

PACT FOR WEST CENTRAL ILLINOIS

Procedures for Center Operations

Site Supervisor Training

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Orientating New Staff

Essential Function 1

The Site Supervisor is responsible to ensure new staff: are welcomed to the center, understand their new roles and responsibilities, and are provided with timely feedback in order to become comfortable in their new position.

The Personnel Manager will send the supervisor a *New Staff Training Checklist* to be used to familiarize the new staff member with the center, their office and office equipment. This checklist will be completed on the new staff members first day at the center and then the original will be forwarded to the Central Office.

The Site Supervisor will provide formal and informal observations often during the first few months and during a new staff member's orientation. These observations are to be used as a method to provide constructive feedback to help the new staff member learn the procedures, policies and practices that are appropriate in their position.

Providing Substitutes and On-site Supervision for All Staff

Essential Function 2

The Site Supervisor schedules substitutes for Head Start and Early Head Start Teachers, Aides, Child Care Teachers, Cooks, Bus Monitors and Bus Drivers to meet staffing requirements. The *Staffing Pattern* is used to create a staffing schedule to be followed on a day to day basis. Staff:child ratios are monitored closely and regulations are followed at all times. Staff are required to follow the chain of command when calling in.

The Site Supervisor will follow relationship-based strategies when assigning substitutes in EHS and 0-3 classrooms. The consistency of adults in the classroom is considered a priority for this age group.

Families will be notified when a position is open in their child's classroom. Families will be informed about the status of filling the open position and the substitutes used cover the open position until it is filled.

The Site Supervisor is responsible for recruiting substitutes for the teacher, aide, cook and bus monitor positions.

The Site Supervisor is responsible for the direct supervision of Head Start & Early Head Start teachers, Head Start Teacher Aides, Child Care Teachers, Cooks, Transportation Staff and Contractual Staff following Standard Operating Procedures Manual. The Home Based Staff and Family Advocates are supervised from central office. However, the Site Supervisor is responsible to address center concerns with staff located at the site. If a situation is not resolved and continues to escalate, the component coordinator is contacted.

A list of 3-4 qualified director designees is kept at each site. The director designee must meet DCFS director qualifications. Training for each designee is conducted using the checklist/sign off on the SS start-up checklist. Any new director designees must be communicated with the Personnel Manager so that notification can be sent to DCFS. All staff should be aware who the director designee is when the Site Supervisor is off site. The director designee is only responsible for issues that may come up during the work day and communicating these issues with the next person in charge. Director designee's are not responsible for scheduling staff, completing Site Supervisor reports or disciplining staff.

Formal and informal observations for classroom staff and cooks are conducted by the Site Supervisor to provide feedback to assist staff in complying with policies and procedures (see EF 6 for formal monitoring procedures).

Wrap Around Enrollment

Essential Function 3

Pittsfield, Camp Point and Macomb offer wrap around child care services in the full day classrooms from 7:00-8:00 am and 3:00-4:30 pm or 5:30, in Macomb. The Family Advocate will notify the Site Supervisor of any family interested in utilizing child care services using the *Before and After Child Care Request*. The Family Advocate assists the family in completing the IDHS Child Care Application and then forwards the completed application to the Site Supervisor to complete the provider section. The Site Supervisor will check in consistently with the CCR&R agency after 10 days of mailing to ensure timely processing of the application. NOTE: The child may not begin Child Care service until the parent completes the DHS Application for Child Care and payment is received for the first week.

At the Macomb Center the Center Assistant assists the families in enrolling in the wrap around program and filling out IDHS Child Care Applications. The Center Assistant will check in consistently with the CCR&R agency after 10 days of mailing to ensure timely processing of the application. NOTE: The child may not begin wrap around services until the parent completes the DHS Application for Child Care and/or payment is received for the first week.

Maintenance of Wrap Around Financial Forms & Reports

Essential Function 7

The Site Supervisor or Center Assistant creates a family file for all families enrolled in wrap around. The *Family File Checklist* is used to organize the items needed in each file. The family file will be labeled with child's name, parent's name and program year. These files are kept separate from children's DCFS files (they can be filed in the same drawer or behind the DCFS file but not combined).

Parents who choose to utilize these services must pay the wrap around fee or pay the subsidy if they qualify for DHS or DCFS subsidy. These fees are due prior to any services being rendered. If the fee is not paid before wrap around services are needed the family will not be able to use the service until it is paid. Payments are recorded in Child Plus and receipt is generated for each payment received. A copy is given to the family and one copy is sent with the payment to the Fiscal Officer. Families are required to notify the SS and teachers which days/hours they are using the services and these should not change from week to week.

An annual tax letter is given to families to inform them of fees paid during the past tax year. A copy of this letter is filed in the family file.

