



2022-23

Employee Handbook

ROCHESTER COMMUNITY SCHOOLS



school-age care

"Nurturing the growth of the whole-child."

School-Age Care Department
3838 Rochester Rd. • Oakland Twp., MI 48306
(phone) 248-726-3023 • (fax) 248-726-4805
(e-mail) sac@rochester.k12.mi.us

version 09.27.22



Employee Handbook

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Employee Handbook

Philosophy

The School-Age Care Program commits itself to providing enriching experiences for each child in an environment that is safe and conducive to the development of the whole-child.

We believe children should be able to engage in activities that are developmentally appropriate and enhance physical, social, emotional, and intellectual growth.

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Employee Handbook

Non-Discrimination Policy

Rochester Community Schools does not discriminate on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot- Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCERS), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et.Seq.) and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board is responsible. Rochester Community Schools has designated the following individuals as Compliance Coordinators: Title IX, Title II and Section 504 – Students: Assistant Superintendent for Instruction, 501 W. University, Rochester, MI 48307 (248) 726-3106; Equal Employment Opportunity/ Section 504 for non-students: Executive Director of Human Resources, 501 W. University, Rochester, MI 48307 (248) 726-3110.

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Employee Handbook

Introduction

This handbook outlines the employment guidelines for Lead Caregivers, Assistant Lead Caregivers, and Caregivers in School-Age Care and Summer Day-Camp programs employed by Children's Programs of Rochester Community Schools. This handbook may be revised, changed, or disregarded at the discretion of the employer. Questions about its contents may be directed to the School-Age Care Supervisor or RCS Human Resources Department.

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Program Goals



- To create a safe and inviting before and after school environment where everyone is safe, valued, and respected.
- To communicate openly with parents and children.
- To provide a variety of activities for the children.
- To recruit, hire, and train qualified professionals.

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Employee Handbook

Process of Employment



A copy of the terms of employment as well as personnel policies will be given to all applicants for their review prior to employment.

Staffing is based on need and according to the limitations of the School-Age Care budget. Employees are hired for the school calendar year. All personnel are hired to work for School-Age Care, not a specific location. Every effort will be made to maintain consistent building personnel from one school year to the next. School-Age Care employees may apply to work Summer Day-Camp from mid-June to mid-August.

Employee Descriptions

School-Age Care staff employed by the Rochester Community Schools fall into the categories listed below and are eligible for the following items based on the requirements listed for each.

Probationary: All employees who work on a regular basis but have not completed a sixty (60) working day probationary period.

Regular: All regularly assigned employees working 7.5 hours or more per week who have successfully completed the probationary period.

Summer: Temporary employees who work the Summer Day-Camp Program. Employees will be expected to commit to working the entire length of the program.

Examples of the job postings are included in the two (2) following pages of this manual. Employees are expected to meet or exceed the performance responsibilities described in their job description.



Employee Handbook

Job Description - Caregiver

School Age Child Care - Caregiver (971)

Job Description

SCHOOL-AGE CHILD CARE CAREGIVER

Multiple schedules available based upon building hours.

6:45am – 8:15am and/or 2:45pm – 6:00pm
6:45am – 9:00am and/or 3:30pm – 6:00pm

Monday through Friday

\$11.18/hour

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. High school diploma required.
3. Ability to interact and communicate positively and appropriately with students, staff, and visitors.
4. Ability to demonstrate compassion, patience, and flexibility.
5. Possess reliable transportation and be willing to travel to multiple programs within district.
6. Ability to work independently, demonstrate use of good judgment, and re-enforce behavioral support directives.
7. Flexibility to interact with large groups of multi-age children and/or individually with students needing assistance.
8. Possess excellent organizational skills.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SALARY: \$11.18/hour

SELECTION PROCESS:

Selection of an individual to fill this vacancy is determined by the appropriate administrators based upon experience, qualifications, and professional attributes.

