

EMU Student Staff Handbook

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Mission Statement: "...The EMU Children's Institute offers high quality early childhood education program for the children of EMU students, faculty, staff, and surrounding communities. We offer a varied program designed to meet the needs of students and working families."

Description of Our Program: The Children's Institute provides high quality care and education for children 18 months through 5 years. Full and half-day programs are available for toddlers, young preschoolers, and preschoolers. Flights of Imagination, the summer program at the Children's Institute. It offers exciting and varied programs for children entering kindergarten through first grade.

Student Staff: Our student staff works alongside our professional teaching staff with the care and education of the children in our program.

Professionalism: Treat every person with respect and dignity. Display respect and tolerance for differences in backgrounds, perspectives and diversity in values.

Understand Needs: Adults and children need to feel they are communicating effectively. Emotions or language barriers can get in the way of proper understanding. **Take time to listen.** They need to feel that you are pleased to see them.

Staff Screening Statement: All staff shall be of responsible character and suitable to meet the needs of children. A staff member shall not be present at the Children's Institute if they have been convicted of either of the following: **child abuse or child neglect and/or a felony involving harm or threatened harm to an individual.**

There is a rigorous screening and interview process which includes a criminal history check through the Michigan State Police and the FBI fingerprints and DHS Central Registry Clearance. All results are kept on file at the Children's Institute Business Office.

Child Protection Law: A licensed childcare organization or school is required by law to report any suspected child abuse or neglect if reasonable cause is evident. You may suspect abuse by physical evidence, conversations with a child or witnessing an interaction between parent and child or staff and child.

It is the policy of the Children's Institute that student staff reports any actual or suspected cases of child abuse or neglect to a professional staff member. Professional staff reports any actual or suspected cases of child abuse or neglect to the Director of the program, as well as to the Michigan Child Protective Services. All staff are mandated reporters of suspected abuse and neglect.

Confidentiality: All information about our program, children, their families, the student staff, and the professional staff must remain strictly confidential. Upon hire, all staff members are required to sign a "Confidentiality and Commitment Agreement".

Any information on a child or family overheard or discussed on the phone, in the classroom or offices of the Children's Institute may not be released to the general public or to other families within the Children's Institute. Our families' privacy should be treated with the highest respect and confidentiality. Professional staff are the only ones permitted to discuss a child's behavior and/or development with a child's family.

• **Hours of Employment**

I will not be working more than a combined total of twenty-nine (29) hours per week in the Fall and Winter Semesters and/or forty (40) hours per week in the Spring and Summer Semesters. If my hours stated or current status should change during the course of my employment, I will notify my supervisor and the Children's Institute administration immediately. I understand the hours of my employment may increase or decrease at any point in the semester based on childcare enrollment or extended periods of time off.

• **Procedure for Screening Applications for Prior Criminal Convictions of Abuse and/or Neglect of Children**

As a part of our Agency's pre-employment screening process you will be asked to sign this statement granting us permission to obtain a Criminal Background Clearance. A background clearance record will be done through the Internet Criminal history Access Tool (ICHAT) and through the Dru Sjodin National Sex Offender Public Web Site (NSOPW). By signing this statement you will also be certifying that you have never been convicted of offenses other than minor traffic violations nor had any history of abuse and / or neglect convictions of children and / or adults.

"I hereby certify in good faith that a case of abuse and / or neglect has not been substantiated against me nor have I been named the respondent in any petition which is pending for child abuse and / or neglect in either the juvenile or in criminal court of a misdemeanor and / or felony charge. I also certify that I have not been convicted of a misdemeanor and / or felony nor are there any misdemeanor and / or felony charges pending against me. I understand that by falsely signing this certificate or if subsequent to my employment a case of abuse or neglect is substantiated against me or I am charged in a criminal court for abuse and / or neglect that I will be subject to discharge from employment."

Abuse and neglect of children is against the law. The Children's Institute has a zero tolerance policy to employees on child abuse and neglect. Employees are required by law to immediately report suspected abuse and neglect to children's protective services.

• **Children's Institute Confidentiality Agreement**

1. Any information contained in a family's file or billing statement will be used only for Children's Institute business purposes. Designated professional staff persons can only release information within these files with a proper release form signed by the family.
2. Any information in a staff member's file, professional and student will be used only for Children's Institute business purposes. Designated professional staff persons can only release information within these files with a proper release form signed by the staff member.
3. Any information on a child or family overheard or discussed on the phone, in the classroom or offices of the Children's Institute may not be released to the general public or to other families within the Children's Institute. Our families' privacy should be treated with the highest respect and confidentiality.
4. Professional Staff are the only ones permitted to discuss a child's behavior and /or development with the child's family. Professional Staff are also the only ones permitted to discuss Children's Institute policies and procedures with our families.

• **Children's Institute TB (Tuberculosis) Test and Physical requirements**

All Employees and Volunteers of the Children's Institute are required by State Law to have a TB (Tuberculosis) Test and Physical within the first thirty (30) days of hire.

****I certify that I have read and understand the Children's Institute policies on Hours of Employment, Abuse and/or Neglect of Children, the Confidentiality Agreement and the TB and Physical Requirements. I understand that if I violate or do not comply with any of these conditions I will be subject to immediate termination of my position with the Children's Institute.**

Birth date _____

Signature _____

Today's Date _____

All Employees and Volunteers of the Children's Institute are required by State Law to have a TB (Tuberculosis) Test and Physical Within the first thirty (30) days of hire.

Office Use only:

Interview Date and Time: _____ Interviewed by: _____ Recommend for Hire: Yes _____ No _____

Philosophy: We believe that the child defines the curriculum and that children learn best through play and exploration.

We follow the guidelines of the National Association for the Education of Young Children, which suggest that developmentally appropriate practices are those that provide opportunities and activities for children related to their age, culture, individual interests, and levels of development and ability.

The Children's Institute staff follows the ethical principles of the National Association for the Education of Young Children. We share the following core values as guides for interactions among staff members and parents/guardians.

