



STAFF MANUAL

Welcome to the 2022 Kids Arts/Children's Circus of Middletown part time summer employment program. This manual has been prepared as a guide to help you know and understand your duties and responsibilities. Every effort has been made to adopt policies and procedures that will provide maximum safety for you, the participants, and the public. If you feel a policy change is needed, you should approach your immediate supervisor. However, until your immediate supervisor has notified you that the policy has been officially changed, you must abide by the policies herein. Questions on information not covered should be addressed to the Arts Office Coordinator, at 860-638-4510 or email to kisha.michael@middletownct.gov. Have a safe and enjoyable summer experience. *Now, let's go to the Circus!*

WORK SCHEDULE

- For the safety of the public, the Department must discourage time off, tardiness, and unexcused absences.
- All employees must report to work in accordance with their scheduled hours. If you are ill and cannot work, notify your Site and/or Circus Program Director between 8:00 a.m. – 8:30 a.m., on their cell phone and/or camp cell phone. Your Supervisor may call to obtain more information.
- Employees must report to work on time, be working when their schedule begins, and be in the appropriate attire. Before leaving their facility, employees should notify, and receive permission, from their Site and/or Circus Program Director (e.g. end of scheduled workday, emergencies, etc.) You are required to give your immediate supervisor twenty-four (24) hours notice for permission to leave early or report late (e.g. doctor appointment, college registration, etc.)
- Relatives and friends should not visit employees during working hours.

STAFF WEEKLY PAYROLL SHEET/TIME CARDS

- Weekly payroll sheets will be filled in daily with arrival and departure times by your Site and/or Circus Program Director.
- Time card verification (signature) is the responsibility of each employee. You must check to see if your hours match the weekly payroll sheet.
- Employees have specific budgeted hours. **They may not exceed those hours without the permission of the Arts Office Coordinator.** Ask your Supervisor for your budgeted hours.

WORK ATTIRE

- Staff shirts are provided for easy identification by the public. (I.e. emergencies, information requests, questions, etc.) These are the only shirts permitted during your scheduled work hours with the exception of sweatshirts during inclement weather. Each employee will receive a maximum of two (2) staff shirts. Any previously issued MCA staff shirt may be worn. Additionally, **staff shirts may not be altered or disfigured in any way.**
- All employees must wear sneakers at all times unless otherwise indicated for costumes.
- Shorts must be an appropriate length.

DEALING WITH THE PUBLIC

- The duty of all staff is to ensure that all participants have a healthy, safe, and enjoyable experience during all summer Kids Arts programs.
- All employees must be courteous, helpful, friendly, and informative to the public.
- Be tactful, consistent; yet firm when enforcing the rules and regulations for your facility. Take the time to explain to people the reason behind the rule.
- Answer questions willingly and to the best of your ability. If you do not know the answer to a question, politely direct the person to the Site and/or Circus Program Director. If a person is verbally or physically threatening, call 911 immediately.

EMPLOYEE DISCIPLINE

- Disciplinary action may be given for just cause. Examples of just cause are: tardiness, un-excused absence, insubordination (not obeying orders/disobedience) sleeping, stealing, use of drugs or alcohol before or during work, carrying a weapon, use of inappropriate language to fellow staff, participants and/or the public, continued disregard for staff manual and/or City policy, incompetence or ineffectiveness in performing emergency procedure and/or daily duties. (The preceding are examples only and are not meant to be a complete listing.)
- Immediate disciplinary action may include any of the following: oral, written warning, suspension, or dismissal. All disciplinary actions will become part of the employee's permanent personnel file.

SEXUAL HARASSMENT

- Sexual harassment of City of Middletown employees is prohibited by Title VII of the Civil Rights Act of 1964 and the Connecticut Discriminatory Employment Practices Law. It is the policy of the City of Middletown to comply with the requirements of state and federal law.
- Sexual harassment means any unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or, (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Any employee who believes that they have been sexually harassed should immediately contact either their immediate supervisor and the Arts Office Coordinator, at 860-638-4510 or email to kisha.michael@middletownct.gov
- All complaints of sexual harassment will be treated confidentially. The City of Middletown will not tolerate any retaliation against any complaining employee or witness.

DISCIPLINARY PROCEDURE FOR PROGRAM PARTICIPANTS

- For the benefit of the staff and participants, all participants must be informed of all rules and regulations by the Site and Program Director, Assistant Director, and/or Counselors.
- Participants may receive written warning for any continued infraction of the program rules and regulations. Some examples are abusive language toward staff or other participants, leaving the Kids Arts Program area, fighting, spitting, etc. The Program Director or Assistant Director must approve all written warnings.
- If the Program Director, or Assistant Director, feels that an infraction is serious enough to dismiss the child immediately from the Program, they have the authority to do so with the approval of the Arts Office Coordinator.

The following should be used as a guideline for disciplining participants:

- a) Use verbal warnings until they are no longer effective.
- b) Inform the Site and Program Director or Assistant Director of your request to start written disciplinary actions.
- c) Complete in full the Disciplinary Action Form with assistance from the Site and Program Director or Assistant Director.
- d) The Site and Program Director or Assistant Director will inform the child of your actions and send the form home with the child to be signed by the parent/guardian and returned.