The Financial Officer receives copies of the fiscal reports at the end of each month (copies of DHS/DCFS certificates and *Payment Schedules*).

A fiscal binder, divided by month, is kept on site to organize the monthly reports needed for wrap around tracking and reports. This binder contains the *Child Care Attendance Report*, *Arrival/Departure Logs*, *Payment Schedules* and copies of the DHS or DCFS monthly certificates. The date the DHS or DCFS certificates are mailed is recorded on the certificate.

Informing Staff

Essential Function 4

Center communication is the responsibility of the Site Supervisor. Team meetings are conducted once a week to discuss upcoming events, facility issues, updates form coordinators and to give staff an opportunity to share concerns. The meeting times should be scheduled for a set time and day of the week and this information will be shared with all center staff and home based staff associated with that center at the beginning of the year. Home Based staff and support staff may attend

meeting if their work schedule will allow time to do so. Staff sign in during the meeting and copies of meeting minutes are sent to appropriate coordinators. The Team Meeting Minutes are posted on the Staff Board at the center for staff to review if they are unable to attend the meeting. Team meeting minutes are kept on file for each program year.

A staff board is used at sites to post memos, information or upcoming trainings or conferences.

DCFS Licensing

Essential Function 5

The Site Supervisor is responsible for meeting DCFS & HS Standards. The Site Supervisor will have the authority and responsibility to make sure their center is functioning to meet DCFS & HS Standards. A copy of the current regulations should be readily available to staff for review.

Staff DCFS files are started and maintained by the Personnel Manager. It is the responsibility of the Site Supervisor to monitor the files and communicate any missing information promptly to maintain the file. A grid is used on the Monthly Report to track components in the DCFS staff files. A Child Plus report is sent to the Site Supervisor monthly that contains personnel information for each staff member. If a requirement is coming due soon it will be highlighted on the report to alert the Site Supervisor to follow up with the staff member when it gets close to the deadline.

Substitute/Volunteer/Intern DCFS files are started and maintained by the Site Supervisor. There are checklists to follow for each type of file to ensure all components are present in the file. The Site Supervisor will assist the substitute/volunteer/intern in completing each item on the checklist. The checklists should be updated and the file reviewed annually to ensure all items are present.

The Site Supervisor is also required to train all substitutes and interns using the substitute training guide and the online trainings listed on the *Substitute Training Verification*. Each sub must continually make progress towards meeting 15 hours of training every year.

Children's DCFS files are started and maintained by the Family Advocate. There is a grid located in the DCFS Children's File drawer that tracks completed and missing items. It is the Site Supervisor's responsibility to monitor the grid and communicate any missing items (30 day window) with the Family Advocate and Family and Community Services Coordinator.

In Macomb, Camp Point and Pittsfield a nurse will inspect infant rooms monthly for any health and safety issues. The nurse will record any findings on the *Infant Toddler Nurse Log*. The Site Supervisor is responsible to review and correct any findings that are noted then file the completed form in the Center Safety Notebook.

The Site Supervisor is responsible to check and monitor for unsafe children's products located on site and reviews the Recall Notices forwarded by DCFS Representative. A sign off is completed annually during inventory processes and filed at the central office.

A Parent Board is located at each center. The Site Supervisor is responsible to post recalls, the website for recalls and a copy of the DCFS licensing regulations for easy access.

Attendance

New Enrollees/Transfers

The classroom teacher immediately notifies the Site Supervisor the 1st day a new child attends class or transfers into the classroom so the child can be enrolled/transferred in the Child Plus system by the Site Supervisor. Upon changing the enrollment record in Child Plus, the Site Supervisor emails the Family and Community Services Coordinator, component coordinators and aides with the child's enrollment information.

Drops should be communicated directly to the Family and Community Services Coordinator, who will make the appropriate enrollment change in the Child Plus system.

*See the Child Plus Attendance App instructions for further guidance.

Monitoring Staff Performance

Essential Function 6

The Site Supervisor is responsible to complete a formal monitor for Head Start, Early Head Start Teachers, Aides, Cooks and Contractual Staff. The Macomb Site Supervisor is also responsible to formally monitor the Center Assistant. The current formal monitoring form for each position is located in the agency share file.

Permanent Status Staff: Permanent Status Staff that have been with the agency for 5 years or more and are in good standing receive one classroom observation and one record monitor each year. Permanent Status staff that have been with the agency under 5 years receive 2 classroom observations and one record monitor each year. All staff receive their evaluation by the date listed on the administrative sheet (from Personnel Manager).

Probationary Status Teachers: They receive two observations and two record monitors in their first 6 months of working with PACT (with a health and safety/meal service observation conducted after two weeks in the classroom). Then they receive their evaluation by the date listed on the administrative sheet (from Personnel Manager) and

they are placed on permanent status (a letter to The Executive Director must accompany the evaluation).

