

CHILD'S DAY

EMPLOYEE HANDBOOK

PERSONNEL POLICIES

October 2003

A WELCOME LETTER TO NEW EMPLOYEES

Welcome to the staff of Child's Day! We're delighted to have you here.

Each employee of our Center is selected because of special qualities, talents, and skills needed to create a well-balanced administrative, teaching, and support staff. 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, tolerance, patience, honesty, trust, and friendship.

You should be proud of your role at Child's Day, 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. Let them know you can enjoy their view of the world.

Justy & Merrick

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 Child's Day. 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 Child's Day 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 Child's Day 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. Child's Day also uses the Operations Manual, job descriptions, Parent Handbook, and other appropriate written materials to communicate work expectations and employee responsibilities. Unenforceable provisions of this Policy shall be deemed to be deleted.

HISTORY / PURPOSE OF THE CENTER

Child's Day is a Texas Corporation, established in 1987 by Justina and Merrick Leler and licensed by the Department of Protective and Regulatory Services of the State of Texas to operate a Child Care Center. The purpose of the Center is to provide a superior quality pre-school and early childhood development program serving children from two months to six years of age. Child's Day was recognized as an **Accredited Center** in July, 1991, by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children.

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.

EQUAL OPPORTUNITY EMPLOYMENT

It is the intention of the Center to be in compliance with Federal, State, and local laws at all times. The Center does not discriminate in employment with regard to race, creed, national origin, political affiliation, marital status, age, gender, sexual orientation, or number of dependents. A staff comprised of people of varied religious, racial and cultural backgrounds is encouraged for the good of the children, their parents, and the community, as well as the staff and the Center. No employee shall aid, coerce or conspire to cause a dismissal or resignation of another employee because of illegal discriminatory factors.

EMPLOYEE CLASSIFICATIONS

- (A) **FULL-TIME SALARIED** employees regularly work at least thirty (30) hours per week, receive a designated annual salary, paid semi-monthly.
- (B) **PART-TIME SALARIED** employees work less than thirty (30) hours per week, as the Center requires, and receive a designated annual salary, paid semi-monthly.
- (C) **FULL-TIME HOURLY** employees work at least thirty (30) hours per week and receive a designated rate per hour for hours worked, paid semi-monthly.
- (D) **PART-TIME HOURLY** employees work less than thirty (30) hours per week, as the Center requires, and receive a designated rate per hour for hours worked, paid semi-monthly.
- (E) **TEMPORARY, SUMMER, AND SUBSTITUTE WORKERS** contract to fill in for regular staff members for a limited period of time (up to three months), are paid on an hourly basis, and are not eligible for benefits (including paid Paid Time Off).

Individual compensation is established at the time of employment. Compensation may vary according to the amount of responsibility associated with a particular position as well as the abilities, training, length of service, education and experience of each employee. Salaries and wages are subject to review annually.

HOURLY EMPLOYEES

All employees shall "clock" in and out of the Center daily (including for any lunch breaks) or shall submit a written weekly time record to a Director, as directed. "Sign-in" time shall be no earlier than 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. Full-day (over 6 hours) workers shall have an unpaid lunch break. 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 normally paid semi-monthly on the fifth and the twentieth of each month.

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.

Semi-monthly paychecks will ordinarily be available in the office on the fifth and twentieth of each month. Complete and accurate time records must be provided to the office no later than closing time of the last day of each pay period. The two pay periods each month run from the first through the fifteenth and from the sixteenth through the last day of the month. The Center cannot accommodate requests for salary advances.

BREAKS

Every attempt will be made to provide each employee with a break of up to 15 min. for each work shift of three or more hours. Breaks of 15 min. or less will be paid. Each employee should make a concerted effort to be timely. Unspent break time cannot be used to justify leaving early or reporting to work late.

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.

DIRECTORS

Appointment of a Director is based upon qualifications and demonstrated competence for the position. These ideally include supervisory experience, training in early childhood education at an approved school, and experience in the field of child care and child development demonstrating ability to coordinate and integrate the various components of such programs.

The Directors are responsible for the employment and supervision of staff and shall obtain and verify references for all candidates selected for employment.

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.

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 7:00am to 6:30pm, 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, lunch and work breaks are established by the scheduling director and may be changed according to work and staffing requirements.

PERSONNEL FILE REQUIREMENTS

Each staff member must complete an Application for Employment, a Staff Information Form, a W-4, an I-9, and such other forms or statements as may be requested. In addition, employees must provide complete official transcripts from all colleges attended.

Staff will be required to sign an employment commitment.

