

Employee Handbook

We welcome you as an employee of A Child's Haven and look forward to a satisfying work relationship. These personnel policies are not intended as an employment contract. Employment shall be at will. The purpose of the following policies is to establish uniform operating procedures and guidelines for the personnel of a Child's Haven. These policies were developed with the best interest of the children and their families in mind. The director and his or her designee will administer the personnel policies.

Employee Classification/Compensation

A. Categories of Employment

Probationary: When hired by A Child's Haven, all employees are considered temporary for a 3 month period. The Director will evaluate the employee at 2 week intervals during this period. (The evaluation sheet can be attained ahead of time and will be standard to all evaluations) Termination can take place at any time during this period, with the employee given one week's notice.

Permanent: An employee is considered permanent after fulfilling the probationary time period.

Temporary: An employee may be hired as temporary to fill an extended absence by another employee. All guidelines in this handbook apply with the exception of accrued sick leave.

B. Salary

Payday for the staff will be at the end of the month, no later than the 31st. The director will determine the rate of pay at the time of employment. Salaries are calculated on an hourly rate x hours/ day x the number of scheduled school and in-service days and – by 9 months. Therefore the monthly salary is the same each month. All salaries are subject to Federal Withholding and FICA and Medicare taxes. Employees are required to complete all paperwork deemed necessary by the director, state or federal guidelines.

C. Benefits

Sick Leave: Employees have three (3) paid sick days to use each year. This adds up to 7.5 hours per semester for teachers and 6.0 hours per semester per aides. Hours may be carried over the semester, but will not be carried over to a new school year.

Personal Leave: Personal leave is allowed but is unpaid. Employees may request time off due to children's school activities. Adequate notice (at least one week) must be given in order to find substitutes.

D. Employees Children

Children of employees will receive a tuition scholarship of one half tuition per month. Registrations and supply fees will be the same as for other children enrolled.

Employment Procedures

A. Application

Opportunity for employment will be open to any person who, on the basis of merit, can present satisfactory evidence of qualifications for the position. All applications will be considered without regard to race, color, sex, national origin, age, religion, political belief or disability.

B. Hiring

Vacancies will be posted in the newsletter, local newspaper and other appropriate publications when necessary. All applicants are required to fill out an application and list three references. The director will hold interviews. All applicants will be submitted to an independent agency for a criminal records check.

C. Personnel Files

Individual personnel files are maintained in the office. The files will include application, resume, references information, health information, training information, letters from colleagues, parents, and children, background checks and fingerprinting, and documentation of employment actions. Files will be maintained in a way that insures confidentiality.

Americans with Disabilities Act

A Child's Haven will comply with *The Americans with Disabilities Act* of 1990 by making reasonable accommodations for employees who are disabled:

Disabled means:

- A. that an employee has a physical or mental impairment that substantially limits a major life activity;
- B. or an employee has a record of a physical or mental impairment that substantially limited a major life activity;
- C. or an employee is regarded as having such an impairment.

Employee must be "other wise qualified for the position" (i.e. have the education, experience, or expertise required for the job.)

Employee must be able to perform the essential functions of the job, with or without accommodation.

"Essential Function" means:

The reason the position exists is to perform that job function as above;

Or there is a limited number of people who can or are available to perform the function; or

Or the function is highly specialized and the employee was hired for his or her ability to perform the function.

General Standard of Performance

Personal Appearance / Demeanor

Every employee contributes to a Child's Haven image and should dress as

a **professional** who works with children and their families. Clothes should be clean, neat, and comfortable (an apron can be provided for the staff). Halter-tops, spaghetti strap tops, tops that show midriff, short shorts, wind shorts, low rider pants, and flip flops are not appropriate. Employees should practice personal hygiene.

Health

All employees must submit written evidence of having had a physical examination and/or screening as required by the Minimum Standards or local health department before employment. The cost of any preemployment exams will be borne by the prospective employee. Tuberculosis tests are required by Williamson County; however in the event of a positive tuberculosis test, the employee is required to present proof of follow-up action as recommended by a licensed physician or health professional. A Child's Haven WILL require a tuberculosis test of all employees and the program strongly recommends receiving a Hepatitis B vaccination. All employees including administrative and supportive staff must be able to lift and carry children weighing up to 40 pounds, with or without reasonable accommodations. Employees must be able to get up and down from the floor with or without reasonable accommodations.

