

The Garden of Learning



208-461-2278

**EMPLOYEE HANDBOOK
POLICIES AND PROCEDURES**

A WELCOME LETTER TO NEW EMPLOYEES

Welcome to The Garden of Learning. We are excited to have you as part of our team. Each employee of our Center is selected because of special qualities, talents, and skills needed to create a well-balanced teaching and support staff. Our staff members are carefully chosen not only for the skills they possess but their heart for The Lord and their desire to share that passion with the children and their fellow co-workers. Each member is part of the total staff, and all are dependent upon one another. Although specific responsibilities vary, all are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony with respect, patience, honesty, trust, and friendship.

You should be proud of your role at The Garden of Learning, and we depend upon you to enhance the reputation of the Center as an outstanding environment for young children.

As a member of our staff, you are expected to conduct yourself in a professional manner at all times. We want you to become friends with other staff members, with the children in the Center, and with their parents. We also want you to remember that you are an example that others may look to for guidance.

- o You must dress neatly and in good taste.
- o You should be punctual, dependable, tactful, discrete, and helpful.
- o You should be responsive to the children and to their parents, retaining your poise at all times.
- o You are expected to treat all information regarding members of the Center community (children, parents, staff, etc.) with strict confidence and to avoid gossip at all times.
- o Let parents know you take pride in your work - and conduct yourself in a way that conveys this attitude through the care with which you undertake your daily activities.

Have fun! Being professional in your conduct does not imply stiffness or formality. Don't forget to have fun with the children and don't be afraid to let them know how much you really do enjoy being with them. Let them see that you can share in their laughter - just as readily as you share their feelings when they have been hurt and are crying. We trust that God has brought you to this place for a special reason.

Welcome!
Holly & Lyndsay

PURPOSE OF THE EMPLOYEE HANDBOOK

This Handbook provides information on procedures, policies and other personnel matters. It also sets the tone for positive interpersonal relationships, professionalism, and standards of excellence among the staff of The Garden of Learning. These personnel policies are an important element in the relationship between the Center and individual members of the staff. These policies affect every employee and apply to all employees. The Center recognizes the value of every individual as an employee and wishes to retain people who are knowledgeable and willing to work. It is even more important, however, that staff members are genuinely concerned with the welfare of the children enrolled at the Center, with their parents, and with the reputation of the Center as a quality institution. All employees should earn a fair salary, have a good working environment, and enjoy security in their position, enabling them to enjoy their work and contribute to the continuing success of the Center.

All staff members at The Garden of Learning report to a Director.

Personnel policies are established and amended by the Directors.

Although adherence to these Personnel Policies is considered a condition of employment, nothing in this Handbook is intended to imply a contract or convey any contractual rights and it may be modified or revised by The Garden of Learning at any time. Policies will be reviewed periodically and changes or amendments will be presented to each staff member. When changes are made, employees will be notified in writing. If you believe a policy has become outdated or is adversely affecting employee performance, advise a Director. Suggestions for inclusion in revised Handbooks are welcome. These Personnel Policies shall apply in addition to any applicable laws and regulations.

PRIMARY GOALS OF THE CENTER

To create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities.

To assist each child to grow to his fullest potential by recognizing each stage of development and fashioning an environment (i.e. curriculum, facilities, staff) designed to nurture and facilitate growth during each stage.

To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving.

To assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.

PERSONNEL POLICY ADMINISTRATION

The Directors have direct responsibility for administration of personnel policies and shall ensure that the current "Employee Handbook / Personnel Policies" manual is available at all times to the staff and candidates for staff positions. Each staff member shall have access to the "Employee Handbook / Personnel Policies" and after reading it thoroughly, shall sign a statement that he or she has read and understood the policies and agrees to honor his or her obligation to adhere to the policies.

HOURLY EMPLOYEES

All employees shall "clock" in and out of the Center daily "Sign-in" time shall be no earlier than 5 minutes before the designated starting time and "Sign-out" time shall be no later than the designated finishing time, unless specifically authorized or requested by a Director. Wages are based on the actual hours worked during each pay period.

Employee compensation is a confidential matter and must never be discussed with or disclosed to others.

PAY DAY / SALARY DEDUCTIONS

Staff members are paid bi-weekly. The Center is obligated to make certain deductions and/or remittances to State and Federal agencies for such items as Social Security, unemployment tax, income tax, etc. The Center contributes an amount established by the federal government to each employee's Social Security fund. Every employee must complete and submit to the Center a form W-4 when hired and whenever withholding status or information changes.