Primary Location: **Districtwide**
Salary Range: **\$11.18**
Shift Type: **Part-Time**

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Employee Handbook

Job Description - Lead Caregiver

School Age Child Care - Lead Caregiver (972)

Job Description

SCHOOL-AGE CHILD CARE LEAD CAREGIVER

Multiple schedules available based upon building hours.

6:45am – 8:15am and/or 2:45pm – 6:00pm
6:45am – 9:00am and/or 3:30pm – 6:00pm

Monday through Friday

\$13.77/hour

QUALIFICATIONS:

1. Must be at least 21 years of age.
2. High school diploma required plus minimum of 6 university credits in child related field. Experience necessary.
3. Ability to interact and communicate positively and appropriately with students, staff, and visitors.
4. Ability to demonstrate compassion, patience, and flexibility.
5. Possess reliable transportation and be willing to travel to multiple programs within district.
6. Ability to work independently, demonstrate use of good judgment, and re-enforce behavioral support directives.
7. Flexibility to interact with large groups of multi-age children and/or individually with students needing assistance.
8. Possess excellent organizational skills.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SALARY: \$13.77/hour

SELECTION PROCESS:

Selection of an individual to fill this vacancy is determined by the appropriate administrators based upon experience, qualifications, and professional attributes.

Primary Location: **Districtwide**
Salary Range: **\$13.77 - \$13.77 / Per Hour**
Shift Type: **Part-Time**

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Employee Handbook

Professionalism



All employees are expected to act in a responsible, courteous, and professional manner when dealing with children, parents, school staff, and other RCS staff. As representatives of Rochester Community Schools, employees are to be supportive of all programs that are offered by the school district.

Personal Appearance Guidelines

Personal appearance makes a significant impression on parents, children, and building staff. All employees serve as role models to children. It is important that appropriate casual clothing be neat and clean. It is expected that good taste, judgment, and personal hygiene be maintained with personal appearance. Leggings will be considered undergarments, only to be worn with skirt or long shirt covering to knee area.

Staff Conduct

1. Under Michigan law, smoking/vaping is prohibited on any school property.
2. Alcohol and drug use by employees is not permitted at any time while on district property, nor is it permissible to have the odor of cigarettes, drugs, or alcohol on the breath or clothing of the person.
3. Each child and parent should be greeted as they arrive and leave each session.
4. Until you know the people who pick up children always ask for identification. Only people listed on the child information form may have a child released to them. Be aware of any child custody agreements on file when dismissing children.
5. Confidentiality regarding information about children or their families is mandatory. Student information is never to be shared with another student's parent. Information about a student should only be shared with school personnel who need to know. Keep all student files/medical information/other documentation in the staff area and confidential at all times.



Employee Handbook

Professionalism

Staff Conduct (continued)

6. Children must be supervised by staff at all times, including in the cafeteria, bathrooms, halls, gym, outside, etc.
7. Be sure to investigate any and all concerns from the parent. If you are unaware of an incident occurring, respond to the parent that you will look into it immediately and then respond back to the parent regarding the incident as soon as possible. Be sure to keep notes and documentation on these issues. You are responsible to inform your immediate supervisor of any issues.
8. All staff is expected to be involved with the children in their group. Become involved in their play, stimulate their conversations, and follow their leads.
9. Personal phone calls/texts should not be received during program hours, except in case of emergency. Cell phone use during work hours is strictly prohibited.
10. Personal visitors and personal business may not be conducted during program hours. Personal business includes, but is not limited to, doing homework, reading, or any other activity that is not directly related to the supervision of children or to program activities.
11. Social media should not be used to talk about work, co-workers, or School-Age Care children/families. Absolutely no pictures of (or comments about) School-Age Care children should be put on any staff's social media sites.
12. Corporal punishment, verbal abuse, punishment that is humiliating or frightening, threats, and derogatory remarks about a child or his/her family are not permitted at any time.
13. Staff members are required to act in a responsible, courteous, and professional manner when dealing with students, parents, school community, and co-workers.
14. Under no circumstance should a child enrolled in a School-Age Care program be transported in a staff vehicle.



Caregiver Evaluation

The following is an employee evaluation for School-Age Care and reflects assessment during the **2022-23** school year.

