



STAFF HANDBOOK

LETTER TO THE STAFF

Welcome to First Years Academy. This is an educational program staffed by professional teachers and staff. Please read this handbook over before you begin working here. This handbook has been written to orient you to our program and to provide you with our staff policies and procedures. It is important for you to be aware of these policies. The administration of this school reserves the right to modify or amend this handbook and its policies, at any time. If you have any questions or suggestions please feel free to see us.

The Department Of Early Education And Care of Massachusetts (E.E.C.) is our licensing authority and we look forward to working with the professionals in their organization, as well as our staff, with every intent on making our center the best for our alumni.

This handbook was created to try to eliminate any misunderstandings you may encounter as a member of our team. We expect you, as a professional, to read this manual for answers prior to addressing your Director with your concerns. As we abide by the policies of The E.E.C. and local requirements, we expect you to familiarize yourself with their requirements as well as our facilities, childcare philosophies, business policies and expectations. Please read the following manual and review The E.E.C.'s requirements carefully and present our Director with your questions and concerns before you begin working here.

PURPOSE

First Years Academy is an early childhood learning center providing quality care for all families. First Years Academy encourages you and your children to be active and creative, to explore their own ideas and to express their own thoughts. Classrooms are made safe, motivational and nurturing, and choices are given that will allow them to succeed. We thrive to foster self-esteem, teach self-help skills and assist children to become self-confident, independent and inquisitive learners.

OUR PHILOSOPHY

At First Years Academy, we believe that a child's early learning experiences will be the most important in fostering an enthusiastic learner. We thrive to foster self-esteem, teach self-help skills and support children to become self-confident, independent, inquisitive learners. We are committed to educate children in their physical, emotional, cognitive and social development. Curriculum and daily experiences are planned with the age, ability and interests of each child in mind. All learning activities are chosen with the goal of preparing children for the next step of learning and building a strong base to foster a life-long learner. Our academy's motto is "Give your child the advantage where it counts...The Future!" Please keep this in mind as you teach our little learners.

GOALS AND OBJECTIVES

- *For all children and staff to feel safe and comfortable at our facility.
- *Children will be encouraged through positive reinforcement .
- *We will encourage all children to treat their friends and our school with respect.
- *We will commit to provide a daily structured program with an emphasis on process, not product.
- *The program offers daily crafts, songs, stories, circle time and so much more.

NON-DISCRIMINATIONAL STATEMENT

We do not discriminate on the basis of race, religion, sex, cultural heritage, sexual orientation, national origin, disabilities, marital status or political beliefs in dealing with either the children or the parents.

INCLEMENT WEATHER POLICY

All staff are to report to work at their regular scheduled hours unless they receive a phone call from the Director or Owner instructing them with alternate hours or instruction.

If our public schools (Narragansett Regional) have a delay or cancellation, please call the Center and/or the Owner or Director within one half (1/2) hour before you are scheduled to arrive. Should it become necessary to close early due to severe weather or unsafe conditions (ie: power or water failure and/or icy roadways), we will contact parents/guardians to inform them not to bring their children in or arrange for children to be picked up. This may constitute a delay in our next day's schedule for safety purposes.

OPEN DOOR POLICY / PARENT COMMUNICATION

First Years Academy has an 'open door' policy. We permit and encourage unannounced visits by parents to the program and their child's classroom while their child is present. Our on-premises camera program allows parent to view thier child within their classroom at an off-site location. This extends our 'open door' policy to the parent throughout the day.

Parent teacher conferences are held every 6 months after progress reports. Children with special needs have a progress report done every 3 months. Conferences are also available at parental requests.

We will conduct a yearly parent meeting at which time parents will be allowed to give input on developmental ideas for our program and its policies.

CLASSROOMS AND ACADEMIC PREPARATION PROGRAMS

First Years Academy classroom are as follows; Infants: 4 weeks to 15 months, Toddlers: 15 months to 2 years 9 months, Preschool: 2 years 9 months to 5 years, Pre-Kindergarden: 3 years 6 months to 5 years, Kindergarten: 4 years 8 months to 6 years and School Age: 5 years to 14 years of age. These groups will form according to each child's individual readiness and skill abilities, as well as by The E.E.C. Regulations.

