

## Staff Handbook

The following are a list of what can be included in a staff handbook. They are in no particular order. Please use to help you finalize a complete staff handbook that meets the needs of your program.

- List of Pre-Employment Requirements:
  - Universal Precautions training
  - Child-Abuse and Neglect training
  - Signed confidentiality form
  - Background checks: fingerprint check and child protective index (CPI) check
  - CPR (classes scheduled)
- Mission and Ministry Statement
- Philosophy
- Non-discrimination Statement
- Job Descriptions
- Staff Evaluations
- Staff Meetings
- Professionalism
- Confidentiality
- Dress code
- Salary Guidelines
- Professional Development (along with ideas for obtaining training hours)
- First-Aid
- CPR
- Universal Precautions
- Drop-off/Pick-up Policy
- Child Release Policy
- No Smoking, Alcohol, Drugs
- Reporting Suspected Child Abuse/Neglect
- Adult/Child Interactions
- Curriculum Overview
- Daily Routine
- Discipline
- Illness (Child and Adult)
- Accident/Injuries
- Emergencies/Disaster Preparedness/Evacuation
- Inclement Weather
- Parent Communications
- Assessment Tools
- Parent-Teacher Conferences

- Open-Door Policy
- Adult/Child Ratios
- Outdoor Play Policy
- Field Trips
- Food from Home
- Volunteers
- Handwashing
- Sanitation
- Safe Sleep Practices
- School Year Calendar
- Classroom Schedules
- Photo and Brief Bio for Each Staff Person
- Signature Page