



8 Chapel Avenue
Jersey City, NJ 07305
201-985-TP4L (8745)
www.theplaceforlearning.org

APPLICATION FOR EMPLOYMENT

Instructions: We consider applications for all positions without regard to race, color, age, religion, sex, medical condition or handicap, or any other legally protected status. PLEASE PRINT.

Date: _____ Work Site Location: _____

Last Name: _____	First Name: _____	M.I.: _____
Street Address: _____	Apt #: _____	
City: _____	State: _____	Zip Code: _____
Home Phone Number: () _____	Social Security Number: _____	

Employment Desired:

Position applied for: _____ Salary Desired: _____

How did you learn of this position? _____

Have you ever filed an application with us before? Yes No If yes, when? _____

Have you ever been employed with us before? Yes No If yes, when? _____

Are you employed now? Yes No When would you be available to start work? ___/___/___

What type of employment are you seeking: FT PT Shift Temporary Summer?

Hours and days you are available to work: _____

Do you have a restrictions or obligations that would prevent you from performing the job description? Yes/ No
If yes, please explain. _____

Personal Information:

Any other name(s) under which you have been previously employed or under which school records would be located?

Are you 18 years or older? Yes/ No

If you are under 18 years of age, can you finish a work permit? Yes/ No

Are you prevented from lawfully becoming employed in the USA because of VI or immigration status? (Proof of citizenship or immigration status will be required upon employment.) Yes/ No

Employment Experience: Please list your present or most recent job first.

Date Employed: From/To	Name, Address + Phone Number of Employer	Your Job Title/Supervisor + Title	Position and Description of Work Performed	Pay Rate (Starting to Final)	Reasons for Leaving

Professional References: Please list at least three professional references.

Name	Address	Phone Number	Relationships	Years Acquainted

Have you ever been convicted of a crime? (Conviction will not necessarily prevent employment) Yes/ No

If yes, please list dates of offenses and dispositions: _____

Do you possess a valid NJS driver's license? Yes/ No

License Number: _____

Have you ever had any job-related training in the military? Yes/ No

If yes, please describe: _____

Education:

	High School	College	Post-Grad	Montessori Certification	Trade or Business
School Name					
Address					
Years Completed					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree					
Course of Study					

Education (continued):

Describe any honors you received: _____

Do you have any special interest or hobbies? _____

Applicant's Statement:

I certify the answers given in this application are true and complete to the best of my knowledge. I understand that if employed, any false or misleading information given in my application or interview(s) may result in withdrawal of an offer of employment, or if after employment, may result in dismissal.

I understand this employment application is not to be construed as guarantee of employment or if hired, this does not constitute, any form of contract, implied, or expressed. Employment may be terminated at will either by myself or my employer upon notice of one party to the other. My continued employment would be dependent on satisfactory performance and the continued need for my services as determined by the center.

I authorize investigation of all statements contained herein and the references and employers listed, to give you all the information necessary in arriving at any employment decision.

Signature of Applicant

Date

Employee Information Form

(Please complete information that you can answer)

Business Name: **Liberty Montessori: The Place for Learning**

Employee # _____ Social Security # _____ - _____ - _____ ___Terminated Gender: M F
 Name: _____

Last First MI

Street: _____ Apt: _____ Birth Date: ____/____/____

City: _____ State: _____ Zip Code: _____

Hourly Rate: \$ _____ Salary (Per pay period): _____ Hire date: ____/____/____

Federal Marital Status: Married Single Fed # of Dependents: _____ Add'l Fed. Tax: \$_____.00 Flat Fed Tax: \$ _____

State Marital Status: Married Single State # of Dependents: _____ Add'l States Tax: \$_____.00 Flat State Tax: \$ _____

Unemployment Tax State: _____ Income Tax State: _____ # of Weeks in the Current Quarter: _____

City/Local Tax Names and Allocation % (if applicable): 1. _____ 2. _____ 3. _____

Voluntary Deductions:

Name of Deduction	Per pay Amount Indicate SS or %
Name of Deduction	Per pay Amount Indicate SS or %
Name of Deduction	Per pay Amount Indicate SS or %

EVERY PROSPECTIVE EMPLOYEE IS REQUIRED TO COMPLETE A BACKGROUND CHECK. TO COMPLETE THE PROCESS FOLLOW THE DIRECTIONS BELOW.

Applicants who wish to schedule and appointment are asked to use the Identogo fingerprint form and schedule an appointment by going to <https://uenroll.identogo.com> (or call 877-503-5981) to schedule an appointment.

Applicants will choose an appointment date, time, and location and then enter their demographic information.

Applicants will receive a receipt (THIS MUST BE BROUGHT BACK TO OUR SCHOOL).

PLEASE REFER TO THE NEXT PAGE FOR DETAILS CONCERNING THIS PROCESS.

ATTENTION – THE CONTRIBUTOR’S CODE AND ADDITIONAL CHANGES



Fingerprint Service Code Form

Child Care Employment

When prompted, please enter the following:

Contributor Case Number: _____ DC0932130800104 _____

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver’s License issued by a State or outlying possession of the U.S.
- Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- Driver’s License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver’s License (EDL)
- Commercial Driver’s License issued by a State or outlying possession of the U.S.
- Commercial Driver’s License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States ➤ Enhanced Tribal Identification Card (for federally recognized U.S. tribes) ➤ U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph ➤ Canadian Driver’s License
- Foreign Driver’s License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

IMPORTANT! Retain your receipt of fingerprinting and return promptly to your employer.



Don’t have access to the Internet? You can still schedule an appointment by calling **877.503.5981**.

Service Name: CCDBG CHILD CARE EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

2F1329

CHILD ABUSE RECORD INFORMATION (CARI) CONSENT FORM

STATE OF NEW JERSEY

DEPARTMENT OF CHILDREN AND FAMILIES

OFFICE OF LICENSING

CHILD CARE CENTER

You will receive an email to your personal email inviting you to complete this form. Liberty Montessori will pay for the CARI background check. The process must be redone every three years. Below is an example of some of the questions you will be asked.

Indicate Reason for CARI by Checking Appropriate Box:

- New Staff Member Hired at a Licensed Center (Not Renewing) – **MAKE SURE TO CHECK THIS BOX.**

Center Name:	Liberty Montessori: The Place for Learning LLC	
Site Address:	6 CHAPEL AVE JERSEY CITY NJ 07305	County: Hudson
Mailing Address:	8 CHAPEL AVE Jersey City NJ 07305	
Phone: 201 985 8745	Director: Ivonne Barreras	
Center ID: #130800104		

Print your full name (first, middle, last): _____

Previous name, maiden name or nicknames: _____

Date of name change or date of marriage: _____

Home address: _____

City: _____ State: _____ Zip: _____

Date of birth: _____ Race: _____

Social Security number: _____ Sex: _____

List of all physical and mailing addresses since 1980: _____

NOTE: Pursuant to the Federal Privacy Act of 1974 (P.L. 93-579), this disclosure of your Social Security number is voluntary. Your Social Security number, race, and sex will only be used for the purpose of conducting a Child Abuse Record Information background check as authority by the State Child Care Center Licensing Law (N.J. 30:5B-1 to 15).

