

South Rowan Academy

Staff Handbook



Prepared by

The Owners and Staff of South Rowan Academy

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INTRODUCTION

Dear South Rowan Academy Team Member,

Every employee of South Rowan Academy (SRA) is regarded as a partner and team member in our quest of providing the best possible care and education for the families who entrust their children to us. We welcome you as a member of our team! We have invited you to join us because we believe that you have something very positive to offer our children.

The primary request that we make of you is that you strive at all times to provide the same love and care for each child at SRA that you would want for your own child. Each child **is** your child during the time that he or she is under your care. Every decision you make and everything that you do at SRA should have the best interest of the children in mind at all times.

We consider open and honest communication between the administrators, teachers and other staff members at SRA to be vital. Any problem or concern that you may have is of concern to us, so please communicate with us. This is the best way to avoid tension and conflict that could be damaging to SRA and the children we serve.

We also welcome your ideas and suggestions for making SRA a better place. Share your ideas! If they are workable and beneficial, we will not hesitate to use them. If there is some reason why they can't be used, we will discuss the reasons.

It is sincerely hoped that this handbook will be helpful to all staff members and that it will make your job easier. If you have questions about any part of the contents of this book, let us know. This handbook is subject to review and revision at any time. If you have suggestions for changes, please discuss them with us.

Those of us in the childcare profession have a very high calling. Be proud of and take very seriously the fact that parents trust you with the care of their most precious possessions. Caring for children full time, however, is not for everyone. Please, commit to yourself, the children, and to us to regularly step back and ask yourself if you should be in this profession. Burn-out happens, and sometimes, job changes are necessary. If you know that you cannot give it your all, realize when to step away from child care. The children deserve to be loved and empathized with every day; so always strive to be the best that you can be at your chosen profession.

Sincerely,

Mike and Diann Safrit, Owners
Amanda Earnhardt, Director

HISTORY OF SOUTH ROWAN ACADEMY

In 1978, Diann Safrit opened *Lovin Inn Day Care* as a small, in-home childcare center at 402 South Franklin Street in China Grove. *Lovin Inn Day Care* very quickly developed a reputation as a high-quality center. It steadily grew, and by 1988, the Franklin Street site was no longer large enough to meet the demand.

In that year, Diann moved her center to a new location at 413 North Main Street. The new site was a large house that was renovated to serve as a pre-school center. With the move to the new site on North Main Street came a new name, the South Rowan Academy of Child Development.

SRA was almost immediately filled to capacity and soon had a long waiting list. This was accomplished without advertising, with just high recommendations provided by satisfied parents. SRA has maintained a reputation as one of the best pre-school centers in the area, and caring and committed staff have always been key to helping us maintain it.

The emphasis at SRA is on making sure that learning is fun for children and that families never hesitate to leave their children in our care. One of the features at the school is the Christian-based *A Beka* curriculum, which uses phonics instruction and activities to teach children literacy. We have always received excellent feedback from both parents and kindergarten teachers about our SRA graduates' literacy, and families comment on the love that their children receive here. Diann Safrit and our SRA staff are committed to continuing their service to the parents and children of the South Rowan area well into the future.

STATEMENT OF PHILOSOPHY

We believe that to be entrusted by parents with the care and education of their young children is a very great honor and an awesome responsibility. We accept that honor and responsibility with our commitment to always strive to give each and every child here the same kind of love, care, respect, attention, nurturing, and discipline that we would want for our own children in any school setting.

We view each child as a one-of-a-kind and very special. We want to be an extended arm for the parents. We strive to guide each child through positive experiences, motivating them through encouragement and praise, and creating self-esteem through love and support.

We believe in giving each child the gift of time by allowing him or her to develop and grow according to their own developmental timeline, not one that we impose on them. By keeping lines of communication open with their families, together, we can help each of them create and develop skills that will help guide them in a positive direction for a lifetime. **It is vital for every teacher to form a cooperative partnership with the families of each child in their class, to work together for the best interests of the children.**

Young children are developing a foundation of skills, values, attitudes, and character that will largely determine the kind of adults they will eventually become. The learning and nurturing environment that we provide should, therefore, always have their long-range interests in mind. They have a natural curiosity, desire, and ability to learn, and we need to make the most of this developmental opportunity! **The work of young childhood is to learn through play and discovery, and our job is to make it fun, interesting, and sufficiently challenging.**

We are well aware that the quality of our program at SRA depends on the quality of our teachers and administrators. Therefore, we put great emphasis on selecting teachers who share our view that each child should be given the same kind of love, care, and attention that they would want for their own children.

We believe in an open door and open mind policy at SRA. We want our parents to always feel welcome to visit our center at any time. We welcome parent participation in our planning, activities, and field trips. We welcome parent ideas, suggestions, questions, and concerns so that our partnership will always work to the best advantage of each child.

MISSION STATEMENT

The mission of SRA is to provide quality child care to children who are entrusted to us (ages 15 months to 5 years) through a fun learning environment that will assist them in developing a firm foundation of values and educational skills. We also seek to provide quality before and after school programs that are both fun and rewarding for children ages five to 12 years old.

GOALS

1. To love and encourage each child unconditionally.
2. To treat each child with courtesy and respect at all times.
3. To be constantly aware and considerate of each child's feelings.
4. To be aware at all times of safety conditions in the classroom, play areas, and/or while on field trips.
5. To provide opportunities for appropriate decision-making in order to promote the development of independence for children.
6. To facilitate each child developing and maintaining a positive self-image through daily opportunities for success and achievement.
7. To provide each child with an environment that stimulates curiosity and enhances intellectual growth.
8. To stimulate physical development with fun gross motor activities, both indoors and outdoors.
9. To help instill in each child a love of learning.
10. To listen carefully to what each child has to say in order to foster a sense of self-worth.
11. To make sure that each staff member is a proper role model for children.
12. To emphasize the importance of good manners and morals.
13. To respect and appreciate individual differences among the children and to encourage each child to do the same.
14. To help each child understand the meaning of: "Do unto others as you would have them do unto you."

ORGANIZATIONAL STRUCTURE

Michael R. Safrit, Owner

Diann Safrit, Owner

Amanda Earnhardt, Director

Amanda Safrit, Assistant Director

Chad Safrit, Lead PreK Teacher, Consultant

Serena Edwards, Accounts Manager/Office Manager

HOW POLICY IS MADE

The owners and administrators make policy decisions at SRA, in close consultation with the assistant directors and other staff members. Policy decisions are influenced, and often determined, by changing state laws and regulations that control childcare. Advice regarding policy decisions may be sought from any number of knowledgeable and responsible people, including other childcare providers, state consultants, staff, and parents. Knowledge gained from experience, along with the realities of the business world, also influence decision making at SRA. We strive to be fair and to keep an open mind about decision making. Any ideas that help the families of SRA will be considered in the decision-making process.

Rated License (See page 28 for more details.)

South Rowan Academy has maintained a 4 star license (out of 5) since the beginning of rated licenses. We have qualified for 5 stars, but due to the high need for quality child care facilities in this areas, we are not willing to reduce the number of children we keep in order to have 5 stars. We do, however, maintain Quality Enhanced Ratios, meaning that we have fewer children per teacher in each classroom than the state allows. Star ratings come from the Environmental Rating Scale, which happens every 3 years, when assessors evaluate the center.

TERMS OF EMPLOYMENT

JOB DESCRIPTIONS

Job description for Owners

Main Function:

The owners, along with the director, are fully responsible for every aspect of this organization. There is no board of directors and no other investors. The owners have fully invested themselves in the establishment of the business and assume all risks. The reputation of SRA is the reputation of the owners (and, by default, the director). We work any needed hours, weekdays and weekends, to handle every aspect of the business.

Education and Experience:

The owner has 39 years of professional experience in childhood education as owner and operator of this business. She also has her Associate's Degree in Early Childhood Education.

