



Employee Handbook August 2017

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Welcome

Welcome to Creative Times Academy! We are very excited to have you as a part of our family. The gifts and talents you bring to your position are very much appreciated. We are committed to working together as a team to make this the best place possible for all, the staff, children and families we serve.

As an employee of Creative Times Academy, you represent this childcare center in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others.

Introductory Statement

The following pages contain a general overview of procedures and policies established for our employees, as well as an explanation of certain benefits provided with this employment.

It is important you read, understand, and become familiar with this handbook and comply with the standards, which have been established. Please talk to your supervisor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information to answer every possible question. As a result, Creative Times Academy reserves the right to modify, supplement, rescind, or to revise any policy, benefit, or provision from time to time, with or without notice, as deemed necessary or appropriate.

Mission Statement

Creative Times Academy provides a fun, loving, creative environment. Our common purpose is to daily enhance the lives of the children and families we serve. We strive to support children's growing independence and build confidence to achieve their full potential.

Philosophy

We believe teachers, parents and children need to aid in the children's growth and development by building a strong bond through communication and working as a team.

We feel children should be allowed to experiment and to provide them the opportunity to explore and create in a safe and healthy environment.

We believe in encouraging and praising children to inspire them to think for themselves, allowing them to draw their own conclusions.

We understand that when children play everything relates to the real world, therefore for children, playing is learning.

We encourage children to be kind, fair, and to share.

We believe by providing a safe, clean, loving environment we show the children they are loved, valued, and wanted.

We also believe that by keeping the teachers happy they will stay longer, being able to create a strong bond and trust with the children.

We strive to maintain the highest quality childcare.

We aspire to make a difference in the lives of the children, families, employees, and in the community, we serve.

We are dedicated to the safety and future of all children.

We always value the rights of the children by giving them one on one attention and listening to them. We make sure we get to their level and talk with them rather than at them.

We are committed to every child and family at our center.

We aim to enrich everyone's life that we are in contact with including the children, parents, and staff. We believe in providing age appropriate activities for the children in all areas of learning.

Goals for Children

Each child to develop an understanding of themselves and others.

Each child to develop emotionally, socially, physically, culturally, and cognitively. Each child to gain independence, confidence, and responsibility.

Each child to develop an active and positive approach to life. Each child to develop a sense of wellbeing.

Each child to develop relationships with the staff based on trust, love, and respect.

Employment at Will

As a non-contracted employee of Creative Times Academy, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the employee or Creative Times Academy, which is, either you or Creative Times Academy.

Equal Employment Opportunity

Creative Times Academy is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability; not age, race, color, national origin, ancestry, sex, handicap, or any other factors not considered pertinent to performance.

Immigration Reform and Control Act of 1986

Creative Times Academy is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States which includes the completion of Form I-9, Employment Eligibility Verification.

New Hire Act

By federal law all employers are now required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

Employment of Minors

The hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

Employment Classification

There are two classifications of employees:

Regular Full-Time: Any worker who works at least 32 hours per week. Part-Time: Any worker who works less than 32 hours per week.

Job Screening

Governmental regulations and congregational policy requires certain screening to be considered for employment. This may include, but is not limited to, criminal background checks, fingerprinting, and drug screening. Failure to submit to required screening, or providing false information or specimens is grounds for immediate dismissal. You will be required to pay the fees associated with the background checks and will be allowed to take them with you should you decide to leave employment with us.

Educational Requirement

Most jobs have specific educational requirements. These are imposed by governmental regulations. It is the responsibility of the employee to satisfy these training requirements. In addition, most jobs require continuing or ongoing education. Consult with your supervisor to ensure you maintain the proper training. Failure to maintain the minimum requirements for the job may result in termination.

When you complete any educational curriculum, ensure that a copy of the successful course completion certificate is given to your supervisor for inclusion in your personal files. Education above and beyond what is mandatory will result in consideration for a pay increase when annual pay evaluations are calculated.

Please refer to the required training sheet for the current training requirements.

Initial Performance Review and Performance Evaluation

In order for you to become acquainted with your new position and for your supervisor to be assured that you are suited to your new position, all new employees will have an initial performance review during the first three months after commencing work. Additional reviews may be conducted if performance warrants. Approximately one year after initial reviews are conducted, annual performance evaluations will be conducted on your anniversary.

Purpose: All employees participate in a performance review session, at least annually, with their supervisor. This review is intended to provide support for the individual; to improve the performance of the individual by providing meaningful, constructive feedback on adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals. The performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendations for good work, as well as specific recommendations for improvement.

You will do a self-evaluation and turn it in. You will have the opportunity to discuss your performance evaluation with your supervisor. Although you do not have to wait for formal reviews to ask questions, this is an opportune time to ask questions and clarify important points. Performance evaluations help the center make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment-at-will relationship between you and the center.

Based on actual work performance, a review will be conducted with you by your supervisor on a predetermined date. This is a formal and documented review. Your annual review will also include a classroom observation. Casual and undocumented discussions with your supervisor will also be a part of your evaluation.

If an unsatisfactory evaluation should arise you will be placed automatically on 90 day probation.

Notice to Staff

You have been selected for your position because of special qualities, talents, or skills that are needed to make up a well-balanced administrative, childcare, and support staff. Each member is a part of the total staff, and all are dependent upon one another. Relationships are circular, and what affects one affects all. Although specific responsibilities may vary according to your primary job description and your list of individual responsibilities, all staff persons are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony and mutuality throughout the center, with respect, tolerance, patience, honesty, trust, and friendship.

We want you to be proud of your role in this center. You are hereby each charged with the responsibility of seeing to it that the reputation of our program as an outstanding childcare and educational environment for the children and their families is enhanced and maintained.

Personal Qualities of Each Staff Member

Friendliness – Maintains a positive attitude towards others, acknowledges the presence of others with a greeting, and is alert to the moods and needs of others.

Honesty – Is truthful about hours, sick and personal leave, and other center matters. Takes responsibility for own errors, is trustworthy, and respects the property of others.

Voice modulation – Refrains from use of an abusive, sarcastic, or uncontrolled tone of voice.

Punctuality – Arrives at work at specified time and honors the time limits of relief and lunch periods, knowing that others are dependent on one's promptness.

Dependability – Performs responsibilities as promised. Does not require constant reminders. Uses working hours to do actual work for the center, seeking out tasks to be done, rather than using a lax period to take care of personal obligations.

Integrity – Cooperates in the maintenance of wholesome interpersonal relationships, free of gossip about co-workers or about childcare center families. If there are any questions about the actions of a particular staff member, talks directly with that person or discusses the matter, in confidence with the director.

Positive attitude – Refrains from complaining attitude. Brings complaints to the director or other supervising staff member.

Presentability – Is poised, well mannered, neatly and appropriately dressed, well groomed, and clean. Follows guidelines of staff handbook.

Patience – Maintains self-control in dealing with others.

Active and energetic – Maintains an evident interest in job.

Relationship with Children

Individualization – Demonstrates concern for the personal differences between individuals in relationship to their needs, interest, development and capabilities.

Knowledgeability – Plans age level developmentally appropriate activities. Keep the program operating smoothly with a variety of activities.

Resourcefulness – Demonstrates creativity and resourcefulness in planning programs and use of materials.

Flexibility – Is able to work with both individuals and groups of children.

Personal manner – Talks with a child at eye level and uses techniques to help each child build self-esteem and a healthy concept.

Professionalism – When talking to children uses appropriate language and relates their behavior to growth and development.

Discipline – Uses non-punitive methods of discipline and offers guidance in a positive manner.

Responsibility – Assesses each child's growth, development, and performance, recording some observations for each child, taking special note of changes, and maintaining appropriate records that have been requested.

Relaxation – Uses stress-reduction techniques in helping children and adults to achieve an inner awareness and

calmness.

Tolerance – Treats all children equally, with respect and empathy. Avoids prejudicial attitudes.

Relationships with Adults, Including Parents and Caregivers

Friendliness – Maintains a friendly, yet professional relationship with parents, caregivers, and coworkers.

Respect – Respects others’ rights to their individual points of view and ideas.

