



KIDS CARE COOPERATIVE
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General Policy Manual

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1. GENERAL INFORMATION AND HOURS

- 1.1 Kids Care Cooperative Playgroup is a parent-run daycare cooperative providing part-time care for pre-school aged children in a semi-structured environment. Parents are responsible for providing a safe atmosphere for learning, playing, and growing. Members also participate in the establishment of short- and long-term goals for the Cooperative.
- 1.2 Kids Care members find support in a peer group of parents and the opportunity to have a child-free block of time to meet their personal needs.
- 1.3 Kids Care operates Monday through Friday from 9:00 to 11:30 a.m. Each year, members vote to decide if and when the playgroup will be closed for specific dates during summer, winter, and spring breaks. Members who are willing to work and plan to utilize the playgroup during these holidays will designate a schedule amongst themselves.
- 1.4 Kids Care generally follows the Iowa City school district calendar and is closed on school holidays. If the Iowa City schools are closed due to bad weather, or school is delayed more than one hour, Kids Care is also closed. Kids Care is open on school in-service/conference days.

2. ORGANIZATION

- 2.1 Kids Care Cooperative is a parent cooperative, licensed annually by the Iowa State Day Care licensing inspector and by the Johnson County Health and Iowa City Fire Departments.
- 2.2 There are no paid employees. Parents of the children it serves fill the volunteer staff positions.
- 2.3 Kids Care is an Iowa nonprofit corporation. Parent members own and operate the Cooperative; and share the responsibilities of child supervision, financial support, and facility maintenance and improvement. A Board of Directors administers the Cooperative.

3. OPERATION

- 3.1 Kids Care is licensed to care for a maximum of thirteen children at a time (specifically 12 pre-school-aged children and 1 school-aged child) with a staff ratio of one worker to four children.
- 3.2 Members are assigned to work at Kids Care on a weekly (Regular members) or bi-weekly (Alternate members) basis.
- 3.3 Parents earn childcare credits by working assigned mornings.
- 3.4 Children are guaranteed a space at Kids Care on days their parents work. The remaining openings are filled on a first come-first served basis. Children who arrive after the available spots are filled may not attend. However, parents are always welcome to remain at the Coop to supervise their own child or to act as an additional worker (see Policy 8.7). Another parent may also choose to voluntarily give up their child's space to a waiting child. A limited number of reserved spaces are available to those who sign up in advance (see Policy 8).

4. ELIGIBILITY

- 4.1 Kids Care Cooperative is open to the equivalent of 15 full-time working families comprised of any combination of regular and alternate members. Provisions may be made to allow membership for families with more than two children.
- 4.2 Children who attend Kids Care Cooperative must be between the ages of two months and five years of age. Special rules and provisions have been made for children *under* eight months. The rules are:
 - Children under two months of age are not eligible and may not accompany their parents on their work days.
 - Children between the ages of two months and eight months may attend for one hour without their parent on any given day.
 - Only *one* child between the ages of two and eight months may stay at Kids Care per hour.
 - Exceptions to these rules will be addressed on an individual basis by the Kids Care Cooperative directors, board, and general membership.
- 4.3 Children (siblings, friends, or relatives) who are not enrolled in Kids Care Cooperative may not attend unless they have completed all KCC paperwork and received approval by the directors and board.
- 4.4 Non-parents intending to work at Kids Care Cooperative and bring a child who is not in their permanent custody, may become members of KCC, subject to the approval of the board. To become a member, the applicant and the parent will:
 - interview with the board
 - complete all required paperwork
 - agree to comply with Kids Care Cooperative policies
- 4.5 Kids Care can accommodate a thirteenth child (or ninth on an eight-child day) if a working parent needs to bring his or her school-aged child along during the summer months. No sick siblings may attend.

5. APPLICATION PROCEDURE AND SCHEDULING

- 5.1 Prospective members are strongly encouraged to visit and observe Kids Care Cooperative before receiving an application packet.
- 5.2 Families become members once:
- application forms are complete and have been processed/reviewed by the Orientation Manager, Re-Licensure Manager, and Co-Directors.
 - application fee is paid.
 - the applicant has completed an orientation lead by the Orientation Manager.
 - the applicant has contacted the Schedule Manager and has been assigned a workday.
- 5.3 When Kids Care Cooperative membership is at capacity, the Schedule Manager places new applicants, who have completed their paperwork and paid the application fee, on the member waiting list. The Schedule Manager offers membership to applicants on the waiting list based on the order in which completed applications were received. In some situations, priority may be given to families requesting regular membership, over those requesting alternate membership.
- 5.4 The Schedule Manager emails each member the monthly schedule which includes members' work assignments, member list, and phone tree, as well as the dates and times of scheduled events and meetings. Members are responsible for updating any additions or changes on their own schedules. The master schedule will reside on the front board at the Cooperative.

6. MEMBERSHIP DEFINITION

- 6.1 Members are Regular or Alternate workers who:
- earn childcare credits in return for work at Kids Care.
 - pay monthly dues.
 - have the right to vote at Kids Care Cooperative general meetings.
- 6.2 A **Regular member** works one scheduled morning per week.
- 6.3 An **Alternate member** works one scheduled morning every other week.
- 6.4 A member family includes the parent who works as a regular or alternate worker and his or her children. A member family is classified as either a one-child or two-child family.
- 6.5 When both parents join Kids Care Cooperative, they are treated as one member. They may take turns working their scheduled morning in an arrangement convenient to them and practical for Kids Care. They pay dues as one member, earn credits as one member, and have one vote at general meetings. However, each must fill out a parent-worker application and complete all training and continuing education requirements.
- 6.6 A member with two children can be classified as a one-child family. S/he may bring either child, but never both, on any given day. Paperwork on both children must be kept current. The member pays dues and earns childcare credits as if they were a one-child family.
- 6.7 A member with three children can be classified as a two-child family. S/he may bring either one or two children, but never all three, on any given day. (The board can make special arrangements for members who wish to leave three children). Paperwork on all three children must be kept current. The member pays dues and earns childcare credits as if they were a two-child family.
- 6.8 The **Key Worker** is a certified member who has completed trainings in First Aid, CPR, and Universal Precautions. S/he is responsible for certain supervisory functions and the routine tasks of the day. At least one certified member is assigned to work each day. On the work schedule, the Key Worker is indicated by an asterisk.
- 6.9 Kids Care Cooperative is staffed by up to three members each day. Student volunteers do not count as workers, and do not count towards the ratio of workers to children. However, student volunteers *do* count towards the "ratio plus one" which allows for walking fieldtrips away from the daycare premises. (Refer to Policy 15.18)

7. CHILDCARE CREDITS

- 7.1 Each childcare credit may be used for one morning of childcare for one child.
- 7.2 For each scheduled day of work, a member earns the following childcare credits:
- *Regular, 1 child:* 5 credits, 1 credit is used when the child is present on work day. The remaining credits are used during the same week.
 - *Regular, 2 children:* 6 credits, 1 credit is used for each child present on work day. The remaining credits are used during the same week.
 - *Alternate, 1 child:* 5 credits, 1 credit is used when the child is present on work day. The remaining credits are used during a two-week period.
 - *Alternate, 2 children:* 6 credits, 1 credit is used for each child present on work day. The remaining credits are used during a two-week period.

