

Welcome! This Center is a model of quality childcare and education. As an employee you will be expected to exemplify excellence and quality of service and care by following the policies and procedures outlined in this handbook. Ensure to keep the Code of Conduct at the forefront of all decision-making concerning children. Everything listed here will be discussed during paid monthly training. New and continued staff will be reminded and/or trained with all of the following content.

- We foster innovation.
- We embrace teamwork.
- We strive for excellence.
- We respect and support families.
- We commit to service at all levels.
- We accept and appreciate diversity.
- We actively listen and seek to understand.
- We communicate openly and productively.
- We use resources creatively and responsibly.

### **General Guidelines**

Educators must provide warm, nurturing, interactions on the child's level. Direct supervision of all children is expected at all times. Failure to provide supervision will be subject to discipline up to termination.

State ratios are important indicators of quality. The Center strives to uphold state ratios at all times. Please ensure that you always adhere to the state ratios and that you receive additional help when the number of children approaches over the limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group, and ensure that the total number of children in attendance does not exceed the state ratio.

### **Confidentiality**

Due to the sensitive nature of information that you will receive as a teacher of young children, it is imperative that you keep all sensitive information confidential. Exercise caution when discussing children's developmental needs and family information, especially in public areas. Major concerns are to be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

### **Curriculum**

We utilize approved curriculum on a daily basis, providing all teachers with the guidelines necessary for developing age-appropriate learning activities for children.

### **Accidents**

All accidents must be reported to the Director or Assistant Director immediately. Incident/"Ouch" reports must be reviewed and signed by both the parent and Director. Close supervision of children is the best anecdote to accidents. Utilize risk management to keep the environment safe and hazard-free at all times. The Center

strives to provide the best equipment, kept maintained and in overall sound working conditions to ensure the safety of children in all classroom or playground areas.

## EMPLOYEE POLICIES

All employees will be screened for necessary education and experience. A Teacher's Aide is required to have completed high school and be at least 18 years of age.

Sexual harassment will not be tolerated in any way, shape, or form.

## Gross Misconduct

The following actions may result in immediate termination without prior warnings:

- Inappropriate behavior towards parents/guardians – All staff are expected to uphold professional and courteous behavior at all times; in the event of a disgruntled/rude parent/guardian, please refer to the Director for guidance
- Neglect or abuse of a child
- Leaving a child unattended
- Sleeping while supervising children
- Withholding of food, naptime, or other comforts from a child
- Failure to report to work for three (3) consecutive workdays without proper notification
- Falsification of Center records
- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited areas
- Conviction of a felony for any offense while employed by the Center
- Fighting, threatening violence or boisterous/disruptive activity in the workplace
- Habitual absenteeism or tardiness without notice or unauthorized absences from assigned workstation during the workday
- Sexual harassment and/or unlawful/unwelcome harassment
- Negligence or improper conduct leading to damage of Center property/assets
- Insubordination demonstrating gross disrespect including threatening, profanity, or yelling at the Directors
- Unauthorized use of telephones, mail system, technologies, and/or other employer-owned equipment
- Cell phone usage during work hours
- Possession, disruption, sale, transfer, or use of alcohol or illegal drugs on workplace premises while on-duty
- Unsatisfactory performance or conduct
- Sharing confidential information regarding the Center, its employees, and its families

At the discretion of the Directors, violations may be followed by a warning, a two-day suspension, and/or termination of employment contingent upon severity.

## Reporting Abuse and/or Neglect

All employees must report all actual or suspected child abuse of any child as soon as possible to the Director.

## Employee Status

Full-time employees maintain a basic schedule between 35-40 hours per week.

Part-time employees maintain a basic schedule between 10-34 hours per week.

## Staff Schedules

All staff schedules are delivered via group text. Hours of work are subject to change at the discretion of the Director to best meet the needs of the Center and its families and Center.

Ideally, requests for time off must be provided in writing two weeks in advance for approval. At the discretion of the Director, last-minute requests will be honored whenever possible and when coverage is available. Communicate with other employees to determine if switching shifts is possible.

## Paid Holidays

LLL & LUC Preschool will grant all regular full-time qualified teachers four (4) paid holidays each calendar year, beginning after a full year of full-time employment.

- New Year's Day (January 1)
- Independence Day (July 4/5, depending on day)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Christmas Day (December 25)

Holiday pay is calculated based on your regular rate of pay and normal work schedule. You will receive full credit for the above holidays if you are at work on the last working day before and the first working day after the holiday.

## Time off

Effective and efficient operations of the Center rely upon employee attendance on a timely and consistent basis. The Center, staff, and parents depend on each employee – in the event of an absence a replacement must be found which can result in a disruptive effect on both the Center and the children. Employees who take and/or request excessive time off and/or abuse the benefits of sick, personal, and/or vacation time provided are subject to discipline, up to and including termination.

Employees requesting leave related to any medical condition concerning the employee or their family members will be required to provide a physician's statement verifying the condition, its beginning date, and time off required. A signed doctor's note must be provided on the day that the employee returns to work.