The academic preparation starts in the preschool program and progresses as needed to each child's delopmental level and ability. They will begin to learn numbers, shapes, colors and letters; then move on to the sounds of the letters, pre-math skills, pre-literacy skills, as well as science and social studies skills. The children will write in journals progressively. (They may start with pre-writing scribbles and by the end of kindergarten be able to write about the pictures they create). In social studies, we will learn about other cultures and countries which will include the regions, cultural activities and food they may eat. In our science program, we may use a hands-on approach to make the process more educational.

INCLUSION IN THE CLASSROOM

First Years Academy provides for all children, to include those with identified disabilities and special learning developmental needs. Modifications are made in our environment and staffing patterns in order to include children with special needs. Our facility is fully Handicap Accessible for any disabled child and we will accommodate their needs with the assistance of their professional care providers. Staff will be made aware of the identified/diagnosed special needs of individual children and will be trained to follow through on specific interventional plans. Therapy is developed appropriately and incorporated within classroom activities, as much as possible, rather than removing the child from the classroom.

The classroom teacher will talk with administrators to make appropriate professional referrals when necessary. Family members are involved in development and use of Individualized Education Plans (I.E.P.'s). Staff address the priorities and concerns of families of children with special needs. All of us have preferred modes of intellectual functioning. At the same time, we need to use each of the modes in one situation or another. Recognizing various ways that children think and learn, teachers can help children both to use their individual strengths, and to become more adept in learning modes that are not their strong point.

COMMUNICATION

I hope we can have open communication between the two of us. If you have a problem, I hope you come to me first. My door is always open and I welcome an opportunity to talk openly about anything. Any questions that you have for the concern of yourself, your classroom or anyone else in the program is always welcome. If you have issues you cannot discuss in front of the children, please call me so we can discuss it over the phone or we can try to schedule a meeting before or after work hours. Any and all complaints will be taken seriously and documented.

APPLICATION

All staff are required to complete an application. If you have a resume, submit three letters of recommendation, and arrange an interview with the administration team. Candidates will also be asked to observe and participate in the classroom as part of the interview process. All personnel forms must be on file before an employee can begin working at the center.

CORI REQUIREMENT

All staff must complete a Criminal Offender Record Information (CORI) form, to be supplied by the school, to screen for any criminal activity that may prevent a person from being employed at the school. Everyone must have CORI and DSS background approval prior to start date.

HEALTH EXAM/IMMUNIZATION RECORDS

All staff must obtain a written form from their doctor indicating the date of their last physical examination in the past year and current immunization records. Bi-Annual exams are required, and staff files will be updated accordingly. In accordance with The E.E.C. Regulations, all childcare staff must provide proof of 2 MMR shots or proof of immunity to measles, mumps, and rubella.

FIRST AID & CPR CERTIFICATION

All staff must complete a Child First Aid Training Course to work at the school. All staff are also required to complete an Infant/Child CPR course as well. Documentations of these courses must be kept in your personal file. Annual renewal of CPR is required, every 3 years First Aid recertification is required.

STAFF ORIENTATION

The administration of the program is responsible to orientate all new staff to the program. Orientation must take place before employment. The following are some of the required reading materials; Parent and Staff Handbooks, child abuse and neglect policy, health care policy, child guidance policy and parent referral services. All staff are required to sign an orientation checklist at the completion of their orientation. Please plan orientation to last approximately 2 hours.

STAFF DEVELOPMENT PLAN

The school provides opportunities for staff to improve program-planning skills, improve group leadership skills, and to observe various teaching styles and techniques. Staff are required to attend two training days throughout the year.

