tone of voice and speak to children respectfully, always mindful of their self-esteem**
- 6. Thou shalt ask open-ended questions to encourage thinking skills**
- 7. Thou shalt greet children warmly when they arrive, and continue to make them feel welcome and accepted throughout the day**
- 8. Thou shalt state things in a positive way, telling children what they can do, and not what they can't do**
- 9. Thou shalt serve as a positive role-model**
- 10. Thou shalt remember to use praise and positive reinforcement - including appropriate affection**

Your signature acknowledges you have been trained.

Sign:

Date:

Print Name

Lunch Breaks: § 3270.55. Ratios while children are napping. *Similar Age Level*

Staff Children

Young toddler 1 10

Older toddler 1 12

Preschool 1 20

Staff persons who are on duty but are not providing child care during naptime shall remain in the child care portion of the facility premises.

You may only take break during assigned time and under no circumstances be cause

I understand the rules that must be followed and must be maintained. Failure to follow rules will result in further disciplinary action, up to and including termination.

If slips back to an unacceptable level you may be terminated without the issuance of another warning or improvement plan.

Your signature acknowledges you have been trained.

Employee Sign

Date

Childrens Nap Time to Do List:

Children's naptime is the time for you to catch up on you rooms to do list. We have provided a list for the tasks to be accomplished during the time.

Remember during this time you are on payroll and you are at work. This not the time to clean your pocket book or play on cell phone or your nap time.

[Nap time to do list](#)

Your signature acknowledges you have been trained.

Sign

Date

Out Doors

NEVER Take Children to unauthorized Location:

Children are in custody of Sun Bright. This means that children under you care are to remain in daycare at all times. You may take them to sun bright playground.

You may not take children to any unauthorized location at anytime. Written permission from parent and Sun Bright is required to take children anywhere.

This is a serious safety issue.

Violation of this policy will result in immediate termination.

Sign:

Date:

Your signature acknowledges you have been trained.

Sign

Date

Transportation Training

School Pickup Training

1. Take emergency Kits
2. Take emergency contact Binder
3. Mark off attendance of children picked up.
4. Batch sign in / out the kids
5. Never leave children alone in the vehicle.
6. Drive on prescribed Road.
7. Drive 5 miles below posted speed limit.
8. Do not Turn on RED.
9. Donot eat in the vehicles.
10. Donot talk on telephone while driving.

Your signature acknowledges you have been trained.

Sign

Date

Non Traditional Care Orientation: 6pm - 6am

1. Know the location of the Emergency Contact
2. Know the location Emergency Kit location.
3. Know the NTN Board Location
4. Mark CBS Roster for Food after each meal
5. Check Allergy List

Childrens Weekly Schedule:

1. Mark times of each kid leaving in the Child Schedule booklet.
2. Mark Last Child- saying Last child and the time of departure of the child.
3. If child is not on roster, they may not be in center.
4. If the child is added - teacher needs to sign and comment.
5. Know how to read Parent work Schedule routine.
6. Make sure parents are clocking in and out their children in the room

1. Know that Mixed Group most of the time- Split in School Age Group and Young kids if lots of kids. Use rooms in first floor for younger kids

LATE FEE: If child is picked up late a Late fee receipt is written to parent at \$5.00 for first min and \$1.00 / min there after for each child.

Call Ms Wanda with Questions or Director

Sign

Date

Sun Bright Childcare - Teacher Training for Non- Traditional Hours:

1. Day Care key form to be filled to get center keys.
2. Know Emergency Procedures and Shelter in Place Procedure
3. Television / DVD Player is Available
4. Know that trash and recycling need to be removed when leaving building and Trash Cage location.
5. Know how to read Food Menu, prepare food and how to serve food.
6. Rules of NTN- Read and understand the rules.

Safety is Supreme

1. Know how to Buzz door and talk in intercom and check intercom camera.
2. Know never to open door without identifying the parent or pickup.
3. Know to Turn off lights, ACs and Heaters.
4. **Make sure to turn off the oven** if heating food.
5. Never Leave Building during NTN Hours
6. Never take children on any Trip Outside except to Center Playground.
7. Never Leave kids alone.
8. Maintain safe environment for the children at all times
9. Must know their children and assign them to the interim teacher.
10. No excuse not to know your children.
11. You must transition by tell the relief staff about the children .

