

Staff Handbook Evidence

Accreditation Application

Directions:

1. Review your staff handbook (or relevant policies, procedures, and regulations if you are a family childcare provider does not employ any staff) and highlight and label the relevant information.
2. For each of the assessment items below, provide a response as directed.

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| Item A.4.13 (Optional) | | | |
| The staff handbook includes a policy to address the use of technology in learning environments. The policy:   1. restricts screen time and media use to children over the age of 2 years, 2. limits technology and media use to less than 30 minutes in half-day program or providers and 60 minutes in full-day program or providers for toddlers over the age of 2 years, and 3. instructs educators of preschoolers and kindergarteners to integrate technology use into children's play and offering children access to apps that support collaborative play. | | | |
| *This is an optional assessment item. Programs and providers that meet this assessment item will receive credit; not meeting this assessment item will not negatively impact scoring.*  *The policy does not need to address specific ages that are not served by the program or provider at the time of assessment.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.4.13”.* | | | |
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| Item A.5.02 | | | |
| The staff handbook outlines the steps taken to partner with families when there is reason to believe that a child has a developmental delay or other special need. These procedures include:   1. providing families with the documentation and explanation for the concern, 2. suggested next steps the family can take, and 3. information about resources for diagnostic evaluation. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.5.02”.* | | | |
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| Item A.6.01 | | | |
| The staff handbook includes a written procedure for promptly notifying families and, if necessary, temporarily excluding any under immunized children from care if a vaccine-preventable disease to which the children are susceptible occurs in the program or provider. | | | |
| *The intent of this item is to protect the health of children who are vulnerable to vaccine-preventable diseases. This item is applicable to all programs and providers.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.01”.* | | | |
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| Item A.6.02 | | | |
| The staff handbook includes a policy addressing when sick staff should be excluded from work and when they may return. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.02”.* | | | |
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| Item A.6.03 | | | |
| The staff handbook includes a medication policy which states that medications are stored in locked containers except those that must be readily available for emergency use. Emergency use medications are not required to be locked but must be inaccessible to children. | | | |
| *This item is not applicable to programs and providers that do not give medications to children.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.03”.* | | | |
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| Item A.6.04 (Optional) | | | |
| The staff handbook includes a medical needs policy in which the program or provider assures that an appropriately trained staff member is always present when children who require specialized medical care are present. | | | |
| *This is an optional assessment item. Programs and providers that meet this assessment item will receive credit; not meeting this assessment item will not negatively impact scoring.*  *The intent of this item is to ensure that children with medical needs are afforded equitable access to high-quality early learning and care. This item is applicable to all programs and providers.*  *"Medical needs" may include asthma or allergy action plans (use of inhalers, nebulizers, epi-pens), diabetes management (insulin monitoring and injections), feeding tube management, among others.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.04”.* | | | |
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| Item A.6.05 | | | |
| The staff handbook includes a diapering policy which includes instructions for staff to check for and change wet or soiled diapers when children wake up from naps. | | | |
| *This item is not applicable if the program or provider does not serve children who wear diapers at the time of assessment.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.05”.* | | | |
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| Item A.6.06 | | | |
| The staff handbook includes a hand hygiene policy that instructs staff to wash or sanitize hands   1. before and after feeding a child, 2. before and after administering medication, 3. after handling garbage, and 4. after cleaning. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.06”.* | | | |
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| Item A.6.08 (Infant) | | | |
| The staff handbook instructs staff to discard unfinished breast milk that has been unrefrigerated for more than 2 hours. | | | |
| *This assessment item is not applicable to programs/providers that do not serve infants at the time of assessment.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.08”.* | | | |
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| Item A.6.09 | | | |
| The staff handbook includes a food safety policy which instructs staff to never use plastic or polystyrene (Styrofoam) containers, plates, bags, or wraps when microwaving children's food or beverages. | | | |
| *This item is not applicable to programs and providers that never allow children's food or beverages to be warmed in microwaves. This item is not applicable to programs and providers where foods and drinks (other than water) are never consumed by children.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.09”.* | | | |
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| Item A.6.15 (Required) | | | |
