

COVENANT CHILDCARE

A Ministry of Franklin Covenant Church Inc.

Personnel Policies

WELCOME

The Management of Covenant Child Care welcomes you and is proud to have you as a member of our team. You are an important and valued asset to this ministry. We hope you feel comfortable with your work environment and with the people around you.

We have prepared this Handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this Handbook. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your question in this Handbook, or if you would like a policy or procedure clarified, please feel free to ask the director.

Blessings and best wishes for a long and satisfying career with our center.

Sincerely,

Stephanie Campbell, Director

Contents

INTRODUCTION	5
COVENANT CHILD CARE MISSION STATEMENT	5
ORGANIZATION POLICIES AND PROCEDURES	6
APPLICATION AND HIRING PROCESS	6
EQUAL EMPLOYMENT OPPORTUNITY	6
CONFIDENTIALITY	7
QUALITY	8
Star Rated License	8
Learning Activity Planning	8
Development Observation and Assessment	8
Parent Engagement	8
STATE LICENSING RULES AND REGULATIONS	9
ACCIDENTS	9
EMPLOYEE POLICIES	10
CHILD ABUSE PREVENTION POLICY	10
GROSS MISCONDUCT	10
SEXUAL AND OTHER UNLAWFUL HARASSMENT	11
DRUG SCREENING	11
EMPLOYEE PRACTICES	12
EMPLOYEE STATUS	12
INTRODUCTORY PERIOD (90 DAYS)	12
EMPLOYMENT TERMINATION	12
OUTSIDE EMPLOYMENT	13
DISCIPLINARY ACTION	13
STAFF SCHEDULES	14
HUMANITY.COM	15
TIME KEEPING	15
TRAINING	16
PERSONAL APPEARANCE	18
Uniform	18
Professional Demeanor	18
WAGES	19

PAYCHECKS.....	19
Pay Corrections.....	19
Lost Check.....	19
BENEFITS.....	19
PAID LEAVE.....	19
Sick Leave.....	20
Jury Duty.....	20
Other Paid Leave.....	20
GENERAL POLICIES.....	21
USE OF TELEPHONE.....	21
100% Tobacco Free Facility.....	21
NO SOLICITATION/NO DISTRIBUTION.....	21
EMPLOYEE CHILDREN.....	22
BREAKS.....	22
MEALS.....	23
APPENDIX.....	23
SHARED RESPONSIBILITIES FOR ALL TEACHERS.....	24
EMPLOYEE ACKNOWLEDGMENT FORM.....	25

INTRODUCTION

Welcome to ***Covenant Child Care***!

As an employee of ***Covenant Child Care***, you will be expected to exemplify excellence of moral character, quality of service and care. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through on-going professional development to help guide decision-making and best practices.

COVENANT CHILD CARE MISSION STATEMENT

Covenant Child Care is a center modeled by a commitment to excellence in Child Care and education. Covenant Child Care provides a compassionate, high quality early childhood program in a safe and nurturing environment which responds to the developmental needs of the whole child and offers guidance to parents and families.

We . . .

- foster innovation.
- embrace team work.
- strive for excellence.
- respect and support families.
- respect and appreciate diversity.
- actively listen and seek to understand.
- communicate openly and productively.
- use resources creatively and responsibly.
- abide by the NAEYC Code of Ethics and Statement of Commitment.

ORGANIZATION POLICIES AND PROCEDURES

This handbook is not a contract of employment between ***Covenant Child Care (the center)*** and you, as the employee. Employment with ***Covenant Child Care*** is not for a definite term. You or the center may terminate employment at any time, for any reason or for no reason.

APPLICATION AND HIRING PROCESS

An application can be obtained at the offices of Covenant Child Care or at our website. Applications should be completed and submitted along with two letters of recommendation and two references to the program Director. The Director must have a phone number to contact provided references to conduct a telephone interview.

The program Director will schedule a personal interview. The program Director will call back qualified applicants. The program Director will select the most qualified applicant; the preservice process will begin with a Criminal Background Check through the NC Division of Child Development. The potential employee is responsible for initiating the CRC process, submit to a TB Test and a Medical Assessment by a personal physician or Health Department at the employee's expense.

An employment offer will be given, in writing, with details of job responsibilities, wage and pre service requirements. The offer will be valid for a specified period of time and must be accepted or declined before the offer expires.

There is a 90-day introductory employment period to make sure that the applicant and the center relationship are a good fit. The employer or employee can end the employment agreement at any time within the 90-day introductory period.

