



**6101 S Mogen Ave. Ste. 5  
Sioux Falls, SD 57108**

**605-271-1471**

**[director@kidscrossingdaycare.com](mailto:director@kidscrossingdaycare.com)**

**Employee Handbook**

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## **Kid Crossing Daycare Center**

Hours: Monday-Friday; 6:30am-6:00pm

Address: 6101 S Mogen Ave. Ste. 5; Sioux Falls, SD 57108

Phone: 605-271-1471

Email: [director@kidscrossingdaycare.com](mailto:director@kidscrossingdaycare.com)

### **Welcome**

Welcome to Kids Crossing Daycare! I am thrilled that you have joined the KCDC team! I am here to support you and cheer you on in every way. You are valuable and thought of highly at Kids Crossing. Please know that I am available to you and willing to be of assistance in what you may need. You are welcome in my office.

Jen – Kids Crossing Director

### **Absences**

**You must notify the Director by 6 am if you will be absent so we can maintain child/staff ratios. Please text Jen if absent 605-216-2157.** If you are out sick for more than one consecutive day, a written doctor's note is needed to return to work. Anything that hinders you from working your scheduled shift on short notice is considered "unexcused." Please refer to last page, Employee Performance Plan.

The center will hold your position and not count against you for the following leaves of absence: maternity leave, jury duty, military leave, and bereavement. These times will not be paid, unless you choose to use your vacation days, in which case you will need to notify the Director two weeks before the leave begins. All efforts will be made to allow an employee to attend a funeral for any immediate family members (parents, spouse, siblings, grandparents, and children).

### **Clocking In/Out**

You are responsible for clocking in and out for all your scheduled shifts via the Homebase app. A tablet with Homebase is located near the breakroom on the full-time side and in the Toucans room on the part time side. You must clock out whenever you leave the center, unless you are taking a preauthorized break that is shorter than 30 min.

Typically, the Director will make every attempt at eliminating overtime. However, there are certain circumstances that may require you to work overtime such as: children not being picked up on time, staff shortage, etc. Overtime must always be approved by the Director. Overtime is anything over 40 work hours a week (including any staff meetings/in-services). Do not clock in early to a shift and scheduled break without prior approval. Please be aware of the time on the iPad to make sure you are clocking in at the appropriate time(s).

### **Key Card**

Each employee will be issued a key card at the time of hire. To use your key card, simply hold it up next to the reader located on the outside door frame. If you have any problems, please ring the doorbell for assistance. All lost or broken cards will need to be

replaced at a fee of \$5. Please do not write on your card. Key cards must be returned at the termination of employment.

### **Employee Benefits**

All employees who are regularly scheduled for 30 hours or more per week are considered full-time. All full-time employees are eligible to participate in the following employee benefits: 75% off childcare costs, group health insurance, voluntary vision & dental plans, and Colonial Life. There is a 60-day waiting period for all newly hired employees prior to participating in any of the insurance plan options. Kid's Crossing Daycare will contribute \$145/month towards an employee's health insurance plan. Vision and dental plans are voluntary, and Kid's Crossing does not contribute anything to the premiums of these plans. The waiting period is waived for all re-hired staff members who are full-time as well as employees who change from part-time to full time status.

### **Vacation Requests / Holiday Pay**

After being at Kid Crossing for 90 days, full time employees receive 5 paid vacation days. These vacation days may not be carried over and are renewed on the employee's hired anniversary date. Staff members employed:

- 90 days to 3 years receive 5 vacation days / 40 hours each year.
- 3 years to 5 years receive 7 vacation days each year.
- 5 years to 8 years receive 10 vacation days each year.
- 8+ years receive 12 vacation days each year.

Requests for time off must be made two weeks in advance via the Homebase app. The Director must approve all requests. If two or more people request the same day off, seniority and the needs of the center will be considered first. Paid vacation days must be taken prior to the use of unpaid days with a limit of no more than 10 unpaid days allowed per hiring year, this does not include sick days. Vacation time may not be used as part of an employee's final two-week notice.

