



**Employee Handbook for
Child Development Center**

Southern Union Conference

Not intended for individual Center use: to be used in development of individual CDC Handbooks only.

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Beginning Your Employment

Being a Professional

Calculating Salary and Pay

Caring for Children

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For Your Own Notes

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INTRODUCTION AND DISCLAIMER

Welcome to: _____
(Center name)

An interesting and challenging experience awaits you as an employee of (center name). To answer some of the questions you may have concerning the Center and its policies, and to serve as a guide for the efficient and professional performance of your job, we have written this Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this Handbook are subject to change at the sole discretion of the Center with or without notice. From time to time, you may receive updated information concerning changes in policy. Should you have questions regarding any policies, please ask the Center Director for assistance.

NOTHING IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC DURATION. ALTHOUGH WE HOPE THAT YOUR EMPLOYMENT RELATIONSHIP WITH US WILL BE LONG-TERM, YOUR EMPLOYMENT IS "AT WILL" AND EITHER YOU OR THE CENTER MAY TERMINATE THIS RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT AND NO EMPLOYMENT AGREEMENT ENTERED INTO SHALL BE ENFORCEABLE UNLESS IT IS IN WRITING AND SIGNED BY THE CENTER DIRECTOR.

We wish you success in your position and hope that your employment relationship with the Center will be a rewarding experience.

(* See **Appendix C** - sign the form and submit to the employer.)

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BEGINNING YOUR EMPLOYMENT

Employee Classification

The staff of the center is comprised of full-time, part-time, and temporary positions. Each position is classified "**Exempt**" or "**Non-Exempt**". Under the Federal Fair Labor Standards Act exempt classifications are not eligible for overtime pay; non-exempt classifications are eligible to receive overtime pay for hours worked beyond forty (40) hours per week. Overtime (time and one half) begins after working forty (40) hours per week. It includes only hours actually worked.

Employees fall into one of the following classifications:

Full-time (non-exempt) employees work a regular schedule of forty (40) hours each week and receive medical and life insurance, vacation, sick leave and retirement benefits.

Part-time (non-exempt) employees work and are paid for less than 38 hours per week annually.

Temporary employees work for an indefinite duration.

Full-time (exempt) employees who are not limited to an hourly time, receive a salary and are not eligible for overtime pay.

Hire Date

The first day employees report to work is the "official" hire date. This is noted on the agreement between the employee and the board of the child development center. This date is important for calculating salary, benefits, vacation, and other conditions.

Initial Employment Period

Each new employee is given an evaluation period of three months for the employer to review his/her performance in accordance with the standards for the assigned position, and permit the employee to evaluate the position based on his/her needs and expectation.

Identification Badge

The director provides each employee a photo identification badge to be worn at all times while at work. The replacement cost for this badge will be the responsibility of the employee.

Job Description

The responsibilities of each position in the child care program are outlined and described in the appropriate job description. Employees are expected to familiarize themselves with their job description which includes performance guidelines. Sample job description is listed in **Appendix E**.

Orientation & Training

Formal orientation and training sessions are provided and coordinated for each new employee after the hire date. Program topics range from legal requirements and activities governing child care workers to instructional strategies to help children grow mentally, spiritually, physically, socially, and emotionally.

Employees are expected to participate in ongoing staff development through programs offered by the employer and/or other approved training. Obtaining continuing credit as required by law is the responsibility of the employee.

Personnel Records

In accordance with government requirements and licensing guidelines, personnel records are maintained for each employee. Personal information includes, but is not limited to, name, address, telephone number, marital status, number of dependents, and persons to be notified in case of an emergency.

Upon request employees may review the contents of their personnel records. All original documents are the property of the center and remain in the personnel record.

Background Record Check

A key component of the application process is authorization of a background check for felony criminal convictions or other records of criminal activity. The well-being of each child is a primary consideration for the child care program. Each employee is required to sign a consent form to facilitate this process. **(See Appendix B)**.

BEING A PROFESSIONAL

Attire/Appearance

Physical comfort is a key factor in working with children. Accordingly, employees are encouraged to wear clothing that is comfortable, washable, and allows for working with students in sitting, kneeling, and standing positions. (Insert your dress code). For example: tattered or tight jeans, tops or blouses revealing the midriff and/or bust areas, or shirts with inappropriate slogans or designs are not appropriate attire. Wearing low-heel shoes or tennis shoes may be more comfortable.

Any questions relating to "proper" or "improper" attire should be referred to the director.

Language

Children model what they hear. Employees are encouraged to use correct English grammar in working with all children. The use of harsh words, profanity, demeaning names or descriptions is not permitted. Use of such language may result in a suspension or termination.

Telephone Use

The telephone is intended only for business related to the child care program. Routine calls from friends and family are not permitted. Only emergency calls will be routed to an employee. A time limit of three (3) minutes is imposed on each call. No "collect" long distance calls will be accepted, unless approved by the director.

For convenience of employees and visitors, a public telephone is available on the premises.

