



The Birds Nest – Teacher Orientation Topics!

Welcome to The Birds Nest – Early Learning Village! We're so excited that you are joining our team of Early Childhood Teachers. Most of your training will be on-the-job training as your Lead ECT walks you through our routines & the regulations that govern us.

Expectations & Responsibilities

Maintaining proper ratio & providing intentional interactions & a positive environment for our young students is the most important responsibility as an ECT.

- **ATTENDANCE:** Good attendance is vital to the success of the program & the more reliable a teacher is, the more hours they get!!
- **NAP/REST TIME:** Once the children are asleep & the kitchen/dining room are clean, teachers may take a paid lunch break. If a child wakes up, you must be available if needed. This is a great time to work on training. Sleeping during this time or leaving while in ratio = termination.
- **ELECTRONIC DEVICES:** Electronic devices should not be used or visible during the day. You may use your phone for personal reasons during nap time if you do not have any online training to do; however, do not post on social media that a parent might see.
- **SUPERVISION:** No classroom area should be left unattended for more than 2 minutes. A teacher should always be able to see all of the students.
- **LEAD BY EXAMPLE:** Students learn from you. It is our job to teach them how to respect their friends, the classroom materials/furniture, and themselves. They learn how to speak to others by watching how we do it.

Paperwork

- Immunization Records
- Highschool & College Diploma or Transcript,
- 2 Forms of ID
- New Hire Paperwork
- Schedule Fingerprinting & CPR class (Nurturing Center 406.756.1414)

Daily Personal Care Routines

They are not part of the process, they are learning the process, so be patient & include them, while respecting them as individuals with opinions/preferences.

- **ARRIVAL/DEPARTURE:** The Director or Lead should communicate how each child's day went, while the ECAT tends to the class (keep in mind the parents will be watching/listening).
- **NAP/REST TIME:** We sleep train students to self soothe & sleep without assistance from us/bottles/objects. This develops good lifelong sleep habits. Please avoid patting their backs or other dependent habits.
- **MEALS/SNACKS:** We teach good table manners & try to minimize waste by not serving items they do not want to try & serving small portions.
- **DIAPERING/TOILETING:** Self-help skills are promoted as children are ready. Teachers should practice & teach good hygiene.
- **HEALTH PRACTICES:** Wash hands upon arrival & before/after doing everything! Director or Lead are the only ones to administer medication when absolutely necessary. Bedding/toys/materials are washed/disinfected weekly.
- **SAFETY PRACTICES:** Always watch for safety hazards – outlets covered, cords out of reach, broken toys, choking hazards, etc. Allow some risk – it is important for their development. E.g., they can climb trees if they can get down independently.

Registration

- MTECP.org (You will need: Employment Verification, CPR Card, & Transcripts)
- ChildCareTraining.org is where you will complete all online required trainings.

Relationships

We want our parents to trust us & to form healthy bonds with our students.

- **STUDENT INTERACTIONS/RELATIONSHIPS:** We want our interactions to reflect what our parents want to see. We build relationships with students, while teaching independence. Interact with intent - between 0-5yo, they learn 90% of the social/emotional skills they will use as adults.
- **PARENT INTERACTIONS/RELATIONSHIPS:** Keep arrival/departure communication with parents positive, consistent, & informative. Save sensitive topics for your Director. It's ok for them to go home messy, but their faces, clothes, & diapers should be as clean as possible.

Training

- Read through STARS & State Regulations
- Read through Employee Handbook

Thank you & Welcome to The Birds Nest – Early Learning Village!

Corinne Kuntz (Owner/Program Director)

