

# MANN BASP STAFF HANDBOOK

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## **WELCOME**

The Mann Before and After School Program welcomes you. The development of positive self-esteem and appropriate social skills are primary elements of all group activities planned for the children attending. The activities to help children learn about themselves and their environment. Our goal is to provide a safe, nurturing, and recreational experience that is enjoyable at a reasonable cost, which gives parents peace of mind. Children who attend will have the opportunity to play, complete homework, participate in planned activities and interact with other children and adults. Mann BASP has an [INTERAGENCY AGREEMENT with the Iowa City Community School District.](#)

## **AFFIRMATIVE ACTION**

Mann BASP is an equal opportunity employer. It will not discriminate when hiring based on race, color, sex, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state, or any other basis protected by law, ordinance or regulation is prohibited.

## **INTRODUCTION**

Mann BASP is pleased to have you on our staff. We appreciate the time and effort you exert as you work with the children in making our BASP a safe, happy place for children. As a caregiver, you have a very important role in the growth and development of the children with whom you work with. They look to you for

guidance and use you as a role model for their emotional, behavioral, and social growth. The children's welfare and safety are in your hands.

The Staff Handbook is part of the agreement between the Mann BASP and its employees. The staff requirements listed below applies to staff members included in the staff to child ratio.

Research has shown that the quality of staff is the single most important determinant of a quality childcare setting. Because of the rapidly changing development needs of children, the vulnerability of young children, the needs of older children for monitoring and support, and responses required in emergencies, staff included need to display:

- A level of maturity.
- Knowledge of child development.
- Knowledge of acceptable health and safety practices.
- An ability to adapt to the constantly changing emotional and physical needs of children.

## **TERMS OF EMPLOYMENT**

### **PROCESS OF EMPLOYMENT**

This Staff Handbook will be available to all applicants for review prior to employment. Staff is based on yearly needs and subject to the limitations of program budgets.

### **PROBATIONARY REQUIREMENTS**

All new staff will serve a probationary period of sixty program days. Following the completion of the probationary period, the employee will be evaluated by the director.

No reason needs to be given if dismissal occurs during or at the end of the probation period. Such dismissal shall be upon two weeks written notice, and compensation shall be paid only to the date of separation.

### **HOURS OF OPERATION**

The program calendar follows the calendar of the ICCSD (Iowa City Community School District). Normal hours are morning program 7:00-8:00, afternoon program MTWF 2:30- 5:30 p.m. and TH 1:30-5:30 p.m. Staff is expected to arrive at least 10 minutes before the program begins. The program will not open if school canceled prior to the start of the school day. If school is canceled early due to weather conditions or emergency conditions, the program will not be held. If school is canceled after the program begins, parents

will be notified by the staff to pick children up as soon as possible. Staff will be required to stay until all children are released to their parents, emergency contact person, or until the director relieves them of their job responsibilities.

## **ORIENTATION**

Employees will read the staff handbook as well as the emergency preparedness plan as part of orientation into the program. After reviewing the handbooks, a signed employee statement will be given to the Director.

## **REQUIRED FORMS PRIOR TO EMPLOYMENT**

- Waiver Agreement and Statement
- Fingerprinting
- Criminal History Record Check
- Pre-Employment Physical Exam Form (signed and dated by a physician). All physicals are repeated every 3 years. Acceptance or denial of Hepatitis B vaccinations.
- Employee/Substitute/Volunteer Statement
- Application Form
- Reference
- Copy of valid driver's license
- W-4 Form

Except for confidential employment records, each employee shall have access to any information about him or herself in the program records, each employee shall have the right to know how such information is being used. Each employee shall have the opportunity to add other materials if he or she feels that such is needed as a correction to the records.

## **STAFF REQUIREMENTS**

### **REQUIRED TRAINING WITHIN THREE MONTHS**

- Two hours of Mandatory Reporting of Child Abuse
- One hour of Universal Precautions and Infectious Disease Control

### **REQUIRED TRAINING WITHIN THE FIRST THREE MONTHS OF EMPLOYMENT**

- CPR
- First aid
- Essentials Child care Pre-service Online Series: minimum health and safety trainings in the following areas:
  - Prevention and control of infectious disease, including immunizations
  - Prevention of sudden infant death syndrome and use of safe sleeping practices
  - Administration of

medication, consistent with standards for parental consent Prevention of and response to emergencies due to food and allergic reactions

- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic
- Prevention of shaken baby syndrome and abusive head trauma
- Emergency preparedness and response planning for emergencies resulted from natural disaster or a man-caused event
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
- Precautions in transporting children

## **STAFF RATIO REQUIREMENTS**

### **STAFF RATIO**

The staff-to-child ratio shall be as follows:

Pre-kindergarten	One to every 12 children
Five years to ten years	One to every 15 children
Ten years and over	One to every 20 children

Mann BASP likes to maintain a staff-to-child ratio of one to every 12 children. Staff ratio must be maintained at all times, indoor, outdoor or during snack time. If a staff needs to leave the supervised area at any given time, recognition of such **must** be verbally reported to another staff member. Staff-to-child ratio will be covered by the director or available staff not counted in ratio. A walkie-talkie system will be used for communication.

### **STAFF RESPONSIBILITIES**

- Review the Parent's Handbook and Licensing Standards upon employment.
- Assist the BASP director with the operation of the program.
- Supervise play activities indoor or outdoor requested by the director.
- Participate with children in group activities.
- Enforce safety rules.
- Intervene when necessary, using positive guidance to keep activities safe and enjoyable.
- Remain with the children at all times. Maintain staff/child ratios.
- Assist in the preparation and maintenance of program materials and storage area.
- Communicate with the director regarding difficult individual child behavior. Use discipline techniques that are consistent with policy.
- Assist the children with self-care activities.

