

The Young Learner Center



**515 E. Santa Barbara Kaiser,
Dededo Guam 96929
Phone/Fax: 632-1372**

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Employee Handbook

EMPLOYEE INFORMATION AND POLICIES:

Teachers and Staff MUST initial by all NEW/UPDATED policies and procedures we will be implementing at the Daycare. This will indicate that you have read, understand and will follow the procedures for the safety of all the students, staff, and families with The Young Learner Center.

_____ UPDATED: June, 2020 Due to implementing safety procedures in assisting with the stop of the spread of any diseases, sickness, or COVID-19. The Young Learner Center has the right to make any changes we see fit for the safety of the students, staff and families with the Daycare. We have the right to refuse service to anyone who does not comply with our policies and procedures.

_____ Teachers and Staff at The Young Learner Center MUST wear a mask or face shield at all times throughout the day. Additional Personal Protective Equipment (PPE) may be used and provided for individuals who may be exposed to more students or during coverage of other teachers.

ADJUSTED HOURS OF OPERATION:

Servicing Students from 7:30 A.M. - 5:30 P.M.

Center will be open from 7:00 A.M. - 6:00 P.M.

(Staff will be using 7:00-7:30 & 5:30-6:00 For disinfecting and Sanitizing the facility.)

At this time the we are only allowed to service 50% of our facilities capacity until further notice.

DAYS OF OPERATION: MONDAY THROUGH FRIDAY

HOLIDAYS:

All Government of Guam Declared Holidays

All Federal Declared Holidays

*If dates land on a weekend, we will be CLOSED on a Friday or Monday.

-Notices will be posted prior to the Holiday.

Ages Accepted: 0-12 years

Registration Fee:	\$125.00 Once a Year
Full Time for all ages:	\$675.00 due every 1 st -5 th monthly
Part Time for all ages:	\$575.00 due every 1 st -5 th monthly
*NO part time for infants New born to 12 months.	
After School Program:	\$475.00 due every 1 st -5 th monthly
Daily:	\$50.00 due upon drop off
Late Fee payment per child:	\$35.00 due before the new month start
Late fee for Pick up:	\$1.00 per minute due same day

Enrollment Requirements:

Enrollment form must be complete, physical form must be turned in, updated shot records, and any court document must be turned in before the child/children start school (Daycare).

Curriculum:

The Young Learner Center follows the following guidelines and programs.

- The Creative Curriculum Infant to Pre-Toddler
- The Creative Curriculum Preschool
- Guam Early Learning Guidelines Birth to 2 years
- Guam Early Learning Guidelines 3 years to 5 years

Personal Problems:

- Please DO NOT bring your personal problems to work.
- If you would like to talk to the Director regarding any personal problems, she is always available.

Personal Phone Calls:

- Once you are on the clock your personal cell phone MUST be put away and on silent/vibrate mode.
- Phone calls should be made during your break. (Lunch Break)
- Please limit all incoming and outgoing calls to 3 minutes or less.

Disagreement between Employees:

- If there are any disagreements between employees or parents, please speak to the Director regarding the situation as soon as possible.
- Do not fight or argue with parents or co-workers.

Confidentiality:

- ALL information that is discussed amongst staff and/or parents related to students enrolled at the daycare or other staff members is CONFIDENTIAL and MUST stay in the center.
- NO pictures or other information may be released to anyone else out of the center unless prior authorization has been provided.

Drugs or Alcohol:

- The Young Learner Center has a ZERO TOLERANCE policy for Drugs or alcohol use before clocking in or during work hours.
- Anyone consuming or use any of the above before coming to work or during scheduled working hours will be terminated.

Child Abuse:

- ALL staff and teachers MUST sign a clearance form from Department of Public Health being allowed to work at the daycare and MUST be cleared before being hired.
- Any form of child abuse will not be tolerated and may result in termination.
- If a student is having difficulty following directions or focusing with tasks at hand, give the child a break, redirection, or a chance to talk about what is bothering them.

Trainings:

- Training may be offered on weekends or after work to further your knowledge in the field.
- ALL staff and teachers are required by law to attend trainings or seminars annually.

_____ Visitors:

- At this time, we will only be allowing ENROLLED STUDENTS, TEACHERS, and STAFF into the building. ALL MUST be cleared at the door before entering the facility following drop off procedures. We will NOT be accepting any visitors at this time unless they are Government Agencies with the proper identification. They will also go through drop off procedures before entering the building and must sign in accordingly. Any new families who would like a tour may speak to the Director for any inquiries and schedule a visit during non business hours over the phone.

