



Est.1964

Employee Handbook

“To provide a nurturing environment that promotes learning & quality childcare to all families.”

**Day Care and Preschool: Monday – Friday 7:00a.m.-5:00p.m.
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Opening Statement

MESSAGE FROM THE EXECUTIVE DIRECTOR

Welcome Newest Team Member!

It is our distinct pleasure to welcome you to the Carlisle Early Education Center (a.k.a. “CEEC,” or “The Center”), and to a new challenge. Founded in 1964 as the Carlisle Day Care Center, CEEC has grown to serve over one hundred children providing quality care and education for those ages six weeks to five years. Our programs, faculty, and staff are second to none and we approach our business in a way that celebrates our successes while constantly seeking ways to improve and innovate.

Please take the time to familiarize yourself with this manual as it will provide you with necessary information to guide your tenure with us. Each policy and procedure outlined is purposeful and designed to help ensure your success as an employee. As you read the material, please take time to formulate any questions which may aid your understanding of the information and seek clarification where needed.

We are fortunate to have you on board, and we recognize that your commitment to collaborating with us deserves an equal commitment to your professional growth and development. Further, we are a team with the goal of making sure that each child that matriculates through our program is “Kindergarten Ready.” You are a vital part of the team, and as such our expectation is that you will be an active and contributing member. Be ready to accept the challenges, build bridges, and communicate with your teammates.

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Put the children first and focus on the professionalism needed to foster trust between the parents, the children, the Center, and you.

Good luck, and again, welcome!

Respectfully,

Abigail Knouse

Executive Director

Purpose

PURPOSE OF THIS MANUAL

The purpose of this manual is to provide employees of CEEC with information regarding the policies and procedures which govern the terms of employment at CEEC. The intended users of this information include the Carlisle Early Education Board of Directors, the Executive Director, and the administrative staff, along with all employees. The Executive Director shall be responsible for the fair and judicious administration of these policies as they pertain to the employees.

This manual contains the policies of the Center relating to hours, wages, employee benefits, conditions of employment, and provides a reference manual which should be followed in the administration of personnel. Organizational policies are operating practices and rules of the organization developed in accordance with best practices and the needs of the organization. These policies have been established for the benefit of the employees and management to provide the best and most efficient working environment possible. None of the policies of this manual are intended to offend or mitigate the role of any employee.

The language of this manual and the policies and procedures stated are not intended to create, nor do they constitute, a contract with CEEC and any of its employees. The

policies and procedures are subject to change and the manual will be treated as a living document. If circumstances arise which warrant consideration of a change in policies or rules, employees should first bring such circumstances to the attention of the Executive Director. The Executive Director will collaborate with the employee to complete a policy and procedure change request. Changes are at the discretion of the Board of Directors and Executive Director. The Employee Manual and the policies and procedures contained within are subject to change at any time per CEEC Board of Directors. It is the duty of CEEC administrative team to fairly administer these policies and procedures absent of discriminatory practices, and it is the employees' responsibility to abide by and follow the Manual's policies and procedures. In the event that questions arise concerning the application of any rule or policy, the employee should immediately contact an administrator and schedule a meeting to discuss the question(s). No one shall be penalized or discriminated against in any way for having requested consideration of a change in the application of these policies or questioning the application of a policy in any situation. Every employee should feel free to discuss his or her problems and any of the policies and procedures contained in this manual with any member of the administration. Suggestions are welcome and are encouraged.

Please read this manual carefully. Again, if there are questions regarding the content of this manual, please seek guidance from the administrative team. When you have completed your review, please sign the form at the end of the handbook stating that you have reviewed it and understand its contents and return the form to the Executive Director.

Section I: Employment

EMPLOYMENT AT WILL

The contents of this manual are presented as a matter of information and outline the expectations which CEEC employees should fulfill as well as conditions of employment in good standing. CEEC reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language in this booklet is not intended to create, nor is it to be construed to constitute a contract between CEEC and anyone or all its employees. That is, employment can be terminated at any time at the will of either the employer or the employee. Any change to this at will employment status, including employment for a particular duration, may be granted only with the specific prior written approval of the Executive Director of Carlisle Early Education Center.

EQUAL EMPLOYMENT POLICY

CEEC is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, creed, religion, color, gender, age, sexual orientation, national origin, handicap, veteran status, family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.

Carlisle Early Education Center will:

- Recruit, hire, train, and promote persons in all job classifications without regard to race, creed, religion, color, gender, age, sexual orientation, national origin, handicap, family or veteran status, or any other status or condition protected by applicable state or federal law, except where a bona fide occupational qualification applies.
- Insure that all personnel programs such as compensation, benefits, transfers, layoffs, return from layoff, center-sponsored training, education, tuition assistance, and social and recreation programs are administered without regard to race, creed, religion, color, gender, age, sexual orientation, national origin, handicap, veterans status, or condition protected by applicable state law, except where a bona fide occupational qualification applies.

If any employee has a suggestion, problem, or complaint with regard to equal employment, he or she should contact the Executive Director. If unresolved, the employee should contact the Board of Directors.

PRE-EMPLOYMENT QUALIFICATIONS

To ensure that individuals who join CEEC are well qualified and have a strong potential to be productive and successful, it is the policy of CEEC to check the employment references of all applicants.

In addition, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form. Although a criminal conviction does not automatically bar an applicant from employment, state and federal law prohibit individuals convicted of a crime that endangered the health, morals, welfare, or safety of minors, the elderly, or the disabled, from working with those types of individuals.