Applicants and employees should be aware that under the Internal Revenue Service Tax Code Section 501(c)(3) Franklin Covenant Church Inc., and its subsidiary, Covenant Child Care is exempt from Federal and State Unemployment Tax and therefore does not participate in the unemployment compensation program at the Federal or State level. If you become unemployed or terminated from CCC there are no unemployment credits available from Franklin Covenant Church, Inc.

EQUAL EMPLOYMENT OPPORTUNITY

Covenant Child Care strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, or training based on merit, qualification, and ability without regard to race, age, handicapping condition, color, creed, sex, or national origin.

Covenant Child Care guarantees fair treatment of all employees. The Center strives to maintain a work

environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

CONDUCT

Moral Behavior

Employment or participation in any immoral, crimes of moral turpitude or unlawful activities will be considered a conflict of interest and cause for termination. Our branding and image are conservative in nature and employee conduct should reflect that same image on site and off. You cannot be employed in a position or for a company that will cause a conflict of interest with your employment at Franklin Covenant Church d/b/a ***Covenant Child Care***.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a ***“Need to Know”*** basis only. Be very sensitive about discussing children’s developmental needs and family information in public places. This does not exclude off premise discussions and/or conversations. Protection of the interests of each staff member, child and family is vital in maintaining a standard of professionalism and privacy.

Also, strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Stay positive and focus on the needs of the children in your care.

QUALITY

Program enhancements are based on the Early Childhood Environmental Rating Scale and the Infant Toddler Environmental Rating Scale and regular assessments by North Carolina Rated License Assessment Project.

Star Rated License

Component One: Education and Experience

Staff are required to participate in Professional Development. Professional Development is accomplished through college course work related to Early Childhood Education, NC Early Childhood Credential, NC Directors Early Childhood Credential, and In-Service Training.

Professional Development Benefit: Covenant Child Care participates in the WAGES grant program for ECE students. Staff who are engaged in post-secondary coursework earn wage increases for successfully competing coursework with a grade of C or better.

Component Two: Environmental Rating Scales

Classrooms are outfitted with materials in keeping with the Early Childhood and Infant Toddler Environmental Rating Scales. The NC Rated License Project evaluates licensed centers every 3 years. An assessor evaluates, the facility, furnishings, materials and equipment for quality and quantity. In addition to physical requirements, staff are observed, evaluated, and scored on a scale of 1-7 for professional demeanor, and best practices for sanitation, social emotional, physical and cognitive development activities in a live setting for their specific age group.

Learning Activity Planning

Covenant Child Care uses the ***NC Foundations for Early Learning and Development*** as a guide; which provides teachers with the instructional guidelines necessary for developing age appropriate learning activities for children.

Development Observation and Assessment

Children are assessed based on the Developmental Checklists Birth to Five Adapted and revised by the NY Mid-State Early Childhood Direction Center – 2012 and the Social Emotional Assessment Measure (SEAM), an innovative tool for assessing and monitoring social-emotional and behavioral development in infants and toddlers. Assessments occur at enrollment and quarterly thereafter to ensure that all children are progressing at a rate appropriate for their age.

Referrals are made to the Children's Developmental Services Agency and Smart Start for professional assessment in cooperation with the child's family.

Parent Engagement

Private parent teacher conferences are scheduled as needed to facilitate communication between families, other agencies and the center as well as provide guidance to families as to the development of their child based on observation and assessment.

STATE LICENSING RULES AND REGULATIONS

ALL staff are expected to be knowledgeable in NC Child Care Rules. The publication “Childcare Handbook” is available for review at DHHS <https://ncchildcare.ncdhhs.gov>

- Staff in our Child Care center must be at least 18 years of age and have a high school diploma or its equivalent and other credentials as outlined in the job description.

Note: A 16-year-old that attends school can work as Child Care assistant and be compensated. A 13-year-old can work as a volunteer.