| The staff handbook includes a child guidance policy that:   1. includes examples and definitions of physical abuse, psychological abuse, and coercion, 2. outlines the steps the program or provider will take to address disruptive and unsafe behavior to include: 3. assessing why the behavior is happening, 4. how the program or provider will work with families and other professionals to develop individualized plans, and 5. how positive behavior support strategies will be used. | | | |
| *"Physical abuse" includes shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring children to remain inactive for long periods of time.*  *"Psychological abuse" includes shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, and frightening children; ostracism, withholding affection, seclusion.*  *"Coercion" includes rough handling (shoving, pulling, pushing, grasping); physical restraint (forcing children to sit, lie, or stay), physically forcing a child to perform an action (eating, cleaning up).*  *"Disruptive or unsafe behavior" is any behavior that interferes with a child's cognitive, social, or emotional development; is harmful to the child, other children, or adults; and puts a child at high risk for later social problems or school failure. (Kaiser, B. & Rasminsky, J.S. (2021). Addressing Challenging Behavior in Young Children: The Leader's Role. NAEYC.)*  *This is a required item. If unmet accreditation will be denied.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.15”.* | | | |
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| Item A.6.16 | | | |
| The staff handbook includes a child guidance policy that addresses the use of suspension, expulsion, and other exclusionary measures due to consistent and prolonged disruptive or unsafe behavior. The policy includes:   1. the specific circumstances under which these types of separations may occur, 2. the specific steps to be taken before a decision to exclude is considered, 3. separations do not happen until all other possible interventions have been exhausted (refer to item A.6.15), and 4. how the program or provider will assist the family in accessing services and alternative placement. | | | |
| *"Disruptive or unsafe behavior" is any behavior that interferes with a child's cognitive, social, or emotional development; is harmful to the child, other children, or adults; and puts a child at high risk for later social problems or school failure. (Kaiser, B. & Rasminsky, J.S. (2021). Addressing Challenging Behavior in Young Children: The Leader's Role. NAEYC.)* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.16”.* | | | |
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| Item A.6.17 (Required) | | | |
| The staff handbook includes a supervision policy which states:   1. Infants and toddlers are always supervised by sight and sound, and 2. Preschoolers and kindergarteners are primarily supervised by sight and sound with brief periods where they may be supervised by sound only, as is developmentally appropriate. | | | |
| *The provided policy must address supervision guidelines for all ages served by the program or provider.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.17”.* | | | |
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| Item A.6.18 (Required) | | | |
| The staff handbook includes a policy that outlines the expectation for all educators who work directly with children to be certified in pediatric CPR and first aid. | | | |
| *This is a required item. If unmet accreditation will be denied.*  *The policy must indicate that staff are fully trained in CPR/First Aid prior to working alone with children.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.18”.* | | | |
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| Item A.6.20 (Required, Infant) | | | |
| The staff handbook includes an infant sleep policy to include that:   1. all staff must place infants younger than 12 months on their backs to sleep without the use of infant sleep positioners, unless ordered by a physician, and 2. when infants younger than 12 months arrive at the program or provider asleep, or fall asleep in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate sleep equipment (including infants who fall asleep while being held by program staff and providers), and 3. soft items are not allowed in cribs or infant sleep equipment for infants younger than 12 months. | | | |
| *This is a required item. If unmet accreditation will be denied.*  *This item is not applicable to programs/providers that do not serve infants.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.6.20”.* | | | |
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| Item A.8.07 | | | |
| The staff handbook describes that new educators must complete an orientation plan for onboarding before working alone with children. | | | |
| *This item is not applicable to family childcare and home-based providers that do not employ staff.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.** | | | |
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| Item A.9.01(Required) | | | |
| The staff handbook includes a policy which describes:   1. how the rights of staff members and the children in their care are protected when a staff member is accused of abusing or neglecting children in their care, and 2. how staff members who report legitimate suspicions of child abuse and/or neglect are protected from retaliation for doing so. | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.9.01”.* | | | |
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| Item A.9.03 | | | |
| The staff handbook includes procedures that address how to maintain developmentally appropriate staff-to-child ratios and class sizes:   1. during all hours of operation, 2. in learning environments and other indoor settings, 3. in outdoor learning environments, and 4. during field trips. | | | |
| *Evidence should address both ratios and class size limits for all ages served by the program or provider and describe the procedures by which staff check and maintain ratios and class size limits in each circumstance listed in the item prompt.*  *For mixed-age classes, the ratio and class size limit for the youngest age applies.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item A.9.03”.* | | | |