All offers of employment are conditioned on receipt of a background check report that is acceptable to CEEC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If the information obtained in a background check would lead CEEC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job-related. CEEC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

OPEN DOOR POLICY

Suggestions for improving CEEC are always welcome. During the course of your employment, you may have a suggestion, question, or complaint about your job, your

working conditions, or the treatment you are receiving. Your good-faith suggestion, question, or complaint is a concern to CEEC. We ask you to first discuss your concerns with the appropriate person. If you still do not receive a satisfactory response, please escalate it to the Executive Director. CEEC values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation. All suggestions will be taken into consideration but may not always be acted upon.

HARRASSMENT

Statement of Purpose

While all forms of harassment are prohibited, CEEC is committed to providing a workplace free of discrimination and harassment based on race, color, creed, religion, age, gender, sexual orientation, national origin, disability, or any other protected status or characteristic. Offensive or harassing behavior will not be tolerated against any employee.

Harassment Defined

The prohibition against offensive or harassing behavior applies to all employees and members of the administration. Offensive conduct or harassment that is of sexual nature, or based on race, color, creed, religion, age, gender, sexual orientation, national origin, disability, or any other protected status or characteristic is prohibited. This includes, **but is not limited to**, any of the following conduct:

- Physical actions, written or spoken language, and graphic communication;
- Any type of physical contact when the action is unwelcome or unwanted by the recipient;
- Expectations, requests, demands, or pressure for sexual favors;
- Verbal abuse or inappropriate language of a sexual nature or related to a particular gender, class, or race;
- Inappropriate sexual flirtations, touching, advances or propositions;
- Graphic or suggestive comments about an individual's dress or body;
- The display of sexually suggestive objects or pictures including but not limited to nude photographs, emails, text messages, or other forms of communication.
- Any other conduct that creates an intimidating, offensive, or hostile environment for a particular gender, class, or race.

Reporting Procedures

Any employee who believes that he or she is being exposed to harassing or offensive conduct should immediately report it to **any member of the administrative team with whom the employee feels comfortable talking**. The employee may also report the incident directly to the Executive Director or the Board of Directors. All complaints will remain as confidential as possible. Under no circumstances will an employee be penalized for making a complaint.

Disciplinary Consequences

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in harassing or

offensive conduct. Any employee, including administration, who has knowledge of such behavior and fails to take action, is also subject to disciplinary action.

PREGNANCY DISCRIMINATION

CEEC prohibits discrimination based on pregnancy which includes:

- The basis of past pregnancy, current pregnancy, family status, and intended pregnancy;
- An employee who needs time off to undergo in vitro fertilization;
- An employee who uses contraceptives, including not discriminating against the employee by excluding coverage of prescription contraceptives;
- A medical condition relating to pregnancy or childbirth including lactation and breastfeeding;
- An employee having an abortion or contemplating having an abortion;
- Forcing an employee to take leave just because they are pregnant, as long as they are medically able to perform the essential job functions;
- Treating a pregnant employee who is temporarily unable to perform the functions of their job differently than other employees who are temporarily unable to perform the functions of their jobs.

For the purposes of this section, CEEC will treat an employee who is temporarily unable to perform the functions of their job because of their pregnancy-related condition in the same manner as it treats other employees in their ability or inability to work. CEEC will do this by providing modified tasks, alternative assignments, or fringe benefits such as disability leave and leave without pay as required under state, federal, and local law. This includes providing pregnant workers or those with pregnancy-related conditions with light-duty work or a leave of absence if the employer does so for other employees with similar limitations.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) protects qualified employees with disabilities from discrimination in the workplace.

If you have a disability that may prohibit you from performing essential job functions in any way, notify the Executive Director as soon as possible. CEEC will reasonably accommodate individuals with a disability so that they can perform the essential functions of their job unless doing so causes a direct threat to these individuals or others in the workplace and/or if the accommodation creates an undue hardship for CEEC. At no time will CEEC discriminate, harass, or retaliate in any way against you for making an accommodation request. Any type of harassment or discrimination whether real or perceived should be reported to the Executive Director immediately.

LACTATION POLICY

As part of our family-friendly policies and benefits, CEEC supports breastfeeding employees by accommodating the person who wishes to express breast milk during their workday when separated from their newborn child.

For up to one year after the child's birth, any employee who is breastfeeding their child will be provided with reasonable break times to express breast milk for their baby CEEC will designate a room for this purpose (must not be a bathroom or toilet stall). A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Lactating employees wishing to use this room must request/reserve the room by contacting an administrator. Additional rules for the use of the room and refrigerator storage are posted in the room.

CEEC will grant a reasonable amount of break time for lactation. The break time shall, if possible, run concurrently with the employee's meal and rest breaks. If additional time is needed, the break time will be unpaid.

HEALTH CLEARANCE AND REQUIRED VACCINATIONS

A tuberculosis clearance must be completed as a condition of employment for all newly hired employees (full-time and part-time), all student teachers, and other persons (i.e., volunteers) who provide care and supervision to the children.

A person shall not be employed or volunteer at CEEC if that person has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1st and December 1st of each year.

An applicant may provide evidence of current immunity or exemption from immunity. If an applicant meets all other requirements for employment or volunteering, as applicable, but needs additional time to obtain and provide immunization records, the applicant may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that they have been immunized as required.

Section 2: Employment Policies and Procedures

SUBSTANCE ABUSE POLICY

Purpose

It is the policy of CEEC to create a drug-free workplace. The use of controlled substances is inconsistent with the behavior expected of CEEC employees and subjects all employees, as well as the public at large, to unacceptable safety risks and undermines the Center's ability to operate effectively and efficiently. This Substance Abuse Policy has been adopted to establish a procedure for dealing effectively with those employees who fail to abide by it.

