

Boys & Girls Club of Southeast Kansas

BG TOTS

Employee Handbook

Revised: 10/09/19

EVERYDAY PROCEDURES

Sign In/Out and Line Up

1. Worker(s) will pick up BG Tots in classrooms at end of school day. A clipboard with list of all BG Tots children will be taken so worker can initial in the sign-in column for each child picked up each day. Sign in/out list will be for one week at a time.
2. Count your kids OUT LOUD BEFORE you leave the room and count again when you get to your destination.
3. While walking in the hall, a rope with colorful handles will be used to help transport kids to the appropriate BG Tots rooms.
4. One teacher is at the front of the line walking BACKWARDS (this is so the kids are never out of your sight), and the other teacher is at the end of the line. If there are more teachers, spread out evenly down the line.
5. The kids are being taught during the day how to walk in line correctly. This is a BIG step for kids going to kindergarten next year. It is one of the most requested skills from kindergarten teachers.
6. Kids should be walking in one line, one behind the other. Their "bubbles" should be in their mouth (cheeks are puffed up like there is a bubble in their mouth to prevent talking); a catchy phrase to use is "hands on your hips, bubble in your lips".
7. Hands at their sides or on their hips so they don't touch the walls or anyone else.
8. Do not carry the kids!!! They are big enough to walk and need to learn how. Remember, we are reinforcing what they get taught at school. It is okay if they are hurt, sick, etc. but try not to carry them around the halls.
9. After all BG Tots children have been picked up and delivered to their after-school program classroom, the sign in/out list will be taken to the lobby for parents to sign out their child(ren) when picked up.
10. Parents should not go past the front desk.
11. Make sure parents sign each child out. Only people on the parent's consent form can pick up a child. The director will be responsible to contact the parent who completed the consent form for approval of someone not on the consent form to pick up the child(ren).
12. The director/secretary in the lobby will use radio to notify workers in the room where the child(ren) is when parent arrives. (See Radio Procedures #3.) When children go to recess, belongings for all children will be taken to the playground or gym. If a parent arrives before the children return to the classroom after recess, the children will be ready to go to the lobby immediately.

Radio

1. Radios are kept in the rooms (ask for location as it is different in every room).
2. All radios must be on station 2 with volume on.
3. The radios are for professional use only as anything transmitted on the radio will be heard throughout the building. If it is used in any other manner, that person will lose responsibility of radio and possibly position.
4. The proper procedure for communicating with each other: When parent arrives in the lobby to pick up child(ren), worker in the lobby will report on radio "(name of child)'s mother or father is here to pick up (name of child)". Worker responding will wait until the child has gathered all belongings they need to take home and is ready to leave. Worker will then respond, "(name of child) is on his/her way." The child will be escorted to the lobby and delivered to the waiting parent.
5. Radios are only to be used to relay messages to and from the director, secretary or sign in/out person.
6. No inappropriate language, giggles or talking on radios unless it is procedural.
7. At the end of the day, radios need to remain on station 2, turned off, and placed on charger.

Snacks

1. Cups, napkins, bowls, etc. are in the cabinet above the children's sink.
2. Spray and paper towels are in one of the cabinets above the teacher's sink (ask the teacher to double check the location).
3. Tables are to be wiped down before and after snacks.
4. Snacks and juice are located in the BG Tots storage cabinet in the Storage Room located between Mrs. Cavaness' and Mrs. Marritt's offices. Check the refrigerator in the Work Room for any opened bottles of juice before opening a new bottle. Write "BG Tots" on any bottles of juice placed in the refrigerator. Teachers will pour the juice. If you have to touch the snack, make sure you have a glove on!!! Check with teacher for location of gloves. Children must wash hands before sitting down for snacks.
5. Children should not be running around while eating their snacks.
6. As children finish eating they ask to be excused from the table and are responsible for placing their own uneaten snacks and trash in the trash can.
7. Workers return unopened non-perishable snacks to BG Tots cabinet in storage room and any cold snacks/drinks to the refrigerator. Under NO circumstances should any food be left in the classroom at the end of the day.
8. Tables have to be wiped down after all children have finished their snacks. Chairs are to be stacked on the tables so floors can be vacuumed.

Bathroom Breaks

1. Follow/enforce the teacher instructions for the kids.
2. If you have a child in diapers/pull ups, check them regularly!!!
3. Encourage the child to go try to use the toilet as much as possible.
4. If they need help wiping, put on gloves and help wipe them good. Wipes and gloves are labeled "BG TOTS" and will be in the bathroom cabinet.