- All staff must have current training in first aid with rescue breathing and choking and CPR for infants and children and ITS SIDS (Sudden Infant Death Syndrome) training, if working with infants.
- All staff must provide a Criminal Records Background Check. This can be obtained from the Division of Child Development and Early Education beginning at the website <https://ncchildcare.ncdhhs.gov> . Staff cannot begin working until a qualification letter is received from the NC Criminal Background Check Unit in Raleigh, NC and given to the CCC Director.
- All staff in our facility must have a Medical Summary and TB (Tuberculin) Test. This can be obtained from the Macon County Health Department. Certifications must be provided on day one of employment.
- Staff ratios mean the number of caregivers per population of children in a classroom, based on age. Staff ratios are also important indicators of quality. The center strives to keep state ratios always. Please be sure that you ALWAYS adhere to the state ratios. Ratio adherence is a dual responsibility between teachers and management. NEVER leave your group without asking for a replacement or assistance. Call the director or Lead Teacher in charge for assistance when you need to leave the group OR total number of children in attendance exceeds the ratio posted in the classroom.
- Emergency telephone numbers are posted in each classroom.
- Children must always be adequately supervised. (GS110.0508) Adequate supervision means that staff interact with the children while moving about the indoor and outdoor area and are always able to hear and see the children, except when emergencies necessitate that direct supervision is impossible for brief periods of time.

ACCIDENTS

All client and staff accidents must be reported immediately to the Director or Management. An Incident Report must be written, signed by a Director, given to parents, and copied for the child’s or staff file. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free.

Covenant Child Care strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

EMPLOYEE POLICIES

CHILD ABUSE PREVENTION POLICY

The mission of Covenant Child Care is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parent access to programs at any time. When those who are employed at **Covenant Child Care** engage in any type of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

Reporting Abuse and Neglect

ALL employees must report all actual or suspected child abuse to the Director as soon as possible or the Division of Early Childhood Education:

- Phone: (800) 859-0829 (In-State only) or (919) 814-6300. Ask to speak to someone in the Intake Unit (calls can be made anonymously).
- Fax Information to the Intake Unit at (919) 715-1013.
- Email our Webmaster at webmasterdcd@dhhs.nc.gov.
- Mail Information to: DCDEE 2201 Mail Service Center, Raleigh NC 27699-2200

Note: Any person who suspects child maltreatment may have occurred in a child care facility has a duty to report the suspicions to the Division. If there is suspected child maltreatment of a juvenile not related to child care, any person should report the suspicions to the local Department of Social Services.

GROSS MISCONDUCT

Some offenses are so serious that they can result in termination without previous warnings. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Neglect or physical abuse of a child
 - Inappropriate behavior toward parents. Staff are expected to be professional and courteous. If a parent is rude to you, please allow your Director to handle the situation)
 - Withholding of food, nap, or other comfort from a child
 - Failure to report to work without proper notification
 - Falsification of center records (**i.e. personnel records, time clock, and classroom records**)
 - Working under the influence of alcohol or illegal drugs. Refusing to take a drug test, pre-employment, random or reasonable cause. Failing an ordered drug test will result in increased random drug testing and a 90-day probationary employment period.
 - Smoking is prohibited on the premises. This includes e-cigarettes. Staff must leave premises to smoke.
 - Conviction of a felony for any offense committed while employed by the center.
 - Fighting, threatening violence or boisterous or disruptive activity in the work place by staff or related individuals.
 - Leaving a child unattended (**inside or outside**) or leaving a coworker over required staff: child ratio.
-

- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Unauthorized use of telephones, mail system, or other employer-owned equipment (**No** cell phone used for personal business during work hours!)
- Possession, distribution, sale, transfer, or use of alcohol or legal or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees
- Promoting and sharing rumors or negative information about ***Covenant Child Care***.

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and the Director's discretion, violations may be followed by a warning, a suspension, and/or termination of employment.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Covenant Child Care is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, Age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Owner/Director. Employees can raise concerns and make reports without fear of reprisal.

DRUG SCREENING

Covenant Child Care randomly drug tests all employees. Employees must consent to submit to a drug or alcohol test and to furnish a urine sample, breath, and/or blood for analysis, as shall be determined by Franklin Covenant Church INC., d/b/a Covenant Child Care to meet with the recommendation of the NC Division of Child Development and Early Education Child Care Rule GS110-91(8) regarding the selection of applicants for employment or continued employment.

Franklin Covenant uses MyEscreen services for drug testing. An ePass is randomly or manually generated by the Director. The employee takes their ePass to the designated laboratory provider and presents the ePass. The travel time from the facility and waiting is time sensitive. When you arrive at the lab let them know that your ePass has an expiration time.

Return to work. Your test results will be sent electronically sent to the Director. Please disclose ALL medications prior to the drug test. A positive drug test will result in a 90-day probationary employment period and additional drug tests as determined by the Director.