- 7.3 A member uses one childcare credit each time their child stays at Kids Care, including days that the child does not stay for the entire morning. (A member with two children uses one childcare credit for each child.)
- 7.4 Childcare credits do not “carry over.” Credits not used during the week in which they are earned (or two-week period for Alternates) are forfeited.
- 7.5 If a non-scheduled member offers to stay and work so that the Coop can accommodate additional children on a given day, that member has the option of EITHER receiving an extra reserve spot to be used as a “Turn-Away” reserve (see Policy 8.7) OR receiving child care credits equal to the number of children (not including that of the non-scheduled member) who were accommodated.

8. RESERVES

- 8.1 Regular members earn one reserve spot per week. Alternate members earn one reserve spot every other week. These reserve spots must be used within the time they are earned (in other words, you cannot accumulate unused reserve spots).
- 8.2 The number of reserve spots corresponds to the number of workers for any given day. For instance, there are two reserve spots available on two-worker days and three reserve spots on three-worker days.
- 8.3 Siblings from two-child families fill one reserve spot.
- 8.4 A reserved spot will be held until 9:20 a.m. for the reserved child. If that child does not arrive, the spot will be given to a waiting child. A member may notify the Key Worker in advance if the reserved child will be arriving later than the 9:20 a.m. cut-off.
- 8.5 If a member cannot bring her/his reserved child, s/he must give Coop members at least 24-hours notice via email. This allows the member to maintain the reserve spot for use later in the same week. If 24-hours notice is not possible, the member must notify the Key Worker or other workers by 9:00 a.m. to cancel the reserve. However, their reserve spot is then forfeited for that week.
- 8.6 To reserve a spot for your child, write his/her name on the Reserve Calendar posted on the front board.
- 8.7 Special “Turn-Away” reserves are earned if your child is turned away when the Cooperative is at capacity for the day. On the Reserve calendar, record your name and the date that you were turned away to indicate that you are owed one Turn-Away reserve. As mentioned in Policy 7.5, Turn-Away reserves can also be earned when a non-scheduled member offers to stay and work so that the Coop can accommodate more children on that day. You must utilize your Turn-Away reserve sometime before the last day of the following month (for instance, if you were turned away on February 13, you must use your reserve by March 31 or it is forfeited). Turn-Away reserves CAN be used during a week when you already plan to use a “regular” reserve spot. Once you have utilized this reserve, erase your name and turn-away date from the calendar.

9. MEMBERSHIP DUES

- 9.1 Kids Care Coop is a registered non-profit organization. We rely on our members’ financial support to maintain the quality of childcare service we provide. Dues are paid in the form of monthly tuition, which we strive to keep very low. We ask that members give freely of their time, talent, and resources. At times, Kids Care may solicit donations or organize fundraising events to help fund specific projects or purchases. Purchases of more than \$40.00 are voted on by the general membership to ensure that spending is in line with the goals and visions of the members we serve.
- 9.2 Tuition dues are used to purchase toys, supplies, and other equipment; to pay rent, insurance premiums, inspection fees, website hosting and other expenditures.
- 9.3 Regular and alternate workers are required to pay monthly dues.
- 9.4 Dues Chart (rate per month):
- Regular membership/one child: \$16 + \$5 for snacks
 - Regular membership/two children: \$18 + \$6 for snacks
 - Alternate membership/one child: \$10 + \$2.50 for snacks
 - Alternate membership/two children: \$11 + \$3 for snacks
- 9.5 The Treasurer does not personally collect dues. Within the first two weeks of each month, your cash or check (made payable to “Kids Care Cooperative”) should be placed in the dues box. Record the amount paid in the dues log.
- 9.6 Members are not reimbursed for additional snacks they choose to provide.
- 9.7 Members can make non-food purchases for Kids Care that cost \$5.00 or less without the Board’s permission. An itemized receipt must be presented to the Treasurer for reimbursement. In the case of an anticipated larger expenditure, the Treasurer and possibly the Board must be consulted for approval.
- 9.8 Occasional one-time collections may be taken to fund special purchases or projects.
- 9.9 Kids Care Cooperative carries Liability insurance for adult and child members and any visitors. The insurance also covers damage to the Church’s rented property and Kids Care equipment.

10. MEMBERSHIP REQUIREMENTS

- 10.1 Kids Care Coop has strict guidelines for fulfilling our member obligations. Failure to adhere to the guidelines below and meet membership requirements in a timely manner may result in dismissal.
- 10.2 Members must complete all paperwork and attend an orientation session before they begin working. Be sure that you have done the following before your first day of work.
- \$10.00 Application fee paid
 - Criminal Record/Child Abuse statement signed and dated
 - Parent Physical/with TB test TURNED IN
 - Child Physical/Immunizations TURNED IN
 - Emergency/Medical Info Form FULLY COMPLETED and TURNED IN (be sure to give two emergency contacts and full insurance information)
 - Membership Requirements statement signed and dated
 - Orientation checklist completed, signed and turned in within the first 30 days of work
- 10.3 In addition all members must complete the following trainings within the first THREE MONTHS *(If a certified member's trainings expire, the member will be treated as an uncertified worker and will have 2 months to become recertified before the member is placed on leave):*
- First Aid
 - Infant and Adult CPR
 - Universal Precautions
(Courses for the above are offered through the American Red Cross – contact Lori Brooks (319) 338-5703 STORMBROOKS@msn.com , UIHC, or through the 4C's: Child Care Resource and Referral. Prepare Iowa: Learning Management System at <http://prepareiowa.learnpublichealth.com> – online free-of-charge Universal Precautions and Mandatory Child Abuse Reporter Training.)
 - Mandatory Child Abuse Reporter Training
(Training is available through the 4C's: Child Care Resource and Referral for a nominal fee or online free-of-charge through Prepare Iowa: Learning Management System at <http://prepareiowa.learnpublichealth.com> which also offers training in Universal Precautions.)
- 10.4 In-Service Training requirements:
- Continuing education guidelines for the State of Iowa dictate that our members must, in the first year, complete 5 hours of continuing education training and 4 hours annually each subsequent year. Continuing education hours must come from an outside accredited agency.
- 10.5 Sign up for a Kids Care Cooperative Job (as described under Policy 12).
- 10.6 Sign up to assist with a cleaning job – detailed on the poster adjacent to the Coop bathroom (and listed under Policy 12).
- 10.7 Purchase of Kids Care Cooperative T-Shirts
- Members are encouraged to purchase a Kids Care Cooperative t-shirt to wear on the mornings they are scheduled to work. T-shirts cost approximately \$11.50 plus tax and are available in adults and child sizes, should you be interested in purchasing one for your child as well. Wearing the shirt on your assigned morning indicates to parents, children, and volunteers who the responsible worker will be for that day. Wearing the Kids Care Cooperative t-shirts is also a great way to advertise the Coop.