- We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.
- We use direct eye contact, smiles, and warm tones of voice, positive touch, social conversations, and joint laughter to support the development of effective working relationships.
- Our partnership in learning is supported by regular, reciprocal communication, affirming recognition of effort and accomplishment, predictable, developmentally appropriate responsiveness to initiative, emotion, and concerns, and proactive conflict resolution.
- We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities.

Curriculum: At the Children's Institute we use the Creative Curriculum. This curriculum supports our belief that children learn best through play. We follow the guidelines of the National Association for the Education of Young Children (NAEYC), which suggest that *Developmentally Appropriate Practices* are those that provide opportunities and activities for children related to their age, culture, individual interests, and levels of development and ability.

The Creative Curriculum supports the development of children through cognitive, language, social, emotional, creative, physical and aesthetic activities. Active exploration of the environment through child-initiated experiences comprises the majority of each child's time at the Institute. Teachers provide opportunities for individual, small group, and large group experiences that will enhance each child's development. Children have the opportunity to make choices and direct their own learning throughout the day.

Expected Outcomes for Children: Each child is unique and has a different manner and pace of learning. Although teaching styles differ among Institute staff, our goals for the children are the same. These goals are to:

- Encourage cognitive development through questions, reflection, reasoning, discovery and exploration
- Promote the development of a positive self-concept
- Foster the development of social skills
- Foster and manifest a good basis for health and safety
- Enhance creativity and aesthetic development
- Expand language development
- Promote physical development
- Develop an anti-bias identity and attitude
- Respect cultural diversity
- Respect and care for the environment
- Develop an awareness of the surrounding community

We believe that these goals will be reached through a hands-on, play-based curriculum that is characterized by love, patience, guidance, understanding and acceptance.

Greeting Families: Communication with families is an important part of your job. **The Professional staff is responsible** for informing parents/guardians of **classroom or behavior issues** but we want you to get to know our families. Building a good rapport with them will help them feel comfortable about leaving their child in your care.

When a family arrives in the morning you must greet them. If the child is having difficulty entering the room, see if you can assist the parent/guardian. Often getting a child involved in an activity helps with the transition. A younger child may need to be held for a few moments or have a book read to them.

Security System: Our keyless entry system has two goals:

- (1) to keep all children safely inside the Institute and
- (2) to allow entry only for people who have Children's Institute business

You may enter and exit the building through the main corridor doors by using your Eagle One card. In keeping with our first goal, please report your lost or stolen Eagle One card to the Business Office so the card can be deactivated. It is your job once the card has been replaced or found, to report it to the office so we can re-activate it.

Drop-off/Pick-up Policies: Children who attend the morning or full day program should arrive by 9 a.m. to participate in the morning activities, including breakfast. Breakfast is not served after 9:15 a.m. Staff arrival is arranged to match the schedules of the children allowing us to maintain both legal and preferred adult-child ratios. Children who arrive late often find it difficult to become involved in the on-going activities.

Upon arrival and departure the parent/guardian must sign their child in and out on the class attendance sheets, as a safety measure for the child. In case of emergency, the attendance sheet is our only official record.

A child may only be released to a parent/guardian or other authorized individual listed on the Emergency Card/Child Information Record, or to a person with written permission (authorized persons must be a minimum of 18 years old). **Under the laws of the State of Michigan both parents may have the right to pick up their child, unless a court document restricts that right.** Anyone who is picking up a child and is unfamiliar to a staff member **MUST show identification before the child can be released.** Anyone who does not provide identification will be turned away (this includes parents/guardians who are unfamiliar to us.)

If a person (parent/guardian or other designated pick-up person) appears to be impaired or inebriated when picking up a child, we do not allow the person to leave with the child. It is our responsibility to the child, and family, that we restrict them from leaving our program with the child under any circumstance. The Department of Public Safety (DPS) will be called to assist. **This is a time for you to ask for assistance from a professional staff person.**

CHILD INFORMATION RECORD

State of Michigan Department of Human Services - Bureau of Children and Adult Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge	
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Father/Legal Guardian's Name		Home Phone ()	Mother/Legal Guardian's Name		Home Phone ()
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)		Cell Phone ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)					

BCAL-3731 (Rev. 7-12) Previous editions 9-09, 3-08, 10-07, & 1-06 may be used until 12/31/13.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.	()	()			
2.	()	()			
3.	()	()			
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.	()	2.	()		
3.	()	4.	()		

I give permission to <u>Children's Institute</u> , licensed by the Department of Human Services	
(Provider's Name)	
to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: 1973 PA 116
COMPLETION: Required
PENALTY: Rule Violation Citation.

BCAL-3731 (Rev. 7-12) Previous editions 9-09, 3-08, 10-07, & 1-06 may be used until 12/31/13.

ALL requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

Daily Responsibilities of Student Staff:

- Speak respectfully and positively to children.
- Greet children and parents as they arrive. Always say “goodbye” to parent and child when they leave.
- Be on time for your assigned shifts.
- Get involved in the children’s play. Homework can be done during nap time ONLY if all the children are asleep and the professional staff person does not have something for you to do.
- Give children clear directions and follow through on them.
- Sit on the floor, with the children, during group times.
- Wipe tables if they are messy.
- Sweep floor when necessary.
- Sit with children during meal times, and talk with them and promote good table manners.

These duties may change based on classroom.

AM Duties:

- Take chairs down
- Wash and sanitize tables (using the 3 step process)
- Prepare breakfast
- Put activities out for arriving children (games, puzzles, play dough, etc.)

Lunch & Nap Duties:

- Clean and sanitize tables (using 3 step process)
- Set up lunches
- Have children wash hands before eating.
- Sit with the children and encourage them eat. You are allowed a child’s portion of the lunch food.
- Set up cots for nap.
- Clean tables, sweep, and clean up spills.
- Assist children with toileting and nap preparation.
- Rub children’s backs.

PM Duties:

- Provide activities for children when they awake.
- Prepare snack.
- Assist children with toileting.