Integrity – Maintains confidentiality of information.

Tolerance – Treats all parents and caregivers equally, not showing favoritism, accepting all at their individual levels. Supports cultural differences in extending the curriculum.

Helpfulness – Works in a comfortable manner with childcare assistants, volunteers, and coworkers, offering guidance in a positive way.

Demonstrates Concern For and Awareness of the Total Childcare Center

Safety and health consciousness – Gives primary consideration to the safety and health of children when planning the environment.

Knowledgeability – Prepares environments that are appropriate for the particular children involved, both individually and in cooperation with one another. Is able to justify the presentation of a particular environment, material, or activity by explaining its relationship to the educational or personal growth of a child or children.

Orderliness – Keeps materials, supplies, and equipment well organized to present an attractive, orderly, and inviting appearance to the room or any other area being used.

Carefulness – Respects the use and care of materials and equipment; is not wasteful.

Responsibility – Assumes personal responsibility for small problems in the environment that others have neglected or have not been aware of (i.e. trash)

Demonstrates Professionalism

Personal growth – Is committed to the idea of continued personal and professional growth as a childcare provider. Maintains a professional membership in job-related organizations. Pursues personal or formal study and/or reading in the field of child development and education.

Loyalty – Supports the philosophy of the center and the director.

Realism – Is able to look at own behavior as a possible cause of the problem when things do not go smoothly.

Confidentiality – Avoids malicious gossip at all times; respects confidentiality of written, oral, and observed information.

Cooperation – Is committed to the concepts of team spirit, recognizing the center as one total group rather than a series of separate groups. Generously share ideas, materials, time, and services, thereby helping other persons to perform their very best.

Responsibility – Is always ready to share responsibilities with others, to assume others’ responsibilities in emergencies, and to put the needs of the center as a whole over petty differences of opinion.

Supportiveness – Is aware of the centers policies and supports them. If not in agreement, knows that the policies can be discussed with the director and at staff meetings and reserves those times for doing so rather than spreading discontent among coworkers.

Evaluation

It is suggested that you frequently evaluate yourself on these job requirements. These will form the basis of your official periodic evaluation by the director. You can use the following code.

- Never or seldom
- Occasionally Weak in this area; need to improve
- Usually, but not always Average 4 – Most of the time
- Always Strong in this area
- Outstanding Help others to achieve this level

Probation Period

A 90-day probation period is for all new employees. This probation period is for both you and the center to make sure you are right for the position. If before the probation period ends the director feels you are not right for the position you will either be transferred to a more suitable position or let go. Staff on probation not already having completed the state mandated training must be enrolled and attending this required training before probation is lifted. This requirement overrides the 90-day time period and probation will be extended until this requirement is met. Most benefits begin after the probation period.

The director shall schedule regular periods of observation during the probation period, with ongoing feedback to the employee. Legally, no reason needs to be given if dismissal occurs during the probationary period.

Grounds for Dismissal

Inappropriate and unprofessional behavior toward a child, a parent, or a member of the staff.

Frequent absences or tardiness that results in hardship to the children and the staff.

Teaching or behavior that is inconsistent with the philosophy of Creative Times Academy.

Teaching or behavior that violates policies written in the personnel policies.

Abusive action to a child.

Insubordination or disobeying an order.

Theft, attempted theft, destruction or misappropriating of Creative Times Academy's property or funds.

Possession of a weapon on Creative Times Academy's property.

Leaving work area/station without director's approval

Failure of background check.

False or incomplete information on any employment documentation

Progressive discipline (see later in handbook)

If you know something someone is doing wrong and you don't report it.

* This is only a sample of items that could cause immediate dismissal but not limited to.

Childcare Legal Requirements

A person hired for a position in a childcare center is required by Childcare Licensing to complete a background level II screening.

You will be required to:

Be fingerprinted

Have a local law enforcement check- every 5 years

Sign a Good Moral Character affidavit

Have a Child Abuse Registry check in Florida

Tb test or Physical within the last 2 years- repeat every 2 years

Child Abuse and Neglect Form signed annually

Fire extinguisher training

Have a criminal and abuse registry checks in all states you have lived in over the past 5 years.

If you have been employed in a childcare facility within the last 90 days, and have been processed through the Clearinghouse, you can transfer your background screening from your last employer. If you have been processed through the Clearinghouse but have had a 90-day lapse working in a center you might be eligible to pay a much lesser fee by having it resubmitted.

You will also need a copy of your social security card and a valid Florida driver's license or ID card. A copy of your high school diploma, all professional training certificates (30hr, 10hr, CDA) and/or transcripts will also be required for your file. (See separate Training requirements sheet)

If you have not already done so, you will be required to take the Child Care Workers Certification course. This is 30 hours of classwork that is required by Florida State Regulations. You have 90 days to register for the class, and one year to complete the classes. You also must complete the 10-hour training in the age you are planning on working with, as well as 5-hour early literacy training. This also must be completed within your first year of employment. You will need to submit all in-service training certificates as soon as they are completed. (See the "Required Training Sheet" for up-to-date information on the required training)

Failure to meet requirements will result in immediate termination of employment.

Physical Requirements in Childcare

You must be able to lift children in order to work in our center. Lifting children onto changing tables and bending to hug and play at a child's level are required. Part of your responsibilities will be to clean your classroom and help in the cleaning of the facility. You must have the physical capability to clean toys and mats, push a stroller, wipe down your tables, and stack classroom chairs, sweep, vacuum, and mop.

Benefits

Vacations

Regular full-time employees will be given vacation on their anniversary date (date completed initial probation period) based on the length of continuous service with the center as follows:

1 week after 1 year (1 week equals average weekly hours worked) 2 weeks after 2 years
weeks after 5 years
weeks after 10 years

An employee's anniversary date will be 90 days after the employee was hired as a regular full-time employee. (Date completed initial probation period)

Requests for vacation time must be made in writing and should be written in the time off log book outside the office. You need to check back to make sure the time off was approved. Seniority at the center will apply when more than one person requests the same vacation days. Only 2 employees can be scheduled off on the same day. Employees with more than one week vacation may only take 1 week at a time off.

Vacation is a reward for faithful service and employees are encouraged to use all their vacation time as a means of rest and recuperation. Unused vacation may not be carried over into the following year nor may pay be granted in lieu of vacations.

Holidays that fall during a scheduled vacation will be paid as holidays and will not be charged against the employee's vacation time.

A vacation week is defined as a week identical to their normally scheduled week. For instance, if an employee normally works 32 hours they will be paid 32 hours. No overtime will be paid for on vacation time, maximum vacation hours anyone will be paid are 40.

Holidays

Creative Times Academy observes the following holidays for which all full-time employees will receive regular pay. (These days vary from year to year)

New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Day Christmas Day

The following general provisions apply to holiday pay:

Holidays will be observed on the calendar day designated by the center for observance.

Holidays falling on Saturday will be observed on Friday and holidays falling on Sunday will be observed on the following Monday, unless otherwise designated by the center.

A holiday that falls on a scheduled vacation day or on an employee's select day will be recorded as holiday time and not charged against vacation time.

An unscheduled absence or being late the week before or the week after a holiday will result in the loss of the holiday pay.

If an employee does not work their regularly scheduled shift the day before and/or after a holiday, they will not receive holiday pay.

Select Days

Select days are days that may be taken off, with pay, when employees are too ill to come to work. In addition, they may be used for bereavement or for pay when the center is closed due to inclement weather. When select days have been used, no additional paid time off will be permitted.

All full-time employees will be eligible to earn 1 select day each quarter after the initial 90 day probation period. Up to 4 select days can accumulate at a time. (a day equals your average scheduled hours worked in a day)

Select days must be used concurrently with any FMLA leave when the employee is on FMLA leave due to the employee's own serious health condition or as otherwise permitted under applicable law.

It is your responsibility to contact your supervisor the night before when you are going to be unable to report for work. Contacting a co-worker or leaving a message on the answering machine is not suitable. You must speak to your direct supervisor, the assistant director, or the director directly. A physician's certification may be required for absences due to illness.