State of New Jersey

DEPARTMENT OF HUMAN SERVICES – DIVISION OF DEVELOPMENTAL DISABILITIES

MEDICAL FORM FOR ADULTS

Name: _____ Age: _____ DOB: _____ { } Male { } Female

Health Insurance # _____ SS# _____ Exam Date _____

This text box must be signed by patient's attending physician:

I confirm this person has completed these screening and concur with these statements:

-Drug screening performed

Patient has no evidence of drug use:

X _____

Patient can lift 35lbs w/ no problem:

X _____

Patient has had a flu shot within the last year:

X _____

A. HISTORY:

1) Indicate any present and past medical condition. (Include communicable disease history.) _____

2) Previous hospitalizations/surgery: _____

3) Immunizations:

Adult Diphtheria/Tetanus Date: _____

(Document date of last booster or administer if more than 10 years ago.)

Hepatitis B Immunization (if given) Date: [1] _____ [2] _____ [3] _____

B. LABORATORY TESTS:

1) Mantoux Test yearly if non-reactor or chest x-ray if indicated. Past or current results must be documented:

Results: _____ nk _____ Date: _____

Tine test is not acceptable. Positive Mantoux reactor should never be retested.

2) Hepatitis B Profile: Initial (repeat at physician's discretion.)

Results: _____ Date: _____

(Past or current results must be documented.)

3) Lead Poisoning: Blood Lead Level is required:

a. For Individuals with known Pica behavior, test annually, or according to guidelines for elevated lead levels.

b. Prior to discharge from development center (within 3 months of discharge).

c. For all new admissions to Divisional residential services (within 3 months prior to admission or within 10 days after admission).

Blood Level: _____ Date: _____

4) SMAC, initial (repeat at physician's discretion): _____

5) Complete Blood Count, initial (repeat at physician's discretion): _____

6) Urinalysis, initial (repeat at physician's discretion): _____

7) Serology, initial (repeat at physician's discretion): _____

8) Pap Smear (follow American Cancer Society guidelines): _____

9) EKG – initial at age 40 (repeat at physician's discretion): _____

C. OTHER MEDICAL CONDITIONS/NEEDS:

1) Seizures: { } Yes { } No Frequency & Type, if known:

2) Special Dietary Needs: { } Yes { } No (Attach Prescription): _____

3) Allergies, Sensitivities: (foods, drugs, others): _____

4) Mental Health Problems (Behavioral/Psychiatric Disorders): _____

D. MEDICATION:

Name: _____ Dosage: _____ Frequency: _____ Indication: _____
Name: _____ Dosage: _____ Frequency: _____ Indication: _____
Name: _____ Dosage: _____ Frequency: _____ Indication: _____
Name: _____ Dosage: _____ Frequency: _____ Indication: _____
Name: _____ Dosage: _____ Frequency: _____ Indication: _____

E. CLINICAL EXAMINATION:

- 1) Height: _____ Weight: _____ Temp.: _____ Pulse: _____ B.P.: _____
- 2) Sensory (Indicate any impairment and extent): _____
Eyes: Vision (Glasses, etc.): _____
Hearing: (Aids, etc.): _____
- 3) ENT: _____
- 4) Teeth & Gums: _____
- 5) Neck: _____
- 6) Breast (Follow American Cancer Society Guidelines for Mammography): _____
- 7) Lymphatic System: _____
- 8) Respiratory System: _____
- 9) Cardiovascular System: _____
- 10) Gastrointestinal System (Stool for occult blood after age 50): _____
- 11) Genitourinary System: _____
- 12) Prostate: _____
- 13) Muscular System: _____
- 14) Skeletal System: _____
- 15) Neurological System: _____

ADDITIONAL INFORMATION/RECOMMENDATIONS:

(Please indicate if there are limitations or restrictions regarding physical activities)

**PLEASE ISSUE PRESCRIPTIONS FOR MEDICATION, DIET, ADAPTIVE EQUIPMENT, PROCEDURES AND THERAPIES.
(Please Print or Type CLEARLY)**

Physician's Name: _____ Date: _____
Address: _____ Phone #: _____
Physician's Signature: _____

PLEASE RETURN COMPLETED FORM TO:

NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

Attestations

Please read and sign after each statement to indicate your agreement with the following requirements:

1. I will provide a completed medical form for adults 2 weeks prior to first date of employment and annually, each September. The medical will include evidence of having received a flu vaccine, updated immunizations, including COVID immunization. In the event there are no vaccines for COVID, I agree to have a COVID screening test monthly: _____.
2. I will provide confirmation from my medial provider that I can up to lift 35 lbs. without medical restrictions: _____.
3. I will complete required professional development training (12 hours to 20 hours or more depending on job title) and provide copies of the certificate evidencing completion on or before September 1, 20XX every year: _____.
4. I will adhere to company policies regarding the restriction of holding/using personal phones during work hours. Please note this includes usage of smart phones and smart devices, e.g., iPhone/Watches, etc.: _____.
5. I will adhere to company policies regarding the restrictions of personal items, such as handbags, and food are not permitted within the classroom: _____.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>													
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code												
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> <td style="width: 25px; text-align: center;"> </td> </tr> </table>														Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write in This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
-----------------------	----------------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date <i>(mm/dd/yyyy)</i>
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>



<p>LIST A</p> <p>Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p>LIST B</p> <p>Documents that Establish Identity</p>	<p>AND</p> <p>LIST C</p> <p>Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>			<p>(1) NOT VALID FOR EMPLOYMENT</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>3. School ID card with a photograph</p>	<p>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status if that period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>		<p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p>	
		<p>4. Voter's registration card</p>	<p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
		<p>5. U.S. Military card or draft record</p>	
		<p>6. Military dependent's ID card</p>	
		<p>7. U.S. Coast Guard Merchant Mariner Card</p>	<p>4. Native American tribal document</p>
		<p>8. Native American tribal document</p>	<p>5. U.S. Citizen ID Card (Form I-197)</p>
		<p>9. Driver's license issued by a Canadian government authority</p>	<p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
		<p>For persons under age 18 who are unable to present a document listed above:</p>	<p>7. Employment authorization document issued by the Department of Homeland Security</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>		<p>10. School record or report card</p>	
		<p>11. Clinic, doctor, or hospital record</p>	
		<p>12. Day-care or nursery school record</p>	

Examples of many of these documents appear in the Handbook for Employers (M-274).

Disclosure Statement of Criminal Conviction

Pursuant to P.L. 2004, Chapter 26 the following statement must be completed and filed with the Nomination Petition

Please Check Applicable Box

I, the undersigned, hereby certify that in accordance with N.J.S.A. 19:23-15:

- I have not been convicted of any offense graded by Title 2C of the New Jersey Statutes as a crime of the first, second, third or fourth degree, or an offense in any jurisdiction which, if committed in this State, would constitute such a crime.
- I have been convicted of an offense graded by Title 2C of the New Jersey Statutes as a crime of the first, second, third or fourth degree, or any offense in any jurisdiction which, if committed in this State, would constitute such a crime as follows:

1. Crime of conviction: _____
2. Date of conviction: _____
3. Place of conviction: _____
4. Penalties imposed for the conviction: _____

*As an alternative, you may submit with the statement a copy of an official document that provides the above information. If you have been convicted of more than one criminal offense, such information about each conviction shall be provided. Records of expunged conviction(s) pursuant to chapter 52 of Title 2C of the New Jersey Statutes shall not be subject to disclosure.