Orientation Checklist

- ❑ **New Hire Paperwork – can be found at TheBirdsNestELV.com**
 - Person Information Form
 - Release of Information – Background Checks
 - Form I-9, Employment Eligibility Verification (two forms of ID)
 - Form W-4, Employee's Withholding Allowance Certificate
 - Authorization for Direct Deposit (with voided check)
 - Employee Emergency Information Form
 - Employment Offer Letter
- ❑ **Program Tour and Introductions**
- ❑ **Fingerprinting (complete within 2 weeks)**
 - Schedule thru the Nurturing Center at 406-756-1414
 - Tell them you work for The Birds Nest, Inc.
- ❑ **Adult, Child, and Infant CPR/First Aid Cert (complete within 30 days)**
 - Schedule thru the Nurturing Center 406-756-1414 - \$50
- ❑ **MTECP.org (complete within 2 weeks)**
 - Apply to the Montana Early Care and Education Practitioner Registry
 - Upload proof of First Aid/CPR certification, Employment verification, and High School Diploma or GED
 - Our state licenser will provide you with a PS# for future trainings
- ❑ **ChildcareTraining.org (complete within 2 weeks)**
 - You do not need your PS# to register and start completing trainings
- ❑ **Review Job Description**
 - State, STARS, and The Birds Nest, Inc (TBN) Job Description
 - Read through Employee Handbook
- ❑ **Family Handbook and Expectations**
 - Familiarize yourself with the Family Handbook
- ❑ **Requirements for Registration of Family & Group Child Care Homes**
 - Read through State Requirements and ask questions along the way to ensure you have a clear understanding of the regulations that apply to our program
- ❑ **Family & Group Standards of Quality**
 - Read through the Standards of Quality and ask questions along the way to ensure you have a clear understanding of the STARS expectations that apply to our program

Staff Information Card

Staff Name _____

Birthday _____ Date of Hire _____

Significant Other _____ Wedding Anniversary _____

Children _____

Grandchildren _____

Pets _____

Hometown _____

These are a few of my favorite things...

Candy _____

Cake (or Dessert) _____

Cold Drink _____

Hot Drink _____

Sports Team _____

TV Show _____

Author _____

Book _____

Hobby _____

Store _____

Where I Always Stop for Gas _____

Things I Collect _____

Staff Mini-Biography

Favorite Quote: _____

About Me (written in 3rd person): _____

Loves: _____

Staff Emergency Card

NAME _____

ADDRESS _____

PHONE NUMBER _____

BIRTHDATE _____

CONTACT #1 _____ RELATIONSHIP _____

PHONE #1 _____

PHONE #2 _____

CONTACT #2 _____ RELATIONSHIP _____

PHONE #1 _____

PHONE #2 _____

CONTACT #3 _____ RELATIONSHIP _____

PHONE #1 _____

PHONE #2 _____

ALLERGIES _____

SPECIAL MEDICAL CONCERNS AND NOTES _____

Employee/Provider Contract

- I have read The Birds Nest, Inc Employee Handbook, State Regulations, and STARS expectations and agree to comply with all policies, procedures, regulations, and expectations.
- I understand that in addition to these policies, the following is also expected:
 - ✓ To arrive ready to work at my scheduled time and be prepared to stay until staff to child ratio allows for me to leave. In some cases, I may be required to leave before or stay past my scheduled end time.
 - ✓ Cell phones and electronic devices will be kept with my personal belongings. They are allowed once all children are sleeping and must be put away once the first child wakes up.
 - ✓ Assist with infant feedings and diaper changes.
 - ✓ Prepare meals as directed.
 - ✓ Assist with clean up duties and proper sanitation.
 - ✓ Assist with preparation of daily activities and supervise these times as directed.
 - ✓ Keep all client information confidential – only Directors are allowed to take photos of the children/program to be used for parent communication only.
 - ✓ Wear child friendly clothing and accessories.
 - ✓ Personal communication needs to be done before/after work when possible.
 - ✓ Any reporting of accidents/incidents to parents needs to be communicated to/by the director and documented appropriately.
 - ✓ If I leave The Birds Nest, Inc and begin working at another child care program or open my own child care program, I agree not to enroll any client of The Birds Nest, Inc for a period of 1 year without prior approval of the licensed provider.
- I understand as I move up on the Practitioner Registry Levels, my wage will also go up.
- I will be required to complete training hours as required by the State of Montana, STARS to Quality, and CACFP. Training will be paid by the employer, provided that it is approved by the licensed provider prior to registration.
- My employment with The Birds Nest, Inc is temporary for the first 6 months while I am within my probationary period. Upon completion of my six-month probationary period, my performance will determine my eligibility for continued employment with The Birds Nest, Inc. The probationary period may be extended with written warnings for performance and/or attendance. At any time within the probationary period, the Director or I may terminate employment with or without reason.