Visitors

The staff and resources of the center are intended to be used exclusively for the care of children enrolled in the child care program. Employees are discouraged from having visitors at the center on a daily or frequent basis. Such visits may result in the supervision of the children being interrupted, thereby creating the likelihood of accidents and other tragedies.

CALCULATING SALARY AND PAY

Advances in Pay

Employees are encouraged to manage their income earned from employment at the center. It is not the policy or practice to give any employee advances in pay.

Attendance

The quality of care which the staff of the center provides for each child depends upon the cooperation of each employee. Reporting to work on time and remaining throughout the work day is expected of each individual, unless prior arrangements have been made with the Director.

Attendance is a major component of the annual evaluation of each employee. Absenteeism and tardiness impact the decision to promote and/or increase an employee's salary.

Absenteeism

When an employee is not at work, the director must be informed . The following are categories of absenteeism:

Emergency Absence -- The employee must deal with issues of personal concern that were unplanned or unscheduled. If related to personal or family health, the day(s) will be deducted from the employees accumulated sick days. In excess of three absences, the employee will be docked a day's pay.

Excused Absence -- The employee has prior approval from the director to be away from work and the day will be deducted from days noted as sick leave, vacation or staff development.

Unexcused Absence --When an employee does not have prior approval to be absent from work, and does not report to work, this is an unexcused absence. All unexcused absences will be deducted from the employee's pay. After two unexcused absences, the employee will receive a "pink slip" and/or be considered for termination. Family Medical Leave Act (FMLA) absences do not count.

Failure to inform the director of need to be absent could result in termination.

Bonuses

Employees often go above and beyond the required duties and responsibilities outlined in their job descriptions in providing quality services for children and the overall center program. Based on the recommendation of the director to the board, financial bonuses may be awarded. The amount of a bonus will be determined by the board. Employees may receive more than one bonus in a cycle of twelve months.

Calculating Salary and Pay

The center board seeks to provide the highest quality of personal care and programming for children. To this end, salaries and financial compensation are comparable to similar programs in the community.

Salary and pay scales are approved by the board of the center. An employee's salary is calculated upon the employee's level of educational preparation, years of experience, and assigned position. Pay is computed upon the number of hours worked, overtime, or salaried amount.

Deductions

Each employee receives earnings by check or direct deposit at the end of each pay period. A statement reflecting the gross pay, any deductions, and net pay is provided.

Mandatory deductions --taxes and contributions required by any local, state, or national laws and regulations. Garnishment of pay will also be applied as a deduction.

Voluntary deductions -- contributions elected by the employee, e.g., savings, annuity, insurance.

Error in Pay

In the event a payroll check is miscalculated, the employee must bring it to the attention of the director immediately. The pay statement will be reviewed and a corrected check will be issued as soon as possible.

Lateness/Tardy

Each employee is expected to arrive at the center in sufficient time to begin the workday at the assigned time. When an employee has an emergency situation that will result in a late arrival, a call must be made to the center indicating the approximate arrival time and the nature of the emergency. Hourly employees will have hours deducted from their next paycheck.

Overtime

Overtime assignments and pay must be approved by the director. Only non-exempt employees may receive overtime pay. (See **Employee Classifications**, Page 2 under "Beginning Your Employment").

Pay for Staff Development

Attendance at required training sessions, lectures and meetings will be considered time worked and will be paid at employee's normal hourly rate. Payment for attendance at voluntary training programs will be evaluated on an individual basis for full pay.

Pay Period and Hours

Employees are paid on a scheduled cycle, either bi-weekly or monthly. The average work day for full-time employees is eight hours, with 1/2 hour for lunch. Hourly employees work the specified number of hours outlined in their job description, with 1/2 hour for lunch.

Paycheck Distribution

Pay checks are distributed on the next to the last day of each month for full-time employees and every other Friday for hourly employees. Employees may elect to receive a check or statement of direct deposit. A summary showing gross pay, deductions, and net pay is provided to each employee for each pay period. The schedule of pay dates is available from the director.

Time Sheets & Records

Each employee must maintain a record of time worked. The time record must be completed each day, noting the beginning and the ending work time. The time record begins on Monday and ends on Friday and is for a two-week period for hourly employees and twenty days for salaried employees. Director approval is required before an employee may work overtime hours.

Vacations and Holidays

Full-time employees are entitled to vacation and paid holidays. (Insert your center's policy).

Personal/Sick Days

(Insert your center's policy).

CARING FOR CHILDREN

Accidents

Accidents will occur in the normal routine of daily activities in the center. When children are involved in an accident, an adult should always remain with the injured child or children. An accident report must be completed and placed in the child's record within (hrs) of the accident. (Apply your State regulations).

When an accident that **does not require intensive medical attention** occurs, an employee should apply First Aid procedures and complete an accident report immediately.

When an accident occurs that **requires intensive medical/dental attention**, the following procedure is recommended:

***Leave** an adult with the injured child(ren) while leaving another adult with the other children, removing them from the vicinity of the injured.

***Call 911** for emergency assistance or have someone else call if you need to assist with First Aid, CPR or Rescue Breathing. Give the center's address and answer questions asked by the radio dispatcher.