Substance Abuse Strictly Prohibited

Being under the influence, the use, possession, sale, or transfer of illegal drugs or alcoholic beverages on the Center's property, in the organization's vehicles, or while engaged in activities for the organization is strictly prohibited. Those who choose to participate in this behavior is subject to immediate termination.

Employees who take over the counter or prescribed medications are responsible for being aware of any side effect the medication may have on the performance of their duties and must promptly report to their supervisor the use of any medication which is likely to impair their ability to do their job.

Off-duty use of alcohol or drugs, which adversely affect the employee's health and work performance, the safety of others, or reflects poorly on the image of CEEC, is likewise strictly prohibited.

Tobacco Use on Company Premises

Due to the nature of the Center's business, and the negative impact of tobacco use on society in general, the use, possession, sale, or transfer of tobacco products on Center property, in company vehicles, or while engaged in Center activities is strictly forbidden. Smoking or the use of smokeless tobacco is not permitted in our buildings or on our grounds. Any violation of this policy will result in discipline up to and including immediate termination.

Testing

Drug and alcohol tests will be administered under the following conditions:

- When an employee's observed behavior raises a reasonable suspicion of drug or alcohol use resulting in impairment on the job;
- After any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration;
- After any vehicular accident occurring while the employee is on company paid time.
- On a random basis following a positive test in the previous twelve (12) months.

All tests will be administered at Center approved health care facilities. The employee will be directed to an appropriate facility at the time of testing.

Employees Who Refuse Testing

Submission to drug and alcohol testing upon request is a condition of employment. Employees who refuse to submit to drug and alcohol testing will be terminated immediately without exception.

Discipline

Any violation of this policy will result in discipline up to and including immediate termination.

INITIAL EMPLOYMENT PERIOD

During the initial stages of employment, both CEEC and the employee should assess whether the needs and expectations of each are likely to be realized. CEEC considers the first 90 days an **Introductory Period** during which the compatibility of Carlisle Early Education Center and the employee will be carefully weighed. All employees are to treat students, parents of students, and other employees with respect at all times.

We select new employees whom we expect to succeed and thrive in our environment and respond well to our challenges. You will have every opportunity to learn and adjust to your job while your supervisor observes your progress. From the beginning we will be

looking for such attributes as industriousness, creativity, integrity, dependability and capacity and desire to learn and grow. Employees are not eligible for vacation, personal days, and medical or life insurance benefits during the Introductory Period.

The successful completion of this period should not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a just cause termination standard.

CATEGORIES OF EMPLOYMENT

Full-time employment is defined as a minimum of 32 hours and maximum of 40 hours of work in a one-week period. Less than 32 hours worked per week is considered part-time work. All CEEC employees, with the exception of the Executive Director, Bookkeeper and Administrative Assistant will be treated as non-exempt employees for the purpose of Fair Labor Standards Act. Non-exempt employees will be paid overtime at a rate of one and one-half times their regular rate for any hours worked, over 40 hours in a week. Non-exempt employees will submit weekly time records which accurately reflect their actual hours worked. All hours are subject to review and approval by a supervisor. Overtime must be pre-approved by an administrative staff member and is not permitted without prior approval. Overtime worked without prior approval will not be paid.

HOW PAY IS CALCULATED

The Work Week

The regular work week shall commence on Monday at 12:00 a.m. and end the following Sunday at 11:59 p.m.

Pay Period

A one week pay will be observed for all employees commencing on Monday and running for seven consecutive days to the next Sunday (one regular work week). Employees will receive their paychecks every Friday and may not deposit their check till after 3:00 p.m. that same day. Pay checks represent the time worked in the pay period two weeks prior.

Hours

The Center shall operate Monday through Friday from 7:00 a.m. until 5:00 p.m., twelve months of the year with the exception of nine major holidays, totaling around 12 days of closures. The Executive Director will establish work hours for employees and maintain a roster of working shifts and appropriate break schedules. It will be the responsibility of all staff members to attend all scheduled staff meetings. Attendance at other events may be requested by the Executive Director on occasion.

Clocking Hours of Work

CEEC uses your time sheet as a record of employment from which your regular and overtime pay is calculated. Employees are required to clock in and out according to their scheduled shift. Employees must clock in 6 minutes before their scheduled shift starts. This time allows the teachers to prepare for the day and to be in their room at the time their shift starts. Time sheets will reflect when the employee is on break or is having their lunch. If an employee fails to clock in or out at a given time, payment will be withheld until ample proof can be established for the claimed time worked. Any subsequent payment for hours worked will be paid during the following pay period.

In the event that the employee habitually does not clock in/out (more than 3 times per 2 months), the employee will be subjected to disciplinary consequences which may include termination of employment.

Any employee that is found to clock in or out for another employee will have their employment terminated immediately. Any attempt to defraud CEEC with respect to hours worked will result in the perpetrator's termination of employment.

OVERTIME WORK

Due to the nature of our business, situations frequently arise which require overtime work. In such cases, your supervisor will give you as much advance notice as possible. We will cooperate in every case with you in attempting to accommodate your desires regarding overtime work. However, we reserve the right to request that any such work be performed.

In a regular work week overtime for non-exempt employees will be computed on total hours. All hours in excess of forty will be paid at time and one-half but no overtime will be paid until forty hours have been worked in any given week. All overtime must be approved by two administrators by completing an overtime slip. This slip can be found in the office and handed to an administrator for approval.

SECONDARY EMPLOYMENT

You may hold outside jobs as long as you meet the performance standards of your job with CEEC. Please inform an administrator immediately of any other employment commitments you have made. You will be judged by the same performance standards as other employees and will be subject to CEEC scheduling demands, regardless of any existing outside work requirements. Outside employment that constitutes a conflict of interest is prohibited (see Conflict of Interest). You may not receive any income or material gain from individuals outside CEEC for materials produced or services rendered while performing your job with CEEC.