ECT/Director Signature

Print

Date

Director/Owner Signature

Print

Date

Early Childhood Teacher (ECT) Job Description

(Includes Substitute, Aide, and Lead EC Teachers)

ROLES & RESPONSIBILITIES

- Professional ethics of confidentiality, discretion and good judgment.
- Work closely with other team members in the development of a comprehensive children's program in accordance with The Birds Nest, Inc philosophy, policy, and procedures.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs and interests of each child.
- Assist in planning and implementing program-sponsored family celebrations and classroom parent meetings.

LEADERSHIP & SUPERVISION

- Assume the role of Head ECT when she/he is absent or out of the classroom.
- Maintain written records and observations of assigned children, noting their development and behavior in all aspects of the program.
- Assist in the interview and orientation process of new ECTs and families.
- Assist in creating a warm, nurturing, and respectful atmosphere for the children to be encouraged to learn and grow.
- Participate in the planning / implementation of team / agency meetings, staff in-service training days, early childhood education and supervisory courses / workshops for professional growth.

COMMUNICATION

- Work cooperatively with parents, staff and third-party consultants to meet the individual needs of children and their families.
- Maintain positive communication regarding The Birds Nest, Inc to parents, other staff members, and the surrounding community.
- Meet regularly with the director, parents, teachers, and others regarding the developmental progress of children and interpretation of The Birds Nest, Inc policies.

PROGRAM ADMINISTRATION

- Enforce all Licensing Regulations set forth in the Department of Public Health and Human Services Child Care Licensing Division, including, but not limited to, ensuring that appropriate

staff-child ratios are maintained and children are supervised at all times.

- Maintain appropriate documentation on all children in the class, and on the material needs of the classroom for supplies and maintenance.
- Report all injuries/other health concerns to the Director, administer pediatric first-aid when necessary, and as mandated by state law, report any suspected child abuse/neglect.
- Assist Director in all matters pertaining to the effective and efficient running of the program.

MINIMUM QUALIFICATIONS

- Ability to speak, read, and write the English Language fluently.
- Knowledge of and sensitivity to the cultural background of the children and families being served.
- Ability to relate to children and adults in a positive, respectful manner.
- Ability to lift and/or carry children.
- Ability to interact at the child's level and move quickly as needed.
- Ability to work with a staff of varying educational and experiential backgrounds.

PREFERRED QUALIFICATIONS

- Bilingual in Spanish (or other language) Dialects and able to incorporate the language into the program.
- Have your CDA or other early childhood education certification or degree.
- Two years' experience.
- Practitioner Registry Level 2.

MINIMUM REQUIREMENTS (no experience required; we will pay for your training/time!)

- Registered through mtecp.org upon being hired.
- Must be willing to complete a minimum of 16 hours of annual training.
- Must be at least 18 years of age and pass annual background checks.
- Must obtain Infant, Child, and Adult CPR/First Aid Certification within 30 days of hire.
- Must complete Infant Safety Essentials training within 30 days of hire.
- Must complete all state required training hours within 90 days of hire.

Director Job Description

(Includes Acting, Assistant, Program, and Administrative)

SUMMARY

Directors of The Birds Nest – Early Learning Village are expected to lead by example. The Director Job Description is in addition to the ECT Job Description.

ESSENTIAL FUNCTIONS

- Plan the calendar of activities for the school year and adjust as needed to meet the needs of the classroom.
- Assure that all licensing regulations and STARS regulations are adhered to.
- Complete applicable self-assessments at least annually.
- Partner with Owner to:
 - Identify staffing needs, interview, hire, train, and guide ECTs.
 - Create, adjust, communicate, and reinforce policies/procedures with all audiences.
 - Develop, implement, and track a proposed budget each year.
 - Identify student openings, Interview/tour, enroll, and build supportive relationships.
 - Schedule staff and adjust student schedule as needed.
- Provide day-to-day management of the program, including but not limited to speaking with parents, issues with students, classroom logistics, and maintaining ratio.

- Create newsletters at least monthly and distribute to families.

BASIC QUALIFICATIONS

- Ability to proficiently communicate in written and verbal form.
- Interpersonal skills.
- Practitioner Registry Level 4 or above.

BEHAVIOR REQUIREMENTS

- Demonstrate flexibility and patience with students, parents, and staff.
- Handle multiple responsibilities at once and have a good understanding of what is going on in your program(s) at all times.
- Be able to guide staff and/or students in a supportive and respectful manner.

