



Policies and Procedures

Onboarding and Training

Progress Tracking and Documentation

- A checklist will monitor each new employee's completion of onboarding tasks.
- Once complete, it will be placed in the employee's personnel file.
- New teaching staff will be invited to a summer institute focused on quality teaching practices.
- New employees will complete training in:
 - **Active Supervision**
 - **Child Maltreatment and Mandatory Reporting**
- A completion certificate will be signed by the participant and trainer and filed in the personnel record.



Volunteer Requirements and Background Checks



Background Check Requirement

Parents/guardians volunteering more than 10 days must undergo a background check.



Supervision

Volunteers must be supervised by a staff member at all times in classrooms and during field trips.



Process and Documentation

Volunteers will follow Davis School District's background check process.

All volunteers must sign a Code of Conduct/Volunteer Agreement, including confidentiality, stored in the Fatherhood & Community Outreach Specialist's office.

Compensation for Training and Travel



Seat Time

Employees are compensated for training session times, excluding lunch breaks.



Travel Time

Flying: Compensation begins up to two hours before flight departure.



Destination Arrival

Employees are no longer on paid time once they leave the arrival location (e.g., airport).



Compliance with District Policies

Davis District employees will follow travel and ethics guidelines per district policy.

Incident Reporting and Safety Compliance

Health, Safety, and Abuse Reporting:

Staff, consultants, and volunteers must report any incidents or suspicions of child abuse to their supervisor or director immediately, following district child abuse reporting guidelines.



Documentation of Incidents

The DHS Director will document and notify the Regional Office immediately upon incident discovery. (within 7 days)

Staff Qualifications and Professional Development

- **Educational Criteria**
 - Collaboration with local institutions (e.g., Weber State University) ensures specific academic standards.
 - Required coursework includes at least 18 credit hours in fields that align with program quality.



Prenatal Services and Eligibility and Selection Criteria

Home Visitor Responsibilities

- The home visitor will engage with pregnant women, their partners, and families to provide essential prenatal and postpartum information, education, and support.

Eligibility and Selection Criteria

Current Employee Preference

- Current Davis School District employees receive priority in selection criteria.

Housing Cost Deductions

- Families opting to provide documentation of housing costs may have deductions applied in eligibility calculations.

Attendance Protocols for Children

Designated Drop-off Time

Children must be dropped off at the scheduled time. Parents should contact staff if arriving after 9:30 a.m. If a child continues to be dropped off after 9:30, the team will meet with parent/guardian to create an attendance plan.

Late Pick-up Policy

Staff will attempt to contact parents after the scheduled pick-up time. If unresolved, staff may request a well-check.

Attendance Plan

After three instances of late pick-up without resolution, a formal attendance plan will be created. Unresolved cases will be escalated to management for review and discussed on a case-by-case basis.

Nap Time

Overview:

For programs operating 6 hours or more per day, children are encouraged but not forced to nap. Children who do not wish to sleep are provided with alternative quiet activities. Children are never required to sleep or stay on their cots.

Key Guidelines:

- **Rest Period Duration:**

Based on Creative Curriculum, children are encouraged to rest for a minimum of 15 minutes, with a maximum of 25 minutes. Teachers will adjust rest times according to developmental needs and behavior of individual child.

- **Child's Choice of Rest Area:**

Children may sit or lie next to their cot or on the floor. They are not forced to stay on the cot.

- **Lighting for Supervision:**

Lighting will be dim but not completely dark, always ensuring active supervision.

- **Music and Sound:**

Soft, quiet music or white noise may be played to create a calm atmosphere. Loud music is not allowed.

- **Communication Tone:**

Staff should use calm and quiet voices when interacting with children during nap time.

- **Alternative Activities for Non-Nappers:**

Children who do not nap are provided with quiet activities. These activities can take place either on their cot or at a table.

- **Maintaining Staff-to-Child Ratios:**

Classrooms must remain within the required staff-to-child ratios during nap time.

- **Cleanliness of Bedding:**

Blankets and pillows must be laundered weekly to ensure cleanliness.

- **Staff Alertness:**

Staff must stay alert throughout nap time. Napping with children is strictly prohibited.

- **Gentle Wake-Up Time:**

Children are allowed to wake up at their own pace. After rest time, lights may be turned on, and the routine will continue, giving children time to wake up gradually.

Monitoring and Diapering

Monitoring:

Safety Specialist will monitor the *Classroom Health and Safety Monthly Report* and complete a *Health and Safety Observation* in all classrooms 3 times a year. Education specialists train staff to ensure understanding of health and safety protocols.

Diapering:

- In addition to the school district toileting-diaper-pullup procedure, the following guidelines are followed in Early Head Start and Head Start classrooms:
- Staff support and meet children where they are, as developmentally appropriate, when changing soiled diaper/pull-up and when undressing and dressing child.
- Staff never leave a child unattended on the changing table.

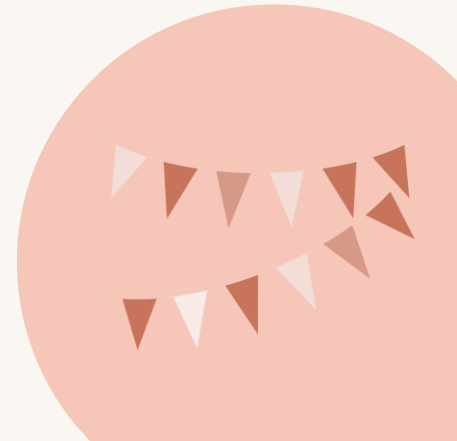
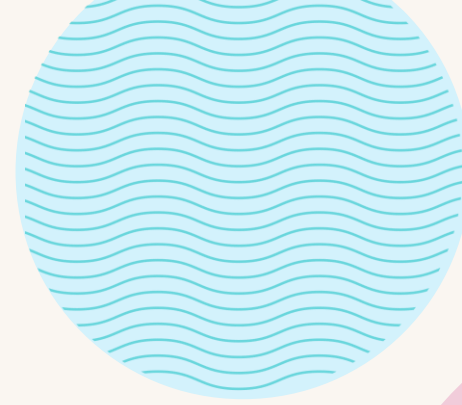
Health and Mental Health

- *A Health & Mental Health Services Advisory Committee is established and consists of parents, staff, health, oral health, and mental health providers, community partners, and invited guests to share guidance and resources for DHS families, staff, and within the health community.*



Lost Receipt

- If a receipt is lost or misplaced, the employee and the supervisor must fill out a Lost Receipt Form. (See [Missing Receipt Form](#))



Safety Protocols for Convicted Sex Offenders

Escort Requirement

Convicted sex offenders of minors can attend school activities only with an approved escort, arranged through Risk Management and Security.

Campus Access Restrictions

Convicted sex offenders must receive DHS Director's approval before accessing school premises for child pick-up or drop-off.

Reporting of Convictions

Staff members must report relevant disclosures or discoveries of charges/convictions to the PFCE Manager, who will inform the DHS Director.