

I. Background Checks

- Child Training Videos
- Calendars will be emailed by the first of each month
 - Please let Pam Howell know ASAP if you are unable to fulfill your commitment or need to change dates. Let her know in advance of any upcoming vacations so that she can schedule accordingly

II. Safety/Security/Protocol

Maintaining a safe environment for our kids is the highest priority. As new families begin to come in, it will be very important that we establish protocols and adhere to them at all times. People will not place their children in an environment they feel is unsafe or chaotic or where the staff seems to not be engaged. Below are the current safety measures we have in place:

- All children are to be registered upon arrival at the kids table
- Please make sure you have a parent's cell phone number in case you need them
- Classroom workers need to make sure that all kids have been registered and checked in. Children who have been checked in will have a name tag.
- New parents will need to show ID and all parents will need to sign out kids in order to pick up their children.
- Do not allow parents in the classroom
 - unless it is the child's first time and they want to get a feel for things.
- We ask that all adults in the classrooms are background checked and trained,
- Workers are not to leave building
 - If you need assistance, let security team member know
 - Workers will be told which security team member will be available in the hallway

III. Bathroom Protocol

There must be 2 workers at all times within the classroom for safety and accountability purposes when possible. If a child needs to use the restroom:

- make sure there is a security person in the common area and let them know they need to help monitor the Kids Room— leave the top portion of your class door open so that security can listen out to them. The assigned helper will need to escort the child to the restroom. Do not go into the restroom unless there is a problem- prop open restroom door and wait outside for kids to be done. Only send them into the restroom one at a time.
 - If a worker has to go to the restroom let the security person know they need to help monitor the Kids Room-leave the top portion of the class door open and wash your hands before returning.