I certify the foregoing is a true and accurate statement.

(Printed or Typewritten Name of Candidate)

(Signature of Candidate)

(Residence Address)

(City or Town)

(Zip Code)

Non-Compete and Non-Solicitation Agreement

This is an Agreement between _____ (“You”) and Liberty Montessori: The Place for Learning, LLC (“Company”). The agreement is effective on _____ (“Effective Date”).

In consideration of the employment opportunity provided by Liberty Montessori: The Place for Learning, You, intending to be legally bound, agree to the following:

1. **Terms of Agreement.** This Agreement is effective on the Effective Date and shall remain in effect throughout the term of your employment with the Company and for a period of three years thereafter.
2. **Limitations of this Agreement.** This Agreement is *not* a contract of employment. Neither You nor the Company are obligated to any specific term of employment. This Agreement is limited to the subject matter of covenants not to compete or solicit as described in this Agreement.
3. **Covenant Not to Compete.** You agree that at no time during the term of your employment with the Company will you engage in any competitive activity with respect to the soliciting and/or forming or making plans to form a business entity to directly compete with any business of the Company.

Prior to or during your employment. You agree not engage in any competitive activity or to work for or provide any services to any competitor of the Company. Neither shall you engage in any competitive activity with the respect to the Company. Competitive activity includes, but not limited to, marketing, promoting, soliciting, and/or forming or making plans to form a business entity to directly compete with any business of the Company.

For a period of three (3) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company within 20 miles of the facility in which you were employed.

Exception: Given that with this document You assert that You have no application to establish a childcare facility in the State of New Jersey either current being processed or being planned, as the sole exception to section 3 (above)'s 20 miles non-compete covenant is if you establish under Your own name a childcare license to open new childcare business in the Liberty Montessori or Jersey City or Bayonne area. You agree to provide the Company with the right of the first refusal in the event you seek a partner for your business.

4. **Non-solicitation.** During the term of your employment, and for a period of two (2) years immediately thereafter, You agree not to solicit any parent for employment nor accept employment from any parent registered with the Company; nor solicit any employee or shall you induce any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.
5. **Soliciting Customers After Termination of Agreement.** During your employment and for a period of three (3) years following the termination of your employment and your and your relationship with the Company, You shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of the Company or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any

customer of the Company on whom You have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Company.

6. **Injunction Relief.** You hereby acknowledge (1) that the Company will suffer irreparable harm if You breach your obligations under this Agreement; and (2) that monetary damages will be inadequate to compensate the Company for such a breach. Therefore, if You breach any of such provisions, then the Company shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.
7. **Severable Provisions.** The provisions of this Agreement are severable, and if any one of more provisions may be determined to be illegal or other unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.
8. **Modifications.** This Agreement may be modified only by a writing executed by both You and the Company.
9. **Prior Understandings.** This agreement contains the entire agreement between the parties with respect to the subject matter of this Agreement. The Agreement supersedes all prior understanding, agreements, or representations.
10. **Waiver.** Any waiver of a default under this Agreement must be made in writing and shall not be a waiver of any other default concerning the same or any other provisions of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be constructed as a waiver. A consent to or approval of any act shall not be deemed to waiver or render unnecessary consent to or approval of any other or subsequent act.
11. **Jurisdiction and Venue.** This Agreement is to be construed pursuant to the laws of the State of New Jersey. You agree to submit to the jurisdiction and venue of any court of competent jurisdiction in Hudson County, NJ without regard to conflict of laws provisions, for any claim arising out of this Agreement.
12. **Attorney Fees and Costs For Enforcement of Employee Agreement.** If Employee violates or otherwise fails to comply with any term of this Employment Agreement, which would compel The School for Learning, LLC to file an application with the appropriate Court for contractual enforcement, and the school is successful in its application, Employee hereby agrees to be held solely liable for reasonable attorney fees and costs associated with such filing. The reasonableness of attorney's fees shall be determined by the Court.

Date _____

Liberty Montessori: The Place for Learning, LLC

Signed by: _____ (print/sign)

By your signature below you acknowledge that you have read and understand the foregoing Agreement, that you agree to comply with all of the terms of the Agreement, and that you have received a copy of the Agreement.

Please date and print/sign your name.

Date _____

Employee

Department of Children and Families Office of Licensing

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and another child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please

review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available?

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from us parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing a LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment,

or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

With signature, I agree that I have received and have read this statement.

Employee's Name: _____

Employee's Signature _____

Date _____

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Do not say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know
- you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but do not confuse loving with license.
- Positive discipline is NOT:
- Disciplining a child for failing to eat or sleep or for soiling themselves

- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children. But it is worth it because positive discipline works.

With signature, I agree that I have received and have read this statement.

Employee's Name: _____

Employee's Signature _____

Dear Valued Staff Members,

Liberty Montessori: The Place for Learning LLC offer health insurance as part of its benefit package.

Health Insurance:

Currently, we are giving our employees the opportunity to enroll. If you want to participate, please let us know. Please note, if you decide to enroll, your contribution to the health insurance policy would be automatically deducted from your bi-weekly payroll.

To give you an idea of the co-payments, we conducted a preliminary assessment of the copay you might be responsible for, if you enroll. Based on this assessment, the **monthly copay** may range between:

- Single (age 30): \$642.24*
- Single (ages 54): \$978.59*

*Please bear in mind that figures are not definite and may vary based on your specific circumstances. If you want to get specific information, please let us know and we will have our agent prepare an estimate for you.

You also have the right to waiver your participation. If you elect to waive your participation, you must do so in writing. Attached is a form that you need to complete and return to Liberty Montessori: The Place for Learning indicating your preference to waive participation.

Please sign below and indicate whether you will be participating. If not, complete the attached form and return it to Ivonne Barreras before your first date of physical employment.

Health Insurance:

- Participating
- Not Participating (Please complete, notarize and return the attached waiver.)

Name: _____

Date: _____

Signature: _____



Oxford Health Plans (NJ), Inc. / Oxford Health Insurance, Inc.

New Jersey Large Employer Health Benefits Waiver of Coverage

Local Address: P.O. Box
Hot Springs, AR 71903 • 800-
7658 • www.oxfordhealth.com

29142,
889-

Group Name:

Policyholder Name:

Group Number:

Employee Name: Last First Middle Initial

Employee SSN: _____

Marital Status: Single Married Widowed Divorced

Date of Employment: _____

Date of Birth: _____

I was given the opportunity to enroll in this plan of group health benefits offered by my employer and insured by Oxford Health Plans (NJ), Inc. / Oxford Health Insurance, Inc. I refuse coverage:

Reason for Refusal (Please check all appropriate boxes.)