EMPLOYEE PRACTICES

EMPLOYEE STATUS

Full-time employees have a basic schedule of 30-40 hours per week. Full time status is offered or awarded to employees based on merit and satisfactory performance, education or experience.

Part-time employees have varying schedules and will be scheduled on an as needed basis.

INTRODUCTORY PERIOD (90 DAYS)

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. **Covenant Child Care** uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or **Covenant Child Care** may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

EMPLOYMENT TERMINATION

Below are examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by the Director of **Covenant Child Care**.
- Failure to report to work without notice.
- An employee may choose to terminate employment and should give two weeks' notice before their last day of work. The employer may choose to waive this requirement.

An exit interview will be performed upon termination at the employer's discretion.

OUTSIDE EMPLOYMENT

An employee may hold a job or volunteer with another organization if he or she satisfactorily performs his or her job responsibilities with ***Covenant Child Care***. **ALL** employees will be judged by the same performance standards and will be subject to ***Covenant Child Care*** scheduling demands, regardless of any existing outside work or civic responsibilities.

If ***Covenant Child Care*** determines that an employee's outside work or civic duties interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with ***Covenant Child Care***.

DISCIPLINARY ACTION

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally make mistakes or needs guidance for optimal performance of duties. When an employee needs guidance:

Oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination.

The Disciplinary Action form is completed by the employee's direct supervisor or co-worker and submitted to the director for review and follow-up with the employee for a written improvement plan or warning, suspension, or termination.

TIME OFF/ABSENCES

Any requests for days off must be requested using the Humanity scheduling tool at least one week in advance for approval. Any requests for special days off at the last minute will be honored whenever possible and when coverage is available.

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. ***Covenant Child Care*** depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation are subject to discipline, up to and including discharge.

Employees requesting leave related to any medical condition concerning the employee or family members ***will be required to provide a physician's statement*** verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before employee is scheduled to work. Even sooner if possible! Please remember and be sensitive to our commitment to follow NCDCCD child-staff ratios requirements.
- Employees are required to call the Director, Stephanie Campbell at (828) 342-7737 or (828) 369-2600 or the office (828) 524-5664. Please try all numbers until the phone is answered. Do not leave a message with a coworker or ask a friend or relative to call for you.
- It is your responsibility to notify the Director personally **BEFORE** your starting time if you are to be late. State the reason for your lateness and when you expect to arrive at work.

Absences are monitored. The director will address excessive absences, or patterns of absence. It is important to understand that when we are short of staff, it is not only stressful on the other staff members but affects the children as well.

Please let the Director know if a situation arises where time is needed to regroup or even a "stress free" day off needs to be taken. **Covenant Child Care** strives to be sensitive to the needs of its employees and will try to plan to accommodate needed time off. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer. Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for **NEGLECTFUL SUPERVISION**. This action results in the employee not being allowed to work in child care again.

Employees receive the following time off, based on employment status, with proper notification and request:

Full time employees:

10 days paid vacation, 5 days in the Spring and 5 days at Christmas break.

5 paid holidays, New Year's Day, Labor Day, Independence Day, and Thanksgiving (2 days)

10 Unpaid Personal days, for illness or family illness, miscellaneous appointments.

Part Time employees:

6 paid holidays, New Year's Day, Labor Day, Independence Day, and Thanksgiving (2 days) and Christmas (1 day)

10 Unpaid Personal days, for illness or family illness, miscellaneous appointments.

TIME KEEPING AND POSTED SCHEDULE

STAFF SCHEDULES

Employer will determine the hourly schedule for each employee. Employees should be sure to review their schedule often, the day before. **Hours of work are subject to change by the Director to meet the needs of our Center. The employer reserves the right to make changes to schedules as ratio and attendance needs change daily to control costs.**

HUMANITY.COM

Staff schedules are made on Monday before the week of the schedule and are available to view online at Humanity.com or posted in the locker closet.

The Director will set up an online profile for each employee at Humanity.com. A username will be assigned to the employee and a temporary password. For security reasons, please change your password at the initial log in. Staff should download the Humanity app to their smartphone or personal computer to view their schedule. The schedule is also posted on the door to the locker closet.

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Time worked is all the time spent on the job performing assigned duties.

Two Time Keeping Options:

TIME CLOCK: Employees should use the time clock and their time card to record the time they begin and end work.

HUMANITY MOBILE APP: Clock in and out using your mobile device (data charges may apply).