***Inform** the director or supervisor about the accident and the actions taken.

***Solicit** the assistance of other staff members in contacting the parent(s) or guardian(s).

***Arrange** to meet the parent(s) or guardian(s) at the emergency room. **DO NOT DRIVE THE INJURED CHILD IN YOUR CAR.**

* **Medical Emergency Release** form filed in the child's record should be sent with the child to the hospital.

***Complete** an accident form for the child's record within 24 hours of the accident.

Administering Medication

Employees may administer medication to children only by written consent of the parent(s) or guardian(s). A release form listing the prescriptions or over-the-counter medications with specific dosage for the child shall be filed in the child's permanent record.

Reporting of Child Abuse

Employees are advocates for children's safety and well being. Individuals working with children are *mandated reporters*, i.e. they are *required by law* to report cases of child abuse or neglect to the appropriate authorities. There may be evidence for *reportable conditions* or *reasonable cause* which should be reported to the Director. The reporting is done in absolute confidence and state guidelines must be followed for reporting.

Courtesy

Children imitate behavior displayed by adults in the center. It is important that each employee demonstrates courteous behavior in language, tone of voice, actions, and body language. Courtesy includes comments of appreciation, e.g., "Thank you"; words of apology, e.g., "I am sorry"; words of request, e.g., "Please."

Behavior lacking courtesy on the part of an employee may result in a formal conference with the director.

Discipline of Children

Every effort should be made to create and maintain an environment where children will learn self-discipline and monitoring. The following methods of discipline are prohibited and will result in immediate termination of employment.

- a. Corporal punishment
- b. Cruel or severe punishment, humiliation, or verbal abuse
- c. Denial of food as a method of punishment
- d. Harsh discipline for soiling or wetting undergarments or not using the toilet.

Housekeeping

Each employee has housekeeping responsibilities in the physical area occupied by children or his/her area of major assignment. Cleanliness is required by the local health department for reasons of sanitation and health.

Release of Children

Each child's application/record gives the name and relationship of individual(s) authorized by the parent(s) or guardian(s) to pick up the child(ren). Under no circumstances should a child be released to any person other than authorized individuals.

If for any reason the individual(s) listed on the record are unable to pick up the child(ren), the parent(s) or guardian(s) must contact the administrator in person or by telephone giving approval for the child(ren) to be picked up by a person not listed on the record/application. If no one comes for the child(ren), telephone numbers should be on file so that the proper person will be alerted. (Insert center policy regarding delayed pick-up.)

Safety Rules

The safety of each child is the responsibility of each employee. Maintaining a safe environment includes, but is not limited to the following tasks:

- a) Checking equipment daily

- b) Keeping all exits clear
- c) Washing and sterilizing all toys, diaper areas, and eating utensils after each use
- d) Removing all sharp or pointed objects that may injure the child
- e) Supervising children at all times
- f) Taking any precautions necessary to prevent accidents.
- g) Maintaining the physical plant in good repair.

Sick Child

Should a child become sick, contact the director immediately who will contact the parent(s) or guardian(s). Make the child comfortable in an area away from the other children. Disinfect all toys the child has used during the day. If a child has any signs of illness, follow the State guidelines.

HANDLING ISSUES OF CONCERN

Nondiscrimination Policy

The governing body of the Adventist Church abides by the following policies relating to employment.

1. Equal employment opportunity shall be afforded, with no discrimination in recruitment, hiring, any other term and condition of employment, or the separation of employment against any employee or applicant because of race, color, sex, age, national origin, or disability/handicap, except where age or sex are bonafide occupational qualifications. In addition, equal employment opportunity will be provided in compliance with state and federal laws and local ordinances.
2. Preferential hiring is practiced only on the basis of freely chosen adherence to Seventh-day Adventist tenets as essential to the operation of a Seventh-day Adventist institution.
3. Decisions for the promotion of employees will be based upon the qualifications of individuals as they relate to the requirements of the position for which they are being considered.
4. Inasmuch as the personal life and professional identity of an individual are inseparable, including off-duty conduct, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist practices.

Harassment

Sexual harassment by the employer, director, staff, and, in some instances, non employee(s) includes but is not limited to the following: unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature which affects an individual's employment status or the terms, conditions, or benefits of his/her employment

Denomination organizations shall inform their employees that harassment in the workplace will not be tolerated. All employees are expected to avoid any unwelcome behavior or conduct toward any other employee which could be interpreted as harassment. Each organization shall designate a process by which an employee may lodge a complaint.

If an employee encounters sexual harassment or harassment on account of age, race, ethnicity, or disability from supervisors, fellow employees, clients, or non-employees, the following steps should be taken immediately:

- a. Make it clear that such behavior is offensive and must be stopped immediately.

- b. Report the incident(s) to the director or board chair. The complaint shall be in written form.
- c. The person to whom the complaint is made shall conduct all discussions in an objective and thorough manner, and shall advise the complainant not to discuss the matter elsewhere due to the sensitivity of the complaint. The person to whom the complaint is made shall keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

(* See Appendix A – “A Sexual Harassment Policy With Reporting Procedure”)

Grievance

In order to promote unity and harmony in the work environment, an employee will have the opportunity to have candid and open communication with the persons involved.