- Other group coverage sponsored by my employer
- Other group coverage sponsored by my spouse's employer
- Other group coverage sponsored by another organization
- Other reasons (please explain) _____

Please provide name of carrier and policy number: _____

Signature of Employee _____ Date _____

Signature of Benefits Administrator _____ Date _____

NJ-04-412 Rev 1 02-2013 6962 R4 UHCNJ659264-000

POLICY INSTRUCTION AND MEDIA RELEASE FORM

Liberty Montessori is proud of the achievements of our faculty and students and often publicizes the many successful programs, projects, and activities with photos and a record of activities happening during the student's school year. Photos and Videotaping of teachers and students engaged in learning activities may be sent to parents and featured consequent to media releases.

Additionally, there are occasions in our school when photographs are taken of teachers and students engaged in educational activities. Frequently, such photographs include individual students, as well as, group pictures and may appear in local newspapers. Often students are identified by name in such photographs.

There are occasions in our school when photographs are taken of teachers and students engaged in educational activities. Such photographs may be used to support the newsletter or other internal communication. In these instances, the photographs are emailed to the Head Teacher or her designee. Staff members who take the photographs may use their personal cameras or other device for the purposes of photographic imaging. In these instances, staff is required to delete images from their personal devices. The school also deletes images from its computers immediately after utilizing the photos.

Before taking and/or publishing any pictures or videos, we ask for the permission of the enrolled student's parent/guardian. Please indicate your approval with a checkmark in the box and your signature below or in the alternative indicate your preference.

We cannot do this on a case by case basis. If you do not agree, your child will not be photographed at our school and may not participate in activities where we are unable to control the use of photography/video by other participants.

Staff (print)

Date

Staff Signature

Date

Video/Photographing/Media Permission (Please write yes or no in the box)

Yes, I agree to have my own likeness used in photography and/or video/media by Liberty Montessori solely for the purposes of promoting program activities.

No, I do agree to have my own likeness used in photography/video/media by Liberty Montessori solely for the purposes of promoting program activities.

COMPANY RULES AND OPERATIONAL POLICIES

As a few first steps in the policies I am drafting a guide what our new normal looks like, I want to share this message to help guide you as you prepare for this coming week:

1. Please bring a copy of your testing results for the state, as soon as you are done with the process and receive them. This testing should be done regularly, and I will work with JC DOH to find out how/if I can help facilitate this for us. Moving forward, this type of compensation may not be manageable, but I want to thank you for your current actions. This is one way- the first way.
2. Please purchase and bring 6 pairs of scrubs, a pair of inexpensive sneakers, a bar of soap and plastic soap holder small enough to hold it that fit into your scrub pocket, and thermometer for yourself for personal use. Also try to find antibacterial solutions for the school.

Please make sure to bring all with you when you return to work and that your scrubs and work clothing are labeled with your name.

- Colors you may wear: solids – Black, grey, white, or army green will work.
- The scrubs will be worn - one per day unless there is a need to change. At the end of each day, the scrubs go into the designated staff Hamper for washing. The scrubs shall be washed every week along with the other school bedding, etc.
- Please bring me receipts for the scrubs, sneakers, soap and antibacterial solutions you buy for the school's use.
- Employees will come to work dressed in their street clothes and change into scrubs and sneakers before the start of their workday, every work day, and then change back to their street clothes at the end of the work day right before leaving, putting the scrubs into a hamper for weekly washing. In addition, our policies will ask you to wipe down the pair of sneakers each day before leaving and the sneakers will remain in the school.

Staff may NOT wear exercise clothing to work and may only wear indoor footwear during the work hours.

3. To confirm, without children, our hours shall be 6:30AM to 6:30PM; for families 7:30AM to 6PM.
4. Every day, one hour before arriving to work, please send the director a text with a photo of your temperature and the State forms email to headteachers@theplaceforlearning.org, when you arrive to work you will be required to take your temperature outside/in your car/wherever but prior to entering the building. You will be required to send me a text every time you leave and enter the building stating your name, confirming that you took your temperature and what the results were, daily.
5. In addition, each employee must wear a mask, wash the masks every evening and bring them to work to wear during the day in the classrooms. We shall continue to provide gloves and antibacterial soap and solutions but we ask that you come into the school wearing a mask and use it or the face shield we provide should you have to leave the school and come in contact with someone closer than 6 feet.
6. Every employee is required to use soap and water to wash their hands as often as feasibly possible but in keeping with our school/DCF/CDC guidelines. There are going to be a lot of changes, but I feel if WE are strong, smart and consistently aware of the policies we will get through this together.

Let me know if you have any questions or concerns with this guidance.

_____ Print/Sign Name

_____ Date

SAFETY CHECKLIST

ENVIRONMENT

- Have I identified and maintained space requirements for all rooms approved by the OOL for children's use?
- Is unapproved space accessible to children?
- Are all surfaces washed and disinfected as required using a commercial disinfectant or a staff-made solution of bleach and water made according to manufacturer's instructions?
- Is indoor equipment sturdy, safe and free of apparent hazards? (* Safety)
- Is outdoor equipment sturdy, safe and free of apparent hazards? (* Safety)
- Is sharing of items and toys limited to those that can be cleaned and sanitized? (* Safety)
- Is equipment, including playground equipment, rotated to ensure they are disinfected between uses?
- Are meals served in the classroom or in a lunchroom using a staggered schedule?
- Has family style dining been eliminated?
- Are all surfaced used for food cleaned and sanitized before and after each use?

RATIOS

- Do I have adequate staff to meet child/staff ratios?
- Are groups of children limited to no more than 10 children?
- Are interactions between groups of children prohibited?
- Are staff assigned to and remaining with one group?
- Is outdoor play time staggered to ensure a distance of six feet between group when multiple groups are outside?

SAFETY

- Do I have a designated area where sick children can be separated from well children and provided rest equipment?
- Are children and staff washing their hands as required?
- Are all toxic substances and medications inaccessible to children?
- Are the center's fire protective systems operative at all times?
- Are all exits and egress area are obscured?
- Are exit doors easily operable?
- Is indoor equipment sturdy, safe and free of apparent hazards? (* Environment)
- Is outdoor equipment sturdy, safe and free of apparent hazards? (* Environment)
- Are children's masks removed during rest or sleep?
- Are children washing their hands upon entering the center?
- Are children washing their hands after playing with toys? Before and after meals, and before and after outdoor play.
- Are children washing their hands before and after meals?
- Are children washing their hands before and after outdoor play?
- Are staff washing their hands before and after meals?
- Are staff washing their hands before and after outdoor play?

_____ Print/Sign Name

_____ Date

- Are staff wearing disposable gloves for all diaper changes?
- Are parents dropping off children at the front door?
- Do staff meet children as they are dropped off and escorting them to their group after completing the Entry Healthy Screening?
- Are drop off and pick up times staggered to avoid people congregating outside the facility?
- Are non-essential visitors prohibited?
- Is sharing of items and toys limited to those that can be cleaned and sanitized? (* Environment)
- Are children reminded to not touch their faces? (* Staff)
- Are children washing their hands after using items? (* Staff)
- Are staff wearing gloves when handling food? (* Staff)

SIGNAGE

- Is my License prominently posted in each building?