- Assist with snack preparation and cleanup. Prepare ProForce sanitizing solution by mixing four capfuls of solution to two gallons of water.
- Record daily attendance as needed and check on absent children by calling the office.
- Assist with the setup and breakdown of equipment and supplies. Including sweeping and mopping.
- Attend scheduled staff meetings, conferences.
- Keep honest timesheets (sign time in and time out **not** scheduled hours).
- Become knowledgeable of emergency and disaster evacuation procedures for the program schedule and assist in the supervision of required drills.
- Report any concerns to the director.
- **Staff shall not allow children to sit on laps or between legs or climb on them.**

## **STAFF TRAINING REQUIREMENTS**

The center director, on-site supervisor and staff counted as part of the staff ratio shall meet the following minimum staff training requirements:

### **Rule Citation 441 IAC 109.7 (2) Staff Training Requirements**

The center director, on-site supervisor, and all staff counted as part of the staff ratio shall meet the following minimum staff training requirements during the first year of employment:

- Required Mandatory Reporting of Child Abuse.
- One hour of Universal Precautions Training
- Certification in American Red Cross or American Heart Association infant, child, and adult cardiopulmonary resuscitation (CPR) or equivalent certification approval by the Department. A valid certificate indicating the date of training and expiration shall be maintained.
- Certification in infant, child, and adult first aid that uses a nationally recognized training organization including the American Red Cross, American Heart Association, the National Safety Council, and Emergency Medical Planning (Medical First Aid) or an equivalent certification approval by the Department. A valid certificate indicating the date of training and expiration date shall be maintained.
- Ten contact hours of training from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross-cultural competence. Training received for CPR, first aid, mandatory reporting of child abuse, and universal precautions shall not count toward the ten contact hours.

Following the first year of employment, all staff shall:



- Maintain current certification for Iowa's training for the mandatory reporting of child abuse, infant, child and adult CPR, and infant, child and adult first aid.
- Receive ten contact hours of training annually from one or more of the following topical areas: child development, guidance and discipline, developmentally appropriate practices, and cross-cultural competence. At least two of the six contact hours shall be in a sponsored group setting.
- Staff who have completed a comprehensive training package of at least ten contact hours offered through a child care resource and referral agency or community college within six months before initial employment shall have the first year's ten contact hours of training waived.
- Initial training obtained as identified as minimum health and safety trainings may be counted towards annual training hours during the year of employment in which it is taken.

### **VOLUNTEERS AND SUBSTITUTES**

- All volunteers and substitutes shall sign a statement indicating whether or not they have one of the following:
  1. A conviction of any law in any state or any founded child abuse or dependent adult abuse in any state.
  2. A communicable disease or other health concern that could pose a threat to the health, safety, or well being of the children.
- The center shall have the volunteer or substitute:
  1. Complete form 595-1396, DHS Criminal History Record Check, Form B.
  2. Complete a 470-0643, Request for Child Abuse information.
  3. Sign a statement indicating the volunteer or substitute has been informed of the volunteer's or substitute's responsibility as a mandatory reporter.
  4. Complete fingerprinting and DCI investigations.
  5. Sign Waiver Agreement and Statement.

All volunteers should always be under the direct observation of staff.

Volunteers younger than 18 should also sign the conviction/child abuse statement and health statements. Volunteers younger than 18 must provide a copy of their immunization certificate to ensure they are free from communicable disease.

### **UNACCEPTABLE STAFF CONDUCT**

- The use of tobacco products by staff is prohibited anywhere on the school campus. Any such products should not be carried where they are visible or accessible to children.
- Alcohol and or under the influence of drugs or alcohol and the use of illegal substances by staff is not permitted at any time while on site, nor is it permissible to have an odor of such on the breath or person.

- Confidentiality regarding information about children or their families is essential outside the program; a staff may not discuss information about co-workers, children or parents. The usage of facebook or other websites are forbidden for the use of confidential information regarding a child or their parents. Including but not limited to posting photos and videos on social media.
- Personal visitors and personal phone calls should not be received during program hours, except in case of emergency. Cell phones are not allowed during program hours.
- Personal business may not be conducted during program hours. Personal business includes, but not limited to:
  1. Sitting idly
  2. Doing homework
  3. Reading
  4. Or any other activity that is not directly related to interacting with children or supervising program activities.
  5. Usage of cell phones
- Corporal punishments, verbal abuse, punishment that is humiliating or frightening threats, and derogatory remarks about the child or his/her family are not permitted.
- Leaving children unattended
- Unprofessional, profane, abusive language or retaliatory behavior will not be tolerated
- Unsatisfactory attendance, tardiness, or inadequate performance

### **PERFORMANCE EVALUATION**

New staff shall be evaluated after the first sixty days of employment in order to determine employment status and performance. Thereafter, the Director can evaluate the staff semi-annually.

Performance evaluations of the staff will be the responsibility of the Director who will perform the evaluation and hold a conference with the staff, and report to the program board.

### **WAGE AND SALARY INFORMATION**

BASP staff is paid an hourly wage, which will be logged on a semi-monthly timesheet.

A pay period equals two weeks. Paychecks will be electronically issued on the last day of the pay period for hours worked from the beginning of the pay period through the close of the pay period.

### **MORNING SHIFT**

BASP staff who are scheduled for the morning shift shall work 6:55-7:55 a.m. but will be paid for 2 hours. If staff are late to their shift, they shall only receive payment for the time that they are present.

### **TIMESHEETS/PAYCHECKS**

All employees shall prepare individual time sheets. The timesheet will be due at the closing of each pay period. The time sheet reflects the hours worked in each pay period. Timesheets need to be completed

correctly and signed on the last working day of the pay period. If the timesheet is not completed correctly or not completed on time the employee **arrives** and not what the employee is scheduled to work. The director **is not** responsible for completing staff time sheets. Hourly increases, if any, are at the discretion of the program director and program board.

### **OVERTIME POLICY**

It is the policy of Mann BASP to have hourly employees work less than 40 hours per week. No hourly employee may work overtime hours without prior consent from the Director. All hourly employees will be paid one and one-half ( 1 ½) times their computed hourly rate for all hours worked in excess of 40 hours in any one-week pay period. Salaried personnel will not be eligible for overtime wages.

### **PURCHASING & REIMBURSEMENTS**

Staff will be reimbursed for purchases made with prior approval. Staff must submit receipts to the Director and then attach them to their timesheet for payment.

### **STAFF BENEFITS**

- Worker's Compensation: All employees are covered by Mann BASP worker's compensation insurance policy through Eden?goodvin Insurance Company.
- Social Security: The program must make deductions from each employee's pay. The program then makes a payment to the government equal to the amount deducted from each person's paycheck plus a contribution as determined by law.
- Unemployment Compensation: The program pays a tax on its payroll, which goes into a Federal Reserve fund. From this reserve, weekly benefits are paid to eligible workers who are unemployed through no fault of their own. Contribution to this reserve fund come solely from employers, employees do not contribute.
- A winter bonus will be offered to staff who return to BASP when school resumes after the winter holiday break. Amounts will be based on seniority and merit.

