PALMETTO · SHARED · SERVICES · ALLIANCE

What is shared services?

- System of online and onsite supports designed to help childcare and afterschool providers save time, money and improve quality

GREENVILLE COUNTY

FIRST STEPS

Getting children ready for school.

SC Child Care
EARLY CARE & EDUCATION

i(cs)

INSTITUTE *for* CHILD SUCCESS
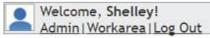
Why Shared Services?

- Business-focused best practices like:
    - Shared Buying Power
    - Downloadable Resources
    - Access to Subject Matter experts
    - Employee/Director professional development
    - Job Posting and Resume Posting site
    - Substitute Pool

Typical provider saves $10,000/year in time/money

PalmettoSharedServices.com
At a Glance

Cost Savings	Classroom	Program Admin
Raise Quality	Regulations	HR
Marketing	Training	Library
	Community	

PalmettoSharedServices.com
At a Glance: Cost Savings

COST SAVINGS

VIEW ALL PROGRAMS

Child Products

Consulting Services

Facilities

Food & Beverage

HR & Hiring

Marketing & Promotions

Office & School Supplies

Payment Processing

Uniforms

Wireless & Technology

Other

COST SAVINGS

Exclusive Cost Savings Programs Just for You

Saving money just became easier! We've taken the work out of finding suppliers and negotiating deals. Every vendor program provides discounts on products or services that you need most.

Examples of potentials savings include:

Child products and supplies - 20%

Food and food service supplies - 10% - 30%

Payroll processing and other human resources services - 25% - 30%

Office supplies from 12% - 45%

And much more!

PalmettoSharedServices.com
At a Glance: Cost Savings

DISCOUNT SCHOOL SUPPLY

20% Off Discount School Supply Everyday!

This *exclusive* offer with Discount School Supply (DSS), provides you 20% off almost every current in stock item - including Clearance items. Plus **Free Shipping on orders of $99** or more.

PalmettoSharedServices.com
At a Glance: Classroom

CLASSROOM

Assessment >>

Curriculum >>

Early Learning Standards

ERS Materials >>

Executive Function >>

Family Connections >>

Literacy >>

Physical Activities >>

Read Greenville

Teacher Resources >>

Themed Resources

EARLY LEARNING STANDARDS

SOUTH CAROLINA DEPARTMENT OF
EDUCATION
ed.sc.gov

School Readiness

Effective early learning environments provide the foundation for young learners.

Early childhood classroom environments must promote multiple and varied opportunities for young learners to develop and enhance their knowledge, skills, dispositions, and feelings. Information, website links, and resources are provided below to support developmentally appropriate activities for learning content through a curriculum supported by a classroom rich in language and literacy experiences for early learners.

Good Start Grow Smart: South Carolina Early Learning Standards for 3, 4, & 5 Year Old Children

Infant Toddler Guidelines
For more information, contact: Jennifer Anderson

Pre-K and Kindergarten Readiness Assessmments
For more information, contact: Dr. Susan Creighton

LITERACY RICH ENVIRONMENTS

Use this checklist as a guide to building a literacy-rich environment and ensure you have all the tools you need!

View Checklist

PalmettoSharedServices.com
At a Glance: Program Admin

PROGRAM ADMIN

Business Operations >>

Child and Adult Care Food
Program >>

Family Engagement >>

Food & Nutrition >>

Forms

Health >>

Policies

Posters

Safety >>

South Carolina Agencies >>

POLICIES

Policies & Procedures

Provided below are sample policies you can customize and edit to reflect your center's practices. Once you tailor them to your program, you may want to keep them posted in a central office for staff and parents to view.

In addition to the following policies, there are extensive sample polices included in the Family Handbook in the *Family Engagement* section of the *Program Admin* menu, and the Employee Handbook in the *Human Resources* section.

- Developmental Screening Policy
- Field Trips
- Hand Washing
- IEP IFSP Implementation Plan
- Infant Sleep Policy
- Lice
- Outside Resources Referral Policy
- Policy Template
- Situations Requiring Medical Attention
- Substitute Policy - Family Child Care

EQUAL OPPORTUNITY IS THE LAW - POSTER

Federal law requires that all employers post a notice describing the Federal Laws prohibiting discrimination. For links to print a free poster and to learn more about how to comply with this law, click on the link below:

EEOC is the law:
English / Español

CARING FOR OUR CHILDREN

For quality health and safety best practices and policies, view Caring for Our Children.