Complete and accurate time records must be signed and returned to the book keeper at the end of each pay period. The Center cannot accommodate requests for salary advances.

OVERTIME

All overtime must be approved by a Director in advance. Hourly employees may not work more than 40 hours without Director authorization. Whenever possible an hourly employee's work schedule will be adjusted to avoid working more than 40 hours within a work week.

COMPLIANCE WITH A.D.A.

The center will comply with The Americans with Disabilities Act of 1990 by making reasonable accommodations for employees who are disabled:

1. Disabled means:

- A. that an employee has a physical or mental impairment that substantially limits a major life activity;
or
- B. an employee has a record of a physical or mental impairment that substantially limited a major life activity.

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

3. Employee must be able to perform the essential functions of the job, with or without accommodation. “Essential Function” means:

- A. The reason the position exists is to perform that job function as above; or
- B. There is a limited number of people who can, or are available to, perform the function; or
- C. The function is highly specialized and the employee was hired for his or her ability to perform the function.

ASSIGNMENT OF STAFF MEMBERS

All staff members are employed subject to assignment or reassignment at the discretion of the Directors. Any supplemental duties given to a staff member, including those for which additional pay is received, may be modified or discontinued at any time.

WORK WEEK SCHEDULE

The Center is open from 6:30am to 6:00pm, Monday through Friday of each week, except for specified holidays. Flexible hours, which meet the needs of the center, may be employed at the discretion of the Directors. Employees must be available to work the hours stated. Schedules are established by the scheduling director and may be changed according to work and staffing requirements.

HEALTH REQUIREMENTS

Employees must be free of any health problems that could interfere with the performance of assigned job duties or endanger the health, safety, or well being of the children. All employees must be able to visually and audibly supervise children. All employees must be able to lift children, bend from the waist, stoop, kneel, and squat and have a healthy back. All employees must be able to get up and down from the floor with or without reasonable accommodations.

PROBATIONARY PERIOD /ORIENTATION

A 90 day Probationary/Orientation Period is required for all new employees. During this time, either the employee or the Center may terminate the employment arrangement immediately upon notice to

the other party. All employees should be familiar with their job description. Lead Teacher and Assistant Teacher job descriptions are included at the end of this Handbook.

EMPLOYEE EVALUATION/PROMOTION/PAY INCREASES

Employees will be eligible for performance evaluations on their employment anniversary date each year. Annual evaluations by a director will serve as the basis for each employee's continued employment, promotion, demotion, compensation changes, or termination and may be used as references in response to outside inquiries. A self-evaluation will be completed by the employee. Input from parents (clients) and co-workers may also be requested. The evaluations will be discussed with the employee and an individualized training plan will be developed. The staff member will have an opportunity to make a statement on the evaluation with respect to any disagreement. Contact a director for a copy of the self-evaluation form.

Pay increases for hourly staff will typically coincide with the anniversary of employment.

Pay increases for the salaried staff will typically coincide with the beginning of the school year. Due to the current economy pay raises may or may not be given each year.

Interim Evaluations may be conducted at the discretion of a Director at any time. Results of an interim evaluation showing unsatisfactory performance may be grounds for Disciplinary Action.

PAY DAY / SALARY DEDUCTIONS

Staff members are normally paid Bi-weekly. The Center is obligated to make certain deductions and/or remittances to State and Federal agencies for such items as Social Security, unemployment tax, income tax, etc. The Center contributes an amount established by the federal government to each employee's Social Security fund. Every employee must complete and submit to the Center a form W-4 when hired and whenever withholding status or information changes.

Bi-weekly paychecks will ordinarily be available in the office every other Friday by the close of business. Complete and accurate time records must be signed and returned to the bookkeeper prior to the end of each pay period. The Center cannot accommodate requests for salary advances.

OVERTIME

All overtime must be approved by a Director in advance. Hourly employees may not work more than 40 hours without Director authorization. Whenever possible an hourly employee's work schedule will be adjusted to avoid working more than 40 hours within a work week.

STAFF

Qualifications for staff positions include demonstrated competence and skill for each position to be filled. Formal or informal training is desirable. A Director will give each prospective employee information concerning the organization and programs of the Center, and will define the requirements and conditions of employment relative to each staff position.