### **PERSONAL DAYS**

- In the event of illness, a staff may request personal leave without pay by giving a one week notice to the director.
- In case the staff wishes to take leave without pay for a reason other than illness, he/she should make an advance request in writing to the Director. The cumulative amount of time missed and the ability to secure a qualified substitute will be a factor into approval or denial of the request.
- Failure to report to work without giving notice to the Director may be considered grounds for dismissal.

## **CALLING IN**

All absences, except for those due to illness (at least a four hour notice) shall be reported in advance to the Director. In case of illness, the Director shall be contacted at 319-325-4080. If the Director is not available a message must be left.

## **DAILY CONTACT**

- Each child shall have direct contact with a staff person upon the child's arrival for early detection of apparent illness, communicable disease, unusual condition, or behavior which may adversely affect the child or the group. The program shall post a notice at the main entrance so that it is visible to parents of children receiving care by the program and the public, of exposure to a communicable disease including symptoms and the period of communicability.
- The program will provide a quiet area under supervision for a child who appears to be ill or injured. The parents or a designated person shall be immediately notified of the child's health status.
- Staff will follow the Universal Precautions Policies when dealing with emergencies and hand washing policies when entering the program and frequently throughout the hours of operation.
- First-aid kits are provided for field trips, outside play, and during emergencies. They are located in the programs kitchen area, in the cupboard behind the entrance door.
- Incidents resulting in injury to a child shall be reported immediately to the parent on the day of the incident and shall be provided in writing to the parent or person authorized to remove the child from the program. The staff member who observed the incident shall prepare the written incident report and a copy shall be retained in the child's personal file.
- Staff shall demonstrate clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease to other children or staff in the program. Paper towels and soap will be available for use. Children and staff hands shall be washed at the following times but not limited to:
  1. Immediately before eating or participating in any food service.
  2. After using the restroom.
  3. After handling animals.
  4. For minor cuts and scrapes.

## **BABYSITTING POLICY**

The Mann Before and After School Program shall not facilitate child care services that are outside of program hours. If parents would like to contact Mann BASP staff for child care outside of BASP, the exchange must take place outside of business hours. Mann BASP will also not share contact information of its employees with parents. This information will remain confidential and only for program use. Mann BASP staff will be hired by parents as a personal contractor and Mann BASP will not be held liable for any child care performed outside of Mann BASP business hours.

## **GRIEVANCE PROCEDURE**

Staff is encouraged to reconcile their differences with each other in a climate of openness and mutual respect. If this effort fails, the director will resolve the matter. In the event that the dispute is between the staff and the director, the conflict will be resolved by the President of the Program Board. All staff will abide by the President's decision.

## **SEPARATION PRACTICES**

### **Voluntary Separations:**

Staff must give at least a **15 day written notice** prior to separation from the program. Any such written termination notice will be filed in the staff's personal file.

### **Involuntary Separations:**

Involuntary separations due to reorganization of the program, or other circumstances arising out of no fault of the employee, are at the discretion of the Program Board. Such separations require ten working days written notice to the employee.

**Dismissal for cause** may take place upon written notice from the director, and may be immediately effective. Reasons may be for any of the following but not limited to:

- Unsatisfactory performance.
- Refusal to do work with his/her job description.
- Repeated unexcused absences or tardiness.
- Incompetence
- Intoxication
- Child abuse
- Unprofessional, profane, abusive language or retaliatory behavior
- Drug abuse
- Such other causes as determined by the Director

## **DISCIPLINARY FORMS**

Unacceptable staff conduct may result in a meeting with the Director and further action. Please review unacceptable staff conduct on page 8-9. A disciplinary form may be filled out at the discretion of the Director or staff conduct may be grounds for immediate dismissal. Three disciplinary forms filed will result in an immediate dismissal from the Mann Before and After School Program. A copy of the disciplinary form is attached at the end of the handbook.

## **PROGRAM RULES**

An annual conference with school personnel will provide specific information regarding building and playground rules. Program rules must be consistent with school rules. General rules, which must be implemented by program staff include but not limited to:

- Children will use indoor voices inside
- Climbing on school furniture and wall is not allowed
- Running is not permitted inside
- Program supplies and equipment will be used appropriately at all times. Avoid wasting materials
- Food will be confined to areas designated for snack preparation and service
- Staff will sit with children during snack. At least one staff present at each table
- The building custodian is to be called in the event of need for sanitary clean up on any bodily fluids. See Universal Precaution Procedures.

## **OUTDOOR ACTIVITIES**

Program rules must be consistent with school policy. At all times staff and children shall remain within the spaces provided by the use of the program. Staff personnel shall position themselves at various locations to avoid staff clusters. Staff shall monitor children and engage children in appropriate activities. At all times supervision of all children is required. Staff shall maintain reasonable boundary limitations and enforce safety rules. A first aid kit and walkie talkie must accompany staff supervising the playground. At least one staff trained in CPR, first aid, and a first aid kit must be present on the playground.

## **HEALTH AND SAFETY**

If a child has a known condition (asthma, diabetes, allergies, seizure disorder, etc.) please make sure to know what to do if a problem should occur during program hours. All Food Allergy/ Allergy forms are on the BASP refrigerator in the kitchen.

Whenever a child is to be given prescription medication, the parent shall provide the program director a completed, signed medication authorization form. The medication must be provided in the original or duplicated container, or a container accompanied by the physician's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one month's supply should remain at the program at any time. No over-the-counter medicine will be administered. The designated staff member will document, administer and record medication, date, time, dosage, and initial the completed medication form. The form will be stored on the BASP kitchen refrigerator. Staff will document dispersed medication daily. If the medication is not administered as authorized, a notation explaining the reason will also be documented. Refrigerated medications, will be stored in a sealed container in the BASP kitchen refrigerator.

All inhalers, Epinephrine pens are stored in an individual container, in the medication cupboard on the top shelf of the kitchen cupboard above the phone.

