



Staff Handbook

Contact:

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Philosophy Statement

We believe that children learn through play! Our goal is to provide an environment that encourages learning and growth. The daily learning centres will be enriched with activities to stimulate social, physical, intellectual, creative and emotional development. We want all children to feel safe and comfortable in our care. We will help build each child's self-esteem by providing developmentally appropriate activities to meet their individual needs.

Hours of operation

Open Monday to Friday. 6:15 a.m. – 6:00 p.m. **If no children are scheduled for 6:15 we will be open at 7am – if you are needing time change please give us one or two days' notice and we will be open for you at 6:15am.**

Closed on all Statutory Holidays.

Smoking

Smoking is not permitted in the childcare centre. There will be no smoking permitted on the childcare centre's property.

Child Management

Here are the methods of guiding children's behavior that will be used in the childcare centre

Infants/Toddlers child management:

- 1) Redirect children to another space or activity (distract them)
- 2) Make sure there are a sufficient number of toys to avoid conflict.
- 3) Remove the toy or change the activity which is causing the problem.

Preschool/school-age child management:

- 1) Encourage socially acceptable behavior (reward and acknowledge good behavior)
- 2) Teach the children problem solving skills and self-responsibility.
- 3) Teach the children to recognize their feelings and learn self control
- 4) Provide a developmentally appropriate curriculum and environment to promote self-esteem and keep the children busy.
- 5) Staff will express themselves with clear expectations and always inform the children of the rules ahead of time.

At no time will humiliation, degrading or physical punishment be used!

- *We feel that time out can be over used or misused; therefore we prefer to use a form of redirection with children as a last resort. If a child refuses to listen to words he/she will be asked to leave the play area or the situation to calm himself/herself down and think about what has happened. The child may be asked to find something quiet to do until he/she feels ready to join in acceptable play.*
- *Our goal is to never use the word "NO" in front of children unless it is a life-threatening situation. Rather, expectations will be stated (tell the child what*

he/she should do) or he/she will be given reasonable choices for a more acceptable form of behavior.

Cellular Devices:

- Mobile phones must not be used unless on a designated break and then this must be away from the children.
- Mobile phones should be always stored safely in staff room with personal belongings during the hours of your working day.

Social Networking Sites:

- Staff must not use the Centre's computers to access Social Networking sites such as "Facebook"
- Staff must not post anything onto Social Networking sites such as "Facebook" that could be construed to have any impact on the centre reputation.
- Staff must not post anything onto the Social Networking sites that would offend any other member of staff or parent using the centre.
- If staff choose to allow parents to view their page on any Social Networking site, this relationship must remain professional at all times.
- Staff should remain very cautious of the privacy settings regarding who is and isn't able to access your Social Networking site, such as your "Facebook" page.

Dress Code:

- Employee dress and footwear shall be appropriate for the job.
- Employees shall not wear any work out clothing which includes, but not limited to: sweat pants or track pants.
- Employees can wear leggings with appropriate shirt covering.
- Employees can wear jeans with no holes, rips or tears.
- Employees shall not wear tank tops or halter shirts. There must be at least a "3 finger width" for straps.
- Employees shall not wear shirts or pants with logos. (Beer logos, or inappropriate, etc.)
- Employees must have appropriate outdoor clothing for all seasons.
- Employees will be sent home by the Director to change if not dressed appropriately.
- Failing to comply will result in discipline up to and including termination.
- All Staff must have indoor slippers or shoes.
- All staff must have clothing for all seasons.
- Employees are encouraged to wear hats outdoors to be role models for the children.
- Employees are encouraged to dress professional at all times.

Alcohol/Drugs

Policy:

- Staff is not permitted to drink alcohol or any other drug on the job.
- Staff will be sent home if they show up at work intoxicated or smell of alcohol or other drugs.'