Job description for Director

Main Function:

The director is responsible for the daily operations of SRA and must also work any needed hours, weekdays and weekends, to ensure that everything runs smoothly. However, the director is dependent on the quality of work performed by every staff member. The Director must get everyone on board because the quality of SRA depends on the quality and dedication of the staff to the children of SRA. Everything that both the co-owners and director do in the operation of SRA, is based on what is in the best interest of the children they serve.

Education and Experience:

The Director has a Master's Degree in Counseling from Gordon-Conwell Theological Seminary, as well as a Bachelor's Degree in Psychology from Wake Forest University. She has an Early Childhood Credential and Early Childhood Administration Credential and has been with SRA since 2006.

Specific Duties:

1. Maintain compliance with all state laws and standards in and keep the state childcare license current.
2. Apply for the NC Rated License Assessments and maintain star rated licensed quality standards.
3. Meet with state consultants and fire, sanitation, and other officials.
4. Comply with recommendations made at inspections and maintain written inspections records.
5. Ensure that regular emergency drills are held each month, quarterly, or as needed.
6. Hire and orient new personnel.
7. Maintain all staff personnel files.
8. Maintain all children's files.
9. Maintain staff-child ratio in each classroom, arranging for substitutes as needed.
10. Meet with staff to oversee curriculum planning, staff performance, problems and commendations.
11. Organize any appropriate in-service training or other extracurricular activities.
12. Advertise for enrollment, work to maintain full capacity, and meet with prospective new parents.
13. Supervise daily functioning of the program.
14. Supervise curriculum development.
15. Inventory equipment and supplies and replace items as needed.
16. Work with teachers on any special needs of children.
17. Network with other childcare professionals and make referrals to resource agencies as needed.
18. Remain alert to signs of abuse or neglect, reporting suspected cases as prescribed.
19. Stay prepared to handle any and all unforeseen circumstances and occurrences in a timely, effective and responsible manner.
20. Stay in contact with children, teachers, and families and look for ways to improve all areas of SRA.
21. Serve as Administrator of the NC PreK program, complying will all state regulations applicable to the program, maintaining full enrollment, and ensuring that all teacher standards are met.

Job description for Assistant Director(s)

Main Function:

The assistant director creates and revises staff schedules, calls substitutes, handles phone calls, and assists the director with record keeping and other aspects of administration. He or she also carries out general supervisory functions as needed. When the director is present, the assistant director will give whatever help the director may deem necessary regarding the daily functioning of the center. The assistant director also fills in for the director during vacations and/or short term leaves of absence.

Education and Experience:

A two-year associate degree in a field related to early childhood is recommended, or work toward achieving the degree is desirable. Early Childhood Credential is required. Early Childhood Administration I and II should be taken and completed as soon as possible. Three years of experience in early childhood education is required.

Specific Duties:

1. Serve as a classroom teacher at least part of each day.
2. Assist the director with any office and record-keeping duties. These duties may include keeping children's files up-to-date and in compliance with state regulations.
3. Have basic computer knowledge and be able to assist the children in the use of the computer.
4. Help teachers gather materials they may need for classroom use.
5. Help guide the staff in curriculum planning.
6. Take phone calls or greet and talk with, and assist visitors, including prospective parents.
7. Supervise and help evaluate staff members.
8. Help maintain an environment that is conducive to the nurturing and education of young children.
9. Help greet parents as they drop off children in the mornings and pick them up in the evenings.
10. Exhibit good "people skills" in relations with children, parents, and staff.
11. Make sure sign-in/sign-out sheets, lesson plans, and other classroom documents are kept up-to-date.
12. Be willing to work flexible hours when necessary for scheduling.
13. Help maintain a high quality environment for children, families, and staff.

Job Description for Office/Accounts Manager

Main Function:

The Office Manager/Accounts Manager is responsible for all accounts associated with the preschool and before/after school programs. The Manager facilitates DSS subsidy and oversees the Child Nutrition program. In addition, the Manager helps maintain enrollment, classroom documents, and summer camp programming, as well as answers phone calls, checks email and faxes, and maintains office documents, files, and handbooks.

Education and Experience:

A high school diploma is required and at least two years of experience working in an office environment (preferably at least one year in a child care setting). Knowledge of accounting and Quickbooks is required.

Specific Duties:

1. Enter all accounts into Quickbooks on a daily/weekly basis and update accounts spreadsheet.
2. Accept payments from parents including by cash, check and online credit and recurring credit.
3. Make deposits to the bank and reconcile the bank account.
4. Provide all parent invoices, including DSS subsidy, for tuition and fees, and keep accounts up to date.
5. Provide monthly attendance sheets for all classrooms and Before/After school programs
6. Receive all DSS payments and vouchers and review DSS timeline eligibility for families.
7. Update all application and Parent and Staff Handbooks as needed.
8. Maintain office supplies and help order classroom supplies.
9. Oversee and assist the cook with Food Program requirements.
10. Prepare programs for Christmas, Spring and Graduation.
11. Order graduation and curriculum supplies.

Job Description for Lead Preschool Teacher

Main Function:

The preschool teacher has many responsibilities. He/she is responsible for planning the daily program for the children under his/her care and seeing that the plan is carried out. The academic activities, physical activities, health and hygiene, nurturing and discipline—all related to child care—as well as room and center cleanup, good parent relations, good relations with fellow staff members are all his/her responsibilities.

Education and Experience:

A high school diploma is required and the Early Childhood Credential must be either completed or the teacher must be enrolled in an ECC class; on-going continuing education (20 clock hours per year maximum) or working toward a two-year associate degree; maintaining CPR and First Aid.

Physical Requirements:

Prospective pre-school teachers should be in good general health. Pre-school teachers must be able to physically move well enough to respond to any situation that requires quick action to assure the safety and security of the children.

Salary Range:

At present, the salary range for a lead preschool teacher is \$8.50-\$9.25 per hour.

Work Schedule:

SRA is open from 6:30 to 6:00 PM each day, Monday through Friday. Each lead teacher is expected to work four days per week, averaging ten hours per day, with one scheduled day off. For convenience sake, teachers may trade days off in order to meet doctor's appointments, etc., with the director's approval. Specific hours may vary daily, and staff will take turns opening and closing. Important Note: SRA staffing is directly related to our enrollment. **If enrollment decreases, particularly in the summer, staff hours are likely to be reduced somewhat. Generally, staff takes turns leaving early to accommodate low enrollment.**

Specific Duties:

1. Make every possible effort to love, empathize with, and care for each child as if they were your own.
2. Maintain a warm and supportive relationship with the children, families, and staff and therapists.
3. Constantly strive to instill in the children a love for learning.
4. Be alert to any physical and/or psychological problems that may be exhibited by any child.
5. Implement the *A Beka* curriculum daily during the school year, and send home daily papers.
6. Engage in creative play with children, using Creative Curriculum, every day.
7. Maintain and post current weekly lessons at your classroom's entrance, per state mandates.
8. Maintain daily attendance, sign in/out sheets, and food program papers, per state mandates.
9. Attend all staff meetings, parent meetings, and special programs.
10. Keep some curriculum papers, artwork, etc. in children's portfolios throughout the year, to be sent home with families at the end of the school year.
11. Teachers of one and two-year-olds (and others by request) send home daily reports informing parents of how the child ate, slept, and pottied (when requested by parents).
12. Inform the director (in advance) of supplies and resources needed.
13. Supervise and assist children during all meal times and assist with cleanup afterwards.
14. Prepare beds for naptime and send sheets home bi-weekly (or more frequently if needed) for washing.
15. Assist parents in dealing with any adjustment problems their child may have.
16. Accept responsibility for close supervision of children on playground at all times, interacting with children rather than with other staff. Plan outdoor activities, since outdoors is an additional classroom.
17. Complete a self-evaluations with the director.
18. Maintain proper handwashing and sanitation in classrooms at all time, to prevent the spread of germs and sickness. Inform parents when contagious sickness is present in the classroom.
19. Assist children with toileting and toilet training. Change diapers at least every two hours using proper sanitation practices.