11. DAILY RESPONSIBILITIES FOR NON-WORKING PARENTS

- 11.1 When members bring their children to Kids Care, they must do the following:
- Write their child's name on the chalkboard.
 - Highlight their child's name on the Daily Attendance. Be sure to include the name and phone number of any additional emergency contacts for that day.
 - Remove shoes during winter months and wear "indoor" shoes or remain barefoot.
 - Be sure the child has a clean diaper or tries to go potty then wash the child's hands before they begin to play.
 - Introduce the child to a worker (or volunteer) to facilitate the child's adjustment and transfer responsibility to Kids Care.
 - Discuss with the worker any special instructions or specific needs of the child in regards to medical problems, food allergies, toilet training, aggressive behavior, security objects, etc.
- 11.2 Members should leave only labeled items with their child (e.g. diapers, bottles, security blankets, etc.)
- 11.3 Members are discouraged from bringing toys from home, unless their child has a consistent security item. Difficulties may arise when a child tries to defend what is rightfully theirs. In this instance, the item will be taken away and put in the parent's box.
- 11.4 If a member's infant uses the crib, s/he should ensure that the mattress is disinfected with bleach solution and a clean crib sheet is placed on the mattress.
- 11.5 At the end of the morning, each member should:
- Pick up their child by 11:30
 - Make sure the workers know that you have returned to pick up your child

- Erase the child's name from the blackboard
 - Assist the workers in picking up the toys
- 11.6 Members should note on the chalk board if someone other than the member-parent will pick up the child. If this person is NOT a member of the Cooperative, a worker must see a picture ID in order for them to take the child home.

12. KIDS CARE COOPERATIVE JOB DESCRIPTIONS

12.1 All members of Kids Care Cooperative are responsible for signing up to assist with one of the following cleaning jobs:

- To be performed weekly:
 - o Vacuum carpet
 - o Sweep and mop kitchen and bathroom
 - o Clean and sanitize mouthed toys
- To be performed monthly:
 - o Clean and sanitize baby area toys in tubs
 - o Clean puppet stage
 - o Clean and sanitize baby area shelf and toys
 - o Clean and sanitize snack chairs, highchairs, refrigerator
 - o Clean window sills and chalk boards
 - o Sort toy buckets and organize crafts
 - o Clean and sanitize play kitchen, table and chairs, play food and accessories
 - o Clean and sanitize large toys (i.e. basket ball hoop, slide, car ramps)
- To be performed quarterly:
 - o Clean trains and tracks
 - o Clean Dollhouse and furniture
 - o Organize supply, craft, puzzle cabinets
 - o Clean and sanitize riding toys
 - o Clean and sanitize toys on toddler area cars and trucks shelf
 - o Clean and sanitize play animals
 - o Clean blocks on toddler area corner shelf
 - o Clean musical toys and pretend play items

A poster detailing the above cleaning jobs and appropriate cleaning methods is displayed on the wall across from the Coop bathroom.

12.2 All members of Kids Care Cooperative are responsible for holding a member job which keeps the Cooperative running successfully. Job descriptions are detailed below.

Co-Directors

- Serve as KCC liaisons with Trinity Episcopal Church.
- Responsible for the general harmony and activities of KCC, but need not be present daily.
- Schedule, create an agenda for, and lead five to six meetings of the Board and General membership annually.
- Assign a member to take minutes at Board and General meetings. Review minutes before a copy is emailed to the general membership (and to the KCC email account). Posts one copy of the minutes on the bulletin board, and files the original in the general file.
- Authorize any temporary project committees and delegate member jobs/duties.
- Responsible for tending to maintenance issues affecting KCC materials and equipment.
- Familiar with the Day Care Regulations of the Iowa Department of Human Services (Iowa DHS) and the Johnson County Board of Health. Examines new regulations and reports changes affecting KCC procedures to the Board. (Re-Licensure Manager assists with this responsibility)
- Answer applicants' questions regarding Kids Care Cooperative. Co-Directors' phone numbers are listed on the application, welcome letter, publicity fliers, and website.
- Review application packets when returned and record date received so priority is known.
- Request and oversee completion and submission of donation requests and grant proposals.
- Assure that cleaning jobs are being completed as frequently as they should be.
- Delegate "laundry duty" to a member (towels, sheets, stuffed toys, mat covers, etc.).
- Check that daily paperwork is being filled out completely (Daily Attendance, Infant Log, Activity Log, Emergency Drill Log, Early Dismissal Log).
- Review the Daily Attendance periodically to monitor member compliance with childcare credit system and report discrepancies to the members.
- Receive regular reports from the Treasurer on the status of KCC treasury, including balance, payments for inspection fees, insurance (April, annually), etc. One Co-Director is required to co-sign (with the Treasurer) checks written for over \$100.

- Monthly responsibilities:
 - o January – Submit an annual report to the Vestry of Trinity Episcopal Church, thanking the Church for the use of their space, highlighting KCC activities and achievements over the past year, and giving brief statistics regarding the number of families who were served by KCC throughout the year.
 - o January-April – DHS will show up to re-license the Coop.
 - o February (March deadline) – Delegate someone to gather information on grants offered by the Johnson County Social Services Decategorization Board, the Johnson County Empowerment Board, and the Iowa State Department of Human Services.
 - o March – make sure insurance is paid – a bill will be sent.
 - o April – Immunization completeness check – make sure everyone is up-to-date.
 - o May – Oversee the annual Board review of KCC's General Policy Manual, Orientation Manual, worker job descriptions, and application forms. Re-assess their suitability for use with the Coop and ensure their compliance with Iowa DHS and Johnson County Board of Health regulations.
 - o June – Fire inspection – they call the church to set up. Obtain a copy of inspection results.
 - o Fuel Burn inspection – have church set up yearly. Obtain a copy of inspection results.
 - o November – Conduct Radon Test.
 - o File an Iowa Non-Profit Corporation Biennial Report with the Secretary of State between January 1 and March 31 of each odd-numbered year. A reminder to file the form online will be sent automatically by the state of Iowa.