By definition a “grievance” shall be any claimed misinterpretation, inequitable application, or violation of the policies or regulations of the center. (Employees shall resort to the grievance policy before taking any other action).

The following steps comprise the grievance procedures:

Step One

An employee with a grievance shall first present it to the immediate supervisor in an informal conference within 15 working days of the incident. In cases involving discontinuance of employment, the grievance should also be presented to the center director within 15 working days of receiving notification of termination.

Step Two

If the informal conference does not resolve the issue, the employee may present the grievance in writing to the center director within 15 working days following the informal conference referred to in Step One.

The center director shall reply in writing to this formal complaint within 15 working days from receipt of written notice, indicating a decision regarding the grievance.

Step Three

If the decision contained in the written response from the center director in Step Two does not resolve the issue, the employee may appeal the decision by requesting, in writing, within five (5) working days following receipt of the decision, that the matter be referred to the center board. A timely request of appeal is to be considered within 30 days following the receipt of the appeal.

The decision of the board is to be communicated in writing to the employee within five (5) working days following the decision. The decision of the board will be final.

General Provisions

1. The employee shall be given the opportunity to be present at each of the meetings at which an appeal is being considered. The decision regarding the grievance may be made in executive session of the board.
2. Notifications specified in Steps 1 through 3 above will be either hand delivered to the employee with signed and dated receipt or sent by certified mail with a return receipt requested.
3. Extension of time limits may be made by mutual consent. Such agreements should be put in writing, signed by both parties, and a copy filed at the next higher level. However, if the center director fails to respond within the prescribed time limits where there has been no mutual extension, the grievance will automatically be processed to the next step. If the employee fails to appeal within the prescribed time limits when there has been no mutual extension, the grievance will be concluded.
4. A grievance may be dropped by the employee at any time by so designating to the center director in writing.
5. No retaliation shall be taken against any participants in the conciliation procedures by reason of such participation.
6. All parties shall have access to information reasonably necessary to the processing and determination of a pending grievance.
7. All official records of the conciliation procedure shall be stored in the employee's personnel file at the office of the center. Access to these records by person or persons other than by parties to the grievance shall be by direct authorization of the board.
8. Formal transcribing or electronic recording of the conciliation procedures shall occur only by written consent of all parties involved.
9. Agreements, consents, or understandings must be in writing bearing the signature of the employee and the center director or board chair.
10. In the event there is a grievance which involves a number of employees, it may be submitted as a group grievance, with the employees involved being named in all appropriate correspondence.
11. No third parties shall be present during the conciliation process without mutual consent.

REVIEWING TIME AWAY FROM WORK

Employees may be away from the center for a variety of reasons. Board approved activities and obligations requiring time away from work are listed below:

Jury Duty

The center respects the civic responsibility of serving on a jury in the judicial system. Employees called for jury duty will be granted leave time to perform their civic responsibilities.

Military Leave of Absence

This is an unpaid leave of absence. While the board of the child care center honors the commitment to the armed forces, reinstatement to the position may be contingent upon availability for a position in the center.

Disability Leave of Absence

Each employee should secure disability insurance coverage outside of the medical coverage provided by the center. The director will provide information and opportunities for interested employees to talk with representatives from appropriate companies.

Sick Leave of Absence

Employees may use sick leave for short-term absences from work for health problems. (Insert your center's policy). It should be noted that attendance is very important in maintaining the quality of care children receive in the center.

Family Medical Leave

The board acknowledges that employees may experience circumstances when a leave from employment is necessary. Therefore, an employee may request an unpaid Leave of Absence.

The Family Medical Leave Act (FMLA) is available to all employees who have been employed for at least twelve (12) months and worked at least 1,250 hours during the preceding 12 months. FMLA is available to the employee for the following reasons:

*Birth and/or care of a child of the employee

- *Placement of a child into the employee's family by adoption or by foster care arrangement
- *Care of the employee's spouse, child or parent who has a serious health condition
- *Inability of the employee to perform the functions of the employee's position due to a serious health condition.

Medical Leave of Absence

Employees that do not qualify for leave under the Family Medical Leave Act may apply for medical leave from the center. The employee must have worked at least ninety (90) days prior to applying for a medical leave. A medical leave may last up to twelve (12) weeks per rolling twelve (12) month period.

Reinstatement to the position may be contingent upon availability of a position in the center.

Vacation

Vacation will be calculated on the amount of time an individual has been employed by the childcare center and on that employee's status as full-time or part-time. It is recommended that after six months each new employee receive some vacation time from the center. The director for the center approves all vacation requests.

REVIEWING YOUR BENEFITS

Continuing Education Assistance

Employees are encouraged to continue improving their professional skills and talents. When an employee's advanced training applies directly to the care and education of children, the center may provide limited financial assistance or in-kind support through the center. This may include, but not be limited to, adjusted schedules to accommodate an employee's class or workshop schedules.

Insurance

(Insert your local center's policy.)