Employees will be paid for holidays after working at Kids Crossing full-time for a year.

If the center is closed for a day due to inclement weather, full time staff who have been at the center for more than 1 year will receive a paid day.

### **Parking**

Staff are asked to park on the south or north sides of the building and leave the west and east sides open for parents.

### **Work Performance**

Staff will be responsible for ensuring cell phones and personal items are kept put away during their shift. Any employee caught on their cell phone will receive a point on the Employee Performance Plan. Staff may use cell phones when all the kids are napping or with permission from the Director. Lead teachers may use phones for Procure usage. Staff members are not permitted to leave the premises during work hours, unless on a clocked-out break, without permission from the Director/Assistant Director.

As a staff member, you must have your personal belongings put away and be ready to perform your assigned job at the start of your shift. If you have children enrolled in the center, you must drop your children off prior to clocking in for work and must clock out prior to picking them up at the end of your shift.

### **Appearance and Hygiene**

Good grooming should always be practiced. Hair should be neat and clean. Your hands must be clean and should be washed often with soap and water; after assisting with toilet needs, before and after handling foods, and after handling any bodily waste, such as blood and wiping noses. All employees must wash their hands before serving food or beverages to children. Serving gloves are available if staff members choose to wear them after having washed their hands.

### **Dress Code**

At Kids Crossing Daycare we strive to create a dress code that balances our work needs and professional attire. The guidelines are as follows:

Staff members are required to wear Kid's Crossing logo shirts. Anything worn over the logoed shirt must be fully open in the front, so the logo is visible. Kid's Crossing Daycare logoed attire may not be altered in any way. The following are acceptable options to wear (without any holes):

- jeans
- leggings with a shirt that covers your bottom
- scrub pants
- sweatpants & joggers
- shorts with a 5in in-seam or more & capris

The following items are NOT acceptable to wear:

- short shorts that show underwear and/or your thighs / bottom

### **Comfy Clothes Day Attire (Fridays)**

On comfy clothes day, staff members are not required to wear daycare logoed tops but must wear shirts/sweatshirts that do not contain any inappropriate words/logos. Deemed unacceptable, even on Friday's, are spaghetti strap tops, short shorts, and leggings/yoga pants that show your underwear.

Each staff member will receive 2 free Kids Crossing t-shirts. Any staff member whose employment is terminated before his/her 90-probation period is over will have the cost of the shirts (\$20 each) deducted from his/her final paycheck.

### **Meetings**

All staff members are expected to be present at staff meetings. These meetings are important and are used to discuss any concerns of the center, parents, scheduling, staffing, equipment, etc. Notice of the meeting will be communicated to all staff members. Staff will be paid a minimum wage for all training hours.

## **Teamwork**

Teamwork is crucial. We must work as a team to make our environment the best possible for the children we care for. To achieve this, we must communicate and pass along all important information. Staff are expected to share the duties and responsibilities and create a supportive environment.

## **Training**

The State of South Dakota Licensing Standards requires all employees to complete the SD Orientation to Childcare training, which includes First Aid and CPR training, within their first 90 days of employment. Failure to complete the 90-day training course will result in a hold on your work hours or termination. All staff members are required to complete training in the prevention of shaken baby syndrome and abusive head trauma. Full-time employees are required to complete 10 hours of in-service training per year. Part-time employees are required to complete 5 hours of in-service training per year.

Staff members will be paid minimum wage for the in-service hours attended. Any costs for in-services, such as CPR certification, will not be reimbursed, as the employee retains the ownership to the credentials. Any CDA, college, or high school classes that employees are taking that can be counted as in-service hours will not be paid, since the employee is receiving personal training to further his/her career.

## **Job Duties, Safety Concerns and Qualifications**

Staff will be responsible for greeting parents, maintaining an open line of communication with parents and co-workers, and ensuring the center is clean and maintained to provide a safe environment for children. Employees must always exhibit good safety habits. Always take proper steps in trying to prevent accidents. Please walk through your classroom daily and check for anything that could result in an injury. Please report any safety hazards to the Director.

