

DREAMCHASER PRESCHOOL

Employee Handbook Policies and Procedures

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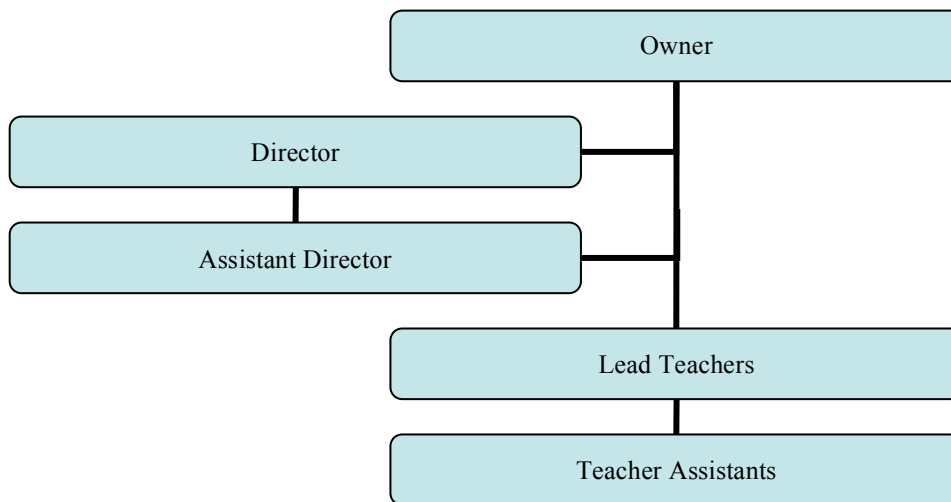
DREAMCHASER PRESCHOOL: DCP is committed to providing a high quality, education center for all children. We recognize that each child is an individual with his or her own special needs and we respect each child's right to progress at his/her own pace. DCP is a place where learning and fun goes hand in hand for preschoolers. Our goal is to help your preschooler learn to think creatively for him or herself, to facilitate intellectual exploration, and to promote physical development in a warm and trusting atmosphere.

Miscellaneous Information

Our hours of operation are 6:30 am to 6:00 pm, and we are an equal opportunity employer.

Employment Organizational Chart

The following shows the organizational chart of our center:



Parents and volunteers are under the direction of each of the above positions.

Job Descriptions

The Owner is the highest-ranking authority figure associated with the childcare facility.

The Director of DCP provides supervision for all staff members, through hands-on daily and monthly training and modeling. The Director is the highest-ranking employee at the childcare facility. The Director also is responsible for weekly payroll, deposits, employee evaluations, accounts payable, accounts receivable, written communication for parents, record keeping, organization of events, and supply and snack purchases. More duties include maintenance of children's and staff member's records. The Director must have a high school diploma, Child Development Associate (CDA), and Director Credential's from the state of Florida.

The Assistant Director assists the Director in any of the above items, and is the second highest employee at the childcare facility. The Assistant Director must have a high school diploma, Child Development Associate (CDA), and Director Credential's from the state of Florida.

The Lead Teacher is the next position, and each classroom has one. The lead teacher position is responsible for the education of the children, and reports to the Assistant Director or Director. Weekly lesson plans are turned in to the Director two weeks in advance. Crafts, interactive activities, parties, games, manipulatives access are more responsibilities. Parent communication face-to-face conversations, and quarterly parent involvement activities, such as Mother and Father's Day breakfasts and holiday productions, are more lead teacher's duties. A high school diploma and a CDA are beneficial in this role.

The Teacher Assistant assists the Lead Teacher in the above-mentioned items, and reports to the Lead Teacher. A high school diploma is required for this employee.

Employee General Information

Employment is offered to those 16 years or older, and DCP is an at-will employment center. Those 16 to 17 years of age are able to work, as a teacher's assistant in the classroom. After the 18th birthday, and after all training has been completed, then the employee will be evaluated for a higher level teaching position.

Once hired, each employee is expected to follow basic expectations. All employees will lead a moral lifestyle, be professional, speak positively to their students and each other, and will respect themselves and each other. They will be responsible for their actions inside and outside of the academy.

For a healthier work environment, employees are prohibited from smoking during the workday. DREAMCHASER IS A DRUG FREE WORKPLACE. EMPLOYEES CAUGHT UNDER THE INFLUENCES OF DRUGS AND ALCOHOL ON OR OFF THE COMPOUNDS WILL BE IMMEDIATELY TERMINATED.

Each staff member must have the following on record:

- | | |
|--|-----------------------------------|
| Resume / Application / References | Current W-4 |
| Criminal History Check | First Aid and CPR Certification |
| Fingerprinting / Local Background Check | Child Abuse and Neglect Affidavit |
| Notarized Affidavit of Good Moral Character | I-9 with copies of identification |
| 40-hour State-wide Training Certificates | Early Literacy Certificate |
| 10 Hours of CEU / in-service training annually | |

Employees will follow the diaper changing and bathroom policies. These policies are attached for further clarification.