Job applicants shall provide complete and accurate information about their education, training, experience, interests, capabilities, limitations, special skills and at least three outside references, preferably from former employers. Any factors which might hinder effectiveness in the job shall be fully disclosed. After the initial 90 days, a Director will prepare a written evaluation and the employee will prepare a self-evaluation. Input from parents (clients) and co-workers may also be requested. The evaluations will be discussed with the employee and an individualized training plan will be developed. The employee will sign and date the evaluations to indicate completion of the process. If the evaluation results indicate a need, the Probationary Period may be extended.

Job descriptions for each position at the Center are in the Orientation and Operations Manual and are also available from a Director. All employees should be familiar with their job description. Lead Teacher, Assistant Teacher, and a supplemental "All-Staff" job description are included at the end of this Handbook.

GENERAL STANDARDS OF PERFORMANCE

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. A signed and complete application is required for employment consideration. Any false or incomplete information provided by the employee will be grounds for immediate dismissal. References, educational backgrounds, criminal histories, abuse and neglect registries, and experience backgrounds will be checked. All newly hired employees will automatically be on a 90 day probationary status. During this period the employee will be closely supervised to determine if the employee and position are right for each other. No specific cause is necessary for termination at any time during or after the probation period.

SUPERVISION

Each employee will have regularly scheduled "supervision time." Ongoing supervision with a designated director will assist staff in developing skills, promoting personal and professional growth, and assure center policies and procedures are being followed. Basic elements of the supervisory process include a clear statement of what is expected, an opportunity to participate in establishing individual goals, and periodic performance reviews.

EMPLOYEE EVALUATION/PROMOTION/PAY INCREASES

Promotions shall be based on ability, preparation, qualifications, performance, and willingness to assume new responsibilities.

All promotions and compensation changes shall be decided by the Owner/Director

DISCIPLINARY ACTION/TERMINATION OF EMPLOYMENT

The Center may take Disciplinary Action in cases of employee violation of Center policies, procedures, or instructions. One form of Disciplinary Action is a period of Disciplinary Probation, during which the employee is not eligible for review, pay increase, or promotion. An employee may also be put on disciplinary leave without pay. If the problem is not corrected, additional Disciplinary Action or termination of employment will result. The duration of a Disciplinary Probation period is at the discretion of a Director, but will typically be for 60 - 90 days.

Voluntary Termination

Notice of resignation, tendered by an employee, shall be in writing and delivered to a Director at least fifteen (15) days in advance of the effective date for hourly employees, thirty (30) days in advance for salaried staff. A Director shall provide at least ninety (90) days notice when tendering a resignation to the Owners. A departing staff member is expected to bring all work up to date to permit a smooth transition.

Involuntary Termination

A Director may release an employee for malfeasance, incompetence, or in the event of a reorganization **MALFEASANCE** generally indicates a serious behavior problem such as theft, unprofessional actions, drunkenness, drug or alcohol abuse, smoking or use of alcohol in or near the Center, misappropriation of funds, willful damage to property, assault, commission of a criminal offense, or other acts of misconduct including, but not limited to, any form of child abuse or neglect including use of physical force in disciplining a child, providing false pre-employment information, sexual harassment, violation of confidentiality of information, or failure to comply with Center policies or procedures. Release for MALFEASANCE shall require no notice and the employee shall forfeit all vacation privileges.

INCOMPETENCE is measured in terms of such factors as

- 1) Inadequate personality match for sound relationships with others at the Center;
- 2) Lack of growth or progress on the job;

- 3) Inadequate skill in performing duties;
- 4) Lack of understanding or acceptance of the Center's philosophy;
- 5) Excessive absenteeism or tardiness;
- 6) Consistent failure to carry out assigned duties;
- 7) Failure to comply with licensing regulations;
- 8) Inappropriate treatment of children;
- 9) Unsuitable communication with parents.
- 10) Poor relationships in the professional community;

When the work of a staff member appears to be unsatisfactory, a Director will prepare an evaluation, review it with the employee, and allow a reasonable opportunity for improvement. Following this period, a Director may give the employee notice of dismissal.

REORGANIZATION includes any change in the philosophy, purpose, organization, or programs of the Center resulting in changes to job requirements, elimination of positions, or creation of new positions with no suitable place for the staff member concerned. Staff disciplinary actions may include, but are not limited to, the following options:

1. A verbal warning by the supervisor to the employee with a dated note placed in the employee's personnel file.
2. A written reprimand with copies for the employee and employee's personnel file.
3. Suspension without pay for period of time determined by the director.
4. Demotion or reassignment of duties.
5. Probation with a written plan and time frame for improvement.
6. Dismissal.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

1. Physical discipline of a child.
2. Absence from work without authorization.
3. Acts indicating a lack of good moral character.