WORKERS' COMPENSATION

CEEC provides Workers' Compensation insurance at no cost to you. Any injury or illness sustained while you are working that requires medical, surgical, or hospital treatment is covered under this program.

If you sustain any work-related injury or illness, you must inform an administrator immediately. If seen by a doctor, please report your status immediately to the Executive Director or an administrator.

If you are required to take time off work or are given limited duties per instructions from the Workers' Compensation physician, it is your responsibility to notify the Executive Director and provide a doctor's certification for such requests. Employees who are absent from work are required to contact CEEC with updates of their status at least once every 2 weeks.

Neither CEEC nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by CEEC.

CEEC will provide injured employees, upon request, reasonable accommodation should the injury cause the employee to be considered disabled according to Pennsylvania ADA regulations.

WORKERS' COMPENSATION-DESIGNATED PHYSICIAN

CEEC provides medical treatment for work-related injuries through a medical provider network, which CEEC and/or the Workers' Compensation insurance CEEC has chosen to provide medical care to injured employees because of their experience in treating work-related injuries. Please see your Executive Director for a list of medical providers within the approved network.

The law requires CEEC to notify the Workers' Compensation insurance company of any concerns of false or fraudulent claims.

EMPLOYEE BENEFITS

Vacation Time

All vacations are computed on the basis of **continuous** employment during the fiscal year beginning July 1 and ending June 30. Vacation time may be taken as early as July following the fiscal year in which it was earned. Vacation time may not be accumulated and consequently, if not taken by June 30 of each year, will be forfeited. Vacation days may be taken in 2-hour increments.

Full Time Vacation Pay Scale

VACATION ENTITLEMENT

40 hours
48 hours
56 hours
64 hours
72 hours
80 hours
88 hours
96 hours
104 hours
112 hours
120 hours
128 hours
136 hours
144 hours
152 hours
160 hours

LENGTH OF SERVICE

After 1 year
After 2 years
After 3 years
After 4 years
After 5 years
After 6 years
After 7 years
After 8 years
After 9 years
After 10 years
After 11 years
After 12 years
After 13 years
After 14 years
After 15 years
After 16 years

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Employees will gain 8 hours of vacation time for each consecutive year they are employed. This will cap out at 160 hours (4 weeks) once the employee has been employed for 16 consecutive years.

All new employees who have not worked through a full fiscal year by June 30th will be eligible to receive vacation leave on a pro-rated basis.

On the first of the month after your 60-day probation period, you will earn 2 vacation days, after an additional 6 months you will earn 3 more vacation days.

Vacation Time – Part Time

Part time employees that consistently work 20 plus hours are eligible for paid vacation. Employees will gain 4 hours of vacation time for each consecutive year they are employed. This will cap out at 80 hours (2 weeks) once the employee has been employed for 16 consecutive years.

Part Time Vacation Pay Scale

VACATION ENTITLEMENT

LENGTH OF SERVICE

20 hours	After 1 year
24 hours	After 2 years
28 hours	After 3 years
32 hours	After 4 years
36 hours	After 5 years
40hours	After 6 years
44 hours	After 7 years
48 hours	After 8 years
52 hours	After 9 years
56 hours	After 10 years
60 hours	After 11 years
64 hours	After 12 years
68 hours	After 13 years
72 hours	After 14 years
76 hours	After 15 years
80 hours	After 16 years

All new employees who have not worked through a full fiscal year by June 30th will be eligible to receive vacation leave on pro-rated basis.

After 90 days you will earn 8 hours of personal time, after 6 months you will earn 12 more hours of personal time.

Personal Days

All personal days are also computed on the basis of the fiscal year. All regular, full-time employees are eligible for personal days. Full-time employees- 5 personal days will be

given after the first year and will be given at the beginning of each fiscal year. Part-time employees- 3 personal days will be given after the first year and will be given at the beginning of each fiscal year. No more than (5) paid personal days may be taken in a given year, may not accumulate, and must be used by June 30th. Personal days may be taken if you or an immediate family member (spouse or dependent child) are sick or have a scheduled medical or dental appointment or if you need a personal day off. If illness extends beyond two days, a doctor's note is required.

All new full-time employees who have not worked through a full fiscal year by June 30th will be eligible to receive personal leave on a pro-rated basis.

On the first of the month after your 60-day probation period, you will earn 2 days, after an additional 6 months you will earn 3 more personal days.

Any staff requesting time off must use their vacation time first. After all paid time off has been used, no additional days may be taken without pay unless the staff member is sick or a dependent family member is sick, where upon a doctor's note will be required. If an unpaid day is needed, you must request it at least 2 weeks prior. Leave will be approved based on available staffing. Unpaid leave may only be used prior to depletion of available leave with administrative approval.

Breaks

For every six hours of work an employee must take a minimum of 30-minute break. Anything over 6 hours, an employee should take an hour break. Extended breaks may be used with pre-approval from the administration and if appropriate coverage is available. Once a month, employees will take a 30-minute-1 hour break to attend a mandatory staff meeting.

Planning Time

Teachers will be given up to one hour of optional, paid planning time to work on lesson plans, training for STARS or DHS, classroom organization or materials required by administration. Teachers can refuse planning if not necessary. This time is NOT meant for an additional break. Planning time will be revoked for teachers that abuse this time.

Holiday Pay

Full-time employees will be paid at their normal pay rate for any holiday that the center is closed. Part-time employees who consistently work over 20 hours per week will be paid their normal pay rate based on their typical weekly schedule. In order to receive holiday pay, you must work the day leading up to the holiday and the next workday following the holiday.