Drug, Alcohol and Smoking Policy

The unlawful possession, use, distribution, sale, or manufacturing of illicit drugs and alcohol on church grounds is strictly prohibited. Any violation of this policy will result in immediate disciplinary/termination action. Drugs prescribed by a medical professional and taken for legitimate medical reasons are excluded from this policy. Smoking is prohibited.

Attendance

All employees must report to work at their scheduled time (teachers 8:30 – 1:30 and aides 9:00 – 1:00). To maintain a safe and productive work environment, the school expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on the school. In instances when employees cannot avoid being absent or late to work, they should notify their director as soon as possible in advance.

Sexual Harassment

Sexual harassment is against the law and will not be tolerated. The school is committed to creating and maintaining a work environment free of objectionable and disrespectful conduct and/or communication of a sexual nature and prohibits sexual harassment by all employees. Conduct that creates an intimidating, hostile, or offensive work environment will not be allowed.

Performance Evaluation

The director will evaluate each employee in writing semesterly (the evaluation form can be attained prior to evaluation and will be standard to all evaluations). The process will include a self-evaluation, an observation/evaluation by the Director and an evaluation conference. The

director and the employee will agree upon an individual training plan after the evaluation conference.

Discipline and Termination

The director will notify employees in writing that they are not meeting the job requirements as stated in the Job Description and Employee Handbook. The Director and the employee will agree in writing what the employee must do to meet job requirements. Employees will be given 2 weeks notice of termination. Immediate discharge will occur if inappropriate child discipline is used or if a child is left unattended.

Voluntary Resignation and Leave of Absence

Employees must give the director 2 weeks notice of resignation. An employee may request a leave of absence without pay. At the time of this request, the employee and the director will agree in writing to the terms to begin work again (pay, rate, benefits, etc.).

Grievance Procedures

Employees should discuss any problems or concerns with the director. If the employee does not feel the matter has been resolved satisfactorily, the following steps should be taken:

Any permanent employee or group of employees may make a formal complaint. The complaint must be submitted in written form and signed by all complainants. It must be specific, including documentation of the complaint and a list of steps already taken to resolve the problem.

To whom the complaint is addressed: The initial complaint must be presented to the director in writing. The parties must agree upon a reasonable time for solution of the complaint. A third or neutral party may be called upon to negotiate the time frame. If no resolution is forthcoming, the complaint may be taken to the Board of Director's for A Child's Haven.

Expectations of Employees

Work Hours

All teachers are expected to be at work by 8:30 a.m. and stay until 1:30 p.m., and all aides are expected to be at work by 9:00 and stay until 1:00 p.m. Each employee is entitled to one 15-minute break. Your own children are to be kept with you at all times during the time before and after school.

Staff Development

Employees are expected to participate in monthly staff meetings (the last Tuesday of the month from 1:20 – 2:00 p.m.) and to attend any scheduled in-service days and clean-up days. Childcare for your children will be provided for these times. Staff are required to meet the training hours required by the Minimum Standards (including pre-service, orientation, and additional training hours).

Teacher /Child Interaction

Teachers are expected to interact with the children, enhancing their school experience. Conversation between teachers in the classroom or on the

playground should be limited and should pertain to topics related to the children. During work hours, cell phones are to be turned off and not available for use. Teachers are expected to be down on the floor or at the children's level the majority of the time. At arrival and departure time, the aide should be at the door and the teacher working with the children.

Curriculum

Teachers are expected to develop monthly lesson plans that are to be submitted monthly to the director and posted on classroom door. Some of the curriculum will be based on material given to you by a Child's Haven. The other curriculum for the classes will be developed by the teachers on a weekly basis. The environment we provide is for the children therefore only children's music will be played and only children's videos are allowed during inclement weather.

Discipline of Children

Positive guidance and discipline is used to promote self-discipline and acceptable behavior. It is based on an understanding of the individual needs and development of young children. Employees shall not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others. Removal of a child is done infrequently and shall always be to a location where visual supervision by staff can be maintained. We strongly endorse the re-direct method.