4. Use of intoxicants while on duty or reporting to work under the influence of intoxicants.
5. Illegal possession or use of drugs.
6. Conviction of any offense or crime involving moral turpitude.
7. Disclosure of confidential information regarding children, parent, or other staff.
8. Falsification or omission of information regarding job qualification or information required on the employment application form.
9. Failure to comply with Child Care Licensing Minimum Standards.
10. Failure to treat children and adults with respect.
11. Repeated occurrence of failure to perform satisfactorily.

STAFF IN-SERVICE TRAINING

The Garden of Learning requires each staff member to participate yearly in a minimum of fifteen (15) clock hours of training in subject areas such as child care, child development, early childhood education and child abuse.

CHILD ABUSE TRAINING/REPORTING

Child care workers are in a unique position to recognize victimized children. **Because of this, we are legally mandated reporters of child abuse and neglect. Annually, all staff members review the guidelines for recognizing child abuse.**

Steps to Quality Child Care Child Care employees must fully understand their legal obligation to report suspicions of child abuse, and review the guidelines upon hire and every year of employment. The training will also cover how to respond if a **child discloses**. It may seem easier not to get involved and believe that someone else will eventually make the report. This “wait and see” approach can be very dangerous, even deadly, for a child who is being mistreated.

If you suspect abuse or neglect, notify the director immediately. The incident will be documented immediately and the director will support you while you report. Do not discuss your concerns with anyone but the director. If the director is not available, make the report directly to the Department of Health and Welfare, and notify the director by phone, text or email that you have done so.

All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

To prevent child abuse and neglect, this program:

1. *Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult be alone with one child, the parent is always informed at pick-up or drop off.
2. *Design our classrooms to avoid hidden and secluded areas.
3. *Makes sure interactions between children and staff can be observed and interrupted.
4. *Uses proper names for body parts.
5. *Never forces children to give affection.
6. *Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it
7. *Explains that secrets can be harmful.
8. Trains staff in the Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.
9. Requires a background check for all staff.
10. Develops positive, non-judgmental relationships with parents.
11. Is alert to signs of stress in parents and struggles in the parent-child interaction.
12. Communicates regularly with parents concerning a child's progress.
13. Provides education including offering tips for specific challenges.
14. Provides opportunities for parents to become involved in their child's care.
15. Provides information about community resources.
16. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
17. Provides an atmosphere for parents to share their experiences and develop support systems.
18. Reaches out to fathers, grandparents and other extended family members that are involved in a child's development.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination.

*** These strategies are part of our sexual abuse prevention plan.**

TRAINING AND TRAINING FEES

If a staff member registers for a training session but does not attend for any reason, The Garden of Learning is authorized to deduct any costs it has incurred from the employee's paycheck.

If a person ceases to be employed at the Center, The Garden of Learning is expressly authorized to deduct from the employee's paycheck the amount of all training fees and associated wages paid by the Center within the 120 day period immediately prior to the end of employment.

Staff members who are students taking classes in Child Development or Early Childhood Education at a recognized college may receive credit toward their fifteen hour requirement upon submitting evidence of satisfactory course completion.

STAFF SATISFACTION SURVEY

All staff will be given a staff satisfaction survey to complete yearly. This will be filed for consideration for The Garden of Learning.

STAFF MEETINGS

All staff members shall attend regularly scheduled staff meetings and planning sessions outside of regular working hours.

NON-COMPETITION AGREEMENT

The Garden of Learning prides itself on building a trusting work environment that balances employee respect with the Center's business needs. To maintain this environment, employees must use good judgment, and act in a manner consistent with company objectives and values. To further enhance this goal, employees are prohibited from initiating or accepting employment arrangements (eg "nanny") with The Garden of Learning families while employed by the center and for a period of twelve (12) months after their employment by the center ends.

ATTENDANCE / ABSENCE / TARDINESS

All employees are expected to be reliable and punctual in reporting for work. Our goal is to provide consistency and stability for children, families, and staff; so all employees are expected to maintain prompt, regular attendance. Excellent attendance and punctuality are reflections of reliability and a positive work attitude. Both are an important part of performance evaluations. Recurring tardiness, excessive absence, and/or failure to provide adequate prior notice of absence without good cause, are grounds for disciplinary action, including termination.