- Transportation issues are not considered an emergency – try your best to arrange a ride and contact 530-604-1475.
- In the event of tardiness, it is the employee's responsibility to notify the Director before their starting time and to provide the reason for lateness and

when you expect to arrive at work. Failure to personally report an absence or lateness is a violation of Center rules and the absence/tardiness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or tardiness. Failure to provide the requested substantiation will result in termination

- Absences will be logged and monitored. Excessive absences or patterned absences will be addressed by the Director and may result in grounds for termination.
- Please notify the Director if you need to regroup from a stressful situation.
- If an employee walks out of the Center during working hours they will be reported for neglectful supervision.
- A two(2)-week written notice is required when in the event of termination of employment.

### **Time Records**

All employees are responsible for accurate recordings of time worked. "Time worked" is considered all time spent on-the-job performing assigned duties.

Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Failure to properly "clock-in/out" may result in a delay of payment of wages due.

### **Staff Orientation**

Each staff member will be assigned a mentor to ensure that all Center procedures are explained and demonstrated. This ninety-day review will evaluate an employee's performance based upon the expectations explained during orientation. All staff are expected to uphold Center expectations. Staff may ask for clarification on any Center policy or procedure at any time.

### **Trainings**

Child Care Referral and Resource or Valley Oak Education Resource will hold free seminars/trainings for employees. Dates are available monthly through the newsletter or by phone.

The Director will observe certain classroom topics to determine if any corrections or teacher modalities should be addressed. The Director will hold monthly paid trainings/meetings to discuss any relevant training or education.

Proposed topics include:

- Facility emergency exit/handling emergencies – Escorting children outside with emergency contacts
- Child development – Milestone of age-appropriate activities
- Adult and child health – Immunizations and diseases
- Care of children with special needs
- Curriculum planning

- Risk management
- Identification and care of ill children – signs of illness
- Recognition of child abuse, sexual abuse, neglect and the responsibility of reporting incidents to the Director
- Cultural diversity – Implementing language, curriculum, and differences
- Professional development
- Infant Safe Sleeping Regulations (emphasized each day), including: Sleeping Log documentation, necessary bedding, no special transitioning devices, supervision, ratio, SIDS, Bare is Best, BACK to sleep, Sleep Plans, and Infant Toddler Needs and Service Plan. The head instructor will conduct updated logs and supervision of teachers as well as children in care.
- Title 22 Regulations – Teachers will read and understand meaning of each regulation

### Sanitization Practices

Employees must wash their hands before and after serving food, meals, washing a child's hands, diapering, etc. Please sanitize the diaper mat after each use. Citricide is used in lieu of bleach to prevent accidental damage to clothing/materials. Please refer to the Director for any questions you may have.

- How to wash hands
- At arrival
- Changing a diaper
- Toys, tables, and surfaces
- Before and after meals
- Injured child
- Sick child

### Required Tests

It is the responsibility of each employee to pay for the following:

- CPR/First Aid
- Tuberculosis testing
- Immunizations
- Physical
- Fingerprinting/Live Scan

### Introductory Period

The introductory period is intended to provide new employees with the opportunity to demonstrate their ability to achieve a satisfactory level of performance, and to determine whether the new position meets their expectations. The Preschool uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Director may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence.

## Employment Termination

The following factors may be grounds for termination of employment:

- Unauthorized absences
- Failure to report to work or from lunch breaks
- Failure to return from an approved leave without notifying the Director will be considered as a resignation

Coaching and/or progressive disciplinary action may be utilized. The Director retains the ability to terminate with or without case and/or advance notice at any time.

## Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the Preschool presents to parents and their children, visitors, and guests. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position.

The following is prohibited:

- Excessive jewelry
- Sandals or shoes in poor condition
- Tattered/distressed clothing
- Clothing depicting violence, obscenities or adult themes in any way
- Clothing that reveals breasts, stomach, tattoos, and/or gluteal region.

## Professional Demeanor

Demeanor involves an individual's mannerisms, non-verbal tone, and gestures. Every teacher must remain conscious of the emotions and tones that they are exuding. All employees will greet parents/families with a smile.

Four characteristics of maintaining a professional demeanor:

- Pleasant smile
- Gentle approach
- Friendly greeting/conversation
- Maintaining professionalism

## Performance Evaluations

Performance evaluations will include the following:

- Daily support
- Coaching meetings
- Six(6)-month review



# Employee Handbook

## Personnel Policies & Procedures



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- 90-day evaluation
- Paychecks (direct deposit available on or before the 5th and 20th of each month, pay areas)

### **Cell Phone Usage**

Cell phones are to be used only on designated break times/meal periods during the workday.

### **Meals**

Employees are provided a 30-minute meal period. No eating is permitted outside of designated break times/meal periods.



# Employee Handbook

## Personnel Policies & Procedures



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## Employee Acknowledgement

I have received and read the Employee Handbook in its entirety. I am expected to adhere to the policies and procedures contained herein. I further understand and agree that my employment may be terminated at-will by the Director at any time. I understand that any or all provisions contained in the Employee Handbook may be modified, amended, or eliminated at any time. I understand and agree to the confidentiality policy contained herein.

Employee name (print)

Employee signature

Date

Director name (print)

Director signature

Date