Employee's cell phone use is not allowed at the center, unless permission has been given in advance or if an emergency situation calls for the cell phone use.

Each employee should come prepared to work. Laziness will not be tolerated. Each employee should interact with his/her class. Some suggestions include: playing games, reading books, and singing songs, working on crafts, or playing in the centers. These activities require the employee to sit on the floor, squat, bend down, and reach, just to name a few.

Employees will not be allowed to sleep during the children's rest time. Utilize this time for cleaning, working on curriculum, or any other duty related to the education of the children.

Each employee should speak respectfully to each child, and never yell at the children. If any of these items occur, the employee will receive a verbal warning. If the behavior continues, then a written notice, with the possibility of termination, may result.

Each employee should plan for the day's activities and have all supplies, snacks, etc. ready and in the classroom. An employee should never leave a class unattended. Such action will result in disciplinary action.

Each employee should follow the daily schedule and the curriculum lesson plan posted for each classroom. Employees will monitor children in the bathroom, and will not send children to the bathrooms alone.

Employees will sign and return the outside rules and responsibilities handout indicating the requirements for outside play.

Friday duties are itemized on a separate attachment for further clarification. Each staff member is held accountable for each of these items.

The Director has an open door policy to discuss any matter pertaining to any job requirement or expectations listed. If the Director does not sufficiently handle the problem, an appointment can be made with the senior pastor.

Employees are given a three-month probationary period from employment date, and after which an evaluation of the employee's job compatibility will be discussed with the Director. It will then be determined if the employee will be offered regular employment. At any time during this probationary period, the director reserves the right to terminate the employee. Some, but not all, listed reasons for termination may include: poor job performance; inappropriate disciplinary techniques; verbally abusing a child, staff or parent; insubordination; and excessive tardiness and days off.

If staff has not completed the 40-hour mandatory training and Early Literacy classes by the time of employment, they have a three-month period of time to do so. Staff must also participate annually in 10 clock hours of professional development. If these requirements are not met, the employee will be terminated.

Pay Scales

Pay scales are as follows:

Starting pay	\$8.25
CDA certification	\$.750hr
All state required training	\$.50hr
After 1 year review	\$ Base on employee evaluations
AA or AS degree	\$1.00/hr
BA or BS degree	\$2.00/hr

Overtime is defined as time and a half of the employee's hourly rate.

Attendance

Each employee must clock in and out on a time card in order for the weekly hours to be considered. Each employee must clock in and out when leaving the center for any reason. The director should approve any corrections of your time.

Every employee is expected to work all of his or her scheduled hours and to report for work on time. An employee that is tardy three or more times in a month without notification will be subject to disciplinary action. If the employee is late six or more times without notification, the employee will receive a written notice which will require the employee's signature. If the tardiness continues, termination may result.

If for any reason an employee cannot report to work on time, he or she is required to telephone the center as far in advance of your starting time as possible. It is the employee's responsibility to contact the school and/or Director.

Any scheduled absences should be put in writing and given to the Director 24 hours in advance for approval on the Employee Time Off Request form.

Absence for any employee-scheduled workday without notification is considered job abandonment, and is grounds for immediate termination.

Benefits

Employment is a privilege a DCP. It is the Director and owner's goal to maintain a positive work environment to all employees by offering benefits to full time staff members.

All federal taxes, Worker's Compensation, Social Security, and Medicare taxes are collected and paid monthly for each employee.

Employees receive half price childcare on one child or employees may volunteer 5 hours a week. If more than one child is provided care at the center, tuition will be discussed with the Director, on an individual basis.

After one full year of employment, each employee will receive one full week (5 days) of average pay for his or her vacation. Vacation time can be used for payment for 5 holidays.

All holidays will be posted in advance, and a copy is given to each staff member. The holiday schedule is attached for clarification.

An unpaid leave of absence is offered for doctor-ordered medical leave or childbirth. A leave of absence will consist of a three-month period. At the end of the first three months, the employee will be responsible to return to work or request another leave of absence. After two leaves of absence, the employee will be required to return to work or relinquish his/her employment.

Dress Code

Two shirts will be provided and must be worn at all times. The staff member's name badge must be displayed on the shirt while at the academy. Khaki, navy, black or jean capris or long pants may be worn. No shorts will be allowed. Employees must wear closed-toe shoes.

The director reserves the right to determine if dress is appropriate and require a change of clothes if inappropriate.

Financial

Paychecks are issued SEMI MONTHLY ON THE 15TH AND LAST DAY OF THE MONTH. If a holiday falls on a Friday, checks will be issued on the following Monday.

Employees will be given up to one hour for lunch. Employees must clock out at lunchtime, and clock in when returning to work. After clocking out for lunch, employees will not be in the classrooms until returning from lunch.

All hourly and salaried amounts will be determined during the interview process, and are determined by education and experience.

Raises and other external rewards will be given after evaluation.