Retirement

Employees contribute one half of the required payments to Social Security and the employer contributes the other half as part of the regulations required by the government. (Insert your local center's policy, if any.)

Workers' Compensation

The center maintains the workers' compensation insurance required by law. Contact the center director if any information is needed regarding what claims may be covered and the manner in which claims may be made.

All employees should promptly report to the center director all injuries suffered as a result of employment activity at or on behalf of the center. Failure to report an injury promptly may result in loss of benefits.

REVIEWING YOUR HEALTH AND SAFETY

Communicable Diseases

The health of the children, fellow employees, as well as the director's personal health is of utmost importance in the operation of the center. "No employee who has any communicable disease shall perform his/her duties in any location where such would endanger the health or welfare of the children or staff. The director, in writing, may require an employee to submit to a medical examination by a physician whenever there is reason to believe that the employee has a communicable disease."

See your state guidelines for recommended disease/illness exclusion and periods of time before returning to the child development center.

Emergency Drills and Programs

To ensure an orderly response in the event of an emergency, e.g., fire, earthquake or other natural disaster, or intruder, employees and children are required to participate in safety training programs and drills as required by state and federal licensing standards.

At no time during a drill or emergency situation are employees to leave children unattended. Adult supervision is always required.

Documentation of participation in training programs and drills are maintained in the center's log and personnel files as needed.

Employee Health Screening

All employees, prior to entering service and periodically thereafter, as required by policy, shall present a completed medical examination form signed by a licensed physician showing an ability to perform the essential functions of the job with or without a reasonable accommodation.

Employees may be requested to submit a job-related medical examination during their employment by a licensed physician. Individuals who refuse to submit a job-related medical examination which is justified by business necessity may be ineligible for further employment. The results of a job-related medical examination will be considered by the employing organization in compliance with applicable laws. Employees shall immediately inform the director upon discovery of a contagious or communicable disease as listed.

First Aid/CPR Training

All employees are expected to complete first aid and CPR training within the first year of employment. Renewal for certification is the responsibility of the employee. Current and up-to-date certificates are maintained in the personnel file.

Tobacco-Free Environment

Tobacco in any form is a health hazard and is prohibited on all center premises, including playground and parking lot. This policy applies to all employees, parents, and visitors. Any employee using a tobacco product will be subject to immediate termination.

Drug/Alcohol Use

The use of alcohol and illegal narcotic drugs is prohibited. Any employee using these substances will be subject to immediate termination.

REVIEWING YOUR PERFORMANCE

Attendance at Center Program Functions

Employees are requested to attend functions sponsored by the child care center when scheduled outside the workday, e.g., Open house for parents/guardians, holiday programs, recreational activities for the children. Advance notice is provided on the center's calendar of activities.

Certification

Each employee is expected to obtain and maintain certification in the area of work responsibility, e.g., childcare worker, teacher, where applicable. Copies of all certification certificates will be placed in each employee's personnel file. Assistance from the director is available for obtaining and renewing state certificates.

Performance Review

Performance evaluations are conducted at least once a year. New employees are informed of this annual review of performance and salary review by the director and the board. Increases in salary are based on the employee's performance over the preceding twelve-month period. When possible, the review occurs on the anniversary date of employment.

To achieve the goals of maintaining high standards in the quality of care provided to all children, there should be a healthy, safe and attractive facility along with cooperative working relationships among the staff members.

The review includes, but is not limited to, the following areas of documentation and/or observation:

- Attitude in general
- Punctuality
- Attendance (exclusive of FMLA absences)
- Respect toward director, peers, parents/guardians, children, and visitors
- Creative and innovative ideas
- Participation in center-sponsored functions
- Work behavior.

Each employee receives a copy of the performance review instrument during the orientation period. A conference will be held with the employee to review results of each performance evaluation. Additional reviews may be held at the center's sole discretion.

Promotions

Employees are informed of position vacancies and permitted to apply. To be considered for a promotion, an employee must meet all the professional and/or technical skill requirements outlined in

the job posting. Salary commensurate with the new position is reflected after thirty days of placement.

Pink Slips

"Pink slips" denote the color and content of the form designed to inform employees of areas of weakness or deficiencies. "Pink slips" are noted in the employee's personnel file and considered during the performance review process.

Counseling with the employee is provided after each "pink slip." Four or more "pink slips" constitute grounds for termination. The center reserves the right, however, to proceed directly to suspension and/or termination when, in its sole discretion, it considers such action to be justified.

Termination of Employment

Termination at the center is at will. Termination of employment from the Center may be mandated by the board, or recommended by the director, or made by resignation submitted by the employee. Termination of employment by resignation must be given in writing to the director of the center two weeks prior to the last day of work.