Centers

1. Are assigned by the teacher(s).
2. Follow/reinforce the classroom rules:
 - Inside voices
 - Soft touches
 - Walking feet
 - Listening ears
 - Take turns and share
1. Help keep the child engaged in their center so they don't wander off or lose focus.
2. Keep kids entertained without being loud and disruptive. If the teacher says "have a seat and catch your bubbles", please remind the children of their instructions.
3. Try not to put kids in your lap. If their instructions were "have a seat", it means the child needs to sit by themselves. Some children have trouble and will need extra attention. Show them how to sit and talk to them about what you're doing. This will help them learn!

Employee Responsibilities

1. Be at work on time everyday unless alternate times are pre-approved by the Director.
2. Working with the Director and co-workers to accomplish activities that are planned for the day.
3. Organizing children in quiet, orderly and straight lines.
4. Keeping the children seated while in snack or any other time they are to be seated.
5. Interacting with children while in an activity.
6. Watching for problems that could arise.
7. Give ideas to the Director about activities.
8. Inform Director of any problems within the staff/children.
9. Inform Director of disciplinary/accidents/incidents that occur.
10. Stay with children that are late if other workers are not available.
11. Never leave children unattended.
12. Don't be afraid to play with the children.
13. Reinforce the rules
 - Stay on the blue area when outside on the north playground
 - Go DOWN the slide and not UP (this is the biggest problem)
 - Soft touches - NO PLAY FIGHTING (we have had bloody noses)
 - Take turns
 - Do not push friends on the swings (teachers can push if they chose)
 - Swing on your bottom
 - Do not climb on top of the red tunnel (kids have broken bones)
15. Walk around and engage with the children.
16. You may pick children up and hold them but don't hold them the entire recess; they need to realize they can't be babied all the time. They still need to run and play.
17. Check all the restrooms when first arriving in the after-school program classrooms to make sure that toilets are flushed, there is no trash or pee on the floor, clogged toilets, etc. If there is a problem with any of the bathrooms please report it to the director immediately.
18. Sweep the floor after snack is over.
19. Wipe tables after snack is over.
20. At the end of the day complete the laminated BG Tots Checklist that will be in each class room. Only use a dry erase marker. The checklist must be turned into the Director by the last person completing the checklist when that person signs out on their timesheet.

EMPLOYEE EXPECTATIONS

Class Schedule

1. At 3:00 PM pick up kids from classrooms.
2. Once kids arrive at the after-school-program classrooms they will put their backpacks in their designated area and sit on the carpet for story time before participating centers.
3. Recess is from 4:00-4:30 PM outdoors (weather permitting) or in the gym.

4. At 4:30 PM children return to classrooms for snacks, then group activities or videos until all children are picked up.

Phone Policies

1. Cell phones should not be seen in front of the children. Calls can only be made and received for emergencies only.
2. Texting is not allowed.
3. If this becomes a problem, cell phones for workers will not be allowed in the classroom.

Work Schedule

1. A completed/signed Request for Time Off Form must be turned into the Director and approved a week in advance of the date requested. If an unexpected situation arises (illness, emergency, etc.) you need to call or text the Director at 620-252-9097 no later than 12:00 PM that you will be late or not available to work that day. If a situation arises after 12:00 PM notify the Director immediately.

Accident/Incident Reports

1. The Director should be informed immediately of every accident/incident whether it is reported by the child to a worker, or by the worker who witnessed it.
2. An Accident/Incident Report **MUST** be written for every accident/incident where someone is injured whether it occurs in a fight, accident or playing incident. It has to be given to the Director before the child is picked up at the end of the day.

Journals

A journal for each child needs to be completed on a daily basis and coincide with the Traffic Light. Every date BG TOTS is in session, the date must be written in the Journal. If the child is not present that day, write "ABSENT" to indicate they were not in attendance and initial who documented it..

Discipline Report

1. **MUST** be filled out for certain events:
 - Excessive disruptions
 - Disrespectful attitude
 - Defacing school/club property
 - Leaving group without permission
 - Profanity/vulgarity
 - Unsafe/violent behavior
 - Fighting
 - Other
2. The Director should be informed of every disciplinary action resulting in a red Traffic Light for the day by the worker who witnessed the action. A Discipline Form **MUST** be completed before the child's parent or guardian arrives. The worker completing the form and the Director will advise the parent/guardian of the problem and explain the behavior resulting in giving the child a red strike. The following explanation of the Traffic Light has been shared with new parents enrolling their child in BG TOTS:

Traffic Lights. Everyday you pick up your child from BG Tots you will be given a Traffic Light indicating how your child did that day. Green means they did Great. Yellow means Uh Oh, there were some things that

happened that you need to be aware of and the BG Tots Director and the worker who completed the Traffic Light will visit with you. Red means your child is being referred for discipline resulting in being given a Strike. After 3 strikes, your child will be suspended from BG Tots for 3 days. They can return to BG Tots with a clean slate. If they receive another 3 strikes then they will be suspended for 5 BG Tots class days. They can return again to BG Tots with a clean slate. If they receive another 3 strikes they are suspended for the remainder of the semester, or summer. In the event that your child is having a difficult time following the rules of the BG Tots, the parents can request to be called immediately by the BG Tots Director to be informed that their child is having a problem. The parent will then be given 20 minutes to have their child picked up before their child will be given a red Traffic Light resulting in a strike. This will help the child to make the necessary adjustment to allow him/her to continue attending BG Tots. In the event the child becomes a danger to himself/herself or another child or staff member they will be suspended from BG Tots. The BG Tots Director will meet with the Boys and Girls Club Chief Operating Officer, Griffin Walker, and a determination will be made whether your child will be able to participate again in Boys and Girls Club.

Dress Code

We will be following the dress code used by the other two Boys and Girls Club sites here in Coffeyville.

Shirts - Every day wear a Boys and Girls Club t-shirt. Until you receive a BGC shirt, wear a t-shirt in good condition (clean, sleeves still attached, no holes, high school/college/professional team logo would be fine).

Pants - jeans, capris, basketball style shorts, bermuda shorts.

Shoes - athletic type shoes with laces or that slip on the foot (something you can run in, if needed).

Three Strike Rule for Employees

1. Strikes will be given if you are late without notifying the Director ahead of time, or are a no call, no show.
2. Have a disrespectful attitude.
3. Not working well with the other workers.
4. Sleeping on the job.
5. Not informing the Director/parents of children's accidents/incidents/behaviors AND not completing the necessary Report Forms prior to the parent's picking up their child.

WHAT TO DO IF A CHILD IS LOST

1. Check the room that you are in; check all the rooms you were in; check the playground, gym, restrooms in the room and hallway. **DO NOT PANIC! STAY CALM!**
2. Do not have contact with the parent at the front desk. Call/radio the Director and request they come to your room for a code "black". When the Director arrives, tell them the situation. No one should know that the child is missing except your co-worker(s).
3. Director will then check all rooms.
4. Director will then talk to the parent/guardian.
5. Director and parent will check all rooms to make sure child was not overlooked.

6. If child is not found, call the police.

DISCIPLINE PROCEDURES FOR CHILDREN

1. Decide in your own mind what you want the child to do and the time frame you will accept for their compliance - immediately, within 15 minutes, whatever.
2. Get their attention. That means making eye contact at the very least. If you are busy in another room, ask the child to come to you before you make the request.
3. Tell them specifically what you want them to do. **"Get back in line so we can go play duck-duck-goose."**
4. Watch to make sure they do what is asked.
5. Praise them for doing what you asked. ([Don't leave out this step!](#))
6. If they do not begin doing what you asked or do not complete the task, ask them, **"What did I ask you to do?"**
7. If they correctly tell you what you asked them to do, say, **"That's good, now do it."**
8. If they do not do what you asked then - STOP THE WORLD - the child does not do another thing until they do what you asked.
9. If the child begins to throw a temper tantrum or continues to avoid doing what you asked, put them in timeout. When they come out, ask them what they did wrong and ask for an apology. Don't let it go or they will learn to avoid responsibility by causing an uproar.

Alternate Discipline Procedure

1. When you notice non-compliance, first give a reminder. Remember to make direct eye contact. This simple strategy will work most of the time.
2. Begin to think of an effective consequence if the reminder doesn't work.
3. An effective consequence is 1) clear and specific; 2) logically related to the misbehavior, 3) time-limited; 4) varied.
4. Continued misbehavior requires a warning of the consequence. Move closer to the child than normal conversational distance and make direct and prolonged eye contact.
5. Be very specific about your expectation and the time-frame for compliance. Tell them exactly what the consequence of noncompliance will be.
6. Walk away and give them the opportunity to comply.
7. If the warning doesn't work, send the child to timeout.

DO NOT DO THIS!!!

1. Don't use yelling, sarcasm, name calling, insulting or hitting. Keep your own emotions in control.
2. **DO** show respect for your child and recognize his good intentions. Let them know that you know they want to do the right thing and you are here to help them learn how.