LIFE INSURANCE AND ACCEDENTAL DEATH BENEFITS

CEEC provides \$15,000 of life insurance and Accidental Death and Dismemberment benefits to all regular full-time employees at no cost. Additional coverage is available at the cost of the employee.

SHORT TERM DISABILITY BENEFITS

CEEC partners with AFLAC to provide short-term disability options for all full-time and part time staff. The cost of these benefits is covered entirely by the employee.

MEDICAL INSURANCE BENEFITS

CEEC provides medical and vision insurance benefits to all regular, full-time employees. Individual coverage is offered to any regular, full-time employee at their request upon completion of the 90-day period. Spouse or family coverage is available at the group rate at the sole expense of the employee. Please consult the summary plan description provided by the insurance company for complete details in regard to your medical insurance benefits. Part-time employees are eligible to enroll in the Center's medical plan at their own expense.

DENTAL INSURANCE

CEEC provides dental insurance benefits to all regular full-time employees. Individual coverage is offered to any regular full-time employee at their request upon completion of the 90-day period. Please consult the summary plan description provided by the insurance company for complete details in regard to your dental insurance benefits. Part-time employees are eligible to enroll in the Center's dental plan at their own expense.

TUITION DISCOUNT

All full-time and part-time employees are eligible for a tuition discount of 60% off their full tuition. The tuition discount is dependent and the employee maintaining steady employment is at the discretion of the administration.

Section 3: Leaves of Absence

As soon as you become aware of a need for any form of leave of absence (paid or unpaid), you should provide documentation that supports your request. Employees should exhaust their vacation time/sick leave, as permitted under state and federal law, before an unpaid leave of absence will be approved. Holiday benefits will be suspended and vacation time/sick leave and seniority benefits will not continue to accrue during any leave of absence unless otherwise required by law.

General Provisions Regarding All Leaves

The following general provisions apply to all leaves of absence:

- All leaves of absence must be approved in advance, in writing, by Executive Director;
- Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination;
- Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to CEEC's expectations, as well as to observe all CEEC rules, policies, and procedures;
- Employees who are absent from work on a leave are required to contact CEEC with updates of their status on a predetermined regular basis;
- Employees who falsify the reason for their leave of absence may be subject to disciplinary action up to and including possible termination;

- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension;
- While an employee is on authorized leave, CEEC will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work, as required by law.

MEDICAL LEAVES OR ABSENCE

Medical (including pregnancy) leaves of absence may be requested by all employees.

If you expect to be absent for more than five consecutive workdays as a result of an illness, injury, or disability (including pregnancy), you must submit a written request for medical leave to the Executive Director as far in advance of your anticipated leave date as practical. If your absence is due to an emergency, you or a member of your immediate family must inform the Executive Director as soon as possible; this should be followed up with a written leave request, normally submitted within three days of the beginning of your leave. All medical leave requests must be accompanied by appropriate medical certification from your physician, indicating the condition necessitating your leave request and your projected date of return to work.

If your leave request is granted, you are required to provide CEEC with additional physician's statements attesting to your continued disability and inability to work at least once every thirty days or more frequently if requested. You may also be required to provide CEEC access to your medical records or to submit to an examination at any time by a physician designated by CEEC at its discretion.

Before being permitted to return from medical leave, you are required to present CEEC with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation. Note, CEEC will consider making reasonable accommodation for your disability in accordance with applicable laws where required.

All CEEC benefits that operate on an accrual basis (e.g., vacation and paid personal days) continue to accrue only during the first thirty days of medical leave.

All CEEC group health benefits (e.g., hospitalization and major medical insurance) will be continued during the first 30 workdays of your leave on the same basis as prior to such leave. After 30 workdays of medical leave, the employee shall be solely responsible for all group health benefit premiums.

Unless applicable, or when state or local law requires otherwise, reinstatement cannot be guaranteed to any employee returning from medical leave. CEEC will attempt however, to place employees returning from medical leave in their former position or in a position comparable in status and pay, subject to budgetary restrictions, the Center's need to fill vacancies, and the ability of CEEC to find qualified temporary replacements.

MILITARY LEAVE OF ABSENCE

CEEC grants leaves of absence (without pay) for those employees who engage in one of the following types of military services: Reserves or National Guard: active duty for training and part-time services; and enlistment or induction into the Armed Forces. Employees in need of a Military Leave of Absence should notify the Executive Director as soon as the employee is aware of the need for leave.

Reinstatement rights are established by federal law (the Uniformed Services Employment and Reemployment Rights Act (USERRA)). The Executive Director has the details.

JURY DUTY

Any employee who is requested to perform services as a juror shall be given time off while serving on the jury. At the completion of jury service, you must report the amount of juror's fees received. CEEC will pay for the time of your absence (payment not to extend 10 work days) the straight time rate computed on the basis of your assigned workday, for the number of days of jury service during the regular work week, less the amount which you received as a juror's fee during such period.

BEREAVEMENT LEAVE

After receiving approval from the Executive Director, you may take up available sick time because of the death of an immediate family member. CEEC defines "immediate family" as your spouse, parent, child, sibling, in-law, grandparent, grandchild, domestic partner, or child of a domestic partner.

Section 4: Professional & Ethical Conduct

ATTENDANCE & PUNCTUALITY

All employees are expected to show up on time for their scheduled shift, failure to do so may result in disciplinary action. In the event of an emergency, a two-hour notice prior to the beginning of the shift is required. This is to provide as much time as possible to find a replacement. It is suggested that employees arrive 15 minutes early to allow for time to settle in (putting away your bag, using the restroom, making coffee, etc.) before actively being in ratio.