Staff development objectives:

- To complete a self-evaluation survey at the end of each semester.
- To utilize the materials provided in the office for 30 minutes each week.
- To attend all staff trainings and meetings throughout the year.
- To be informed of local and national conferences and workshops available (posted on staff bulletin board or at the office).
- To have an evaluation with administration staff to discuss self-evaluation and the evaluation of administration. Records are kept in each staff member's file.
- To provide to all staff information in the following areas:
 - Early Childhood Associations
 - Advocacy Agencies
 - Journals and periodicals for child development
 - Publishers of books on Early childhood Education
 - Books on management and administration

STAFF TRAININGS, MEETINGS, FIELD TRIP, PARENT'S NIGHT OUT & FAMILY EVENTS

Staff meetings are held monthly at the center. Any staff concerns pertaining to children, parents or the environment are open for discussion at these meetings. Staff trainings are held twice a year. The staff is required to attend both of these full day trainings, as the school will be closed. These trainings are required by the E.E.C. and are designed to enhance your skills for working with young children. Additional trainings may be required by staff depending on their work status (full/part time).

Topics possibly focused on during staff trainings:

- Documentation
- Environment of the classroom
- Social and emotional growth of the child
- Child's perception
- Innovative classroom project ideas
- Project work
- Health & safety
- Personality's of the children
- Child development
- Use of materials new & old
- Stereotyping of gender roles
- Comparisons of ideas among staff
- Grievences
- Handling emergency situations
- Speaking to children about current events
- Reviews of all school policies and regulations
- Identifying developmental red flags and what to do next

A parent/staff open house is held one evening in late September and a graduation is at the end of the year. All staff must attend. Family events, special projects, parent's night out and field trips are also planned during the school year and staff are encouraged to attend. Parent's night out may be scheduled at different times during the year so that parents can leave their child in our care while they have some time to do some errands, catch a movie or just enjoy themselves. This is a cash paying night with 50% of all money, minus pizza dinner, going to the staff whom work that date. Field trips may be scheduled during the year along with the curriculum and needs approval by Director/Owner before it is approved. Field trips may be chaperoned by Cori checked staff/parents. Depending on the number of children going, transportation may be by bus, passenger van or parents and staff. The school's Director will place children and chaperones together, and each chaperone will be given a list of whom they will be in charge of during the trip. If staff chooses not to attend, they will be given the day off without pay.

TIME SHEETS/PAYROLL

A sign in/out sheet is posted on the staff bulletin board to enter work hours. It is each individual staff members' responsibility to sign in and out of work on each day. Please also remember to fill in the total hours worked per day and the full weeks amount. Any time not filled in and added to a total by Tuesday of the following week will not be called in. Payroll checks are received every Friday.

HOLIDAYS/VACATIONS

The following is a list of holidays that we are closed every year:

- Thanksgiving -November (Thur & Fri)
- Christmas Eve-December
- Christmas Day-December
- New Year's Eve close at 3:00-January
- New Year's Day-January
- Labor Day-September

Independence Day (July 4th Week)-July

Memorial Day-May

Colombus Day-October; no childcare, teacher training day

Presidents Day-February; no childcare, teacher training day

If a holiday lands on a Saturday, the center will be closed on the Friday before the holiday.

If a holiday lands on a Sunday, the center will be closed on the Monday after the holiday.

Tuition will still be charged for all holidays. We **will** be shut down, the entire week of the 4th of July. Parents will be given a free week of care to off set the July 4th shut down. This free week of care cannot be used the July 4th week, and only two families may sign up per week throughout the year. (The administrative staff will authorize this, as a sign up sheet will be provided)

BECOMING ACQUAINTED WITH THE SCHOOL

Be sure you can locate, use and properly store the items:

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|---|----------------------------------|
| -Accident report forms & log | -Staff work schedule |
| -Manipulatives | -E.E.C. license and regulations. |
| -“Beautiful Junk” materials (Shed) | -Emergency procedures |
| -Cleaning supplies | -Extra clothes |
| -First Aid boxes | -Telephone & log book |
| -Tuition box | -Allergy lists |
| -Teacher supplies | |
| -Brooms and dustpans | |
| -Keys for the school | |
| -Children’s folders/emergency numbers/schedules | |
| -Staff/Parent boards | |

CODE OF ETHICAL CONDUCT

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct.