GENERAL REQUIREMENTS

- Ensure all state-mandated, as well as STARS-required training has been completed and is up-to-date for all staff.
- Host team meetings monthly to collect feedback, address challenges, discuss curriculum, boost morale, etc.
- Partner with Owner to address any corrective action needs for attendance / behavioral reasons.

The Birds Nest Salary & Benefits

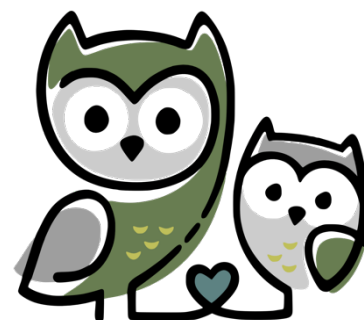
(Includes all ECTs and Directors who work more than 30 hours per week)

SALARY & BENEFITS

We care about our team's work/life balance and employee satisfaction, so we offer many unique and flexible benefits, including the following!

After all, a happy employee equals happy children and families!

- ECT Wages: \$13-15/hour (Based on Practitioner Registry Level)
- Director Wages: \$16-20/hour (Based on Practitioner Registry Level)
- Discounted Child Care (40%+ Based on Montana rates)
- Daily Planning Time
- Resource Room & Supplies
- Paid Training Time/Fees
- Workers Comp Insurance
- Condensed Work Week and Flexible Scheduling
- Annual Paid Time Off (PTO)
- We will be adding Medical and Retirement Matching in 2022!



Infant Safe Sleep Policy

All Childcare Providers at The Birds Nest will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), & the spread of contagious diseases:

1. Infants will always be put to sleep on their backs until their first birthday.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standard.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated & at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs & hoods will be removed.
7. Sleeping infants will be actively observed by sight & sound. Awake infants will have supervised "Tummy Time".
8. Infants will not be allowed to sleep in a location other than a crib. If an infant falls asleep any place other than a crib, the infant will be moved to a crib within 15 minutes.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, & cribs will be spaced 3 feet apart or have a suitable barrier between them.
11. Infants may be offered a pacifier for sleep, if provided by the parent. Pacifiers will not be attached by a string to the infant's clothing & will not be reinserted if they fall out after the infant is asleep.
12. When able to roll back & forth from back to front, the infant will be put to sleep on his back & allowed to assume a preferred sleep position.
13. In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.
14. Our child care Program is a smoke-free environment.
15. All providers, substitute providers, & volunteers will maintain current certification in CPR/First Aid, Safe Sleep standards, & any other applicable training required by the state.

By signing this document, I acknowledge that I have read & will adhere to the policy as outlined.

Sign Print Date

Director Sign Print Date

Resources:

Caring for Our Children, National Health & Safety Performance Standards, 3rd Edition. <http://nrckids.org/CFOC3/index.html> SIDS & Other Sleep Related Infant Deaths: Expansion of Recommendations for a Safe Infant Sleeping Environment, Pediatrics, AAP Policy. <http://pediatrics.aappublications.org/content/128/5/e1341.full> CCHP Tummy Time. http://www.ucsfchildcarehealth.org/pdfs/health&safety/tummy_time_0209.pdf Safe Sleep for Infants in Child Care Programs: Reducing the Risk of SIDS & SUID Health & Safety Note. http://www.ucsfchildcarehealth.org/pdfs/health&safety/SIDS_EN_1111.pdf

Mandatory Reporting Policy

What to Report - Child abuse includes physical abuse, neglect, sexual abuse/exploitation, emotional abuse, parental substance abuse, abandonment, &/or maltreatment of a child. Besides being illegal, child abuse/neglect interfere with healthy child development & later achievement in life. A report should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), & the nature & extent of the maltreatment. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Who Should Report - Any person may voluntarily report abuse or neglect. If you work with children in a child care facility, you are legally required or mandated to report. A mandated reporter who knows or has reason to believe a child is or has been neglected or physically/sexually abused & fails to report is guilty of a misdemeanor.

Where to Report - If it is known or suspected that a child is in immediate danger, call 911. Reports regarding incidents of suspected abuse or neglect of children occurring at a family child care program, within a family or in the community should be made to the Child & Family Services Department at 866.820.5437 (complete the required document located in the Health & Safety Binder prior to calling).