- Attendance is required at training courses, conferences, and all meetings. All hours spent in these regards will be compensated.
- Record Keeping: All employees shall use the Procure to clock in and out. Each employee is required to keep an accurate record of all hours worked, as well as a complete and accurate record of leave.
- Employees are expected to arrive on time and ready for work. An employee who arrives 15 minutes after their scheduled arrival time is considered tardy. CEEC recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action.

All employees will report their absence or tardiness to a member of the administrative staff directly. When calling off, employees must call one hour before their shift starts. Any employee failing to give sufficient notice may be subject to disciplinary action. Any employee absent for 3 consecutive working days without proper notice will be considered to have voluntarily resigned. Excessive absenteeism, for any reason, may be a cause for disciplinary action. If a substitute has been engaged, then the employee cannot return to work before the time previously agreed upon without written permission from the Director. Time off due to illness exceeding two days requires a doctor's note.

DRESS CODE AND OTHER PERSONAL STANDARDS

Because employees are representatives of CEEC, each employee must report to work properly groomed and wearing appropriate attire. Employees are expected to dress neatly in clean pressed clothing free of holes and rips and in a manner consistent with the nature of the work being performed. Accommodations will be made on dress code for religious beliefs unless the religious clothing or grooming presents a safety hazard. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Appearance and/or Clothing NOT Permitted

- Tank tops, halter tops, or sleeveless shirts;
- Tops that show the midriff, back, and/or are low-cut in the front;
- Visible undergarments;
- Excessively tight-fitting, excessively low, excessively short, or oversized shorts or pants;
- Wrinkled, dirty, or ripped clothing of any kind;
- Exercise pants or sweatpants;
- No cutoffs, pants with patches, or ragged jeans are allowed;
- Clothing that displays pictures or words that are offensive, religious, or political in nature, or that portray or insinuate weapons or drugs;
- Unnaturally colored hair and extreme hairstyles;
- Jewelry that is functionally restrictive, dangerous to job performance, presents a safety hazard, or is excessive;
- Torso body piercings with visible jewelry;
- Visible tattoos and body art; and
- Any form of attire that presents a safety hazard to employees, customers, or third parties. Employees who violate this policy may be subject to disciplinary action up to and including termination.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Employees are prohibited from using personal electronic devices that may impair or interfere with their ability to complete their tasks and responsibilities (including the tasks and responsibilities of other employees). For the purposes of this policy, *personal* electronic devices include, but are not limited to:

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- Bluetooth or wireless earphones
- Headphones/Earbuds
- Cameras
- Music players/Radios
- Cell phones
- Laptops/Tablets
- Video/Audio recording devices
- Game players

It is not the intent of this policy to interfere with an employee's right to free speech. CEEC also does not want to interfere with an employee's rights to do what they choose during their off-duty time using their personal electronic devices. However, employees shall limit the use of their personal electronic devices during their work hours to emergency situations and cell phones should be turned off.

The Executive Director has the final responsibility and authority to limit the use of the above personal electronic devices. If any of the above devices are medically required, the employee must provide a written doctor's note to the Executive Director.

SECURITY/WORKPLACE VIOLENCE

CEEC has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. It is the employee's responsibility to report any and all suspicious persons or activities to your administration. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities, as well as the welfare of our employees, depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify administration when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

CEEC has a "zero tolerance" for any expressed or implied threats among employees. Employees who threaten, initiate, become involved in, or assist others in violence in or out of the workplace will face disciplinary action up to and including termination.

DRUG-FREE/ALCOHOL-FREE ENVIRONMENT

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty.

In addition, employees may not be under the influence of any controlled substances, such as drugs or alcohol, while at work, on CEEC premises, or engaged in CEEC business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exemption to this policy.

Staff, job applicants, volunteer applicants, interns, and all persons working with or around children may be tested in certain situations. The following types of drug testing are authorized under Pennsylvania State Drug-Free Workplace Act.

- Job applicant drug testing: employees, interns, and volunteers are all subject to initial drug testing for employment or approval to participate in Center activities. The Center shall use a refusal to submit to a drug test or a positive drug test as a cause to not hire or to decline participation with Center functions.
- Reasonable Suspicion drug testing: CEEC reserves the right to require an employee to submit to drug testing on a “for cause” basis, i.e., If there is reasonable suspicion to believe that an employee is reporting to work impaired by a substance whether it is lawful or unlawful. Reasonable Suspicion is indicated by behavior, job performance, information that an employee has caused or contributed to an accident while at work, or other relevant indicators or evidence.
- Routine fitness-for-duty: CEEC may require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination.

Anyone in violation of this policy may be subject to disciplinary action, up to and including termination. The center recognizes drug dependency as an illness and a major health problem. It is also recognized as a Safety and Security problem. Any employee who has a problem relating to either alcohol or drug abuse is strongly encouraged to secure counseling or appropriate treatment

SOCIAL MEDIA POLICY

For the purposes of this policy, social media includes but is not limited to all means of communicating or posting information of any sort on the Internet. This includes posting to your own or someone else’s website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with CEEC, as well as any other form of electronic communication. You are solely responsible for what you post online. Nothing in this policy shall unlawfully limit an employee’s right to engage in legally protected concerted activities.

Social Media Guidelines

Carefully read these guidelines and ensure that your postings are consistent with this policy. Any conduct that adversely affects your job performance, the performance of other employees, or otherwise adversely affects customers, suppliers, or anyone working on behalf of CEEC legitimate business interest, may result in disciplinary action up to and including termination. In summary, treat people fairly, with dignity and respect, and above all, be professional in your comments and postings on social media sites.