If a child has any one of the following conditions, the parent will be notified to **pick up the child immediately**:

- Dismissal from school for a contagious medical reason
- Contagious disease
- Fever over 100 degrees F
- Vomiting or Diarrhea
- Serious injury which results in limitations for participation (not routine)

**In emergency medical and dental situation, the child may be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible. Emergency Medical Consent forms will accompany the child and staff.**

#### **USE OF CONTROLLED SUBSTANCES AND MEDICATIONS**

All owners, personnel, and volunteers shall be free of the use of illegal drugs and shall not be under the influence of alcohol or of prescription or nonprescription drugs that could impair their ability to function.

Comment: The determination of whether prescription or nonprescription drugs impair a person's ability to function within the scope of their child care duties is made by a professional licensed in Iowa to make this judgement such as a physician.

#### **ACCIDENTS/INCIDENTS**

##### **Accidents:**

- If a child or staff person is injured at the program, a staff member must immediately attend injured person and notify the program director.
- The injured person shall not be left alone. If the director is not within access of voice, the staff member may use the walkie talkie or send a child to notify him/her.
- Appropriate first aid treatment shall be given to the child/staff during which the director will assess the need for further medical attention and/or call the parent/guardian.
- If appropriate, the injured person may be moved to a quiet area under supervision.
- The staff member who first arrived at the scene of the injury will fill out an accident/incident report form immediately following the treatment of the injured child. The original report will be filed in the child's file and a copy will be made available to the child's parent/guardian or to the individual staff person (as appropriate).

**Incidents:**

All incidents involving children that do not comply with BASP rules and school policies must have a Major or Minor Incident Checklist filled out by the child involved. The staff witnessing the incident must help with the completion of the form, sign, date, and submit it to the director prior to contact with the parent/guardian. This form shall be filled out immediately following the incident.

**RELEASING OF CHILDREN**

Children will leave the afterschool program according to the instructions written by parents on the Release of Children Other Than the Parent Form. Children will be allowed to leave with persons other than their parents only if permission has been given in writing or a phone call to the director by the child's parent. This information will be documented in the attendance binder in the front under Messages from Parents. This message notebook is designed to provide unexpected changes in the children's routine. All messages from parents should be documented in this notebook.

Staff may not hold children if parents appear inebriated etc. It would be considered kidnapping. Instead, recommend the parents not drive. Explain that if they choose to, the staff is responsible for taking down the vehicle description and license plate number and report it to the police department.

**PARENT ACCESS POLICY**

Parents are always welcome to observe the program and have unlimited access to their children. **For liability and supervision reasons, it is not possible for children who visit the program to take part in the activities. Children not enrolled in BASP are not covered under the BASP Liability Insurance.** Parents of children enrolled in the program are encouraged to visit the program unannounced at any time during the program's operation hours.

**CHILDREN'S PERSONAL PROPERTY**

Children's personal items, coats, school bags, etc. must be stored in individual baskets provided by BASP. Personal items must be cleared from the program gym after each session of the program. Staff will store any remaining items until the next program day or items will be taken to the lost and found. The program cannot be responsible for lost personal property. Bringing electronics or other toys are discouraged. These items may be brought on designated sharing days. Items must be given to the morning staff **before the start** of school. Items will be stored until the afternoon program begins.

**CURRICULUM**

Mann Before and After School Program strives to offer activities that will foster self-expression, exploration, and further the development of the children in a safe, friendly environment. Activities are planned on a monthly basis. The activity calendar is posted on the BASP bulletin board and on our website.



## PROCEDURES AND GUIDELINES

### FIELD TRIPS/TRANSPORTATION

Field trips are a part of the Mann BASP, although most field trips are scheduled during the summer program and conference days during the school year. Field trips include swimming, library, walks, business tours, trips to parks, etc.

Transportation will be by walking, Iowa City/Coralville Transit, a rented passenger van, a rented school bus, or a rented commercial coach.

The following guidelines will be followed

- When seven or more children three years of age and **older** are being transported, at least two adults must be in the vehicle.
- A valid driver's license and proof of insurance must be documented prior to staff using personal vehicles. Mann BASP provides auto insurance for usage of vehicles for field trips. A commercial driver's license is required for all staff driving vehicles for field trips.
- Staff vehicles and drivers can be used for transportation in extreme situation, such as approaching severe weather when the children are not at the program site and quick return is the safest option.
  1. Staff vehicles and drivers may be used only within the Iowa City/Coralville area.
  2. The Director/Staff will not use interstates (I-80 and 380) when transporting children.
- No one under the age of 21 will be allowed to drive vehicles.
- No jeeps or convertibles will be used to transport the children.
- As outlined in Iowa Code, all children transported in a motor vehicle subject to registration, except a bus, shall be individually secured by a safety belt, safety seat, or harness in accordance with federal motor vehicle safety standards and the manufacturer's instructions.
- Children under the age of 12 shall **not** be located in the front seating section of the vehicle.
- Drivers of vehicles shall possess a valid driver's license, proof of insurance and shall not operate a vehicle while under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair their ability to operate a motor vehicle. These documents will be kept in the program files.
- Children will stay seated at all times while the vehicle is moving and talk quietly. No food or beverages will be consumed in private vehicles.
- Field trip permission forms must be completed and signed by parents preceding the field trip. The permission form will state the destination of the field trip, the times of departure and arrival back at the program, the purpose of the field trip and other special notes concerning the trip.

- Parents and children have the option of participating in field trips. If children choose not to participate, another activity will be provided if staff/child ratios warrant a staff staying behind. Notification of such trips are planned two weeks in advance and posted on the activity calendar.
- Emergency transportation: in the event of a medical emergency, medical emergency services will be called. The **Emergency Medical Consent** form will accompany the child to the emergency facility.
- In the event of emergency evacuations while away from the program, the staff shall direct children to the nearest emergency shelter until situations are cleared.

## **REPORTING OF ABUSE AND NEGLECT**

It is mandatory, under Iowa Code for the Mann BASP Director and staff in charge; to report immediately to the Department of Human Services when in the course of working with a child has reason to believe that the child has suffered any form of abuse such as but not limited to sexual abuse, physical abuse, or neglect. This report shall be oral and written. If the child's life is in immediate danger, an oral report must be made to the police. 911 may be called.