To the best of my ability, I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAECY Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in the community and society.
- Maintain high standards for professional conduct.
- Recognize how personal values, opinions and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

The Statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession’s responsibilities as set forth in the NAEYC Code of Ethical Conduct.

INAPPROPRIATE STAFF BEHAVIORS

- Do not talk about children in front of other children
- Never rough-house with the children
- Do not insist on please and thank you, be a role model and use them yourself
- Never correct a child's language, they learn through modeling, not correction
- Do not give children a choice if they do not have one
- Do not label children by their behavior, be specific as to what their actions were
- Never ask a child what they've made, ask them to tell you about it
- Do not sit on tables and counters
- Do not make the children say sorry when they have an altercation with another child. This doesn't make everything ok. Understand that they are upset, do not negate their feelings
- Avoid sexism "I need some strong boys to move the chair" "What a pretty little girl"
- Do not talk about other staff members in a negative way to other staff members
Grievances are to be discussed at the staff meeting or with the administration

No Unmonitored Contact: For the protection of each staff member, we always work in teams. No staff is allowed to be alone with the children. This includes changing children who have soiled themselves. Make sure another staff member is within sight and/or earshot of you at all times. The camera system is in place for the security of everyone and for parent monitoring of their child throughout the day, as well as the Director/Owner to monitor staff activity. Please be aware that your activity is being recorded and stored on and off site for the security of this facility.

Conversations with other staff: Keep attention on children at all times in the classrooms and on the playground. Avoid all inappropriate talking, gossip, etc with others while working. Your main concern is for the safety and well being of the children. Unnecessary conversations with other staff, jeopardizes their unmonitored safety. You are expected to care for the children first.

Dress Code: We expect you to be involved with the children's "messy" activities and to join them at all play areas. Your clothing should not interfere with your job performance. We are teaching children, and at times, how one dresses and looks to others is a reflection of what parents may think of our abilities to give their children the best schooling possible. On Mondays-Thursday we ask that no jeans or sweatpants be worn as well t-shirts (unless educational, theme related, or casual dress). These days should be casual dress days and Fridays will be dress down days and held for any clothing that is not revealing, ripped, or in a poor state. All items of clothing must fit properly; no stomach/hips exposed. Please be aware that all jewelry can get tugged or broken; damaged items will not be replaced.

Mailboxes: Each staff member has a mailbox at the school. It is your responsibility to check for notices upon arriving and departing. We also ask you to help remind parents of your class to check their cubbies. Please do not touch another staff member's mailbox. If you have something to give to them, have it done during naptime so that they are sure to get it and that you are not near their confidential papers.

Bulletin Boards: There are parent and staff bulletin boards at the school. Please be sure to read all the notices so that you are an informed member of the teaching team. Keeping informed is part of your job responsibility.

Visits From Friends & Relatives: Friends and relatives are not allowed to visit you at the school. If they want to observe, they must make an appointment with the administrators.

Low Enrollment: If enrollment is low, the administrative staff reserves the right to condense classes and send extra staff home.

Phone Calls/Messages: Personal phone calls and cell phone calls are not allowed during work time except during rest time and for emergencies. Be sure to keep all center-related messages written in the logbook next to the phone or put a message in the staff member's mailbox.

Personal Belongings: Coats, backpacks, purses, etc. must be safely put in office cubbies or in teacher's cabinets. Do not leave anything in the classroom or kitchen area.

Breaks: All break times are arranged with the administrators. A 15-minute break is given to anyone working at least a 4-hour shift. A 30 minute break is given to anyone working a 5-hour shift or longer. Breaks are un-paid.

Beverage Policy: Coffee, tea and other hot beverages are not allowed with-in reach of a child. Soda is not to be consumed in front of the children. Water is allowed anywhere. Alcohol is not allowed on school property at any time including school parties.