Select days cannot accumulate beyond 4 days and no cash pay for unused select days will be granted.

Inclement Weather or Disaster

There may be times when the facilities are closed due to inclement weather or disaster (natural or manmade). Since hourly employees are only paid for the hours worked, they will not be paid for times the facility is closed. However, they may use vacation or select days to compensate for the lost income due to these unforeseen closings.

Leave of Absences

The center makes a leave of absences without pay available to full-time employees who have completed at least one year of continuous service, for any length of time up to a maximum number of days that is set by the director. Written request must state reason for the leave, as well as beginning and ending dates. Requests for leaves will be granted at the sole discretion of the director, based on the facts and circumstances surrounding each individual request. Employees who return to work at the end of a leave of absence will normally be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Leaves of absences are also granted where state and/or federal law mandates. In particular, the

center complies with leaves for jury duty and in situations where the State Family Care and Medical Leave Act or Federal Family and Medical Leave Act apply. In any situation regarding leaves of absences, the employee should notify the appropriate supervisor at the earliest possible date to discuss the leave.

Jury Duty

Employees will be granted a leave of absence, without pay, to serve on jury duty, as required by law.

Upon completion of jury duty, Verification of Attendance Form must be presented to the center. Employees who are excused from jury duty for the day, or are excused before 2:00 p.m., should report to work when it is practical to do so. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the center may request that the service be rescheduled for a later date that would be more convenient for the center.

Military Leave

Military leave-a leave of absence for required active or reserve military service.

The center complies with all applicable state and federal laws concerning leaves for military service.

Workers Compensation Leave

Workers Compensation Leave- a leave of absence because of work related illness or injury.

The center complies with applicable state and federal law concerning leaves for work related illness or injury. It is important that you report any work-related injury to your supervisor as soon as it happens. A doctor approved by the center's insurance carrier must treat any injury or illness that may result in a claim for workers' compensation. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the center's director.

General Provisions

The following general provisions apply to all leaves of absence:

A request for an extension of a leave of absence, when possible, must be made in writing prior to the expiration date of original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.

Any leave, even if approved, that is more than 5 consecutive days will restart your full time hire date.

Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.

Coverage under the centers benefits will be continued on the following basis:

Employees will be required to pay the entire premiums to continue coverage of an approved leave of absence;

Employees must make arrangements with the director to pre-pay their share of any benefit premiums BEFORE going on leave of absence.

If the leave qualifies under the Family and Medical Leave Act, benefit premiums will be paid by the center to the same extent as if the employee was not on leave, for up to 12 weeks.

Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days, unless otherwise provided by law.

Employees on leave of absence must communicate with the center on a regular basis, at least once per month, regarding their status and anticipated return to work

Employees on leave of absence who seek or accept other employment without the center's prior written approval may be subject to disciplinary action, up to and including possible termination.

Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.

The director must approve all leaves of absence in advance, in writing.

Family and Medical Leave

Your employer recognizes that leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA). Please note that as of the writing of this policy we do not meet the criteria for this to be in effect. Employees eligible for family and medical leave are those who (based on your individual employer):

Are one of 50 employees within a 75 mile radius;

Have been employed for at least 12 months; and

Have worked at least 1,250 hours during the previous 12-month period. An eligible employee may take leave for the following reasons:

The birth of the employee's child;

The placement of a child with the employee for adoption or foster care;

The care of a child, spouse, or parent ("family member") who has a serious health condition; or

The serious health condition of the employee.

Length of Leave: An eligible employee may be entitled up to 12 weeks of unpaid leave within a 12-month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken in the 12 month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken, which would qualify under FMLA (e.g. workers' compensation leave), will be counted against the employee's leave entitlement under FMLA.

Substitution of Paid Leave: During a family or medical leave provided under this policy, an employee shall first exhaust all available vacation and/or paid leave time before continuing such leave on an unpaid basis.

Certification: If an employee takes a leave of absence because of the serious health condition the employee or employee's "family member," the employee must submit to the direct or written medical certification from a health care provider of the serious health condition. Failure to provide such certification may result in a denial or delay of the leave. Your employer reserves the right to require that the employee receive a second (and possibly a third) opinion from a health care provider certifying the serious health condition of the employee or the employee's "family member." Then employer reserves the right to require the employee to provide re-certification of the medical condition for which leave is taken.

Before returning to work, an employee who is on leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the employer may also periodically inquire as to the employee's intent to return to work.

Intermittent or Reduced Leave: Leave taken because of the employee's or "family members" serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent reduced schedule basis, the employee must submit medical certification, as discussed above, and additional certification from the health care provider that the intermittent or reduced

schedule leave is medically necessary. The employer may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative position for which the employee is qualified that better accommodates intermittent or reduced schedule leave or may modify the employee's recurring periods of leave.

Insurance Premiums: During the employee's family or medical leave of absence, the employer will continue to provide health insurance coverage for the employee and their eligible dependents. An employee who does not return will be required to repay all insurance premiums paid by the employer during the leave.

Job Restoration: Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination. Certain "key employees" may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. The employer will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if applicable.

Employee Notification: An employee who expects or anticipates taking family or medical leave is required to notify the director in writing of the expected date of commencement and expected duration of the leave at least 30 days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practical. In cases where need for the leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed Application for Leave Form to the director.

Contact the Director: An employee who anticipates the possibility of taking family or medical leave, or has any question about the application of this policy to your particular situation, should contact the director.

NOTE: Centers with less than 50 Employees (which currently includes this center) are not subject to the Federal Family Care and Medical Leave Act. However, this center will make every effort to accommodate the needs of employees as defined in the Act.

Group Employee Benefit Plans

Eligibility: When group health coverage is available to all regular full-time employees. They are eligible for enrollment on the first day of the month following a 180 day (this probation period is subject to change) probation period. (Employees must submit paperwork immediately following employment to allow adequate time for paperwork processing.)

Enrollment: You will be asked to fill out an enrollment form and beneficiary form, and these forms will be forwarded to the insurance company for processing. The insurance company will then mail you a letter confirming enrollment as well as your own booklets and other informational materials.

Cost: The center pays 50 percent of the cost for the individual employee's coverage on the selected plan only. Optional coverage is available for your spouse and/or other dependents. There are also other plans you can sign up for at your expense. By signing up for this additional coverage, you agree to have any additional cost withheld from your paycheck.

Termination of benefits: Coverage for you and your dependents will discontinue effective at the end of the calendar month in which termination of regular full-time employment occurs.

For more information please see the health/dental information sheet.

Childcare Discount

Creative Times Academy has authorized a 25% discount for children ages 6 weeks to 24 months and a 50% discount for children 2 years to 10 years old for all regular full time workers off the standard contracted childcare rates. This discount does not apply to fees, such as registration fees, book and supply fees, etc.

Workers Compensation Insurance

The center maintains Workers Compensation coverage in compliance with applicable state laws.

If you receive a work-related injury or illness, you must notify your supervisor at once. The insurance carrier requires you to use a doctor selected by them. See the director for a list of authorized doctors or hospitals.

Tardiness and Absence

It is important that employees are present at the start of their day to promptly begin work. Other staff rely on workers being at their assigned tasks at scheduled times so the work of the center can be carried out smoothly.

Absences: Employees should contact their supervisor or the director as soon as it is determined that they will be unable to report to work as scheduled. In the case of an absence due to illness, calling your supervisor or director the night before or prior to the scheduled start of the workday allows adequate time to arrange a replacement. You need to call Melissa at her cell 924-8645 or Kim at home 973-4886 or cell 924-8646. It is necessary to reach one of us in person, do NOT leave a message.

Tardiness: A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If contact or call cannot be made ahead of time due to physical limitations, earliest possible contact is required. The center shall determine what constitutes a compelling reason for an absence or tardiness. A tardy or absence for a non-compelling reason, and failure to call the supervisor according to our policy will be considered "unexcused".

A consistent pattern of abuse or tardiness, whether excused or unexcused, may lead to disciplinary action, up to and including termination.

An employee, who fails to call in or report to work may be considered to have abandoned their job and may be terminated.