A 30-minute break is automatically deducted for any employee who works 7.0 hours or more. Clock in and out for breaks.

If an employee fails to receive compensation for hours, it is the responsibility of the employee to contact the Director to make a correction; do not contact the Finance Manager. Compensation will be added to the next pay period; an additional check will not be issued.

WINDOW FOR CLOCKING IN AND OUT

Employees should clock in no sooner than 5 minutes before or after the scheduled shift and clock out immediately upon finishing their shift.

ON TIME ARRIVAL is defined as arriving at the scheduled place and time, prepared for duty at the ***time designated on the schedule***. Employee ***compensation will begin at the scheduled time*** unless the Director or designee requests the employee to begin their shift earlier. Please allow time to lock belongings, use the restroom and then clock in.

ON TIME DEPARTURE is defined as departing from the scheduled place and time and clocking out within five minutes of the scheduled departure. Approval must be received for compensation for any employee who works beyond the end of their scheduled time. Sometimes, employees are detained or may have unfinished business; if this is the case an explanation must be submitted for approval to receive compensation.

Compensation will not be adjusted for less than five minutes clocking in or out. Employees who repeatedly miss time clock entries and the window will be subject to non-payment.

Employees are required to take their scheduled break; regardless of the time spent on break (unless prior approval is received from the Director on duty or supervisor) your scheduled break will be deducted from your weekly time. Employees must clock in and out for breaks.

OVERTIME

Overtime includes ***clocking in early or late or working through the scheduled lunch period.*** Employees who work overtime without prior authorization may not be compensated for the unauthorized work hours.

Overtime is paid to non-exempt employees for all hours worked more than **40 hours** per Sunday through Saturday work week. Overtime pay is one and one-half times your regular hourly rate of pay and must be authorized by the Director. It is the Employees responsibility to clock in and out properly. Any failure to record your time in or out properly may result in a loss of payment of wages due.

Overtime is not paid when a staff member works more than 40 hours during a holiday week or training courses.

TRAINING

All new employees are oriented to the ***Covenant Child Care*** policies and procedures. Such an orientation should begin on or before the first day of employment and continue throughout his/hers **first 6 weeks of employment.** Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The **30-day** review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or Director for further explanation or clarification of policies at any time. It is each staff member's responsibility to uphold center expectations always.

In-Service Training

All staff must obtain the minimum training for their credential or Job Description annually, exclusive of CPR and First Aid, selected from the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of ill Children
- Recognition of Child Abuse, Neglect and Sexual Abuse and the responsibility of reporting any incidents
- Cultural Diversity
- Professional Development

Note: Employees are compensated for authorized/NC approved training courses upon successful completion and submitting a valid training certificate.

PERFORMANCE, PLANNING, AND REVIEW (PPR)

During Orientation, all employees will have an Initial Goal Setting Conference¹. This conference, with the program Director, will outline a measurable plan for training and professional development. All employees, regardless of their level of education or experience will be required to follow a plan for professional development.

The goals will be outlined, strategies to complete the goals and measurable outcomes discussed. Goal Setting Conferences will be held at the 90-day period, six month and annually. Goals are set and measured annually.

A Staff Performance Evaluation³ is completed at each interval of review:

During the first year of employment:

- ✓ 90 days
- ✓ 6 months
- ✓ Annual

After the first year of employment PPR is conducted annually and employees are reviewed for a merit increase in their rate of pay. Increases are given based on meeting goals as outlined in the Goal Setting Conference, Staff Performance Evaluation, and Disciplinary Actions in the personnel record.

Types of Performance Evaluations

INTRODUCTORY PERIOD EVALUATIONS- A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period (**90 Days**).

COACHING MEETINGS- *Covenant Child Care* will support all employees with on- going and regular coaching meetings to address any employment issues at which time performance concerns may be addressed. These may also come in the form of staff meetings after regular work hours have ended. All employees are strongly urged to attend all staff meetings when announced.

SIX MONTH REVIEWS- Six-month reviews measure individual performance of established objectives and personal growth goals to ensure that staff are on schedule to meet goals.

FORMAL PERFORMANCE EVALUATIONS- Additional formal performance evaluations may be conducted to provide the Director as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Director will be responsible for coordinating and for providing necessary support.

¹ Initial Goal Setting Conference is in the NCDCEE Child Care Handbook.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness are standards that contribute to the morale of all employees and affect the image **Covenant Child Care** presents to parents and their children, visitors, and guests. Staff should dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position or situation.