STAFF

- Are staff Child Abuse Record Information (CARI) available for inspection?
- Are staff Criminal History Record Information (CHRI) available for inspection?
- Are necessary actions taken to ensure the children’s health, safety and well-being?
- Is the Daily Log of Child and Staff Entry Health Screenings and Attendance to OOL complete during entry health screenings?
- Have I submitted the completely Daily Log of Child and Staff Entry Health Screenings and Attendance to OOL each day?
- Are all staff wearing cloth masks while working?
- Are children over the age of 2 encouraged to wear masks when appropriate and safe?
- Are staff washing their hands before and after meals?
- Are staff washing their hands before and after outdoor play?
- Are staff wearing disposable gloves for all diaper changes?
- Do staff meet children as they are dropped off and escorting them to their group after completing the Entry Healthy Screening? (* Safety)
- Are children reminded to not touch their faces? (* Safety)
- Are children washing their hands after using items? (* Safety)
- Are staff wearing gloves when handling food? (* Safety)

SUPPLIES

- Do I have enough supplies, furniture and equipment for the required activities?

_____ Print/Sign Name

_____ Date

FOLLOW THE CDC GUIDELINES

1. Do you or your child have a temperature? Check child and parent upon arrival. Parents please provide your own thermometer to be kept in the child's bag.
2. Have or any family member traveled to a country or place where COVID-19 is present? Or do you or have you been in contact with COVID-19?
3. Have you or any family members have signs of illness? I.e. cough, fever, sore throat, etc.: in the last 15 hours. --
-

If Your Child Care Program Remains Open

Childcare programs that remain open during COVID-19 pandemic should address these additional considerations:

- Implement **social distancing strategies**.
- Intensifying **cleaning and disinfecting efforts**.
- Modify **drop off and pick up procedures**.
- Implement **screening procedures upon arrival**.
- Maintain an adequate ratio of staff to children to ensure safety.
 - Plan ahead and recruit those with childcare experience to ensure you have a roster of substitute caregivers who can fill in if your staff members are sick or stay home to care for sick family members.
- When feasible, staff members and older children should **wear face coverings** within the facility. Cloth face coverings should NOT be put on babies and children under age two because of danger of suffocation.

Some schools, child care programs, and service organizations are supporting their communities by providing temporary or emergency child care services for the children of essential service providers such as first responders, healthcare workers, transit or food retail workers, and persons who do not have paid leave, cannot work from home, or do not have a family caregiver at home.

If you re-purpose your school or service facility as an emergency or temporary childcare center, please follow CDC guidance for administrators or child care programs and K-12 schools.

- Be sure to follow state and local childcare licensing policies and regulations. Specifically, all facilities should continue to adhere to their state and local licensing policies unless otherwise notified by their local health department.
- Guidance may also be provided by the department of education and/or health department in your state, city, or locality.

Social Distancing Strategies

Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:

_____ Print/Sign Name

_____ Date

- If possible, childcare classes should include the same group each day, and the same child care providers should remain with the same group each day. If your childcare program remains open, consider creating a separate classroom or group for the children and healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - If possible, at nap time, ensure that children’s nap time mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their home.

Parent Drop-Off and Pick-Up

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children’s reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop-off times and plan to limit direct contact with parents as much as possible.
 - Have child care providers greet children outside as they arrive.
 - Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children to their cars.
 - Infants should be transported in their car seats. Store car seats out of children’s reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

Screen Children Upon Arrival (if possible)

Persons who have a fever of 100.4°F (38.0°C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

_____ Print/Sign Name

_____ Date

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Examples of Screening Methods

Reliance on Social Distancing (example 1)

- Ask parents/guardians to take their child’s temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have a fever, shortness of breath or cough.
- Make visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet.

Reliance on Barrier Partition Controls (example 2)

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member’s face and mucous membranes from respiratory droplet that may be produced if the child being screened sneezes, coughs, or talks.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below).
 - Perform hand hygiene.
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child’s temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

Reliance on Personal Protective Equipment (example 3)

If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child. However, reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements.

- Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and side of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.

_____ Print/Sign Name

_____ Date

- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child’s temperature.
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can use the same wipe as long as it remains wet.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol-based hand sanitizer or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
- If your staff does not have experience in using PPE:
 - Check to see if your facility has guidance on how to don and doff PPE. The procedure to don and doff should be tailored to the specific type of PPE that you have available at your facility.
 - If your facility does not have specific guidance, the CDC has recommended sequences for donning and doffing PPE.

Clean and Disinfect

Caring for Our Children (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, doorknobs, and floors can be disinfected.

Intensifying cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use cleaners typically used at your facility.
- Use all cleaning products according to the directions on the labels. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available online. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to childcare providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC’s guidance on ***disinfection for community settings***.
- All cleaning materials should be kept secure and out of the reach of children.

_____ Print/Sign Name _____ Date

- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned or sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with EPA-registered disinfectant, rinse again, and air dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being removed from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys”. Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is ideal method of cleaning. Try to have enough toys that can be rotated through cleanings.
- Children’s books, like other paper-based materials, such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s skin should be cleaned weekly or before use by another child.

Caring for Infants and Toddlers

Diapering

When diapering a child, wash your hands and wash the child’s hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child’s hands
- Clean up diapering station
- Wash hands

_____ Print/Sign Name

_____ Date

After diapering wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diapers and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Childcare providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Childcare providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Childcare providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottle brush, soap, and water.

Healthy Hand Hygiene Behavior

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.

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- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from the CDC.

Food Preparation and Meal Service

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child’s meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.
- Facilities should follow all other applicable federal, state, and local regulation and guidance related to safe preparation of food.

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it’s important that everyone practices healthy hygiene behaviors.

- If you have staff members or teachers over the age of 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk. Follow children’s care plans for underlying health conditions such as an asthma action plan.
- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.

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HOW TO CLEAN AND DISINFECT

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Follow the instructions on the label** to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - **Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

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- **Leave solution** on the surface for **at least 1 minute**.
To make a bleach solution, mix:
- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water

OR

4 teaspoons bleach per quart of room temperature water

- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces

- For soft surfaces such as carpeted floor, rugs, and drapes
- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

Disinfect with an EPA-registered household disinfectant. These disinfectants can meet EPA's criteria for use against COVID-19.

- Vacuum as usual.

Electronics

- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry

- For clothing, towels, linens and other items
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

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Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum as needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.

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- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the direction on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame.
- For children under six years of age, hand sanitizer should be used with adult supervision.
- Always store hand sanitizer out of reach of children and pets.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.

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HOW TO CLEAN AND DISINFECT SCHOOLS TO HELP SLOW THE SPREAD OF THE FLU

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in schools. To help slow the spread of influenza (flu), the first line of defense is getting vaccinated. Other measures include staying home when sick, covering coughs and sneezes, and washing hands often. Below are tips on how to slow the spread of flu specifically through cleaning and disinfecting.

1. Know the Difference Between Cleaning, Disinfecting, and Sanitizing.

- **Cleaning removes germs**, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting kills germs** on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- **Sanitizing lowers the number of germs** on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

2. Clean and disinfect surfaces and objects that are touched often

- Follow your school's standard procedures for routine cleaning and disinfecting. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Some schools may also require daily disinfecting these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.
- Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

3. Simply do routine cleaning and disinfecting

- It is important to match your cleaning and disinfecting activities to the types of germs you want to remove or kill. Most studies have shown that the flu virus can live and potentially infect a person for up to 48 hours after being deposited on a surface. However, it is not necessary to close schools to clean or disinfect every surface in the building to slow the spread of flu. Also, if students and staff are dismissed because the school cannot function normally (e.g., high absenteeism during a flu outbreak), it is not necessary to do extra cleaning and disinfecting.
- Flu viruses are relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. Special cleaning and disinfecting processes, including wiping down walls and ceilings, frequently using room air deodorizers, and fumigating, are not necessary or recommended. These processes can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

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4. Clean and disinfect correctly

- Always follow label directions on cleaning products and disinfectants. Wash surfaces with a general household cleaner to remove germs. Rinse with water, and follow with an EPA-registered disinfectant to kill germs. Read the label to make sure it states that EPA has approved the product for effectiveness against influenza A virus.
- If a surface is not visibly dirty, you can clean it with an EPA-registered product that both cleans (removes germs) and disinfects (kills germs) instead. Be sure to read the label directions carefully, as there may be a separate procedure for using the product as a cleaner or as a disinfectant. Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for 3 to 5 minutes).
- Use disinfecting wipes on electronic items that are touched often, such as phones and computers. Pay close attention to the directions for using disinfecting wipes. It may be necessary to use more than one wipe to keep the surface wet for the stated length of contact time. Make sure that the electronics can withstand the use of liquids for cleaning and disinfecting.

5. Use products safely

- Pay close attention to hazard warnings and directions on product labels. Cleaning products and disinfectants often call for the use of gloves or eye protection. For example, gloves should always be worn to protect your hands when working with bleach solutions.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can result in serious injury or death.
- Ensure that custodial staff, teachers, and others who use cleaners and disinfectants read and understand all instruction labels and understand safe and appropriate use. This might require that instructional materials and training be provided in other languages.

6. Handle waste properly

- Follow your school’s standard procedures for handling waste, which may include wearing gloves. Place no-touch waste baskets where they are easy to use. Throw disposable items used to clean surfaces and items in the trash immediately after use. Avoid touching used tissues and other waste when emptying waste baskets. Wash your hands with soap and water after emptying waste baskets and touching used tissues and similar waste.

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CONSIDERATIONS FOR SCHOOLS

As some communities in the United States open K-12 schools, CDC offers the following considerations for ways in which schools can help protect students, teachers, administrators, and staff and slow the spread of COVID-19. Schools can determine, in collaboration with state and local health officials to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. School-based health facilities may refer to CDC's Guidance for U.S. Healthcare Facilities and may find it helpful to reference the Ten Ways Healthcare Systems Can Operate Effectively During the COVID-19 Pandemic. These considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which schools must comply.

Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Promoting Behaviors that Reduce Spread

Schools may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
- Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
 - Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
 - Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.
 - Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.

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- CDC’s criteria can help inform when employees should return to work:
 - If they have been sick with COVID-19.
 - If they have recently had close contact with a person with COVID-19.
- **Hand Hygiene and Respiratory Etiquette**
 - Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
 - Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- **Cloth Face Coverings**
 - Teach and reinforce use of cloth face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students’ families on proper use, removal, and washing of cloth face coverings.
 - Note: Cloth face coverings should **not** be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
- **Adequate Supplies**
 - Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) and no-touch/foot-pedal trash cans.
- **Signs and Messages**
 - Post signs in highly visible locations (e.g., school entrances, restrooms) that and describe how to stop the spread of germs (such as properly washing hands and properly wearing a cloth face covering).
 - Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
 - Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).

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- Find free CDC print and digital resources on CDC's communications resources main page.

Maintaining Healthy Environments

Schools may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
- If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators.
- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children. Use products that meet the EPA disinfection criteria.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

- **Shared Objects**

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

- **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.

- **Water Systems**

- To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.

- **Modified Layouts**

- Space seating/desks at least 6 feet apart when feasible.

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- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Create distance between children on school buses (g., seat children one child per row, skip rows) when possible.
- **Physical Barriers and Guides**
 - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- **Communal Spaces**
 - Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.
 - Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.
- **Food Service**
 - Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.
 - Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils and ensure the safety of children with food

Maintaining Healthy Operations

Schools may consider implementing several strategies to maintain healthy operations.

- **Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**
 - Offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
 - Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).
 - Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.
- **Regulatory Awareness**
 - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Gatherings, Visitors, and Field Trips**

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- Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.
- **Identifying Small Groups and Keeping Them Together (Cohorting)**
 - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Limit mixing between groups if possible.
- **Staggered Scheduling**
 - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
 - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.
- **Designated COVID-19 Point of Contact**
 - Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.
- **Participation in Community Response Efforts**
 - Consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).
- **Communication Systems**
 - Put systems in place for:
 - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 (e.g. see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick section below**) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
 - Notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- **Leave (Time Off) Policies and Excused Absence Policies**

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- Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
 - Examine and revise policies for leave, telework, and employee compensation.
 - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Develop policies for return-to-school after COVID-19 illness. CDC’s criteria to discontinue home isolation and quarantine can inform these policies.
- **Back-Up Staffing Plan**
 - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
- **Staff Training**
 - Train staff on all safety protocols.
 - Conduct training virtually or ensure that social distancing is maintained during training.
- **Recognize Signs and Symptoms**
 - If feasible, conduct daily health checks (e.g., temperature screening and/or or symptom checking) of staff and students.
 - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC’s supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC’s General Business FAQs for screening staff.
- **Sharing Facilities**
 - Encourage any organizations that share or use the school facilities to also follow these considerations.
- **Support Coping and Resilience**
 - Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
 - Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
 - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
 - Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746

Preparing for When Someone Gets Sick

Schools may consider implementing several strategies to prepare for when someone gets sick.

- **Advise Staff and Families of Sick Students of Home Isolation Criteria**
 - Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation.

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- **Isolate and Transport Those Who are Sick**

- Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

- **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

- **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

_____ Print/Sign Name

_____ Date

AN IMPORTANT MESSAGE FROM THE NEW JERSEY DEPARTMENT OF HEALTH:

The New Jersey Department of Health (NJDOH) is currently reporting widespread influenza (flu) activity in all regions of the state. The flu can be very serious and can cause severe symptoms and sometimes death. People with the flu often have fever, headache, sore throat, body aches, and cough.

Please remember, that according to state health regulations, children six months through 59 months of age attending any licensed childcare center, or preschool facility, must have received at least one dose of influenza vaccine by December 31, 2017. Children who do not have documentation of receiving the flu vaccine and don't have a valid medical or religious exemption will need to be excluded from the childcare center or preschool facility through March 31, 2018.