Termination

The employment relationship between the center and its employees is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, the center may terminate the employment relationship whenever it deems appropriate.

Resignation

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is required. Written notice should include the reason for leaving, the last day of work, address where the employee can be reached in the future, and be signed and dated by the employee.

Involuntary Termination

An employee may be involuntarily terminated when the center determines that continued employment will not be to the benefit of the employee or center. Since the employment relationship of employees and the center is of an at-will nature, an employee can be dismissed without notice. (See Discharge below.)

Layoff

When conditions dictate that the center must reduce staff through a layoff, the center at its sole discretion will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

Discharge

Discharge is an immediate termination from employment. Normally it is for a serious or flagrant offense involving misconduct that violates standards outlined in the center's policy manual, and laws of the state or federal government.

The Employment-At-Will Doctrine defined in this manual establishes the right of the employer or employee to terminate the relationship at any time and for any reason subject to any pertinent state laws and for other than an unlawful discriminatory reason.

Exit Interview

An exit interview with the employee conducted by the director or assistant director, or supervisor may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

Progressive Disciplinary Systems

Procedure:

Verbal Warning

If you fail to follow the center's policies regarding job performance and conduct, you are subject to disciplinary action, including termination of employment. For other than major infractions, which can result in immediate termination, you will first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. Your supervisor, noting that the discussion took place, the date, and the subject, will document this oral warning. Continued violation of policies will result in levels of written notification to you of unacceptable action, and can lead to ineligibility for your pay increases, probation, suspension, or termination.

Corrective Plan of Action Form

The second step in the counseling procedure will be a Corrective Plan of Action form. The Corrective Plan of Action is a tool to help the center communicate more effectively with you. It may be used to advise, warn or otherwise notify you of performance or conduct that is not acceptable. If you receive a Corrective Plan of Action form about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. You will be asked to sign the form indicating that you have seen the notes. If you do not agree with the content, you may so indicate.

Probation

Continued violations will necessitate the next step to be taken, which will be probation. A letter advising you of the reason and the length of probation will be given to you. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. You will be asked to sign the memo.

The final step will be termination. Without improvement, this most drastic step must be taken. It is hoped that the progressive counseling procedures as outlined above will assist you in developing as a supportive employee.

The above procedures are intended to be a guide. Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the immediate termination step could be taken.

Exceptions

It is important to note that the severity of the offense may warrant not following the usual sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a serious first offense, and your immediate dismissal could result without prior warning

or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by the director in its sole discretion.

Time Records. Clocking In and Out

Employees are required to clock in and out each day according to the following guidelines:

CLOCK IN when reporting to work at the beginning of the day; CLOCK OUT when leaving for a scheduled meal period; CLOCK IN when returning to work after a scheduled meal period; CLOCK OUT when leaving work at the end of the day.

An employee should not clock in until they are ready to begin work. If you have a child that attends the center, you need to arrive early enough to take your child to their classroom and get back in time to clock in. Once you clock in you are not to, for any reason, go back into your own child's classroom.

You are to clock out if you leave the building for any reason. You need not clock out for lunch if you are staying at the center. Employees should not mark or sign the time record of another employee or knowingly allow someone else to mark or sign their time record.

Employees may not clock in or begin work early or clock out or work late unless the immediate supervisor has approved this extra time for purposes of pay, if it is approved you are responsible to have your supervisor initial your time card. (See section on Overtime Pay.)

Time cards MUST be submitted no later than when leaving work Friday, the week prior to payday. You need to **sign your timecard every Friday** verifying that the hours on your time card are the actual hours you worked. Late, missing, inaccurate, or incomplete time cards may result in a late payday, possibly as late as the next payroll period.

Both the employee and their supervisor should initial any change or correction made in or on a time record.

Violations of this policy may result in disciplinary action, up to and including possible termination.

Breaks and Meal Periods

It is very important for all who work with children to get some time away from them. We strongly encourage that you take your breaks and lunch outside of the classroom. If you will be out of ratio if you leave the room, try to work with other classrooms to break each other. If you are unable to find someone, call the office and we will get someone to you.

Employees who work at least 5 hours a day will receive an unpaid meal period of at least 30 minutes. However, employees who regularly do not work more than 6 hours a day may voluntarily waive their right to a meal period. If you would like a longer lunch than 30 minutes please see the office and we will work it out. However, if you leave for longer than 30 minutes and do not get prior approval for a longer lunch break you will be considered tardy. Please be considerate of your fellow employees so everyone can get the breaks they need.

Meal periods will be scheduled in consultation with the supervisor so that the normal operation of the organization is disrupted as little as possible.

Employees who work at least 3 1/2 hours daily are authorized a paid break of at least 10 minutes. The break should normally be taken as close to the middle of the work period as possible. Employees who work at least 7 hours daily are authorized 2 paid breaks of at least 10 minutes to be split between the first half and the second half of their

shift.

Personnel Records

Introduction

The center needs to have complete and accurate information on each of its workers. This includes all full and part-time employees. Personnel may review their records upon request. The contents of personnel records are confidential and access to them is limited to those directly involved in the supervision and/or retention of the individual employee.

It is important that the center always have current information about its employees. Employees should immediately notify the director of changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change a name and/or Social Security number, original documentation authorizing the change should be reviewed.

Promotion and Transfer

The center's intent is to give qualified employees preference over others when filling job openings within the center. Openings will be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the general public.

An employee's past performance, experience, qualifications, and potential are all-important factors, which will be considered in making promotion and transfer decisions. The individual's personnel records shall be the official source of information.

Payday

Creative Times Academy has adopted the following pay schedule:

Paychecks are issued biweekly on Friday following the Friday ending the pay period. If this day is a holiday, every attempt will be made to issue the checks the preceding workday.

Employees are responsible clocking in/out daily. The director will then maintain timecards as required.

Checks will be distributed on payday at noon. Employees who do not work on the designated payday, or who are off for vacations, etc., will have their paycheck held. If the employee fails to inform the supervisor, the check will be held in the office until your return..

Advances

Salary advances are not permitted.

Final Checks

Final checks will be released the following pay period only upon return of all building keys, name badges, staff shirts, books and other center property, which may have been entrusted to the care of the employee.

If you have an outstanding balance due to CTA for childcare the balance will be taken out of your paycheck.

Wage and Salary Reviews

Individual wage and salary reviews will occur once each year for every employee. Salary increases may or may not

result from such salary reviews. Employee salary reviews will be held in conjunction with performance reviews.

Health Insurance Plan Deductions

By selecting medical coverage for a spouse and/or independents, the employee agrees to automatic payroll deduction for the payment of the additional premiums as indicated in the section on Group Employee Benefit Plans. Creative Times Academy is responsible for regular payment for all benefit plans to the benefit plan carrier.

Garnishment

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, your employer must deduct the amount from your pay and remit it to the designated entity. The worker will be notified of the garnishment and, the date on which the deduction will begin.

Overtime Compensation

Overtime compensation will be paid to employees for all hours worked in excess of 40 hours in a seven- day workweek. The overtime rate of pay is one and one-half times the regular hourly rate of pay. Overtime is to be worked only when specifically requested by the supervisor. If you work over with your supervisor's permission, make sure you have your supervisor initial your time card.

Constantly **getting unauthorized overtime will result in being written up.** If you are having a problem getting out of your classroom due to someone coming to replace you running late, call up to the office so we can be aware of the problem and get someone to you before you go into overtime.

Overtime pay will NOT be routinely authorized.

Grievance Procedure

The center recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. The center encourages a quick and reasonable resolution of any such situations, difficulties, or complaints. The following steps are suggested guidelines for the employee to ensure that the situation, difficulty, or complaint is most effectively and efficiently handled.

Where possible the employee is to first orally bring the matter to the supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.) The matter should be put in writing at this time.

If the grievance is not resolved between the employee and the immediate supervisor or if an employee wishes to bypass a discussion with the immediate supervisor, the employee should then discuss the matter with the director. The director has final say.

Suspicion of child abuse

If you suspect a child is being abused, call and report to the Florida Child Abuse Hotline. Then tell the director and make the center aware of what is going on. Remember, if you suspect child abuse it is your obligation to report it.

