

SAFETY AND EMERGENCY PLAN HANDBOOK (part 4)

Look at samples of Safety and Emergency Handbooks from other programs and on line. Think about what you want your parents and employees to understand about your center/school's safety and emergency policies. Descriptions in each section should be clear and brief, yet cover the important information. Write the following sections of your manual:

- Release to Dispense Medication
- Daily Attendance form
- Checklist for Classroom Safety
- Checklist for Playground Safety
- First Aid Kit checklist

Item	0	½ Credit	Full Credit	Score
Release to Dispense Medication (1 ½ points)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Form is organized, easy to read, and complete. All pertinent information is requested	
Daily Attendance form (1 ½ points)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Form is organized, easy to read, and complete. All pertinent information is requested	
Checklist for Classroom Safety (1 ½ points)	Missing or work is of poor quality.	Incomplete or unorganized. Not a form.	Complete, organized checklist for Classroom Safety	
Checklist for Playground Safety (1 ½ points)	Missing or work is of poor quality.	Incomplete, unorganized or not in checklist format.	Complete, organized checklist for Playground Safety	
First Aid Kit checklist (1 point)	Missing or work is of poor quality.	Incomplete, unorganized or not in checklist format.	Complete, organized checklist for first aid kit contents.	

SCORE

17

PERSONNEL POLICY MANUAL (part 4)

Look at samples of Personnel Policies from other programs and on line. Think about what you want your employees to understand about their jobs and center/school policies. Descriptions in each section should be clear and brief, yet cover the important information. Write the following sections of your manual:

- Timeliness and Absenteeism. Design or copy a time sheet form for your staff.
- Staff Evaluation process. Design or copy a staff evaluation checklist
- Training/Professional Development
- Termination of Employment

Item	0	½ Credit	Full Credit	Score
Timeliness and Absenteeism (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of center policy on timeliness and absenteeism.	
Staff Time Sheet (1 point)	Missing or work is of poor quality.	Incomplete or partial time sheet. Time sheet not in usable format.	Complete, easy to read employee time sheet for one pay period.	
Staff Evaluation Process (1 ½ points)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of the staff evaluation process for your center.	
Staff Evaluation Form (1 point)	Missing or work is of poor quality.	Incomplete or partial form. Not in usable format.	Complete, organized staff evaluation form covering all areas of the employee's job description.	
Training and Professional Development (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of center policy and requirements for training and professional development.	
Termination of Employment (1 ½ points)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of the employee termination process.	

SCORE

17