- Resolve work-related CEEC complaints by speaking directly with co-workers or by utilizing CEEC’s Open Door Policy rather than by posting complaints to a social media site.
- Express only your personal opinions and never represent yourself as a spokesperson for CEEC. If CEEC is a subject of your social media postings,

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- best practice would be to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of CEEC.”
- Do not use CEEC’s email addresses to register on a social network, blogs, or other online tools utilized for personal use.
 - Company electronic devices shall not be used at any time to access personal social media sites and/or postings, or any site deemed inappropriate or illegal including pornographic sites
 - Do not create a link from your blog, website, or other personal social networking sites to a CEEC website without identifying yourself as an employee of CEEC.
 - CEEC reserves the right to review and record any employee’s publicly available social media sites if an internal investigation ensues.
 - CEEC maintains the sole right to edit any comments made by employees of CEEC on any CEEC-owned or maintained website, blogs, and/or message boards. CEEC can only authorize and approve social media accounts for CEEC.

Prohibited Social Media Use

CEEC encourages free speech of its employees and does not wish to infringe on any social media comments, dissenting or otherwise. However, CEEC prohibits the use of social media for any speech that:

- Is deemed illegal and in violation of federal, state, or local laws;
- Promotes hate or fear of any kind when it is motivated by the person’s actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender or disability, military or veteran status;
- Carries a credible threat of violence against an individual or group of people
- May be blatantly considered spam;
- Makes any reference to children, families, coworkers, and/or partners without first obtaining their expressed written permission to do so;
- Contains CEEC proprietary or confidential information;
- Contains any copyrighted or other legally protected materials;
- May be considered by a court of law to be slanderous, libelous, or defamatory;
- Would negatively affect the outcome of CEEC internal investigation;
- Includes CEEC logo, trademark, intellectual property, photographs, or proprietary graphics; and
- Discloses the personal and/or private information of an employee including but not limited to the employee’s full name, date-of-birth, social security number, home address, landline or cell phone number, or credit card

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information.

- Certain violations of this policy may be considered criminal in nature and CEEC reserves the right to notify law enforcement. CEEC will assist law enforcement to the fullest extent of the law as required.

Responding to the Press or Media

If contacted by the media or press about the Center or anything related to the Center's business or employees are required to speak with the Executive Director or Board of Directors prior to speaking with the media.

If you have any questions relating to this policy, your personal blog or social networking, ask the Executive Director.

Reporting Violations

The Center requests and strongly urges employees to report any violations or possible or perceived violations of this policy to the Executive Director. Violations include discussions of the Center's employees, parents, children, any discussion of proprietary and/or confidential information and any unlawful activity related to blogging or social networking or internet use.

Discipline for Violations

Discipline for violations of the Social Media policy shall be in accordance with the procedure outlined in the Employee Handbook and Personnel Manual. Violation of the Center's Social Media policy may result in disciplinary action up to and including immediate termination. The Center reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

PHOTOGRAPHING OF CHILDREN

Only authorized employees may take photographs of children, and only if parental consent is given in writing. Employees may not keep photographs of children on their personal devices.

CONFLICTS OF INTEREST

All employees must avoid situations involving actual or potential conflicts of interest, which may impair an employee's ability to exercise good judgment on behalf of CEEC. Such situations may include:

- Personal or romantic involvement with a competitor, supplier, or consultant;
- An employee with supervisory responsibility who is romantically involved with any other employee;
- An employee volunteering, acting as a consultant to, or working for a competitor, supplier, or contractor;
- Hiring or managing a relative or close friend;

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- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a competitor, supplier, or contractor; and
- Accepting discounts, favors, services, and/or gifts of \$25 or more from a customer, potential customer, third party, competitor or supplier, unless equally available to all employees.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the Executive Director for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the Executive Director may take whatever corrective action is appropriate according to the circumstances.

PRIVACY

Employees and employers share a relationship based on trust and mutual respect. However, CEEC retains the right to access all CEEC property including computers, desks, file cabinets, storage facilities, files, and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on CEEC grounds or while using CEEC property. All documents, files, voice mails, and electronic information, including emails, and other communications, created, received, or maintained on or through CEEC property are the property of the center, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

PERSONNEL FILES

CEEC maintains a personnel file on each employee. These files are kept confidential to the fullest extent possible. Employees may review their personal files upon request. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform CEEC of any change in name, mailing address, home phone number or cellular number, home address, number of dependents, or emergency contact information.

CHILDREN'S FILES

Please respect the privacy of the children, their parents, and other staff members by not discussing them outside of the center environment. Information about one child should never be discussed with other parents without the specific written permission of the child's parent. Information about children or families may not be given to outside agencies without written permission by the parent.

TRANSFERRING OF RECORDS

At the request of a parent, a copy of their child's record will be available for the parent to take to another facility, or the Center can mail them. Children's records may also be shared with kindergarten teachers at the written request of a parent or guardian.

RECORDS SECURITY

Children's records are kept under double lock and key procedures at CEEC. All digital files are stored on the secure Pro Care server. The Center does not store Children's information on portable drives or individual computers.

REFERRAL FOR SPECIAL NEEDS

Throughout the year teachers are required to complete developmental assessments on all students. Should it be deemed necessary, a meeting will be held to make a referral for Early Intervention or the Intermediate Unit dependent on the child's age. If desired, CEEC is able to and will complete all necessary referrals to seek help for the identified student. If after an evaluation services are approved, CEEC will assist all third-party providers in providing time, space, and resources for onsite therapy or intervention.