Mandated termination shall occur in the instances set forth below. This list is not intended to nor shall it be considered as exhaustive. The Center expressly reserves the right to terminate immediately any employee for other instances of egregious misconduct:

- Insubordination
- The use or trafficking in illegal narcotics and other non-prescription drugs.
- The misuse or trafficking in prescription and non-prescription drugs.
- Habitual tardiness
- Negligence or carelessness in supervision of children
- Possession of any firearm and/or explosive
- Failure to follow directions of the director
- Participating in sexual perversions
- Fraud or willful misrepresentation in business
- Use of tobacco in any form
- Excessive number of "pink slips"
- Use of profane and abusive language
- Conviction of a crime involving violence or sexual misconduct
- Damage to or removal of files in the center
- Violation of the center's confidentiality policy
- Unsatisfactory job performance
- Embezzlement or misappropriation of funds
- Failure to attend mandated meetings, conferences, and/or training
- Violation of the center's moral and Christian values

APPENDICES

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Appendix A

Sexual Harassment Policy

SEXUAL HARASSMENT POLICY WITH REPORTING PROCEDURE

(May modify this to reflect identity of appropriate people to whom reports should be made;
MUST identify alternative avenues of reporting so designate 2 or 3 specific individuals)

Sexual Harassment

Policy

The Center will not tolerate sexual harassment in the workplace. No employee--either male or female--should be subject to unwelcome verbal or physical conduct that is sexual in nature or that shows, hostility to the employee because of the employee's gender. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. **Violations of this policy may result in disciplinary action up to and including dismissal.**

Coverage

The Center has a policy of zero tolerance for sexual harassment during work, during business involving the Center, or while on Center property by any employee (including supervisors and managers) or by any non employee (including customers, visitors, and independent contractors).

Management Responsibility

Management at all levels is responsible for preventing workplace sexual harassment. This responsibility includes immediately reporting conduct by anyone --co-worker, supervisor, or non-employee--that may constitute sexual harassment, even if the conduct was sanctioned and regardless of how awareness of the conduct was gained.

Sexual Harassment Defined

Sexual harassment prohibited by law and by this policy includes, but is not limited to, the following conduct:

1. Unwelcome verbal and physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment (such as promotion, training, timekeeping, overtime assignments, leaves of absence); or

2. Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as a basis for making employment decisions; or
3. Unwelcome verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with a person's work performance, or creating an intimidating, hostile, or
4. Unwelcome verbal or physical nonsexual conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of substantially interfering with a person's work performance, or creating an intimidating, hostile, or offensive work environment.

Examples Of Prohibited Conduct

Examples of conduct prohibited by this policy include, but is not limited to:

1. Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
2. Threatening or taking of a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct is rejected.
3. Unwelcome sexual advances or repeated flirtations.
4. Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person's body).
5. Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or appearance.
6. Unwelcome whistling, staring, or leering at another person.
7. Unwelcome sexually suggestive or flirtatious gifts, letters, notes, email, or voice mail.
8. Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of physical movement).

9. Displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or that demean or show hostility to a person because of the person's gender.

Procedure

Employees

An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged--but not required--to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. Anyone who receives such a request must immediately comply with it and must not retaliate against the employee.

Sexual harassment complaints must be brought to the attention of the Center. An employee should bring his or her complaint to the attention of any of the following: (1) the employee's supervisor; or (2) the center director.

If the employee feels uncomfortable about discussing the complaint with the immediate supervisor or one of the above officials, the employee should feel free to bypass the supervisor or official and take the complaint to any other supervisor or one of the other listed officials.

Supervisors

After receiving any employee's complaint of sexual harassment, the supervisor is required to immediately contact the center director.

If a supervisor has not received a complaint but suspects that conduct might constitute sexual harassment, the supervisor must immediately contact the center director.

Even if the suspected sexual harassment was sanctioned or involves persons who work in a department other than the supervisor's, the supervisor must report it.

Investigation and Resolution

After notification of the employee's complaint, an investigation will immediately be initiated to gather all facts about the complaint. After completion of the investigation, a determination will be made by appropriate management. **If warranted, disciplinary action up to and including termination of employment will be imposed.** Other appropriate actions will be taken to correct problems caused by the conduct.

Confidentiality

All complaints will be handled in as confidential a manner as possible.

Retaliation

This policy also prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. **Retaliation in violation of this policy may result in discipline up to and including termination.** Any employee, who reports sexual harassment or assists in an investigation will not be adversely affected in terms and conditions of employment, discriminated against or discharged because of the complaint.

Appendix B

Consent to Consumer Report
and Background Investigation

CONSENT TO CONSUMER REPORT AND BACKGROUND INVESTIGATION

In connection with my application for employment with _____ Child Development Center ("the Center"), I have received Notice that the Center may obtain from a consumer reporting agency or other person, company, or agency a report containing information regarding my background, references, character, past employment, education, credit, driving history, and criminal or police records. I have also been notified that the Center may conduct its own investigation into these same matters.

I hereby authorize the Center to obtain reports as described above from any consumer reporting agency and/or from any other person, company, or agency. I also authorize the center to conduct its own investigation into these matters, and I authorize all previous employers, personal references, and others having knowledge or information about me to provide such information as the Center may request to verify the information contained in my Application for Employment and to evaluate my qualifications, background, and abilities. To the full extent that I may legally do so, I hereby specifically waive any and all claims or rights of action which I may now or hereafter have against the Center and/or any other person, company, or agency, in connection with the Center obtaining the information described above.