Smoking Policy: It is the policy of this school, no smoking in or outside of the program, or in sight of the children and parents. Please take your habit on a walk so that the children do not role-model our habits. Your habit will not interfere with your working hours.

Snacks & Lunchtime: These are times for modeling proper eating and socializing. All staff must sit at tables with the children. Encourage children to eat their lunch and clean up any spills to their ability. By E.E.C. regulations, children are not required to eat their food in any order or try or finish anything they do not wish to eat. Staff is encouraged to eat things they have brought from home. No candy or soda is to be consumed by children during class. Staff are required to spray tables with soap and water and then bleach and water before and after every snack/meal. All food must be served on napkin or plates at all times; NO food on the bare table at any time. Please sweep after meals to ensure anything the children may have dropped is cleaned off the floor.

If the parent would like to bring in a nutritious snack for their child, and all the other children, that's great. But please have them check with administration first to make sure that no one has an allergy to whatever they may like to bring. Meals will consist of breakfast, lunch, morning and afternoon snack. If you have food allergies, let us know, so we can make changes in what the school allows for food. Please make sure to check children's food to make sure that parents are not sending in anything with peanut products or other classroom allergy foods.

Staff Children: Any staff children that are not being cooperative with their teacher, or other children, will be brought to the administrative staff; **not** their parent. If your child is not cooperative you may not intervene and/or leave your class to check on your child as this only reduces the other staff's authority and will place your class out of ratio. Your child needs to remain within their assigned classroom unless the administrative staff condenses classrooms. If this becomes a problem, you will be spoken to by the administrative staff. A written warning will be issued on consecutive offenses which may result in your release from your position and/or suspension of child care.

Child Interaction: You must interact with the children in your classroom. You are a role model and as they observe your activity, they are learning from you. This includes playing with them at their own level, cleaning your classroom and showing them where to put things away. If you are not interacting with your children, you are not doing your job and you will be spoken to by the administrative staff. A written warning will be issued on consecutive offenses which may result in your release from your position.

CONFIDENTIALITY

Information contained in a child's record is privileged and confidential. Unauthorized removal of records or unauthorized divulgence of parents, children, staff, or program's confidential information will not be tolerated and is a strict policy of the school. Violation of these rules is considered serious and will result in discharge without prior warning. Observe professional ethics at all times and never discuss children, families, or staff elsewhere. Observations made in the classroom and all information discussed at staff meetings/trainings are to be kept in strict confidence. Use first names only in journals or papers related to your work here. If you personally know some of the children or families, please keep those relationships separate from your work here at the school.

PARENT INTERACTIONS

Many of you will become well acquainted with the parents of children. We think this is great, but there are a few guidelines to which you must adhere:

- Refer all parent questions to the administrative staff; please refrain from offering advice
- Never talk about children in front of any other children
- Never talk to parents about other children
- Feel free to share a child's highlights from the day with parents
- Encourage a parents involvement in their child's activities

POLICY ON RELEASING CHILDREN

Only authorized parent(s) or others identified by the parents can pick up a child. A signed form is on file in the child's folder listing other authorized persons. Check in the logbook if the alternative person will be picking up the child. Under no circumstances can a child be released to anyone not on the signed form.

Ask for identification if you do not know the person. If you suspect the person picking up the child to be under the influence of alcohol or drugs, direct the parent/guardian to the Director or designated adult.

PERSONNEL POLICIES

TEACHER CONTRACTS

All staff are required to sign a contract for their position at First Years Academy. There are two contracts every school year. The first is the school year contract, which runs from the Narragansett Regional School District's first day of school in August until their last day of school in June. The second contract is in June for the summer contract, which runs from the Monday after the last day of school until the first day of the next year of school. Your scheduled days and hours of work may be adjusted at these times depending on number of children enrolled and hours of care needed. You will need to initial each page of this handbook and sign the last page in acknowledgement that you read each page and understand the content. An extra copy will be provided.