Employment Policies/Clearances/ Documentation:

- The Young Learner Center is an Equal Employment Opportunity
- Proof of Citizenship: Original Social Security Card
- Physical, PPD, Health Certificate
- Police Clearance and Court Clearance (Within 3 months)
- High school Diploma
- Transcripts if any.
- Additional Training or Seminar Certificates

_____ Dress Code:

- ALL Teachers and staff are required to use uniform if provided.
- ALL Teachers MUST wear closed-toe shoes at all times.
- NO heels, sandals, or slippers for everyone's safety.
- ALL Teachers and staff MUST wear a face mask during all times of the day.

_____ Supply Preparation:

- To assist in stopping the spread of any diseases or germs ALL Teachers and Staff MUST have the following items stored at the daycare in case of emergencies and in the following manner. We are trying to minimize bringing in of personal belongings into the center. The following list of items must be prepared accordingly for all our safety. All the outsides of personal bags brought into the center will be sprayed down with disinfecting spray. ALL items that will be left in the center MUST be secured in a separate plastic bag that will be disinfected before leaving in the daycare.

*****Students 3 and older and ALL Adults MUST wear a face mask at the daycare.*****

_____ We are discouraging bringing in of personal bags/purses into the building once the following items have been stored in the daycare. However, if you must bring in a bag or purse it MUST fit in a Payless reusable bag and sprayed with disinfecting spray before being brought into the daycare.

EXTRA CLOTHES: Two sets of extra clothes MUST BE sealed in a ziplock bag and this will be left at the center.

SHOES: You MUST have a set of shoes that will ONLY be used at the daycare everyday. Your shoes or slippers you use to come to the daycare can be left outside until you have to leave the building.

Bottle: Bring in your own personal drinking container that you can leave at the daycare and use daily.

DIAPERS/WIPES: If you may need personal hygiene products, tooth brush, tooth paste, or other personal items, you must bring in NEW packages that can be left at the daycare for when you need them.

Food: Teachers and Staff will be allowed to warm up their food but MUST clean and sanitize the microwave, countertops, and sink after every use. You must bring your own dishes for eating and bring them home unwashed. Please label all personal items.

ALL PERSONAL DISHES will be returned home unwashed.

_____ The Young Learner Center will wash, sanitize, disinfect, or hang out to air dry before having items used in the center.

_____ **FOOT WEAR:**

- Teachers and staff Students MUST bring in a pair of proper foot wear to be left at the daycare. Teachers and staff will change into their school shoes before entering the building. Slippers or shoes they walk in with can be left at the front door. Before going home Teachers and staff must remove school shoes that will be left at the Daycare.

_____ Appearance:

- NO visible marks (Hiki's or Tattoos).
- Hygiene and professionalism should be practiced at all times.
- Cover your mouth with a tissue or paper towel when coughing or sneezing and wash your hands with soap.
- ALL Teachers and Staff MUST wash their hands through out the day, after touching a student, changing a student, prepping of food, after disinfecting, sanitizing, or sterilizing any parts of the daycare or its contents.
- Always wear comfortable clothes to work.

Smoking Policy:

- Smoking can only be done during your lunch break.
- MUST be done away from students and in designated smoking area.
- You MUST clean yourself, eat gum, apply spray or lotion to get rid of odor before returning to work.

Tardiness:

- Employees are given ten (10 minutes) leeway for tardiness, but must not abuse it. Inform us if you are running late.
- Excessive tardiness and absences may result in termination.

_____ Meal Time/breaks:

- Teachers and Staff will be sent to break during their designated time and the individual on coverage will be provided additional PPE when covering additional classes.
- Meal times and breaks will be staggered to allow all individuals a chance to go on break with the proper coverage.

_____ Appointments or Calling Out Sick

- Schedule your appointment on weekends if possible.
- Calling Out sick should give at least 24-hour notice. At this time, if you are out sick, you MUST return with a Doctor's Clearance before you are able to return to work no matter the number of days you were out sick for.
- If you become sick while at work, you must inform management right away so they are able to find a reliever and have you leave the premises as soon as possible to prevent any spread of your illness.
- If you have any emergencies, please try to switch with a co-worker.

_____ VACATIONING:

- As we continue to work on prevention of any spread of disease or illnesses we are working to keep the same group of students as well as teachers and caregivers in the same class. If you are planning on going

on vacation a written notice of where and when you will out for will be necessary to keep the daycare informed of where about for our safety as well as preparation of your leave of absence.

Employee Harassment and Sexual Harassment

- No harassment, discrimination and intimidation to fellow employees.
- No inappropriate sexual conduct.
- No Offensive, unpleasant language allowed.