Procedure:

- Inform the employee of their right to have a second person present
- Explain the problem and point out its effect, it cannot be ignored
- Repeat Casper's Early Learning Co-operative Centre's policy on suspensions
- Indicate that a suspension is being imposed (one day)
- The suspension will give the Employee time to reflect
- Explain the exact suspension period
- Advise that the next step is termination. The decision is the Employees
- Send Employee home immediately
- Record interview for personnel

Allowances for Staff:

Policy:

- If an Employee is required by Casper's Early Learning Co-operative Centre or the Child Care Regulations to attend a conference, course or workshop he/she may be reimbursed the registration fee and other expenses upon presentation of detailed receipts. For out of town professional development current government rates will be reimbursed for meals and cents per kilometer for mileage traveled. Staff members will not be reimbursed for alcoholic beverages.
- First Aid CPR will be offered to all staff at Casper's Early Learning Co-operative Centre. Registration costs for the First Aid CPR course will be reimbursed for all staff.
- Staff car mileage shall be paid at the current government rate of cents per kilometer for staff members who use their vehicle for Casper's Early Learning Co-operative Centre out of town field trips. The payment of this amount is to be confirmed by the Director prior to the use of the vehicle.
- All employees leaving will be offered an exit interview

Procedure:

- Staff are required to submit:

1) Receipts

2) Proof of completion or attendance for all professional development.

3) Written request for kilometers to be reimbursed

4) Claim forms must be completed and signed by the director before any reimbursement will be paid out.

- The Director is required to keep thorough records of all professional development that has been reimbursed.
- Staff will be required to share with co-workers information learned or collected from professional development.
- The Director must ensure all reimbursed mileage and meal rates are current government rates.

Candy and Gum:

Policy:

- Staff is not permitted to have candy or gum when working on the floor with children. Exceptions will be made for cough or throat lozenges if it is absolutely necessary.

Procedure:

- Staff will be asked to spit out candy or gum.
- Staff is permitted to have candy or gum in the staff room on their break.

Children of Staff:

Policy:

- Children of Staff can be enrolled at the Centre.
- Staff will be charged the same rate as the other families.
- Children of Staff will be treated the same as all other children at the Centre and no special treatment will be given.

Procedure:

- If an issue arises regarding the care of a staff's child and the issue cannot be rectified, the Director will inform the Staff member to find alternate care for his/her child.
- If an issue arises regarding the care of the Director's child and the issue cannot be rectified, the Board of Directors will inform the Director to find alternate care for his/her child.

Criminal Record Checks:

Policy:

- All staff and volunteers are required to have a criminal record check with the vulnerable sector check before starting work.

Procedure:

- Proof of completion of the checks must be kept on file by the director.

Discipline:

Policy:

- It is the responsibility of the Director & Assistant Director to inform Employees of parameters and expectations of the job as well as informing them of Casper's Early Learning Co-operative Centre's rules and policies.
- It is also the responsibility of the Director & Assistant Director to ensure that job performance and conduct meet acceptable standards by all their Employees on a consistent basis.
- Employees have a right to know what aspects of their job performance and /or conduct are deficient in the eyes of their superior in order that they may adjust (reply to) the situation.
- It is the responsibility of all Employees to adhere to all rules and regulations of Casper's Early Learning Co-operative Centre, to perform the duties required of them, and to seek guidance when in doubt, or when they are unable to carry out their obligations.
- It is the responsibility of all Employees to report any breach of rule, regulations, or policies.
- Progressive discipline will be applied by the Director in consultation with the Board, in those situations where action must be taken to correct an Employee's deficient performance or unsatisfactory conduct.
- Once discipline is deemed to be necessary, a progressive disciplinary step is invoked in consideration of the severity of the action being disciplined, the Employee's length of service, the Employee's disciplinary record and other circumstances, which might mitigate the discipline being imposed.

Procedure:

- Step one – Verbal Warning

The Director will:

- Interview the Employee in private
- Explain to the Employee the problem and what effect it has on the organization
- Be personal
- Write down the Employee's exact response
- Do not set disciplinary measures at this time
- Offer to help, if necessary
- Tell Employee what is expected of them
- Make notes of the meeting and retain them

Step Two – Written Warning

The Director will:

- Inform the Employee of their right to have a second person present
- Recap the first meeting and restate expectations
- Recount subsequent infractions and explain effect on others
- Give the Employee a formal written warning – (copies for personnel file)
- List and record each response
- Make notes of meeting and retain

Step Three – Suspension

The Director will:

- Inform the Employee of their right to have a second person present
- Explain the problem and point out its effect, it can no longer be ignored
- Repeat Casper's Early Learning Co-operative Centre's policy on suspensions
- Indicate that the first two steps did not work, and that a suspension is being imposed
- The suspension will give the Employee time to reflect
- Explain the exact suspension period
- Advise that the next step is termination. The decision is the Employees
- Send Employee home immediately
- Record interview for personnel file
- Report action to Board

Step Four – Dismissal

The Director will:

- Inform Employee of their right to have a second person present
- Review the whole process based upon fact
- Stress the decision was the Employee's
- Hand letter of dismissal
- Send Employee home immediately
- Record interview
- Report action to the Board

NOTE: throughout these proceedings, confidentiality must be maintained to prevent rumor and dissention.