General Information Introduction

At Creative Times Academy, it is important that all employees work together as a team so that the rights and interests of both the center and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of the employees will make Creative Times Academy a desirable place to work.

Harassment

The center will not tolerate any form of harassment. A supervisor who harasses or solicits favors (including sexual favors) from an unwilling subordinate in return for promotions, increased wages, continuance of the job, or any similar purpose will be terminated.

Likewise, unwelcome sexual propositions between employees may also constitute sexual harassment and will not be tolerated.

If an employee feels he or she is being harassed and cannot for whatever reason discuss the problem with the appropriate supervisor, a discussion should take place between the employee and the director.

A report of sexual or other harassment will be treated seriously, and a thorough investigation will be conducted. An employee who files a complaint will be treated fairly and courteously at all times.

Sexual Harassment

It is the policy of Creative Times Academy to strictly prohibit any conduct, which constitutes sexual harassment, and to discipline any employee guilty of such conduct.

Acts of sexual harassment by employees, supervisors, and managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

If you believe that you are being, or have been harassed in any way, or have witnessed any incident of sexual harassment, please report the facts of the incident or incidents to your supervisor, or the director, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including possible termination.

It is the policy of Creative Times Academy to encourage any witness of an incident of sexual harassment to report such incident to your supervisor.

Alcohol, drugs, and Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on center property, or in a center vehicle is prohibited. In addition, off duty conduct, which may adversely affect the reputation or interests of the center, is prohibited. "Under the influence" for the purpose of this policy, is defined as being unable to work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and wellbeing of the affected employee, other co-worker's children or students, the public, or center property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Mandatory Post-Accident Drug/Alcohol Testing Program

The illegal use of drugs and the abuse of alcohol are problems that adversely affect the workplace, endangering the health and safety of the abusers and those who work around them.

Creative Times Academy has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we

believe best serves the interest of all employees. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented a Mandatory Post-Accident Drug/Alcohol Testing Program. All employees who are covered by workers' compensation must submit to drug testing within thirty-two hours of a reportable work related injury. In cases where alcohol abuse is suspected, testing must be completed within two (2) hours. This includes all employees of Creative Times Academy, Inc. A reportable injury is any on-the-job accident that requires medical treatment and/or lost time. All employees who submit to a drug test will be presumed negative until test results prove them to be positive. At the time of a confirmed positive test, all further benefits under workers' compensation will be withdrawn.

If a worker refuses to submit to a drug or alcohol test, they will be presumed positive and benefits will be denied. Testing for drug and alcohol abuse for Creative Times Academy will be performed at the nearest Walk in Medical Clinic or Emergency Room if no clinic is open.

Discipline of Children

The State of Florida has laws regarding discipline of children. Specifically: Child Discipline:

Childcare facilities must ensure that age-appropriate, constructive-disciplinary practices are used for children in their care. Children shall not be subjected to discipline, which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or bathroom privileges. Spanking or any other form of physical punishment is prohibited. This is our policy we give to our parents and is posted in the center. Please read and follow our discipline policy:

"Creative Times Academy is structured to allow the children choices of play activities and materials. This allows the child control over his/her environment and helps deter behavior problems. Children are encouraged to develop language skills that help them to communicate their needs to others.

If your child is experiencing difficulty he/she will be redirected and offered alternatives. In some cases, an activity or a center may be off limits until the child can make appropriate choices regarding his/her behavior. In the event your child still does not have control and cannot use language to problem solve, he/she will be removed from the play space and offered a personal space away from the others to regain control. Time limits in this personal space are closely monitored and may be self-imposed by the child. Your child may return to the group or activity whenever his/her behavior is under control.

Staff members model appropriate behavior. Language development is continuously encouraged so children can learn how to avoid conflicts, make decisions, and develop self-control.

Continued or patterns of negative or adverse behavior may result in the teacher's consultation with the Director, which may result in the Director's intervention. Patterns of severe behavior problems may result in removal of the child from the classroom to the administrative office area while parents are contacted for consultation. Children who demonstrate inappropriate behavior, which cannot be resolved through the combined direction of the parent, director, and teacher, will be asked to leave the center.

Children will never be subjected to discipline, which is severe, humiliating, frightening, etc. and discipline shall never be associate with food, rest, or restroom privileges. Physical punishment of any form will never be an option for discipline."

Shouting and screaming at children will not be tolerated. No arm pulling, ear pinching, hair pulling, kicking, etc. will be allowed. Never, ever under any circumstances strike a child - even if it is your own!

The use of these types of disciplinary methods, whether or not specifically mentioned, is grounds for immediate

dismissal.

Positive Discipline Strategies

In circumstances where discipline is necessary, positive techniques of guidance should be used, including redirection, encouragement, and positive reinforcement, rather than competition, comparison, and criticism. Age-appropriate expectations and guidelines should be used to minimize the need for discipline.

Develop appropriate limits that protect children's health and safety, teach self-control, and are meaningful. Limits should be stated firmly, positively, and with respect. Some teachers have basic rule: You may not hurt yourself, others, or things.

Be clear about rules. Consistent and fair rules help children control their own behavior. Rules should be kept simple, few, truly necessary, and reasonable for the age of the child. Reasons for the rules and limits should be given.

Communicate your expectations clearly.

Ignore minor misbehavior. Some children misbehave because they are seeking attention. Find out why a misbehaving child is seeking attention. Encourage the child to voice feelings. Encourage a more acceptable behavior. This strategy takes time before results are felt, but the result is well worth the effort and time.

Distract or redirect children from potential problems. Be ready to step in to shift a child's attention or add a new activity to divert a problem before it gets out of control. Change something about the problem situation. If a child is yelling, whisper something in his/her ear. If two children are fighting over a toy, offer another type. Ask the children to visit the "peace table or area" to talk over issues and come up with a resolution to their conflict.

Use suggestions phrased as a request or question whenever possible. Get the child to actively consider alternatives to the behavior. "Instead of hitting your friend when she takes your shovel, what could you do?"

Use "no choice" statements when you expect a child to do something. "When you clean up your area, we will be ready to go outside."

Make "I" statements to children which focuses on the behavior and consequences, leaving out blame. * Describe the behavior. "When you walked off by yourself..." * State your concerns about the consequence the behavior produced in you. "I was so worried that something happened to you because I did not know where you were."

Deliver logical consequences. Give the child a choice, then accept the choice and communicate your acceptance. An example: While on the playground, a child takes off his shoes and gets up to play. You can say, "You can either put your shoes on and play with your friends, or you may sit here so you won't hurt your feet." If the child chooses to sit, then say, "I see you want to sit. Please make sure you don't get up without your shoes on."

Remove the child from the group only when necessary. When a child continues to make unwise choices and refuses to follow directions after all other guidance techniques have been attempted, ask child to choose a quiet toy and play at the table. The child may also choose to go to the "quiet area" to regain control. Explain to the child that when he/she has gained self-control, he/she may return to the group. Allow the child to decide when he/she is ready to return to play. When a child asks to return to play, ask 3 questions: * "Do you know why I asked you to take a break?" * "What were you doing?" ("Throwing blocks.") * "What are you going to do now?" ("Build with the blocks.")- When the child answers the questions, say to the child, "I see that you understand why you were taking a break and that you know what you should be doing. I am going to trust that you will play appropriately now."

Remove the child from the environment only when necessary. When a child is hurting him- or herself, others, or things and cannot be redirected, call the Director or Assistant Director for additional help and intervention. The administrator will decide if the child needs to be removed from the room for a short period.

Sending the child home for inappropriate behavior or releasing the child from the Center. Only the Director or Assistant Director can make the decision to send a child home or release the child from the Center.

Some additional important tips:

Supervision is your best preventive technique. Be aware of all children and what they are doing.

The teacher sets the example for appropriate play. Remember children look at you as a role model. You should be interacting with the children in a positive manner, discussing their play and actually playing with them.

Children who are engaged in developmentally activities and receive positive reinforcements seldom need

redirection. If you are having extreme behaviors, examine the classroom, your activities and your guidance techniques.