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| Item A.9.05 | | | |
| The staff handbook includes information about the employee benefits package which includes  1) health insurance,  2) education benefits,  3) retirement plan, and  4) sick leave and vacation/personal leave. | | | |
| *This item is not applicable to programs and providers that do not employ full-time staff (35 hours per week or more). If part-time staff (34 hours per week or less) do receive these benefits, evidence will be evaluated if provided.*  *This item is not applicable to family childcare and home-based providers that do not employ staff.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.** | | | |
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| Item A.9.06 | | | |
| The staff handbook includes information about staff planning time which specifies that educators are scheduled for at least 60 minutes of collaborative planning time weekly, during which they do not supervise awake children. | | | |
| *This item is not applicable to family childcare and home-based providers that do not employ any staff.*  *The intent of this item is that educators have dedicated time to collaboratively plan curriculum and instruction on a weekly basis. This planning time may be scheduled when children are sleeping but should be scheduled as a separate time when children are not regularly sleeping and/or are sleeping inconsistently.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.** | | | |
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| Item A.9.08 | | | |
| The staff handbook includes information about how staff can locate resources that support them in stress management, prevention and treatment of depression, and/or general wellness. | | | |
| *The intent of this item is for staff to have access to confidential resources to support their personal and professional lives (i.e., Employee Assistance Programs).* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may provide a written response that describes in 3 – 5 sentences how they access resources to support themselves in stress management, prevention and treatment of depression, and/or general wellness.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may use the space below to provide a written response that describes in 3 – 5 sentences how they access resources to support themselves in stress management, prevention and treatment of depression, and/or general wellness.* | | | |
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| Item A.9.09 | | | |
| The staff handbook includes the program or provider's policies around staff breaks to include:   1. a minimum of 15-minute break after 4 hours of working directly with children, and 2. that immediate breaks for brief periods of a few minutes may be requested when staff are unable to perform their duties safely and appropriately. | | | |
| *This item is not applicable to family childcare and home-based providers that do not employ any staff.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.** | | | |
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| Item A.9.10 | | | |
| The staff handbook includes resignation, termination, and grievance procedures. | | | |
| *This item is not applicable to family childcare and home-based providers that do not employ any staff.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** | **N/A** |
| *Evidence of this assessment item must be in the uploaded staff handbook.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.** | | | |
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| Item A.9.15 | | | |
| The staff handbook includes a confidentiality policy that addresses program or provider and educator use of social media regarding the protection of privacy and consent of children, families, and colleagues (Refer to [Code of Ethics for Early Childhood Educators](https://www.naeyc.org/resources/position-statements/code-of-ethics)). | | | |
| *Family childcare and home-based providers that do not employ staff may provide a written response that describes in 3 – 5 sentences how they maintain the confidentiality of children and families as relates to the use of social media.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may provide a written response that describes in 3 – 5 sentences how they access resources to support themselves in stress management, prevention and treatment of depression, and/or general wellness.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may use the space below to provide a written response that describes in 3 – 5 sentences how they access resources to support themselves in stress management, prevention and treatment of depression, and/or general wellness.* | | | |
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| Item A.9.17 | | | |
| The staff handbook includes procedures to address unusual circumstances at arrival and departure. | | | |
| *"Unusual circumstances" includes unauthorized individuals attempting to pick up children other than parents/guardians, court ordered custody agreements, or individual suspected of being under the influence of alcohol, recreational or illegal drugs, or medications that impair judgement and reaction times.* | | | |
| **Does the program or provider meet this assessment item?** | **Yes** | **No** |  |
| *Evidence of this assessment item must be in the uploaded staff handbook. Family childcare and home-based providers that do not employ staff may provide a written response that describes in 3 – 5 sentences how they access resources to support themselves in stress management, prevention and treatment of depression, and/or general wellness.* | | | |
| **Describe where in the staff handbook this information can be found in the space below.**  *Family childcare and home-based providers that do not employ staff may use the space below to provide a written response that describes in 3 – 5 sentences how they access resources to support themselves in stress management, prevention and treatment of depression, and/or general wellness.* | | | |
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