Uniform

- **Clothing** Child care providers at Covenant Childcare wear medical scrubs as a uniform. Appropriate prints are acceptable, please be discreet as some adult themes are inappropriate. Cargo Capri's are allowed; however, they must fit loosely with no holes or lavish accessories. Jeggings, tights, or form fitting leggings are not permitted. Use a conservative outlook when deciding upon apparel. Clothing must be appropriate to engage children in all types of activities throughout the day.
- **Jewelry** should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- **Shoes** must be neat and in good repair. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation. Shoes are removed in the Infant Toddler classroom so that little fingers are not injured by shoe wear and to keep the floor clean. Please wear clean socks, no bare feet.
- **Hair and makeup.** Please use a conservative outlook when styling and coloring your hair. Please take the time style hair attractively to give a well- kept, clean, and professional appearance.
- Smokers must not smell of smoke, this is a health concern for young children. No smoking or e-cigarettes of any kind allowed on premises.

Professional Demeanor

Demeanor involves your manner and your non-verbal tone and gestures. At **Covenant Child Care** every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile
- Gentle Approach – Yelling, loud voice in the center is unacceptable. Refrain from Yelling at a child or group of children.
- Friendly Greeting/Conversation
- Please do not use excessive slang and overt urban mannerisms. Speak in whole language; we are teaching children language skills.

Note: Let our clients know that you are truly happy and grateful to care for their child.

⁴ CCC Disciplinary Action form located in the Appendix section of this Personnel Handbook.

WAGES

PAYCHECKS

Our scheduled day to distribute paychecks is Friday. Payroll checks will be placed in the employee's time card slot in the locker closet adjacent the office by 11:30AM.

Pay Deductions

The law requires that **Covenant Child Care** make certain deductions from every employee's compensation. **Covenant Child Care** will deduct Federal, State and Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

Pay Corrections

If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

Lost Check

If an employee loses his/her paycheck, **Covenant Child Care** will put a **stop payment** on that check and will rewrite another check for the same amount minus a **\$38** bank charge. It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time.

BENEFITS

PAID LEAVE

Opportunities for rest and annual leave are important to the well-being of all employees.

1-week paid Spring Holiday and 1-week paid Christmas holiday is given to full time employees (30 regular hours per week and hired with full time status) All other days off or vacations must be requested in writing and approved by Director.

Holidays

Covenant Child Care grants holiday time off to all employees for the following holidays:

New Year's Day	Spring Break (5 days)	Labor Day	MLKing Jr.*	President's Day*
Thanksgiving (2 days)	Christmas Week (5 days)	Independence Day	Memorial Day*	

You must work or have approved leave for the day before and the day after the specific holiday to qualify for holiday pay (full time employees). Holiday pay is given to full time employees after their 90-day introductory period has been completed. * Unpaid Holidays

Sick Leave

Full time hourly employees eligible for **2 paid** days per calendar year after one year of full-time employment status. Sick leave is accumulative. It is the responsibility of the employee to notify the Director if they would like to use sick leave for absences due to illness (a doctor's note is required).

Jury Duty

Jury Duty is considered part of your civic duty, and thus the center will pay the difference between your regular pay and jury duty pay. If the center has a hardship during your assigned time, you may be asked to take the teacher pardon with help from Director. ***Proof of Attendance and wage earned*** for jury duty attendance must be submitted for the pay subsidy.

Other Paid Leave

Paid Training is given to full and part time employees for Pro Solutions Training. An original training certificate must be submitted to the director for compensation.

CCC pays for training courses for staff members, training after hours is uncompensated. A credit of \$25 is given toward CPR/First Aid certification; CPR/FA certification must be obtained within 2 months of date of hire and renewed every two years. ITS SIDS face to face class must be completed within 2 months of date of hire and renewed every 3 years.

GENERAL POLICIES

USE OF TELEPHONE

There are no telephones in our classrooms. The Lead Teacher/person in charge is permitted to keep a cell phone on her person for emergency purposes and contacting the Director and parents.

Calls for or by you should be conducted either before or after a shift, or on a lunch break.

Each classroom, the kitchen and the Director have an intercom that will be used for communication. Caregivers cannot adequately supervise children while texting.

The phone number for friends, family, and other colleagues to leave you a message is: 828-524-5664 or my cell phone (828) 342-7737.