Other Probationary Status Staff (cooks/aides): They receive two observations in their first 6 months of working with PACT (with a health and safety/meal service observation conducted after two weeks in the classroom). Then they receive their evaluation by the date listed on the administrative sheet (from Personnel Manager) and they are placed on permanent status (a letter to The Executive Director must accompany the evaluation).

Observations: The monitoring document for the position should be used when conducting an observation. You want to spend at least 2 ½ to 3 hours in the classroom when observing an aide or a teacher. Make yourself as inconspicuous as possible so that you don't impact the activities of the day and get an objective view of the classroom. Use the monitoring form to know what you should be observing. Note positives as well as areas of concern. When finished with the observation your comments should be recorded in the monitoring tool. Share the information with staff in a timely manner by conducting a conference that includes verbal feedback and discussion of each essential function (what is going well, what needs improvement). The evaluation goals are reviewed after each observation, with any progress noted and staff initial and date showing they have been reviewed.

Record Monitor: The monitoring document for the position should be used when conducting a record monitor. Review at least two children's files as well as other documents listed in the monitoring tool. Use the monitoring form to know what you should be observing. Note positives as well as areas of concern. Input from the Disabilities/mental Health Coordinator should be requested no less than 2 weeks prior to the monitoring conference. When finished with the record monitor your comments should be recorded on the Observation tool specific to each role. Share the information with staff in a timely manner by conducting a conference that includes verbal feedback and discussion of each essential function (what is going well, what needs improvement). The Staff Follow Up sheet is completed after each monitoring conference to identify any T/TA needs.

Evaluation: These are due by the date listed on the Administrative report from Personnel Manager. If you think the date is wrong it should be discussed with Education Coordinator/Personnel Manager. Make sure staff have had ample time to correct any concerns from your last monitor before you conduct the evaluation (at least one month). The evaluation is a summary of the person's job performance since the last evaluation or since they were hired. This information comes from the observations and record monitors that have taken place. The evaluation form is on the computer and should be completed then reviewed by the hiring coordinator before it is reviewed with staff. Input from the Disabilities/Mental Health Coordinator should be requested no less than 2 weeks prior to the evaluation conference. When the evaluation is approved the supervisor meets with staff and reviews the evaluation. Share the information with staff in a timely manner by

conducting a conference that includes verbal feedback and discussion of each essential function (what is going well, what needs improvement). The supervisor makes a copy of the evaluation for the staff member and supervisor file and the original gets forwarded in a confidential envelope to the Central Office. If the staff is on probationary status a letter to the Executive Director must accompany the evaluation to put them on permanent status or terminate them.

The Disabilities/Mental Health Coordinator gives input into teacher's record Monitor. A Site Supervisor must send a *Request for Record Monitor/Evaluation* form at least two weeks prior to the monitor conference in order to receive this information from the coordinator. Completed original monitoring forms are kept in the staff's supervisory file on site. Copies of the evaluation are kept in the staff's supervisory file on site.

Contractual Staff Monitoring: The Contractual Staff Monitoring Summary will be used when conducting a substitute staff observation. The Contractual Staff Monitoring Guidance will help you to know what you should be looking for while observing substitute staff. Plan to observe substitute staff while you are observing classroom staff. All contractual staff will be monitored twice a year. The first monitor should occur within the first 30 days. The second monitor will take place later in the year. Note positives as well as areas of concern. When finished with the observation your comments should be recorded in the monitoring tool. Share the information with staff in a timely manner by conducting a conference. These will be used to determine if additional training is needed or if the individual will be retained as a substitute staff.

The Family and Community Services Coordinator may request information on family advocates by sending a form to the Site Supervisor to be completed. The Health Coordinator needs to review the cook evaluation prior to reviewing it with the cooks.

Inventory

Essential Function 8

The Site Supervisor ensures that equipment & supplies are stored in a safe and orderly manner (supply room, outdoor shed, etc.). Outdoor items (portable toys) should be returned to storage daily and protected from the elements to keep them from cracking, rusting, etc.

Center Delivery Record

The Site Supervisor will receive a *Center Delivery Record* (via email) from the Office Manager when new items will be delivered. The SS will follow the instructions on the form attaching all packing slips as they are received. The Office Manager will determine if any items need a control # and will send it in the mail to the Site Supervisor. The Site Supervisor will add the control # in an inconspicuous but easily accessible area (you may choose to use a sharpie to write the # on as well in case the control # falls off). All new

equipment delivered to center is labeled with PACT. Center inventory additions are communicated with the Education Coordinator via the monthly report.