Name: _____ Date: _____

Submitted by: _____

Consistently	Continued Growth Needed	Improvement Required	
_____	_____	_____	Works assigned shifts (minimal absenteeism)
_____	_____	_____	Self-starter/Takes initiative
_____	_____	_____	Follows department employee guidelines
_____	_____	_____	Appropriately interacts with children
_____	_____	_____	Maintains a positive and energetic attitude
_____	_____	_____	Is respectful of team members' opinions and ideas
_____	_____	_____	Plays a active role in keeping center clean and organized
_____	_____	_____	Helps children become independent
_____	_____	_____	Demonstrates knowledge of age appropriate behavior
_____	_____	_____	Participates in all aspects of center events
_____	_____	_____	Uses positive discipline methods
_____	_____	_____	Is friendly to school staff and parents
_____	_____	_____	Greets parents and children upon arrival to program
_____	_____	_____	Brings ideas and talents to program
_____	_____	_____	Follows through with ideas
_____	_____	_____	Asks questions and seeks clarification
_____	_____	_____	Responds to instruction and suggestions in positive manner
_____	_____	_____	Limits social interaction with staff and parents
_____	_____	_____	Models appropriate ("site rules") behavior
_____	_____	_____	Cooperates with staff to accomplish site goals
_____	_____	_____	Sets aside personal issues to focus on job responsibilities
_____	_____	_____	Uses discretion when discussing confidential information

For Additional Information see reverse 



Caregiver Evaluation

Based on observations, areas of performance responsibility where this employee is particularly effective:

Based on observations, areas of performance, if any, that could be improved:

Suggested course of action for improvement:

Evaluated by: _____ Date: _____

TO BE COMPLETED BY THE EMPLOYEE:

_____ I have reviewed this evaluation report with my supervisor and have been given a copy.

_____ I will attach a personal statement to this evaluation within ten (10) days of the evaluation conference.

The presence of the employee's signature indicates that the evaluation form has been reviewed by the employee. It does not imply agreement with the evaluation.

Signature of Employee: _____ Date: _____



Lead Caregiver Evaluation

The following is an employee evaluation for School-Age Care and reflects assessment during the **2022-23** school year.

Name: _____ Date: _____

Submitted by: _____

Consistently	Continued Growth Needed	Improvement Required	
_____	_____	_____	Maintains Parent Board Postings
_____	_____	_____	Maintains Photo Board
_____	_____	_____	Maintains "I Noticed" Board
_____	_____	_____	Effectively utilizes 2-way radios
_____	_____	_____	Effectively utilizes 1st Aid Packs
_____	_____	_____	Maintains cleanly/organized center
_____	_____	_____	Timely control of paperwork
_____	_____	_____	Timely control of receipts
_____	_____	_____	Timely control of administration requests
_____	_____	_____	Timely control of "Lead for a Day" Opportunities
_____	_____	_____	Effectively Manages Budget

(Below information includes input from Caregivers)

_____ Leadership:

_____ Communication:

_____ Ability:

_____ Professionalism:

_____ Decision Making:

For Additional Information
see reverse



Lead Caregiver Evaluation

Based on observations, areas of performance responsibility where this employee is particularly effective:

Based on observations, areas of performance, if any, that could be improved:

Suggested course of action for improvement:

Evaluated by: _____ Date: _____

TO BE COMPLETED BY THE EMPLOYEE:

_____ I have reviewed this evaluation report with my supervisor and have been given a copy.

_____ I will attach a personal statement to this evaluation within ten (10) days of the evaluation conference.

The presence of the employee's signature indicates that the evaluation form has been reviewed by the employee. It does not imply agreement with the evaluation.

Signature of Employee: _____ Date: _____



Employee Handbook

Human Resources

Employee Records

A personnel file shall be maintained for each employee and is kept in the Human Resources Office.