20. Maintain proper health and safety practices and supplies in your classroom, including handwashing, sanitation of materials, mealtime sanitation, keeping your room clean and organized, taking out your own trash every day, maintaining compliance with emergency drills, etc.
21. Be fully aware of and follow all necessary opening and closing procedures, especially including assisting parents in the arrival and pick-up of their children.
22. Help plan developmentally appropriate special programs and/ or field trips or other outside learning activities for children, with the director and other staff members. Invite parents or other community helpers to visit and share special skills, talents, and jobs with children.
23. Be prepared to take *initiative* when appropriate—**meaning seeing what needs to be done and doing it without waiting to be told to do so.**

Job Description for Floater/Substitute Teacher

Main Function:

The floater substitutes for lead teachers when they are off or absent. He/she also supports the activities of the staff under the supervision of the director and the lead teacher. He/she should be a high school graduate and be willing to have the Early Childhood Credential or willing to enroll at the earliest opportunity.

Physical Requirements:

Prospective preschool teachers should be in good general health. Preschool teachers must be able to physically move well enough to respond to any situation that requires quick action to assure the safety and security of the children.

Salary Range:

At present, the salary range for an assistant preschool teacher is \$7.50 to \$8.50/hour.

Work Schedule:

SRA is open from 6:30 to 6:00 PM each day, Monday-Friday. Specific hours each day may vary.

Specific Duties:

The specific duties and responsibilities of the assistant teacher are the **same** as those of the lead teacher except that the assistant teacher yields to the leadership role of the lead teacher.

Job Description of the Cook

Main Function:

The cook is responsible for all meals and snacks served at SRA.

Specific Duties:

Meals

- Make and serve breakfast to be finished by 9:00 AM. Allowances should be made for children arriving late who have not had breakfast.
- Prepare lunch and serve plates for all classes according to each class's lunch schedule.
- Make and prepare snacks for all classes.
- Prepare snacks/Kool-Aid for after-school programs.

Shopping

- A list should be made of all groceries/supplies needed.
- Sam's Club orders are called in to Fax-n-Pull (704-792-9000) and picked up on Mondays and one other day in the week.
- Sysco orders are called in on an as-needed basis (usually on Tuesday so they can deliver on Wednesday)
- Aldi groceries are bought on a weekly or bi-weekly basis, as needed.

Daily Cleaning

- Clean up kitchen after breakfast and lunch (all dishes must be sanitized)
- Take out kitchen trash as it fills up.
- Clean countertops and bar with Clorox water before and after each meal is prepared.
- Clean and disinfect the triple sink thoroughly daily.
- Kitchen should be mopped daily with mild Clorox or disinfectant.
- Wipe down inside and outside of refrigerators daily.
- Clean the stove daily (clean around knobs and the stovetop, including burners).
- Wipe out microwave daily.

Weekly Cleaning

- Clean out the refrigerator every Friday. Throw away any old food/drinks. (NOTE: All staff food/drinks should have their name and date on them. Can move staff food/drinks to outside fridge if needed).
- Oven is to be cleaned weekly or as often as necessary.

Organizing/Stocking

- Cabinets and shelves should be kept in an orderly fashion (**all opened food must be labeled with product and date.)
- Groceries and supplies in both stock rooms should be kept stocked and organized.
- Put up laundered towels/dishcloths as needed.
- Keep milk and others staples (sugar, salt, pepper, cooking spray, etc) in stock in the kitchen and in the back porch stock area.
- Keep bowls, cups, plates, and napkins in stock in the kitchen and on back porch stock area.
- Keep toilet paper in stock in the staff bathroom.
- Fill up soap and paper towel dispensers as needed.

Food Program

- Maintain and update weekly menus. (On Monday morning, post the week's menu on both the Parent Info Board in the foyer and on the kitchen refrigerator.)
- Any changes to the menu must be updated on both posted menus as soon as changes are made.
- Update milk quantities as needed.
- Check meal count records for each classroom on a daily basis.
- Keep grocery/supplies/utility receipts for food program in the Food Program box.
- Keep copies of your timecard and of your payroll checks for Food Program and complete the Food Program's Time Sheet.
- Do attendance records, meal count records, disbursement report, and menus for food program monthly.
- Be prepared to show all paperwork, menus, etc. to Food Program auditors at least quarterly.

NON-DISCRIMINATION CLAUSE

In accordance with Federal law and U.S. Department of Agriculture policy, SRA is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. This requirement shall apply to, but not be limited to, hiring, promotion, demotion, transfer, recruitment advertising, disciplinary action, lay-off or termination, apprenticeship, and compensation. South Rowan Academy of Child Development is an Equal Opportunity Employer. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

HIRING PROCEDURES

Prospective employees of SRA should be aware that North Carolina is an "*Employment at Will*" state, meaning that employment contracts are not required. Job duration is determined by the "will" of either employer or employee. Either employer or employee may terminate the employment at any time at his or her own discretion. No reason is required by either party.

Prospective employees will be required to fill out an application for employment, followed by an interview with the Administration. After the interview, the prospective employee may be asked to undergo a **pre-employment training period**, which gives both SRA and the prospective employee a chance to see if there is a good “fit” for both. This 90-day probationary time is a trial period for both the employer and employee. Childcare is a very demanding profession, and certainly isn’t for everyone. It can be very rewarding, but it may be impossible to endure for many people. Or it just may not be a profession that some people are suited for. After a successful pre-employment training period, a final decision about employment can be made.

Note: Receipt of this handbook by any prospective employee is in no way to be considered a promise of employment, employment contract, or any type of agreement whatsoever regarding the hiring of any job applicant.

Minimum requirements for all full-time teacher positions

1. Must be at least 18 years old and a high school graduate.
2. Must have or be working on an Early Childhood Credential certificate (EDU 119 class at a community college).
3. Must be a person of good moral character and one who has a genuine interest in and love for young children.
4. Must have good communication skills.
5. Must provide three references from people who have a personal knowledge of the applicant’s character and ability to care for young children.
6. Must meet general health requirements as listed elsewhere in this handbook.
7. Must be willing to take annual required Professional Development classes.

STAFF CHANGES

Employees may at times be allowed to change positions (i.e. from an assistant teacher to a lead teacher) within SRA if they have the necessary qualifications to do so. The administration may also need to move teachers from one age group to another, if a better fit is recognized. Plan to be flexible.

STAFF EVALUATIONS

Staff evaluations shall be conducted at the end of the first year, and at each yearly anniversary thereafter. Staff evaluations will consist of the evaluation completed by the director, assistant director, and/or owner and the staff person’s self-evaluation. Evaluations will include the following areas:

- Fulfillment of job requirements as stated in the job description.
- Compliance with state regulations.
- Compliance with the goals and objectives of the program, as stated in the written policies and as administered by the director.
- Physical, mental, and emotional competence to care for children.
- Dependability and reliability.
- Initiative in carrying out the program.
- Willingness to share the workload.
- Relationships with the other staff members, children, and parents.
- Attendance and promptness.
- Appropriate appearance, dress, and personal hygiene.

SRA reserves the right to require random drugs tests of all staff members if any situation arises that makes such testing to appear to be necessary.

STAFF SUPERVISION

We expect our staff to take initiative and follow daily procedures without close, direct supervision. The owner, director, and assistant director(s) do play a supervisory role; however, they are not meant to be bosses, but facilitators and supporters. Lead Teachers do not have full time assistants. However, there is always a “middle person” or two who is available to assist you in the classroom.

We have a high expectation of staff to take initiative. Initiative is the ability to see what needs to be done and to do it without having to be told to do it. South Rowan Academy staff works together as a team. You should

never say "That is not my job!" If it needs to be done, and you can do it, then do it. However, don't hesitate to ask for help or support if you need it.

ORIENTATION

New staff members will receive orientation training amounting to 16 clock hours within the first six weeks of employment. They will also be given a packet consisting of:

1. A staff handbook (either a hard copy or online version).
2. An application for employment.
3. Medical and TB forms.
4. An emergency information sheet.
5. State and Federal tax forms.
6. Documentation of orientation to be completed by the director.
7. Job Description.
8. Annual Staff Development Plan.
9. Verification of receipt of job description and handbook.
10. Reference sheets to be completed by three different people.
11. Criminal background check forms to be completed and returned (state requirement).
12. Fingerprint cards to be completed and returned.