PalmettoSharedServices.com
At a Glance: Program Admin

[Insert Program Name]

Policy & Procedure – Infant Sleep

Last Reviewed on [click to insert date]   **Last Updated on [click to insert date]**

Policy

Infants will be put to sleep in separate, clean, sanitized cribs that meet Federal Crib Safety Standards denoted in the US Product Safety Commission Full-Size Baby Crib and Non Full-Size Baby Crib Regulation, following the method recommended by the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD).

Responsibility & Accountability

1. All staff who care for infants must attend Infant Sleep Training.
2. The Executive Directory and Infant Team Leader are responsible for enforcing this policy.
3. Administrators, trainers and quality rating personnel visit the infant room(s) regularly to observe and ensure proper crib safety and sleeping procedures.

Procedure

1. The Infant Team Leader checks the safety of each crib daily before the center opens.
2. Staff members who care for infants attend Infant Sleep Training before being permitted to put infants to sleep.
3. Signs are posted in the infant room explaining proper Infant Sleep procedures.
4. Cribs, including linens are thoroughly cleaned and sanitized daily.
5. If during the day, an infant will occupy a crib previously used by another infant, the crib, including linens, will be cleaned and sanitized first.

Regulations

1. CPSC Crib Safety Regulation
   http://www.cpsc.gov/businfo/frnotices/fr11/cribfinal.pdf

   CPSC Crib Safety Regulation – Full Size Cribs 2013 Revision
   http://www.gpo.gov/fdsys/pkg/FR-2013-12-09/pdf/2013-29226.pdf

2. NICHD Safe Sleep Environment
   https://www.nichd.nih.gov/publications/pubs/Documents/Safe_Sleep_Environment_English.pdf

Management Approval
[Click to insert the Executive Director's Name]

_____   _____
Signature   Date

PalmettoSharedServices.com
At a Glance: Program Admin

PROGRAM ADMIN

Business Operations >>

Child and Adult Care Food Program >>

Family Engagement >>

Food & Nutrition >>

Forms

Health >>

Local Technical Assistance

Policies

Posters

Safety >>

Childcare Hazard Training

Cleaning & Chemical Safety >>

Crib Safety

Emergency Preparedness >>

Family Childcare

Fire & Safety

Playground Safety

Poison Prevention

Product Recalls

Safety Checklists

Virginia Business Resources

SAFETY STANDARDS

Crib Safety

The US Consumer Product Safety Commission approved new, stricter crib safety standards. Cribs sold in the USA must comply with these standards as of June 28, 2011.

December 28, 2012 was the deadline for child care facilities and home based providers to comply with the new requirements which among other rules, ban dangerous drop-side cribs.

Click on the following links for more information.

Enforcement Guidance for Child Care Providers
English

Consumer Products Safety Commission Press Release
A brief overview of the mandatory standards which became effective June 2011
English

The Dangers of Drop-side Cribs
An excellent overview with photographs of the potential hazards of drop-side cribs
English Español

Crib Safety Poster
This poster from the U.S. Consumer Product Safety Commission outlines the five new federal requirements.
English

Federal Crib Safety Standards
Go to the last three pages of this PDF for federal standards. This is the complete text of the ruling: Federal Register Vol 75, No. 248, December 28, 2010: Safety Standards for Full Size Baby Cribs and Non-Full-Size Baby Cribs Final Rule
English

Go to page five of this PDF for federal standard Revisions to Safety Standards for Full Size Baby Cribs. This is the complete text of the ruling: Federal Register Vol 78, No. 236, December 9, 2013.
English

MORE RESOURCES

For more family communication handouts and resources on sleep for children ages birth to 5.
Parent Handouts

PalmettoSharedServices.com
At a Glance: Program Admin

PalmettoSharedServices.com
At a Glance: Regulations

REGULATIONS

Federal Regulations >>

- Affordable Care Act
- Americans with Disabilities
- Child Care and Development Block Grant
- Employment Forms & Tools
- Equal Employment Opportunity
- Fair Labor Standards
- Head Start >>

- Occupational Safety & Health

Local Technical Assistance

State Regulations >>

REGULATIONS

Federal and State Obligations

Finding Federal and State regulations to operate your program and fulfill your obligations as an employer can take hours of internet research.