DEFINITIONS

Scheduled Time Off – Not paid (scheduled and approved by a Director at least one week in advance).

Allowed Time Off – Not paid

Non-Requested Time Off- Not paid, when an employee calls in sick or does not request time off at least one week in advance.

☐ When the Center offers, and an employee accepts, time away from work.

- ☐ employees required to report for jury duty or subpoenaed to appear as a witness in a trial or deposition may be granted leave without pay. Documentation must be provided to a Director. Employees are required to call the scheduling director when jury/witness duty is over each day to see if they are needed to work. It is expected that employees will return to work if time permits.
- ☐ In the event of a death in the employee's (or spouse's) immediate family (includes parents, child, spouse, or sibling), an employee may be absent for up to 5 days (additional time may be allowed based on circumstances). For a death outside the immediate family, an employee may be absent for one day.

GUIDELINES

Excessive Absence is more than three (3) in any ninety (90) day period or 10 (10) in any twelve (12) month period.

Employees with **Excessive Absence** will receive disciplinary action. (See Handbook section, "DISCIPLINARY ACTION/TERMINATION OF EMPLOYMENT").

The total number of days an employee is absent cannot be ignored. More than ten (10) days of absence (excluding **Scheduled Time Off** or **Allowed Time Off**) in a twelve (12) month period is considered **Excessive Absence**.

Notification of absence must be as far in advance as possible. Staff should anticipate absence for illness the night before. Failure to provide adequate notification of absence without good cause will result in disciplinary action.

The Directors handle all staff scheduling for the Center. Staff should contact them for:

Time Off Requests

- To be submitted, in writing, at least one (1) week in advance (or more, to improve the probability of approval). Requests will be returned with a response within 48 hours.

Sick/Emergency Call-In

- To facilitate scheduling, call the night before if feeling unwell, as late as 10:00 pm. If you become ill in the morning before work, call 5:30 – 6:30 am the same day. Do not wait until arriving at work to say you need to leave.
- Direct personal contact with the scheduling Director is required. It is not acceptable to just leave a message.

Be sure you have “Contact Information” with the Directors’ phone numbers with you at all times!

Paid Days Off

Employees employed for 6 months will receive the following four paid holidays if they fall on a week day:

- 4th of July
- Thanksgiving
- Christmas
- New Year’s Day

After 12 months if employment the following days will be added if they fall on a weekday:

- Day after Thanksgiving
- Christmas Eve
- New Year’s Eve

If an employee is not working for a period of more than 6 weeks then the employment time will start over once she begins work again.

EMPLOYEE CHILD CARE

Employees may enroll their children at the Center if an opening exists in the child's age group. Employees may receive a fifty percent (50%) discount off of regular monthly tuition in all rooms except our infant room. Full price will be charged in our infant room.

PROFESSIONALISM / DRESS CODE

The Garden of Learning will provide each employee with two (2) work shirts and a name tag. All staff members are required to wear their Garden of Learning shirt and name tag each day. If a staff member reports to work without their shirt or name tag, staff member may be required to go home and get them and are subject to losing an hours pay. When you are no longer employed at The Garden of Learning all three

items will need to be returned. If not returned staff will have fees taken out of their final check: \$15.00 for name tag and each shirt. Any sweaters/sweatshirts must be open in front (no hoodies unless Garden of Learning). Staff attire should be practical while reflecting an attitude of pride and professionalism. Since staff act as role models for young children, choices must be consistent with conservative and generally accepted standards.

Staff are encouraged to dress comfortably, recognizing that work in an early childhood environment requires unhindered freedom of movement and is frequently quite messy. Clothing must be clean and in good condition, with no obvious stains or holes. Clothing must be modest. Shorts, skirts, and dresses should be of adequate length to ensure coverage when moving and bending (bermuda length). Accessory choices should take into account concern for safety and hygiene as well as respect for prevailing cultural / social values. Some tattoos and body piercing/jewelry may be deemed unacceptable at the discretion of the Center. (Tongue studs are strongly discouraged and, if worn, should not be noticeable.) The way a staff member dresses makes a statement about how seriously they take themselves and their work. It should demonstrate common sense and respect for others (children, parents, staff) in the environment.