ACCIDENTS/EMERGENCIES

- Program Directors, Site Directors and trained staff are responsible for first aid and keeping the first aid kits stocked and in order. If additional supplies are needed, request from your immediate supervisor.
- **MEDICATION:** if a child is taking medication and needs it to be administered during the program hours, a medication form must be completed prior to the start of the program. All medication will be administered by an RN, LPN, or designated trained staff person on site.
- The Site and/or Circus Program Director is responsible for notifying the Arts Office Coordinator if problems occur regarding access and use of the emergency phone.
- The Site and/or Circus Program Director is responsible for instructing their staff in the following procedures regarding emergencies and for taking charge of all emergencies.
- Counselors should stay with the children and, if not certified in First Aid, wait for the appropriate staff person. Send a staff person or child to notify the Site and/or Circus Program Director and/or get help.
- Depending on the nature of the emergency, the Site and/or Circus Program Director will determine if an ambulance and/or Emergency Medical Assistance is needed. If so, it is the responsibility of the Site and Program Director to delegate someone to make the call.
- **Staff making the call should:**
 - a) **Dial 911 (Police Emergency Line)**
 - b) **Request an ambulance, paramedics and Police/Fire Personnel**
 - c) **The call will be transferred to the appropriate line**
 - d) **Give exact location of emergency**
 - e) **Description of what happened and status of victim**
 - f) **Age and description of victim**
 - g) **Give your name, job title and work location (66 Spring Street, MacDonough School)**
 - h) **Have someone meet emergency services and help direct them to victim**
 - i) **Do not hang up until the Dispatcher tells you to hang up.**
- The Site and/or Circus Program Director, or trained staff, shall perform First Aid in accordance with their training. Only those employees who have current certification in First Aid and/or CPR are to perform these procedures. First Aid Kits must be on-hand and are the responsibility of each program. All Directors shall monitor and keep available sufficient First Aid supplies. Requests for additional supplies should be made to the Arts Office Coordinator.
- The OSHA Manual for Bloodborne Pathogen Standard should be kept at the first aid station while on site.
- The Program Director shall attempt to identify the victim and witnesses. Keep these people available to answer questions for the Emergency Medical Personnel and/or Police.
- The Site and/or Program Director is responsible for making sure the Arts Office Coordinator located at the Municipal Building is notified of the emergency. The Site and/or Program Director will attempt to contact the victim's family, advise them of the situation without causing undue alarm or discussion as to specifics. The family should be directed to proceed immediately to the hospital, not the Kids Arts area, as medical personnel will need them there.
- The Site and/or Program Director is responsible for submitting an accident report. As well as, having all personnel involved or witnessing the accident, submit a report of where they were at the time of the accident, what actions they took, and/or what they witnessed. The accident report and staff reports must be submitted to the Arts Office Coordinator the same day of the accident.
- The Site and/or Circus Program Director will file all accident reports and forward reports of serious accidents where there may be potential litigation against the City of Middletown, to the Arts Office Coordinator.

INCLEMENT WEATHER

All staff scheduled to work must report regardless of the weather unless otherwise notified by their Site and/or Circus Program Director.

- In case of rain, thunder, lightning, tornado, and/or hurricane, participants and staff must be kept inside a facility or suitable safe area. If the Program has not started, all participants' parents, and guardians will be notified immediately.

FACILITY

The following duties and facility checks are to be completed by the Site and/or Circus Program Director or designee. This list does not represent a complete breakdown of all duties but only a representation of essential items that should not be overlooked. The Arts Office Coordinator may add additional duties, either orally or in writing, which also must be completed.

- **Fire**
 1. Evacuate the building as quickly as possible without causing undue alarm.
 2. Count the children in your group and check the number against your daily attendance sheet.
 3. For school buildings, pull the Fire Alarm.
 4. Fire in wooded area adjacent to a Program, move participants to a safe location. Call 911 or pull a fire alarm.

BUS AND CARRY-ALL DUTY/ACCIDENT

- Bus supervisors are to check the children on and off the bus mornings and afternoons. Each bus supervisor will have a list of Program participants who ride the bus. Only registered participants who are on your list should be allowed on the bus. Except for safety checks, Bus Supervisors should not get off the bus or leave the children unattended.
- In the event of a bus accident, stay with the children. Contact the Arts Office Coordinator and/or the Site and/or Circus Program Director, as soon as possible, with the names of the children on the bus.
- Staff is required to ride the buses with the participants to and from all field trips.

LOST PROGRAM PARTICIPANT

Determine where the child was last seen. Contact the Site and Program Director who will organize the staff into those responsible for looking after the remaining children and those that will help search.

CONFRONTATIONS

- Strangers observed on site by staff should be brought to the attention of the Site and/or Program Director as soon as possible.
- If a staff member sees a stranger or participant holding a weapon and/or having a confrontation with another staff member, they are to remove the children they are responsible for from the area as soon as possible and notify the Site and/or Program immediately.
- If an individual, who is not the parent or guardian, insists upon taking a child out of the Program, you are to direct the parent/guardian to the Site Director or Assistant Site Director.