Consumable Requests

The Site Supervisor is responsible for requesting all consumable supplies for their center.

- Request for Consumables must be received by Central Office by 3 p.m. on Friday, a week before the scheduled staff meeting via email.
- The Request for Consumables form should be filled out in detail and include but not limited to: quantity, color, name of item, category, etc.
- The supervisor should plan ahead to ensure that an adequate amount of supplies are requested for use between scheduled staff meetings.
- Supplies are picked up on staff meeting days.

Consumable Inventory

In February or March the Site Supervisor will complete an inventory of the consumable items they have on hand for startup purchasing.

Center Inventory

The Classroom Inventory is given to teachers in January to complete. Site Supervisors will maintain the Classroom Inventory on the share file. After completing inventory, the hard copy of the Center Inventory is given to the Education Coordinator with clearly marked additions/deletions.

Control Number Inventory

The Control # inventory is completed in the spring. It will be sent to the SS by the Office Manager.

Lending Library

The Lending Library inventory/check out is monitored by SS and teachers. Donated books can be used to re-stock the lending library as needed. EHS classrooms should have developmentally appropriate books available. Lending libraries should be well stocked and used regularly. The Education Coordinator has a supply of books for replacements if needed.

Communication with Coordinators

Essential Function 9

The Site Supervisor will maintain communication with the appropriate coordinators as needed. Emails and phone calls will be answered in a timely manner. Any information that impacts a coordinators area should be communicated promptly (i.e. A parent wants staff to only give their child water to drink with meals but will not fill

out the paperwork and has resulted in an irate parent that wants to speak with higher ups. You would want to send an email to the Health Coordinator-because it is a nutrition issue, CB Education Coordinator-because there is a possible parent complaint issue and the Family and Community Services Coordinator-because the Family Advocate may need to be involved).

The Site Supervisor will notify the Education Coordinator when they have to close any class for any reason. The Education Coordinator will notify Central Office managers via email.

Curriculum Implementation

Essential Function 10

The Site Supervisor monitors weekly lesson plans, individualization, classroom expectations, daily schedules, class profiles and weekly news to ensure they are complete with all necessary information and they are filed in the Curriculum Notebooks. These notebooks are divided by classroom and have tabs for easy indexing.

The Site Supervisor monitors education/assessment files to ensure they are complete with all necessary information. This includes all items on the *File Maintenance Checklist*.

The Site Supervisor monitors teacher's documentation on GOLD to ensure accurate and adequate information is being recorded for each child (teachingstrategies.com). The Site Supervisor will monitor: teacher's documentation of children's learning; progress in the amount of documentation teachers are entering for each child; checkpoint completion and correct finalizing.

The Site Supervisor can access the administrative site to run reports or they can log in as the teacher by clicking on the Administration button – Click Users – Click on the button next to the teacher's name you want to emulate (looks like a person's profile). Now they are logged in as that teacher. Click on “stop emulating” when you are finished viewing information as the teacher.

*See GOLD Instructions for more information on how to monitor data in GOLD

The Site Supervisor participates in PBS procedures by providing teachers with PBS folders to begin the process and following up with coordinators, family advocates and the child's family as the meetings are scheduled. The Site Supervisor prepares a location for the team to meet in private. The Site Supervisor also provides information about observed occurrences during the PBS meetings and provides assistance to the teachers in accommodating individual needs of the child.

Self-Assessment

Essential Function 11

Classroom Observations and staff observations/evaluations may be requested for self-assessment for the self-assessment process.

The Site Supervisor gathers documents needed for the self-assessment process. This includes curriculum notebooks, education files, Professional Development Plans and other documents that are requested. These documents are brought to the CO to be reviewed for the self-assessment process.

Records and Reports

Essential Function 12

The Site Supervisor enters *Education Contact Reports, Family Conference Reports, Transition Checklists* and *Screenings (ASQ and DLAL)* into the education module of Child Plus. Site Supervisors also monitor screenings, contacts, transitions and medical alert information to ensure they are completed within timelines using Child Plus.

*See Child Plus Instruction for further information on entering and monitoring data in Child Plus

*See Child Plus Attendance App Instructions for instructions on attendance, arrival/departure/meal counts, enrollment and transfers.

Education Contact Report Review: Once a Teacher has submitted an education contact report to the Site Supervisor for entry the SS will double the check to be sure that:

- There are no blanks or missing information.
- The time in the home is recorded correctly (time only for home visits, if it is, amounts claimed are accurate).
- Home visits should be checked to make sure they are an hour in length, if not this issue needs to be discussed with the teacher.
- The Parent and Teacher have signed the form. If the contact resulted in a No Contact Made (NCM) there should be a large X through the parent signature line.