SRA will maintain personnel files for each employee containing all the information listed above, evaluations, and any correspondence. Each staff member is hired conditionally for a probation **period of 90 days** while performing the regular duties of the position hired for.

DISCIPLINARY ACTIONS

GRIEVANCE AND PROBLEM-SOLVING PROCEDURES

Open communication among staff members, a spirit of cooperation, and an awareness of and loyalty to the mission and goals of SRA by all staff members should result in grievances being kept to a minimum level. The same factors should also allow staff members to find resolutions to small problems without letting them escalate into major crises.

Should a significant problem occur in the workplace, the employee has the right to present his or her concerns, free from interference, restraint, coercion, discrimination or reprisal. The employee should present the problem to the owner, director, or assistant director for discussion and consideration as soon as possible after the problem, incident or situation has occurred. Discussions will take place with all parties involved in the grievance, if applicable. The goal of the administration is to arrive at a solution that is as fair as possible to all concerned.

If the best interests of SRA's children are involved in the problem, then the administration's top priority will be finding the solution that is best for them. We will make every effort to face the situation as objectively as possible and find a solution that satisfies all parties, either through compromise or collaboration.

In the end, the final decision as to what solution will be adopted belongs to the administration. Every effort will be made to find a resolution to any grievance in the shortest time span possible.

RESIGNATION

Employees are asked to give thirty days' notice, when possible, or a minimum of two weeks, of their intention to discontinue employment at SRA. Employees will be given, if possible, 14-30 days' notice when their employment is to be terminated (due to the elimination of their position or reduction in staff).

TERMINATION OF EMPLOYMENT

Commission of any of the following acts by any employee will be grounds for immediate discharge:

1. Striking or abusing a child, humiliating a child, endangering the life or safety of a child, or withholding food from a child as punishment.
2. Abuse or inconsiderate treatment of parents, staff, or visitors.
3. Unauthorized removal of property.
4. Violation of confidentiality requirements regarding parent, child, or SRA information.
5. Leaving your class unattended inside the building or on the playground.
6. Dishonest time charting of hours worked.
7. Gross carelessness or negligence.
8. Willful destruction of property.
9. Failure to show up for work without calling in ahead of time. It is absolutely essential that you give given adequate time to secure a substitute, with as much notice as possible.
10. Gross insubordination.
11. Stealing or habitual lying.

Firing of an employee is seen as a last resort in most cases after other remedies have failed.

HARASSMENT POLICIES

Harassment is defined as a form of misconduct that undermines the integrity of the employment relationship. It refers to behavior that is not welcome, which is personally offensive, debilitates morale, and interferes with work effectiveness. Areas of harassment include, but are not limited to, racial, ethnic, religious, national origin, disability, citizenship status, age or sexual nature.

NO employee, vendor, or volunteer should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. NO employee or volunteer is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, or any other aspect of employment or career advancement. It is the policy of SRA that all employees have the right to work in an environment free from all forms of discrimination and conduct, which can be considered harassing, coercive or disruptive including, but not limited to, sexual harassment. SRA will not tolerate any form of harassment by or toward employees. Engaging in such behavior is grounds for immediate dismissal.

Any employee who feels he/she has been subjected to harassment or has witnessed the harassment of another employee, is strongly encouraged to report it to his/her immediate supervisor or the director/assistant director.

COMPENSATION POLICY

DEFINITIONS OF EMPLOYEES STATUS

EMPLOYEE

An "employee" is a person who regularly works for the center on a wage or salary basis. Employees may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, etc. Child care workers are considered to be "non-exempt" (meaning that they do not meet FLSA criteria and are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours/week).

REGULAR FULL-TIME

Employees who have completed the probationary period of 90 days and who work 35 or more hours/week, and are eligible for benefits.

REGULAR PART-TIME

Employees who have completed the probationary period of 90 days and who regularly work less than 35 hours/week. Even if an employee works more than 35 hours in a particular week, he/she is still

considered part-time until their status is officially changed to full-time, wherein he/she works 35 hours or more on a consistent basis. Part-time employees are not eligible for benefits.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated, within the probationary period of 90 days, to determine whether further employment is appropriate or individuals who are hired as interim replacements, summer camp staff, or for vacation relief of regular full-time staff. Employment beyond any initially stated period does not indicate a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for benefits.

PROBATIONARY EMPLOYEE

Any new employee who is in the first three months (90 days) of employment. If that employee gets good evaluations during that period, he or she may then be given permanent status. In addition, a permanent employee who gets poor evaluations, due to serious shortcomings in their job performance, may be placed on probationary status pending display of significant improvement in job performance. Probationary employees can be either part-time or full-time employees.

SUBSTITUTE EMPLOYEE

Any qualified person who agrees to be on standby to fill in for absent regular employees. A qualified person is defined as anyone who meets the minimum state standards for childcare workers. Substitutes can be either part-time or full-time employees.

RATES OF PAY

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Rates of pay are determined based on employees' job duties, level of education and level of responsibility. **Pay records are confidential** and will be made available to auditors if necessary. Employees SHOULD NOT discuss their pay rates with each other.

Raises will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals. Raises will also be based upon the current and projected financial status of SRA.

TIME RECORDS

Employees should clock in and out using our time clock located in the kitchen area. Time worked is the time actually spent on a job, performing assigned duties. Employees are responsible for accurately documenting their time. Employees should not clock in early or stay late without the being asked to do so. If an employee forgets to clock in or out, he/she must have a supervisor write in and initial their timecard. The center does not pay for extended breaks or time spent on personal matters. Employees usually have two hours during naptime to rest, eat lunch, and plan for the classroom. Often there is an extra person available during this time. You need to arrange it in advance if you need to leave for any reason.

Note for Cook: If any or all of an employees pay is funded by an outside program, such as the CACFP (Child and Adult Food Program), time worked on these duties must be separated and accounted for on a daily basis. These time records must indicate: start time, end time, and absences. The time sheet must correspond to the time period being paid. Time sheets must be completed after the work has been performed and not before. In all cases, time and attendance records must be completed by the employee and signed and certified as accurate by the employee and a responsible supervisor, having first-hand knowledge of the activities performed by the employee during the period covered by the time reports.

HOURS OF OPERATION AND OVERTIME

Please note that SRA operates from 6:30 A.M. to 6:00 P.M. Monday through Friday. Each full-time teacher will work four 10-hour days and have one day off each week. Each employee's specific work hours on any given day will be scheduled by the director or assistant directors according to the needs of the center; however, every effort is made to maintain consistency.

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for hours worked over 40 hours per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked. Notify the Director or Asst. Director if you have been asked to trade hours with someone and it will result in overtime. Overtime work performed by an hourly employee must receive prior authorization.

HOLIDAYS

The center is closed on the following holidays and employees will be paid for their normal scheduled work hours on those days. **NOTE: If one of these holidays falls on your day off, you will not be paid for the holiday since you would not have been working that day.**

New Year's Day
Martin Luther King Birthday
Good Friday
Easter
Memorial Day

Independence Day
Labor Day
Thanksgiving Day and Friday
Christmas (3 days)

PAYDAYS

All employees are paid every two weeks on Friday afternoons. Our pay week is from Wednesday to Tuesday. Timecards should be turned in at the end of the day the Tuesday before your pay day. In the event that a regularly scheduled payday falls on a holiday, employees will typically receive pay the day before.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation. Paychecks will not be given to any person other than the employee without prior notification from the employee. Paychecks may be mailed to the employee's address upon request. We do not offer direct deposit at this time.

PAYROLL DEDUCTIONS-Federal and state taxes, as well as Social Security tax, is taken out of paychecks.

BENEFITS

LEAVE TIME

Personal

Social Security and worker's compensation are paid by SRA.