By law the oral report and written reports must contain:

- Name and home address of the child and his/her parents or other persons responsible for their care.
- The child's age.
- The child's present whereabouts.
- The nature and extent of the child's injuries, including any evidence of previous injuries.
- The name, age and condition of other children in the same home.
- Any other information which the person making the report believes might be helpful in establishing the cause of the injury of the person providing assistance to the child.
- The name and address of the person making the report.

### **Legal sanctions for failure to report are as follows:**

- Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
- Any mandatory reporter who knowingly fails to report is civilly liable for damage proximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who, in good faith, makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigation without release required in other situation (Legal Reference 232.73).

**To Report Child Abuse Anytime Call TOLL FREE STATEWIDE (1-800-362-2178).**

**However you are encourage to use the Cedar Rapids number first. You may call collect.**

## **BEHAVIOR, DISCIPLINE AND DISCHARGE POLICIES**

### **DISCIPLINE PHILOSOPHY**

We, parents and administration of Mann BASP, believe that in order for each child to have the opportunity to develop and achieve to the fullest extent possible, we must create a learning/recreational environment with a minimum of disruptive behavior that fosters mutual respect for each other and develops a sense of responsibility for one's own actions. The learning environment should be supportive, positive, non-threatening, and help develop a positive attitude toward one's self.

The majority of the BASP children behave appropriately most of the time. It is important that staff reinforce this kind of behavior. The staff has implemented and should continue to improve reinforcement programs for appropriate behaviors during program hours. These programs should focus on developing children's pride in their behavior and not for recognition of the staff.

All children will receive assistance in ways to solve conflicts they may have. When children do misbehave there needs to be clear and consistent plan for dealing with that behavior. It is our belief that each child must assume responsibility for his/her own actions and know the consequences for those actions.

All students (regardless of race, color, religion, national origin, disability, or sex) have the right to equal opportunities at BASP, however for this to occur there must be a positive and orderly atmosphere. Children will conduct themselves appropriately. Behavior, which endangers the safety of self and breaks state, federal or school laws, cannot be tolerated.

Discipline is the sum of the total interaction experiences staff and children share. Adults will focus children's attention to tasks or problems before compliance and will share logical reasoning for request with child. They will encourage empathy so that children realize the consequences of their actions, practice problem-solving techniques, and emphasize cooperation versus competition. They will use positive reinforcement techniques in the form of positive phrasing, encouragement, and praise. They will develop rules that are brief, which can be clear and consistently enforced.

A child with serious disciplinary problems will be given due process.

### **DISRUPTIVE BEHAVIOR**

It is Mann BASP's policy to follow the guidelines of Horace Mann Elementary School rules. Mann BASP has a zero tolerance rule against bullying. Reasonable efforts within the available resources of staff and training will be made to assist children to adjust to the program. Disruptive behavior will be categorized into either major or minor incidents as outlined below:

## MAJOR VS. MINOR INCIDENTS

### **Minor:**

- Inappropriate language/conversation
  - Messages that include name calling, or use of words in an inappropriate manner.
  - Vulgarities that are usually non-intentional or just “slip out”
- Physical Contact (may include, but is not limited to:)
  - Unsafe/rough play/horse-play
  - Touching of other students when inappropriate
- Disruption
  - Behavior causing an interruption in an activity.
- Disrespect (may include, but is not limited to:)
  - Demonstrating rudeness or inappropriate attitude
  - Could be addressed toward anyone– student or adult
- Chronic minors
  - Three minors for the same type of infraction in most cases equal a major referral.

### **Intervention for Minor Incident situations:**

- The 1<sup>st</sup> staff person intervening will be in charge of gathering the facts of the situation from one or both parties. Staff will ask the basic questions- Who was involved; What happened; When did it occur; Where did it happen; Were there injuries; Why does the student think the problem occurred; and then How could the situation have been avoided?
- After gathering the information from the involved parties, the staff person will sit with those involved and assist the students in coming to a fair and agreeable outcome. Staff will then use the form to write up a ‘Minor Incident’. The write up will consist of staff placing the date and a tally mark in the section which best describes the situation. The write up will be maintained in the student’s folder. Staff will make sure the Director and/or On-site Supervisor have reviewed the write up. This summary and checklist will be kept to assist the Director in looking for patterns of behavior. If a pattern of behavior is discovered the Program Director will provide further support to this student and all BASP students in possible ways to positively handle future situations. Parents will be notified at pick up if their child has had a minor incident.
- If BASP staff discovers a trend of minor incidents, they notify parents to have a conference so that these transgressions don't become major incidents.
- After reviewing the situation with the staff member it is possible the Program or On-site supervisor could decide that it is a major situation and take appropriate action (see Major Incident.)

Major behavioral situations are defined as but not limited to:

**Major:**

- Abusive Language
  - Directed toward others – written or verbal
- Fighting/Physical Aggression
  - Actions involving serious physical contact where injury may occur (e.g. intentional hitting, punching, shoving, kicking, hair pulling, scratching, etc.)
- Defiance, Non-compliance
  - Blatant refusal to follow directions.
- Harassment/Bullying
  - Student delivers disrespectful messages (verbal, written or gestures) to another person that include threats or intimidation, or obscene gestures or pictures.
  - Disrespectful messages include negative comments based on race, religion, gender, age, disabilities and /or national origin.
- Forgery/Theft
  - Student is in possession of, having passed on, or being responsible for removing someone else's property.
- Property Damage
  - Student intentionally participates in an activity that results in destruction or defacement of property.
  -

Bullying and Harassment are further defined using the Iowa City Community School District definition:

- Harassment and Bullying shall be defined as any electronic, written, verbal, or physical act or conduct that is based on any actual or perceived trait or characteristic of a person and that creates an objectively hostile school environment that meets one or more of the following conditions
- Places the person in reasonable fear or harm to the person or substantial harm to the person's property
- Has a substantial and detrimental effect on the person's physical or mental health
- Has the effect of substantially interfering with the person's performance; or
- Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by the district.
- "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim

Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim; and/or

Unreasonable interference with a person's performance or creation of an intimidating, offensive, or hostile environment.