Staying until 5:30pm:

- Assist children with room clean up at the end of the day or before they go outside.
- Put chairs on tables no earlier than 5:25pm unless you will not be in the room.
- Sweep floor.

- Take dishes to the kitchen, rinse, and leave in sink.
 - Empty water table: clean and sanitize (using the 3 step process).
 - While outside make sure one of your team is holding the clipboard.
 - Be aware of who is coming onto the playground.
 - Ask for identification if you do not know the adult picking child up or ask other staff members on the playground if they can verify the person's identity.
 - At 5:00pm designate one person to be the "gate keeper" while others put metal bikes and toys away in garage. Encourage the children to help bring the bikes to the garage door but do not allow them in the garage. Cover the sandboxes.
 - At 5:25pm gather the belongings i.e., coat, hat, artwork etc. of any children left in your room and take them to the professional staff that is closing the building. You will find their name at the top of the classroom Sign-In.
- Remember to give the Sign-In and Emergency Cards when you drop the child with them.**

Guidance Methods

- Go to the child and get down to his/her level when talking over a situation.
- Demonstrate the understanding of the child's feelings by using words and a tone of voice, which will help the child feel confident and reassured.
- Use modeling for desirable behavior. Set the example for the children by saying "please", "thank you", and "excuse me".
- Emphasize what the child should do rather than what the child should not do. State suggestions in a positive way, making sure directions are made firmly enough so that children understand you expect them to follow directions. Example: "When you're angry, use your words instead of hitting Brian."
- Give children appropriate choices. After the choice has been made, support the child's decision.
- Set necessary limits by defining them clearly.
- Praise the child for desirable behaviors. Example: "I like the way you are sharing."
- Offer alternatives to undesirable behaviors. Example: "You're having a hard time keeping the sand in the sand table, let's make another choice."
- Your proximity to children is critical when supervising. Example: Walk around the room.
- Let the children's creativity be their guide in projects by avoiding art models for them to copy. Example: "I see that you have used red and blue. Where did the purple come from?"
- Use minimum amounts of help to maximize the child's chance to develop independence. Example: "Mark, I'll start your zipper and then you pull it up by yourself."
- Try to prevent problems. This is better than correcting a problem after it has happened.
- Join children's play.

- Help them if they need help putting on dress up clothes.
- Please discourage the children from climbing on shelves, furniture, or sitting on the tables (make sure you sit on chairs too). If you find a child sitting on a table, say, "The chairs are for sitting on."
- Clean up procedures include, "It's time to put these things on the shelves now. Time to put these books away."
- Please discourage the children from throwing blocks or other toys.
- A child is never told to say "I'm sorry". Many times these words are spoken with no sincere meaning behind them if spoken only on teacher demand.

Discipline Policy: If any person witnesses a staff member, family member, or other adult engaged in inappropriate behavior, an incident written report shall be completed immediately and submitted to the Director. Depending on the investigation, appropriate disciplinary actions will be taken.

- Corporal or any type of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures that produce physical pain.
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities is not permitted.
- Abusive, profane or derogatory language, including yelling and belittling, is not permitted.
- Any form of public or private humiliation, including threats or physical punishment, is not permitted.
- Any form of emotional abuse, including rejecting, terrorizing, isolating, or corrupting a child is not permitted.

If a parent/guardian has concerns regarding another child's behavior, we ask that you discuss their concern to a professional staff. Under no circumstances will parent/guardian be allowed to approach a child or his/her parent/guardian in an effort to deal with a situation themselves.

EASTERN MICHIGAN UNIVERSITY.

Children's Institute
Incident Report

Child's Name _____

Date _____ Time _____ Room _____

Teacher(s) In Room _____

Remarks: _____

Staff Initials _____ Parent/Guardian Initials _____

Please initial the form when you pick-up your child, keep the yellow copy and return the initialed copy to classroom personnel.

Incident Report Policy: Young children need many opportunities to learn appropriate behavior in a group situation. We encourage children to treat people and materials with care and respect. Approaches to discipline are positive and include:

- Developing reasonable rules
- Helping children follow through with rules and directions
- Praising positive behavior
- Structuring the environment to encourage positive interactions
- Helping children develop problem-solving skills
- Suggesting alternatives to unacceptable behavior

Serious behavior problems will be handled by the professional teaching staff in cooperation with the parent/guardian. There are situations that the professional teaching staff may determine it necessary to complete an incident report on a child. **A child's behavior and classroom issues are only handled by the professional staff.**

Individual Needs of Children:

- Be wherever the children are to keep them safe.
- Get involved in their play if they are receptive to it.
- Talk with them and build a good rapport.
- Offer an alternative to an activity that has reached its capacity, e.g., "Sally is using the computer, would you like to read a book while you wait for your turn?"
- Organize an activity for children who are drifting.
- Observe the children to see how they interact, who they play with, and what their interests are.

The safety of all children is our primary concern. We monitor all of our climbing, sliding, and swinging equipment. However, minor injuries are inevitable. We are able to treat such injuries with anti-bacterial soap and water, Band-Aids and ice packs. Emergency procedures are in place for injury and illness.

Procedure for Injury or Serious Accident: Major injuries (bump to the head, deep cut, major burns, bite) Notify a member of Professional Staff immediately.

- **Any injury to the head is considered a major injury and must be documented.** You are to inform the Professional staff after you have provided the injured child with an ice pack. They will notify the parent/guardian to make a determination of what the next step is.
- **Do Not** attempt to move a child if he/she has fallen.
- **Do Not** attempt to move body parts to determine if they are broken.
- Keep uninjured children calm and away from the injured child.

- If there is hard bleeding, apply direct pressure to the injury with a preemie diaper found in the backpack emergency kit.
- **Follow Blood borne Pathogens incident guidelines.** Blood borne pathogens, particularly Hepatitis B and HIV pose a low, but recognized occupational risk to child care workers. To minimize this risk all staff must make every effort to avoid contact with blood from a child.
- Use protective measures (gloves).
- Immediately report any blood contact to the Professional Staff so that appropriate measures can be taken. All of the blood items are placed in a plastic bag and disposed in the orange hazardous waste container found at the back of the laundry room.
- Assist as directed.
- For minor burns, place the burned area under cool (not cold) running water immediately. Never try to remove clothing.