Family Medical Leave Act

The federal Family and Medical Leave Act of 1993 (FMLA), requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. **However, we do not currently employ 50 people, therefore, our employees are not eligible for the benefits listed under the FMLA.** Given our required child-staff ratios, all teacher's classrooms MUST be covered in a teacher's absence and SRA cannot promise to hold a teacher's job in the event of a long absence.

Leave without Pay/Bereavement

Leave for attending evening Early Childhood Education classes will be granted whenever possible without pay. Leave for family emergencies will be granted without pay, unless vacation time is used. Sudden emergencies that require you to leave during the day will be provided for **as long as we can cover your absence without being out of compliance with child/staff ratio requirements.** We always try to have an extra person available each day, including owners/administrators, so that such emergencies can be provided for.

Disability

In the event, that an employee is hurt and becomes temporarily disabled, their job can be held for a determined amount of time, agreed upon with the director. However, in the event that an employee is disabled permanently and is no longer able to perform their job, he/she will have to be terminated and can then apply for government disability.

Military

If an employee of SRA enrolls or is enrolled in the military and is called into active duty, their job will be held within a reasonable amount of time, as agreed upon by the director.

Holidays

All full-time staff (staff who works a total of 35 hours or more a week for 12 months of the year) will receive full holiday pay **after six months and according to the average number of hours worked on the day the holiday(s) fall(s).** Please note: If you are usually off on the day a holiday falls, you WILL NOT get holiday pay for that day.

Part-time staff (staff who works less than 35 hours/week) will not receive holiday pay. However, those who are considered part-time, but who work full-time only during the summer, (and only those who work at the licensed facility at 413 N. Main Street) will receive holiday pay for any holiday that falls during the time they are working a full-time schedule and according to **the average number of hours worked on the day the holiday falls.**

Special Note: The 3 days of holiday pay (if you are eligible for it) for the days that we are closed for Christmas is typically paid in advance at our staff Christmas party, and is **NOT** paid during the regular Christmas pay period. If you do not wish to receive this money early, please let us know!

Vacation

Regular full-time staff (working 35 hours or more a week) will receive up to 40 hours (or 5 days) vacation leave after **one year from date of hire.** Part-time staff who work less than 35 hours/week will not receive vacation leave. Full-time staff who do not work during the summer will receive pro-rated vacation pay (if you work 75% of the year, you will receive 75% full vacation pay).

Vacation hours taken on a per day basis are based on the average number of hours worked per week/per day. (For example: If average hours are 40 hours/week for 5 days/week, vacation hours will be calculated at a rate of 8 hours/day. If average hours are 40 hours/week for 4 days/week, vacation hours will be calculated at a rate of 10 hours/day.)

No vacation hours can be carried over to the next year. All vacation hours **MUST** be taken within the year they are earned. For example, if your date of hire was April 1, 2014, then your vacation hours can be taken between the dates of April 1, 2015 and March 31, 2016.

All staff must have their vacation time approved AT LEAST ONE MONTH in advance by the director. **Please DO NOT write your own name on the calendar for days you want off! Only administrative personnel are allowed to write on the calendar!**

Please note: Vacation are not typically approved between the second week of August and the second week of September! This is a very busy time for us and we need all teachers present. Please try and take your vacation between June and August if possible. Staff vacations need to be spread out if possible, because we cannot afford to have a lot of staff off at the same time. Remember that more flexibility is available on days when no one else is already scheduled off. Please discuss any issues with the director and/or assistant director.

Forfeiture of Accrued Vacation

- Vacation may not be carried from one year to the next
- Any accrued, but unused, vacation time will be paid to you upon resignation of employment provided you work a two-week notice. Failure to provide a notice will result in the forfeiture of accrued, unused vacation. This vacation payout will be less any money owed the company.
- If you involuntarily separate from the company for any reason, other than a reduction in force, you will not be paid your accrued, unused vacation.

Jury Duty

Time taken off for jury duty is considered unpaid leave. Arrangements will have to be made (as far in advance as possible) for positions to be adequately covered. You will receive compensation from the court system.

STAR LICENSE ENHANCEMENT PROGRAM

Smart Start Rowan currently provides child care centers with a supplement, typically on a monthly basis, from August to June, to be used at the discretion of the owner/director. When possible, this supplement will be paid to SRA employees who are dedicated and faithfully fulfilling their job requirements. The amount of the supplement varies from month to month, depending on our preschool enrollment of children subsidized by the Department of Social Services.

PLEASE NOTE: This money is contingent on the N.C. State budget and on our D.S.S. enrollment. They will only be available for the length of time and amount of money that Smart Start Rowan can provide them. We advise employees to not become dependent on this benefit (or budget for it) because it can change from month to month and from year to year.

INSURANCE--Health, dental, and life insurance benefits are not available. We do not currently offer a retirement plan.

Worker's Compensation/Liability--Worker's compensation and liability insurance is paid for by SRA.

HEALTH AND SAFETY POLICIES

Staff Health Policy

All staff members must be in reasonably good health. No staff member may come to work with any contagious illness that may be passed on to any child or fellow staff member. Staff members must be mobile enough move around the classroom and playground and to react to emergencies that require quick action/movement in order to provide reasonable protection to children who may be in an at-risk situation. Occasionally, the CDC highly suggests that child care workers receive certain immunizations. At those times, we ask everyone to get those unless an existing health problem deems it dangerous for particular staff members.

Emergency Procedures

We conduct monthly fire drills and at least quarterly shelter-in-place or lockdown drills. In case of an emergency, it is the responsibility of every staff member to ensure that every person in the facility, staff as well as children, are evacuated or relocated in a quick, efficient, and safe manner. Evacuation plans are clearly posted and evacuation drills are held regularly. It is critical that, in any emergency, every staff member acts in a calm, deliberate manner and does not panic. Our number one concern in all cases is the safety of children

and staff, and not for any property. Health and Safety trainings are conducted as needed during staff meetings. **During a drill, always take your class attendance with you and any emergency medications needed for your class.**

EXPECTATIONS OF EMPLOYEES

PROFESSIONALISM/CONFIDENTIALITY

Employees are expected to behave in a professional manner at all times. No horsing around, crude joking, or cussing will be allowed. Also, all information regarding the children, parents, SRA, and staff should be held in strict confidence. Violation of confidentiality is grounds for disciplinary action.

ATTENDANCE

Employees are expected to work on scheduled days, arrive on time, and remain until the end of the workday (unless released early by a director). If late arrival or absence cannot be avoided, the employee should contact the director in time for him/her to make arrangements to cover responsibilities as needed. Teachers should schedule personal appointments on their days off. However, if this is not possible, teachers may trade days off with each other, but only with the director's approval. We must ensure that the teacher/child ratios are maintained throughout the day.

INCLEMENT WEATHER POLICY

We are open most of the time, regardless of weather conditions, except in the event that we have a loss of power. The NC Pre-K program runs the same as the Rowan County public school system. However, some parents may still have to work, so we stay open, whenever possible, to keep their children.

In the event of heavy snow, we understand some people may not be able to drive to work if there are unsafe conditions. However, all teachers must call in to let the director know if they cannot drive to work. **If in doubt, always call before not showing up for work.**

Arrival/departure

Work time is for work. Do not engage in any activity that interferes with attending to your duties, or that prevents another staff member from attending to theirs.

1. Be in your room and ready to work at your scheduled time. If you need time to get a drink, or to gather materials, etc., arrive early enough to do these things before you are scheduled to start your day. Try to stay a DAY AHEAD in all planning. Make use of naptime to do the following day's planning, copy papers, etc.
2. Everyone has a scheduled time to leave, but keep in mind that child/staff ratios must be adhered to at all times. You may have to stay late to maintain proper child/staff ratios.

STAFF DEVELOPMENT

All employees are encouraged to take advantage of available opportunities for early childhood education. Smart Start, Child Care Resources, and other local agencies offer valuable and informative workshops. Online courses are also available. Most classes and trainings, with the exception of CPR and First Aid are the financial responsibility of employees.