Meals

DCP will only serve BREAKFAST LUNCH AND SNACK that are nutritious. 100% fruit juice, milk or water will be given as drinks...

Holidays, birthdays and special occasions are the only exception to that rule, and sweets are allowed for the children's snacks. This celebration snack must be approved by the Director and scheduled in the center's activities.

Cleaning Requirements

Employees are responsible for cleaning their rooms, and cleaning up after each activity. Each room should be left clean and in order after use. A class should be able to come in to a center and not have to clean up a mess before starting an activity. Cleaning lists are available for specific items of concern, and for each classroom. A disinfectant must be used on the toys daily, and is provided by the center. All high chairs, cribs, mats, changing tables, bathrooms, tables and chairs must be disinfected daily. Bed linens will be sent home weekly to be washed. A verbal warning will be issued if the employee does not clean

according to the cleaning lists. Further written disciplinary action will occur if this is continued, with the possibility of termination.

Each day, not only the classrooms need to be swept, mopped, vacuumed, sanitized, and straightened, but also the hallways, the kitchen and lunchroom, and the main bathrooms need to be cleaned. Each staff is required to clean one of these extra areas in addition to their own rooms. Cleaning checklists are available for specific items of concern, and must be turned into the Director each day for approval.

Each employee is required to wash hands after each diaper changing, after bathroom use, before handling food, after the sand and water table play, and after outside play.

Sickness Procedures

A staff member or child, who exhibits any of the following symptoms, will be sent home from the childcare center. The Lead Teacher, Assistant Director or Director must contact the child's parent if the child has any of the following symptoms:

1. Severe coughing, causing the child to become red or blue in the face or make a whooping sound
2. Difficult or rapid breathing
3. Diarrhea (more than two abnormally loose stools within a 24 hour period)
4. Vomiting
5. Temperature of 100 degrees Fahrenheit or higher
6. Excessive drainage of the eyes or nose (that is green or yellow I color)
7. Conjunctivitis (pink eye)
8. Exposed, open skin lesions
9. Unusually dark urine and/or gray or white stool
10. Yellowish skin or eyes
11. Any other unusual sign or symptoms of illness

A child or staff member that has left due to sickness may only return to the center after 24 hours has passed and is symptom free.

An employee cannot dispense any medication without a signed and completed medication form. The employee dispensing the medication will be required to fill out the medication section on the child's daily report.

If a child is hurt during the day, the staff member who witnessed the accident must complete an accident report. The child must be monitored for 10-15 minutes after the accident to ensure the safety of the child. If a parent is called, then an indication must be on the form.

If a child caused hurt to another child, the person who witnessed the incident must fill out an incident report.

These completed forms are then delivered to the Director, who will place them in the child's file.

Emergency Procedures

All children's parents have completed a medical release during the registration process. If the child has a seizure, is not breathing, is bleeding severely, or is unconscious, 911 will be called first, and then the owner. The Director or next highest-ranking employee will go to the hospital with the child, when the ambulance arrives. The employee that called emergency services must also call the parents to notify about the transfer.

In the event of contact with a poisonous substance, the Lead Teacher, Assistant Director or Director will contact poison control at 1-800-282-3171. Before any treatment is given, the child's parent must be notified.

Fire drills are conducted monthly without notice. Fire exit notices are provided in each room, as well as an extinguisher. During a fire drill or an actual fire, each employee will lead the children through the double doors, and to the back parking lot area away from the building. All infants and toddlers are placed in a rolling crib for mobile removal. The Lead Teacher will take the teacher notebook out with the class, which has all of the children's pertinent information, including parent contact information. The highest-ranking employee will call 911. Each parent and the Senior Pastor will be notified of an actual fire. All children and staff will return into the building, after a fire drill, when all children and staff are accounted. In the event of an actual fire, no staff or children will enter the building until the Fire Department deems it safe.

Tornado drills are conducted without notice. Infants and toddlers will be placed in a rolling crib and moved with the older children. Then, the older children will sit “criss-cross applesauce”, place their heads down into their laps and clasp their hands behind their heads for a one-minute time period.

In the event of a hurricane, DCP follows the St. Lucie County School Board rules for hurricane closings. DCP center will close during a hurricane warning, and will stay closed until it is safe to re-open its doors. When Candyland Preschool and Learning center is operational, employees and parents will be notified.

Discipline Procedures

Each parent receives a copy of our disciplinary policy with the enrollment pack. The policy for the twos, threes and fours is as follows: redirection and time out, as a last result. If further discipline is needed, then the child will be sent into the Director’s office and the parent contacted about the behavior.

Safety Procedures

No solicitors or other unauthorized persons will be allowed at the center. No unauthorized person will be allowed into the academy at any time.

All cleaners are to be stored out of reach of the children or in the storage closet.

Employees are responsible to keep power outlets covered and secure at all times.

Age appropriate toys and books will be present in each classroom. To prevent choking hazards, any item that can be placed in the mouth and swallowed, will be removed.

No pets or plants are allowed in any classrooms, due to allergy concerns.