100% Tobacco Free Facility

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood. N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

NO SOLICITATION/NO DISTRIBUTION

To avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on the premises during working time. The premises include all areas where employees perform their assigned work tasks.

Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind while on the premises.

EMPLOYEE CHILDREN

ALL employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Children up to age 12, may not stay in any classroom. Teens 13 years and older are permitted to volunteer.

BREAKS

Federal law does not require an employer to offer lunch or coffee breaks. However, Covenant Child Care recognizes the benefits of adequate breaks that increase employee satisfaction and productivity. Employee breaks will be scheduled according to the number of hours worked on a given shift.

Number of Hours	Length of Break
6 or <	15 min
7-10	½ Hour deduction
8 or more	½ Hour or Hour deduction based on employees need and available personnel to cover an extended break.
On Call	Paid break. Please remain in the classroom or building available for relief or emergency.

Per the Fair Labor Standards Act, an employee who is required to remain on call on the employer's premises or so close to the premises that the employee cannot use the time effectively for his or her own purpose is considered working while on-call. To meet with the child-staff ratio requirements for Child Care, Covenant Child Care, at times will ask you to take an **ON-CALL** break. There will be no deductions from your pay for breaks or meal breaks, however you are required to stay in the classroom or building within hearing of the relief staff person while on all breaks.

MEALS

Your meals should be eaten in the lounge (IN FRONT OF THE KITCHEN AREA). If you are scheduled for an on call break a lunch plate will be provided to you, free of charge, from our regular lunch menu.

CCC serves family style meals, at least one staff is expected to participate by eating with the class during mealtime to model appropriate behavior, nutritional choices, and manners. Teachers can take turns.

You are expected to only eat center food that is offered to all children in your care while in the presence of children. If you bring food from home or order out, please consume such food on your break away from the children. Never drinking hot beverages around the children to avoid possible burns. Do not share homemade food.

Any beverages other than those being offered to children must be consumed from a generic (not a McDonald's or other commercial cup) closed container and kept away from the children. No fast food labels are permitted in classroom (NCGS 110)

APPENDIX

INSERVICE TRAINING REQUIREMENTS FORMS

Initial Goal Setting Conference

Staff Performance Planning and Review

Staff Disciplinary Action



SHARED RESPONSIBILITIES FOR ALL TEACHERS

CLASSROOM SANITATION ROUTINES	
Shift	Description
Daily AM	Exchange 'dirty bin' put on breakfast cart and send to kitchen for midday washing.
Midday Nap	Use Soapy Water and Sanitize the following:
	Refrigerator (remove old sippy cups and food (7 days old), make sure all items are marked with name and date)
	Tables and all chairs
	Window Sills
	Using soapy water and sanitizer, sanitize toys and furnishings every day. Rotate sanitizing each center toys and equipment so that everything is sanitized weekly.
Closing	Use Soapy Water and Sanitize the following:
	Diaper Changing Area, Sinks, Acrylic Dividers
	Sweep and Swiffer the floors, main traffic and use areas.
	Tables and Chairs
:	Organize Toys on Shelves, putting EVERYTHING where it belongs according to shelf tags.
	Spread out toys on classroom table and mist with sanitizer each day. Rotate toys each night so that all toys get sanitized once a week. *Keep a record of the rotation on this sheet so that all toys get sanitized weekly.
	Remove all sheets from cribs, pillow cases, blankets and store for laundry pick up.
	Take trash out to dumpster
Weekly (Friday)	Remove rest mat covers , pillow cases and all blankets from lockers/cubbies and store for laundry pick up. Soapy Water and Sanitize Rest Mats.
	Sweep under all shelves and mop the entire floor with disinfectant. Remove carpets in center areas and clean under them as well as vacuum the carpets.
	Wash and Sanitize the Bottle Warmer in IT classroom.
Monthly	Soapy water and sanitize trash cans. Include all dramatic play clothing in laundry pick up. Please wash if needed prior to monthly routine.
As Needed	Steam Clean carpeted areas and area rugs.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received and read the **Covenant Child Care** Employee Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with **Covenant Child Care** is at will and may be terminated by the Director of the **Covenant Child Care** at any time for any reason or without reason. I understand that nothing in the Personnel Policies and Procedures handbook or in any oral statement or representation by any employee or representative of **Covenant Child Care** shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. I also understand that any or all the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by **Covenant Child Care** at any time with or without notice.

Employee Signature

Date

Center Director Signature

Date