An accident report is to be filled out by the adult who observed the accident. They are to be initialed by the child's parent/guardian.

The yellow copy is given to the parent/guardian and the original copy is kept at the Children's Institute. Accident and Incident reports are available in each classroom and in the business office.

Emergency procedures are in place for injury and illness. When professional medical help is required, parents/guardians will be called and asked to take the sick or injured child home, to a doctor or hospital. If parents/guardians cannot be reached, other responsible adults listed on the child's Information Record/Emergency Card will be contacted. If a life threatening situation occurs, the emergency medical service will be called first. A staff member will accompany your child to the nearest appropriate medical facility.

EASTERN MICHIGAN UNIVERSITY.

Children's Institute Accident Report

Child's Name _____

Date _____ Time _____ Room _____

Teacher in Room _____ First Aid by _____

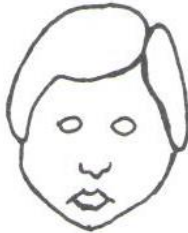
Type of Injury: ☐Cut ☐Scratch ☐bump ☐Bruise

Other: _____

Location: ☐Head ☐Chest ☐Back ☐Arm ☐Hand ☐Leg ☐Foot

☐Knee ☐Stomach ☐Other: _____

Area: ☐Front ☐Back ☐LeftSide ☐Right Side ☐Top ☐Bottom ☐Left ☐Right



Type of first aid administered: ☐Ice ☐Cleaned ☐Band-Aid ☐Bandage

☐Other: _____

Incident Caused by: ☐Falling ☐Colliding with child ☐Hit by child

☐Bit by child ☐Running ☐Other: _____

Remarks: _____

Staff Initials _____ Parent Initials _____

Care of Children Who Are ill: If a child appears to be ill, the following procedure is to be followed:

- Take the child's temperature - thermometers are located in the classroom or in the office.
- Notify a member of the Professional Staff so that they can notify the child's parent.
- Review and fill out a Children's Institute Sick Child Policy form, in the absence of the professional staff.
- Remove the child from contact with the other children
- Supply a cot and the child's own blanket and attempt to make him/her as comfortable as possible until he/she is picked up. Put soiled clothes in a plastic bag and label with child's name and reason why they are wet or soiled.
- If you are in the room when the parent/guardian comes to pick-up the child make sure they sign the paperwork.

Illness and Communicable Disease Policies: We are in a close environment in which contagious illness can be easily transmitted. We do our best to stop the spread of germs by **frequent hand washing and sanitizing equipment**. With the help of the University cleaning staff, we follow NAEYC's frequency table for cleaning and sanitation throughout the school, including toys and water play areas. All staff members follow standard precautions to minimize the spread of infectious disease and store hazardous materials in locked cabinets.

You can help by staying home when you are ill. If you have been ill during the night or in the morning and have active symptoms as listed below you need to call off for your shift.

- Fever (auxiliary temperature of 100 degrees or more) accompanied by behavior changes or other symptoms.
- Symptoms and signs of possible severe illness (lethargy; uncontrolled coughing, persistent crying; difficulty breathing; wheezing)
- Diarrhea-defined by more watery stools, not associated with changes of diet or medicine, that is not contained by the child's ability to use the toilet
- Undiagnosed skin rash
- Vomiting
- Persistent abdominal pain
- Head lice (from the end of the day until after the first treatment)
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
- Any communicable illness

Children's Institute
Sick Child Policy

Dear Parent/Guardian, Your child _____
is being sent home today

Due To:

- _____ He/She cannot participate comfortably in routine activities.
_____ He/She needs more care than the staff can give while they care for the other children.
_____ He/She shows any of the following symptoms:
a) is acting abnormally (behavior changes such as unusually drowsy or sluggish without explanation)
b) is extremely irritable or cries and cannot be consoled.
c) has trouble breathing
d) has diarrhea
e) has blood/mucus in stool
f) vomiting
g) has mouth sores
h) rash
i) Other(explained) _____

_____ He/She has an auxiliary temperature of 100°F or more.

Time	Temperature Taken	Temperature Reading
_____	_____	_____
_____	_____	_____
_____	_____	_____

REMINDERS

If you were called to pick up your child because of illness today – your child **MAY NOT RETURN** to The Children's Institute until he/she is symptom free for **24 hours**. We know that this may be an inconvenience, but we also know that efforts such as these to contain illnesses benefit us all. Parents/Guardians, please have an emergency plan to care for ill children.

_____ Parent/Guardian Signature _____ Date

_____ Staff Signature _____ Date

Child picked up at _____ am/pm

Medication Policy: Parents/Guardians are told that they need to administer all medicine to their children at home, whenever possible. Many medications need to be administered twice a day, which means it can be taken at home rather than at the Institute.

If medicine must be administered at the Children's Institute, the following policy applies:

- Parent/Guardian must complete and sign an Authorization to Administer Medication Form.
- Medication must be given to a staff member and stored in locked cabinets located in each classroom or in a locked container in the Institute's kitchen or lounge.
- Prescription medications must be in the original containers with child's name and dosage printed on the label.
- Over-the-counter medication which includes diaper creams, treatments for allergies, and cough syrup shall be given or applied only with prior written permission from a parent/guardian. All medication shall be in its original container, stored according to instructions, and clearly labeled with the child's name.
- Readily available medication: If a physician's orders require a medication to be readily available for use with a child (for example, an epi pen) it will be placed in a closed bag that will be carried by the staff when leaving the classroom.
- Staff will not administer the first dose of any medication.

Eastern Michigan University
Children's Institute
Authorization to Administer Medication

I, _____, the parent/guardian of _____,
authorize the Children's Institute to administer the following medication for a period of _____
(number) days including _____ (list all dates).