Childcare teachers:

- Must be 18 years of age to be left alone.
- Must be supervised by a staff member or lead teacher for a period of 90 days.
- No one under the age of 18 can be left alone with a child.
- Must be screened and will not have a substantiated report of child abuse or neglect.
- Must not have a felony conviction on record within the past five years.
- Must not have a crime of violence or a crime against children.
- Must not be on the sex offender registry.

## **Felonies'**

In accordance with the State of South Dakota Licensing Standards, background checks will be completed on all employees as well as a Central Registry screening and a sex offender registry screening. Anyone with a convicted felony charge or a finding on either of the registries cannot be employed by Kids Crossing.

### **Parent Communication**

Parents must be warmly greeted when arriving at the center. It is the responsibility of the teacher to communicate with the parents about their child's day. Always treat parents with respect, courtesy, and kindness. Avoid angry, negative, and unkind remarks and don't lose your temper with a parent. Please direct any problems with a parent to the Director.

### **Information Regarding Children**

Confidentiality is of utmost importance in our center. Information regarding children and their families must be held in confidence and not be discussed with anyone outside the center. Inside the center, such information should be discussed only when it will benefit the care offered to the children and parents. Providers should be aware that sharing family information in conversation, on social media, in email, etc. with any person who does not have a work related need to know, the information is a breach of confidentiality which could result in immediate termination.

### **Faith - Based Curriculum**

Kid's Crossing is a faith-based childcare center owned by Crosswalk Community Church, and all our classrooms implement a faith-based curriculum. Only Christian radio stations may be played in the classrooms and in the daycare vans (96.5, 101.5, 90.1). Other music played via CD/digital device must be appropriate for this type of environment. All classrooms will implement prayers before meals and other times throughout the day. Lesson plans can include a Bible story/verse. All employees must conduct themselves in a Christian manner and agree to carry out the faith-based practices of the organization. The lead center program teacher will have a specific education degree and/or experience.

### **Child Illness**

Any illness that involves a child requires the following action:

- Report any illness/fever to the Director. Fevers of 100 degrees or higher must be sent home.
- Call parents or message parents on Procure notifying them of their child's illness. Parents must pick up the child within the hour.
- Separate the sick child from the rest of the children while still maintaining direct supervision.

### **Medication**

Medications may only be administered with the written consent of the parent or guardian. Consent must be given PRIOR to any medication being administered to the children. Medication consent forms are valid for 30 days. Consent forms for emergency medications, such as inhalers/epi pens, are valid for 6 months. Medications must be kept in the ORIGINAL CONTAINER with the original label. The label for prescription medications must contain legible directions for use, the child's name, the expiration date, and the physician's name. All medications will be stored inaccessible to children.

Medications needing refrigeration will be kept in a separate nonabsorbent container and labeled “medications”.

Staff members are encouraged to wear gloves when administering medication. Please double check that the medication matches with the child before administering. If a scheduled dose was missed, staff must call the parent/guardian to determine the best course of action. When finished, medication forms should be turned in to the office and kept on file for at least 6 months.

### **Accidents**

If an accident occurs involving a child while at Kids Crossing, the caregiver needs to immediately determine the first aid care needed. An injury report (Ouch Report) needs to be filled out by the person(s) who witnessed the accident and signed by the parent. All accidents must be reported (documented), no matter how big or small. In case of an emergency, all attempts will be made to contact the parents. If the child can be moved, the center personnel will transport him/her to the medical center of the parent’s choice. If the child cannot be moved, 911 will be called immediately.

Accidents involving staff members must be reported to the Director immediately.

### **Reporting Child Abuse and Neglect**

Reporting of suspected abuse or neglect is the obligation of every staff member in the center. Any staff member who suspects child abuse or neglect is required by the Department of Social Services to report the suspicion to (877) 244-0864 (Dept. of Social Services) or local law enforcement (911). Per regulation, staff must report suspected abuse or neglect to the Director. If the Director/Assistant Director is unavailable, contact the Pastor of Crosswalk Community Church 330-9255. All staff are required to read and sign a statement which defines child abuse and neglect and identifies reporting responsibilities and procedures.