A licensing file shall be maintained for required State of Michigan Licensing forms including but not limited to:

- Record of mandatory training hours - 16 hours of training yearly
- Verification of Blood-Borne Pathogen training
- Copy of TB Test – upon hire, or current within 1 year
- Copy of Abuse / Neglect Statement
- DHS Clearance Letter – updated every year
- Fingerprinting TCN # and date fingerprints were completed
- Current CPR and First Aid Certification

Employees may review their personnel file by making an appointment with the Human Resources office. Employees may review their licensing file by making an appointment with the School-Age Care Supervisor.

Work Schedule

The School-Age Care Supervisor will determine hours of work and placement each school year for each employee. All employees shall be on site ready to work at the scheduled start time.

For Mini Day-Camp and Summer Day-Camp programs only, a lunch period shall be established by the supervisor for full time, regular employees in accordance with the organizational pattern best suited to the program needs. The lunch period will not be considered as part of the regularly assigned work day.



Employee Handbook

Human Resources

Performance Evaluations

The School-Age Care Lead Caregiver shall evaluate new Caregivers at the end of their probationary period in order to determine employment status and performance.

Performance Evaluations for School-Age Care Caregivers will be the responsibility of the School-Age Care Lead Caregiver. Performance Evaluations for School-Age Care Lead Caregivers will be the responsibility of the School-Age Care Supervisor.

All Performance Evaluations, with the exception for probationary employees, will take place annually.

Jury Duty

Any employee called for jury duty or attendance at any court pursuant to subpoena will be paid for normal scheduled hours for that day. Any fees received for jury duty and/or witness duty shall be sent to the Payroll Department. These days will not be deducted from the employee's sick leave bank.

Work Related Injuries

Injuries occurring while performing job duties are to be treated at the Occupational Medical Services Department at Ascension Hospital. An accident report must be filled out and returned to the School-Age Care Supervisor within 24 hours of the accident. These forms are in each site's Reference Guide and on the district's website.



Employee Handbook

Human Resources

Resignation

When an employee desires to terminate his/her employment there must be at least ten (10) working days notice of resignation in writing given to the School-Age Care Supervisor. It is understood that the terminating employee will work the ten (10) day period. Effective with the date of termination all accrued rights and benefits are forfeited. In the event of re-employment, said employee shall be considered a new employee and may begin at the entry level of pay.

Involuntary terminations due to reorganization or other circumstances arising out of no fault of the employee are at the discretion of the School-Age Care Supervisor. A ten (10) day notice will be given to employees terminated under these circumstances.

Discipline and Discharge

Depending on the circumstances and disciplinary history of the employee, disciplinary action may take any of the following forms:

- Oral reprimand
- Written reprimands
- Suspension without pay
- Immediate Termination

Discharge may take place upon written notice from the School-Age Care Supervisor. Reasons for dismissal include but are not limited to the following:

- Unsatisfactory job performance
- Refusal to do work within his/her job description
- Repeated unexcused absences or tardiness
- Under the influence or possession of illegal drugs or alcohol on school grounds
- Misrepresentation of hours worked
- Such other good cause as may be determined by the School-Age Care Supervisor



Employee Handbook

Benefits

Sick Leave

All regular school year employees will receive ten (10) sick leave days each school year. Sick days may be accumulated from year to year to an unlimited amount. Sick days may only be used during the school year. Sick days cannot be used during Summer Day-Camp.

Credited or accumulated sick leave days may be used for personal illness or serious illness in the immediate family only. The immediate family is defined as spouse, son, daughter, parents, or grandparents. An employee may be allowed up to a maximum of five (5) sick leave days per school year for serious illness in the immediate family. The use of these days will be charged against the employee's sick leave accumulation. If eligible, a Leave of Absence without pay for personal or family illness may be taken in accordance with the Family and Medical Leave Act. A sick leave day may also be used in place of any "district-wide emergency closure" day beyond the first two of each school-year (as those are automatically paid without needing to utilize a sick leave day). Each employee is responsible for calling into AESOP immediately (upon learning of the closure) if they wish to utilize this benefit. The use of a sick day is optional in this situation.