PRESCRIPTION MEDICATION: I understand that the staff will follow the directions printed on the prescription label. In order for the staff to accept medication for a child, it must be brought to school in the **original bottle or container** with the prescription label attached. The label must state the name of the physician, the name of the medication, the dosage, the child's name and the date. It must be a current prescription.

OVER THE COUNTER MEDICATION: I understand that the staff will administer OTC medication which includes diaper creams, treatments for allergies, and cough syrup. It shall be given or applied only with prior written permission from a parent/guardian. All medication shall be in its original container, stored according to instructions, and clearly labeled with the child's name.

ALL MEDICATION: I will sign a separate authorization for each medication that my child is to receive. I understand that because of the possibility of an unknown allergy, the Children's Institute staff will give **no** first dose of **any** medication.

STORAGE OF MEDICATION: I understand that medication will be stored in a locked box located in my child's classroom or in the kitchen refrigerator. I understand that Children's Institute staff members will help me to properly store the medication. The information on this form is correct unless I notify my child's teacher otherwise and submit a new authorization form.

READILY AVAILABLE MEDICATION: If a physician's orders require a medication to be readily available for use with a child (for example, an epi pen) it will be placed in a closed bag or fanny pack that will be carried by the staff when leaving the building.

Name of medication: _____

Dosage/time/directions for administering: _____

Prescribed by: _____ Phone: _____

Signature of Parent/Guardian (Date)

RECORD OF MEDICATION ADMINISTERED BY
EMU CHILDREN'S INSTITUTE

DATE	TIME	AMOUNT	BY WHOM (signature)
	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> AM <input type="checkbox"/> PM		
	<input type="checkbox"/> AM <input type="checkbox"/> PM		

Allergies & Epi-Pen: You need to be aware of the children who have food allergies. If there is a child with an allergy in a classroom it will be posted. Please make sure you know who they are. If that child has an epi-pen make sure you know where it is located. **Should you need to use it...911 is called at the same time.**



U-M Food Allergy Service

FOOD ALLERGY ACTION PLAN

Name: _____ D.O.B. _____ Teacher _____

ALLERGY TO: _____

Asthmatic Yes * ☒ No ☐ *High risk for severe reaction

♦ SIGNS OF AN ALLERGIC REACTION ♦

Systems:

- MOUTH
- THROAT*
- SKIN
- GUT
- LUNG*
- HEART*

Symptoms:

itching & swelling of the lips, tongue or mouth
itching and/or sense of tightness in the throat, swelling, hoarseness, and hacking cough
hives, itchy rash, redness, and/or swelling about the face or extremities
nausea, abdominal cramps, vomiting, and/or diarrhea
shortness of breath, repetitive coughing, and/or wheezing
"thready" pulse, "passing out"

The severity of symptoms can quickly change. *All above symptoms can potentially progress to a life-threatening situation.

♦ ACTION FOR MINOR REACTION ♦

1. Only symptom(s) are: A few localized hives, give liquid Benadryl Dose: 1 1/2 tsp
2. Then call parents or emergency contacts.
3. Continue to observe the child and if condition does not improve within 10 minutes, follow steps for Major Reaction below.

♦ ACTION FOR MAJOR REACTION ♦

If ingestion is suspected and/or symptoms(s) are: Diffuse hives, lip, tongue swelling, cough, wheeze, vomiting, or other symptoms as noted above: give EpiPen (Jr.) and Benadryl IMMEDIATELY! May repeat with 2nd EpiPen (Jr.) in 15 minutes if symptoms worsen.

1. Then call: 911 for assistance (ask for Advanced Life Support) and transport to the nearest Hospital Emergency Department
2. Call parents or emergency contacts.

DO NOT DELAY TO CALL 911 FOR TRANSPORT TO A HOSPITAL BY AMBULANCE

Parent's Name _____

Doctor's Name A. S. ...

Parent's Signature _____ Date _____

Doctor's Signature [Signature] Date 8/17/07

Please call the Allergy Division, 734-936-5634, within 24-48 hours to inform your physician of a reaction.

EMERGENCY CONTACTS

Mother: _____

Father: _____

Phone Number(s): _____

Phone Number(s): _____

Other/Relation: _____

Other/Relation: _____

Phone Number(s): _____

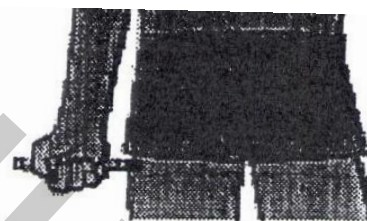
Phone Number(s): _____

Place Child's
Picture
Here

Minor Reaction/ Early signs of allergic reaction may include:

The face may be flushed and wheals or hives may erupt on the skin in a localized area. May see itching

**GIVE BENADRYL
AND OBSERVE**



Major Life-Threatening Reaction - Anaphylaxis may include:

Swelling of the face; may be accompanied by swelling of the tongue, throat or other parts of the body. May be flushed.

Hives over multiple areas of the body.

If gut is affected, may see: nausea, vomiting, cramping, diarrhea.

Difficulty breathing and wheezing due to swelling of the air passages.

Loss of color, cold and clammy as the blood pressure falls.

Collapse / loss of consciousness (the child may appear asleep)

1. FIRST GIVE EPIPEN®

2. THEN GIVE LIQUID BENADRYL IF CHILD IS AWAKE AND ABLE TO SWALLOW (HAS NO SWELLING OF MOUTH OR THROAT)

3. CALL 911 for AMBULANCE

4. FURTHER OBSERVATION AND TREATMENT IN HOSPITAL

USING THE EPIPEN®

Give the injection into the middle of the outer/front thigh. The injection can be given through clothing. Each EpiPen® contains one dose.

Remove injector from package

Remove gray safety cap

Hold the injector firmly in your fist with the black tip at a right angle to the outer front thigh.

Press firmly into thigh – should hear click.

HOLD IN PLACE FOR 10 SECONDS

Remove EpiPen® and rub the area for 10 seconds

Call 911 for an ambulance even if the child improves. Give the used EpiPen® to the ambulance technicians.