Release of Children to Authorized Persons

Teachers shall release children only to those who are authorized to pick them up. A record of those who are authorized to pick up a child is maintained on each child's admission sheet, which is on file in the office. Until teachers can identify by sight those listed on each child's admission sheet, proper identification of the person picking up the child will be requested by asking for the authorized persons driver's license or picture i.d.

Food Storage

Perishable food items should be kept cool and are the parents responsibility—many parents will include ice packs in the lunch boxes. We do not have refrigeration space for lunches. Bottles should be kept refrigerated. Bottles should be heated in warm water and any remaining milk refrigerated or discarded.

Room and Playground Safety

All chemicals should be stored in a locked cabinet, inaccessible to children. This does not include the bleach solution, but it should be kept out of reach of the children. Always be aware of floor and ground conditions. Look for pieces of dirt, broken toy pieces, glass, etc. Check every day to make sure plug covers are in electrical outlets. Personal items such as purses or backpacks should be kept in a cabinet inaccessible to children.

Cleanliness

Cleanliness must take a high priority. Germs are spread very easily among children. We can greatly reduce the spread of infection by the following:

Hand washing procedures and occurrences: Hands are to be washed upon arrival. Use soap and water every time hands are washed. Hands are to be washed after each diaper change, nose cleaning, toilet assistance, and before serving any food to children, handling food, personal toileting, after handling or cleaning body fluids, outdoor activities, after eating or drinking, and after using any cleaners or toxic chemicals.

Toys and equipment: Toys should be disinfected by using a bleach and water solution. This is made by mixing One tablespoon of bleach to each gallon of water. To disinfect a toy: wash with water and soap; rinse with clear water; soak or spray on disinfecting solution (two minutes); rinse with cool water items that children are likely to place in their mouths; allow the surface to air-dry. Be aware of who has toys, especially the younger children who put them in their mouths. When a child has chewed on a toy and lost interest, it must be disinfected. Tables and high chairs should be disinfected when soiled or contaminated with matter such as food, body secretions, or excrement by using the four-step process and a solution of ¼ cup of bleach to each gallon of water. Cloth toys should be machine washed weekly.

Bathroom procedures: Help all children who require assistance – be sure they flush the toilet and wash their hands. If you must assist, wash your hands.

Diaper changing procedures: Diapers are to be changed in designated changing areas only. Children are required to be strapped into a changing area that is not located on the floor. Check frequently for wet diapers. Be sure to have everything ready before a child is to be changed. NEVER walk away from a child on a changing table, even for a second. The Director or designated employee will train new employees on the procedure for gloves, disinfecting, etc. After diapering, wash your hands and the child's hands thoroughly.

Clean Up: Disinfect all toys, chairs, tables, etc. Garbage bags should be tied up and placed in the outside area. Other cleaning procedures for each classroom will be given to you at the time of your employment by the Director.

Reporting Accidents and Illnesses

Whenever a child suffers an accident, the teacher responsible for the child must report the incident to the Director, and write the information on an accident report form and place it in the child's folder in the office. The teacher will notify the parents with the copy of the accident report. Emergency care of an injured child is the responsibility of the classroom teacher. The teacher will call for help and the nearest available teacher will cover the classroom. The teacher will stay with the child and the

Director will provide back up help. Emergency phone numbers are posted by the phones. If a child appears ill, the school will move the ill child away from other children and parents shall be notified immediately.

Fire and Disaster Drills

Fire drills will be practiced every month. Tornado drills will be practiced every three months. Children and staff must exit the building within 3 minutes. An emergency evacuation diagram is posted in each classroom, which sets forth primary and secondary evacuation routes for staff and children in case of an emergency. All employees must have access to a flashlight and each classroom must have first aid kit, sign-in board, emergency files, and these should accompany the staff during a drill. At the beginning of the year each employee will be assigned responsibilities in case of emergencies (discussed at Orientation).

Child Abuse or Neglect

Employees must report to the Director immediately any suspicions they may have of child abuse or neglect. Employees must read the section on Child Abuse or Neglect in the Parent Handbook. Employees must know the signs of how to recognize child abuse and neglect and the prevention of abuse and neglect.

Other Requirements

Employees must read the Parent Handbook. Other employment is allowed.