DIRECTOR POSITION REQUIREMENTS & RESPONSIBILITIES

Qualifications:

- Must meet all OCCS Director requirements.
- Prior experience working with children and administration duties.

Responsibilities:

- Work 50% in the classroom and 50% in the office.
- Oversee the curriculum for all classrooms. Provide all staff with ideas and guidance in ways to assist assistants and student teachers.
- Responsible for supervision of the ordered arrangements, decor, appearance, and learning environment of the classrooms and building.
- Conduct all staff trainings, meetings and parent/staff meetings during the years (2 for children not on IEP's, 4 for children with IEP's). Document all parent and staff meetings and concerns.
- Conduct any parent/child meetings due to child guidance issues.
- Conduct all hiring procedures, reference checks etc. Provide orientation to all new staff members.
- Assume all management responsibilities, book keeping, record keeping, licensing, town requirements, maintenance issues, payroll, banking and tuition records.
- Review all observations and documentation on the children's work and development.
- Assume an equal share of general clean-up responsibilities and end of the day classroom set-up maintaining a safe and creative environment.
- Move to another classroom when needed.
- Cleaning of classroom and building according to cleaning chart that you develop.
- Plan weekly curriculum and develop monthly newsletter to keep parents up to date with school events and info.
- Shop weekly for special occasion snack foods and miscellaneous classroom materials at a local store.

LEAD TEACHER POSITION REQUIREMENTS & RESPONSIBILITIES

Qualifications:

- Must meet all OCCS lead teacher requirements.
- Prior experience working with children.

Responsibilities:

Lead Teacher will plan, supervise and implement the curriculum for the class which can be reviewed by the Director. If in a shared classroom, planning, supervision and implementation of the curriculum for the class is your responsibility and you will need to provide your assistant teacher or student teacher ways to assist you.

- Responsible for the ordered arrangements, decor, appearance, and learning environment of the classroom under the direct supervision of the administration.
- Participate in all staff training meetings and parent/staff meetings during the years (2 for children not on IEP's, 4 for children with IEP's).
- Provide a lead teacher role model for student teachers, field work students and teacher assistants. Serve as a mentor to new staff as needed.
- Lead Teacher will observe and document the children's work and development
- Assume an equal share of general clean-up responsibilities and end of the day classroom set-up maintaining a safe and creative environment.
- Shop as needed for special occasion snack foods and miscellaneous classroom materials at a local store.
- Move to another classroom when needed.
- Cleaning of classroom according to cleaning chart.
- Plan weekly curriculum and develop monthly newsletter to keep parents up to date with school events and info.

TEACHER POSITION REQUIREMENTS & RESPONSIBILITIES

Qualifications:

- Must meet all OCCS teacher requirements.
- Prior experience working with children.

Responsibilities:

- If in a shared class room with a Lead Teacher, assist in planning, supervision and implimentation of the curriculum for the class. If in your own classroom; planning, supervison and implimentaion of the curriculum for the class is your responsibility and you may need to provide your assitant teacher or student teacher ways to assist you.
- Responsible for the ordered arrangements, decor, appearance, and learning environment of the classroom under the direct supervision of the lead teacher or administration.
- Participate in all staff training meetings and parent/staff meetings during the years (2 for children not on IEP's, 4 for children with IEP's).
- Provide a teacher role model for student teachers, field work students, and teacher assistants. Serve as a mentor to new staff as needed.
- Assist Lead Teacher in the observation and documentation of children's work and development
- Assume an equal share of general clean-up responsibilities and end of the day classroom set-up maintaining a safe and creative enviorment.
- Shop as needed for special occasion snack foods and miscellaneous classroom materials at a local store.
- Move to another classroom when needed.
- Cleaning of classroom according to cleaning chart.
- Plan weekly curriculum and develop monthly newsletter to keep parents up to date with school events and info.