Please Note: If employees quit in less than ONE YEAR after receiving CPR and First Aid training, the cost for these trainings will be deducted from the employee's last paycheck. Employees may take certifications with them, as they are valid for 2-3 years.

Staff meetings may be held monthly or as needed, and these meetings are part of the Staff Development program. Your attendance at the meetings, usually held at 6:00 p.m. on a weekday that works best for most people, is considered mandatory. We also train all staff in the Child Nutrition Program and Civil Rights once a year, acquiring 1.5 training hours.

Staff members should remember that we are all professionals, and that education and training never stops in our field. Early childhood education must be an ongoing, unending process for all of us. No matter how much we know or how skilled we are, we must never stop striving for self-improvement.

REPORTING REQUIREMENTS

Incident Reports –we complete an Incident Report, to be given to and signed by parents, for most everything, as a courtesy to parents. This notifies them that we are aware that their child received an injury while in our care, and lets them know how it happened.

Minor Incident Report- when a child has a minor incident (scrape, bruise, etc.) that you can take care of with minimal first aid. If in doubt, get a director's opinion. An incident report should be completed and signed by a teacher and a parent. Incident reports should then be given to a director. **Please do not just leave one in a child's cubby. Give it to the parent, with an explanation, or have another teacher do so. The Director may also guide you to call and notify the parent (often true with bites).**

Major Incident Report. If a child is hurt and requires medical attention, get a director's assistance immediately! It is up to a director or person in charge to call 911. A major incident report must then be filled out completely, checked by the director, signed by the parent and teacher, **and sent to the state.**

Medical Procedure for Biting

Parents need to be called when their child is bitten and the skin is broken, or, sometimes, even if not. Seek a director for input on this. The wound should be cleaned with soap and warm water, and ice should immediately be applied after a bite. An incident report should be completed (see above). After three times of the same child biting, that child's parent will need to be called.

Child Abuse or Neglect Policy

If a suspected case of child abuse or neglect comes to the attention of any staff member at SRA, it is the legal and moral obligation of that staff member to tell a director immediately. In the case that a report is made, pertinent information should be written on the form provided for this purpose, in consultation with a director. A director will then notify the Rowan County Department of Social Services, who will investigate suspected child abuse or neglect.

Obviously, it is absolutely necessary that no staff member of SRA should ever do anything that may be interpreted as child abuse or neglect. Commit the following reminders to memory:

1. No staff member is to ever use any form of corporal punishment.
2. No child should ever be handled roughly in any way.
3. No child shall ever be placed in a locked room, in a closet or box.
4. No discipline shall ever be delegated to another child.
5. Discipline shall in no way ever be related to food, rest, or toileting.
6. Never yell at any child.
7. Remember that it is possible to let children know that you mean business without using inappropriate methods. Body language and voice inflection, along with direct eye contact, can be used appropriately to let children know that their behavior is not acceptable.
8. Our method of discipline will consist of redirection, use of time out, or taking away privileges. In extreme cases, parents can be called.

CONTACT WITH THE PUBLIC

Greeting Parents/Visitors

Staff MUST greet EVERY parent when they drop off their child! This is a basic and simple courtesy and not doing so is grounds for dismissal. Ask yourself what would make you feel welcome with a child of your own. Parents are not impressed with a teacher who never moves from a chair or leans on a counter, looking like he/she does not have the energy to care for their child. When parents come in to drop off or pick up their child, they need to see a happy, energetic person who gives the impression of being on top of the situation and who is enjoying what he/she is doing.

You should demonstrate *a happy, smiling, and friendly disposition and be approachable and easy to talk to, enthusiastic, energetic, loving, concerned, have a positive attitude, be responsible, trustworthy, honest, and professional?* Parents should view you as someone who loves all the children but thinks that your child is "special?" (At SRA, parents should always feel that their child is viewed as special!)

Caring for children is not an easy job (and our parents know that from their own experience!) but we need to make it look like an easy job. We do not want to allow our exhaustion, frustration, etc. to show. **DO NOT POST ON FACEBOOK HOW TIRED YOU FEEL WHILE YOU ARE AT WORK!!**

Answering the Phone

Incoming calls should be answered in a courteous and professional manner. For example, "South Rowan Academy. This is *Jane Doe* speaking." Take written messages including the caller's name and phone number and what business they are from, who they are calling for, and the nature of the call. Leave messages near the phone or hand them to their recipient. Please do not answer questions if you are not certain of the answer! Ask the director or assistant director, or an experienced staff member.

Waiting List: When a parent calls wanting to know information about an opening, please get the following information: Parent's name, phone number, child's name, and birthdate, and when they want to enroll. Give this information to the Director or Office Manager.

BREAKS/NAPTIME

Breaks

Bathroom breaks are on an "as needed" basis. Do not leave your classroom to go to the bathroom without ensuring that another teacher is watching your class. On most days, you have a meal break from 12 to 2 p.m. Be sure all children in your classroom are settled in for their nap before you ask to leave the room. One hour of that time should be well-deserved R & R time for you. Once again, you are not allowed to leave the building unless someone is watching your classroom! Ratios must still be maintained.

Naptime/Planning

The remaining hour of naptime should be put to productive use. Please use this time to plan your weekly lessons, research new ideas, do continuing ed. trainings (using headphones on a tablet/computer in your classroom, etc. Making sure your room is supervised, you can also make copies and catch up on any paperwork.

Eating/Drinking

It is permissible to have a drink in your classroom during the day. If you're not sharing it, though, keep it in a non-descript, unbreakable bottle. Avoid extremely hot drinks, and keep lids on all hot drinks. Eating with the children during lunch is permissible if you are eating the lunch being served. Otherwise, wait to eat your lunch during naptime. Food (snacks, etc.) should not be eaten in front of the children unless you have enough for everyone.

Leaving the Premises

Employees are only allowed to leave the premises during the workday when their classroom is covered by a substitute. Please bring your lunch with you each day, or make sure someone extra is available in advance if you plan to order out.

TELEPHONE USAGE

Work Phone

Please be selective of who you give your work phone number to. All personal calls, both incoming and outgoing, should be limited to 2 or 3 minutes, unless there is a real emergency. The phone lines must be kept open for business-related calls. Personal calls should be limited to the hours of 12 to 2 p.m. Please tell friends and family members to call during that time.

Cell Phone Use

Staff should not talk on their cell phones while they are caring for children, except quietly during nap. Cell phones may only be used by teachers between the hours of 12 and 2 p.m. We do allow teachers to have use their phones during the day to BRIEFLY text, and to take pictures of children and upload them to our facebook page (if parents have consented to this on the Release form) or send them to parents. It is your personal choice whether to give parents your cell phone number or not. Do this with great discretion, and it is recommended that parents only call the center, not individual teachers, if they need to reach us.

Bus drivers MUST carry a cell phone when picking up children. However, if you need to place or receive a call, you MUST pull over! No talking or, obviously, texting while driving the bus! Ignoring this policy will result in disciplinary action.

TRAVEL REIMBURSEMENT

If an employee has to use their personal vehicle for a business purpose, we will reimburse the gas used.

OUTSIDE EMPLOYMENT

Employment outside of SRA is fine as long as you do not expect your regular schedule at SRA to be changed to meet your other schedule. Instead, the schedule for your other job should be flexible and fit into your schedule at SRA. If you have a second job, be sure to discuss another job's ours with the director in advance, not asking for last minute schedule changes.

Babysitting for Children in the Program

Babysitting for children of SRA is allowed as long as it is done outside of work time and is worked out with the parents. Employees are totally responsible for issues arising with babysitting jobs. SRA is NOT responsible for ANY babysitting jobs performed by SRA employees!