Safe and practical footwear must be worn at all times (“water/aqua shoes” may be worn during water play days on the playground). Shoes must be sturdy, low-heeled, and in good repair. A Director may require an employee to improve or correct their appearance. Employees whose personal appearance, personal hygiene or demeanor is not appropriate for work will be asked to clock out and to return to work appropriately dressed.

CHILD ABUSE AND NEGLECT

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at the Center. It is the Center’s goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of “Zero Tolerance for Child Abuse” is strictly enforced. Children at the Center should expect to be treated with kindness, concern, and respect at all times. Any employee who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work. Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal. **Staff are advised that corporal punishment or physical discipline are considered abuse.**

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Director and to appropriate authorities, as required by law. Allegations of abuse shall be reported to parents and investigated.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on administrative leave, either with or without pay, at the discretion of the Director.

NO HARASSMENT

The Garden of Learning does not tolerate the harassment of any employee by any other employee or supervisor for any reason. The Center is committed to a work environment in which all individuals are treated with respect and dignity and expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. In addition, harassment on the basis of sex is a violation of state and federal laws which subject the individual harasser to liability for any such unlawful conduct.

Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

For example, sexually-oriented jokes, remarks, gestures, or pictures may often be offensive to other employees, and thus should not occur. The confidentiality of all parties involved in a sexual harassment charge will be respected to the extent it does not interfere with the Center's obligation to investigate allegations of misconduct and to take corrective action.

Any employee who believes that he or she has been or may be subjected to such objectionable conduct is urged to contact a director immediately so that corrective and preventive actions can be taken promptly.

Any employee, supervisor, or director who becomes aware of any such objectionable conduct by any employee, supervisor, or director should immediately advise the owners to assure that such conduct does not continue.

Any employee, including supervisory or other management level personnel, who is found, after appropriate investigation to have violated this policy, will be subject to disciplinary action, depending on the circumstances, up to and including termination.

SMOKING / ALCOHOL / DRUGS

Smoking, alcohol, and drugs of any kind (except for valid prescription medication) are **absolutely prohibited** on or near Center facilities, inside or outside. Use of these substances in or near the Center are grounds for immediate termination.

The manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance on Center property is prohibited. Being under the influence of alcohol or illegal drugs on Center property is prohibited. The illegal or improper use of alcohol or drugs on Center property is prohibited.

PARKING

Staff parking is available in the back of the parking lot or on the street. Staff may not park in the area immediately in front of the Center for the convenience parents and visitors.

TELEPHONE & OFFICE COMPUTER USE

Mobile/cellular telephone use in the classroom is strictly prohibited. Mobile/cellular telephones may be turned on only during nap time or while on a field trip with children. Personal phone calls for staff members should be placed from the Center telephone and only used for emergencies. Office computer may be used by staff only for work related projects with director's approval. Printer is to be used for official use only. Personal use is prohibited.

FOOD AND DRINK

In accordance with quality care, employees are expected to sit and eat with the children at snack and lunch times.

GRIEVANCE POLICY AND PROCEDURE

Any staff member who is not a lead classroom teacher, with a concern about some aspect of classroom operation or policy should first discuss the matter with the **Lead** classroom teacher. If the Lead Teacher

cannot resolve the concern independently and to the satisfaction of the staff member, **within 24 hours** the lead teacher or the staff member may verbally bring the matter to the attention of a Director.

If the Director is unable to arrive at a solution satisfactory to those involved, **within 24 hours** A grievance may be filed in writing followed by an appointment to review the grievance.

At any time during the above process, a grievance may be filed in writing , and submitted to the appropriate individual in the designated chain of command. This will be followed by an appointment to review the grievance within seven (7) working days by the lead teacher or director as appropriate. The director's action regarding the grievance is final.

WORKPLACE SAFETY / SECURITY

The Center is concerned for and is aware of its responsibility for the safety of the employees. Every effort has been made to safeguard our children and employees. It is important that you comply with all security measures, perform your duties in a safe manner and follow all established safety rules. You should discuss with your supervisor the potential hazards of your job and make sure you are familiar with any equipment you may need to operate. If you work with hazardous materials, be sure to ask your supervisor to review safe handling procedures with you. Immediately report any concerns that you have regarding your own personal safety, or the safety of other employees, children or families. If you do become injured, report it immediately to the director and be sure to fill out an injury form(located in the office file box where staff folders are located)

Educational Philosophy and GoalsThe Garden of Learning is committed to the total development of each student. We strive to meet certain academic, social and spiritual needs. Partnering with parents, we will do all we can to contribute to the enlightenment, health and wholeness of every child. We seek to promote Christian values in academics and to provide an environment conducive to Christian growth. By incorporating Christian principles in our curriculum, we seek to teach the students that Christ is essential in all meaningful learning and relevant for daily living. We view education as a foundation for life-long learning. Our curriculum is designed specifically to prepare our students for entrance into first grade.