TEACHER ASSISTANT REQUIREMENTS & RESPONSIBILITIES

General description of duties:

To assist teaching staff with all classroom areas and provide a nurturing and safe environment for the children in the program, to participate in project work, and to provide smooth transitions from one activity to another. To facilitate each child's emotional, social, intelectual, and physical growth. To assist with daily routines and organization to maintain a creative, esthetically pleasing and challenging classroom environment.

Examples of duties:

- Assist in the observation and documentation of children's work and development.
- Assist with studio art projects and activites (helping set-up and organize materials).
- Supervise children at play, help set limits, help children solve conflict, and express needs in appropriate ways.
- Assist in maintaining the physical environment with clean-up, repair of books and toys, organization of materials, help to keep the classroom neat and orderly.
- Assist in snack, lunch and rest time in accordance with the routines of the classroom.
- Assist in providing a family friendly environment.
- Move to another classroom when needed.
- Cleaning of classroom according to cleaning chart.

- Plan weekly curriculum, develop monthly newsletter to keep parents up to date with school events and info. under the direction of the teacher and administration
- Move to another classroom when needed.
- Cleaning of classroom according to cleaning chart.

Requirements:

- At least 16 years of age
- Must meet all licencing requirements
- Take CPR & first aid within 6 months
- Participate in all orientation meetings and staff trainings

Minimum Hours Needed to be hired:

- Hours: 3 hour minimum and are flexible to availability

FLOATERS/SUBSTITUTE TEACHERS

Floaters and Substitute teachers are staff who may be in to cover breaks, teacher planning time, or rooms where teachers are out. Their requirements are the same as Teacher or Assistant teacher and rate of pay depends on qualifications.

DAYS/HOURS/PAY

- Must be available Monday through Friday for own classroom, unless taking time out for furthering early childhood career to gain higher certificate including a pay increase with new position.
- Pay range for Assistant teacher and floaters is minimum wage to \$8.00 per hour for full or part time staff.
- Pay range for Teacher qualification is \$8.00 to \$10.00 per hour for full time staff, for part time staff minimum wage to \$9.00 per hour
- Pay range for Lead teacher qualification is \$9.00 to \$11.50 per hour for full time staff, for part time staff \$8.50 to \$11.00 per hour.

All staff are permitted 3 paid days off in the case of family death or serious accident. Family members consist of mother, father, sibling, biological grandparent or direct family members in your household.

All sick/ personal and vacation hours will be accrued time, ½ hour per 40 hour work week. All full time staff will receive two paid days off after their probationary period.

STAFF CHILD DISCOUNT

The first staff child is a 50% discount off the regular tuition price, any child after that receives a 10% discount.

STAFF MEETINGS

Staff meetings will be held the second week of every month, except in February and October when we close the center for the day to clean and have staff training hours.

STAFF EVALUATIONS

Every 6 months, the administrator will evaluate you. Staff is informed of evaluation criteria in advance; a copy of the evaluation form is provided at orientation. This evaluation is your opportunity to further develop your skills in working with children. It also gives you a chance to sit down and talk about any specific problems or concerns that you may have. All staff also has an opportunity to evaluate their own performance. The administrator will also provide you with feedback on a daily basis. You are encouraged to discuss issues openly as they arise with the administration or with them present. A plan for staff training is generated from the input from these evaluations.

POLICY FOR TERMINATION/CORRECTIVE ACTION

Step One: In the event of a violation of any rule (other than rules requiring immediate discharge) in the first instance, the employee is to be verbally counseled by the supervising staff or administration making it clear what the staff person did, what rule or practice he/she is not in compliance with, why the rule exists, and then need for compliance.

Step Two: In the event a similar action is repeated, another discussion with the staff person will be held by the administration. Again, the reason for the rule and the need for compliance will be explained. At that time the staff person will be put on probation. A written Caution Notice will be given to the staff person and a copy will be placed in the employee's file. It will be explained to the staff person that continued violation of the same or similar offense will result in termination.