NJDOH recommends that schools and childcare settings increase education on respiratory hygiene and monitor attendees for sudden fever and respiratory illness symptoms.

Staff and children (as developmentally appropriate) should all be taught and asked to follow these steps that prevent the transmission of infections such as influenza:

- Cover your coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.
- Wash hands frequently, especially after coughing and sneezing.
- Stay home if you are sick, especially with a fever.

Staff and parents should be made aware of the symptoms of influenza. Symptoms associated with the flu can include:

- Fever (although not everyone with has a fever)
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Tiredness
- Sometimes diarrhea and vomiting

School or childcare attendees and staff with sudden fever and respiratory illness symptoms should be sent home with instructions to stay home until fever free for 24 hours without fever reducing medication. Instructions should be given to seek medical care with worsening of symptoms.

It is not too late to get vaccinated. All people 6 months of age and older are recommended to actually receive the influenza vaccine. Getting vaccinated your protects people around you, including those who are more vulnerable to serious flu illnesses, like babies and young children, older people, and people with certain chronic health conditions.

While flu vaccine is not perfect and some people who get vaccinated may still get the flue, there is some data to suggest that flu vaccination may make the illness milder.

_____ Print/Sign Name

_____ Date

The New Jersey Department of Health asks that everyone take steps to prevent the flu:

- Get a flu shot—it's not too late to be protected!
- Wash hands often
- Cover coughs and sneezes with your sleeve or a tissue
- Avoid sick people
- Stay home if sick. Keep students home if that are too sick.

_____ Print/Sign Name

_____ Date

COMPANY RULES AND OPERATIONAL POLICIES

(Please read and sign at the bottom of each page indicating your understanding)

This provides written guidance concerning The Place for Learning's (d.b.a Liberty Montessori) minimum expectations. Reminders concerning this guidance shall be provided verbally, as needed until written reminders and warnings are deemed to be in the administration's best interest. Once signed, the document represents that parties agree and that employees have been provided clear guidance and possess clear understanding concerning the employer's minimal rules, liberty, procedures, and expectations. Below are signatures to confirm common understanding for the following:

LIBERTY MONTESSORI: THE PLACE FOR LEARNING'S OVERARCHING PRIORITY: RESPONSIBLE, RESPONSIVE, PROFESSIONAL, DETAIL-ORIENTED CHILD-CENTERED CARE AND ATTENTION PROVIDED TO CHILDREN AND FAMILIES USING HIGH STANDARDS AND INTEGRITY.

- Nothing takes priority over the children and families we serve.
- Cleaning is important but must be completed when children are not present (if solutions contain bleach and other toxins).
- Cleanliness is crucial but must be addressed when children are not crying and in need of attention.
- Children cannot cry without being addressed: not for more than 3 minutes (acknowledge the situation).
- Early learning is important and part of what we do every day: children's lesson plans and activities must be delivered daily: including but not limited to structured reading, numbers, art, music, and gross motor activities, etc.
- Children are not allowed to sleep on their stomach unless they are able to independently turn over.
- Limit time infants spend in cribs (only when sleeping) in swings (if the child has fallen asleep in the swing he/she must be removed by or before 10 minutes and put into his/her crib) and without interaction (speak to the infants, caress, hug, play and otherwise lavish with affection)—you are helping to create a better, well-adjusted person.

TERMS OF EMPLOYMENT

- Employment with Liberty Montessori: The Place for Learning LLC assumes that employees are able to lift at least 35lbs of weight, have no preexisting health conditions that limit capacity to support children and possess the experience, academic training and acumen to work with children;
- Staff arrives to work on-time, attends work regularly with no or few exceptions to the daily schedule, supports administration when modifications are needed;
- (overstaff/understaff), follows policies and procedures, performs their duties using high standards, follows management's reasonable directives, supports the school's activities, and otherwise operates in a manner that demonstrates professionalism and courtesy to management and to colleagues.

STARTING AND ENDING THE WORKDAY

- Liberty Montessori: The Place for Learning LLC compensates for work hours when work is being performed, as such it is expected that Employees sign in ONLY AFTER they are prepared to work in their designated capacity.
- When clocking in: Staff members must be ready to work and must not go back to check personal things after clocking in.

_____ Print/Sign Name

_____ Date

- When clocking out: Staff member must clock out first and then return to the room to retrieve their personal belongings.
- Overtime must be requested and approved in advance use in writing.
- Personal items remain in the staff closet.
- Cellphones, food, and sugar substance are not allowed in the work areas.

DRESS CODE AND WORK CLOTHING

- Employees are to adhere to Liberty Montessori: The Place for Learning LLC dress code where clean, gently worn clothing, preferably black or white scrubs are the preferred attire.
- Employees who are not required to wear scrubs shall adhere to a professional dress code that includes solid black or solid white comfortable pants and tops (no tight/revealing clothing/spandex pants/short shirts).
- No dangling earrings or excessive jewelry.
- Staff who work in direct contact with children are to wear their hair tied back.
- Shoes with rubber bottoms are to be used as indoor shoes and worn in the workplace.

STAFF RESPONSIBILITIES: GROUP TEACHERS

- GROUP TEACHERS are primarily responsible for overseeing classrooms and are expected to be prepared to support students immediately upon the designated state time to work.
- GROUP TEACHERS are to remain in the work area (classroom) supervising children at all times, except for lunch or other approves (by the Director) extended periods; extended and repeated need to leave the room to gather materials is considered unfavorable; in the event of any unexpected change in classroom; e.g., notice is provided on the same day of need, the GROUP TEACHER will receive a 30-minute prep time to gather all needed materials to move to the new classroom;
- GROUP TEACHERS are responsible for maintaining an organized classroom, ensuring materials are collected complete, and in good condition; using the lending library as needed and returning materials daily; decorating the work-area to demonstrate learning.
- GROUP TEACHERS are to provide to their Director/Head Teacher Lesson Plans and related Activities two weeks prior to the scheduled date.
- GROUP TEACHERS are to organize materials needed to deliver the next day’s lessons and for activities before leaving work the day prior (NOTE: once approved, schedule lesson plans and activities are not to be substituted without prior approval from the DIRECTOR, and such request shall be sought at least one week in advance.)
- GROUP TEACHERS are responsible for organizing, planning all activities, including GROSS MOTOR SKILLS activities to be delivered with or without the GROUP TEACHER present, and providing the DIRECTOR written schedules of activities—two weeks in advance.
- When children are departing for the day, the GROUP TEACHER is responsible for ensuring that the child’s belongings (bottles, shoes, food compartment, clothes, and on Fridays—sheets and pillowcases) have been gathered and packed neatly, and that all items are packed in the appropriate bags;
- GROUP TEACHERS will support the school with Parent/Teacher conferences, and other meeting with the parents, upon reasonable request.
- GROUP TEACHERS are responsible for assigning a TEACHER AID to prepare his/her belongings for departure.