These resources do the work for you. Simply click into various Federal Regulations including labor and employment practices, required workplace posters, guidance on how to comply with the American's with Disability Act, and OSHA health and safety requirements.
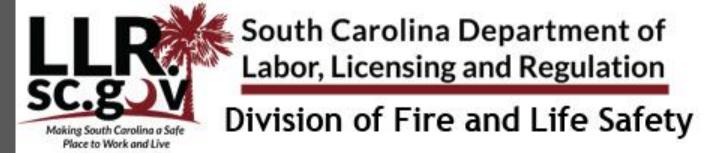
For State Regulations, links are provided to child care regulations, early learning standards, background and criminal investigation requirements, emergency preparedness, state required forms and more.

PalmettoSharedServices.com
At a Glance: Regulations

Local Regulations to include:

PalmettoSharedServices.com
At a Glance: HR

HR

Background Checks in Virginia

Compensation & Benefits >>

Discipline & Termination

Employee Handbook

Employee Orientation Toolkit >>

Forms

Goals

Interview Guides

Job Ads

Job Descriptions

Local Technical Assistance

Organization Charts

Performance Appraisals

HUMAN RESOURCES

Tools, Templates, and Resources

This comprehensive resource has what you need to effectively manage your HR function and help you avoid costly mistakes.

From job descriptions, interview guides, and employee handbooks to performance appraisals and guidance on other HR topics. Simply download the documents and customize them for your program.

PalmettoSharedServices.com
At a Glance: HR

HR

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Compensation & Benefits >>

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Job Descriptions

Local Technical Assistance

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Performance Appraisals

EMPLOYEE HANDBOOK

Employee Handbook

Create an employee handbook in a matter of hours, not days or weeks. We've done most of the work for you. A well-written employee handbook is an asset to your organization.

Here's all you have to do:

1. Choose the policies you wish to include
2. Customize them to your organization
3. Send the handbook to your attorney for review and approval

Employee Handbook

Individual Policies

Absences	Open Communication
Acknowledgement & Release Form	Outside Employment
Americans with Disabilities Act	Overtime
Anti-Harassment & Non-Discrimination	Payroll Deductions
At-Will Employment	Performance Evaluation
Breaks & Lunch for Hourly Staff	Personal Appearance
Computer Use	Personal Data Changes
Confidential, Proprietary & Other Nonpublic Information	Personal Relationships
Electronic Communication	Phone & Cell Phone Usage
Emergency Conditions	Political Activity
Employment Classification	Recordkeeping
Equal Employment Opportunity	Resignation
Errors in Pay	Retirement Plan
Ethics	Sick Time
Expense Reimbursement	Smoking
Holidays	Social Media
Immunizations	Substance-Free Workplace
Insurance	Vacation
Introductory Period	Whistleblower Protection Policy
Leave Provisions	Work Schedules
	Workers' Compensation Insurance
	Workweek & Payroll

U.S. EQUAL EMPLOYMENT OPPORTUNITIES COMMISSION

The EEOC provides guidance, fact sheets, Q&A's and a wealth of information regarding prohibited types of discrimination. Need answers? Visit

EEOC.gov
(English / Español)

SECTION 2: EMPLOYMENT

Equal Employment Opportunity Policy

The Organization is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws.

Accordingly, **The Organization** will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers and training) in accordance with this Equal Employment Opportunity Policy.

Americans with Disabilities Act

The Organization is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but can still perform the essential functions of the job.

Consistent with this policy of nondiscrimination, **The Organization** will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made **The Organization** aware of his or her disability, in writing, provided that such accommodation does not constitute an undue hardship on **The Organization**.

Anti-Harassment and Non-Discrimination

The Organization wants to provide all employees a work environment that is free from harassment and discrimination. Therefore, it shall be **The Organization**'s policy to prohibit discrimination or harassment of employees based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis protected by state, federal or local laws.