Note: The administration of corrective action frequently requires considerable judgement. The above procedures are guidelines. These guidelines may not be followed exactly, depending upon the severity of the offense, length of service, attitude and intent of the staff person to correct his/her performance, mitigating circumstances, and similar reasons. Occasionally there may be a staff person who fails to respond to the intent of this policy and continues noncompliance past the time period contained in the above paragraphs, or who violates different rules on different occasions, or who are unwilling or unable to comply with the rules who obviously will not be a desirable staff member. The following is an additional guideline for termination:

- After (2) written Caution Notices for any cause in the period of 3 months, the staff person is discharged on the third offense.

RULES REQUIRING IMMEDIATE DISCHARGE

Most rules involve common sense and accepted standards of good conduct. Violation of the following rules is considered serious and will result in discharge without prior warning:

- Striking or abusing a child, humiliating a child, withholding food from a child as punishment. Please reference child abuse and neglect policy.
- Unauthorized removal of property.
- Unauthorized removal of records or unauthorized divulgence of parents', children's or school confidential information.
- Refusal to perform assigned work or follow instructions.
- Gross carelessness or negligence, including malicious conversations about other staff members.
- Willful destruction of property.
- Coercing or inciting others to limit work performance or engage in any practice in violation of school rules.

In addition to the basic rules listed above, there are other rules that require disciplinary action if violated. These rules include the following:

1. **Work Time-** Work time is for work. Any conduct that interferes with the time of a staff person will not be tolerated. This includes speaking with staff members in other classrooms without specifically caring for the children in your classroom. Also, staff is not permitted to leave work areas during work time without permission of their supervisor. Work time does not include recognized breaks and toileting (Must have someone overseeing your class while you are gone).
2. **Work Performance-** Employees are expected to put in a full day's work. Unsatisfactory work, poor performance, producing work below standard, loafing, or excessive time away from the job, permitting avoidable waste, and lack of cooperation jeopardizes the professionalism of the school program.
3. **Family Friendly Policy-** All children, parents and visitors, should be treated with kindness, friendliness, patience and respect. Staff should refrain from gossip, loud talking, or other unnecessary noise and forms of conduct that could disturb the program and distract from the professionalism of the program.
4. **Absenteeism & Tardiness-** Staff must be at the school, on their job, ready to perform their assigned task at the starting time of their assigned shift. Staff is expected to have a regular attendance record. If a staff person is to be absent, they must notify the administrator or opening staff two hours prior to their shift as to arrange for a replacement. The reasons for the absence should be given and logged in the staff file. Excess habitual, and unauthorized absence and tardiness is disruptive to the care of the children and a burden on other staff. Please note the act of calling does not excuse an absence.
5. **Safety-** Every caution must be taken to guard against accidents to children and other staff. It is the responsibility of every staff person to correct unsafe conditions such as liquid, paper, extension cords, etc. on the floor or any other condition that could cause an accident. Report unsafe conditions and fire hazards immediately if you are unable to correct them. All accidents should be reported in writing for the school log and student's file immediately.
6. **Fire Rules-** It is the responsibility of all employees to understand their role in an emergency. This includes understanding and familiarization with the location and operation of fire extinguishers, reporting a fire to the fire department and knowledge of all fire exits.

STAFF COMPLAINTS/ GRIEVENCE

- Definition- when a staff member has stress due to unsatisfactory working conditions or feels a reason for complaint or resistance.

A private documented meeting will be held (after hours if needed) to discuss issues and concerns, opinions and comments will be asked to resolve the issue at hand. If stress is due to other staff members' actions, a meeting will be held with that staff member separately to discuss the issues at hand. At that time, all procedures for termination/ corrective action will be followed. If the issue is child/environment related action goals will be documented and reevaluated the following week. Any child/environment issues will also be a subject at the next staff meeting.

PROBATIONARY PERIOD

All staff serves on a trial period for 90 days during which your happiness in the school physical and psychological competence for working with children is evaluated.

Staff Signature _____/Printed Name _____ Date _____

Director Signature _____/Printed Name _____ Date _____