



Staff Handbook (Addendum)

Georgia Department of Early Care and Learning: Bright from the Start  
required policies

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## Contagious Diseases:

Staff, or any other persons being supervised by the staff, shall not be allowed in the center who knowingly have, or present contagious symptoms such as vomiting, fever, or diarrhea.

## Smoking:

Staff or other persons shall not smoke or use tobacco within the center premises, on the center playgrounds or in any vehicle being used to transport children during the hours that the center is in operation.

(Note: Current Fire Safety laws prohibit smoking on the premises of the child care center.)

## Prohibited Substances:

Staff, chaperons, and students in training shall not be under the influence of or consume alcohol, marijuana or other illegal or controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible.

## Assignment of employees:

Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

## Work Schedules:

Staff shall not regularly be scheduled to perform child care duties for more than twelve (12) hours within any twenty-four (24) hour period.

## Substitute Employees:

The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregiver staff shall be informed of these rules and the center's policies for the age group for which they will be providing care. Substitute service staff shall be informed of the center's policies and procedures necessary to the proper performance of their job duties in compliance with these rules.

## First Aid and CPR:

At least fifty percent (50%) of the caregiver staff and the director shall have current evidence of training in first aid and cardiopulmonary resuscitation (CPR). There must always be an employee with evidence of current First Aid training and CPR on the center premises whenever children are present, on any center-sponsored field trip, and on any center vehicle transporting children.

## Emergency Procedures

**In the event a child becomes ill:** *This policy applies for children with a temperature of 100 degrees or higher or another contagious symptom.*

1) The sick child should be brought to the office. The Administrative staff should call the parents to pick up the child. After the child has been moved to a separate area, the child must be supervised until his/her parents arrive for him.

2) The Director will determine after reviewing the child's condition and a physician's statement, whether he/she can be readmitted to class. Note: notify local health department of high number of cases (more than three).

**In case of a serious injury to a child:** *A serious injury shall include but is not limited to bleeding, broken bones, fractures, head injuries, bites, and objects in the ear, eye, nose, or absence of breathing.*

- 1) The Director or designated administrative staff member will call EMS and the child's parents. The teacher will administer first aid.
- 2) Determine the seriousness of the injury by information gathered from the victim, his/her appearance and responses.
- 3) Remove all other children and adults except for two persons certified to perform CPR or First Aid.
- 4) Perform First Aid or CPR until emergency paramedics arrive.
- 5) Complete an accident report form (describe in detail the activity in which the child was engaged) and submit to the Director and parents within 2 hours.
- 6) The Director will follow up on the report & notify Bright from the Start within 24 hours.

**In the event of a minor injury:** *Minor injuries include minor cuts, burns, scrapes and bruises.*

- 1) The Director or administrative staff member will call the parents and notify them immediately. Remove the child to a separate area and alert the office (Administrative Assistant).
- 2) Treat the wound by washing with clear water as needed. Follow basic first aid instructions. Complete an accident report and submit it to the Director within 2 hours. Please do not permit children to administer first aid. Staff members should wear gloves.

**In case of severe weather:**

- 1) The Director or administrative staff member will call the parents and notify them immediately. Seek inside shelter. Stay away from windows! If you're caught outside in case of a tornado, travel at right angles to path of funnel, or lie flat in ditch and protect your head.
- 2) If inside, take your students to the basement and be seated along the wall.
- 3) The office personnel will shut off electricity and fuel lines.
- 4) The telephone should only be used in cases of an emergency.
- 5) The following basic supplies should be stored: water, non-perishable food, first aid kit, battery powered radio, & flashlights.

**In case of loss of heating, cooling, electrical power, or other physical plant problems:**

- 1) Office personnel will contact Georgia Power after switching the breaker switch in the electrical room to determine length of lack of service.
- 2) Staff shall notify parents if the center/school will be without power for more than one hour.
- 3) In the event of failure of the emergency lighting equipment, evacuate the building.

**In case of fire (and radiation or chemical exposure)-Emergency Evacuation Procedures:**  
**The Director or administrative staff member will call the parents and notify them immediately.**

**Teachers are to stop activities immediately.**

Line students up and follow practiced exit route if possible.