An employee shall be allowed up to a maximum of three (3) non-deducted days and five (5) sick leave days for death in the immediate family. The immediate family is defined as parents, spouse, child, grandparents, grandchild, brothers, sisters, and in-laws.

Probationary employees accumulate sick leave time to be used after the completion of their probationary period. Sick leave days will be prorated for the first year of employment.

Proof of illness from a doctor may be requested at any time by the School-Age Care Supervisor and will be required for an illness lasting more than three (3) days or the scheduled day before or after a holiday.

Upon return from a leave under the Family Medical Leave Act, an employee may be returned to a position within their job classification if available. Every effort will be made to return an employee who has been on sick leave to the same or comparable job that he/she held before the absence.



Employee Handbook

Benefits

Sick Leave (continued)

Employees who retire or leave after seven (7) years of employment in the School-Age Care Program will receive a sick leave pay out of 50% of the unused earned days at 50% of the employee's current hourly rate. This payment will be paid on the last regular paycheck the employee receives.

Approved Leave Days

Upon the approval of the School-Age Care Supervisor three (3) of the accumulated sick leave days may be used annually as an approved leave day. An approved leave day shall be interpreted as that which requires the presence of the employee at affairs that cannot be handled at a time other than the regularly scheduled work day, such as: legal business, court appearances, medical appointments, funerals, graduation, or immediate family commitments.

The approved leave days are not provided for casual or discriminate use. As a rule, the approved leave day will not be granted on the last scheduled day immediately before and the first scheduled work day immediately after any holiday or vacation period as well as the first or last week of the school year.

Paid Holidays

All regular employees scheduled to work on one of the following holidays will be paid for the day based on an average daily total. In order to receive holiday pay staff must work their scheduled shift prior to/following the holiday (with special circumstances being reviewed by the supervisor on an individual basis).

Paid holidays include:

- (1) Labor Day, (2) Thanksgiving Day, (3) Day following Thanksgiving Day, (4) Christmas Eve,
- (5) Christmas Day, (6) New Year's Eve, (7) New Year's Day, (8) Good Friday, (9) Memorial Day,
- (10) July 4th (*SDC staff only*)

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Life Benefit

A group term life insurance policy with and AD&D rider will be provided for regular employees working the hours listed as follows:

15 to 29 hours per week	\$12,000
30 or more hours per week	\$16,000

The selection of the carrier will be made by the RCS Board of Education.

Automobile Liability Insurance

Liability insurance protection of \$1,000,000 will be provided for employees using personal cars for authorized school business. Employee must have a valid driver's license.

Liability Insurance

Liability insurance of \$1,000,000 will be provided for employees covered by this personnel manual.

Health, Dental, & Vision Insurance

School-Age Care staff is not eligible for health, dental, or vision insurance.



Employee Handbook

Benefits

Employee Assistance Program

Rochester Community Schools has contracted with HelpNet to provide personal counseling to you and your household members. HelpNet counselors are master's level professionals with extensive experience in dealing with:

- Marital and family issues
- Addictions
- Emotional Problems
- Legal and financial concerns
- Careers
- Relationships
- Aging parents
- Stress, anxiety and depression
- Life enrichment techniques

If you are worried about your family, personal life, or work, call HelpNet – a no cost personal Employee Assistance Program. You may contact HelpNet 24 hours a day, 365 days a year at 800-969-6162 or www.HelpNetEAP.com for assessments, counseling, and community referrals.

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Wages & Salary



The rate of pay for School-Age Care staff will be set by the RCS Board of Education. Individual salary increases are based on years of employment according to the scale set by the RCS Board of Education.

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Wages & Salary

Each pay period consists of two (2) weeks. The Payroll Department of Rochester Community Schools will issue paychecks at the end of each two-week pay period.

School-Age Care staff will be paid based on the hourly rate of pay for the number of hours worked in each two week pay period. Direct Deposit is required by all staff.

Lead Caregivers will receive an additional 2.5 hours per week for preparation of daily lesson plans.