Schedule Manager

- Maintains member roster (names, addresses, phone numbers, email addresses, children's birthdays) and phone-tree.
- After requesting members' desired work days via email, the Schedule Manager creates the monthly schedule to reflect Regular and Alternate member work days, ensuring that at least one worker per day is fully certified. This schedule is then dispersed to all members via email and a hard-copy is posted on the entry-way bulletin board.
- Schedules one Fire Drill and one Tornado Drill to occur on a monthly basis.
- Indicates birthdays of children on monthly schedule.
- Helps to schedule Board and General meetings. Includes meetings on the monthly calendar.
- Vacancies – Leaves of Absence – Low/High Membership
 - o Fills vacant memberships with eligible applicants.
 - o May give permission for leave of absence in accordance with Policy 17.5-8.
 - o Maintains a waiting list of potential new members if membership is at capacity.
- When notified by a member that s/he will be leaving KCC, the Schedule Manager will refer that member to Policy 18, reminding them that they must complete or find a replacement for their scheduled work days.

Re-Licensure Manager

- Checks KCC facility, worker, and child files to ascertain that state, county, and fire department regulations for day care facilities have been met and are current. These requirements are observed quarterly and year-round, but are intensively reviewed by a re-licensure committee prior to license renewal each January. Review of the physical facilities covers guidelines for safety, space, and cleanliness. Review of workers and children covers the following documents:
 - o For each child:
 - Immunization Card (updated annually and as changes occur)
 - Child Health Form (updated annually and as changes occur)
 - Emergency Medical Consent (renewed annually)
 - Release from Liability (renewed annually)
 - o For each worker:
 - Worker's Health Report (renewed every 3 years)
 - First Aid (certificate valid for 1-3 years)
 - Adult/Child CPR (valid for 1-3 years)
 - Mandatory Reporting (valid for 5 years)
 - Universal Precautions (valid for 1 year)
 - Ensure In-Service hours are completed and recorded (5 first year, 4 thereafter, 10 for co-directors)
 - Record of attendance at General meetings (3 per year)
 - Criminal History & Child Abuse Record Check (renew every 2 years)
- Consults with state and local human service representatives, KCC Co-Directors, and other KCC workers regarding the status of, and/or problems in fulfilling any requirements.
- Works to ensure that any outstanding requirements are met in a timely fashion so that state license to operate KCC is not withheld or revoked.
- Ensures that a current copy of the State Department of Health Services Regulations is on file at KCC.

- Submits completed Criminal History Record Check forms (member and volunteer) to the Iowa State Department of Human Services and reviews them when returned to KCC. Immediately reports any irregular or worrisome findings to the Co-Director, at which time they will devise a plan of action (dismissing the member or volunteer; seeking approval from the general membership before member or volunteer can participate).
- Monitors First Aid/CPR/Universal Precautions Certification to make sure new members become certified within three months of their start-date.
- Reviews and updates Emergency Medical documents in traveling First Aid Kit yearly.
- Emails and posts continuing education opportunities for which members can receive In-Service credits.

Communications Manager

- Regularly checks the email account (kidscarecoop@yahoo.com) and responds to emails or forwards them to the appropriate members.
- Reads DHS updates from Kathy Robinson-Kramer, Child Care Consultant. Summarizes and shares anything interesting to the group.
- Deletes any suspected spam emails without opening.
- Corresponds with potential members.
- Files important emails in appropriate electronic and/or hard copy folders for future reference.

Orientation Manager

- Maintains supply of current application packets.
- Maintains supply of forms for current members to update and renew their information.
- Makes sure the Orientation Manager's and Co-Directors' names and home telephone numbers are listed on application forms. The Orientation Manager along with the Co-Directors will answer applicants' questions regarding Kids Care Cooperative.
- Writes the date of receipt on application forms returned by prospective members.
 - o If the number of applicants exceeds KCC capacity, the Orientation Manager will inform the Schedule Manager to add the member to the waiting list.
- Reviews all submitted application forms for errors, omissions or content that would cause an immediate threat to our license or be harmful to our general membership, both children and parents, and/or violate our mission statement (i.e. non-immunized child – must complete the Iowa Department of Public Health Certificate of Immunization Exemption, conviction involving mistreatment of a child or violence against a person, or a record of any type of child abuse (neglect, physical, emotional or sexual)).
- Arranges an orientation session for new members. Introduces each new member to KCC facilities and reviews with her/him the General Policies, Worker Job Description, and other topics addressed in the Orientation Manual.
- Invites new member introduce her/himself with a brief paragraph by email.
- Emails Schedule Manager the new member's name and telephone number upon completion of orientation. Copy new member on email so they can be in contact if needed.
- Assigns a contact person (mentor) to each new member of KCC.
- Makes sure new member has a member job and cleaning job.
- Makes new cubby labels for new members.

Treasurer

- Oversees collection of all fees. Deposits checks to Hills Bank and Trust Company.
- Reviews bank statements, files bank statements, and balances checkbook.
- Oversees the purchase of any equipment as directed by the Board (i.e. child gear, rugs, vacuum cleaner).
- Approves, in advance, member purchases of over \$5.00 (to be reimbursed once receipts are submitted).
- Signs all checks, which shall, if over \$100.00, be co-signed by a Co-Director.
- Informs Co-Directors upon receipt of the insurance renewal notice.
- Makes sure rent is paid to the Church – currently withdrawn electronically.

General Supply Manager

- Makes a monthly snack budget according to how many Regular and Alternate members are enrolled.
- Purchases snack foods according to budget. The snacks are 100% natural juice, cheese, and crackers (i.e. whole grain crackers, graham crackers, Cheerios, Gold Fish).
- Purchases consumable supplies: napkins, cups, bleach, hand soap, paper towels, office supplies, cleaning supplies, etc.

- Purchases art and general supplies that have been added to the posted shopping list (located on the art supply cabinet).
- Confirms that the Co-Director and Treasurer have approved purchases over \$5.00.
- The General Supply Manager is reimbursed for all approved purchases.
- Takes inventory of the First Aid Kits monthly and purchases missing supplies.
- Labels KCC purchased equipment.

Curriculum Coordinator

- Chooses and organizes monthly themes and suggests activities appropriate for 2, 3 and 4 year olds. Activities shall not involve supplies that might be dangerous or hazardous to our youngest members (small objects, substances/utensils which must be used with extreme caution).
- Emails a copy of the monthly curriculum theme to all members (including the KCC email account for future reference).
- Displays the monthly theme and corresponding activity ideas on the bulletin board.
- Consults with the Board about curriculum-related purchases that are more than \$5.00.
- Adheres to the mission of Kids Care Cooperative in all aspects of curriculum development.
- Obtains books and toys from the library to circulate through the Coop.
- Responsible for the Coop's account at the Iowa City Public Library (# 21977002941627)
- Coordinates donations of toys, books, and supplies.