Count each student and take attendance as you leave the building.

Pick up **attendance record** and **activity and medical permission form** file used for field trips. Teachers should test the doors for danger before opening to exit. Feel the door and the knob for heat, with the back of your hand. If the doorknob is hot, look for an alternate exit. Exit building and go to the designated meeting place. Fairington Elementary School 5505 Philip Bradley Dr, Lithonia, GA 30038 (678) 676-8702 and the parents will be called as soon as possible by an administrative staff member. Check your attendance records. Notify the Director if all children are not present or if someone is missing.

The Administrative Assistant or Director retrieves emergency records/cards from office and cellular phone (two way radio). Calls 911

Designated staff member checks each room in the building for students; Closes each door and window; Upon arrival of fire department notify them of attendance and/or unaccounted staff or students; Approves re-entry of the building after giving approval by the firemen.

If unable to re-enter the Director will notify parents of need to pick up students.

Parents only should be allowed to retrieve their children from the designated Lead teacher or other staff member. Do not leave children unattended for any reason, nor send a child back into the building. If danger is eminent, students may be taken to Fairington Elementary School 5505 Philip Bradley Dr, Lithonia, GA 30038 (678) 676-8702 and the parents will be called as soon as possible by an administrative staff member. until parents arrive.

#### **In the event of a bomb threat::**

Make note of caller's comments, recording conversation if possible.

The Director or Administrative Assistant should dial \*69 to obtain caller's number, then dial 911 and report the call. Parents will be alerted via telephone as well.

Notify teachers and staff.

Workers should follow emergency evacuation plan above.

#### **In case of gas outage/leak:**

Notify office personnel. Designated staff member will shut off gas at switch outside and contact Gas company at \_\_\_\_\_.

Students should be evacuated as above if service is not restored within the hour.

#### **In case of loss of Water:**

Notify office personnel. Designated staff member will contact the water company. Parents should be notified (by telephone) to pick up students if service is not restored within an hour.

#### **In case of loss of child:**

- 1) Notify Director, security and any other accompanying staff members. Search for 5-10 minutes depending upon location. Notify parent or guardian and call 911.
- 2) The Director will also notify parents immediately and BFTS, if the child is not located within 15 minutes.

#### **In case of the death of a child:**

When a child is presumed to have expired from natural or accidental causes, take the following steps;

- 1) Notify the Director or office personnel.
- 2) Remove all other children to a separate area.
- 3) Contact emergency medical assistance (call 911) in order to verify the presence or absence of

vital life signs.

4) The Director or office personnel will notify the parents & the police immediately and notify BFTS within 24 hours.

#### Shelter in Place Procedure

Purpose: Shelter-in-Place is used in some emergency situations when it is best to stay in the site to remain safe and to isolate children and staff from the outside environment. The need to shelter will be based on notification from local law enforcement officials or weather forecasts.

#### Responsibilities:

##### Director:

- Call parents and notify staff members.
- Identify shelter locations.
- Ensure shelter locations have emergency and first aid kits and supplies for sealing the rooms.
- Ensure shelter locations are marked, free of items that may fall, and have emergency lighting.
- Decide the need to shelter based on official notification.

##### Office/Support Staff:

- Announce the need to shelter and when appropriate announce it is safe to return to normal operations
- Monitor radio for instructions.
- Call 911.
- Ensure children and staff have properly moved to shelter location.

##### Staff:

- Account for the children in their care, before moving and once in shelter location.
- Take children to designated shelter locations.
- Assist children with access and functional needs.
- Seal the room, as necessary.
- Monitor radio for instructions.

##### Children:

- Follow staff member to shelter location.

Specialized Procedure: The following procedure will be implemented by staff when directed by the director or when deemed appropriate by the situation.

- Lock doors, close windows, and close air vents.
- Close curtains and blinds.
- Shut off HVAC systems
- Seal all windows, doors, and air vents

#### Chemical, Radiation, or Hazardous Materials

Hazardous materials are used for a variety of purposes and are regularly transported through many areas in and around Decatur (Stonecrest, GA). Chlorine is used and stored onsite.

Hazardous materials accidents may originate inside or outside the building. Examples include toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills. The administrative and maintenance team inspects stored chemicals twice a month.