Remember children respond much better if their feelings are respected and addressed!

Outside Activities

Employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the center.

Personal Appearance / Uniforms

Your appearance reflects not only on you as an individual, but on the center as well. We expect you to take pride in your appearance and strive to achieve a positive business-like image when representing the center. Our suggested uniform consists of khaki pants, and hunter green, burgundy, or white tops.

Your dress should be comfortable and professional, but also appropriate to the job.

For instance, for childcare workers, shorts of a modest length, no more than 2 inches above the knee, are appropriate, tank tops are not. While you want to be free to move around, you also need to represent yourself as a teacher. No short shorts, tank tops with spaghetti straps, or shirts that show your stomach.

Slacks, dresses, skirts, leggings, and presentable shorts/jeans are all acceptable.

If any inappropriate attire is worn, the staff member will be asked to leave the center for the day and the time off will be treated as an unpaid/unexcused absence from work.

Examples of inappropriate attire are t-shirts with adult situations or language portrayed on them, short skirts and shorts, attire which allows oneself to be excessively exposed, torn or ripped jeans, etc.

Tattoos MUST be covered at all times, NO exceptions!

Hair color needs to be professional. No extreme changes can be made without prior approval. If you choose to dye your hair in what we consider an unprofessional style you will be suspended until you can change it or it grows out. (Example: pink, blue, etc.)

Closed toe and closed heel shoes with non-slip soles must be worn while on CTA property. No flip-flops or sandals of any kind are allowed at any time. (Tennis shoes are preferred)

Any body piercing other than your ears should be taken out before coming to the center every day. (Maximum number of earrings 3 per ear, no hoop earrings) This includes no Tongue Rings.

A CTA name badge will be provided for each employee to be worn daily. CTA badges are property of CTA and are to be kept at the center.

Image is everything; please do your part in making Creative Times Academy a professional facility which parents and co-workers alike can be proud of.

Staff Meetings

Staff meetings are a very important place for communication between the staff. It is encouraged that you do not plan a day off on the days that are scheduled for the meetings. The meetings are scheduled, during regular working hours and are mandatory, the first Wednesday of the month during naptime for all Lead teachers. The Teacher Assistants will be the day following the Leads. Part-time employees and those employees that cannot attend the meetings will be given a summary sheet of the things that were addressed at the meeting. It is strongly encouraged that if you have any questions at all regarding anything that may not be clear, please stop in the office for clarification.

If we are unable to have an actual "meeting" with everyone in attendance we will still review that month. We try the best we can to get larger groups together but it is not always possible to do during the work day. We have voted many times and the majority have requested not to have to come in for meetings separate from their work day

schedule. We have an open-door policy where you are welcome to come in at any time to take to someone in administration. Any issues we will find the best way to address and fix. If you come in the office and it is too busy just slip a note to someone and let them know you would like to talk. We do not disclose who, if anyone, has told us something. If the only way to address the issue would be to let others know you were the one that told us we would talk to you before addressing. So please know it is a safe place to vent and the correct place to vent.

If you have an issue that you would like to have addressed at the staff meeting, please submit it by the 25th of the preceding month.

Lost and Found

Employees should not bring large sums of money, jewelry, or other valuables to work. The center will not be responsible for personal property that is lost, damaged, stolen, or destroyed. This includes items, which you may bring to the center for use in education or for recreational use by the children or staff. Any personal items brought to the school for educational use must be labeled with your first and last name. If any item is valued over \$25 please submit a list of the items to the office.

ABUSE AND NEGLECT

While Creative Times Academy provides a safe environment for children, other types of harm may come to a child despite our best precautions. In particular, the abuse or neglect of a child is of paramount concern. To this end, all staff are required to read and sign all policies relating to identifying, documenting, and reporting child abuse. Mandatory training sessions on the subject are required.

Mandated Reporting of Suspected Child Abuse And Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

ALL EMPLOYEES of Creative Times Academy are considered mandated reporters

If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor or the administrative assistant.

Smoking

Smoking is prohibited in all buildings and on all Creative Times Academy property. This policy is established to provide a smoke-free environment for the staff, the children, and all visitors to our buildings. Also if you leave the center property for lunch or a break and return smelling of smoke you will be asked to go home and change, this time away is without pay and will be documented in your file.

Language

Children learn through modeling adults and other children in their environment. Staff must be constantly aware of proper language usage both grammatically and situationally. Positive statements about and around children are the rule at all times. Staff should NOT TALK ABOUT PROBLEMS WITH OTHER STAFF, PARENTS, OR CHILDREN AROUND OTHER CHILDREN. Actions speak louder and nastier than actual words: WATCH your mannerisms and body language. We work closely together and our ability to communicate in mature clear ways is vital to our program and the development of the children.

Lesson Plans and Planning Time

Each lead teacher is responsible to have a weekly lesson plan turned in every Wednesday prior to the week it is to be implemented. It is to be posted in the classroom and on your parent board just outside your classroom. It is strongly encouraged that you do your planning with co-workers to get ideas from each other on different ways to do things. Planning time should be during nap time on the same day every week.

Business Expense Reporting

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense report to the appropriate supervisor. The supervisor, within approval guidelines established by the director, must approve such expenses in advance.

Use of Center Telephones

The center's phone located in the hall by the kitchen is to be **used with permission only**. It is for use by staff to call parents if needed. If you need to make a call for personal reasons you must ask the office for approval. Personal calls must be made during break and meal periods. Employees are expected to use good judgment and common sense when it comes to phone calls. No long-distance telephone calls are allowed.

Personal call will not be put through and we will not take messages. The only exception is in a true emergency.

Cell Phones

Cell phones MUST be turned OFF and not brought in the building past the office. This includes whether you are clocked in or not. If you wish to use your cell phone during your break you must punch out and go out front of the building. If you are caught with your cell phone on in the building or playground you will be written up. We will do random checks for cell phones. Employees who violate this policy will be subject to disciplinary action.

Employee Parking

Employees' park at their own risk and the center will not be responsible for theft or damage to any vehicles parked on or near center property. Also, the center will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Center Bulletin Boards

Posted information on center's bulletin boards is for the benefit of all employees. We will keep all local and online training opportunities we find. (If you are aware of any other training please let us know so we can share with others). You will find posters or memos that explain state and federal law, as well as updated information about center policy and procedures. You are responsible for checking center bulletin boards on a regular basis and for reading all materials. The staff board is located next the time clock as well as information posted in the bathrooms.

References

It is against the policy of Creative Times Academy to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title may be provided to a potential employer.

Medicine

The administration is the only ones authorized to administer any medications.

Teachers are responsible to direct parents to the office with any medications needed, no medicine is allowed in the classroom. (not prescription or over-the-counter)

Teachers need to bring child to the office for medication at the proper time.

Over the counter medication shall only be dispensed with a doctor's written note.

Do not dispense expired medication.

Only dispense medication in the original bottle of package.

WHEN IN DOUBT, DO NOT ADMINISTER MEDICATION, see office.

Children with fever, diarrhea, persistent cough or any other sign of a contagious condition are not allowed to attend school until cleared by a physician.

After being on an antibiotic for 24 hours and no fever the children should be allowed to return to school.

Student Safety

Children are only to be released to individuals listed on the "Authorized Pick Up List" located in their student file. You must have written authorization directly from parents (prior to pick up) allowing anyone other than listed individuals to pick up a child.

It is our policy to not release a child to any person who is or seems to be intoxicated or impaired. In any situation where a person who is intoxicated or impaired tries to pick up a child from the Center, please notify the Office immediately. They then call the emergency contacts to find another person to pick up the child. If the intoxicated person leaves the Center with the child, the police will be called immediately. Do not accept verbal authorization for pickup. The office has an emergency password for every child. If an emergency occurs the parents will need to get authorization from the office.

Do not release student's addresses or phone numbers.

Do not release student records without prior authorization from the center's director.

Do not discuss a child with a non-staff member.

The children are never to be released to anyone under the age of 18 years old.

Children may only be visited at school by persons listed on "Emergency or Authorized Pick up List".