MISCELLANEOUS

Stray Animals – If a stray animal is observed, it should immediately be brought to the attention of the Program Director. If the animal appears to be threatening to the participants, they should be removed to a different area or taken inside. Call the Animal Control Office/Police (860-638-4030) or City Arts Office (860-638-4510) for assistance.

Alcoholic Beverages – The possession or use of alcoholic beverages and/or drugs by employees before and/or during work hours is prohibited.

Sleeping – Any employee found sleeping during working hours will be terminated immediately.

Smoking – Smoking is not allowed in any City-owned facility. Smoking is not allowed during scheduled working hours.

Transportation – Employees are not to use their personal vehicles to transport program participants.

Telephones – Facility telephones are to be used for emergencies or official use only.

Cell Phones – Cell phone use is **not permitted** during program hours, without Director's permission.

Reading – No reading of unrelated books, magazines, or newspapers during work hours is permitted.

Equipment and Supplies – Staff may not purchase or order supplies without the permission of the Arts Office Coordinator.

Handouts – All program related information (e.g. handouts to kids) prior to distribution, must be reviewed and approved by the Arts Office Coordinator.

Music – The use of radios, headsets, and/or musical instruments are not allowed during working hours unless prior approval is given by the Arts Office Coordinator.

Card Playing – Card playing during scheduled hours is not allowed.

Program Completion (e.g. end of day) – At the completion of the program, all children must be picked up before staff may leave. If a pick-up does not occur during working hours, the Program Director will take volunteers or assign Staff to stay until all children have been picked up. Staff will be paid for staying.

Personal Belongings – Employees should not leave any personal belongings at work. The City Arts Office is not responsible for items left, stolen, or vandalized.

Contact with Participants – Before any communication with participants, outside of program hours, discuss the nature with the Program Director.

Food – Staff shall consume food only during scheduled breaks and snack times or with permission from the Program Director.



Part-Time Employee Job Description

Kids Arts Counselor

GENERAL DESCRIPTION OF JOB:

Receives direction from the Program Directors or Site Director in his/her absence. Organizes and leads activities developed and/or approved by the Program Director or Assistant Director.

EXAMPLES OF DUTIES:

- Develops activities for children at the program for consideration by the Program Director and /or Assistant Director.
- Leads activities with groups as directed by the Program Director or Assistant Director in his/her absence.
- Responsible for facilities and equipment assigned to the program.
- Adheres to City of Middletown and Arts & Culture Office policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to the Program Director, Assistant Director or Site Director in his/her absence.
- Reports accidents and forwards information to Site Director.
- Responsible for other duties as assigned by the Program Director.

DESIRABLE MINIMUM QUALIFICATIONS:

At least 16 years of age with an interest in working with children. Applicants must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES AND SKILLS:

Must have general knowledge of a variety of games, activities and circus skills.

Note: the above is an outline and must not be taken as a complete itemization of duties.



Part-Time Employee Job Description

Kids Arts, Artist in Training

GENERAL DESCRIPTION OF JOB:

Receives direction from the Program Directors or Site Director in his/her absence. Organizes and leads activities developed and/or approved by the Program Director or Assistant Director.

EXAMPLES OF DUTIES:

- Co-teaches, co-plans and provides support for lead artists
- Develops activities for children at the program for consideration by the Program Director and /or Assistant Director.
- Presents and leads activities with groups and classes as directed by the Program Director or Assistant Director in his/her absence.
- Responsible for facilities and equipment assigned to the program.
- Adheres to City of Middletown and Arts & Culture Office policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to the Program Director, Assistant Director or Site Director in his/her absence.
- Reports accidents and forwards information to Site Director.
- Responsible for other duties as assigned by the Program Director.

DESIRABLE MINIMUM QUALIFICATIONS:

At least 16 years of age with an interest in working with children. Applicants must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES AND SKILLS:

Must have general knowledge of a variety of games, activities and circus skills.

Note: the above is an outline and must not be taken as a complete itemization of duties.



Part-Time Employee Job Description

Kids Arts Program Nurse

GENERAL DESCRIPTION OF JOB:

The purpose of this position is to provide health care services for participants in the Kids Arts program. The work is performed under the direction of the Arts & Culture Office.

EXAMPLES OF DUTIES:

- Collect, prioritize documents and evaluate student health information during participants visits to the health office and in emergency situations, according to established policy, guidelines and protocols.
- Use an established data collection system in an organized manner.
- Provide health care services for the participants to manage illness, injury and health conditions/problems whether acute, chronic, episodic or emergent.
- Serve as case manager for students with health needs.
- Document nursing interventions in the appropriate health records according to policies and procedures.
- Act as a health resource for the Kids Arts program.
- Provide consultation to Kids Arts staff and family members regarding the health and safety of participants and relevant health problems.
- Other responsibilities as determined by the direction of the Arts & Culture Office.

Minimum Training:

Position requires current Connecticut LPN or Registered Nurse License, CPR and the possession of a valid Connecticut driver's license.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses a limited risk of injury. May be exposed to illnesses or disease.

Note: the above is an outline and must not be taken as a complete itemization of duties.