When School-Age Care Programs are closed district-wide due to an emergency (snow or other), all employees shall be paid their hourly rate for the number of hours scheduled for that day for the first two (2) days of the school year (unless an employee has a pre-arranged absence).

Staff will be informed of emergency closures via our school messenger system. Please make sure your contact information is current with the Human Resources department. Information will also be on the district's website and available on news networks.

Timesheet Procedures and Payroll Schedule

1. Each employee is responsible for signing-in/out daily using the Frontline App or simply swiping in on the provided kiosk.
2. Check the application regularly to make sure it is an accurate representation of your actual time worked.
3. Submit your payroll on the appropriate day utilizing the Frontline App.
4. Reference the Payroll Schedule sheet for dates when payroll reports are due in the office.
5. Additional hours for staff meetings, etc. should be added directly into the Frontline App and approved by your Lead Caregiver. Please include an explanation for the additional hours.
6. Any hours in addition to your regular schedule must be pre-approved by the SAC Supervisor.
7. Leads review payroll report by assigned deadline and review any discrepancies with staff.
8. Each staff member is responsible for checking and approving accuracy of their entry on the payroll report.

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Payroll Schedule

ROCHESTER COMMUNITY SCHOOLS - PAYROLL SCHEDULE FOR 2021-22

PERIOD #	PAY DATE	PAY PERIOD	DATE PHYSICAL TIME CARDS ARE DUE	
2101140	July 9, 2021	June 17 - June 30	Wednesday	June 30, 2021
2101150	July 23, 2021	July 1 - July 14	Wednesday	July 14, 2021
2101160	August 6, 2021	July 15 - July 28	Wednesday	July 28, 2021
2101170	August 20, 2021	July 29 - Aug 11	Wednesday	August 11, 2021
2101180	September 3, 2021	Aug 12 - Aug 25	Wednesday	August 25, 2021
2101190	September 17, 2021	Aug 26 - Sept 8	Wednesday	September 8, 2021
2101200	October 1, 2021	Sep 9 - Sep 22	Wednesday	September 22, 2021
2101210	October 15, 2021	Sep 23- Oct 6	Wednesday	October 6, 2021
2101220	October 29, 2021	Oct 7 - Oct 20	Wednesday	October 20, 2021
2101230	November 12, 2021	Oct 21 - Nov 3	Wednesday	November 3, 2021
2101240	November 26, 2021	Nov 4 - Nov 17	Wednesday	November 17, 2021
2101250	December 10, 2021	Nov 18 - Dec 1	Wednesday	December 1, 2021
2101260	December 24, 2021	Dec 2 - Dec 15	Wednesday	December 15, 2021
2201010	January 7, 2022	Dec 16 - Dec 29	Wednesday	December 29, 2021
2201020	January 21, 2022	Dec 30, 2021 - Jan 12, 2022	Wednesday	January 12, 2022
2201030	February 4, 2022	Jan 13 - Jan 26	Wednesday	January 26, 2022
2201040	February 18, 2022	Jan 27 - Feb 9	Wednesday	February 9, 2022
2201050	March 4, 2022	Feb 10 - Feb 23	Wednesday	February 23, 2022
2201060	March 18, 2022	Feb 24 - Mar 9	Wednesday	March 9, 2022
2201070	April 1, 2022	Mar 10 - Mar 23	Wednesday	March 23, 2022
2201080	April 15, 2022	Mar 24 - Apr 6	Wednesday	April 6, 2022
2201090	April 29, 2022	Apr 7 - Apr 20	Wednesday	April 20, 2022
2201100	May 13, 2022	Apr 21 - May 4	Wednesday	May 4, 2022
2201110	May 27, 2022	May 5 - May 18	Wednesday	May 18, 2022
2201120	June 10, 2022	May 19 - June 1	Wednesday	June 1, 2022
2201130	June 24, 2022	June 2 - June 15	Wednesday	June 15, 2022

ROCHESTER COMMUNITY SCHOOLS



school-age care
 "Nurturing the growth of the whole-child."