Monitor Medical Alerts:

1. Click on the Reports tab
2. Select the Health Area
3. Then click on report #3010 Health History
4. Select the Program Type and Year you want to view next to Program Term
5. Select your site next to the Site box

6. Select which classes (or all classes) that you want to view next to Classroom.
7. In the status box select Enrolled
8. In the Grouping list select Classroom
9. In the Report Type list select Detail
10. In the Display Options select Allergy Problems, Critical Health Notes and Completed Events
11. In the Event Type select Health History
12. Click on preview – You can now view your report.
 - a. You will want to cross match this report with the medical alert information your teachers have on file in the classroom.
 - b. If there are any discrepancies speak with the classroom teacher and get the necessary forms completed ASAP
 - c. If there are questions you should contact the Health Coordinator.

Each center is provided with an education budget at the beginning of the school year to purchase materials for the classroom. The Site Supervisor is responsible to: ensure any purchases made with this money is appropriate for classroom use, complete appropriate purchasing forms, and use a system to track the center budget (classroom spending).

Monthly, Start-up and End of the Year reports are used to manage the center and share the information with necessary managers. These reports are maintained on the share file on the computer.

Fire Marshall, Health Dept. & DCFS on site visit reports are filed in the Health and Safety drawer in the Site Supervisor office. Copies are sent to the appropriate coordinator. All corrections for these reports should be handled immediately if possible. If assistance is needed the appropriate person should be contacted immediately to resolve the issue in a timely manner.

Bus Arrival/Departure Logs/Route Plans are kept on site in the Health and Safety drawer in the Site Supervisor office.

Past Health & Safety Records are removed, dated, & filed with past records for 5 years.

The Food Program Notebook (CACFP) is maintained on site with all necessary, up to date records. This includes *Applications*, Eligibility Report from Child Plus, *Master Enrollment List*, *Meal Counts* (by month), *Meal Re-caps* (by month) and *Menus*. Any CACFP *Corrective Action Plans* from food program reviews are corrected and sent to the Health Coordinator.

If needed due to Child Plus Attendance App issues the *Arrival Departure Logs* are filed in the Health and Safety drawer. At the end of the year the SS will file these logs in the Past Health & Safety Records drawer.

The Site Supervisor gathers mail and sends it to the designated location daily.

The Site Supervisor sends a *Consumable Request* (via email) to the Lynn Foote at least one week prior to the Staff Meeting to request supplies to be filled from the office. The items are picked up on the day of the day of the staff meeting from the clerical office.

The Site Supervisor reviews and approves time sheets, leave sheets and mileage for each staff member they supervise. The time sheets are approved and saved to the Share file on Wednesday (the last day of pay period). The total hours on the time sheet should reflect the staff's work schedule. However, hours may be approved by the Site Supervisor to adjust staff work hours for special occasions such as: to attend Staff Meeting, appointments with families, staffing, family activities, etc. Adjustments should not be done on a routine basis. The Site Supervisor will document the reason for adjusting the assigned work hours and initial the timesheet.

Site Supervisors cannot do the following without approval.

- Approve overtime.
- Change staff's permanent work hours.
- Allow staff to adjust their hours when a substitute was needed to cover their hours

The Site Supervisor assists staff with the upgrade process using the *Temporary Upgrade* form or the *Classroom without a Teacher* form.

Anytime a purchase or service call is made the Site Supervisor will fill out the required fiscal paperwork (<500 on the computer). If the receipt is available, it is sent to Diane Knight via scan or attached to a piece of paper. A separate staff member initials the receipt to confirm the item(s) were received. The form is then emailed to the appropriate coordinator. If the service has not been completed the Site Supervisor will type the word estimate on the form and send it to CB Education Coordinator. When the receipt is received it will be forwarded to the Chief Financial Officer. Purchases or services totaling \$500.00 or more will need a Purchase Order approved prior to purchasing/servicing the items. This may occur with the beginning of the year purchases and diapers, wipes, refills, etc. The Education Coordinator will request a PO.

The Site Supervisor completes a *Termination of Employment/Transfer to New Position* form anytime an employee is leaving the agency or transferring to a new position. This form serves as a checklist to complete or follow up on duties and ensure that services to children and families are not disrupted.

The Site Supervisor monitors teacher's assessment on GOLD by running reports and communicating discrepancies, incomplete assessment, or missing items with the Center Based Teacher.

Health & Safety

Essential Function 13

The Site Supervisor is responsible to monitor and file safety forms in the Center Safety Notebook. At the end of the year the SS will file these in the Past Health & Safety Records drawer. The notebook contains:

Classroom staff are responsible to complete *Daily Classroom Safety Checklists*, *Monthly Classroom Safety Checklists* and *Safety & Sanitizing Checklists*. Any issues found during these routine checks will be corrected or communicated to the Site Supervisor for assistance.