DRESS CODE

Due to the nature of this business and the importance of maintaining a positive public image, all employees are required to dress in a **PROFESSIONAL MANNER**. Hair must be clean, well kept, and neat. Staff members must dress in comfortable but appropriate clothing. Every employee will be expected to comply with the following:

1. No mini shorts or skirts.
2. No short tops, or bare midriffs. Tank tops should be modest and **cleavage should not be visible!**
3. No shirts with slang language or inappropriate symbols.
4. No clothes with holes, tears, or otherwise revealing openings.
5. Your attire should show respect for children, as well as for yourself and SRA parents.

PLEASE NOTE: If you come to work in clothes that violate the above guidelines, be prepared to be asked to change or be sent home. Staff will not be paid for the time it takes to obtain appropriate clothing.

PARKING

Early employees may park in the parking lot near the fence. Please try to refrain from parking in the lot. Parking is available along Main Street, Ross Street, and in the church parking lot behind our playground (come in through the back gate...ask if you don't know where it is). Parents need to have places to park when they drop off and pick up their children. Some are in a hurry to get to work, ball practices, dance, etc. Please be respectful of their time and park somewhere other than in the parking lot (including along the side of the office).

DRUGS, ALCOHOL AND WEAPONS

The use of or possession of an illegal drug, alcohol or weapon (gun, knife, etc.) is strictly prohibited on SRA's premises. By law, employees can be required at any time to submit to a drug test, if drugs are suspected of being used. If an employee is caught using or selling drugs, drinking alcohol or carrying a weapon on SRA property, he/she will be automatically terminated. If an employee is found to be doing these things off of SRA property, the director reserves the right to confront and possibly terminate the employee. We have a reputation to uphold and expect our employees to have upstanding reputations as well.

SMOKING

Visible smoking is prohibited anywhere on SRA's premises, including the office and parking lot. Smelling like smoke is not acceptable as an SRA employee. You should not smoke at work, or on your way to work. If you smoke and then come to work, you should cover your hair while you smoke, thoroughly wash your hands, and change your clothes afterwards. **Your employment here will be brief if you smell like smoke and work with children. Do everything you can to quit, for so many good reasons!**

NOTE to SMOKERS: Taken from <http://www.no-smoke.org/learnmore.php?id=671>

"Thirdhand smoke is a relatively new term used to describe the residual contamination from tobacco smoke that lingers in rooms long after smoking stops and remains on our clothes after smoking. **There is a growing body of evidence that this lingering tobacco residue has significant health risks.** People, especially children and hospitality industry workers, can have considerable exposure to it. As confirmed by the 2006 Surgeon General's Report, there is no safe level of exposure to tobacco smoke. And tobacco smoke toxins remain harmful even when breathed or ingested after the active smoking ends.

A study published in February 2010 found that thirdhand smoke causes the formation of carcinogens. The nicotine in tobacco smoke reacts with nitrous acid - a common component of indoor air - to form the hazardous carcinogens. Nicotine remains on surfaces for days and weeks, so the carcinogens continue to be created over time, which are then inhaled, absorbed or ingested.

WORK PERFORMANCE

Employees are expected to meet their responsibilities at all times during the workday. Unsatisfactory effort, poor performance, being on the telephone excessively, loafing or excessive time away from the job, wasting time, and lack of cooperation jeopardizes our children and other staff. Your primary responsibility is to your children at all times.

1. **Courtesy.** All children, parents, fellow staff members, and visitors should be treated with kindness, friendliness, patience, and respect. Avoid gossip, loud talking and other unnecessary noise or activities that create distractions and which are clearly unprofessional.
2. **Safety.** Safety is of the utmost importance at all times. Every staff member is responsible for guarding against accidents that could harm the children or other staff members. Be on the lookout for, recognize, and correct any situation that could cause an accident. Report unsafe conditions

and fire hazards to the director immediately. Make certain that your room is a safe and happy environment at all times.

GENERAL GUIDELINES FOR ALL TEACHERS

Supervising Children

It is our PRIMARY responsibility to make sure that all children are supervised at ALL TIMES. Teachers are not to leave their classrooms for any purpose until someone has come to relieve them and to supervise the children in the classroom.

Classroom Expenses

Supplies for the classroom are mostly paid for by SRA and SRA parent book fees. For supplies needed that are used on a regular basis, see the director. SRA will try to provide supplies used for special projects when able, but teachers may need to supply extras needed for frequent special projects.

Curriculum Planning

Staff members are responsible for planning and carrying out a weekly lesson plan. Collaboration with fellow teachers is encouraged. A list of any materials needed should be turned in to the director or assistant directors at least a week in advance. Use *A Beka* curriculum materials as a guide for planning, but understand that lesson plans must include Creative Curriculum (centers) planning as well. Be creative and ask for help as needed. Resources are available to assist you in the resource room in the office building next door.

Switching-out Toys

As we expect the children to share toys, so should teachers switch out toys with other classrooms. Please switch out toys on a monthly basis. Toys are bought for the center, not usually for a particular classroom. Teachers should be sure that the toys in their classrooms are age appropriate (ask a director for guidelines) and that all toys are put back in their proper place.

Use of Television

The TV may be used for special times, but are not to be overused or relied on to cover for lack of planning by the teacher. Make certain that anything shown on the TV is appropriate and beneficial to the children. State law requires that children over the age of two have no more than two (2) hours of electronics exposure per week. Children under two are allowed none.

Record Keeping-This is a very important responsibility! When state inspectors walk in, they will look at these, right away, every time! If they are not complete, each one is an immediate state violation!!

- **Attendance**—complete immediately upon child’s arrival, every day.
- **Sign-in/Sign-out Sheets**—immediately upon child’s arrival and departure daily. Teach parents to do these, but you must complete them if the parent forgets to.
- **Daily Meal Count**- complete immediately when each meal is served.
- **Medical Authorization**-Never have medicine in your classroom without getting the proper form signed by a parent. Get help from the Director before the parent to be sure the paperwork is correct. **This is a huge deal!!**
- **Weekly lesson plans**-must be posted every Monday morning at the entrance to your classroom, for parents to see.
- **Daily Schedule**-update as needed and keep posted at the entrance to your classroom.
- **Children’s Application**-Please notify the director if anything is missing. Application (no more than one year old, Release, Discipline Policy, Shot Records, and Medical Report (within 30 days of starting).

Copy Machine-Teachers should plan their activities early, including making copies for your classroom. Always set copier to black and white, and get permission to make color copies. They are expensive.

Room Arrangement

Classrooms may be arranged in a way that will make the teacher's job easier. A director should be actively involved in your room arrangement. Each activity center must be three-sided, and quiet centers cannot be beside loud centers without a neutral center buffer. Teachers are also responsible for keeping their classrooms in a neat and orderly arrangement. Please do not alter your classroom arrangement or toys without discussing it with an administrator. Toys are inventoried and counted, and certain ones must be or cannot be present.

Closing for the day

Lead Teachers: **Teachers are expected to clean their room each day before leaving.** Make sure your classroom's tables are cleaned, the floors are swept and/or vacuumed, the trash is emptied, and the centers are put back in order. If you have dirty carpet, please ask for someone to bring the carpet cleaner and clean it. Clean all toys with mild Clorox water and a soft washcloth once a week, or more often if needed.

Closer (the last person/people to leave each day):

- Check to make absolutely certain that all children have left the center.
- In kitchen: put away all milk/juice, store leftover snacks in baggies (label with name and date) and put in cabinet, tidy up counters, and clean all dishes in sink (let out water).
- Bathrooms: Make sure all toilets are flushed and no toilets are left running.
- Classrooms: Check all trash cans (make sure emptied and clean trash bag is in each), and turn off (properly) all computers, monitors, printers, and other equipment.
- Lock all center doors and turn off lights.
- Make sure trash bags have been taken to the dumpster and that trash bags are replaced.
- Fridays ONLY: Turn the water off (turn knob to the right) outside.

Supply Closets

Keep the cleaning supply closet beside the stove, the storage closets, and the medicine cabinet locked at all times. Be sure to hang keys in the designated place. Keep children away from these places!