Volunteer Coordinator

- Serves as the contact person for current and potential volunteers.
- Maintains posting on the Volunteer Center of Johnson County's website at <http://volunteer.united-e-way.org/uwjc/volunteer/>.
Agency Name: kids care cooperative Password: 325coop
- Replies to volunteer emails sent via the aforementioned website.
- Maintains supply of volunteer applications and background check forms.
- Reviews volunteer applications for errors, omissions or content that is alarming in any way. Evaluates whether applicants are a good fit for the Coop. Immediately reports any irregular or worrisome findings from the Criminal History Background Check to the Co-Director, at which time they will devise a plan of action (dismissing the volunteer; seeking approval from the general membership before the volunteer can participate).
- Attends, or recruits other members to attend, University of Iowa Volunteer Fairs.
- Completes any verification paperwork as requested by volunteers.

Filing Manager

- Files completed paperwork (Daily Attendance, Infant Log, Emergency Drill Log, Early Dismissal Log, field trip forms, etc.) to maintain an organized file system.
- Makes sure necessary paperwork is posted and there is adequate supply in the file cabinet.
- Updates/removes postings on bulletin boards as appropriate.
- Updates and organizes KCC binder featuring continuing education opportunities, community resources, etc.
- Checks, sorts, and distributes KCC mail appropriately.

Website Manager

- Maintains Kids Care Cooperative website (www.kidscarecoop.org).
- Updates general information on website (i.e. dues, pictures, policies) as necessary.
- Maintains Web Site book/file for future Web Site Manager.
- Makes decisions regarding the design and hosting of the website, with input from the Board.

12.3 The following jobs are assigned on an "as needed" basis.

Recruitment/Publicity Manager

- Updates publicity fliers as need. Maintains a supply of photocopies of fliers at front of Coop.
- Posts fliers around Iowa City/Coralville area to boost membership, including Iowa City/Coralville Iowa City Rec. Center, doctors' offices, University buildings, (especially housing for graduate students and the Main Library boards), and stores around the metro area with Community Activity boards (Iowa City and Coralville Coop, Zephyr, Hy-vee, Starbucks, Stuff, Panera etc.) .
- Develops additional avenues for publicity. Ideas include: newspaper articles, ads, contacting University departments and groups, Iowa City craigslist, parenting/mothering blogs, Kirkwood

Resource Center, Tot Lot, Daily Iowan, Hospitals – Mercy & UIHC, Grad Student Group, International Office, Hawkeye Court.

- Encourages members to help with volunteer drives and flier distribution.
- Works with the Special Events/Fundraising Coordinator to plan an Open House to publicize the Cooperative and recruit new members.

Special Events/Fundraising Coordinator

- Oversees event planning and organizes event committees as needed.
- Organizes two fundraising events per year (gift-wrapping session at Barnes & Nobel during holiday season, garage sale, Carver Hawkeye cleaning, waiting tables at restaurants, etc).
- Works with the Recruitment/Publicity Manager to plan an Open House to publicize the Cooperative and recruit new members.
- Organizes a Cleaning Day for all members to participate in a thorough cleaning and reorganization of the playgroup space as needed.

13. BOARD OF DIRECTORS

- 13.1 The Board of Directors consists of the Co-Directors, Schedule Manager, Re-Licensure Manager, Communications Manager, Orientation Manager, and Treasurer. Job descriptions of all Kids Care Cooperative positions are located in the general file.
- 13.2 The Board administers the day-to-day operations of Kids Care; prepares the agenda for the General Meeting; recommends changes in policy; appoints special committees; and attends to the state, county, and city daycare requirements and regulations.
- 13.3 The Board and General membership meet together at least five times a year. The time (usually every other month) and place (usually at the Kids Care rooms) of all meetings will be posted. Members are required to attend at least three of these meetings per year. Any member may share any suggestions and concerns with any Board member for consideration at meetings. The Board may decide to meet separately in addition to the general meetings, however, they must post their meeting times and any member must be allowed to attend.

14. KIDS CARE COOPERATIVE VOTING AND POLICY ADHERENCE

- 14.1 Regular and Alternate members have the right to one vote each at General Meetings.
- 14.2 Major changes in policy that affect the membership must be considered at the General Meetings. Any member may bring up policy change issues for discussion and approval by the membership. All policy changes recommended by the Board of Directors must also be reviewed and voted upon by the membership at General Meetings.
- 14.3 Kids Care general policies must be reviewed annually by the Board of Directors to insure that the policies continue to meet the needs of the Cooperative and to determine if they are still in compliance with the Iowa Department of Human Services daycare regulations, the Johnson County Health Department code, and the Iowa City Fire Department regulations.
- 14.4 Members are responsible for updating their copies of the policies as changes occur. Whenever it is deemed necessary by the Board, an updated edition of Kids Care Policies will be issued to the membership.
- 14.5 Every Kids Care Cooperative member is responsible for reading, understanding, and complying with the Cooperative's policies.
- 14.6 Complaints and their resolutions are to be recorded via email and/or on a Member Problem Solving Form depending upon the nature of the complaint.
- 14.7 If a member chooses not to comply with the Kid's Care policies, they will receive a verbal warning from a Kids Care Co-Director. If the transgression recurs or continues, the member will receive a written warning from the Board of Directors. The member may be asked to leave the Cooperative if continued violations occur.

15. HEALTH AND SAFETY

- 15.1 Sick children and sick workers may not attend Kids Care. A person is considered too sick for Kids Care attendance if they have a fever, croupy or productive cough, cold with significant nose drainage, rashes that come with a fever, vomiting, diarrhea, pink eye (conjunctivitis), impetigo, scabies, lice, herpes I or II lesions, or any other contagious disease. Children who act too ill to play but have no obvious symptoms are also asked to stay home. In some cases a physician's recommendation may be required before a child is allowed to return to Kids Care or a member may return to work.
- 15.2 It is always the responsibility of the Key Worker to screen children arriving at Kids Care for illness, communicable disease, or any unusual condition or behavior that may adversely affect the child or the group. It is his/her responsibility to turn away any child who appears ill. The Key Worker may send a child