I am providing the information set forth below to assist in the background investigation and reporting which I have authorized. I hereby certify that the information below is true, correct, and complete.

Name

Applicant's Signature

Date

Appendix C

Receipt/Acknowledgment Form

RECEIPT/ACKNOWLEDGMENT

This Employee Handbook is provided to you for your information and immediate reference. Please read it carefully and completely.

By signing this Receipt/Acknowledgment, I hereby acknowledge receipt of this Employee Handbook. Any questions I had concerning any provision in the Handbook have been answered. **I UNDERSTAND THAT THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT, AND EITHER I OR THE CENTER MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON.** I further recognize and agree that the provisions of this Employee Handbook can be changed by the Center at such time as it shall, in its sole discretion, determine it is appropriate to do so.

Employee Signature

Date

Appendix D

Field Trips

FIELD TRIPS

Prior to embarking on any field trip, certain steps and precautions must be taken to help prevent losses and to ensure proper medical treatment can be obtained in the event of an accident. The following is required, as a minimum:

- I. Complete a Field Trip Outing Planner form;
- II. Submit the completed form to the Child Care Center Board for approval;
- III. Obtain a completed and signed Trip Permission Slip from each child. In the event of a high-risk activity, contact the Conference Risk Management Department for advice concerning the activity and any necessary *risk specific* release forms. Follow your state's regulations for taking field trips. Be certain to have the correct information required by your state and Adventist Risk Management, or your current insurance company, along with the Field Trip Outing Planner form.

Information Regarding the Person Completing the Form

Please Print

Name _____ Title _____

Name of Center _____

Address _____

Phone Number _____ Fax _____

Email _____

Signature _____

FIELD TRIP / OUTING PLANNER

Child Care Center _____ Number of Children _____

Outing/Destination _____
 (Children’s Museum, Zoo, Parks, Fire Station, Sea World, etc.)

Planned Activities _____

(List all planned activities: Science Discovery, Concert, Community Helpers Awareness, Tricycling / Bicycling, etc.)

TRANSPORTATION	ONE OR MORE			NOTES
Public Transportation				
Rental Vehicle				
School / Church Vehicle				
Private (Personal) Auto (<i>Not recommended</i>)				
NOTE: A “NO” response may indicate a need for additional safety/risk management measures	YES	NO	N/A	
Qualified Drivers (Good driving record/current MVR, Age 21+, At least 3 years driving experience, current license per type of vehicle, etc.)				
Vehicles(s) Safe/Well Maintained Condition				
Tires — Proper Size and Rating				
Meet Safe, Legal Tread Wear Limits				
Vehicle(s) Properly Insured				
Fire Extinguisher				
Emergency Road Kit (Reflectors, etc.)				
First Aid Kit				
Seat Belts / Car Seats Required				
Seating and Load Capacity Adhered To				
Transportation in the Back of Open Vehicles - Prohibited (Pickup Trucks, Flat Beds, etc.)				
Follow-up Vehicles for Emergency Purpose (Bike and Walk-a-thons, etc.)				

ADMINISTRATIVE	YES	NO	N/A	
Permission Slips				
Medical Release Forms (Available for all children and staff under 18)				

NOTE: A "NO" response may indicate a need for additional safety/risk management measures	YES	NO	N/A	
Volunteer Forms Signed/Filed (Criminal Record, Child Abuse)				
Activity/Site Approval by Proper Authorities (State, County, City, Fire Marshal, Park Service, Center Board, etc.)				
Requirements by Proper Authorities Met				
Certificates of Insurance Obtained as Needed				
Accident Medical Insurance Form				
Miscellaneous Accident Form				
Traveler's Advisory Checked				
SUPERVISION				
Adequate Number of Supervisors (See state requirements for ratio.)				
Supervision Qualified for Activity				
First Aid Trained Staff				
Current CPR and Lifeguard Certification				
EMERGENCY PLANNING				
(NOTE: In many regions, weather conditions can change dramatically in a short period of time — clear and warm to blizzard, cool to extreme heat. Check weather advisories and always plan for any potential weather extremes for the are visited.)				
Emergency/Disaster Plan Prepared				
Cellular Phone (One in each vehicle)				
Portable Two-way Radios				

AM/FM or Weather Band Radio				
Additional Clothing Requirements				
Shelter Requirements				
Emergency Water				
Emergency Food				
Seasonal Items (Blankets, etc.)				

NOTE: A "NO" response may indicate a need for additional safety/risk management measures	YES	NO	N/A	
ACTIVITY SAFETY				
Safety Equipment for ALL Participants (Tricycle/Bicycle Helmets, Knee & Elbow Pads, etc.)				
Safety Equipment Checked Prior to Outing				
ADDITIONAL NOTES AND COMMENTS:				

Requested by _____ Date _____

Title _____

Approved by _____ Date _____

Title _____

NOTE: Safety elements included in this form are suggested as minimal considerations. Other additional measures will generally be required for every activity. The maintenance of safe premises, operations, activities and equipment are the legal responsibility of the insured. Adventist Risk Management assumes no responsibility for the management or control of the insured's premises, operations and activities or for the safety elements or procedures used by the insured. Liability on the part of Adventist Risk Management for loss is hereby disclaimed.