### **Prevention and Response to Emergencies Due to Food and Allergic Reactions**

Upon enrollment into Kids Crossing Daycare, any child with a food allergy or possible anaphylaxis emergency will be required to have a completed care plan on file. A copy of the care plan will be maintained in the child’s classroom. In the event of an allergic reaction, staff members will follow the instructions listed on the child’s care plan. Staff will receive training and demonstrate competency in how to prevent food exposure to children with allergies, how to recognize the symptoms of an allergic reaction, and how to administer medications and treatment. The center will notify parents/guardians immediately of any suspected allergic reactions, any ingestion of food the child may be allergic to, or any contact with that food, even if a reaction did not occur. A staff member will call 911 any time after epinephrine has been administered. Parents/Guardians of all the children in the child’s class will be advised to avoid any known allergens in class treats. All care plans and appropriate medication will be taken on field trips.



## **Handling and Storage of Hazardous Materials and the Disposal of Bio Contaminants**

All hazardous materials are kept in the locked janitor's closet and inaccessible to the children.

Bio-contaminates include blood, vomit, and other bodily fluids. The following is procedure for cleaning and disposing of bio-contaminates:

- Put on disposable gloves.
- Clean up excess with paper towels.
- Put paper towels in a disposable bag.
- Wash surface with soap and water and allow to dry.
- Disinfect the surface with bleach water (1T per gallon of water)
- Allow the area to remain wet for at least 3 minutes.
- Place all cleaning materials and gloves in a sealed plastic bag.
- Wash your hands with soap and water.

## **Emergency Preparedness and Response Plan**

### Evacuation Procedures

Staff members are responsible for knowing where safety exits are located and the correct route to take; evacuation plans are located by the classroom door. Lead teachers are responsible for grabbing the iPad and leading the children out. Assistant teachers are responsible for grabbing the emergency backpack, turning lights off, closing doors, and making sure all the children are out of the classroom before exiting the building. Once outside the building, take a head count to make sure all children are out safely. Everyone meets on the grassy field south of the center.

### Shelter-In-Place Procedures

The Director/Assistant Director will monitor the weather closely. Once a tornado warning has been issued for the area or the siren has gone off, the Director/Assistant Director will notify staff and assist in getting everyone to their shelter area. Each classroom has a designated Shelter-In-Place area. They are as follows:

- Sloths go to the Giraffe classroom.
- Tigers go to the Giraffe classroom.
- Otters and Rhinos go to the Rhino classroom.
- Gorillas and Panthers to the Giraffe room.
- Elephants go to the Firefly room.
- Pandas and Lemurs go to the Firefly room.
- Toucans go to the Firefly room.
- Fireflies remain in their classroom.

Lead teachers are responsible for grabbing the iPad and leading the children to their shelter place. Assistant teachers are responsible for grabbing the emergency backpack, turning lights off, closing doors, and making sure all the children are out of the classroom. The Director/Assistant Director will notify staff members when the danger has passed and assist in getting everyone back to their classrooms.

### Lock-Down Procedures

In the event of a lock-down, the Director/Assistant Director will notify staff by communicating to all the classrooms via phone handsets. Staff members will cover their classroom windows, turn lights off, and barricade any interior doors that cannot be locked. Staff will try to keep the children in the corner farthest from any doors and windows. Once the situation has been deemed safe, the Director/Assistant Director will give all clear.

### Evacuating the Grounds

If Kids Crossing should need to evacuate the grounds, the staff and children will go across to the Hampton Inn. The parents will be reunited with the child at the hotel.

### Communication and Reunification Procedures

Parents will be notified of any emergency procedures and reunification process via the Procure app, social media, and parent phone calls.