_____ Cleaning, Sanitizing, and Disinfection:

- Teachers and Staff MUST wash their hands when they first arrive to the daycare, before and after assisting a student, after cleaning, sanitizing, or disinfecting anything, and as often as necessary throughout the day. If you are unable to wash your hands right away use alcohol based sanitizers in one of the hand hygiene stations located in the designated areas of the daycare. Teachers and staff will be cleaning, disinfecting, and sanitizing their classrooms, any frequently touched surfaces, and any tools/supplies daily. Students will be assisted in washing their hands up to 20 seconds with hand soap and water throughout the day.

_____ Social Distancing:

- ALL Teachers and Staff will be implementing social distancing measures as well as implementing smaller group activities and sessions within the designated classes. We will be keeping students six feet away from each other as well as in smaller groups and in the same groups throughout the day. Students will have assigned seating areas.

_____ Teacher and Staff Arrival:

- Teachers and Staff will answer the following screen questions truthfully:
Have you been exposed to anyone with COVID-19 in the past 14 days?
Have you or anyone in your household traveled in the past 14 days? If yes, where and when?
Have you felt sick in the last 14 days? If yes, did they go to the doctor and what was their diagnosis?
Have you had a temperature higher than 99 degrees Fahrenheit in the last 14 days?
Have you been coughing? Constantly sneezing? Had a cold? Looking discolored or flushed?

_____ If you answer YES, to any of these questions you will be turned away from entering the building and will be asked to be placed in quarantine for 14 days. If you have any symptoms you will need to get a Doctor's Clearance before being allowed to return to work.

_____ After the initial interview Teachers and Staff will then be checked for a temperature, signs of cold, cough, or for any signs out of the ordinary indicating they may be ill. If none they will be allowed to change their shoes, and enter the building and clock in for the day. If they are not cleared they will have to leave the premises and get a Doctor's Clearance to return to work.

_____ Drop Off and Pick Up:

Teachers and Staff will assist in the DROP OFF and PICK UP area. Parents MUST sign their child/ren in and out daily. Block grant clients MUST also fill in their sign in sheets daily.

At this time parents may park in the drive thru and wait to be called to the check in station by a teacher or staff. Each family will be checked in, in the order the vehicles parked in the drive way or parking spots. A caregiver will signal parents down when it is their turn to come out of the vehicle with their

child and have them drop them off to check in table. Parents will answer all check in questions and wait for child/rens temperature to be cleared before leaving the facility.

Drop off:

Screening Questions:

Parents MUST answer the following questions about their child truthfully.

Has your child been exposed to anyone with COVID-19 in the past 14 days?

Has your child or anyone in your household traveled in the past 14 days? If yes, where and when?

Has your child felt sick in the last 14 days? If yes, did they go to the doctor and what was their diagnosis?

Has your child had a temperature higher then 99 degrees Fahrenheit in the last 14 days?

Has your child been coughing? Constantly sneezing? Had a cold? Looking discolored or flushed?

We will be limiting individuals who will be allowed into the building. All student's must be checked of the following: temperature, signs of cold, cough, or for any signs out of the ordinary indicating they may be ill. After the student is checked in by a teacher he/she will bring the student inside and assist them with putting their belongings away, wash their hands, and bring them to their designated classroom. An assigned individual will be assisting for check in from 7:30 A.M.- 9:00 A.M. After this time DOORS WILL BE LOCKED. If no one is at the front of the building, please call the daycare to inform someone you are waiting to have your child let in. If you know you will be coming in later then the designated time, call ahead to inform us so we will be ready to assist. If there is a family being checked in before you please wait in your car, and you will be signaled to bring your child over when they have finished with the family ahead of you.

Pick Up:

All pick ups must be called in. Parents are to wait in their vehicles and call the daycare to inform us that you are picking up your child/ren. We will assist with gathering their belongings and bringing them out to you. You will be able to get out of your vehicle when you see your child/ren has exited the building. If you will be picking up your child early, please call ahead to allow time for gathering of personal belongings and wait for your child/ren in the designated waiting areas. If you have any questions or concerns about your child, or your child/ren teacher may have a message to share, the person bringing them out will be able to share the message or that teacher will come out to share any messages. Please feel free to call us as well.

_____ Directors' Job Descriptions:

Oversees the operations of the daycare, entertain any questions or concerns of parents, staff. Make sure daily routines to check if everything is okay. Making sure teachers are prepared and ready to work with their students.

- Manages and maintains daily operations of daycare.
- Responsible for all employees at the center.
- Responsible for hiring and terminating staff.
- Responsible for all children enrolled in the center.
- Responsible for all enrollment and drop out students.
- Responsible for staff scheduling.
- Reviewing all teachers' lesson plans.
- Responsible for all students, parents, and staff questions, concerns.
- Responsible for informing parents of upcoming events.