The Personnel File shall be completed before the end of the first pay period or the paycheck may be delayed. Personnel records are confidential. They include evaluations, salary history, training records, application, resume, transcript, leave information, reference information, documentation of employment actions, letters from colleagues, parents, and children, and insurance information. These records provide the basis for future references.

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. New employees are required to provide a Tuberculin (Tb) test showing freedom from tuberculosis (Tb) at the time of initial employment by a licensed physician or clinic. Additional tests and/or examinations may be required from time to time at the discretion of the director. The cost of pre-employment exams will be borne by the employee. In the event of a positive tuberculosis test, the employee is required to present proof of follow-up action as recommended by a licensed physician or health professional.

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.

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

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.

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.

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

All promotions and compensation changes shall be recommended by a Director and approved by the Owners.

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. 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

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| 1) Inadequate personality match for sound relationships with others at the Center; | 6) Consistent failure to carry out assigned duties; |
| 2) Lack of growth or progress on the job; | 7) Failure to comply with licensing regulations; |
| 3) Inadequate skill in performing duties; | 8) Inappropriate treatment of children; |
| 4) Lack of understanding or acceptance of the Center's philosophy; | 9) Unsuitable communication with parents. |
| 5) Excessive absenteeism or tardiness; | 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.

Employees released on this basis will receive at least two weeks notice and severance pay equal to one week's salary as well as payment for accrued vacation time. Such employees shall receive first consideration for filling new positions and the full cooperation of the Center in securing another position.

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 up to five days.
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

State licensing regulations require 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, and early childhood education.

Regardless of previous experience and education, all employees are expected to continue their training in practices and techniques for teachers and caregivers of young children to acquire new knowledge and gain new skills. Training hours may include time spent in workshops, conferences of child care, early childhood, or educational associations, formal schooling, self-instructional material, or planned learning opportunities provided by a Director, other staff, or consultants. The Center will make staff members aware of training opportunities throughout the year. Most training is expected to take place during staff development "in-service" days scheduled annually.

Child's Day may provide compensatory time or pay (at its discretion) for pre-approved, required training hours. The Center will pay in advance or reimburse the fee expense associated with training sessions or educational conferences provided that 1) The expense is approved by a Director in advance of the training session, and; 2) a Certificate of Completion is presented to a Director immediately after the session is attended.

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

If a person ceases to be employed at the Center, Child's Day 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.

Employees are encouraged to pursue optional training in addition to the fifteen hour minimum requirement. The Child's Day PAC (Parents Advisory Committee) scholarship fund may pay the registration fees for *additional* hours of pre-approved optional training. Bonus "Training Days-Off" are awarded to staff who demonstrate a strong commitment to their professional development. After each calendar year, staff who have received at least thirty (30) clock hours of in-service training during the past year (not including CPR/1st Aid) will be recognized with a Certificate of Achievement which will be displayed in the Center's entry hallway. Each of these employees will also receive two (2) bonus paid "Training Days" (the length of a "Training Day" for each staff member is equal to the number of hours in their regular assigned work day.) Bonus "Training Days" credited to an employee's Paid Time Off account may only be used to avoid loss of pay or loss of vacation time when taking approved time-off to attend approved staff development events during regular work hours for which a minimum of four (4) clock hours of in-service training credit will be received. They may not be carried forward to a future year or applied as time-off for any other purpose and have no other value at any other time.

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 MEETINGS

All staff members shall attend regularly scheduled staff meetings and planning sessions outside of regular working hours, generally not exceeding two hours per month.

NON-COMPETITION AGREEMENT

Child's Day 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 Child's Day families while employed by the center and for a period of twelve (12) months after their employment by the center ends.

RE-EMPLOYMENT

A person who has worked for Child's Day in the past, left in good standing, and subsequently returns to work at the Center shall accrue benefits (excluding eligibility for medical insurance) in accordance with the following criteria

1. If the employee returns to work (other than on-call substituting) within six months of their last work date, the employee will receive "credit" for the previous period of work. **OR**
2. After an absence of more than six months, if an employee returns to work (other than on-call substituting) after attending college for an early childhood-related course of study since the employment termination date, the employee will receive "credit" for the previous period of work, provided the employee was continuously enrolled in an educational program seeking a degree or certification in a field related to Early Childhood Education.

A returning employee who does not meet the above conditions will be considered a new employee for purposes of qualifying for employment benefits.

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

Paid Time Off – An employee benefit. (See Employee Handbook section, “VACATION/PAID TIME OFF”).

Scheduled Time Off – Paid (using **Paid Time Off** already accrued) time away from work, scheduled and approved by a Director at least one week in advance.