The Site Supervisor conducts a monthly *Center & Classroom Safety Checklist* and yearly *Center Facility Inspection* to check for safety hazards or training needs. The 3010 Child Plus Report is used to cross check for medical/health conditions. If the hazard cannot be corrected immediately the Site Supervisor will begin a work order and begin the process to have the repair corrected.

Classroom staff are responsible to complete the *Daily Outdoor Classroom Checklist*. Any issues found during these routine checks will be corrected or communicated to the Site Supervisor for assistance. The checklists are posted on the door to the playground.

The Site Supervisor completes a *Quarterly Outdoor Classroom Inspection*. This checklist will identify any hazards, repair needs or training issues. If the hazard cannot be corrected immediately the Site Supervisor will begin a work order in Child Plus and begin the process to have the repair corrected.

The Site Supervisor completes monthly fire drills (including safety equipment check), bi-yearly tornado drills and yearly earthquake drill using the *Emergency Drill Report*.

A licensed pest management company is used to inspect facilities on a routine basis for possible infestations. Any applications of pesticides must be completed in accordance with Integrated Pest Management policies and DCFS regulations. All families are notified (via letter) at least 48 hours prior to any application and are informed when it is safe for children to return to the center. The SS keeps records of the inspections/applications, and any letters to families, on file in the Center Safety Notebook.

The Site Supervisor trains each staff member on the Crisis Management Manual each year (proof on sign off). Substitutes are also trained each year and upon hire. The sign off sheet is filed in the Center Safety Notebook.

In Macomb, Camp Point and Pittsfield a nurse will inspect infant rooms monthly for any health and safety issues. The nurse will record any findings on the Infant Toddler Nurse Log. The Site Supervisor is responsible to review and correct any findings that are noted then file the completed form in the Center Safety Notebook.

Accident/Incident Reports are entered in child Plus by the classroom staff in charge and the Site Supervisor is notified by email after the classroom staff makes the entry. The Site Supervisor will check Child Plus for completeness and sign the entry within 24 hours. The Site Supervisor will print the form and file it in the child's DCFS file. If the injury involves immediate medical care, possible medical care, serious injury or death the Site Supervisor will contact the Executive Director immediately, scan a copy of the accident report to Executive Director, CB Education Coordinator and Health and Nutrition Coordinator, also contact the licensing representative via email or phone.

The Site Supervisor completes contracts with the center janitor at the beginning of each year. It is the responsibility of the SS to monitor the cleanliness of the center and follow up with the janitor about any concerns. Any cleaning requests made of janitors that are beyond their normal duties may require extra pay and should be approved by Executive Director before the cleaning is done.

The Family Advocate will forward medical paperwork with releases to the Site Supervisor. The SS forwards the Medical Alert with release(s) to the doctor's office for approval and signature prior to the child attending class. Once the paperwork has been returned the SS will forward it to the teacher to review with the family. Once the paperwork has been reviewed with the family and the medication(s) (if applicable) are on site, the child may begin class. The Site Supervisor ensures staff understand and follow the Medical Alert procedures noted on the form prior to child attending class. The SS also ensures the medical paperwork in the Health & Safety Notebook matches the information on the Alert List and Child Plus.

The Site Supervisor organizes the Emergency Staff Notebook so that staff information is available in the case of emergency evacuation need.

The Site Supervisor is responsible to monitor the transportation practices and share any concerns with the Transportation Coordinator.

Early Dismissal for ½ day sessions - When threatening weather occurs while classrooms are in session, it may be necessary to dismiss the class early in order to transport children home before the road conditions deteriorate. If this occurs, the transporter or Site Supervisor is responsible for phoning the Transportation Coordinator and informing her of the situation. If the decision is made to dismiss early, the teacher, Site Supervisor or Family Advocate will call the parents to let them know of the early dismissal and ensure that someone will be home to receive the children.

Classes will be open on days when the local school district closes due to bad weather but transportation will not be available. Families will need to arrange transportation to get their child to and from school. The Site Supervisor notifies the Central Office managers via email whenever a class is canceled and records the date and reason for the cancellation on the monthly report.

Security System

PACT centers are equipped with a security system that requires each person to enter a 4-digit pin and scan a security card in order to gain entry into the center. Each family is offered 2 cards at the beginning of the year and asked to return these cards at the end of the year. Any person without a pin and security will have to be buzzed in by staff who monitor each person's entry through the use of security cameras. If the staff person does not recognize the person trying to gain access to the building they will use the intercom to ask "May I help you" and the staff will determine whether the person will be buzzed in. Release of children procedures are followed.