STATEMENT OF FAITH

We believe that the Bible, both the Old and New Testaments, was given by the inspiration of God, and is our only rule in matters of faith and practice. We believe in Creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth and the Deity of our Lord and Savior, Jesus Christ. We believe in His vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the Cross. We

believe in the resurrection of His body from the tomb, His ascension into Heaven and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin through regeneration of the Holy Spirit.

Corporate Vision (Core Ideology + Envisioned Future)

Envisioned Future

The Garden of Learning will be recognized as providing the ideal early childhood program. It will

- ◆ be considered the best place for parents to send their children.
- ◆ be the community leader in high-quality early childhood programs.
- ◆ be the best place to work for early childhood professionals. The best qualified candidates will seek employment at Child's Day.
- ◆ be a premier teaching school.
- ◆ have staff who understand and project our vision to co-workers, parents, families, and children.
- ◆ have a state-wide reputation for dedicated, knowledgeable staff who "go the extra mile." Other programs seek our staff's expertise for mentoring.

JOB DESCRIPTION - ALL STAFF

A. PERSONAL QUALITIES

1. Friendliness - Maintains a positive attitude towards others; alert to the moods and needs of others.
2. Honesty - Truthful about hours, sick and personal leave, and other matters. Accepts responsibility for own errors. Respects the property of others.
3. Integrity - Maintains wholesome interpersonal relationships free of gossip about other staff or about parents.
4. Punctuality - Keeps to agreed schedule, arriving promptly and honoring time limits of relief periods.
5. Dependability - Performs responsibilities as promised. Uses work hours for Center work. Self-motivated. Doesn't abuse privileges.
6. Positive Attitude - Refrains from complaining openly. Discusses concerns privately with a Director.
7. Appearance - Neat, well groomed, appropriately dressed, poised, and well mannered. Adheres to guidelines of the staff handbook.
8. Patience - Exhibits self-control in dealing with others, avoids uncontrolled or abusive tone of voice.
9. Enthusiastic - Projects an evident interest in the job.

B. RELATIONSHIPS WITH CHILDREN

1. Individualization - Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting, hug, or pat upon arrival.
2. Knowledge - Plans a variety of activities developmentally appropriate to each age and accomplishment level; thereby fostering exploration, investigation, and creativity.
3. Resourcefulness - Demonstrates creativity in designing programs and in use of materials.
4. Flexibility - Able to work with individuals and groups of children equally well.
5. Professional Manner - Uses appropriate language and relates behavior to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
6. Discipline - Provides guidance in a positive manner; uses non-punitive methods.
7. Responsibility - Monitors and assesses each child's growth, development, and performance; notes changes; maintains appropriate records and provides reports.
8. Tolerance - Treats all children equally, with respect, dignity, and empathy. Avoids prejudicial attitudes.
9. Good Example - Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.
10. Ethics- Read and abide the Code of Ethical Conduct produced by NAEYC.

C. PROFESSIONALISM

1. Personal Growth - Committed to the idea of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
2. Loyalty - Supports the goals, objectives and philosophy of the Center. Adheres to policies and procedures.
3. Integrity - Respects confidentiality of information.
4. Cooperation - Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, supervisors, and assistants. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
5. Friendliness - Maintains a friendly but professional relationship with parents and co-workers.
6. Tolerance - Treats all parents equally and without favoritism, accepting all at their individual levels. Respects others' rights to their individual ideas and points of view.
7. Receptive - Willing to accept and accommodate new ideas.

D. OVERALL CONCERN AND AWARENESS

1. Safety and Health - Gives primary consideration to the health and safety of the children at all times.
2. Organization - Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
3. Responsible - Respects the use and care of materials and equipment, avoiding waste. Assumes personal responsibility for minor environmental problems overlooked by others.

JOB DESCRIPTION - LEAD TEACHER

Reports to the Director.

Responsible for planning and executing the educational program in accordance with the purpose and goals of Child's Day.

Responsible for the general supervision and management of a class of preschool children.