### **Van Driver Qualifications/Procedures**

Our vehicle insurance company requires all drivers to be at least 21 years old. All drivers must have a valid driver's license and an excellent driving record. Staff must receive written permission from parents prior to transporting children. Any time the children are transported, seat belts and car seats must be worn to meet state standards. There is no exception to the rule. Children may not share seat belts or ride where there is an airbag. The classroom emergency backpack must be taken on all field trips. A First Aid kit must be kept in each vehicle. All staff must meet staff/child ratios when transporting children. Attendance needs to be taken when leaving the center, upon arrival at the field trip site, periodically throughout the field trip, when leaving, and upon arrival at the center. The driver must physically check the vehicle once all kids are out to make sure no one is left inside.

### **Pictures**

Employees are NOT allowed to take any pictures of children on personal cell phones. This is a breach of confidentiality and will result in a performance point deduction. Please refrain from posting negative comments about your job or the people you work with on social media accounts. It is very unprofessional and may violate confidentiality regulations which could lead to termination.

### **Grievance Policy**

If at any time an employee feels like the Assistant Director or Director is not handling a situation appropriately and has already addressed the concern with them, then the employee may email the Pastor of the church (church.office@crosswalkcc.com). You may also contact CPS if this involves allegations of neglect or abuse.

### **Wellness Plan / Take a Break**

All caregivers who are in direct contact with children will receive training in the orientation training series of preventing shaken baby syndrome/abusive head trauma, recognition of potential signs and symptoms of shaken baby syndrome/abusive head

trauma, strategies for coping with a crying, fussing, or a distraught child, and the development and vulnerabilities of the brain in infancy and early childhood. When staff members encounter a stressful situation with a child, they need to do the following:

- Take deep breaths.
- Swap places with another teacher in the room.
- Place child in a safe place while maintaining supervision and take a few steps away.
- Call the office staff and ask for assistance or a short break.

The safety of the children is our top priority. Recognizing when you are becoming frustrated or stressed is very important. The key is to try to calm down or take a step back before the situation gets out of control. Stress is a normal part of the day when working with kids, so do not hesitate to ask for help.

### **Reasons to Suspend or Terminate Employment**

- Striking or abusing a child, being forceful with a child, shouting at a child, humiliating a child, or endangering the life of a child
- Withholding food or bathroom privileges as punishment
- Carelessness or negligence in the supervision of children to the detriment of their safety or wellbeing.
- Abuse or inconsiderate treatment of parents, staff, or visitors
- Unauthorized movement of property or stealing
- Unauthorized removal of records or divulgence of parents, children, or staff member's information; any divulgence of confidential center information
- Clocking in for another employee or having someone else clock in for you
- Refusal to perform assigned work or follow instructions.
- Willful destruction of property
- Sleeping during work
- Dishonesty on the application
- Insubordination with the Director(s)
- Placed on the Central Registry for child abuse or neglect.
- Charges with or convicted of a felony or misdemeanor involving child abuse and neglect.
- A crime of violence or a crime against children
- Gossiping about wages, employees, or confidential material
- Sexual harassment of any kind
- Vulgar or inappropriate language
- Excessive absences without prior approval or a doctor's note
- Breach of confidentiality

### **Termination**

All new employees are placed on a 90-day probation period when hired. During this time, management will work with new staff members to understand job descriptions, provide feedback, and to maintain satisfactory work. If the employee is not performing

his/her job duties satisfactorily and or has excessive absences, employment will be terminated.

Consistency is very important in a child's development. We strive to make the classrooms and environment as consistent as possible, and we ask all our staff members to do the same. If you choose to terminate your employment at Kid's Crossing Daycare, we ask that you give a two-week written notice to the Director to allow time for a replacement teacher to be hired. In accordance with the South Dakota Department of Labor and Regulation standards, if an employee terminates his/her employment without giving a two-week notice, Kid's Crossing Daycare will exercise the right to pay that employee any unpaid wages at a minimum wage rate (this includes termination at the director's discretion). The employee must pick up his or her check(s) directly from the office. He or she is required to turn in their original 2 t-shirts and key card at that time.

Kid's Crossing is a non-smoking facility. Smoking is not permitted on the premises.