PACT Center Security System Protocols

1. The IT manager has secured access to the software for the security system. The back-up contact is Central Illinois Communications, 217-368-2894 or 1-866-388-8353
2. All staff members will be issued cards and pin numbers. Only the opening staff and the site supervisor will be issued a key as well as a card. The key is to be used only in case of a system malfunction or if the electricity is off and the system cannot be used.
3. Regular vendors, such as the milk delivery man, pest control, janitor, etc. will be issued cards and pin numbers. The company cards should be listed in the system as the company name (such as Prairie Farms, etc.) rather than the delivery person's name as it may not always be the same person. Vendors who come occasionally or only come when the center is operating should not be issued cards.
4. Families enrolled in the program will be limited to 2 cards per family for people who regularly pick up or drop off children. Others on their Release of Children form who pick up or drop off occasionally will need to be let in the building by staff. If they are unknown to staff, they should be prepared to provide identification.
5. If a family member loses a card the Information Systems Manager will deactivate the card and issue one at no cost. If a family member then loses that card, they will be asked to pay \$3.50 if they would like to have that card replaced. They will be charged \$25.00 for a replacement card in Macomb.
6. Family cards/pin numbers will be provided in the following way:

- A. On the intake visit, family advocates will complete the Release of Children with families and indicate who will have security cards then submit it to the site supervisor.
- B. The Information Systems Manager will enter the card and pin into the system and check that the card and pin are working.
- C. Each family will be limited to 2 cards. Family members are not allowed to transfer cards. The card should only be used by the person whose name it is assigned to, all other people will be asked to buzz in.
- D. When a child leaves the program during the year, or the program year ends the family is required to return the cards and the Information Systems Manager will deactivate them in the system for reassignment. The supervisor should be alerted to the drop by the receipt of the *CACFP Changes* form from the classroom staff, and should contact the Information Systems Manager. Parents should be instructed by staff to return their security cards to the site supervisor. If the site supervisor needs assistance in getting the cards returned, she should contact the family advocate to follow-up with the family.

In the event of a center lock down due to threat or a community event that may affect safety, no one will be able to access the center using their cards. Depending on the situation, the staff may be able to let people in using the video monitor or in an emergency situation, it may be that no one will be allowed to enter the building for a period of time.

How to place security system on lockdown if needed: (Beardstown, Carthage, Camp Point and Pittsfield)

Site Supervisors should contact the Information Systems Manager by cell phone to lockdown the system.

At Macomb in the event of a lockdown: To lock the building down you need to get the lock down card (located in the SS office on coat rack), take the card and swipe in front of the key pad at the front door, playground door, and the door to the back hallway, when lock down is over swipe the key again to unlock the key pad.

Video Surveillance Policy

Video surveillance is implemented in PACT classrooms and at entrances to the centers, and is beginning to be installed on buses to provide a safe and secure environment for children, staff and parents.

Video surveillance cameras are not used in areas where children and staff would have an expectation of privacy, such as the restrooms.

Procedures:

The video surveillance systems are capable of being monitored remotely by appropriate managerial staff, as assigned by the Executive Director. Video may be viewed by

managers on a periodic basis or in response to a specific incident, but will not be monitored on a continuous basis.

All cameras are capable of having their video stored on a recording system for up to 30 days. PACT for West Central Illinois is responsible for the management of the video system and has exclusive control of the release of video recordings produced by this system.

Recorded video is NOT made directly available to staff, parents, building leaseholders, or the general public. In the event that a reportable incident occurs, the Executive Director and appropriate staff will review the recorded video and make a determination if any video relevant to the incident is available. The video will be used by managers to investigate and resolve the reported incident.

Requests to provide video recordings directly to staff, parents, leaseholders or outside parties will not be accommodated until legal guidance is provided. If an employee becomes aware of a request to view data, they should contact the Executive Director immediately. If an incident warrants a criminal or Department of Children and Family Services investigation and if relevant video is available, a permanent video clip of the incident may be produced and made available to the appropriate party. All requests for video recordings by law enforcement agencies shall be coordinated through PACT's attorney.

All recorded data clips will be dated and labeled. A log will be kept to include all parties who reviewed the clip and the names and signature of person(s) to whom the material is disclosed.

Video clips which could become evidence in civil or criminal proceedings are kept indefinitely unless other direction is given by the agency's attorney.

This policy is available to employees and families through the Standard Operating Procedures Manual and the Parent Handbook.

Surveillance notification signs will be posted in the center for the general public.

Maintenance & Upkeep

Essential Function 14

The Site Supervisor ensures the facility environment indoor and outdoor is clean, free of clutter, neat, inviting, and safe, through the use of center checklists and daily monitoring.