School-Age Care Department

3838 Rochester Rd. • Oakland Twp., MI 48306
 (phone) 248-726-3023 • (fax) 248-726-4805
 (e-mail) sac@rochester.k12.mi.us



Employee Handbook

Employee Absence Procedure

Staff absences are expected to be kept to a minimum given the State of Michigan licensing requirements surrounding staff:student ratios. In the event you do need to call in an absence for your shift, the following protocol should be followed:

1. Communicate your situation as early as possible.
2. Enter the necessary information into the absence management website provided by the district (login.frontlineeducation.com)
3. Communicate with a member of your staff to ensure the team is aware of your absence (phone call or confirmed email/text)
4. Text the SAC Coordinator (Kelly Herring, 248-568-0087) with details of your absence ASAP.

Following these steps will provide the greatest opportunity for the department to find help (if needed) to cover your absence.

If the absence is known well in advance, please speak to your team about it, first. Then, contact the SAC Supervisor (Michael Cardimen, 248-726-3024) to make plans and determine the best approach for handling your absence.



Employee Handbook

Licensing

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under this Act you are considered Mandated Reporters and are required, by law, to report any suspected abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. You are not required to discuss suspicions with parents before reporting the matter, nor are you required to investigate the cause of any suspicious marks, behavior, or condition before making a report. If you suspect an incident of child abuse or neglect, the following steps must be completed:

1. Notify the School-Age Care Supervisor.
2. Notify your building principal.
3. Call Child Protective Services at 517-335-3704.
4. Document the suspected abuse or neglect by completing the DHS 3200 form. Fax this form to DHS and send a copy of it to the School-Age Care Supervisor.

Professional Development Training

Staff is also required to acquire sixteen (16) hours of professional development training each school year from August through June. These training hours are offered to staff during staff meetings and through different conferences and trainings that arise throughout the year. At the time of these trainings you will be informed on how many hours you will be paid for. For new staff, the three-hour orientation training counts towards these 16 hours.

General Licensing Regulations

- All School-Age Care staff must be 18 years of age or older.
- Volunteers must be 16 years of age or older. They must fill out the district's volunteer form before volunteering and must not be counted in ratio or left alone with the children. Volunteers must be supervised at all times by School-Age Care staff.
- A 1:18 adult to child ratio must be maintained at all times for all School-Age Care programs.



Employee Handbook

Department Information

Monthly Meetings

Staff attendance is mandatory at monthly staff meetings. Staff will be paid for time spent at these meetings. A list of monthly staff meetings are given to staff at the beginning of each school year.

Staff attendance is also mandatory at monthly site meetings, which are schedule by each site's lead caregiver. Staff will be paid one (1) hour for these meetings.

Upon hire staff is required to attend a two (2) hour orientation training that provides information on the School-Age Care policies and practices and the Child Care Licensing Regulations. Staff will be paid two (2) hours for this training.

Door Keys/Staff ID

Staff will be assigned a door key/copy card upon hire. The door key will only work at the school staff are assigned to. If cards are lost, it will cost \$10 for a replacement. If you lose a card, please let the School-Age Care Supervisor know as soon as possible so that card can be deactivated. The door key/copy card must be returned to the School-Age Care Supervisor when staff resign from the program.

All staff must wear a picture ID badge while working in the schools. Staff must get a new ID badge each school year. ID badges will be made at the administration building and at each school building at the beginning of the school year on picture day or can be made at any time during the school year at the front desk of the administration building. Staff must receive their DEN number before they can get an ID badge made.



Employee Handbook

Child Discipline Policy



Staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. All of the following means of punishment shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

The word discipline means "to teach". With discipline, our goal should be to help children become responsible and take ownership of their actions and behavior. Discipline methods used in School-Age Care include:

- Natural and logical consequences
- Redirection
- A cool down period
- Conflict Resolution

Children are less likely to have behavior issues when:

- They know what is expected of them.
- They are given choices (when appropriate).
- They are involved in interesting games and activities.
- They are given a warning before transitions are to take place.
- The School-Age Care community is established and routines are followed.
- Staff periodically reviews the rules with them.

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