Dismissal for Just Cause:

1) Failure to follow Casper's Early Learning Co-operative Centre's regulations regarding violence, aggression, or threat of same, either physical or verbal, directed at a child.

2) Willful destruction of Casper's Early Learning

3) Failure to show up to work without notice or approval.

4) Failure to follow reasonable directives of the Director or Board.

5) Failure to follow terms of the Personnel Policy.

6) Disclosure of confidential information regarding a child, parent, staff member, or day-to-day activities at Casper's Early Learning Cooperative Centre.

7) Sleeping while on the floor at Casper's Early Learning Cooperative Centre.

Any employee terminated for just cause shall have the right to appeal to the Board of Directors.

Appeal Procedure:

Any Employee who feels they have been treated wrongly has the right to appeal the action, except those on initial probation.

Step one:

- The Employee shall submit complaint to the Director in writing within seven (7) calendar days of the offensive action.
- The Director shall respond to the complainant in writing within seven (7) calendar days of receipt of the complaint.

Step Two:

- If a satisfactory solution cannot be found at Step One, the Employee may submit the complaint in writing to the Board within seven (7) calendar days of receipt of the Director's answer.
- The complaint will be dealt with at a Board meeting. The Employee will be informed of the meeting at which they will be able to present their complaint in person.
- The Board will respond to the complaint in writing within seven (7) calendar days of the meeting.

Evaluation and Probation Period:

Policy:

- Employees shall have a probation evaluation after six (6) months employment, or sooner if necessary, and once per year thereafter.

Procedure:

- Employees commencing employment with Casper's Early Learning Co-operative Centre shall be on probation for the first six (6) months of employment. During this time, Employees shall be entitled to all rights and benefits of the Personnel agreement, except the appeal procedure in the event of termination.
- The Director shall conduct a written performance evaluation of the general suitability of the employee's performance during the sixth month worked. The Director shall discuss the rating with the Employee.
- There will also be a yearly written evaluation of each Employee by the Director. This will start on the completion of the first year and continue every year thereafter.
- The Assistant Director will complete evaluations required for students and volunteers.

Hours of Work:

Policy:

- Hours of work shall be developed for the most efficient operation of Casper's Early Learning Co-operative Centre.

Procedure:

- Employees designated as full-time shall work an eight (8) hour day, not including lunch breaks, Monday through Friday.
- Employees designated as part-time (casual) shall work hours specified by the Board.
- The Director shall set daily starting and stopping times of all shifts.

- In the event that an Employee is recalled to duty during the scheduled lunch break, or otherwise unable to utilize the meal break, such time shall be provided later in the shift.
- Employees shall be free to leave Casper's Early Learning Co-operative Centre during their lunch break, providing they return to duty on time.
- An Employee reporting for work as scheduled shall be paid a minimum of three hours at the regular rate of pay, with exception to high school students.
- Lunch will be provided free of charge.

Lay off and Recall:

Policy:

- Labor Standards Act shall be the reference manual for lay off and recall.

Procedure:

- After Three months of continuous employment, no employer shall discharge or lay off an employee except for just cause other than shortage of work, without given proper notice.
- Employee's seniority and level of education will be taken into consideration in the Board's decision for staff lay off.
- There will be two (2) weeks written notice given prior to lay off.
- Should it become feasible for the employer of Casper's Early Learning Co-operative Centre to re-hire laid off staff, they should be able to resume their seniority and wage if recalled within 12 months.

Leave of Absence:

Policy:

- Leave of absence without pay shall be granted on the approval of the Director.
- Leave of absence without pay for the Director shall be granted on the approval of the Board.