A work order is created for any repair that cannot be corrected immediately. Repairs to the facility should be completed in a timely manner. Follow up for the service call is noted on the work order. When the maintenance need is completed the Site Supervisor will record all pertinent information from the work order onto the Service Call Log (located in

Child Plus). The Service Call Log also contains information about the equipment needing service (i.e. model number, brand, purchase date, etc.).

The Site Supervisor is responsible to ensure the outdoor equipment is well cared for. This includes, but is not limited to, ensuring toys and equipment are cleaned up at the end of the day; outdoor hydrants are turned off before winter; garden hoses and portable plastic toys are stored away for the winter.

Time Table

Daily

Pick-Up Mail and Distribute
Answer Telephone/Email & communicate messages to staff
Sort paperwork to mail to Central Office or to file on site.
Communicate with newly hired staff at the end of each day, if applicable.
Visit each classroom

Weekly

Schedule and lead Center Team Meeting
Complete under \$500 on all charges & send to Financial Officer
Review Substitute needs of center & DCFS paperwork on substitutes
Collect Child Care payments and record on CC Payment Schedule
Review Payment Schedule & Follow-Up with letters
Sort copies of payment receipts for Financial Officer and Family Files
File Arrival & Departure Logs

Monthly

Check Time Sheets & Mileage Reports 2x a month (time/mileage reports are due by 12:00 noon of Thursday of pay period)
Complete Fire Drill & paperwork
Complete CACFP reporting-due by the 5th of each month
Complete DHS/DCFS Child Care Certificates & Child Care Fiscal Reports, if applicable - due by the 5th of each month and file.
Complete consumables supplies – diapers, wet-ones, etc. and complete Fiscal paperwork
Complete Monthly Report – due by the 5th of each month
Update Service Calls/Work Orders in Child Plus
Complete Center & Classroom Inspection Checklist (run Child Plus Report - Health History)
Complete the Consumable Request for office/health supplies 1 week prior to staff meeting
Update Staffing Pattern
Review Children's DCFS files communicate missing items near 30 days to Family and Community Services Coordinator
Attend Family Event, if applicable
Attend Management meeting, if applicable
Attend Staff Meeting

August

End of year checkout for full year classrooms
Fire Drill
Begin Start-up Checklist on Monthly Report
Request PO to purchase consumables at Wal-Mart
Complete *Center Facility Inspection* on Child Plus before the first day of class
Quarterly Outdoor Classroom Inspection
Complete Center Start-up Checklist on Monthly Report
Attend Pre-service Training -CPR/First Aid
Assist teachers with Developmental Screening
Review *Evacuation Procedures* and *Crisis Management Manual*– signature of training
Attend Parent Orientation
Update Sub Files
Recruit Substitutes/Volunteers

September

Complete Start-up Checklist on Monthly Report
Fire Drill
Assist teachers with Developmental Screening, if needed
Enter Screenings and Contacts onto Child Plus
Forward screenings

October

Fire Drill
Tornado Drill
Plan Head Start Awareness Month Activity – Display classroom projects
Review Family Conference Report procedures with HS and EHS Teachers at CTM
Send record monitor request to Disabilities/Mental Health Coordinator

November

Assist teachers with GOLD Checkpoints
Fire Drill
Earthquake Drill
Enter Family Conference Reports in Child Plus
Enter Education Contacts in Child Plus
Enter Transitions in Child Plus
Quarterly Outdoor Classroom Inspection

December

Prepare Annual Child Care Payment Letters for Child Care exemption tax
Fire Drill
Ensure all staff monitoring is complete and up to date before winter break

January

Fire Drill
Complete Inventory
Send record monitor request to Disabilities/Mental Health Coordinator

February

Assist teachers with GOLD Checkpoints
Fire Drill

March

Fire Drill
Tornado Drill
Send evaluation request to Disabilities mental Health Coordinator
Ensure all monitors will be complete at least one month prior to evaluation.

April

Begin End of Year Evaluation process
Plan Week of the Young Child Celebration
Fire Drill
Share staff evaluations with the supervising Coordinator
Schedule staff summer vacations
Control number inventory

May

Complete part year evaluation conferences
Assist teachers with GOLD Checkpoints
Turn in Annual Training Summary
Follow End of Program Year checklist –Part Year
End of Year Checklist on Monthly Report
Complete End of Year Inventories
Beardstown - Cancel CINTAS, janitorial services
Fire Drill

June

Complete full year evaluation conferences
Fire Drill

July

Assist teachers with GOLD Checkpoints
Begin process of starting new CACFP Book. (New lists & new applications)
New CACFP Book in place with master enrollment.
Past year Curriculum Notebooks are filed in blue binders
Fire Drill
Follow End of Program Year checklist –Full Year
Complete End of Year Report
Begin Start-up Checklist on Monthly Report