When to Report - A mandatory reporter must report suspected child abuse, neglect, or abandonment when they know or have reasonable cause to suspect, as a result of information received in their official or professional capacity, that a child is being abused or neglected. Mandatory reporters are only mandatory reporters when they are on the job. When they are not acting in their "official or professional capacity", they are no different than any other person, & are not required to report child abuse or neglect which they suspect or become aware through means other than their official capacity.

Confidentiality of Reporters - to the parent, guardian or other person responsible for the welfare of the child who is the subject of the complaint unless a court requests the information (e.g., in a hearing or by court order).

By signing this document, I acknowledge that I have read & will adhere to the policy as outlined.

Sign _____ Print _____ Date _____

Director Sign _____ Print _____ Date _____

Medication Administration Policy

This medication policy was developed because, at The Birds Nest, we believe that children should be given medication, when needed, in the safest possible way for the child, parent, & providers. Administering medication is based on parent consent & the child's health care provider recommendations. We will only give medication that must be given at times when the parent's work schedule prevents them from giving it.

All over-the-counter & prescription medications will be administered ONLY when the required "Medication Authorization" form has been filled out & signed, including when the last dosage was given. A new form is required for each medication. The medication must be handed to the provider who will place it in the medication box & be responsible for its administration. Do not place any medication in the child's backpack or diaper bag. A medication log will be kept in each child's file & expired medication will be disposed of in the recommended manner.

All medications must be provided by the parent/guardian. Prescription medication must be in the original container, labeled by a pharmacist with the child's name, the type of medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the expiration date, & the administration, storage, & disposal instructions. Over-the-counter medications must also be in their original container, labeled with the child's first & last name, & specific legible instructions for administration & storage supplied by the manufacturer.

Medications for a recurring problem, emergency situation, or chronic condition will require an Emergency Health Care Plan to be filled out & signed. Any special knowledge or training will need to be communicated prior to your child's first day of care.

Parents will be notified if their child suffers any side effects from medication, or if a medication error or incident occurred. A medication error/incident report will be completed by the provider administering medication & co-signed by the director. In the event of an adverse effect or serious allergic reaction, staff will call 911. Parents will be provided a copy of this policy on enrollment of their child in our program. When medication is brought with the child, staff will provide a consent form for the parent(s) to sign. If the parent(s) refuse to sign or fail to provide the health care provider's prescription or recommendation, the medication will not be administered.

This policy will be reviewed annually in June & changed or adapted in accordance with current County, State, &/or Federal regulations.

By signing this document, I acknowledge that I have read & will adhere to the policy as outlined.

Sign _____ Print _____ Date _____

Director Sign _____ Print _____ Date _____

Attendance Policy & Procedure

Regular attendance and punctuality are essential for the smooth operation of this program. The following policies and procedures apply to all employees.

INCIDENTS: An incident includes the failure of any employee to report to work for any portion of their scheduled shift. Employees must notify their supervisor at least one hour prior to the start of their scheduled shift if they are going to be absent or late.

NO CALL / NO SHOW (NCNS): Employees must report their absence each day; failure to do so is considered a no call/no show. Also, failure to report one's absence at least one-half (½) hour prior to the start of the scheduled shift will be regarded as a no call/no show.

ATTENDANCE CONTROL GUIDELINES: An incident is considered one (1) point. A no call / no show is considered two (2) points. Based on the number of incidents in a twelve-month rolling period, an employee will be subject to disciplinary action under the following guidelines:

1. Three points in a rolling 90-day period will result in a documented Verbal Warning
2. Six points in a rolling 180-day period will result in a Written Warning
3. Nine points in a rolling 365-day period will result in Termination.
4. Two consecutive NCNS will be considered VOLUNTARY termination.
5. Three separate NCNS incidents within a rolling 365 days will result in Termination

By signing this document, I acknowledge that I have read & will adhere to the policy as outlined.

Sign

Print

Date

Director Sign

Print

Date

Employee Handbook

Acknowledgment

I, the undersigned employee, understand and acknowledge the following:

That I have received a copy of this Employee Handbook and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.

That this Employee Handbook contains important Program policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult a director if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.

That this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.

That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.

That TBN reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, TBN reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time.

That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not effected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such events, TBN will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

By signing this document, I acknowledge that I have read & will adhere to the policy and procedures as outlined in the Employee Handbook.

Sign _____ Print _____ Date _____

Director Sign _____ Print _____ Date _____

Chain of Command Chart