Procedures

Violation of any policies and/or procedures could lead to termination of employment. We are all responsible for the safety of all the children in our care. If you see someone violating any of the centers policies/procedures, you are required to report them to the administration. If you knowingly do not report them you are just as much at fault as they are.

Accident Procedures

All injuries, no matter how small, should be recorded the minute they happen on an Accident/Incident Form. Make sure the office is aware of what is going on.

Accident/Incident form must be completed for every child related accident (minor or serious) occurring at the school or on field trips. Must be completed and signed by parents that day, then turned into office. Complete with just the facts, what happened and all you did to fix it.

Immediately provide care for the child (first aid, ice, wash, TLC etc...)

Contact the parent when required. When in doubt contact the parent.

All accidents involving staff members must be documented on the Accident/ Incident form as well and reported to the office prior to leaving for the day.

Universal Precautions

All employees are required to strictly adhere to Universal Precautions Procedures to control exposure to Bloodborne Pathogens (discussed below) and other hazards, and to promote good hygiene.

To assist in this, Creative Times Academy provides vinyl/latex gloves in a variety of sizes and CPR guards as personal protective equipment for the use of the employees; these items are located in the first aid cabinet. Employees are

required to have personal protective equipment in their immediate area at all times.

Bloodborne Pathogens

During your employment at CTA you may, in the course of your daily activities, come into contact with potentially infectious materials. Those situations may include, but are not limited to, the following:

Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.

Assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.

Diapering children or cleaning up after a child has a toileting accident.

Handling of contaminated items such as soiled clothing, tissues, and diapers.

Cleaning up and handling broken glass and/or sharp objects.

While not all of the above situations are inherently dangerous, failure to follow universal precautions (using the appropriate protective gear) places the employee and others at risk.

Thus, for your own safety and the safety of others, all employees are required to treat all children and fellow employees as though they might be infected with a bloodborne pathogen, regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with bloodborne pathogens do not look a certain way, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a bloodborne pathogen disease are not required to disclose their illness to the employees or administration of Creative Times Academy, as such information is confidential and protected by law. Common bloodborne pathogens include, but are not limited to: HIV, hepatitis, syphilis, and herpes. These and other bloodborne pathogens are transmitted primarily through human blood and other potentially infected materials (OPIMs), which include, but are not limited to: semen, vaginal secretions, feces, urine, or any other bodily fluid that may contain blood.

Playground Procedures

Playground is to be checked for safety every day before each use and review the playground rules with the children then initial log each time.

Be sure to check for wasps. If any found, spray before allowing children outside.

Notify office immediately in writing any unsafe items that need addressed.

Plan and supervise playground activities.

The children are not allowed outside while it is raining, thundering, lighting, or the temperature is too hot/cold.

Children must be escorted off the playground to use the restroom. Do not send a child to the restroom unattended. Make sure the other staff knows you are leaving with the child.

Teachers must circulate amongst the children and supervise the activities, do not congregate with other staff.

Supervision will prevent accidents and prevent problems from occurring.

Turn in monthly log the 1st day of the following month.

Lunchroom Procedures

Children are to be taught acceptable table manners and social graces.

Staff & children must always wash hands prior to eating lunch or snacks. Encourage good hygiene.

Do not force a child to eat. If you feel they are not well, inform the main office.

The table, chairs, benches, countertops, etc. should be thoroughly cleaned and sanitized by the teachers prior to leaving the lunchroom. Do not leave behind a mess for another teacher to clean.

Staff and children are not ever allowed in the kitchen area. Teachers must go thru lunchroom to pick up/drop off something for the kitchen.

Power Failure Procedures

Caregivers will comfort the children, explain the situation and urge them to remain calm.

Administration will discover if the power outage is confined to the facility or inclusive to the neighborhood.

Emergency lights will automatically turn on.

Unless the power outage is accompanied by an emergency situation requiring emergency evacuation children will be kept inside. Should evacuation be necessary staff will follow the emergency procedures and be careful of nearby downed power lines.

Administration will call the local power company (TECO) and request assistance.

If weather conditions do not permit the maintenance of safe temperatures within the facility, parents will be notified by telephone. Administration will be responsible for making the calls.

Naptime Procedures

Naptime is from approximately 1:00 p.m. and 3:00 p.m. (varies from class to class)

Teachers are responsible for distribution of mats in their class.

Children's shoes must stay on.

Mats shall be neatly arranged (at least 18" apart) with paths for exit in case of emergency.

Mats shall be cleaned and disinfected daily by the teachers.

Children may bring crib sheet, small blanket, small pillow, and a stuffed animal to sleep with.

Blinds must be left open so you can clearly see across the room.

Bottle Warming Procedure

Get bottle from Kitchen when it is ready to be used

Place bottle in warmer without any children being around

When bottle is done remove and test milk to make sure it is not too hot.

NEVER hold a child near or around bottle warmer.

Broken Glass Procedure

If there is ever any broken glass in your classroom you are to immediately treat it as a fire drill by removing all children from classroom until the room is swept, vacuumed and you are sure there is not more glass anywhere in the room.

Restroom Procedures

Children are to be supervised in the restroom. Have the child flush toilet, wash their hands, and put paper towels in the wastebasket.

NEVER flush any kind of wipes in toilet, only toilet paper.

Always escort children to the restroom.

Always try to use the restroom as a group. Use transition techniques to keep the children entertained while they are waiting.

"Toilet Learning" is begun when *both* parent and teacher agree on the child's readiness.

All children must be given opportunity to use the restroom prior to nap and during nap as needed.

Bathrooms are to be cleaned up during nap time and throughout the day.

When a child has an accident, be sure to clean them immediately. After cleaning the child thoroughly, then clean up the accident.

When a child has an accident at naptime, be sure to disinfect the mat Place the mat out to air dry.

Soiled clothes must have solids removed. Send stained clothing home in a plastic bag clearly labeled with the child's name.

NEVER shame a child for having an accident, and try to keep as discreet as possible.

DIAPERING PROCEDURES

Teacher prepares for diapering by assembling needed items, inc: diaper, wipes, ointment or cream if needed, plastic bag for disposal, change of clothes if needed and plastic bag for soiled clothing

Latex or vinyl gloves are worn

Child is treated respectfully throughout the diapering procedure.

The child's bottom is gently wiped from front to back.

Soiled clothing is placed in a plastic bag, sealed and sent home on the day of soiling.

The soiled diaper, wipes used and gloves are placed in a sealed plastic bag for disposal in a covered, lined hands free trash can that is used for diapers only.

One hand is kept on the child's body throughout the diapering procedure to assure that the child is stable and safe on the diaper changing surface.

The teacher washes the child's hands after diapering child. The child can then be placed in a supervised area among toys while teacher finishes the diaper changing area cleaning procedure with a bleach and water solution.

Teacher moves to sink and washes hands per hand washing procedures even if gloves are worn.

Fire Drill Procedures

Fire drills will be held at least monthly

Remember to keep clipboard with you at all times

Know how many children you have in your class and be sure to count again once outside by doing a name to face roll call.

1 teacher immediately goes out with the class and a second teacher follows class out after doing a quick check of the classroom/bathroom making sure that no one is hiding.

Go to designated area until told it is all clear to go back inside.

Tornado/ Inclement Weather Procedures- Drill

If we have a tornado warning/inclement weather (or drill) there will be center wide notification.

Bring all the children into the hallways (either the center or east hall).

Always have clipboard with you

Have the children sit against the walls as calmly as possible (classes will be lined sitting on both sides of the hall).

Recount the kids and do a name to face roll call

Once we are sure it is safe you will be allowed to go back into your classrooms.

We will have some practice drills on this so the staff and children will be better prepared if something were to happen. Try to make it fun by singing songs, doing finger plays etc. Keeping an emergency bag with a few items such as books or puppets ready to grab on way out is helpful. Please remember teamwork and if you can help another class during the drill please do.

Hurricane

If there is impending threat of a hurricane we will follow what the Pasco County School System does. If the Pasco County Schools close so shall we. Upon the threat being gone we will open the following day.