For the purposes of this policy, sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is explicitly or implicitly made a term or condition of status in a class, program, or activity;
- submission to or rejection of such conduct is used as a basis for an educational decision affecting student; or
- such conduct has the purpose or effect of interfering with an performance, or of creating an intimidating, hostile, or offensive environment for learning.
- Sexual overtures by a staff member to a student shall be investigated per the child abuse law in chapter 102 of the Iowa Department of Education administrative code. Any sexual overtures by a staff member to a student, whether welcome or unwelcome, are prohibited and shall be grounds for discipline, including discharge of the staff member.
- Mann BASP will contact DHS (Department of Human Services) and ICCSD promptly to seek assistance and begin an investigation of the allegations of bullying or harassment.
- Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy.

#### **Intervention for Major Incident situations:**

- The 1<sup>st</sup> staff person intervening will be in charge of gathering the facts of the situation from one or both parties. Staff will ask the basic questions- Who was involved; What happened; When did it

occur; Where did it happen; Were there injuries; Why does the student think the problem occurred; and then How could the situation have been avoided? Staff will notify (if not already) the Director or On-site Supervisor and pass on all of the information gathered to them.

- The Director and or On-site Supervisor, based on the information gathered from the staff's Major Incident form will: 1. Immediately decide if the student(s) should be suspended from the program 2. Formulate a positive plan of correction for the student(s) involved. This plan of correction will then be shared with the parent or guardian. If the parent or guardian agrees to the corrective plan, the parent or guardian will sign the form. Signing the form declares the parents agreement to the steps involved in the corrective plan of action. If the parent or guardian refuses to sign the form the Director or On-site supervisor will contact the Board President or their designee to participate in a conference within 2 days. At the discretion of the Director or On-site Supervisor the student(s) may be suspended from the program until such a meeting takes place. A written report of this meeting/plan of action will be placed in the child's file.
- Major Incident situations will be documented in the child's file and the parents will be provided with a copy of all documentation.
- Three Minor Incident reports equal a Major incident and may result in a three day suspension from the program.
- Confidentiality of situations is expected by all parties involved.

## **BITING**

Mann BASP will follow the following procedure if a biting incident occurs:

- Biting at Mann BASP is considered to be an unacceptable behavior.
- The program will respond to individual biting incidents by determining who was involved and the reason for incident.
- A description of the incident will be documented on an Incident and Behavior form immediately following the incident. These forms are located in the back room in the file box labeled Children's Forms. Children's names will not be documented on the forms and will remain confidential. A copy of the form will be available to all parties involved in the incident. The form will be placed in the child's file.
- If the skin of the child that was bitten was penetrated the incident report will be given to the parents of the children involved in the incident. The Incident/Behavior form will be given to to the parent of both the biter and child that was bitten. The forms must be signed, dated and returned to the program director the following day. It will be placed in the child's file.
- First aid will be given to the injured child. First aid will include washing the wound with warm soap and water, dried and covered with a bandage. Ice will be applied to bites if necessary.

- If biting incidents become a recurring situation, a parent conference will be requested and the child who is considered to be the biter may be subject to probation and/or expelled from the program. This decision will be discussed and decided by the director and program board.

## **EMERGENCY PROCEDURES**

### **EMERGENCY STATEMENT**

In case of any and all emergencies 911 will be called and the parents will be contacted by the director or a contact person using the emergency numbers. If evacuation is necessary transportation will be made available in the safest way possible by the director or the emergency personnel. If a lockdown is in progress, parents will not be allowed inside the building until the all clear signal is given by official personnel.

### **SHELTER IN PLACE**

Sheltering in place is used when evacuation would put people at risk (e.g. severe weather, environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff, and public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants. BASP shelters in the hallway by the Pre-K room and remains there until given an all clear sign.

### **EVACUATION BY OFFICIAL PERSONNEL**

In the event of the need to evacuate children from the program, on the order of official personnel, staff and children will cooperate fully with the request. The staff will carry with them the Emergency Medical Consent Forms, current daily attendance sheets and a first aid kit. These items are located in the kitchen cupboard above the phone and behind the kitchen door in the cupboard. The field trip first aid kit is located in the backroom with the stormbox. If transportation is needed, staff will drive the children to a designated place. (See transportation policy). Parents will be contacted as soon as possible. Children will be relocated to a predetermined location that is in or out of the neighborhood or out of town. Sites are listed in the Emergency Preparedness Plan.

### **REUNIFICATION**

After relocation, an appointed supervisor will contact parents through a mass email or by phone calls. The location will be revealed at that time. Director and staff will check ID's of all persons picking up students who are not the student's guardian.



## **TORNADO/SEVERE WEATHER**

Drills are conducted monthly during various times of BASP hours. The staff will instruct the children on where to proceed depending on location. The designated tornado safety area is on the first floor, in the southeast corridor next to the pre-school room. If children are engaged in outdoor activities, a hand held bell will be used to inform children that they must instantly proceed to the determined tornado safety area. Staff and children will not leave the designated areas until the director or emergency official has given the all-clear signal. Staff must bring the emergency contact binder and first aid kit to the safety area. If time permits the current attendance binder and cell phones should be taken to all drills. Children will remain quiet and calm during all drills. Attendance will be taken once everyone is in the designated area.

## **FIRE**

The following is the signal for the fire drill.

- One blast (a continuous sound) over the alarm.
- The fire alarm sound is accompanied by flashing lights.
- The flashing lights are to let anyone who may be hearing impaired.
- Immobile children will be carried to safety.

Fire routes are posted on the information board on the south wall of the gym and at exit areas in the gym. Staff and children are trained, through monthly drills, to respond quickly and calmly to the announcement of a fire alarm. This involves routine hearing of the announcements and immediately exiting using the appropriate exits. All attendance records and emergency numbers and first aid kits will be carried during procedures in case parents need to be called. First aid kits are located in two areas of the building (kitchen cupboard and the backroom).

## **STRUCTURAL DAMAGE**

In the event that major structural damage would occur, the program would follow the FIRE and EVACUATION PROCEDURE above.

## **FLOODING**

The Director or Program Site Supervisor would notify Head Custodian or Custodian on duty about the water main break. Per facility use request, the Custodian would be in charge of turning of the water main and contact the ICCSD Physical Plant. In the event that major water damage would occur, the Program would then follow the fire and evacuation procedures.