The Organization expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment. Sexual harassment typically is **serious offensive conduct** directed towards an individual because of his/her gender and **is unwelcome** by the individual. Sexual harassment <u>does not</u> refer to casual conversation or compliments of a socially acceptable nature.

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

[Note to Employer: The laws regarding this may vary by state. It is recommended that you review the provisions of this section with a qualified local Attorney specializing in Employment Law prior to distributing this document. **Select and delete this text box.**]

Workweek & Payroll

The Organization's normal business hours are [Click here and type Days (e.g. Monday - Friday)], [Click here and type Hours of Operation]. The payroll period is [Click here and type Start and End days of pay period]. Payday is on [Click here and type Day of Week or Month]. In the event a regularly scheduled payday falls on a holiday, employees will receive pay on the business day prior.

There is a one-week delay in the payment of wages after they are earned. Therefore, employees are paid for the prior workweek.

Payroll Deductions

The Organization is required by law to deduct from your paycheck, federal, state and local withholding taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on your paycheck stub, are forwarded directly to the appropriate entity.

The Organization will also make other deductions that have been authorized by you, such as your elected insurances or other benefits.

You must maintain a current, valid IRS W-4 form [click here to enter applicable state form, if required] designating the number of exemptions for federal [click here to enter 'and state' or delete] tax withholding. We cannot honor oral or email requests to "stop withholding" or "just use 99 exemptions this week."

Overtime

When operating requirements or other work plan needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. However, in instances where an insufficient number of employees volunteer, a supervisor may require employees to work overtime. All overtime work must receive the supervisor's prior authorization.

Exempt employees are not eligible for overtime pay. Overtime compensation is paid to all non-exempt employees in accordance with prevailing federal and state laws. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Working overtime without prior authorization from your supervisor may result in disciplinary action up to and including termination.

PalmettoSharedServices.com
At a Glance: Training

TRAINING

Better Kid Care CDA Credential

Better Kid Care VODcasts >>

Birth to 5: Watch Me Thrive!

Early Educator Central

ECE Professional Training

Effective Family Engagement

ERS and CLASS - Introduction

Executive Function

FEMA Childcare Hazard

Hand Washing

Misc. Resources >>

National Conferences

Online University

SC Colleges & Universities

SC Credentialing

Staff Training Resources

Webinars

TRAINING

At Your Desk Learning

The "Online University" provides a wide range of courses available 24/7 from the convenience of your own computer.

Among the interactive training programs you'll find Microsoft office applications both core knowledge and expert levels, Introduction to Public Relations and Marketing and even Hand Washing training. Take them once or as many times as you'd like. It's all inclusive.

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SC Credentialing

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Webinars

ONLINE UNIVERSITY

Open 24/7

The Online University uses a research-based educational strategy called POWER Learning that enhances the learner's ability to retain, recall and reuse concepts and skills. Based on the principles of adult learning and memory recall, POWER Learning, along with continuous practice, helps the learner master the essential knowledge and skills to succeed.

Following is a sampling of the courses available:

- Board Training
- Hand Washing
- How to Handle Angry or Dissatisfied People
- Marketing Basics
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- OSHA - Avoiding Electrical Hazards
- OSHA - Avoiding Trips and Falls
- Understanding Public Relations

Enter Online University

PALMETTO SHARED SERVICES ALLIANCE

PalmettoSharedServices.com
is more than a website

Timeline

- **Phase 1**: June 2016 Pilot group helping design initial platform and looking for local vendors to supplement national vendors

- **Phase 2**: October 2016 – June 2017 Pilot sites use alliance services and provide feedback to influence final product design

- **Phase 3**: March 2017- Shared Services spins off to be its own 501c3- powered by Greenville First Steps

- **Phase 4**: July 2017: Statewide Launch

Ways Local Partnerships can get involved?

- Try it! Email for access code

- Invite Shared Services to bring a demonstration to your board meeting, conferences, or gatherings

- Consider supporting w Fund 56 $$ in Fy18

- Serve on statewide Shared Services board

SHELLEY SUMMER
PALMETTO SHARED SERVICES DIRECTOR

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