Procedure:

- Leave of absence without pay may be granted to an Employee providing the Employee furnishes valid reasons for requiring such leave.
- All requests for leave of absence must be submitted in writing to the Director.
- Leave of absence shall be granted on the basis of seniority, if staffing is available.
- All Employees shall be entitled to maternity/paternity leave as per the Labor Standards Act.
- The operation of Casper's Early Learning Co-operative Centre permits, no more than two Staff may take leave of absence, or other leave at the same time, except in emergency situations, provided relief can be found.
- Compassionate leave of five (5) days (with special circumstances to be reviewed by the Board of Directors) with pay will be granted upon the death

of an immediate family member. Immediate family includes child, spouse, sibling, parents, immediate grandparents, in-laws, or others, which may be approved at the discretion of the Board.

- If an Employee is called for Jury Duty, that Employee will be allowed time off for this reason. The Employee, while attending Jury Duty, will receive their hourly rate of pay for their regular work shift. Any monies received by the Employee from the court shall be paid to Casper's Early Learning Co-operative Centre.

Overtime:

Policy:

- Overtime shall be paid according to the Labor Standards Act.
- Overtime will be banked at time at a half

Procedure:

- No Employee shall be required to work overtime against their will when there is another qualified Employee willing to perform the required work.
- Part-time Employees may be requested to work more than their regular shift at regular pay up to the maximum hours specified in the Labor Standards Act.
- Staff can request to use banked time off. The Director will OK the time off based on the availability of replacement staff.

Payroll:

Policy:

- Payroll shall be provided semi-monthly.

Procedure:

- Wages shall be paid semi-monthly, on the fifteenth (15) and the last day of the month. Deductions shall be made as required by Federal and Provincial laws. No other deductions shall be made without the Employee's consent, except as otherwise provided for in this agreement.
- Cut off days for payroll will be the 10th and 25th of the month.
- Wages shall be as per wage scale depending on education and experience.
- Responsibility pay, is \$1.00 over their hourly rate. It will be paid to whoever is in charge, only when the Director and Assistant Director are out of town.

Medical Benefits:

- Casper's Board of Directors will pay \$80.00 towards each employee's medical benefits.
- Any costs of medical benefits above \$80.00 will be at the cost of the employee.

Personnel Policy - Preamble:

Policy:

- It is desirable to both the Staff and the Board of Directors of Casper's Early Learning Co-operative Centre to:
 - 1) Promote optimum care for the children and services to the parent of Casper's Early Learning Co-operative Centre.
 - 2) Maintain and improve harmonious relations between Casper's Early Learning Co-operative Centre and its employees.
 - 3) Recognize the value of joint discussion in all matters relating to working conditions, employment, hours of work, scales of wages, etc.
 - 4) Encourage efficiency and safety in operation.
 - 5) Promote the morale, well-being and security of all employees of Casper's Early Learning Co-operative Centre.
 - 6) It is desirable that methods and matters pertaining to working conditions be drawn up in an agreement.
 - 7) The parties enter into, establish, and agree to the Personnel Policies.

Sick Leave:

Policy:

- Staff will be supplied with sick leave according to the Personnel Policy.

Procedure:

- All Employees shall be given 4 sick days per year with pay. These days will be pro-rated. Unused sick days shall be cleared at the end of the year.
- Employees are required to give notice of intention to take sick leave by phone to the Director as early as possible.
- If more than one day is required at any given time notice by phone shall be given for each required day.
- A Doctor's certificate must be submitted to the Director for more than three (3) consecutive days.
- Any Employee requiring to stay home with their sick children will be allowed to use their own sick leave for this purpose.
- If replacement staff cannot be found, staff will be required to come to work until a replacement can be found.

Staff Education:

Policy:

- Staff is required to receive at least six (6) hours of professional development through conferences or workshops each year.

Procedure:

- Staff is encouraged to take courses related to Early Childhood Education to upgrade level of Certification up to a maximum of Level Three.
- Staff can request to the Board that part or the entire course be paid for by the Child Care Centre. The Board will review the request and evaluate financial situation to determine if Course will be funded by of Casper's Early Learning Co-operative Centre.

Telephone Usage:**Policy:**

- This is a business telephone line; calls must be kept as short as possible.

Procedure:

- Staff is entitled to use the phone provided the children are well supervised.