- home at any time of the morning if they are too ill to stay. If a child is sent home due to illness, the incident should be recorded on the Early Dismissal Log (posted on the inside of the supply cabinet door).
- 15.3 Should a child be diagnosed with a communicable disease, Kids Care must post a notice at the main entrance to the center where it is visible to parents and the public. The notice will identify the communicable disease, its symptoms, and the period of communicability. Information sheets specific to a variety of diseases are available in the Daily Operations binder. The Key Worker should post this information as soon as they become aware of a child's exposure to a communicable disease. An email should also be sent out to parents to be sure they are aware of the health risk.
- 15.4 Medications are not generally given at Kids Care. Exceptions may be made on a case-by-case basis.
- 15.5 Infectious Disease Control and Universal Precautions Policy and Procedures: Disposable gloves are recommended for all incidents involving blood or bodily fluids. Gloves are located in the first aid kits, as well as in the bathroom by the diaper changing materials. Gloves and all disposable materials with blood should be placed in a Ziploc bag and immediately put in the garbage. Clothes containing blood or bodily fluid should be placed in a plastic bag, tied shut, and put in the child's mailbox, out of reach of the children, to be taken home.
- 15.6 Parents should be notified and asked to seek medical treatment if their child has received an injury where their skin is broken (especially if the child has been bitten) or if their child has a head injury that results in lethargic behavior.
- 15.7 Diapers should be changed on the changing table only. Gloves are provided and required for diaper changes. Workers must spray the changing table with bleach/water solution and wash their hands, and the child's hands after each diaper change.
- 15.8 Children should wash their hands upon arrival at Kids Care, after using the toilet, after wiping noses, after a diaper change, and before and after snack time.
- 15.9 Workers should wash their hands before the start of Kids Care each day, after wiping noses, after using the toilet, after changing diapers, and before snack time.
- 15.10 The following need to be sanitized daily with bleach/water solution:
- The toilet, sink, diaper changing table, and floor around the toilet
 - Light switches
 - Telephone
 - Door knobs, cabinet pulls, and refrigerator pull
 - Snack table
 - Highchairs
- 15.11 The following foods are choking risks and are not to be served at Kids Care:
- Nuts
 - Raisins
 - Carrot Sticks
 - Whole grapes
 - Unpeeled apples
 - Very hard crackers
 - Peanut Butter
- 15.12 Refer to the special diets list before offering snacks.
- 15.13 A worker must hold infants under six months during feedings.
- 15.14 Safety straps must be used in high chairs. High chairs are to be used for all children under 18 months.
- 15.15 Gum, candy, balloons, toy guns, and very small toys that may injure a child if placed in the mouth, nose, eyes or ears and are not permitted. Craft items such as dried beans, small beads, or glitter can also be dangerous. Children who are too young to participate in a craft that uses these materials should be kept away from the activity.
- 15.16 All electrical sockets should be covered when not in use.
- 15.17 One Fire Drill and one Tornado Drill are held each month during Coop hours. The drills are scheduled by the Schedule Manager, and initiated by the Key Worker. In a fire drill, the children are taken to either the front or the back door of the Church, but not outside. During an actual emergency, the Iowa City Public Library Children's Room is our designated safe place (refer to section 22 for a more thorough explanation of emergency procedures). For a tornado drill, the children are taken to the bottom of the stairway in the basement. The drills must be timed and recorded (along with the number of kids) on the Fire Drill/Tornado Drill Log on the front board. Evacuation routes are posted on all doors of the Cooperative. When performing monthly fire drills, staff should alternate use of both routes.
- 15.18 Kids Care insurance coverage allows for field trips within walking distance of Trinity Church. Field trip rules and procedures are as follows:
- Field trips requiring transportation are NOT permitted.
 - Parents must sign the Field Trip Permission Form prior to leaving Kids Care.
 - The Field Trip Permission Form must be completely filled out by the Key Worker prior to departure.

- Should a parent forget to sign the Field Trip Permission Form, the worker must call him/her to receive verbal permission.
- On every field trip, the Key Worker must bring: the Daily Attendance sheet (which includes the list of child participants and emergency contact information), the traveling first-aid kit with the emergency medical contact forms, and baby carriers/strollers when needed. A cell phone is also recommended.
- Field trips require “ratio plus one”, meaning that there must be a 1:4 ratio of workers to children with one *additional* worker or volunteer to assist. This ensures that the 1:4 ratio is maintained should one adult need to separate from the group in case of an emergency.
- Prior to departure, the Key Worker should note on the chalkboard the intended field trip destination, the time the participants departed, and the time they expect to return.

16. BEHAVIOR MANAGEMENT

- 16.1 It is the duty of Kids Care to provide a safe and welcoming environment for the wide age-range of children. When a child’s mental or physical well being is being threatened by another child, it is the responsibility of the workers to intervene.
- 16.2 The following behaviors are not permitted at Kids Care: hitting, pushing, pinching, biting, spitting, offensive language, throwing or abusing toys, climbing or jumping off furniture, or using furniture in a manner for which it is not intended. In addition, children are not allowed to push chairs or move the furniture, as the noise is disruptive to Church staff and is potentially dangerous. Workers must use their own discretion in responding to other verbal or physical behavior.
- 16.3 Corporal punishment, including spanking, slapping, and shaking is not permitted. Punishment that is humiliating, frightening, or in some other way diminishes a child’s self-esteem is not allowed at Kids Care. No child shall be subjected to verbal abuse or derogatory comments about him or his family.
- 16.4 Children over the age of two who persist with problem behavior after warning and redirection may be given a time-out lasting no longer than three minutes. The hallway should not be used for disciplinary reasons. Incidents requiring the use of a time-out should be reported to the parent when they return.
- 16.5 At the discretion of the Key Worker, the parent of a child who is very disruptive or very upset may be contacted to pick up their child for the day. If the child is sent home for the reasons discussed above, the incident should be recorded on the Early Dismissal Log (posted on the inside of the supply cabinet door).
- 16.6 If a child repeatedly exhibits disruptive behavior over a period of time or if a child’s needs cannot be met appropriately in the Kids Care setting, the Board of Directors will schedule a confidential conference with the child’s parent(s) to discuss the problem and develop a plan of action. If there is not a clear or acceptable solution to the problem, the Board may request that the child take a leave of absence from Kids Care for a period not to exceed two months. During that time, the worker will also take a leave of absence, but will maintain priority status on the waiting list. If a satisfactory improvement in the child’s behavior is not evident following the leave of absence, the board may dismiss the member family.
- 16.7 All workers are expected to follow through with the Kids Care discipline policy, and all members are expected to support the discipline measures outlined above.