Toileting Guidelines

Twos: Encourage two's to go to the bathroom at least every hour. Begin potty training when interest is shown. Be sure that you work closely with parents. For those still in diapers, be sure to clean the changing mats after every diaper change with Clorox water. Clorox water should include 1/8 cup of Clorox per spray bottle. Check occasionally with test strips. Protective gloves should be worn on any occasion where you may contact body fluids, including all diaper changes. Dispose of the gloves properly afterwards and then wash hands after removing the gloves with warm water and anti-bacterial soap. See attachments for sanitation procedures.

Threes and fours: Three's and four's need to be reminded to go to the bathroom regularly. Teach the children to **ALWAYS** wash their hands after using the bathroom. Check to make sure they do. Staff members are responsible for keeping the bathrooms clean.

Playground Time

Daily outdoor exercise is essential to the well-being and development of every child. Every child is to be given outdoors time every day, weather permitting. If a parent tells you that their child is too sick to go outside, then they are too sick to be here. Have them talk to the Director if you are not comfortable telling them this.

Staff members **MUST** spread out on the playground in order to insure safety. Playground time **IS NOT** time for socializing with fellow staff members but for interacting with children and playing outdoor games.

Playground Duty Guidelines:

- The first thing you should do is observe all gates to make sure they are closed.
- Count children when you arrive on the playground and when you leave.
- Take a first aid kit with you for any minor accidents (they should already be outside though).
- Take your attendance sheets with you in order to keep account of every child. Make note when children leave.
- Inform the person working the middle of any child who needs to come in so that child can be supervised.
- Staff working in the middle are responsible for bringing water to the playground.
- Never allow children to use playground equipment inappropriately.
- Children are never to be allowed to climb the playground fences, or throw rocks, mulch, or sand.
- Children may retrieve toys that are outside the fence by going outside the gate **WITH A TEACHER ONLY**.
- Every child should go to the bathroom before going outside.
- Staff members may sit down on the playground, but **MUST also walk around and interact with children frequently**. Not doing so, is grounds for disciplinary action.
- Move around the playground and make that sure all areas of the playground are covered at all times.
- Every child should be within the sight and quick reach of a staff member at all times.
- **Make certain that the playground is cleaned up at the end of each day**. Throw away trash and put toys under shelter, unless you know you will be back out and that it is not going to rain. Teach the children to help put away toys and throw away trash.
- Keep in mind that when you have the children outside on the playground, you are on display before the local community. Be mindful of the impression you may make on the local community by anything that you may say or do, or not do, at all times.

Language

Use proper English at all times. Avoid use of slang. **NEVER USE ANY FORM OF FOUL LANGUAGE**. Such terms as, "sit on your butt," or "shut up" should NEVER be used by a teacher at SRA. Use instead phrases such as "everyone needs to sit on your bottom" or "we need to use our magic finger." Always remember and take seriously your role as a model for the children. We do not use negative language (No, stop, etc.) unless a child is about to hurt their self or someone else, and you cannot get there fast enough to intervene. **Tell children what they SHOULD DO instead of what NOT to do.**

Yelling

SRA has a very good reputation in Rowan County. Reports that we yell at children could very quickly destroy that reputation. Childcare PROFESSIONALS are expected to be above yelling at children, even when they try our patience to the extreme.

If a child is misbehaving, get down on their level, eye to eye and correct them quietly without raising your voice. To get a class to give you their attention, try flashing the lights on and off and putting a finger over your mouth, or shaking a musical instrument to signify that they should be quiet, or whispering. Then say something like "Thank you, Sally (etc), for not talking. I have something to tell you all that I want you to hear...."

We are childcare professionals because we are paid to care for children. We should strive at all times to conduct ourselves in a professional manner. We all have enough self-control to not curse at the children. We need the same self-control to not yell at them.

FIELD TRIP PROCEDURES

SRA believes that well-planned and considered field trips are of great developmental value to the children. We try to plan field trips for our three and four year olds about 2 times a year. We try to make sure that all of our field trips have educational, social, and/or physical value developmental value for our children.

Lead teachers, along with the director and assistant directors, are responsible for planning field trips. Each field trip must be announced in writing, as well as posted on the parent announcement board at least two weeks prior to the trip. The exact cost to the parent must be posted and a due date for payment must be included.

Diann Safrit is a certified bus driver. Other teachers who have a CDL license may also be allowed to drive the bus. Staff members who attend our field trips are expected to closely monitor the children and take every possible measure to assure their safety at all times. Parents are encouraged (sometimes required) to participate in our trips. Staff members will be no less responsible for the safety and security of any child, regardless of the number of parents who may participate.

All teachers must take the following with them on field trips: Attendance sheet, children's emergency contact information (child's application), and Permission Forms.

An accurate count of the children must be made before departure from SRA, frequently throughout the trip, and again after each subsequent stop on the trip before the bus may proceed to the next destination. There is absolutely no room for error on these counts. The last staff member to leave the bus after a stop is responsible for making absolutely sure that no child has been left on the bus.

Each teacher should make it a point to remind the children before any trip of the importance of their best behavior and cooperation while on a trip. Reminders may also have to be made *during* the trips.

All off-site activities are well considered. We want children to have very positive experiences and benefit from each of these activities. Every staff member must be aware at all times of the great responsibility he or she has for the safety and security of the children on these trips. There is no room for error, lack of alertness, or inattention at any time. We have to do it right every time!

Internet Social Networking and Blogging Policy for Employees

In general, our company views social networking sites (e.g., Facebook, Twitter, etc.), personal websites, and weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of South Rowan Academy on such Internet venues, some readers of such websites or blogs may view the employee as a representative or spokesperson of the company. In light of this possibility, our company requires, as a condition of employment, that employees observe the following guidelines when referring to the company, its programs or activities, its clients (parents or students), and/or other employees, in a blog or a Website.

1. Use of Social Networking sites is limited to naptime and should never interfere with work activities.
2. Employees must be respectful in all communications and blogs related to or referencing the company, its clients (parents or students), and/or other employees.
3. Employees must not use obscenities, profanity, or vulgar language.
4. Employees must not use blogs, Facebook, Twitter, etc. to disparage the company, clients (parents or students), or other employees of the company.
5. Employees must not use the internet to harass, bully, or intimidate other employees or clients (parents or students). Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee or client (parents or students).
6. Employees must not use the internet to discuss engaging in conduct that is prohibited by company policies, including, but not limited to, the use of alcohol and drugs while working, sexual harassment, and bullying.
7. **Employees must not post pictures or make references to students or other employees on the internet without written consent (see each child's Release in their application paperwork).**
8. Social networking activities outside of work may be viewed by SRA's management, and may be taken into account in assessing the employee's performance, loyalty, professionalism, etc.
9. Publication of information on social networking sites must comply with all company policies regarding ethics, privacy, and the protection of confidential and proprietary information.

10. Our company does host a social networking site. The use of our copyrighted company name or logo is not allowed without written permission.

11. You are a professional. Do not post on Facebook, Twitter, etc., while you are at work, that you are having a bad day, are not feeling well, are annoyed, etc. This is highly unprofessional and no parent wants to read this!!

Any employee found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including termination of employment. Any former employee found to be in violation of any portion of this Social Networking & Blogging Policy will be subject to action taken against them for the removal of the violating occurrence up to and including legal action.

Environmental Rating Scale

Summary. Each licensed child care facility in North Carolina must have a NC Rated License Assessment (NCRLAP) conducted every three years in order to determine the star rating for the child care license. DSS subsidy requires at least a 3 star license, and NC PreK requires at least a 4 star license. For detailed information and online trainings, be sure to visit the website www.ncrlap.org. As you would expect, these assessments are a very big deal! We offer trainings on how to maintain these quality standards, but staff may also need to invest time during nap or on their own learning about rated license standards. **Every teacher must be aware of and practicing quality standards in their classroom daily, as set by the Division of Child Development and the NCRLAP.**

Process. When the NCRLAP is scheduled, the assessors give us one month worth of dates that they may come. We can mark off 5 days during that month that they cannot come. Other than those five days, they will show up, unannounced, any time during that month window. They