Decontamination equipment and personal protective equipment are in a first aid kit in the main office. Operational functions, or procedures, that may be activated in the event of an external

hazardous materials spill include:

- Shelter-in-Place
- Evacuation
- Parent-Child Reunification
- Psychological Healing

If there is an internal hazardous materials spill, the following procedures may be activated:

- Evacuation
- Access and Functional Needs Population
- Relocation
- Parent-Child Reunification

: The director will determine incident command responsibilities until first responders arrive. The following actions described are before responders arrive on the scene.

If the hazardous materials spill is external, the following steps will be taken:

Director Actions

- Issue stand-by instruction.
- Determine what procedures should be activated.
- Consider a reverse evacuation to bring all persons inside the building.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify local law enforcement of intent to shelter in place.

Do not allow staff and children to return to the building until proper authorities have determined that it is safe to do so.

- Give the “all clear” signal after the threat has passed.
- Determine whether center will be closed or remain open.
- Document all actions taken.

Office/Support Staff Actions

- Review procedures with staff if needed.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Disseminate information about the incident and follow-up actions such as the relocation site and parent-child reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Take appropriate action to safeguard property.  Document all actions taken.

Staff Actions

- Move children away from immediate vicinity of danger.
- Implement the reverse evacuation procedure if children are outside; observe wind direction by observing flags or leaves and move children appropriately.
- Execute shelter-in-place procedures when instructed.
- Remain with children throughout the shelter-in-place process.
- Report any missing or injured children.
- Remain in sheltered area until the “all clear” signal has been issued.
- In the event of building damage, evacuate children to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.
- Document all actions taken.

If the chemical spill is internal, the following actions will be taken:

Person Discovering the Spill Actions

Alert others in immediate area to leave the area. Staff will follow the fire evacuation procedures

Close windows and doors and restrict access to affected area.

Notify director.

Do not eat or drink anything or apply cosmetics.

Director Actions

Issue stand-by instruction to all staff and children.

Determine what procedures should be activated.

Activate the evacuation procedures using primary or alternate routes, avoiding exposure to the chemical fumes.

Consider an all-center evacuation.

Notify maintenance to shut off mechanical ventilating systems.

Notify the local fire department and the Dekalb Department of Public Health.

Remain with children throughout the evacuation and relocation process.

Report any missing or injured children to the director.

Remain in sheltered area until the “all clear” signal has been issued.

Do not return to the building until emergency response personnel have determined it is safe.

Render first aid as needed.

The Director will fax an incident form to BFTS within 24 hours.

#### Dangerous Person Lock Down Procedure

The purpose of a lock down is to keep children and staff inside the building by securing them inside a classroom or other secure safe area due to an immediate threat inside the center/home.

Lock-down procedures will be used in situations that may result in harm to persons inside the childcare center, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the director, designee or public safety personnel.

The director or designee will notify local emergency services (e.g. 911) and initiate the lock-down procedure by announcing it over the public address system or other designated system. The alert may be made using a pre-selected code word/phrase, so staff is aware that a lock down procedure has been initiated but the intruder is not alarmed.

In a lock-down situation, all children are kept in classrooms or other designated safe area locations, out of view and away from the danger.

Staff members should put their cell phones and/or pagers on silent mode.

Staff members are responsible for ensuring that all children are present and accounted for and that no one leaves the classroom or designated safe area locations.

Maintenance personnel should secure building entrances, ensuring that no unauthorized individuals leave or enter the building.

Staff and children remain in the classroom or other designated safe area, ensuring the doors are locked and if possible, turning off the lights and covering the windows. Encourage children to remain out of sight (e.g. get under desks, behind cabinets). If possible, engage in quiet story time activities with the children until “all clear” is announced.

If the intruder chooses to leave the premises, allow them the freedom to exit making sure to note their vehicle make and model, license plate, and the direction of their travel. Communicate this immediately to the emergency services (e.g. 911) dispatcher.

Try to isolate the intruder away from as many adults and children as possible. Seek to draw the individual(s) to an office, break room, conference room, or other less populated area. If the



individual has entered a classroom, seek to draw him/her into the least utilized portion of the room.