I encourage you to read the "Guide to Child Care Licensing Rules and Resources for Licensed Programs. Please ask me for a copy. This is the state rules for daycare centers.

# **Drama Free Workplace**

## **Policy for Kids Crossing Daycare Staff**

We all want to do what we love and long to put our passions to good use. We choose our career paths accordingly and place trust in our employers and fellow staff members that they are unified in this goal. Therefore, in a working environment all individuals should be able to expect the following three conditions:

1. That they are safe
2. That they are fulfilled
3. That they are excited to reach their goals

Unfortunately, there are ways that these conditions can be destroyed. Bitter and negative talk about the staff and leadership is the fastest way to tear apart the mission you are working on together. Our mutual passion is our love for kids and giving them a safe environment to learn and grow. Divisive conversations about each other are the fastest way to stop us from accomplishing unity.

We, the leadership of Kids Crossing, care about our mutual goal, and about each one of you, we will not tolerate these kinds of conversations or the drama that results from it. Everyone needs to feel like they are safe to come to work and not be harassed. On the other hand, conflict does occasionally occur. The following details our “Drama Free Policy,” our expectations for you in a moment of conflict, and the actions that will be taken by leadership accordingly:

### **1. Work it out**

If you have a conflict with someone, GO TO THEM and work it out. Try to reach a compromise. There are two things you should not do at this point. 1. Do not talk to other staff – this is just gossip. 2. Do not complain to management.

### **2. Get a neutral party to listen**

Our neutral moderator for Kid’s Crossing Daycare is the lead Pastor of Crosswalk Community Church. If your first attempts at compromise don’t work, he/she will help moderate a 2<sup>nd</sup> attempt at compromise. This is still not a management issue and should not be brought to them. As adults, we should be able to stop most conflict before or at this stage. If you need the KCDCs President’s assistance, see Jen about setting up an appointment.

### **3. Go to management**

If attempts have been made to resolve conflict with no results, management can be involved. Please be aware, if it surfaces that others were involved by way of spreading destructive gossip that contributed to the conflict, those individuals will also be brought into the conversation.

### **4. Trust your leadership**

It is the expectation that you trust the leadership to serve you well. If you feel you have come to a place where you no longer trust them, it might be time for you to seek alternative employment. For a team to function well and accomplish their

goal, loyalty to and support of the leadership is imperative. If it surfaces that you are encouraging destructive conversation about leadership, discipline measures will be taken.

Overall, Kids Crossing has a zero-tolerance policy on gossip. That means no trash talking, taking pleasure in the misfortune of others, rumor spreading, or conversation that has the potential to instigate conflict or cause pain. This could result in immediate termination.

The above policy, though stern in nature, is freeing. People want a positive and light work atmosphere and following these guidelines should enable that. The policy has been set in place with your protection at heart. Working together, not against each other, contributes to everyone having success within the workplace. We want you to love being here! We hope you will find Kids Crossing to be an enjoyable place to fulfill your passion of teaching and mentoring kids.

## **Employee Performance Plan:**

**Sick days/unexcused days must be texted to Jen (605.216.2157) by 6:00am**

**Each employee will be allowed 5 points per year of unexcused absences (starts on date of hire).**

<b>Point Title</b>	<b>Point Amount</b>
<b>10 or more minutes late for shift</b>	<b>.5</b>
<b>Leaves early without permission</b>	<b>.5</b>
<b>Asked to put away cell phone</b>	<b>1</b>
<b>Missing more than 1 consecutive day of work without a doctor's note</b>	<b>1</b>
<b>If a child is unaccounted for, it will be an automatic 1-point deduction for all teachers in the room at that time</b>	<b>1</b>
<b>Not texting Jen before 6:00am for missing work</b>	<b>.5</b>
<b>No call (before 6am) &amp; no show</b>	<b>1</b>
<b>Not wearing KCDC shirt M-Th</b>	<b>.5</b>

I have read and understand the above employee performance plan.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I have read the employee handbook and promise to adhere to the policies set forth by Kid's Crossing Daycare Center.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated 8/2023