Appendix E

Job Description

JOB DESCRIPTION

(Prospective or Potential)

NOTE: The purpose of the following statements is to provide minimum guidelines to be followed in the operation of Seventh-day Adventist child care centers. Guidelines for director and other personnel do not necessarily meet minimum qualifications required by some states, in which case the applicable state regulations shall be followed.

The administration of the _____ Child Care Center shall be as follows:

DIRECTOR

A. Shall be a member in good and regular standing of the _____ Seventh-day Adventist Church.

B. The child care center director shall be responsible for the operation of the center, compliance with regulations, and communications with licensing agency. The director shall also have the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety.

- ▶ There shall be a clear written statement of the administrative responsibility and authority delegated to the director.

- ▶ A copy of this statement shall be given to the center director and shall be made available to the licensing agency upon request.

C. The director or a substitute director as specified in F below, shall be on the premises during the hours the center is in operation.

- ▶ The director shall not accept outside employment which interferes with the duties specified in these regulations.

D. Shall not accept outside employment which interferes with the duties specified for the director.

E. Shall be aware of and responsible for all actions of the center during each hour of its operation.

F. When temporarily away from the center, the director shall have the authority to delegate his/her responsibilities to the assistant director or a qualified substitute. This substitute shall be aware of the center's operations, including total enrollment, shall be designated as an authorized person to correct operational deficiencies that constitute immediate threats to children's health or safety. If the director is absent for more than thirty (30) consecutive calendar days, the acting child care center director shall meet the qualifications of a director.

G. Shall meet one of the following qualifications:

1. _____ () years or more experience in a Seventh-day Adventist day care center as a director.

2. High school graduation or GED completion, with passing grades of 60 semester units of equivalent quarter units at an accredited or approved College or university with 15 of those semester units in early childhood education; and at least four years of teaching in a licensed child care center or comparable group child care program.

3. Hold a valid Child Development Associate (CDA) Credential from the Child Development Associate Consortium, the National Association for Education of Young Children, or other affiliate.

4. An AA degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least two years of teaching experience in a licensed child care center or comparable group child care program.

5. A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development or a minimum of 15 semester hours in early childhood courses, and at least one year teaching experience in a licensed child care center or comparable group child care program.

6. A Children's Center Supervisory Permit issued by appropriate state Commission for Teacher Preparation and Licensing, when applicable.

H. Shall be at least twenty-one (21) years of age.

I. Shall be knowledgeable of the requirements for providing the type of care and supervision needed by clients, including the ability to communicate with such clients.

J. Shall have knowledge of and ability to comply with applicable law and regulations.

K. Shall have the ability to:

1. Maintain or supervise the maintenance of financial and other records.

2. Direct the work of others, when applicable.

3. Work with the center board in the establishment of policy, programs and budget.

4. Recruit, employ, train and evaluate qualified staff, and to recommend to the center board the termination of staff.

L. To serve as secretary of the center board.

- M. Shall be a member ex-officio of all standing committees within the jurisdiction of the center board.
- N. To perform such duties as would naturally be the responsibility of the director of a child care center.

OTHER PERSONNEL

- A. All personnel shall be given on-the-job training as appropriate to the job assigned and as evidenced by safe and effective job performance or shall have related experience which provides knowledge of and skill in the following areas:
 - 1. Principles of nutrition, food preparation and storage and menu planning.
 - 2. Housekeeping and sanitation principles.
 - 3. Provision of child care and supervision, including communication.
 - 4. Assistance with prescribed medications as instructed in state guidelines.
 - 5. Recognition of early signs of illness and the need for professional assistance.
 - 6. Availability of community services and resources.
- B. All personnel, including the licensee, administrator and volunteers, shall be physically, mentally, and occupationally capable of performing assigned tasks.
- C. Personnel with evidence of physical illness that poses a threat to the health and safety of clients shall be relieved of their duties.
- D. Personnel shall be required to comply with state and local agency requirements in regard to criminal records clearances. Requirements may include fingerprinting in some locations.
- E. Parents shall not be used as substitutes for required staff but may be used as volunteers in the program activities.
- F. When regular staff members are absent, there shall be coverage by personnel capable of performing assigned tasks as evidenced by on-the-job performance.
- G. Personnel shall provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.
- H. All personnel shall be instructed to report observations or evidence of violations of any of the following to the **PROPER AUTHORITIES:**
 - 1. Suspected Child Abuse
 - 2. Molestation
 - 3. Neglect

NOTE: (Follow State Regulations).

(Name of Center)
Application For Employment

(Please Print)

Applicant's Name:

First Middle Last

List Any Other Names Used (Nicknames, Maiden/Married Names(s):

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

In chronological order list all cities/states in which you have resided in the last five years.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please use additional space at the bottom if needed.

Note: The above information is requested for identification purposes only.

_____ Child Development Center makes all employment decisions without regard to race, color, sex, national origin, age, disability, or status as a disabled veteran or veteran of the Vietnam era.