If symptoms persist or worsen may give a second EpiPen® in 15 minutes

Adapted from these resources:

Food Allergy Initiative: www.foodallergyinitiative.org

Food Allergy & Anaphylaxis Network: www.foodallergy.org

EpiPen Center for Anaphylactic Support: www.epipen.com

UCL Institute of Child Health: www.ich.ucl.ac.uk

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Website: www.med.umich.edu/foodallergy

Hand Washing Policy: Because hand washing is the **#1 preventive** measure to avoid the spread of disease, we teach and monitor hand-washing procedures that involve the use of liquid soap and running water, with vigorous and thorough rubbing for at least 10 seconds, followed by paper towel drying.

The children wash their hands upon entry into the classroom, before snacks and meals, before and after food preparation, after toileting and diapering, after contact with bodily fluids, after play in the tray table, and after re-entry from the playground, as well as after any messy activities. Adults also wash their hands upon entry into the classroom, before snacks and meals, before and after food preparation, after assisting with toileting, handling garbage or cleaning, and before and after administering medication.

Teeth Cleaning Policy: We believe that regular teeth cleaning routine is essential for good dental health.

- Parent/Guardian must complete and sign the Toothpaste Information Form.
- Each child will be provided with their own toothbrush which is clearly labeled with his/her name.
- The toothpaste will be dispensed onto a clean paper product for each child. It shall not be placed directly on the toothbrush.
- The Young Preschool and/or Preschool classrooms will be using a pea-sized amount of toothpaste with fluoride as approved by the American dental Association.
- A toothbrush will be discarded and replaced every four months or if:
 1. The bristles look frayed or worn.
 2. A child has been ill with a cold, flu, or bacterial infection, and/or
 3. The toothbrush comes in contact with the toilet or toileting area.

Diapering Procedure

- Let the children know it's time to change diapers.
- If he/she says no, repeat-"It's time to change your diaper."
- Ask the child if they want to sit on the toilet (especially older children), but do not force them.
- If you prefer to wear gloves, you must wear a clean pair when changing each child.
- When wearing rubber gloves, always take them off and throw them away before putting on the clean diaper.
- ALWAYS wash your hands after each diaper.
- Wipe down the changing table using the 3 step process after each diapering.
- Place soiled diapers in the diaper garbage can. Diapers that leak or are soiled on the outside should be placed in a plastic bag before the garbage can. Always use the garbage can that has the lid on it.

3 Step Process when cleaning and sanitizing tables and changing table:

1. Spray table with soapy water and wipe with paper towel.
 2. Spray table with water and wipe with paper towel.
 3. Spray table with bleach water and allow to air dry.
- Mark diaper chart for each child.
 - Use diapering as an opportunity to engage in one-on-one conversations with the child. Ask about family, pets, etc.
 - When diapers or wipes are getting low, re-stock them with the new ones found in the Office.

Preschool bathroom procedures:

- Accompany the child to the bathroom and stay with the child.
- Encourage the child to act independently in the bathroom.
- When asked by the child for help first ask for verbal clarification of their need. Is it something they could do on their own?
- Have the child wash and dry their hands after using the toilet.
- Check for spare clothes in the child's cubby bin if an accident happens.
- Wear plastic gloves when dealing with soiled clothing.

Kitchen

- When you take your classroom dishes to the kitchen please wash them. If you are unable to wash them, please rinse them and put them in the soapy water.
- Any food that was on the table needs to be thrown away. If you have food that was not on the table, cover it and put the **date/time** on it and put in the refrigerator.
- Wipe down all 3 levels of your cart.
- **Sharp knives and apple cutters** are placed in the white container on the sink, **NOT in the dishwater**.
- When you open new milk you must mark it with the date/time opened.
- You **CAN NOT** leave the gallon of milk sitting on the cart during meal times. Milk is poured into the small pitchers and put back into the refrigerator.
- Food handling gloves (found on the wall) are used whenever handling food.

Nutrition - Meals/Snacks: The Children's Institute provides a morning breakfast, lunch and an afternoon snack.

Our center participates in the Child and Adult Care Food Program(CACFP). The main purpose of the CACFP is to help children receive nutritious food and well balanced meals. The Children's Institute provides family-style meals for children. We encourage you to eat what the children are eating and take the **same portion** that they are given. **Staff members sit with the children and engage them in conversation, encourage them to try different foods, and table etiquette.** Breakfast, lunch and snack must meet meal pattern requirements of this program.

Fluid milk is a required meal component for breakfast and lunch. It is an optional component for a snack. The Children's Institute follows the dietary guidelines that children **18 months to 2 years of age will consume whole milk.** Children **over two years of age will consume fat-free (skim)** or low-fat (1%) fluid milk. In the case of a participant who cannot consume fluid milk due to a medical or other special dietary needs other than disability, non-dairy beverages may be served in substitution of fluid milk. CACFP requires the non-dairy milk substitute to be nutritionally equivalent to milk and meet nutritional standards. A Fluid Milk Substitute Request Form must be filled out and submitted to the Business Office.

- Per licensing rule 400.8330 (20) (21) Toddlers shall not have beverage containers or food in the sleeping area or while they are walking around or playing. When developmentally ready the toddlers will be offered cups to drink out of. The Children's Institute does not allow bottles.
- Per licensing rule 400.8330 (11) the Children's Institute will not serve children younger than four years foods that may easily cause choking including, but not limited to popcorn, seeds, raw peas and uncut round foods such as whole grapes and hotdogs.

Staff will cut foods into pieces no larger than ½-inch square for the toddlers, according to each child's chewing and swallowing capability.

We are a NUT FREE facility. Please do not bring or send any food containing peanuts or tree nuts to the school.

- Any utensil, bowl, pitcher used with food should be put into the dishwasher.
- No food utensils should be washed in the sink.
- Any toy that has been in a child's mouth must be removed and cleaned with bleach or sanitizer at the end of the day.

Food Chart Check-Off: Please make sure someone is being responsible for putting an “X” on the food chart as the child/children sit down for a meal. If you verbally ask them if they would like to have breakfast or snack and they decline, you can still mark them because you have made the food available to them.