- Provides coverage in class when and where needed.
- Provides all the supplies that teachers need.
- Enforces all rules and regulations set for the center and staff.
- Administers all rules and regulations for the Block Grant Clients.
- Administers medication to students with authorization and Doctor's prescription.
- Arranges fire drills, and records the results of each drill.
- Makes sure staff gets paid on time.
- Makes sure bills are paid on time.
- Makes sure taxes are paid on time and reported to IRS.
- Makes sure daycare center is clean and ready for all our Students.
- Make sure all request from the staff vacation, appointments handled.
- Make sure all the block grant paper work is properly failed in.
- Make sure all block grant certificates are received from Public Health.
- Make sure all block grant certificates are turned in to Public health for payment.
- Make sure all problems will be taking of.
- And a lot more, jobs descriptions that are not listed.
- Sanitize, disinfect, and sterilize all frequently touched surfaces, and toys/supplies students use as often as needed.

Teacher Afterschool, P-K, Toddlers, P-Toddler and Infant Class Description

You will be responsible for your classroom and students. You will care for, keep them safe and encourage students at all time. Lifting of up to 50lbs, and sitting on the floor for activities may be required. Also minor cleaning of your own classroom, kitchen and other areas student may use.

_____ Job Descriptions:

- Work during schedule time.
- Conduct daily body checks in the morning of each student.
- Mark all their belongings and put it back in their bags.
- Make sure all students are safe, clean and well taken care of.
- Be sure that the center is ready for the students when they arrive.
- Be sure that you are ready to teach, love and guide your students.
- Make sure that you are relaxed and focused.
- Follow proper procedures in case of an accident.
- Report all the accident/incident to the director.
- Report any child abuse or neglect to your director.
- Be prepared to watch all your students at all times.
- Make sure to send home all their belongings at the end of the day.
- Make sure children are clean when parents pick them up.
- Cleaning the room and the kitchen at the end of the day.
- Sanitize, disinfect, and sterilize all frequently touched surfaces, and toys/supplies students use as often as needed.

_____ Medication Policy:

- At this time The Young Learner Center will NO NOT be administering ANY TYEP of medication, pumps, or nebulizers to your child/ren. If your child requires medication they must stay home and rest to be sure they are no longer sick or not feeling well and won't spread the sickness to

others in the daycare. Your child MUST bring in a Doctor's Clearance before returning to school if he/she is absent for the day due to being sick.

_____ Teachers and Students Ratio: At this time teacher to student ration has not changed, HOWEVER as of June, 2020 Guam Department of Public Health is only allowing Childcare Facilities to operate at 50% Capacity of the facilities occupancy rate.

0-12 months 1-4

13-23 months 1-6

23-24 months 1-8

24-36 months 1-10

36-48 months 1-15

After school - and up 1-18

Evaluation:

- After one year of employment you will be evaluated by your director to see if you could get a raise. Your raise depends on your performance and also the number of students at the daycare.

We, The Young Learner Center, have no contract to promise any status of your employment. We would like to work with you so you can stay longer with us.

Congratulations and Good Luck! Thank you for your time.

Thank You,

From The Young Learner Center
Owner/Director

I have read, understood and agree with The Young Learner Center Employee Handbook.

Print Name and Sign

Date

The Young Learner Center



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Waiver and Liability Form

The Novel Coronavirus also known as COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is contagious and can be spread from person to person contact. The island of Guam is in a current state of emergency due to this pandemic and has many protocols in place for the safety of the people on Guam.

The Young Learner Center continues to stay informed however, the information on the pandemic is still evolving. With that being said, we have set up our center with as many precautionary measures we see fit to best keep our students and teachers safe during operating hours. However, we can not guarantee that you will not become infected with any disease, viruses, sicknesses, or COVID-19. Having yourself return to work at The Young Learner Center may increase your chances of exposure and possibly contracting the virus or any other sicknesses or disease.

By signing this waiver I _____ acknowledge and have read the updated policies and procedures implemented by The Young Learner Center. I understand that the Novel Coronavirus also known as COVID-19 is contagious and that by staying employed with The Young Learner Center and returning to work I may put myself at a greater risk of being exposed to and contracting the virus and may result in exposure, infection, illness, permanent disability, or death. I understand the risk of becoming exposed to or infected by COVID-19 and any other viruses or diseases at the daycare may result from the actions, omissions, or negligence of myself and others, including, but not limited to, The Young Learner Center employees and other student families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance and employment at The Young Learner Center. On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless The Young Learner Center, the owner, its employees, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of The Young Learner Center, the owner, its employees whether a COVID - 19 or any other viruses or diseases infection occurs before, during, or after being employed and attending The Young Learner Center.

Signature of Employee

Date

Employee Name

The Young Learner Center Administrator Signature/Name and Date

