

# Kidding Around Child Care Center

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# Kidding Around Child Care Center

## EMPLOYEE HANDBOOK

Date: \_\_\_\_\_

\*Sign and return to the Director of the program\*

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# Kidding Around Child Care Center

## Mission

### Main Objective(s):

- Promote HIGH QUALITY child care
- Provide families with support + beneficial information
- Offer EXCELLENT care to each + every child

## Overview

Personnel policies of Kidding Around CCC are established by the owner, which has delegated authority + responsibility for administration to the Director. The Director may in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Director for additional information regarding policies, procedures + privileges described. Additionally, questions about personnel matters may also be reviewed with the director.

Kidding Around CCC will provide each individual a copy of this Employee Handbook upon employment. All employees are expected to abide by the Employee Handbook provided. The highest standards of personal ethics, professional ethics, and behavior is expected of all employees. Each employee is expected to display proper judgment.

## Voluntary At-Will Employment

Unless an employee has a written employment agreement with Kidding Around CCC, which provides differently, all employment at Kidding Around CCC is "at-will", meaning that employees may be terminated from employment with or without cause, and employees are free to resign from Kidding Around CCC with or without cause. Any representation by any officer or employee contrary to this policy is not binding up Kidding Around CCC unless it is in writing and is signed by the Director.

## Equal Employment Opportunity

Kidding Around CCC shall follow the spirit and intent of all federal, state, and local employment laws and is committed to equal employment opportunity. To that end, the Director will not discriminate against any employee or applicant in a manner that violates the law.

Kidding Around CCC is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation, or any other characteristic protected under federal, state, or local law. Each person is evaluated on the basis of personal skill and merit. Kidding Around CCC policy regarding equal employment opportunity applies to all aspects of employment including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Direction shall act as the responsible agent in full implementation of the Equal Employment Opportunity Policy.

Kidding Around CCC will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee at Kidding Around CCC may have violated the Equal Employment Opportunity Policy should report the possible violation to the Director.

If Kidding Around CCC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigation into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Kidding Around CCC will inform the employee who made the complaint of the results of the investigation.

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Kidding Around CCC is also committed to complying fully with applicable Disability discrimination laws and ensuring that equal opportunity in employment exists for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations are available to all qualified disabled employees upon request potential accommodation does not create an undue hardship on. Employees who believe they may require an accommodation should discuss these needs with the Director. If you have any questions regarding this policy, please feel free to contact the Director.

## Policy Against Workplace Harassment

Kidding Around CCC is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect to their co-workers.

Kidding Around CCC commitment begins with the recognition and acknowledgement that sexual harassment and other types of discriminatory harassment are unlawful. To reinforce this commitment, we have developed a policy against harassment and a reporting procedure for employees who have been subjected to or have witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside of the workplace, and includes business trips and business-related social events. Kidding Around CCC property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and internet access) may not be used to engage in conduct that violates this policy. Policy against harassment covers employees and other individuals who have a relationship with Kidding Around CCC which enables the organization to exercise some control.

**Prohibition of Sexual Harassment:** Kidding Around CCC policy against Sexual Harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

**Reporting of Harassment:** If you believe that you have experienced or witnessed Sexual Harassment or other Discriminatory Harassment by any employee at Kidding Around CCC, you should report the incident immediately to your supervisor or the Director. Possible harassment by others with who Kidding Around CCC has a business relationship with, including customers and vendors, should also be reported as soon as possible to that appropriate action can be taken.

All reports of harassment will promptly and thoroughly be investigated as discreetly and confidentially as possible. The investigation would generally include a private interview with the person making a report of harassment. It would also be generally necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Our goal is to conduct a thorough investigation to determine whether harassment occurred and determine what action to take if it is determined that improper behavior occurred.

## Risk to Female of Childbearing Age

### BACKGROUND

*Cytomegalovirus (CMV) infection continues to be an important occupational risk in the daycare setting. A comprehensive update of scientific evidence is timely to inform and promote appropriate preventive measures.*

### METHODS

*A review of the literature was conducted to examine the evidence for an occupational risk of CMV infection in daycare educators. Sources included Medline, government documents and additional references from published bibliographies. The key words used for searches were 'child day care centers' or 'nurseries' and 'cytomegalovirus' or 'cytomegalovirus infection'.*

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## RESULTS

*Eight CMV seroprevalence studies on daycare educators in industrialized countries were found: four in the United States, three in Canada and one in Italy. Risk factors for seropositivity were older age, nonwhite race, foreign birth, birth in a low- or middle-income country, diaper changing, having children at home, and a child to educator ratio greater than 6:1 in children 18 to 35 months of age. Risk factors for seroconversion were younger age and working with young children. These studies suggest that daycare centers may be a high-risk setting for CMV infection.*

## DISCUSSION

*Recommendations to prevent CMV infection in this setting include hand washing, selective serological screening, avoiding work with younger children if pregnant and, in some cases, preventive leave from work. Evaluation and expert opinion of the effectiveness of various preventive options for CMV acquisition are needed to ensure that recommendations are evidence-based.*

## Hours of Work, Attendance, and Punctuality

### Hours of Work:

The normal work week for Kidding Around CCC will depend on whether or not staff member is a part time or full time employee. All employed individuals should be made aware that the hours of operation are Monday through Friday, from 7:00 AM – 6:00 PM. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to work assignment that best suit the needs of the work place to be done by the individual employee.

### Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance is expected of all employees. Excessive absences (whether excused or unexcused), tardiness, and leaving early is unacceptable. If you are absent for any reason, plan to arrive late, or leave early, you must notify your supervisor, office manager, or director as far in advance as possible no later than FOUR hours before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor, office manager, or Director as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor, office manager or Director PRIOR to the start of each scheduled work day. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will then be mailed to the last mailing address on file.

Excessive absences, tardiness, or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, we may counsel employees prior to termination for excessive absences, tardiness, or leaving early.

## SEVERE WEATHER CONDITIONS

Kidding Around CCC will close in the case of severe weather conditions. Please call the weather hotline (615-647-7557) for more information of closing or opening late. Additionally, employees will be notified to be on call if needed.

## POSITION DESCRIPTION + SALARY ADMINISTRATION

Child care workers provide development care and supervision to toddlers, and young children enrolled at the center. Implement age appropriate lessons for the children; establish and maintain supportive relationships with the children and parents and remain professional and courteous at all times.

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Paychecks are distributed every. Discussion of employee wages will be the ground of termination. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; Social Security, Medicare and state income taxes; state disability insurance.

### Duties and Responsibilities ( JOB DESCRIPTION MUST BE SIGNED )

- *Adapt and schedule age appropriate lesson plans involving various activities to stimulate children cognitive skills.*
- *Provide continuous supervision to the children.*
- *Maintain a safe and clean play area.*
- *Monitor and record daily observations of the children's behavior.*
- *Schedule meetings with parents.*
- *Maintain accurate attendance and enrollment records; maintain confidential information.*
- *Monitor children for signs of child abuse and report incidents of abuse to the appropriate authorities.*
- *Order supplies and materials for the classroom.*
- *Maintain current knowledge of Early Childhood Development.*
- *Take part in gross motor activities.*

### Leave Benefits + Other Work Policies

#### Holidays

Full-time Employees are eligible for 11.5 hours per year as follows:

New Years Day

Martin Luther King, Jr. Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

Full-time employees (employees who regularly work 35 hours per week) receive one (1) paid day off for each full day of holiday time. Holiday benefits for part-time employees will be pro-rated in accordance with the hours regularly worked by the employee. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above with advance approval from their supervisor and the Director. Temporary employees are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Eve and Christmas Day, and New Years Day fall on Saturday or Sunday, the Director will designate the work day that will replace the weekend holiday.

#### Sick Leave

All regular full time employees including salaried can accumulate 48 hours of sick leave per calendar days of full time continues employment and does not carry over to the next year. Sick leave is designed for employees that are ill. Employees are expected to call their supervisor the first day of illness and each day of after until they return. If you are sick more than three days, please bring and excuse from your physician when you return.

#### Bereavement Leave

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's IMMEDIATE family (spouse/life partner, child, or parent) and three (3) days for grandparent, sister or brother, father-

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in-law, mother-in-law, or grandchildren. If an employee wishes to take time off due to death of an immediate family member, employee should notify the Director immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the Director's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

### Separation and Discipline Action

Either Kidding Around CCC or the employee may initiate separation. We encourage employees to provide at least two weeks (10 days) written prior notice to intended separation. After receiving such notice, an exit interview will be scheduled by the Director or his or her designee. The Director has authority to employ or separate all other employees.

Discipline may include an oral or written warning or even suspension without pay or dismissal. The center does not adhere to a specific disciplinary procedure and will reserve the right to review each case on an individual basis and impose discipline accordingly.

### Cell Phones

No cell phones are to be used while in the classroom. While in the classroom, employees are to make sure that their cell phones remain on silent or vibrate at all times. If you need to take a call, please get proper coverage for the classroom and leave the area.

### Smoking

Smoking, illegal drugs, and firearms are prohibited on the premises.

### Attire

All employees must dress appropriately while at Kidding Around CCC.

# Kidding Around Child Care Center

## EMPLOYEE HANDBOOK RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Kidding Around CCC Employee Handbook.

I understand that my continuing responsibility to read and know its contents. I also agree that the Employee Handbook is not an employment contract for any specific period of employment or for long-term employment.

Therefore, I acknowledge and understand that unless I have a written employment agreement with Kidding Around CCC that provides otherwise, I have the right to resign from my employment with Kidding Around CCC at anytime with or without notice, and with or without cause.

I understand that Kidding Around CCC has the right to terminate the employee at any time with or without notice, and with or without cause.

I have read, understood, and agree to all of the above. I have also read and understood the Kidding Around Child Care Center Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Kidding Around CCC, or its members, or donors, as a result of working for Kidding Around CCC that is not otherwise publicly available constitutes confidential information. Employees are not to disclose confidential information to anyone who is not employed by Kidding Around Child Care Center or to other persons employed by Kidding Around Child Care Center who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Kidding Around Child Care Center confidential information is prohibited. Any employee who discloses confidential Kidding Around Child Care Center information will be subject to disciplinary action (including possible Separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_