Vacation Time:**Policy:**

- Staff will be supplied with annual vacation according to the Labor Standards Act.

Procedure:

- All Provisions of the Labor Standards Act with regard to annual vacation pay and annual vacation shall apply.
- Annual vacation shall be taken at the mutual agreement of the Employee and the Director.
- Employees must submit request for annual vacation to the Director in writing.
- Annual vacation accrued by new staff members may be taken six (6) months after the start of employment. Special holiday leaves may be granted at the discretion of the Director.
- All Staff are encouraged to take annual vacation prior to December 31st.
- Annual vacation will be granted on a seniority basis. Seniority will be calculated by hours worked at Casper's Early Learning Co-operative Centre.

Visitors:**Policy:**

- The Director must be aware of all people entering the centre.

Procedure:

- The Director must be made aware as soon as possible if a visitor is coming or enters the centre for the safety of the children.
- Visitors should only be at the centre for a brief time. Staff's attention should always be on the children.
- Past staff members may visit the centre, but are encouraged to visit with existing staff members on their breaks.

Washroom Facilities:

Policy:

- Staff should never be behind a closed door in a washroom with a child unless the child is over the age of four and needs assistance.

Procedure:

- If a Staff is using the washroom facility, the door should be locked. Bathroom breaks should be short as possible.
- Proper hand washing procedure must be used.

Parking:

Policy:

- Staff is allowed to park on the street at the side of Casper's Early Learning Co-operative Centre. In the winter they are allowed to plug-in free of charge in the Town of Carrot River's Lot (behind the town office)

Procedure:

- Staff is required to log all hours they are plugged in.
- The Director will submit the logged hours to the town at the end of the season.

Disaster Plan:

Policy: The Child Care Centre has a comprehensive plan in the event of a disaster. A disaster is:

- Demolition of the centre
- A bomb threat
- Cessation of services
- Hydro
- Heat
- Water

PROCEDURE:

- Follow the evacuation plan

Fire Alarm:

Policy:

- There is a current fire alarm/evacuation procedure for the Child Care Centre posted in many prominent areas.

Procedure:

- Send children out of the building in the safest efficient and timely manner.
- Close all the doors on the way out.
- Take First Aid kit with Emergency Cards.
- Take attendance record for that day.
- Once out of the building proceed to designate location and take attendance.
- Use emergency cards to phone parents or guardians.

Safety:

Policy:

- The Casper's Early Learning Co-operative Centre shall operate as safely as possible according to the Child Care Act and the Occupational Health and Safety Act.
- The Staff and Board shall continue to co-operate in perfecting safety measures now in effect, and agrees to abide by the Health and Safety Regulations.
- One staff member per shift shall hold a valid first aid Certificate.

Procedure:

Every licensee shall:

- store unsafe items and poisonous substances in a place inaccessible to children
- cover radiators and hot pipes with non-combustible materials
- cap electrical outlets accessible to children when not in use
- have emergency phone numbers posted near the telephone
- have an evacuation plan posted at each exit
- a fire extinguisher will be mounted at each exit
- fire extinguishers will have maintenance done once a year
- the Director will administer fire drills each month and post evacuation times for each month
- fire alarm exit lights and signs will be checked monthly
- walk ways and exit paths will be kept clean and clutter free

Contract:

Policy:

- Staff will be required to sign a paper contract on or before their first day of work at Casper's Early Learning Co-operative Centre.

Procedure:

- Staff will sign a paper contract when they start at Casper's Early Learning Co-operative Centre
- Staff will get a new contract to sign at 6 months when probation is over
- Staff will get a new contract every time something changes. Ex wage, position.
- Contract will have:
 - Name, position, wage, number of hours, start date, probation end date,
 - Documents staff have access to
 - Rules and Regulations – Licensee Manual
 - Policies and Procedures
 - Saskatchewan Employment Act
 - The Child Care Act, 2014
 - The Child Care Regulations, 2015
 - The Saskatchewan Human Rights Code
 - Employee Manual
 - Abuse Protocol
 - Expectations for:
 - Job description
 - Education
 - First Aid & CPR
 - Criminal Record Check
 - Workshops and conferences
 - Staff meetings
 - Technology and social media
 - Signatures of Staff member and Director and date