Employee Requirements: Student employees must be registered for the coming fall semester to work at the Children’s Institute during spring and summer semesters.

- All student employees are required to attend a New Student Employee Orientation for the Children’s Institute. The orientation is meant to improve the quality of care and education provided to our children as well as enhances the professional development of student employees. Student Staff are also required to attend a 1.5 hour **monthly training**.
- The Institute requires all individuals working with young children to undergo a physical exam by a doctor **every two years** and a tuberculosis **(TB) test every two years**. Proof of the TB test and physical are required before you start working.
Student employees can go to Snow Health Center for the TB test and physical or they can also go to their regular doctor. If the employee chooses to go to Snow Health Center, he/she will need to obtain a letter of permission and a physical form from the Children’s Institute business office and notify Snow Health Center he/she is an employee of the Children’s Institute. The Children’s Institute will pay a portion of the cost of the student’s physical at Snow Health Center.
- After you are hired at the Institute you will need to Go to myemich, log in, click onto Student Tab, then onto Student Services and do the following:
 1. **Acknowledge the Hourly Student Employment Policy**
 2. **Review and consent to the Data Security and Confidentiality Policy**
 3. **If you have not worked at EMU before, go to room 200 in McKinny Hall, 0400, to complete an I-9. You will need a passport or Driver's License or State ID & Social Security Card or Birth Certificate.**
 4. **Complete a Physical and TB Test**
 5. **Complete the Michigan Child Care Background Check Consent and Disclosure packet in order to be finger printed. All employees must be fingerprinted.**

Time-cards: It takes up to four weeks from the date that the Work Approval Form is submitted until the student employee receives their first paycheck from the University Payroll. If a student works for another department on campus they will need to notify the Customer Service Representative person in the office on date of hire. **Checks are applied to your Eagle One card or you can go to Pay Roll in Hover and set-up direct pay to your bank.**

Online timecards are due the Saturday after checks are distributed.

Student employees must punch in and out daily. If you are scheduled a lunch during your shift, please punch out for that time period. Student employees who work additional shifts or work past their scheduled time need a professional staff member to approve the extra hours listed. Student employees are encouraged to keep a separate log of dates and hours worked and to review their paycheck for errors. Discrepancies in number of hours worked or hourly wage must be brought to the Customer Service Representative's attention immediately. Student employees who do not complete their time-card may have to wait until the following pay period to be paid for hours worked.

Evaluations: Student employees will receive a written evaluation of their performance from the professional staff in their classroom at the end of each semester.

These evaluations are taken into consideration for the continuation of the student's employment for the next semester. Student employees should attempt to discuss concerns regarding their evaluation with the classroom teachers first. If their concerns are not resolved they may make an appointment to speak with the Director.

Student Code of Conduct: All students must follow the University's Student Code of Conduct as well as the policies and procedures in the EMU Student Handbook (<https://www.emich.edu/policies/index.php?p=8.1>)

**EASTERN MICHIGAN UNIVERSITY
CHILDREN'S INSTITUTE
STUDENT EMPLOYEE EVALUATION**

NAME _____
EVALUATOR _____ SEMESTER _____

This evaluation is intended to assess the level of a student's present job performance.

Please include comments.

Scale of 5 to 1 is used:

5 = Excellent 4 = Above Average 3 = Average 2 = Needs Improvement 1 = Unacceptable

DATE _____

WORK HABITS

- | | |
|---|-----------|
| 1. Is conscientious about attendance | 5 4 3 2 1 |
| 2. Is on time for work | 5 4 3 2 1 |
| 3. Completes assigned shift without leaving early | 5 4 3 2 1 |
| 4. Contributes to the upkeep of the classroom and materials | 5 4 3 2 1 |
| 5. Is flexible and willing to assist in other classrooms | 5 4 3 2 1 |
| 6. Asks questions when unsure | 5 4 3 2 1 |
| 7. Helps enforce classroom rules | 5 4 3 2 1 |

COMMENTS: _____

PERSONAL QUALITIES

- | | |
|---|-----------|
| 1. Clothing is appropriate for the job | 5 4 3 2 1 |
| 2. Avoids chewing gum, sitting on tables, and other actions prohibited for children | 5 4 3 2 1 |
| 3. Avoids unnecessary non-work related adult talk or grouping | 5 4 3 2 1 |
| 4. Avoids cell phone use (texting, checking messages and games) | 5 4 3 2 1 |

COMMENTS: _____

RELATING TO CHILDREN

- | | |
|---|-----------|
| 1. Actively involved with the children and their activities | 5 4 3 2 1 |
| 2. Is sensitive to individual children; their needs and interests | 5 4 3 2 1 |
| 3. Helps children find appropriate ways of expressing and dealing with their feelings | 5 4 3 2 1 |
| 4. Encourages children to become independent | 5 4 3 2 1 |
| 5. Uses appropriate language (non-offensive, geared to children's understanding) | 5 4 3 2 1 |
| 6. Talks with and engages children (not just enforces rules) | 5 4 3 2 1 |
| 7. Makes children's safety a high priority indoors and outdoors | 5 4 3 2 1 |
| 8. Is warm and friendly to the children | 5 4 3 2 1 |

COMMENTS: _____

RELATING TO ADULTS

- | | |
|---|-----------|
| 1. Is friendly to parents and staff | 5 4 3 2 1 |
| 2. Shows respect and consideration for each parent and listens to what they have to say | 5 4 3 2 1 |
| 3. Cooperates with the teaching team | 5 4 3 2 1 |

COMMENTS: _____

Attendance: It is extremely important that student employees be on time for their scheduled work shifts and work until the time their shift is completed.

Student employees should leave enough time between class and scheduled work time to arrive on time. Student employees who are going to be late or absent for their scheduled shifts need to give as much advance notice as possible.

Student Absence Request forms are located near the business office and need to be turned in at the Office for approval. Two weeks notice for these requests is greatly appreciated.

