

Staff Handbook Evidence

Recognition 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 R.6.02 (All Ages) | | | |
| The staff handbook includes information about when and how to wash hands and change diapers (if applicable).  *Programs and providers that do not serve children who wear diapers only need to provide information related to handwashing.* | | | |
| **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.*  *Programs and providers that do not serve children who wear diapers must confirm this in the description box below and then only need to provide evidence related to handwashing.* | | | |
| **Please describe where in the staff handbook this information can be found.**  *Family childcare and home-based providers that do not employ staff may upload the relevant documentation. Please ensure the file is named “Item R.6.02”.* | | | |
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| Item R.6.03 (All Ages) | | | |
| The staff handbook includes information about safe practices related to the preparation, serving, and storage of foods and drinks. This includes at minimum that all whole fruits and vegetables that are provided by the program or provider or provider are washed thoroughly before they are prepared and served to children. | | | |
| *This item is not applicable if all food and drinks provided to children (other than water) are prepared and provided by families.* | | | |
| **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 R.6.03”.* | | | |
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| Item R.6.05 (Required) (All Ages) | | | |
| The staff handbook includes a child guidance policy that 1) prohibits the use of physical punishment, psychological abuse, or coercion and 2) addresses how disruptive and unsafe behaviors in children are handled, and 3) limits or eliminates the use of suspension, expulsion, and other exclusionary measures due to consistent and prolonged disruptive or unsafe behavior. | | | |
| *"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, Recognition 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 R.6.05”.* | | | |
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| Item R.7.01(All Ages) | | | |
| The staff handbook includes information about how staff report and/or address facility and equipment maintenance issues or other health and safety problems. | | | |
| **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 R.7.01”.* | | | |
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| Item R.8.05 (All Ages) | | | |
| The staff handbook addresses professional development for educators to include annual training on:   1. Identifying and reporting child abuse and neglect, 2. the curriculum and learning approaches used in the program or provider, 3. the assessment methods used in the program or provider, and 4. child development or developmentally appropriate practice. | | | |
| *"Curriculum or learning approach" refers to the program or provider's or provider's methods of planning and responding to specific learning goals and meeting the needs of children. Examples may include lesson plans, graphic organizers, curriculum webs and mapping, unit reflections and evaluations, individualized learning activities, among others.*  *"Developmentally appropriate practice" is a framework of principles and guidelines for practice that promotes young children's optimal learning. (NAEYC (2022). Developmentally Appropriate Practice in Early Childhood program or providers Serving Children from Birth Through Age 8, Fourth Edition. 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 R.8.05”.* | | | |
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| Item R.9.01(All Ages) | | | |
| The staff handbook includes information about educator planning time and how educators can access curricular resources when planning activities. | | | |
| **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 describe in 3 to 5 sentences how they meet the assessment 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 use the space below to describe how they schedule planning time and access curricular resources when planning activities.* | | | |
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| Item R.9.05 (All Ages) | | | |
| The staff handbook includes a policy which prevents volunteers and other service providers from working alone with children and ensures they are always supervised by a staff member that has successfully completed new employee orientation. | | | |
| *"Other service providers" may include special education professionals, therapists, or extracurricular providers that have regularly scheduled interactions with enrolled children.*  *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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