Telephone:

1. Know How to page using center telephone.
2. Always have center phone with you for ease of reach.
3. Page the base #0 and/or front office. If you do not know how to page or need refresher - ask Director.

Daycare: Opening

Open the building. Turn on lights. Turn on water in basement.
Turn on heat or air conditioning

Daycare Shut Down:

1. Make sure all windows and doors are locked.
2. Turn off Heat and air conditioning of the building.
3. Turn off Lights. Leave downstairs hallway and front office light on.
4. Bolt and lock emergency exit. Place keys in front office drawer.
5. Take the shutter lock latch piece with you.
6. Walk out door. Pull Shutter down. Place the Latch Piece. Position the lock and lock the building.

Your signature acknowledges you have
been trained.

Sign

Date

Sun Bright Policy Addendum Sign-off

- It is imperative that our program run efficiently and adhering to the following policies will help us accomplish this goal.
- All scheduled personal/vacation time requested must be submitted in writing to Director two weeks prior to actual date(s) off. If anyone calls out without prior two-week notice will receive a write up. Death, tragedy occurring within the immediate family will be the only exception to this rule. No other exceptions will be made.
- Illness policy: when ill, you must notify the Director by calling cell phone before by 10:00 pm the day before you will be out ill or before 6:00 am on the day you will be out. If you will be out the next day, you must notify the Director before 4:00 pm the day you are out or we will expect you will be at work the next day. Director or owner has to be notified, so that we can prepare have enough staff. Any time off requests have to be in writing.
- We are a child-friendly environment therefore profanity, harsh language towards children and private adult conversations are not permitted in and around children. Failure to adhere to this policy may result in immediate termination.
- Social Media: No staff is allowed to mention their association with sun bright, its students, staff on social media.
- All staff must submit typed lesson plans weekly by wednesday. Lesson plans can be emailed to director. All lesson plans must be displayed in the classroom on the parent board.
- Classrooms and hallways must be adorned with children's work samplings each month and changed monthly.
- Active Supervision: All staff must be actively engaged with students. Teachers should not be sitting together in a classroom of students, nor should teachers be sitting with only one or two students in classroom, or playground unless they are engaged in specific projects and homework assignments. All teachers must be actively engaged with a group of students at all times. All staff must know names of children under their supervision and may not leave them alone at any time. There is no tolerance for lack of supervision.
- Although we are an at-will site; please submit your resignation date in writing to the director as soon as possible; preferably at least two weeks in advance.
- Due Process will be provided for failure to comply with policies and write-ups will be issued. Staff will be provided two - three opportunities documented by 2-3 write-ups, and a plan for improvement. Failure to comply after 3 warnings will result in termination.
- It is understood that as a staff person, I may be required to come in early, work full days, etc., to accommodate our afterschool school schedule changes and I fully agree to meet these obligations.
- Lunch Break: Use the scheduled time for lunch break. No lunch break may interfere with school pickup times. If you are late to go on lunch break, you will loose that time, so that your break time is not at the expense of someone elses or supervision of children.

I understand that if my regular hours change as a result of my personal schedule, I will provide the director in writing at least two weeks in advance of my schedule change.

I, _____, acknowledge that I have received and read the Staff Handbook and Addendum and agree to abide by the terms and conditions within. I acknowledge that my continued employment is contingent upon adhering to the requirements within.

Staff Signature: _____

Date: _____

NTN Cleaning Routine- Evening and Weekends

1. Tables must be wiped down
2. Chairs must be wiped down
3. Room Floors must be swept and carpets vacuumed
4. Paper towels and hand soap checked.
5. Trash Cans and Lids must be wiped down.
6. All Trash must be removed from rooms.
7. No Trash should be left in the kitchen
8. If Trash cage is locked. Put trash outside the cage.
9. Do not leave water in the bucket. Dump water in the toilet.
10. Do not leave bucket in the hallway or in classroom.
11. Make sure bottles are filled for morning staff.
12. Replace the supplies used in evenings for the morning staff.

1. Kitchen must be cleaned everyday floors mopped - table and counters wiped down and dishes washed before you leave.
2. Hallway and front office floors must be mopped every night for morning staff.
3. Bathroom must be cleaned
4. Staff bathroom trash removed and cleaned.

Name:

Sign:

Date: