



SITE ORIENTATION MANUAL

Policy Effective Date - October 2018

www.GiosGarden.org
middleton@giosgarden.org

Mission Statement

Gio's Garden's mission is to nurture and strengthen families with children who have special needs.

Program Philosophy

Gio's Garden believes that a child with special needs is a child first and his or her challenges are secondary. With this philosophy in mind, we strive to create an interactive, stimulating, and safe environment that addresses the emotional, physical, social, and mental needs of each individual child.

Gio's Garden Location & Hours:

<p><u>Gio's Garden - Middleton</u> 2028 Parmenter St Middleton, WI 53562 608-833-4467 ext. 1</p> <p>Office Hours: Mon - Fri 8am - 4pm Center Hours: Mon - Sat 8am - 8pm</p> <p>*All Respite & Date Night Care is pre-scheduled*</p>	<p><u>Respite 2 Go - Sun Prairie</u> 395 E Linnerud Dr Sun Prairie, WI 53590 608-333-4203 (on site) 608-833-4467 ext 4 (office)</p> <p>Office Hours: Mon - Fri 8am - 4pm Center Hours: Saturdays 9am - 4 pm</p> <p>*All Respite & Date Night Care is pre-scheduled*</p>	<p><u>Respite 2 Go - Verona</u> 305 S Main St Verona, WI 53593 608-333-8428 (on site) 608-833-4467 ext 4 (office)</p> <p>Office Hours: Mon - Fri 8am - 4pm Center Hours: Saturdays 9am - 1pm</p> <p>*All Respite & Date Night Care is pre-scheduled*</p>
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Overview of Gio's Garden Services

Therapeutic Respite Program – Middleton, Sun Prairie & Verona

Gio's Garden serves families with children with special needs ages birth through six year old of all developmental and physical disability diagnoses or delays by providing respite care to children who are currently on a waiting list for respite care or are not otherwise able to access adequate respite care.

Offering respite care for 3-4 hours shifts for each child in a professional, developmentally supportive, fun home-like group setting that encourages growth through play and socialization; Gio's Garden provides the families with an opportunity for a short break. Gio's Garden staff plan activities based on the children's developmental needs and abilities. They work on socialization, motor skills, activities of daily life, emotional skills, and cognitive learning. The activities are adapted to meet the needs of each child. The staff try to incorporate individual goals each time a child attends Gio's Garden. Gio's Garden participates in activities on property, but also neighborhood walks and off-site field trips at places such as the library, swimming pool, fire station, and parks.

Date Night – Middleton

Gio's Garden offers Date Night, an inclusive respite care opportunity for the child with special needs and their siblings (up to age 10). This is offered varying weeknights, regularly 5:00pm - 8:00pm. During Date Night staff plan a variety of activities, and a special movie night pajama party!

Individual Therapy – by appointment only

Gio's Garden offers individual sessions to work one on one with children on developmental goals and topics as determined by the families and Gio's Garden staff. Topics for individual sessions might include daily living skills, learning/ cognitive goals, motor skills, sensory regulation, social skills, etc. The Therapy Team consists of Art Therapists, Recreation Therapists and graduate students and staff in varying special needs fields.

History of Gio's Garden

Gio's Garden was created, by a group of parents, to address the gap between the respite needs of a family with a young child with special needs, and the respite services that are currently available to these families. Families with children with special needs are often placed on lengthy respite care waiting lists, struggle to qualify for enough hours of respite, or experience other challenges in accessing adequate respite care. At Gio's Garden we want to fill this gap and meet the needs of children and families of Dane County and the surrounding areas. Thus, we are focused on assisting families who are receiving the fewest hours of respite and personal care assistance.

June 2012	Opened Middleton location Provided more than 20,000 hours of service through 2016 to 100+ families
January 2017	Opening Sun Prairie Respite 2 Go location within CI Therapy building
January 2018	Opening Verona Respite 2 Go location within CI Therapy building

Licensed Programs

Gio's Garden is licensed by the State of Wisconsin, Department of Children and Families. We are licensed to care for no more than 8 children at any one time between the ages of 1 week and 7 years old. We are inspected regularly to ensure that we meet licensing standards. Programs and services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

Equal Opportunity Employment

All personnel policies of Gio's Garden shall be conducted in a manner which will assure equal employment opportunities to all. Gio's Garden abides by the Civil Rights Act of 1964. Staff selection, promotion, or benefits will be based solely on individual merit and fitness of applicants and employees related to the specific jobs as per specific written job descriptions, without regard to race, creed, color, national origin, handicap, language group, sex, age, veteran status, marital status, or sexual orientation. No applicant for services may be denied those services or restrictions of those services on the basis stated above. Any employee or board member demonstrating discriminatory practices will be reprimanded and if behavior continues, the employee will be removed from his/her position.

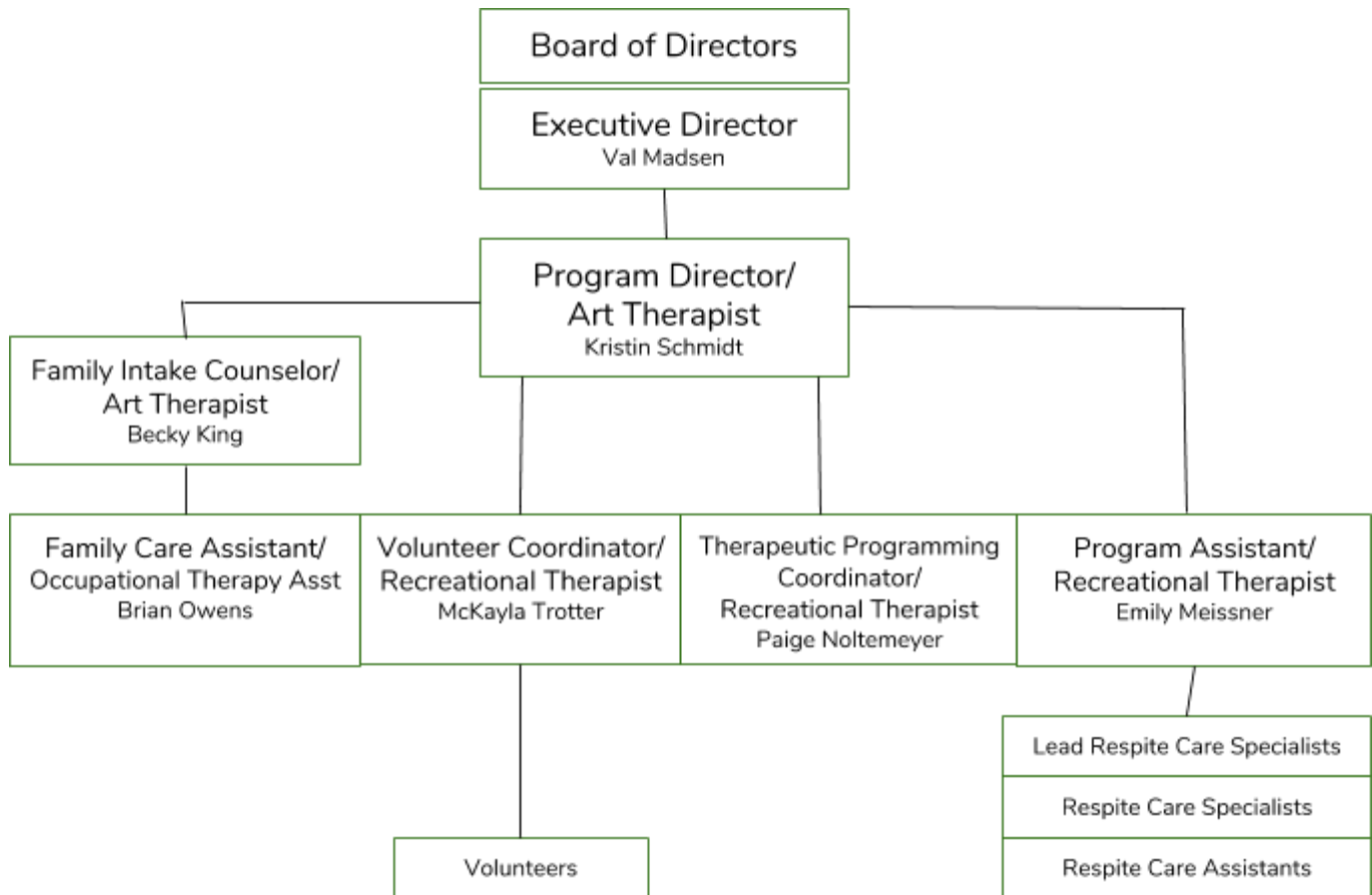
Gio's Garden Staff Requirements (Staff Counted in the Supervision Ratio)

Per Wisconsin Department of Family and Children, the following things are required for staff that are counted in the staff to child ratio:

1. 18 years of age or older.
2. An annual DOJ Check
3. FBI Fingerprint checks before beginning to care for children & every 5 years thereafter
4. A physical exam and TB test dated no more than 12 months prior to employment or within 30 days after the date of employment.
5. Documentation of entry-level training.
6. Completion of Fundamentals of Family Child Care within 30 days of hire.
7. Completed department-approved training in shaken baby syndrome prevention.
8. Certified in infant/child CPR within 6 months.
9. Completion of Fundamentals of Infant and Toddler Care within 6 months of hire.
10. Documentation of all hours worked and continuing education throughout employment.

GIO'S GARDEN ORGANIZATIONAL CHART

UPDATED: JANUARY 2019



Gio's Garden Staff Position Summary

Executive Director

Val Madsen, MS., CTRS

The Executive Director reports to the Board of Directors, and is responsible for Gio's Garden's consistent achievement of its mission and financial objectives in program development, events and administration. This includes budgeting, human resources, staff training, fundraising, events and donor relations, grant writing, marketing, recruitment of clients, working directly with the board, and supervising the Program Director.

Program Director & Art Therapist

Kristin Schmidt, MS, ATR, LPC

The Program Director reports to the Executive Director and is responsible for coordinating all aspects of the program and services that children and families receive at Gio's Garden. This includes management of direct care and therapy, scheduling of clients, staff, volunteers and interns, monitoring program budget, ensure that licensing requirements are met, plan and lead of staff meetings, and recruit and supervise Art Therapy Interns. This position directly supervises the Family Care Counselor, Program Assistant, Volunteer Coordinator, Therapeutic Programming Coordinator and Interns as appropriate.

Family Care Counselor & Art Therapist

Becky King, MS, ATR, LPC

The Family Intake Counselor reports to the Program Director and will work to address the needs of families with children with developmental delays ages' birth through six. The Family Care Counselor provides family support from the moment a family expresses interest in services at Gio's Garden through graduation. This position is responsible for coordinating the family intake process, being knowledgeable of resources outside of Gio's Garden, supervising the Family Care Assistant and supervising interns as appropriate.

Program Assistant & Recreational Therapist RT Internship Coordinator

Emily Meissner, CTRS

The Program Assistant reports to the Program Director and is responsible for supporting all aspects of the Gio's Garden program. This includes invoicing child hours, monthly third party billing, recording all money received, database entry of child & volunteer hours, assisting in scheduling of children, staff and providing direct care and therapy. This position manages our Recreational Therapy Internship Program, supervision interns as appropriate as well as our part-time Respite Care Specialists.

Volunteer Coordinator & Recreational Therapist

McKayla Trotter, CTRS

The Volunteer Coordinator reports directly to the Program Director and is responsible for recruitment, orientation, supervision, ongoing evaluation and recognition of our volunteers and interns. This includes training in volunteers in Shaken Baby Syndrome, Abuse & Neglect and Sudden Infant Death syndrome. In addition this position provides group therapy and supervision of recreational therapy interns as assigned.

Therapeutic Programming Coordinator & Recreational Therapist

Paige Noltemeyer, CTRS

The Therapeutic Programming Coordinator reports directly to the Program Director and is responsible for creating and implementing engaging therapeutic respite care programming throughout all Gio's Garden sites and opportunities for community exploration (field trips). This position also takes lead of the ongoing child assessment process and quality assurance of the finalized assessments. In addition it provides supervision of RT interns as assigned.

Family Care Assistant & Occupational Therapy Assistant

Brian Owens

The Family Assistant reports to the Family Care Counselor and works together with their supervisor to address the needs of families with children with developmental delays ages' birth through six. The Family Care Assistant provides family support from the moment a family expresses interest in services at Gio's Garden through graduation. This position is responsible for maintaining and organizing all client paperwork, family intake and graduation process and being knowledgeable of resources outside of Gio's Garden.

NOTE: Full-time positions work directly providing Therapeutic Respite Care for up to half of their hours each week

Lead Respite Care Specialists/ Respite Care Specialists

The Respite Care Specialists report to the Program Assistant and are responsible for creating and providing quality care to children ages birth through 6 years old with special needs. This includes providing direct care to children and working with the program staff in creating appropriate activities to meet developmentally appropriate goals. ***The Lead Respite Care Specialist is a seasoned staff that is responsible for sending extra staff home when children cancel and taking the lead in activities for the day.*

Respite Care Assistants

The Respite Care Assistants are supervised by the Program Assistant and are responsible for assisting the Respite Care Specialist in providing quality activities, programs, and care to children ages birth through 6 years old with special needs. Respite Assistants do not meet the licensing requirements to be the main provider at the Middleton location and cannot be alone at the center with children.

Training/ Orientation Plan

Anyone taking part in direct care, including full-time positions, Respite Care Specialists, Respite Care Assistants, Volunteers and Practicum/Internship students will receive orientation covering the following items:

- Tour of center which includes: where the location of daily attendance record / child care schedule & the location of each child's folder. At the start of each shift, the staff, volunteer, or intern will learn the names, ages, and specific information relating to the child's special health care needs of all children in care for that day.
- Tour of center which includes: the contact binder which has the emergency information for each child and who is authorized to pick up each child.
- Tour of the center which includes: a look at the daily programming schedule that gives an overview of meals, snacks, and activities for the day.
- Complete: "Babies Cry. Have a Plan" (SBS) training
- Review Brochure: "Safe Sleep for your Baby" developed by NIH about SIDS
- Review Brochure: "It shouldn't hurt to be a child" created by WI DCF about abuse and neglect
- Information in the rest of this manual:
 - Emergency Procedures, including evacuation of sleeping children
 - Procedure to contact parent if a child is absent
 - DHS 12.07(1) policy
 - Procedure to ensure the number, names and whereabouts of all children are known.
- Review of Policies & Procedures Manual
- Basic information regarding scheduling, evaluations and supervisor.
- Training in proper buckling of car seats and review field trip procedures, including ensuring that all children exit the vehicle.

Respite Care Assistants, Volunteers & Internship Students

Respite Care Assistants, Volunteers and Practicum/Internship students play a vital role in the daily operation of Gio's Garden. They go through a basic orientation and training process. However, their responsibilities and expectations may differ from those of the regular staff as they are not counted in the staff to child supervision ratio.

Responsibilities and Expectations

Respite Care Assistants, Volunteers and Practicum/Internship students are used to enhance the required staff to child ratio and to provide quality one-on-one interaction with the children.

Respite Care Assistants, Volunteers and Practicum/Internship students help with activities, read to children, assist with meals or snacks, cleaning, etc. Staff are encouraged to discuss the eating habits, likes/dislikes, behaviors, communication techniques, etc. of the individual children.

Staff will provide direction and feedback to the Respite Care Assistants, Volunteers and Practicum/Internship.

Respite Care Assistants, Volunteers and Practicum/Internship students are **not allowed** to:

- Discipline children
- Administer medication
- Toilet children
- Transport children in their car
- Help with feeding unless given specific instructions and supervised by staff

Additional responsibilities may include planning and implementing an activity with different children, planning and preparing a meal and snack, helping develop behavior management programs, assisting with annual fundraising tasks, or helping with computer data entry, as assigned by lead Gio's Garden staff.

Volunteers used to Meet Staff-to-Child Ratio

Substitutes or Volunteers used to meet staff-to-child ratios need not meet the training requirements specified for Additional Providers until the substitute or volunteer has worked in the center for 240 hours, except that the substitute or volunteer used to meet staff-to-child ratios shall complete department-approved training in shaken baby syndrome prevention before providing care and supervision.

Parent Communication

Gio's Garden maintains open communication with all families.

Daily Sheets

Each time a child attends Gio's Garden, a parent fills out the top part of the Daily Sheet (yellow sheet) and the staff, volunteer, or intern fills out the bottom about how the day went and what activities the child participated in.

Child Folders

Each child has a folder with important information that needs to be reviewed by each staff, volunteer and intern each shift. If a parent tells staff any updated information during drop off or pick up, this information needs to be recorded in the binder.

Goal Forms

Each child has goals in a google form located on the ipads. Each day that a child attends the staff, volunteers, and interns will log goal progress made that day.

Emails with Gio's Garden Staff

Families have open communication with Gio's Garden staff and emails are encouraged if there are any questions or concerns. Questions may include topics such as resources or medical or behavioral concerns. Staff will update child binders with information as it comes in.

Phone Calls

If direct care staff ever have questions or concerns about a child that is in attendance or if a child is absent without prior notification, Gio's Garden encourages that a phone call is made to keep open communication with the family.

Emergency Procedures

Emergency Contact Information

The emergency contact information for each child will be kept in a binder that is available to all staff, interns, and volunteers. This binder will be taken on field trips and will be grabbed during emergencies. Fire drills shall be practiced with the children every month, and completion of the practices will be documented. In addition, tornado drills shall be practiced during the tornado season, which is April through October.

Emergency Evacuation

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit and staff will bring the emergency backpack with them. The emergency backpack containing a flashlight, basic first aid supplies, battery operated radio, the day's attendance form, and the list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families can be notified by phone. Children who are sleeping will be evacuated in the same manner.

<p><u>Gio's Garden - Middleton</u></p> <p>Children will be assembled at Middleton EMS or Middleton Fire Station until they can be reunited with their parents.</p>	<p><u>Respite 2 Go - Sun Prairie</u></p> <p>Children will be assembled at Fireman's Park (Angell Park) until they can be reunited with their parents.</p>	<p><u>Respite 2 Go - Verona</u></p> <p>Children will be assembled at a nearby business until they can be reunited with their parents.</p>
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Note: Please review Fire Procedures & Tornado Procedures document for each location.

Situations that warrant an emergency evacuation may include:

- Fire
- Gas Leak
- Loss of heat, water or electricity while children are in attendance
- Threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.,)

If the center should lose the use of heat, water or electricity before the center opens; we will notify families whose children are scheduled for the day that we will be unable to care for their child until the situation is resolved.

If the center receives a threat, law enforcement and parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure may be required.

Lost Child

In the event of a lost child, we will check all areas of the center and the surrounding areas first. If the child cannot be found, the child's parents and/or emergency contact, and the police, will be notified immediately. We will notify the Department within 24 hours after the occurrence.

Tornado Emergency

In an event of a tornado warning, children will be taken to an assigned area and Gio's Garden staff will take the emergency backpack along. Blankets, a flashlight, and extra batteries for the flashlight and emergency radio are kept in the tornado shelter area or emergency backpack at all times. The attendance form and emergency contact information will be brought along in the emergency backpack.

<p><u>Gio's Garden - Middleton</u></p> <p>During tornado warnings, children will be taken downstairs into the program activity supply room.</p>	<p><u>Respite 2 Go - Sun Prairie</u></p> <p>In the event of a tornado warning, the children will be taken to an interior room with no windows.</p>	<p><u>Respite 2 Go - Verona</u></p> <p>In the event of a tornado warning, the children will be taken to an interior room with no windows.</p>
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Severe Weather/ Snow Emergency

If strong snowstorms are predicted, Gio's Garden staff will work with parents to adjust pick up and drop off times, ensuring the safety of all involved. Gio's Garden may make the decision to close if staff are not able to safely arrive at the center. If it is during school hours, we will follow snow cancellations for the Middleton School District. Weekends and evenings Gio's Garden staff will consult and determine weather-related cancellations.

Staff, Volunteer and Intern Guidelines

Scheduling Shifts

Around the 20th of the month the Program Director will ask for availability from all families, staff, volunteers and interns. Once all schedules are collected, volunteers and interns are typically scheduled for the following month. Staff are scheduled each Monday the week prior to the first scheduled date.

Requesting Time Off

Staff, volunteers and interns are encouraged to request time off as soon as they know it. These requests are given to the Program Director through email or placed in her mailbox. Requests off are not guaranteed and are granted on a first come basis.

Holidays

Gio's Garden is closed on holidays and other days surrounding for special events. Staff, volunteers, interns, and families are told of these closures at least two weeks prior. Part-time employees are not paid for holiday time. Full-time employees are paid for holidays.

Lateness or Absenteeism on a Scheduled Shift

If you are going to be late for a scheduled shift, you must call ahead and alert staff that you are on your way. Every effort should be made to be on time. If a situation arises and you are not able to make your scheduled shift please contact your supervisor and the Gio's Garden staff as soon as possible.

Mealtimes/ Breaks

Staff, volunteers, and interns may eat meals at Gio's Garden during the designated meal/snack time, often with the children. You may want to consider eating a larger meal before your shift and bringing a snack to eat with the children.

Employee Breaks

For every four (4) hours worked, each employee is entitled to a 15-minute break as needed and as staffing permits. Breaks may be taken anywhere on the Gio's Garden premises. Be sure to inform another staff person where you can be found.

Dress Code

All staff, volunteers, and interns are required to be neat, clean, and appropriately dressed at all times. It is advised not to wear: necklaces or earrings that can be grabbed or pulled off, perfumes or strong smelling soaps, hairspray, etc., low cut shirts, short shorts, or skirts.

Cell Phones

Staff, volunteers, and interns are not to use their cell phones at Gio's Garden during their scheduled shifts unless they are the designated cell phone holder for field trips or emergencies. Otherwise cell phones should be turned off and not on while working with children.

Personal Belongings

Coats, purses, etc. may be put in a designated area. Do not leave them hanging in the children's cubby area. Please try and refrain from bringing valuable items to work as Gio's Garden is not responsible if anything is lost or stolen. Weapons are not allowed anywhere on the Gio's Garden property.

Phone Messages

Staff will check phone messages on the kitchen phone daily. If there is a phone call for a staff who is not present, take a detailed message including; full name, date, time called, a phone number, and your initials.

Drug, Alcohol, & Tobacco Policy

- No staff, volunteer or intern, while on Gio's Garden premises, will be allowed to drink alcohol. Drinking prior to a shift is also prohibited.
- Use of any controlled substance is prohibited unless prescribed by a physician.
- Use of any tobacco product is strictly prohibited while on Gio's Garden premise.
- Violation of this policy is grounds for immediate termination.

Door Codes

Staff, some volunteers, and interns are given a door code and is expected to be used in a responsible manner. Door codes are not to be transferred from one person to another.

Laundry

The washer and dryer are for Gio's Garden laundry, and are not to be used for personal laundry.

DHS 12.07(1) Policy

This policy requires each staff, volunteer and intern to notify Gio's Garden as soon as possible but no later than the next working day when any of the following occurs:

- You have been convicted of a crime
- You have been or are being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to misappropriation of a client's property.
- You have a substantiated governmental finding against you for abuse or neglect of a child or adult.
- A professional license that you have held has been denied, revoked, restricted or otherwise limited.

Team Meetings

Team meetings are scheduled by the Senior Gio's Garden Staff Member and are held approximately once a month for a minimum of 9 meetings per year. All staff and some interns are required to attend. If a conflict arises and an employee cannot attend the meeting, a Senior Staff Member must be notified in writing 24 hours prior to the scheduled meeting. To place an item on the agenda, please contact a Senior Gio's Garden Staff Member.

Conflict of Interest Policy Statement

Gio's Garden employees may not provide childcare within the home of a family who is served by Gio's Garden during the time of their employment with Gio's Garden. Staff must maintain a professional relationship with Gio's Garden clients, client's parents and other family members at all times. Staff are discouraged from being socially romantic with other staff, volunteers, and interns. At all times, staff, volunteers, and interns need to maintain a professional, working relationship with co-workers.

Client Supervision

No client will be left alone at any time or anywhere in the Gio's Garden facility, for any reason. If an emergency arises where a staff, volunteer or intern needs to leave the facility, contact a lead Gio's Garden staff. A minimum of one staff must always be with the children. See Emergency Backup Provider information if staff need to leave.

Visitor/ Guest/ Donation Drop off Policy

Gio's Garden has many visitors including therapists, teachers, and caseworkers that work with the children outside of Gio's Garden. Parents should schedule these visits ahead of time with staff. Some visitors work directly with the children, others are there to observe. All visitors must sign the "Visitor Log" in the entryway upon arrival.

Gio's Garden asks that all guests schedule ahead for tours and meetings with the director or lead staff. If a guest does not have a pre-scheduled visit, staff will give them a business card and ask them to make an appointment. If staff are busy with children, they do not have to answer the door if there is no knowledge of a pre-scheduled visit.

Sometimes guests drop off donation items. Located on the front porch is a donation receipt for the donor. If staff are available, they are able to greet the guest and take the items. Otherwise, if staff are busy with children, they do not have to answer the door. There is a sign instructing donors to leave donations on the porch.

Parents

Parents are welcome to visit our program at any time during the hours of operation, unless parental access is prohibited or restricted by a court order. If so, we will need a copy of the order. We cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

If the parent or other authorized person arrives to pick up a child, and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.

Unauthorized Child Pick-Up

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent, or someone who is listed on the enrollment form, is to pick up a child, we need to be notified in writing or by a telephone call in advance. The person picking up the child may need to show a driver's license or other photo ID.

If unsure whether an individual is authorized to pick up a child:

- Look under the child's file for approved people to pick the child up.
- Ask for proof of identity such as a driver's license
- If possible, distract the person long enough for another staff person to call the child's parent to verify the authorization, or lack of, for this particular individual.

If the individual has already left the house with the child, let the child go. Write down a description of the unauthorized individual, the vehicle he/she is driving and a license plate number. Call the police immediately with the above information. Then call the Executive Director to inform them of the situation.

Suspected Child Abuse & Neglect Policy

Staff are required by law to report any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of their professional duties. Reports are made to the county in which the child or the child's family resides. Anyone who suspects a child is being maltreated may make such a referral. Persons making reports in good faith are immune from criminal or civil liability. If a staff, volunteer, or

intern suspects abuse or neglect, please contact lead staff before asking the child any questions. The lead staff will assist in gathering any information needed, and will make the report with the staff/volunteer that had the original suspicion.

Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS we will do the following:

Children under one year of age:

- Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
- Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads, or stuffed animals.

Children under two years of age:

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.
- If the child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

Emergency Backup Provider

If there is an emergency and the staff that is scheduled needs to leave, lead Gio's Garden staff must be contacted. If a replacement staff is not able to come in, lead Gio's Garden staff may call the Backup Provider. A person who is within 5 minutes of Gio's Garden will be named the Emergency Backup Provider, and will be called upon if the providers in the center need to leave in an emergency. When this person is named, he/she will go through a brief orientation touring the facility and learning where the emergency files are kept, procedures to reduce the risk of sudden infant death syndrome because we will be licensed to care for children under one year of age, along with any other important information. Immediately before being left with the children, the emergency backup provider will be oriented using the Family Child Care Emergency Backup Provider Orientation and Consent Form. The orientation will cover: the names and ages of all children in care; arrival and departure information for each child in care including the names of people authorized to pick up the child; the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs.

Confidentiality and Release of Information

1. Gio's Garden maintains files on each child that is cared for. All information in these files is strictly confidential and is not shared with anyone outside of Gio's Garden without prior written permission from the family.
2. Volunteers not employed by Gio's Garden also have access to children's files. They are informed of Gio's Garden policy on confidentiality during their initial orientation and training.
3. All students conducting school projects, studies, or interviews, including staff of Gio's Garden, must have prior approval from the lead Gio's Garden staff before distributing any questionnaires or arranging meetings with parents.
4. Staff are not permitted to post photos of Gio's Garden children on social websites. For marketing and promotional purposes, Gio's Garden will receive permission to use photos and stories on company websites, including social media.
5. The following types of information shall be treated as confidential:
 - a. Original Intake Forms
 - b. Medical Forms
 - c. Social Histories
 - d. Personal Profiles
 - e. Financial Information
6. Records shall not be removed from Gio's Garden premises except upon order of a court subpoena or with the approval of a parent or legal guardian and the Director.
7. Insurance agents and attorneys must present, in writing, requests to review records or obtain copies of Gio's Garden records of our clients. They must also present, in writing, a signed release from parent or legal guardian. They will not be allowed access to records any time on weekends or holidays.
8. All law enforcement agencies and the FBI must have authorization in writing to secure client information.
9. When served a subpoena for case management records, Gio's Garden will comply. The subpoena relieves Gio's Garden of any liability for disclosing information.

Transportation/ Staff Drivers

Gio's Garden provides transportation to children for field trips and for transportation to and from the center.

Training

Only staff who are trained as drivers are able to drive Gio's Garden vehicles. Gio's Garden driving staff must be at least 21 years old with a minimum of one-year driving experience. Driving staff will complete the online course "Basic Transportation and Field Trip Safety for Child Care Centers" by the ChildCare Educational Institute. Gio's Garden will conduct yearly driving record checks on drivers. A review of the record will ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to children.

Safety

Children will not be left unattended in any vehicle. NO child may ride in the front seat of the vehicle. Children will be restrained in the appropriate car safety seats. The guidelines the staff will use are:

<u>Ages</u>	<u>OR</u>	<u>Size</u>	<u>Type of Seat</u>
Less than 1 year old	or	under 20 lbs	rear facing child car safety seat
1 year to 4 years	or	20 lbs to 40 lbs	forward facing child car safety seat
4 years to 8 years	or	40 to 80 lbs, under 4 ft 9 in	shoulder positioning child booster seat

If available, a second staff will double check the car seat buckles for each child in the vehicle.

Every 12 months Gio's Garden will have a Vehicle Safety Inspection from completed and submit to DHS.

If there are more than 3 children being transported who are under the age of 2 years old or who have special needs which limits their ability to respond to an emergency, there shall be at least one additional adult in addition to the driver.

At the conclusion of each trip, the driver will check each seat to ensure that the vehicle is empty. Both vans are equipped with "Child Check-Mate Alarm System". Only the driver will disarm the system.

Field Trips

Children and staff/volunteers may go on field trips during their time at Gio's Garden. Staff and volunteers will be responsible for knowing where all children are at all time during any field trip. Volunteers may be assigned particular children to be responsible for. The field trip backpack and walkie talkies should go with any field trip.

Transportation to and from Gio's Garden

Staff will be given the name, address of pick up/ drop off, phone number of parent/ adult responsible at location, and time of pick up/ drop off. A copy of the child's Enrollment Form with emergency information will be carried in the vehicle.

When staff picks up a child, the date and time will be recorded on the transportation log. Upon arriving at Gio's Garden, the time will be logged on the Daily Attendance Record sheet.