



Employee Needed Documentation

DSS Licensing required forms

- Emergency Contact Information
- SLED Criminal Background check/ www.sled.state.sc.us
- SLED Fingerprint Results /Transmittal
- FBI Fingerprint Results /Transmittal
- TB Test Results (even 4 years)
- Medical Statement (DSS 2901)
- Health Assessment (DSS 2926) (event 4 years DSS)
- Central Registry (DSS 2924) (eve 2 years)
w/ Money order \$8 to SCDSS
- Non-Conviction Form (DSS 2925A) Notarized every 2 years
- Child Abuse Statement
- Discipline Policy annually
- Code of Ethical Conduct

Payroll

- Direct Deposit w/ a void Check
- Eligibility Verification (I-9)
with Copy of Social Security Card and Driver's License
- Tax Form (W4)

Education/Training

- Job Application
- Resume
- High School Diploma
- Training Certificates
- Reference Letters (required for Dir.)
- Other Education Verification
- CPR Certification
- 1st Aid Certification
- Blood Borne Pathogen Certification

Employee Medical File

- Medical Insurance Acceptance
- Medical Insurance Waiver
- Dental Insurance Acceptance Dental Insurance acceptance

Requests / Miscellaneous

- Leave Request-Medical
- Doctor Notices, etc
- Accident/Incident Reports

Orientation

- Employee Handbook
- Insurance packet

Employee Emergency Contact Information



Name	
Address	
City/State	
Telephone	

Contact Persons in case of Emergency:

Contact #1

Name	
Address	
City/State	
Telephone	
Relation	

Contact #2

Name	
Address	
City/State	
Telephone	
Relation	

Physician Name:	Phone: ()
Medical Insurance:	
Allergies:	
Medications:	
Hospital:	

Other Significant Information: _____

I understand that in case of an emergency the center will notify my contacts listed above.
If I need medical transport to a hospital, the center will call for medical transport.

Signed: _____ Date: _____

Children's Center at USC
EMPLOYMENT AGREEMENT



LAST NAME _____ FIRST NAME _____ MIDDLE ____
STREET / APT # _____ CITY/STATE _____ ZIP _____ PHONE _____

_____ has been appointed to the staff of the Children's Center at USC in the position of _____

The employee is directly responsible to _____

(Management) and/or _____ (Director).

Official Responsibilities:

The employee agrees to uphold and obey all policies, procedures, and regulations set forth by the Children's Center at USC Employee Manual and the local State government rules and regulations.

Rate of Pay: _____ Scheduled Hours: _____

NOTE: Hours are subject to change, as center needs change.

Pay Periods: 15th and the last day of each month. Note: if either of these dates fall on a weekend, paychecks will be distributed no later than the following Monday.

Place and Time of Payment: Children's Center at USC, no later than the close of the business day.

Payroll Deductions:

1. Fingerprints - DSS required State and Federal fingerprint checks cost \$. The CDC at USC will reimburse the employee the full cost after the employee completes 1 year of continuous service. Should the employee end their employment with the Children's Center at USC prior to the anniversary of their hire, the remaining cost of the fingerprints will be deducted from their final paycheck.

2. Child Care - Should the employee wish to enroll their child/children in the Children's Center at USC, the employee will receive free care for the first child, and a 50% discount for each child thereafter (after 90 days of continuous service): \$ _____ per week will be deducted from their paycheck. Each parent employee will also abide by all Children's Center at USC policies and procedures as outlined in the Parent Handbook.

3. Insurance - The employee understands that should they elect to enroll in the Children's Center at USC Insurance Programs, a semimonthly payroll deduction will occur. The amount of deduction will be determined by the employee's individual selection of coverage, and costs associated with the program will be identified on the Insurance Agreement Form.

Employee Responsibilities: It is the employee's responsibility to maintain accurate time records in order to be paid in a timely manner. Employees who fail to clock in and out properly may experience an incorrect payment of wages or a delay in payment of wages.

Employee Signature _____ Date _____

Management Signature _____ Date _____



**CHILDREN'S CENTER at USC
CHILD GUIDANCE AND DISCIPLINE PROCEDURES**

The purpose of guidance and discipline is to teach a child to have self-discipline. The emphasis of any set of procedures should be to teach the child to learn how to control themselves in various situations.

Children's Center at USC does not permit corporal punishment of any type.

Children's Center at USC follows procedures as outlined below in encouraging self-discipline:

Infants and Toddlers

Prevention, Ignoring, Redirection, Distraction, Explaining, Encouraging, Modeling, Conferencing. Infants and Toddlers should never be put in time out.

Three, Four, Five Year Olds and Schoolagers

Prevention, Ignoring, Humor, Reminding, Encouraging, Modeling, Discussion, Problem Solving, Conferencing.

Time Out may be used as a behavior management technique to assist in solving an on-going or habitual behavioral problem for this age group. It will only be one minute per age year of the child, and a child in time out will never be isolated from the group.

I understand Children's Center at USC Policy on Child Guidance and Discipline Procedures and agree to support and/or follow these procedures.

Parent/Teacher Signature

Date

NOTE: This policy is the same for Parents and Teachers, and is used interchangeably.



**CHILDREN'S CENTER at USC
CHILD ABUSE REPORTING**

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that is a child care worker has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency.

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it’s the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county department of social or human services at _____, or the police department. It is not staffs role to investigate suspected abuse — only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 19-1-103(1)(A), C.R.S. The staff person could also be liable for damages “proximately cause thereby.”

I have read and understand the above requirements concerning my responsibility regarding child abuse reporting.

Signature

Date

Code of Ethical Conduct
- Code of Ethical Conduct Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct.

To the best of my ability I will

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

Signature

Date

The Statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.