Allowed Time Off –

- 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.
- When eligible employees are approved for FMLA time off (See Handbook section, FAMILY AND MEDICAL LEAVE).
- 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.

Note: **Allowed Time Off** will be paid when **Paid Time Off** is available. Except for Family and Medical Leave, an employee may simultaneously request **Paid Time Off** not be used.

Personal Absence – When an employee fails to work his/her full assigned work schedule for any reason except **Scheduled Time Off**, or **Allowed Time Off**. Each continuous, uninterrupted period of such absence is considered one **Personal Absence**. A half day off is counted as *one Personal Absence*, just as three days in a row are counted as *one Personal Absence*.

GUIDELINES

Personal Absence time should be kept to a minimum; it is discouraged, and should be discussed with a Director.

Excessive Absence is more than three (3) **Personal Absences** in any ninety (90) day period or six (6) **Personal Absences** in any twelve (12) month period.

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

In addition to the number of **Personal Absences**, 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 a “Contact Information” card with the Directors’ phone numbers with you at all times!

VACATION / PAID TIME OFF

Accumulation of vacation time/off for hourly employees begins after three (3) full months of employment and is computed to the nearest full month of employment. No vacation or sick time are provided for temporary employees. **Hourly employees must work at least six months before any paid vacation time may be taken.** The date used in determining vacation time, is the 1st day or 16th day of the month immediately following the date the employee reports for duty.

Paid Time Off accumulated during an employment year can be carried over to the following employment year (excluding "Training Bonus Days"). Time off must be scheduled at least one week in advance with a Director, who will consider the needs of the Center, ease of substitution, amount of time off requested, recent history of time off, and the employee's wishes. Only earned vacations shall be granted with pay.

When employment is terminated as a result of reorganization or BY AN EMPLOYEE according to the terms of this Policy, and provided the employee has at least twelve (12) months of service at the Center, the employee shall receive pay for unused Paid Time Off earned through the date of termination, excluding Training Bonus Days.

Time missed from work will automatically be deducted from accumulated Paid Time Off. Paid Time Off cannot be taken in excess of actual Paid Time Off earned.

In the following paragraphs, a Paid Time Off "day" is equal to the number of hours in an employee's regular work day. Earned "Days Off" may be used as paid vacation, personal, or sick leave.

Hourly Employees

Starting with the fourth month of employment, one Paid Time Off "Day" is earned each month. On each employment anniversary beginning with the second employment anniversary (after completing two years of service), each hourly staff member will receive a number of paid "Longevity Bonus" Paid Time Off "days" equal to their number of years of service, up to a maximum of six (6) extra days per year. When added to the regular Paid Time Off accrual of one day per month, this equates to a maximum of eighteen (18) total Paid Time Off "days" per year.

Salaried Employees

Salaried employees earn 1.5 Paid Time Off "Days" each month. On each employment anniversary beginning with the second employment anniversary (after completing two years of service), each salaried staff member will receive a number of paid "Longevity Bonus" Paid Time Off "days" equal to their number of years of service, up to a maximum of six (6) extra days per year. When added to the regular Paid Time Off accrual of 1.5 days per month, this equates to a maximum of twenty-four (24) total Paid Time Off "days" per year.

Exempt Employees

Exempt employees earn two Paid Time Off "Days" each month.

On each employment anniversary beginning with the second employment anniversary (after completing two years of service), each exempt staff member will receive a number of "Longevity Bonus" Paid Time Off "days" equal to their number of years of service, up to a maximum of three (3) extra days per year. When added to the regular Paid Time Off accrual of two days per month, this equates to a maximum of twenty-seven (27) total Paid Time Off "days" per year.

HOLIDAYS

The Center closes for the following holidays New Year's Day (January 1), Presidents' Day (February), Memorial Day (May), Independence Day (Fourth of July), Labor Day (September), Thanksgiving Day and the day after, Christmas Eve and Christmas Day. Regular employees with at least six (6) months service may receive holiday pay for the number of hours they would have been scheduled to work on each holiday. To be eligible for Holiday Pay, an employee must work BOTH the work day immediately before AND the work day immediately after the holiday. If an employee is absent either day, they may receive Holiday Pay only if the absence qualifies as **Scheduled Time Off** (paid time away from work, using **Earned Paid Time Off** already accrued, scheduled and approved by a Director at least one week in advance).

FAMILY AND MEDICAL LEAVE

To be eligible for Family & Medical Leave benefits, an employee **MUST HAVE WORKED FOR THE CENTER** for a minimum of 12 consecutive months; **AND** for at least 1,250 hours over the previous 12 months. An eligible employee may receive up to a total of 12 unpaid work weeks of Family & Medical Leave during a 12-month period for one or more of the following specified family and medical reasons:

- for the birth and care of the newborn child of the employee;

- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, child, or parent with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.