17. ABSENCES, VACATIONS, LEAVE OF ABSENCE, FAMILY ADDITIONS, AND MEDICAL LEAVE

- 17.1 A worker who cannot work his/her scheduled day is responsible for finding a replacement. S/he is to:
- call another member to cover the shift, ideally switching days with another worker from the same week
 - ask another member to substitute (e.g. ask a Regular member to work twice in one week or ask an Alternate member to work on an “off” week), with the understanding that you will cover a shift of theirs the following week.
- Remember that at least one worker per day (the Key Worker) must be certified in First Aid/CPR.
- 17.2 If you need to switch your scheduled day with another worker, please notify the member(s) with whom you were initially scheduled to work.
- 17.3 In an EXTREME situation, a member who cannot find a substitute must notify the other scheduled worker(s), who will then be forced to limit the number of participating children to comply with the 1:4 ratio. If this scenario creates a “one-worker” day, Kids Care will only remain open if that worker is certified in First Aid /CPR and is willing to work alone. The member must also notify all members via email or the phone-tree (if less than 24 hours notice).
- 17.4 Members are allowed to go on vacation for up to three weeks without needing to find a substitute. However, the Schedule Manager must be notified before the schedule is created for that time period.
- 17.5 A leave of absence refers to an extended absence from Kids Care of four or more consecutive weeks. Members who plan to take a leave of absence need to notify the Co-Directors and Schedule Manager before the schedule is created for that time period.
- 17.6 A member may take a leave of absence of up to six months and return to Kids Care with priority on the waiting list.

- 17.7 A member's place may be filled temporarily by a new member for the indicated duration of their leave of absence. If the member on leave does not return when they are scheduled to resume participation, and the worker has not requested permission to extend the leave, then the position will be made available to qualified applicants.
- 17.8 Should more than one member be on leave at a time, priority on the waiting list is given to the member who returns first.
- 17.9 Should Kids Care close for a full month during the summer, this month is not calculated into the total amount of leave taken.
- 17.10 A member whose child is not yet ready for the Kids Care experience (due to disruptive behavior, see section 19.1) may be asked by the Board of Directors to take a leave of absence for no more than two months.
- 17.11 Family Additions: Members who have belonged to Kids Care for one year will receive 40 credits to use within the first twelve weeks following a birth/adoption. A maximum of 4 credits can be used per week. Members are not required to work during this twelve-week period. Arrangements for members who have not belonged to Kids Care for one year will be made on a case-by-case basis following a meeting with the Board. During the twelve-week period, members continue to perform their member jobs, while their cleaning jobs are temporarily delegated to another member.
- 17.12 Members requesting Medical Leave will meet with Board and arrangements will be made on a case-by-case basis.
- 17.13 Members not using the Coop because of a Personal or Medical Leave are not required to pay dues, perform member/cleaning jobs, or attend the general meetings.

18. RESIGNING FROM KIDS CARE COOPERATIVE

- 18.1 Members resigning from Kids Care must notify the Schedule Manager two weeks in advance of their intended end date.
- 18.2 Members must work their last scheduled shift or find a substitute to work in their place.

19. DISMISSAL

- 19.1 Our multi-age and relatively unstructured environment may not be the best fit for every child. If a child repeatedly exhibits disruptive behavior over a period of time or if a child's needs cannot be met appropriately in the Kids Care setting, the Board of Directors will schedule a confidential conference with the child's parent(s) to discuss the problem and develop a plan of action. If there is not a clear or acceptable solution to the problem, the Board may request that the child take a leave of absence from Kids Care for a period not to exceed two months. During that time, the worker will also take a leave of absence, but will maintain priority status on the waiting list. If a satisfactory improvement in the child's behavior is not evident following the leave of absence, the board may dismiss the member family.
- 19.2 If a member's Child Health Report sites concerns regarding speech or developmental delays, the child cannot participate in Kids Care until a doctor completes the Child Speech and/or Development Evaluation Report. This form must be submitted to the Board, who will review its content and either approve or deny membership based on what is best for this child and the general membership.
- 19.3 A member's failure to fulfill his/her member responsibilities may lead to dismissal (see 10. Membership Requirements). Failure to meet the following expectations may also lead to member dismissal:
- Monthly tuition paid in a timely manner (within the first two weeks of each month)
 - Performing Kids Care Cooperative job and completing cleaning chores
 - Arriving on the scheduled work day by 8:50 a.m. and/or finding a substitute worker for a scheduled work day
 - Engaging children in appropriate activity during your work day

20. FACILITY

- 20.1 Kids Care Cooperative is located in, but not affiliated with, Trinity Episcopal Church.
- 20.2 Kids Care consists of two large rooms and a bathroom.
- 20.3 Members must get permission from the church before using the rooms during hours other than regular morning hours. This includes reserving the rooms for cleaning. Members must also get permission before using any of the other rooms in the church.
- 20.4 Workers must check the conditions of the "Big Room" (the church's large meeting room) and request permission from the Church Secretary before taking the children there for large motor play activities.
- 20.5 Members must receive permission from the Church before permanently mounting anything to the walls. A Co-Director is responsible for contacting the church staff as needed.
- 20.6 Children are not to be left unattended or allowed to run in the hallway.
- 20.7 The parking lot behind the Church is not for use by Kids Care members.

21. EMERGENCY PROCEDURES

We have designated the Iowa City Public Library Children's Room as our safe place if we are ever forced to evacuate Trinity Church. During ALL of the emergency events listed below, the working members MUST carry with them: the Daily Attendance with emergency contacts and their phone numbers, the traveling first aid kit (which contains the Emergency Medical Contact forms), and a member's cellular telephone, if available. Two umbrella strollers are available for safely walking the children to this safe destination. If possible, ask a Church staff member to assist in quickly moving the children in an emergency situation. Once the safe place is reached, let library staff know of our situation and ask them to assist us in obtaining help. If 911 has not been called, do so at this time. Contact parents to notify them of the situation using a cell phone or the library phone.