Other Catastrophes

If CTA decides prior to opening hours not to open facility, parents and staff will be notified as early as possible. We will try to send an e-mail and put it on Facebook. Phone calls will be made if time allows. If Pasco County schools close you can plan on us closing until the storm passes. CTA will reopen as soon as possible. If the facility has sustained damage we will not reopen until it has been certified safe by a licensed contractor and/or county official.

Resource Material Check Out Procedure

We have many resources available to staff in all areas of child care. When you would like to check out these books please go to the resource library, located in the office. You may check them out following the guidelines in the front of the 3-ring binder located on top of the library. Please be thoughtful of the others that may like to look at the same book and only keep it for a few days. These are the property of CTA and are not to leave the building. The resources cover all aspects of child care including but not limited to; children's language development, social development, gross motor development, Rhythm and music, school readiness, Child growth and development, creativity development, assessing and observing children, nutritional information, as well as resources to hand out to parents for help with their children.

Cleaning Policy

All materials and toys should be organized and tidy. Caregivers are responsible for their personal classroom space and for general areas. We do not have a janitorial service.

Classrooms: Every classroom has a cleaning checklist in their room. All staff is required to help complete the list on a daily basis. A summary log must be signed and turned into the office as directed. Additional cleaning other than what is just on the list is encouraged if you see something that needs to be done.

Center Wide: Each classroom is assigned a cleaning station that changes weekly to keep the center clean. It is everyone's responsibility to work on this list and sign it daily stating that the jobs were completed. Teamwork is strongly encouraged to keep work light for all. Remember, if we keep it up then it will not ever get bad.

Teacher to Parent Communication

All staff members will communicate with parents at any given time during the school day. It is important to understand CTA's policy concerning appropriate Teacher to Parent communication.

When a parent conveys information to a teacher other than their child's teacher, it is required that a note be written by the teacher to give it to the child's teacher. It is very important that this information gets to the proper teacher.

When a teacher needs to discuss a behavior, a child is displaying with the parents, the teacher should: 1) Notify the director of the behavior 2) Document the behavior in a running log with dates and times 3) Schedule a meeting with the Director and the child's parents to discuss.

Teachers should refrain from over loading the parents with information about their child's undesirable behaviors upon picking up in the evening. A formal meeting needs to be set up with sufficient time allowed and the child not around.

Teachers should convey the activities that the class did that day. What activities their child enjoyed the most. Share some positive information about their child's day.

Babysitting

CTA discourages any employee from babysitting students from the center after work hours. If an employee chooses to baby sit after work hours the confidentiality agreement must be abided by and includes any information about the families' home life. CTA takes no responsibility for anything that happens outside out center.

Confidentiality Policy

Child care professionals respect enrolled children's and family's privacy, and a child's positive self-esteem is critical and may be damaged by violating his/her privacy, all information concerning children and their families shared in this classroom is of a very sensitive nature and should be respected.

It is mandatory to keep ALL INFORMATION discussed in classroom and the childcare center related to any child in care totally confidential. It is also mandatory to keep all personal and sensitive information disclosed by adults completely confidential and to report only pertinent information to appropriate early child care professionals

assisting the family. It is NEVER allowed to discuss any child with another child's parents, nor should you ever discuss anything regarding the children or parents in front of other children, parents, or teachers. Violation of this policy is unethical and will NOT be tolerated.

Conferences

Conferences are given with the input of the entire staff. When parents ask about their child's progress, staff should offer only POSITIVE STATEMENTS. If parents need a conference, suggest that they set up one by calling the office. DO NOT let parents trap you into conversations about their child's progress in any AREA. For your protection as well as for the child's well-being, handle all conferences in a professional confidential manner by means of our conference process. ALL INFORMATION ABOUT PARENTS AND THEIR CHILDREN IS CONFIDENTIAL. THIS INFORMATION SHOULD NOT BE DISCUSSED WITH FRIENDS, OTHER PARENTS, OR PERSONS OUTSIDE THE CENTER. You will be held responsible for unprofessional conduct.

Observation and Evaluation of Children

The lead teacher is responsible for making and keeping a folder for every child. This folder is to move up with the child to each classroom they move to. Regular documentation of observations should be kept on all children and placed in their file. The observations should state facts only, no opinions, never use negative comments. Every 6 months to one year you are to formally evaluate all the children in your class. Before sending anything home to the parents or telling them any concerns you have you are to talk to the administration for approval. Include in the folder all notes from conferences, all statements and concerns you have about the child as well as a sampling of the child's work.

Lesson Plans and Planning Time

Each lead teacher is responsible to have a weekly lesson plan turned in every Wednesday prior to the week it is to be implemented. It is to be posted in the classroom and on your parent board just outside your classroom. It is strongly encouraged that you do your planning with co-workers to get ideas from each other on different ways to do things. Planning time should be during nap time on the same day every week.

Developmentally Appropriate Practices

Our teachers use developmentally appropriate practices to nurture the social, emotional, physical, and cognitive development of each child. The theories of early childhood education are used to implement the curriculum. Assessments are done to identify the strengths of each child as well as the needs of each child. These assessments help us to tailor the curriculum to the needs of each classroom.

Age Appropriateness

Human development research indicates that there are universal, predictable sequences of growth and change that occur in children during the first nine years of life. These predictable changes occur in all domains of development – physical, cognitive, emotional, and social. Knowledge of the typical development of children within the age span served by our programs provides the framework from which teachers prepare the learning environment and plan appropriate experiences.

Individual Appropriateness

Each child is a unique person with an individual pattern and timing of growth, as well as an individual personality, learning style, and family background. Both the curriculum and adults' interactions with the children should be responsive to those individual differences. Learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people.

Equipment

The center purchases large quantities of quality supplies and equipment to sustain the program. Having to replace equipment because of mistreatment by children or staff, limits our ability to grow. Staff is responsible for the care of all equipment. Broken equipment should be reported immediately to the main office and written up. Quick maintenance measures can often prevent the need for replacement.

Proper storage of equipment is essential. Tricycles and other materials left outdoors can be damaged by the weather and vandalism.

An area that looks disorganized does not support quality play. All play areas inside and outside should be maintained by continuous organization.

General Policies/Expectations

Smoking, Drugs, Alcohol, and Profanity is never allowed on school grounds. Evidence of any of these items will result in immediate dismissal and possible reporting to the local law enforcement officials.

Do not bring any animal of any kind to the school. If you want a show-and-tell or a classroom pet you must clear it through the Director first.

Staff is not to have visitors in their classrooms that are not authorized to be in the center i.e. friends or family visiting without prior approval from the director.

Do not discuss other staff members. Gossip spreading may be grounds for termination of employment.

Do not discuss staff, children, or parents in the presence of a child.

Do not borrow Creative Times Academy's equipment and supplies for personal use. Removal of property from school grounds without prior consent from the administration will result in immediate dismissal.

Creative Times Academy teachers and staff are required to conduct regular fire drill activities to maintain patterns of evacuation from the facility in the event of an emergency. Frequency of the fire drills shall be monthly.

Employee Statement of Acknowledgement

I have received a copy of the employee handbook and understand it is my responsibility to read it carefully. I understand if I have any questions I will see the director immediately. I further understand all matters set forth in the employee handbook and agree to abide by and adhere to Creative Times Academy's policies and procedures during my employment.

I further understand and agree that any provision of the employee handbook may be amended, revised, or eliminated at any time.

I understand my employment with Creative Times Academy is not for a specific length of time. Rather, I understand and agree that my employment is terminable at will so the center and I remain free to choose to end our work relationship at any time with or without cause. Likewise, I understand and acknowledge that nothing in the employee handbook in any way creates an express or implied contract of employment between Creative Times Academy, on the one part, and me, on the other part.

WHEREAS, management desires to create a consistent, empowered workforce and environment, and,

WHEREAS, employee harmony in the workplace is critically important to young children's growth and development,

I further acknowledge that I accept the responsibility associated with this position and will comply with the above policies in addition to verbal instructions from the administrator and other supervisory personnel.

Employee's Name (Printed) _

Employee's Signature ___ Date _

Director's Signature _ Date __

This is employees copy. Separate form will be signed for employees file.