Employees seeking to use Family & Medical Leave must provide written, 30-day advance notice of the request for Family & Medical Leave by submitting a completed Form FMLA1 to a Director when the need is foreseeable. The Center will determine if an employee's requested use of leave qualifies as Family & Medical Leave based on information provided by the employee.

EMPLOYEE CHILD CARE

Following the 90-day new employee probationary period, full-time employees may enroll their children at the Center if an opening exists in the child's age group. Full-time employees may opt to receive a twenty-five percent (25%) discount off of regular monthly tuition if they are not enrolled in the Medical Plan. Employees must choose between the childcare discount benefit or the Medical Plan benefit, but may not receive both.

INSURANCE

All employees will be covered by Social Security Insurance, Federal and Texas Unemployment Insurance as well as an "Accident / Medical" insurance program. A staff member who is injured on the job must report the injury immediately to a Director and complete an "Staff Injury Report". Failure to report may disqualify the employee from receiving any benefits. Certain injuries sustained in the course of employment will not be covered by the program.

Employees have the option to participate in a subsidized medical insurance plan, with a portion of the monthly cost paid by the employee. Every staff member must either enroll in the Medical Plan or sign a waiver form declining coverage. A Dental Plan is also available. Forms and information are available in the office.

The Center DOES NOT carry Worker's Compensation Insurance.

TRAVEL

Employees may request reimbursement at the rate of \$.30 per mile for travel expenses to and from the Center involving mileage traveled for Center business purposes, if pre-authorized by a Director. This shall not apply to travel for training sessions or home visits.

PROFESSIONALISM / DRESS CODE

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. No halter tops or bare midriffs. No backless or "strapless" tops. Women's tops must have straps (wider than "spaghetti" straps). Shorts, skirts, and dresses should be of adequate length to ensure coverage when moving and bending. Clothing must not present tobacco products, alcohol, drugs, violence, or sexual innuendo. 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. For reasons of safety, some types of footwear, such as flip-flops, are not allowed. Footwear must be capable of remaining on the wearer's foot in any position without any effort by the wearer.

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 without any accrued benefits or assistance in legal representation. 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

Child's Day 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 near the Center and will be identified by a Director. Staff may not park in reserved areas or in the area immediately in front of the Center for the convenience parents and visitors.

TELEPHONE & OFFICE COMPUTER USE

There are pay telephones in the Staff Break Room and in the elevator lobby for staff and customers' personal calls. ALL other telephones at Child's Day are for business use. Employees may use these telephones only for work – related calls or emergencies. Staff members are expected to use pay phones for all personal calls; avoid receiving personal calls while at work; receive/accept only emergency or work-related calls during working hours; and give friends, family, and others the Staff Break Room phone number (328-4938) for all personal calls. The Center # is only for work-related or urgent messages.

Mobile/cellular telephone use in the classroom is strictly prohibited. Mobile/cellular telephones may be turned on only during breaks, lunch hour, or before / after shifts.

Personal messages for staff members (including baby-sitting arrangements) should be called in on the Break Room pay phone (328-4938) and left by the time clock. The office will accept urgent or work-related messages for staff, which will be left in the Break Room. Staff will only be interrupted in class for true emergencies.

Office computers may be used by staff only for work related projects. Individuals who wish to research internet resources must have projects pre-approved by a director.

FOOD AND DRINK

In accordance with Accreditation criteria, employees are expected to sit and eat with the children at snack and lunch times. Eating at any other time should be confined to the staff break room.

Employees are permitted to transport hot beverages in a covered thermal cup only. Before entering the children's environment, all cold beverages should be transferred from their original container to cups available in the staff break room.

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** the Director will verbally bring the matter to the attention of the owners. For convenience and expediency, the Director may ask the staff member to present the concern to the owners.

If a staff member brings a concern to the owners without first consulting with a Director, the owners will ask the staff member to first confer with the lead teacher or Director as appropriate. 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, director, and/or owners as appropriate. The owner'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

CHILD'S DAY CORPORATE VISION

Core Ideology (Core Values + Core Purpose)

Core Values

- ◆ Children first
- ◆ Excellence
- ◆ Attention to detail
- ◆ Profit from work that benefits humanity

Core Purpose

- ◆ To build foundations for happy, successful people who will positively influence society.

Corporate Vision (Core Ideology + Envisioned Future)

Envisioned Future

Child's Day 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.

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 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 and development, 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.

- 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.

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 be at least eighteen years of age, in the process of becoming professionally prepared to be a teacher of young children, and 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.