## **POWER AND/OR HEAT FAILURE**

In case of power failure, emergency lights will come on. Flashlights will be available in the kitchen. Keep children calm with continual activities, if possible. Call the electric company, if possible. Try to get an approximate time for the power to return. If it gets too cold or too hot for the children and staff, all parents

will be called and requested to pick children up as soon as possible. In the event of such failure a decision will be made within two hours of the failure to close the program. This decision will be made by the director or on-site supervisor.

### **SICK OR INJURED CHILD**

Any child exhibiting any unusual physical symptoms (such as viral or bacterial infection) will be reported to the director or on-site supervisor for evaluation.

- Dismissal from school for a contagious medical reason
- Contagious disease
- Fever over 100 degrees F
- Vomiting or Diarrhea
- Serious injury which results in limitation for participation (not routine)

Staff may take the child's temperature but no medications will be administered until the parent has been notified or unless it is listed on a Medication Release form on file with the program.

Another staff will call either the child's parent or 911 based on the severity of the injury as treatment is being administered. A mat will be provided to the sick or injured child. The child must be supervised at all times.

### **LOST OR ABDUCTED CHILD**

No children shall be outside or inside without the required staff to child ratio supervision. In the event the program is unable to locate a child, a children will be brought into a central location. Non-ratio staff will immediately and completely search the grounds and the building while the other children are being supervised. If the child is not found within 15 minutes, parents will be notified and 911 will be called. A detailed description of the child and person including what they are wearing and places they might have gone will be given to emergency officials. If the child is observed being abducted, 911 will be called immediately and a complete description of the child and the person will be given, if possible. If advanced warning is received that someone is coming to take the child, the child will be taken to the school office (principal's office) where an adult (and possibly other school staff) will stay with the child and staff person will monitor the office door. When the person arrives to attempt to take the child, they will be encouraged to leave the premises. If the person refuses, 911 will be called. No staff or children will leave the program area until authorities have arrived. The child's file must be inspected for any court orders.

### **DANGEROUS ADULT**

In the event of the presence of any adult who is deemed by the director or on-site supervisor to present a danger to the children, or to a specific child, 911 will be called immediately. Staff will calmly request that the person leave the premises and advise them that officials are on the way (unless the feel that this will increase the level of danger in the situation).

If the danger escalates, staff will initiate a lockdown procedure. Staff will announce that the BASP is going into “lockdown,” and repeat the term several times (never using any other code word) to be sure that everyone has heard. If the situation has arisen suddenly, with no build up, and 911 was not previously called, 911 will be called now. All students and staff within the building will be directed to the nearest securable space (lockable bathrooms or kitchen) or classroom (music room or art room). If necessary, barricades will be placed in front of the doors. Lights should be turned off, blinds closed (if safe to do so), and students should remain quiet. Staff shall take attendance, to the best of their ability, and create a list of possible missing students. All doors shall remain locked until the authorities signal an “all clear.” When the “all clear” has been given, all groups shall meet in the gym to take a final attendance, and make sure that all are accounted for.

A dangerous adult would include an adult exhibiting inappropriate behavior, bearing weapons, or showing signs of intoxication by either alcohol or drugs. This also includes any person who is prohibited by court order (on file with the program) to see or transport the child. In the event that the adult leaves the premises before authorities arrive, the staff shall write down the license plate number and a full description of the individual.

Staff will make every effort to keep the child/ren from getting into a car with parents/guardians under the influence of drugs or alcohol. They will call the police to give the child/ren a ride home. Staff will not under any circumstance give transportation to parents/guardians who appear to be impaired by drugs or alcohol. The Department of Human Services requires staff to report suspected cases of child abuse. This includes the reporting of parents/guardians who appear to be impaired by drugs or alcohol.

### **INTRUDER IN THE BUILDING**

Establish initial contact with the person to determine what, if any, threat there might be. Keep yourself from harm so that you can protect the children. Try and diffuse the situation if at all possible by reasoning with the intruder (Refer to the Unlimited Access Policy). So that he/she will leave quietly without causing a major disturbance. Signal another staff person to notify another person of the intruder. If the intruder appears too hostile, or has a weapon, someone (preferably someone who is unseen by the intruder) is to notify 911. Staff is directed not to be a hero and escalate the situation if the intruder has the means to physically harm you or the children. Staff will initiate a the lockdown procedure as stated in the dangerous adult section.

### **SUPERVISION AND ACCESS**

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

Mann BASP is located in a public elementary school with a preschool program. It has many people coming and going during BASP program hours. It is Mann BASP's goal to supervise and monitor who is on the property of the program when children are present by approaching people that are not parents/guardians of the children in the program. Staff will ask individuals what their purpose of being in the building or on the playground is. If the individuals have no purpose of being on site they will be asked leave. If a confrontation occurs staff is instructed to call 911. **All staff should become familiar with families that deliver and pick up children in the program and know who has permission to do such.** The director or on-site supervisor should be present to help with determining who has access to the children in the program.

### **TOXIC OR HAZARDOUS MATERIALS**

In the event of a toxic spill, staff and children will cooperate fully with official's personnel. All staff and children will be brought into the building if not already there and will stay inside until the officials give the all-clear signal. If officials determine that evacuation of the building must occur, staff will follow the guideline of EVACUATION BY OFFICIAL PERSONNEL

- Close windows
- Shut off ventilation systems

### **CHEMICAL SPILL**

If there is a minor chemical spill of non-hazardous substance, block off the area and clean it immediately or call the building custodian to clean the area. If it is a more serious hazardous chemical spill, evacuate the children from the building and follow procedure for FIRE EMERGENCIES.

### **BOMB THREAT**

The program will call the police department and alert them to the fact that a bomb threat has been received or an emergency situation exists, request the police to come to school immediately to ascertain further steps to be taken. In case of a bomb threat, the program is to remain evacuated until a search reveals a bomb (and it is removed) or the lack thereof. The person taking the call will try to keep the bomb threat caller on the phone for as long as possible by using Bomb Threat Data Card to ask and receive questions/answers. Emergency numbers, current daily attendance sheets will accompany staff when evacuating.

### **LEAD BASED PAINT/ASBESTOS**

The program shall be free of any lead based paint. If a project has occurred that requires the removal of lead based paint or asbestos materials, a statement from the physical plant will be stored in the DHS Licensing Handbook on how, when and where the removal occurred.