Student employees are to use the **734.487.2348** phone number to report their absence or late arrival. If leaving a message or a voice mail the student employee needs to leave their **full name, time of scheduled shift, classroom, day and date of the absence**. If leaving a message the student employee should get the name of the person he/she is speaking to. Phone calls should be received no later than one hour before a scheduled shift.

At the end of a scheduled shift student employees need to confirm the classroom is properly covered. If not, the student employee should notify a member of the professional staff. If the children in a student employee's care have all gone home before the student employee's scheduled shift has ended, the student employee needs to get permission from professional staff before going home. The student employee's time-card should also reflect the early departure.

If children are not picked up by 5:30, student employees should take them, with all of their personal belongings, the sign-in/out sheet, and the emergency cards, to the professional staff closing the building. The daily closers are listed on the Sign-In/Out sheets.

Grounds for Dismissal: This is a list of behaviors that can result in an employee's immediate dismissal:

- Neglect of the fundamental needs of a child including: leaving a child unattended; improper supervision of children; failure to report suspected illnesses or accidents.
- Abuse of a child, whether it is verbal, emotional, or physical.
- Irregular attendance at work or repeated tardiness.
- Failure to call off is counted as a "No Show" (e-mailing your absence is also counted as a "No Show") if you acquire 2 "No Shows", you will be dismissed.
- Refusal to preform assigned duties or neglectful performance of duties.
- **Failure to follow EMU Children's Institute's policies and procedures as well as EMU's.**

- Unprofessional conduct at work, on Facebook, YouTube, or other social media on the Internet.
- Student employees found using a cell phone at work will receive first a verbal warning, then a written warning, and finally be suspended from employment with the Institute.
- Working under the influence of alcohol, stimulants, or other drugs.
- Reporting more hours on your time card than you actually worked

E-Mail: Students are asked to check their e-mail on a regular basis for important updates and information. E-mail are an official form of contact between student employees and professional staff. Flyers are also posted throughout the building for student employees.

Dress Guidelines: As a student employee, you represent Eastern Michigan University to other students, faculty, staff, employers and the general public. Our professional image is important to our continued success. Your image is your first step to developing a successful career in your field of study. First impressions do count and can make a difference.

The following Dress Guidelines will assist you with presenting the right image. All student employees are expected to report to work in clean clothing free of offensive language or gestures. The Children's Institute is a play based early childhood education program, which means children get messy and so does the staff. Jeans are acceptable attire at the Children's Institute. Proper shoes should be worn for physical activity. Children go outside daily and it is expected that all student employees will be able to accompany them. In the winter keep in mind, we go outside if the temperature is 10 degrees or higher (not including wind chill) or 95 degrees (heat index).

Examples of inappropriate dress for EMU student employees:

- See-through clothing
- Clothing that is too tight
- Clothing that exposes skin between the chest and mid-thigh
- Ragged or ripped clothing
- Halter type tops or swim wear
- **Clothing containing other university names/logos**
- Low-rise jeans, unless you are wearing a shirt that covers when you bend down
- If you have a question about a particular article of clothing, then it is most likely is not a good choice.

Cell Phones & Personal Calls: Student employees should **turn off and put away their cell phone while they are working.**

If you are expecting an important call or need to be available in case of a family emergency, you can give the Children's Institute phone number, 487-2348. This should not become a regular or daily occurrence and should only happen during emergency situations.

Student employees found with a cell phone during their shift will receive a verbal warning, then a written warning, and finally will be suspended from employment with the Children's Institute.

Classroom Phone: There are 2 rings that come into the classroom.

The bottom line is an outside call coming in and answered by the office staff. The top line is an inside call and needs to be picked up by the classroom staff. It is important to know which is which.

Should you need to call **911**, **it has to be from the classroom phone**, it will go directly to the Department of Public Safety (DPS).

You should also have the DPS phone number (487-1222) programed into your phone should you need it out on campus.

Fire: Familiarize yourself with the emergency evacuation plan posted in the classroom. **Fire alarms will be treated as the real thing.**

If the alarm goes off or fire is detected, immediately communicate to a co-worker the number of children in your care.

- Do not stop to put on shoes, get coats, etc.
- Take all the children in your care out the nearest exit.
- **Take the Sign In/Sign Out clipboard and Backpack with you.**
- Take a second count of the children in your care once you are safely outside to reinsurance total evacuation
- Do not, at any time, leave the children alone. At least one adult must remain with the children.
- Remain outside until given the all clear sign by the Director or Firefighter.

Tornado Watch and Warning: If the tornado alert sounds, help guide the children to the benches outside the gym. **Take the Sign In/Sign Out Sheet clipboard, Backpack and Lights Out Kit with you.** Remaining calm will help the children cope with the emergency.

A Special Note on Dealing with Violence: When you find yourself confronted with a difficult situation you don't know how to handle, involve a professional staff member.

The EMU Children's Institute is committed to promoting and maintaining an **educational environment that is free from harassment, humiliation and intimidation.** Parents/guardians, and family members are prohibited from displaying or engaging in any type of verbal abuse, physical abuse, and disruptive or threatening conduct toward any staff member, parent or child of the Institute. Any violation of this policy will result in immediate dis-enrollment of the family's child from the program.

Visitors: All visitors to the Children's Institute must go through the administrative offices before they are allowed to enter a classroom. For the safety of children and other staff, **student employees may not have visitors in the classroom or around the children for any reason, while working at the Children's Institute.**

ID Badges: All student employees at the Children's Institute are required to wear a name-tag/ID badge to identify themselves to families and visitors. Student employees will be provided with a name-tag/ID badge within a week of start date. **If the name-tag/ID badge becomes lost or broken the student employee should notify the Customer Service Rep to receive a new one.**

A Special Note to our staff: As a staff member of the Children's Institute, you will find your job is exciting, demanding, challenging and very satisfying. **You are an important part of our program.** In order to help you do your job safely, effectively and efficiently, please read and refer to the materials herein on a regular basis. We are very proud of our program and we will assist you in any way possible. **Please feel free to ask questions of our Professional Staff.**