- 21.1 **Fire:** Posted by each of the four doors are the evacuation routes to be followed in the event of a fire. The route used will depend on which door is exited and where the fire is located. All workers accompany the children to safety. Infants and toddlers who are not reliable walkers should be carried.
- 21.2 **Tornado:** Posted by each of the four doors are the evacuation routes to be followed in the event of a tornado. During the evacuation process, children should be calmly instructed where to go. Once everyone has reached the lower level, instruct the children to sit quietly on the floor under the stairwell until all is clear. All workers accompany the children to the designated waiting area.
- 21.3 **Blizzard/Inclement Weather:** If the National Weather Service issues a severe winter weather advisory, with the threat of blizzard-like conditions, staff members should immediately begin contacting parents to pick up their children. If conditions make it impossible for some parents to pick up their children, workers should inform the Church rectory of the situation and together choose a warm, safe, and comfortable room within the Church to utilize during an extended wait. Food and beverage from the snack cupboard and the rectory pantry should be offered regularly throughout the stay. It is important to stay calm and attend to the children's emotional and physical needs until parents can arrive.
- The Coop will close if the Iowa City schools are dismissed early due to weather conditions. The Coop will also close for safety concerns if the following conditions exist:
 - o If public transportation shuts down.
 - o If the highway patrol and Sheriff's departments ask people to stay off the roads.
 - o If we have already received 4+ inches snow or 4+ inches is predicted during the morning.
 - To find out if the Coop is closed, first consult the morning news programs, and then call the Key Worker.
 - If it begins to sleet or snow during the workday, and conditions are predicted to worsen throughout the morning, the Coop would appreciate children being picked up early. If an ice storm or blizzard develops during the time children are in attendance and it is impossible for parents to pick up their children, the children will remain at the Coop with a worker until the parents are able to pick them up. Parents should call the Coop and notify them of expected arrival time in all cases of weather related delays. With parents' permission, it is acceptable for children to go home with another parent or a worker, if conditions permit.
- 21.4 **Sick Child/Medical and Dental Emergencies:** Whenever a child is injured, shows signs of illness, or has a dental problem or emergency, call the parent immediately and make the child as comfortable as possible until the parent arrives. If it is necessary to keep a sick child separate from the other children, one member should care for that child in one room while the other worker tends to the rest of the children. In the case of medical emergencies, one worker should provide first aid while another worker calls 911 or the child's health or dental care provider.
- 21.5 **Missing or Abducted Child:** Several times throughout the morning members should take a head count of the children. Times when this might be appropriate are before snack, before and after a trip to the "Big Room," before and after fire and tornado drills, and before and after any kind of field trip. It is crucial that workers monitor the doors and are aware of who is entering and exiting. If a child is missing, it is important for one member to guide the rest of the children into one room while the Key Worker elicits the help of Church staff and searches the entire building. The worker remaining with the children will contact the parent(s) of the missing child. If the child is not found within 15 minutes, call 911.
- 21.6 **Power Failure:** If the Church experiences a power failure, proceed with the activities as usual until service is restored. One worker should go to the office to see what the Church staff knows and what they are doing about the situation. Natural light from the four windows should provide sufficient lighting. If the power failure is determined to be dangerous, the children should be taken to the Iowa City Public Library. Once situated, notify parents of where to pick up their children. Leave a note on the outside Church door to let parents know that the children are at the library due to a power failure. (The doors of the Church may automatically lock if the power fails.)
- 21.7 **Earthquakes:** In the event of an earthquake, children should take cover under tables and doorframes, away from windows. Afterwards, determine structural damage and determine if it is safe to remain in the building. If necessary, take the children to the Iowa City Public Library or the nearest safe shelter/structure. Once situated, notify parents of where to pick up their children.

- 21.8 Chemical Spill: In the event of a chemical spill in or near Coop, call 911 immediately. Depending on the nature of the spill, workers will determine the appropriate steps to take with the emergency personnel. If so directed by emergency personnel, children and workers will stay in Kids Care rooms. If evacuation is necessary, workers will follow directions from emergency personnel. Once situated in a safe area (preferably the Iowa City Public Library), call parents to notify them of where to pick up their children.
- 21.9 Intruder in the Building: An adult is considered dangerous if he/she is bearing arms, making threats, intoxicated or exhibiting inappropriate behaviors. A person who is prohibited by court order to contact a child is also considered dangerous. If an adult who is considered dangerous by either the Church or Coop staff is present in the building, call 911 immediately. If necessary remove the children from the building by exiting through the back door of Coop and the back door of the Church. If unable to leave the Church, gather all the children into the back room at the Coop and securely lock all doors.
- 21.10 Intoxicated Parent: If a parent comes to the Coop intoxicated, attempt to contact the other parent/emergency contact person. If no one can be reached, the Key Worker will call the police. If the parent attempts to take the child at any time, call the police immediately. In the event that the parent succeeds in taking the child out of the Coop, the Key Worker should follow and attempt to get a full description of the vehicle (make, color, the license plate number). Give this description to the police. When the intoxicated parent is in the Church, the Key Worker will remain with the intoxicated parent while the other worker takes the children to the back room, with the doors closed, or the Big Room. If the intoxicated parent falls asleep or loses consciousness, place the person on his/her side, monitor his/her breathing, and call 911.
- 21.11 Bomb Threat Emergency: A bomb threat may come to the attention of an individual at the Coop or the church in various ways. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Iowa City Police Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone. It is important to compile as much information as possible. Once the caller has ended the call, immediately call 911. If a threat seems valid, the Key Worker should calmly gather children to exit the building and proceed to the Iowa City Public Library. The other worker will stay behind to call 911 and will remain at the church until authorities arrive. After calling 911, notify the Church office of the threat and then call parents, instructing them to meet the Key Worker at the library. Please DO NOT attempt to notify or evacuate the entire building; other occupants will be notified by Church personnel. If the threat is received by the church staff, they will immediately notify the Coop, at which time all workers and children will evacuate to the library together.
- 21.12 Infectious Disease Control and Universal Precautions Policy and Procedures: Disposable gloves are required for all incidents involving blood or bodily fluids. Gloves are located in the First Aid kits as well as in the bathroom in the diaper changing station. Gloves and all disposable material with blood (tissues, gauze, etc.) should be placed in a zip lock bag and/or grocery sack and then placed in the normal garbage. Clothes containing blood or bodily fluid should be placed in a plastic bag, tied shut and put in the child's cubby (out of reach of children) to be sent home with the parent. If any materials are dripping with blood, double bag them, label them BIOHAZARD, and place them out of reach of the children. Before taking out the Coop's garbage at the end of your shift, ask the Church's custodial engineer or secretary for a red biohazard bag to properly dispose of the soiled material.
- 21.13 Transportation by vehicle should only take place during an emergency that also affects the Coop's designated safe places, or in medical emergencies for which Emergency Medical Transportation (Ambulance) is not available. In the case of a medical emergency in which one child needs to be transported, call 911 and then the parent(s). The Key Worker will remain with the sick/injured child. In the event that all children need to be evacuated and transported by vehicle, each worker will take four children to his/her vehicle. Attempts should be made to put the smallest children into available car seats.

WHEN CALLING 911, REMEMBER TO TELL THE OPERATOR that you are "a daycare worker at Kids Care Cooperative" and give them the name, address, and telephone number of our location. This information is posted by the phone at Coop is in and all first aid kits. If you are on a field trip give them the name AND location to the best of your knowledge. Kids Care Coop is located at: Trinity Episcopal Church, 320 East College Street, Iowa City, IA 52240. Phone: (319) 337-3333

22. POLICY OF UNLIMITED ACCESS

Parents have unlimited access to their children while at the Cooperative. Any members who are not involved in a custody case or under a restraining order may feel free to visit, observe or participate in Kids Care Cooperative at any time during our business hours as per the Iowa Department of Human Services guidelines for Child Care Center Licensing Regulations. If parental contact is prohibited, a written court order is required.

REVISED SEPTEMBER 2009.