- Remain calm and be polite.
- Do not physically restrain or block their movement.

There are three basic steps to survival during an active shooter incident: “Run, Hide, Fight.”

- “Run” - If you can escape, evacuate yourself and children to safety and then contact law enforcement (e.g. 911).
- “Hide” - If you and the children are not able to evacuate, use a modified lockdown procedure by hiding, keeping the children as calm and quiet as possible to try to avoid detection.
- ”Fight” - As a last resort, in order to protect yourself and the children, fight the shooter with aggression and improvised weapons (e.g. anything you can throw at the shooter such as books, fire extinguisher, canned goods, etc.)

The school bus will be used to transport students (youngest first) **infants, toddlers and children with disabilities and chronic medical conditions to the designated evacuation site.** A mass text and televised news announcement will be used to inform parents of the secondary evacuation location. If children are evacuated to Fairington Elementary, the staff will operate there until parents retrieve their children. The Department of Family and Children Services Child Protective Services or Emergency Medical Services (law enforcement) will be notified by the Director of students whose parents are unreachable after 1-4 hours.

## Emergency Telephone Numbers

Dekalb Medical Hillandale, 2801 Dekalb Medical Pkwy	(404) 501-8000
Children's Health Care of Atlanta	(404) 250-5437 or
404 250-2007	
Georgia Poison Control Center	1-800-282-5846
Georgia Power	(404) 325-4001
County EMS/Fire/Police	911
Water Emergency Repair	770 822-5061
Gas Company	1-877-427-4321

## First Aid Kits should be replenished after use and checked monthly for expiration dates.

The following first aid supplies, along with a manual of instructions, shall be maintained in a central location inaccessible to the children: scissors, tweezers, gauze pads, thermometer, adhesive tape, syrup of ipecac (to be used upon the advice of a physician or poison control center), band-aids, insect-sting preparation, antiseptic cleaning solution, antibacterial ointment, bandages, disposable rubber gloves, and cold pack. Syrup of Ipecac should only be administered under the direction of the child's pediatrician or the poison control center.

## Training Requirements

The state requires that all employees maintain and update a professional employment file. Required trainings (e.g. transportation, nutrition, fire safety, First Aid/CPR, etc.), college transcripts, satisfactory criminal record checks, ten year employment history, and medical updates must be kept current in your file.

Child Care Learning Center staff are required to obtain 10 hours of training relating to the care of children on an annual basis. All staff with direct care responsibilities must complete Health & Safety Orientation training plus CPR & First aid training (if not currently certified).

- Staff who provide direct care to children include, but are not limited to, lead teachers, assistant teachers, substitutes, family child care helpers, staff involved with transportation, etc.
- Staff who do not provide direct care could include assistant directors, cooks, administrative staff, or maintenance and housekeeping staff; however, if any of these employees provide direct care to children at any time, they must obtain first aid and CPR training prior to providing care.
  - First year training begins at the staff's hire date and ends at the first year anniversary of employment.
  - Example: Hire date: 5/1/14  
First Year Anniversary: 5/1/15  
First year training should be completed by 5/1/15.  
When the program has a licensing study in 2016, the consultant will review the staff's first year training to ensure the required ten hours (10) were completed between 5/1/14 and 5/1/15.
  - All caregiver staff are required to obtain a minimum of ten (10) clock hours of training during their first year of employment. At least six (6) of those hours should be obtained in the following topics:
    - Four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition, and childhood injury control.

- Two (2) clock hours of training in identifying, reporting, and meeting the needs of abused, neglected, or deprived children. 591-1-1-.33(2)(a)-(b)
- During the first year of employment, the Director and the person primarily responsible for food preparation are required to obtain a minimum of four (4) clock hours of training in food nutrition planning, preparation, serving, proper dish washing, and food storage. 591-1-1-.33(3)

The Director and for each staff person responsible for or who participates in the transportation of children shall obtain two (2) clock hours of transportation training, biannually. The training shall include, but is not limited to, a review of the transportation rules as stated in 591-1-1-.36, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures.

Ongoing/Annual training begins the January after the first year anniversary of employment and ends in December of that calendar year.