### **EARTHQUAKE**

In the event of an earthquake, staff will direct the children that are indoors to take cover in the many doorways of gym.

- North and South exits
- Doorways to both backrooms
- One adult should be present in each doorway

Evacuation will occur as soon as possible. Staff that is outdoors will direct children to move away from structures and trees and to sit with the staff member along the perimeter of the playground. Official personnel, director, or program assistant will assess structural damage before children are allowed to remain in or reenter the structure.

### **SEVERE WEATHER**

During severe thunderstorms BASP children will not allowed outdoors. Indoor activities will be provided. The director or on-site supervisor will listen and update staff about approaching storms.

The program will close if school is dismissed early due to weather conditions or any other building emergency. However, the program will close for safety concerns if the following conditions exist:

- Prediction of ice storm
- If public transportation shuts down
- If the Highway Patrol and Sheriff's Department ask people to stay off roads
- If we have already received 4 or more inches, and they are predicting several more inches of snow during the day

To find out if the program is closed:

- Watch TV 9 or any local station
- Listen to the local radio station for school closing
- Search the internet

If school is cancelled before the start of the day, the director will call the staff and/or leave a message of the closings.

### **BLIZZARD WARNING**

In the event of an impending blizzard during program hours, the parents will be notified of an early closing. If parents are unable to be reached, the emergency contact person will be notified and we will continue to try to reach the parent. IF we are unable to reach a parent or emergency contact person, the child will remain at the program with the staff or director.

### **ANIMALS ON PREMISES**

The BASP recognizes the therapeutic relationship between children and animals. To ensure the safety of BASP children and staff, the program follows DHS guidelines pertaining to animals in a childcare setting.

To be allowed on the premises, an animal must be in good health with no evidence of disease. It must have gentle disposition and pose no safety threat. It must be clean and in a sanitary condition. For dogs and cats, documentation of appropriate vaccinations, shots and licensing must be kept in an up to date file available for review.

Animals will not be allowed in a food preparation area or in the presence of a child for whom the animal would be a health threat. Pets will remain away from children eating at the tables. For health reasons, reptiles, ferrets, turtles, and birds of the parrot family will be permitted at BASP.

### **UNSUPERVISED CHILDREN**

In accordance with ICCSD policy, children are not allowed in the school building after hours unless they are there for a school sanctioned activity.

Children may not ride cars, motorcycles, mopeds, bicycles, motorized scooters on the school playground.

When there are several children on the school playground, activities such as skateboarding, playing hardball and similar activities are not allowed as they are a threat to children's safety.

Children must be enrolled in BASP to participate in BASP activities. The BASP does not supervise children who are not enrolled in the program and does not accept responsibility for an unsupervised child.

Unsupervised children who need adult supervision and/or children whose behavior pose a safety threat to BASP participants, **will be asked to leave** school property by the director or acting supervisor and may be reported to the appropriate authorities (principal).

### **FOOD, DRINK AND COSMETICS**

Staff should store all personal objects out of the reach of children enrolled in the program. This includes purses and backpacks. These items may be kept in the kitchen area. Food and drinks may be consumed during program hours and shall respect all food allergies that may be present with children enrolled in BASP.

### **EMPLOYEE/ENROLLEE HEALTH STATUS**

- Employees with open lesions or broken skin should keep these areas covered.
- Children in the Mann BASP who have open sores should have these covered by a dressing to keep them from being contaminated from any oozing or bleeding.

Mann BASP will provide all personal protective equipment without cost to employees. This equipment has been chosen based upon anticipated exposure to blood, and other potentially infectious materials. The equipment provided consist of disposable gloves for use when attending to any situation in which exposure to blood, potentially infectious material, non-intact skin, and mucous membranes that may occur. Gloves are available in the following locations:

- In the kitchen cupboard behind the kitchen entry door.

- Playground first aid backpacks.
- Field trip first aid backpacks
- Storm box in the designated tornado safety area

## **UNIVERSAL PRECAUTIONS**

### **\*ALL BLOODY AND BODY FLUIDS ARE TO BE TREATED AS POTENTIALLY INFECTIONS\***

All staff, volunteers, and substitutes must always exercise good hygiene practices in the workplace. They serve as role models for children as they develop hygiene habits.

## **HAND WASHING**

The best possible means to prevent disease and control infection is good hand washing. This should be done as soon as possible in the following situations:

- Upon the arrival to the program
- After nose blowing
- Before and after administering first aid to wounds
- After toilet use, combing hair, applying makeup, etc.
- Before setting tables and working with food
- After cleaning up spills, body fluids, or other potentially dangerous materials
- After outdoor activities
- After removing disposable glove

### **Methods:**

- Wash hands under warm running water
- Wet hands with water apply heavy soap lather
- Wash all areas of the hands (at least 2 minutes or sing the Happy Birthday Song)
- Rinse well under running water-holding hands so water flows from wrist to fingertips
- Dry with disposable towel
- Use towel to turn off faucet and discard

Special antibacterial cleaning towelettes or solution should be used when soap and water are not available, to be followed by soap and water washing AS SOON AS POSSIBLE thereafter.

## **CLEAN-UP**

Disposable gloves should be worn anytime staff needs to clean up a blood spill, vomit, or a child who has had diarrhea-like accident. Paper towels should be used for clean-ups. The custodian shall be notified to disinfect an area if vomiting or a blood spill has occurred.

## **SHARPS**

The greatest chance for blood exposure comes from skin punctures from contaminated articles.

Methods:

- Use a broom and dustpan or tongs to pick up sharp objects like needles or broken glass.
- Dispose of sharp items in puncture resistant containers located under the sink in the kitchen.

## **BLOODY MATERIALS**

Any contaminated materials that have been saturated with blood should be placed in a red hazardous bag or in a sealed leak proof plastic bag.

**\*Any exposure to blood or hazardous materials should be referred to Mann BASP Exposure Plan binder in the kitchen cupboard above the phone\***



## Employee Statement

I, \_\_\_\_\_, have received a copy of the Mann Before and After School Program Staff Orientation Handbook. My signature below indicates that I have read and understand the policies and procedures listed in the Staff Orientation Handbook for the Mann Before and After School Program. I understand that failure to meet the guidelines set forth in the handbook may result in a disciplinary form and/or separation from the program.

---

Signature

Date