QUALIFICATIONS

Professionally prepared as a teacher of young children, especially in the field of early childhood education or development; meeting the requirements of the licensing agency. A sensitive, mature individual who relates well to children and adults.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to, the following

- Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of Child's Day.
- Gear the program to the needs of individual children with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
- Consider individual children in relationship to their cultural and socioeconomic background .
- Treat children with dignity and respect.
- Plan and implement appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
- Supervise and promote activities designed to enhance the spiritual, healthy emotional, social, intellectual, and physical development of each child enrolled at the Center.
- Supervise upkeep of all educational equipment and materials in assigned area.
- Eat all meals with the children and encourage development of sound nutritional practices.
- Help children to become aware of their roles as integral members of a group.
- Maintain progress records of each child's growth, development, strengths, and challenges at least monthly, prepare periodic reports, and review with Director and parents.
- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and Center functions; conduct conferences on request.
- Be responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom and its learning centers.
- Assume an equal share of the joint house-keeping responsibilities for their classroom.
- Attend all staff meetings. Plan and implement one staff training meeting each school year.
- Participate in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early childhood practice.
- Effectively train, supervise, and utilize classroom assistants and primary floaters.
- Documentation of referrals and follow-up: The Garden of Learning staff will document all referrals and follow-up in the child's file. The teacher will complete a child referral if there is a concern that needs to be addressed and give it to the director.

Reports and referral follow up plans will be sent to the director. The director will dispense the information to the appropriate staff. Recommendations will be used to meet the child's needs.

- Contribute to Staff In-Service Training Program by planning, leading, or assisting in a workshop presentation or by developing resources.

- Conduct parent conferences on each child's school adjustment, classroom behavior, and developmental progress.

- Plan and implement methods of establishing a positive liaison with parents. Communicate frequently with parents informally, with periodic notes and verbal communication as well as a Parent Letter at least monthly.

- Assist in public-relations events sponsored by the school.

- Supervise all activities to ensure safety at all times.

- Prepare daily attendance report for children in assigned group.

- Help children establish good habits of personal hygiene; change diapers and assist with toilet training as needed.

- Maintain a professional attitude and loyalty to the Center at all times.

- Participate in professional organizations that work for the improvement of early childhood education.

- Teachers will be required to assist in the documentation of each child's development. The ASQ and ASQE will be completed in the Spring and Fall. Parents and staff will monitor children's growth and development. The following may be used: Parent observation, staff observation, samples of children's work, and photos.

JOB DESCRIPTION - ASSISTANT TEACHER

A person selected for this position will be responsible for assisting a classroom Lead Teacher with the general supervision and management of a class of children. Reports to and works with classroom Lead Teacher.

QUALIFICATIONS

Must meet the requirements of the licensing agency. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

RESPONSIBILITIES

Responsibilities will include, but will not be limited to, the following

- Assist in planning and implementing the daily program under the direction of the Lead Teacher.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervise the classroom when the Lead Teacher is out of the room.
- Help with the general housekeeping tasks.
- Assist the Lead Teacher in other ways as requested.
- Maintain a professional attitude and loyalty to the Center at all times.
- Treat all children with dignity and respect.
- Attend all staff meetings and recommended training programs and conferences.
- Participate in professional organizations that work for the improvement of early childhood education.
- Assist Lead Teacher with implementation of appropriate early childhood education experiences.
- Help Lead Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.
- Help to maintain a neat and organized classroom.
- Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
- Attend parent group and Center functions.
- Supervise all activities to ensure safety at all times.
- Report to Lead Teacher any problem which may occur with the children.
- Observe, record, and report on the behavior of individual children as assigned.
- Assist in evening cleaning in the classroom and throughout the center, checking with the director before leaving.

Evening Cleaning

Bathrooms

- Clean toilet with brush
- Hand mop floor and walls with bleach water to remove urine

Mats

- Make sure mats are straight each night when put away
- Be sure to sanitize all mats on Fridays

General Cleaning

- Art table needs to be cleaned each night
- Books put away properly in book shelf
- Pets need to be watered and feed each night. Cages cleaned on Friday
- Kitchen toys need to be put away in cupboards (toy kitchen)
- Blocks put away in correct places
- Dress up clothes hung up
- CLASS ROOM SINK SCOURED EACH NIGHT. COUNTERS AND TOP OF CUBBIES PICKED UP AND SANITIZED EACH NIGHT!
- Center job posted on staff board completed

I have read and understand the information in the employee handbook. I will do my best to perform my duties as advised in the handbook to the best of my ability.

Name _____ Date _____