

## Program Staff Expectations

- **Prior to children arriving in program**

- Arrive at site 15 minutes before the start of the shift
- Be in uniform – Y shirt and khaki pants. Name tag must always be worn chest high.
- Make sure site phone is on and charged
- Clock in: Timesheet and ADP
- Belongings go in the staff cabinet and are not to be used until the last kid leaves.
  - This includes cell phones – this is an offense that can result in termination.
- Set up site area (tables/baskets/parent board/tablets & sign in/out binders)
- Set up centers in groups! Something for the kids to immediately do when they come in
- Have a plan/schedule for the day! Do not just allow children to do whatever they want
- Wash hands and glove up prior to preparing for snack
- Set up snack (Regular snack or full meal – depending on site).

- **As children arrive, are present, and are checked in/out**

- Greet every child at door and make sure attendance is being done – ensure that each child attending program is on a program roster!
- Actively engage with children: make sure not to clump with other staff (walk around and be able to supervise all kids)
- Use curriculum provided and include the academic support piece during SHINE! We have plenty of materials, games, etc. Free play and unstructured time is not an option. We're providing quality childcare, not babysitting!
- If a child needs to leave the group for any reason (water fountain, bathroom, etc.), use the rule of 3 – meaning there needs to be at least 1 staff with at least 2 kids (if using the bathroom, plan to have three kids so rule of three is maintained outside the restroom).
- Our bathroom policy is “One in, One out” – meaning that there should not be more than one child in the restroom at a time.
  - The above two policies are for the safety of the children and yourself– the majority of abuse that happens is peer on peer. Additionally, staff should never be alone with a child – this prevents any wrongful accusations.
- Check Parent IDs unless you are 100% positive of the identification of that parent.
- Ensure that children are not using screens (cell phones, Chromebooks, etc) -- Chromebooks can only be used as an incentive if they've earned it. Personal phones and tablets should never be used by children during program. This is a liability!
- Complete any site-specific tasks
- Ensure all paperwork is done daily: Attendance, meal counts, XO sheets, time sheets, sign in/sign out sheets
- Greet parents as they pick up and acknowledge kids when they leave.

- **Clean up and closing**

- Any completed paperwork that goes to the Y, gets put into colored plastic folder and placed in cabinet where it can be easily found.
- Cabinets should be cleaned, organized, and locked. All YMCA property should be stored inside – this includes walkie talkies, and cell phones. Turn off after last child has left.
- Uphold the expectations of your school for cleanup – this can include putting tables away, taking out trash, sweeping, etc. Your site lead will know their expectation for this.
- Fill out your timesheet, and clock out in ADP accurately.

- **Communicate with your Site Lead or Program Director**

- What materials do you need replaced? Is there anything broken?
- Do you need assistance with behavior management?
- Are there any issues with your co-workers?
- Are there any issues with parents?
- Do you need help implementing curriculum or understanding what your responsibilities are?
- How and when do you turn in paperwork, pick up materials, etc.
- Communicate with food director regarding needs of food and supplies for serving.
- Do you have any ideas or suggestions?

- **Licensing Rules you must know!**

- The following must be on file for each child enrolled.
  - Enrollment Form, every section completed!
  - Medical Authorization Form-IF they take medication at the Y program
  - Parent's Heath Statement Form for School Age Child-SIGNED!
  - Any permission slips attached-Photo Release
  - Immunization Records
- The Emergency Preparedness Plan must be always posted & followed, all drills and trainings must be conducted per guidelines. The plan must travel with the program in any area group will be. Please refer to your Emergency Preparedness Plans for more information. Evacuation plans for fire and tornado will be posted.
- It is mandatory you obtain a MOPDID (Missouri Professional Development Number) attend and obtain the required licensed minimum of 12 hours of childcare training per year and required additional YMCA trainings. Some college courses may count.
- There will be one copy of the licensing rules at each site.
- Smoking/electronic nicotine devices are not allowed on or near the school grounds/site.
- Children must wash hands with soap and water after using the bathroom and before snack.
- Standardized snack menus must be posted and followed. For safety reasons food cannot be brought from home or a food establishment.
- Children's belongings must be hung or stored in a basket, not on the floor.
- A first-aid kit/cold packs available at all times, stored out of reach of the children.
- Medication must be locked up out of reach of children with medical authorization forms completed.
- Sufficient supplies and equipment must be available at all times the program is in operation.
- Working and available telephone must be accessible at all times. Emergency numbers are posted on the communication board.
- Licensing specialist information posted on communication board.
- Facility must have lesson plans, schedule of daily activities, weekly menu, written policies & procedures. They must be available for inspections.
- The staff to child ratio is 1 to 16.
- Children must be monitored at all times.
- SAS children cannot mingle with or play in areas where non-program children are
- SAS staff must conduct at least one fire drill each month and one disaster drill every three months. Evacuation plan and drill log must be posted.
- Children may not play on outdoor equipment that puts their feet more than 6 feet off the ground! \*See Playground guidelines

All persons working in a childcare program are required by state law to have the following:

Before Working with Children:

- All staff must be fingerprinted and receive letter of eligibility
- All staff must have a FCSR Background screening completed and on file

Within 30 days of Employment:

- All After School Child Care staff must have a current TB risk assessment & medical
- All staff must have be CPR & First Aid trained
- New Employee Checklist completed
- All After School Child Care Staff must participate in 12 clock hours of training/ year

The SAS Staff Handbook has been updated and provides a complete guidance for working the program. Review this regularly to ensure you're meeting standards. All Staff are responsible for knowing and abiding by content of handbook. The handbook can be found online by going to [orymca.org](http://orymca.org); scroll to bottom of page and find the Staff Resources link. The password is YMCA9622. On far right is the SAS tab; select that and you can find the tile labeled Handbook.

**IF YOU'RE UNSURE OF SOMETHING, ASK!!!**