_____ Print/Sign Name _____ Date

LOGS: RESPONSIBILITY OF ALL

- Completing daily logs (GROUP TEACHER responsible for completeness and accuracy) is a requirement.
- In the afternoon, or when the GROUP TEACHER is not in the room, the Teacher Aid will complete the log—adding routine care and Gross Motor Skills and other activities); when in doubt, see the Director for guidance.

STAFF RESPONSIBILITIES: GROUP TEACHERS AND TEACHER AIDES

- Upon arrival staff is required to turn off/on appropriate lights, position outside signage, set up the closed circuit cameras, creating or discarding of cleaning solutions, addressing needs for gloves, tissue, paper, etc., creating children's logs, [Group Teachers: preparing for daily activities], setting up sanitizers, air filters, music and for otherwise readying the school for the arrival of families and children;
- Staff will ensure main lights remain on throughout the whole day. At the end of the day main lights are to be shut off and designated spotlights go on for the rest of the night. Staff who arrive at 7AM or who close are responsible for taking the red infant cart in the outside play area to the area outside of the gate or returning it to its location before the school closes; in the morning for pouring ½ gallon of water into each plant pot on Monday, Wednesday, Fridays during the summer only; on Mondays during fall, winter, and spring;
- No cellphone use is allowed in the school; no cellphones are to be in your pocket or in hand during work hours. If you have an emergency, you can ask anyone in the office to use the office telephone. For emergency purposes only, family can contact you using our business phone number (201-985-8745).
- All staff members but in particular GROUP TEACHERS are required to provide direct supervision over children, follow the program schedule, record activities on the child's designated log, bring to the DIRECTOR'S attention serious issues immediately (particularly if such requires an Incident Report); not leave the room for any unapproved reason but use the school's Intercom System;
- **Staff should refrain from *discussing matters concerning anything other than the immediate daily care of the children while in the presence of children and always while in the classrooms.***
- Staff are to ensure the classrooms are neat, clean, and organized.
- Staff are not to leave children/students unattended for any reason, other than a pre-approved lunch break and then only after ensuring the room has adequate coverage; the children are being left attended by another assigned staff members and that the room is in ratio (see Chapter 52). If there is any question about coverage the GROUP TEACHER or SENIOR STAFF MEMBER is to consult with the DIRECTOR.

STAFF MEETINGS AND TRAINING

- All staff members are expected to attend monthly staff meeting.
- Staff meetings, based on current schedule, are held the second Saturday of every month for one hour (these are paid events).
- Professional development training sessions are required by the State of New Jersey. Liberty Montessori at its own discretion may pay or otherwise commission workshop leaders to provide professional development for 2-3 hours following Saturday staff meetings. Staff are required to attend these professional development sessions as part of their employment agreement (these shall be unpaid events).
- Staff members who are on vacation or otherwise not in attendance during staff meetings are required to obtain all the information shared at the meeting.
- New employees are required to attend onboarding training (unpaid-2 hours) immediately after their first staff meeting. Please schedule this training with the Director.

_____ Print/Sign Name

_____ Date

NEWSLETTER

- The weekly newsletter is provided to parents and uploaded onto the Liberty Montessori website on Fridays each week. A draft of the newsletter is required from each GROUP TEACHER by Tuesday and the final edited version by Friday (noon) each week.

INVENTORY AND WORKPLACE NEEDS

- GROUP TEACHERS are responsible for maintaining the classroom.
- GROUP TEACHERS will perform an inventory of classroom materials and provide the inventory to the director by or before September 1st, June 30th, July 1st, and August 31st annually.
- The Inventory List shall be provided to the director in writing and via email.
- Workplace needs must be communicated to the director *at least* two weeks prior to the need. The workplace needs shall minimally include all cleaning supplies needed for the room and all supplies needed to support lessons and activities for the following month.

COMMUNICATION BETWEEN ADMINISTRATION AND STAFF

- The company uses open communication; however, it is challenging to have clear communication during the workday, therefore, staff members should email the director with questions, concerns, and requests.
- If a staff member has not received a response to such correspondence, please direct concerns to the owner directly.

ALL STAFF MEMBERS ARE REQUIRED TO READ THROUGH CHAPTER 52

- Staff is required to read Chapter 52 within the first 30 days of employment.
- Staff is required to always know exactly how many children are always in the room and under their direct supervision—.
- Staff is required to adhere to policy concerning diaper and potty changes (on the changing table or standing up):
 - a. Lay out the changing table paper
 - b. Gather all the needed items (diaper, creams, wipes, etc.) before getting the child.
 - c. Lay the child on his/her back
 - d. Strap the child with the buckle attached to the changing table
 - e. If the child has a bowel movement: wear gloves
 - f. Wipe the child from front to back to avoid irritations in private area
 - g. Apply any ointment (if provided/requested by parents as needed)
 - h. When putting on a pamper make sure the pamper straps are a minimum of 2 index fingers apart to avoid it being put on too tight
 - i. Put the child in a safe, supervised location (swing, crib, etc.). THEN RETURN TO THE TABLE...
 - j. Clean the diaper changing table: spray soap and water and spray sanitizer
 - k. After throwing the diaper in the diaper genie: spray the top of the genie with sanitizer
 - l. Or for potty, after helping child clean, wipe the toilet.

_____ Print/Sign Name

_____ Date

CLEANING

- Daily cleaning of the changing tables or toilets.
- Clean under the mattress and inside the cabinet every day.
- Daily cleaning of the eating table and seats (before and after meals)
 - a. Pull seats out
 - b. Spray soap and water
 - c. Spray sanitizer
 - d. Daily cleaning of plastic floor mats underneath eating tables
 - e. On Fridays, take the straps off the changing tables and highchairs and soak straps with bleach; soak straps in water and bleach solution and lay them out to dry individually.
 - f. SWEEP THROUGHOUT THE DAY AS NEEDED.
 - g. CHILDREN SHOULD NOT BE EATING IN THEIR CRIBS OR COTS.

STAFF LUNCH

- Management will make every attempt to standardize staff lunch hour schedules; however, on occasion consequent to overstaffing, understaffing or other business need lunch hours may be adjusted to ensure the Center supports its priorities; any discussion concerning lunch hours should be addressed with the Director.
- Staff is permitted to carry in their lunch and eat in the school and may use refrigerators to store food, all remaining food is to be taken home at the end of the day. We expect that staff will maintain and clean the area.
- Employees may carry-in water for the day, providing it is carried in a clear, auto spout, no-spill water bottle, providing such are labeled and removed by the end of the day.
- Staff who need unexpected day off will seek coverage and when possible provide management with two weeks' notice for exceptions with no presumption that changes will be approved by management.
- If these expectations and/or the policies/rules/procedures that follow are not met, or if management deems my performance or resources are out of alignment with the school's needs, Liberty Montessori: The Place for Learning LLC reserves its right to terminate the employer/employee relationship with no additional notice.

In agreement with the terms outlined in this document (as indicated with my signature below and initials at the end of each page).

Liberty Montessori: The Place for Learning LLC

Print Name
Sign Name
Date

Employee

Print Name
Sign Name
Date