CENTER'S PROPERTY

CEEC property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for CEEC business and are not permitted off grounds unless authorized. CEEC property must be used in the manner for which it is intended. On termination, employees are required to surrender any CEEC property they possess. CEEC computers, the internet, and emails are privileged resources and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files, or programs and must receive permission from a supervisor before installing any new software on a CEEC computer. Files or programs stored on CEEC computers may not be copied for personal use. Phones are provided for business use. CEEC requests that employees not receive personal calls while on duty, including via cellular phones. If urgent, please keep personal calls to a minimum and brief conversations so that does not interfere with work responsibilities. Personal long-distance calls are not permitted. Employees are reminded that they should have no expectation of privacy in their use of CEEC computers or other electronic equipment. Violations of these policies could result in disciplinary action.

SEVERE WEATHER CONDITIONS AND OTHER EMERGENCIES

When severe weather conditions exist, you may ask to leave before your regularly scheduled time. You may only leave with written approval from an administrative staff member. Non-exempt employees who leave early will not be paid for time lost unless they request that the time be charged against their unused vacation allowance or paid personal days. Those who cannot be released will be paid their regular straight time rate of pay.

If the Center remains open during severe weather conditions and you are unable to report to work, your time off will be charged to allowable personal days, if any are available. If no personal days are available, such time will be charged against the accrued vacation. If no vacation or personal time is available, such time will be unpaid.

REPORTING ABUSE

An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by

the CPSL. A facility person who has reasonable cause to suspect that a child is a victim of child abuse shall immediately make a report of suspected child abuse to ChildLine through the hotline at (800) 932-0313, online, or any other method as prescribed by the Department. The Center requests and strongly urges employees to report any violations or possible or perceived violations of this policy to the Executive Director. Within 48 hours, a written report regarding suspected child abuse shall be submitted by the operator or designated staff person to the CPS unit which has responsibility for investigating the report.

Section 6: Professional Growth and Development

NEW STAFF ORIENTATION

All new staff members will be asked to read CEEC's staff and parent handbooks. Prior to working in the classroom, an administrator will schedule an orientation meeting to complete the required paperwork, and review classroom and operation and policies.

Required training within the first 1 month of employment, for all staff members:

- Training for mandatory reporting of child abuse. (Must be updated every 3 years)
- Certification in infant, child, and adult first aid from American Red Cross, American Heart Association, or accredited program. A valid certificate indicating the date of training and expiration date must be turned in to the Director. (Valid for 2 years)

Please see the training handout for an additional list of required trainings.

STAFF MEETINGS

All staff members are required to attend monthly staff meetings. Important information, procedures, and policies are introduced and reviewed at these meetings. Failure to attend can result in a verbal or written warning in your file. Multiple warnings and/or absences can lead to additional consequences including termination. If unable to attend due to an emergency, please see the Executive Director.

SPECIAL EVENTS

In addition to the regular staff meetings, there are special events that staff members are required to attend throughout the year which include the following:

- Back-to-School Night
- Parent-Teacher Conferences
- Professional Development Day(s)
- Fundraisers (8 hours needed for STARS)
- In-service workshops required and /or requested by the administration.
- Any social events planned for the families (concerts)

Employees will be notified at least two weeks in advance and must notify the Director if they are unable to attend and the reason for the absence.

STAFF SUPERVISION AND EVALUATION

Informal evaluations will be conducted by the Director periodically throughout the year. Evaluations include observations in planning, instruction, classroom environment, and

interaction with the children. Staff performance evaluations are performed at least once and will include any special notes and recommendations. Staff members shall review, provide input, comment on and sign and return annual evaluations. Documentation of all observations and consultations shall be filed in the staff member's employee file. Please look at evaluations as a way of checking in and helping you meet your goals as an early childhood educator and not meant as a criticism or judgment. If you need guidance, help, or have any questions please schedule a time for a sit-down and see how we can provide a solution.

Section 7: Employee Disciplinary Policy

GROUNDS FOR DISCIPLINE OR TERMINATION

CEEC reserves the right to discipline and/or terminate any employee who violates CEEC policy, practices, or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination. The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant to merely act as an example of the types of conduct that CEEC does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace
- Possessing, distributing, or being under the influence of a list of controlled substances
- Being under the influence of a controlled substance or alcohol at work, center premises, or while engaged in CEEC business
- Unauthorized use of CEEC property, equipment, devices, or assets
- Removing CEEC property without prior authorization or disseminating CEEC information without authorization
- Falsification, misrepresentation, or omission of information, documents, or records
- Lying
- Insubordination or refusal to comply with directives
- Failing to adequately perform job responsibilities
- Excessive or unexcused absenteeism or tardiness
- Disclosing confidential or proprietary CEEC information without permission
- Illegal or violent activity
- Falsifying injury reports or reasons for leave
- Possessing unauthorized weapons on the premises
- Disregard for safety and security procedures
- Disparaging or disrespecting supervisors and/or coworkers
- Any other action or behavior that is inconsistent with CEEC policies, procedures, standard expectations

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. CEEC reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warning, written warnings, probation, suspension, demotion, discharge, removal, or some other disciplinary action, in no particular order. The course of action will be determined by CEEC at its sole discretion as it deems appropriate.

TERMINATION

Employment with CEEC is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- To continue to work until the last scheduled day of employment
- To turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work
- To return all files, documents, equipment, keys, access cards, software or other property belonging to CEEC that are in the employee's possession, custody or control, and turn in all passwords to their supervisor
- To participate in an exit interview as requested by the Director

VOLUNTARY TERMINATION

CEEC recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, CEEC requests the employee provide two weeks' advance notice in writing. This request does not alter an employee's at-will relationship with CEEC. All rights and privileges of employment with CEEC terminate upon the date of separation. Terminating employees are required to return CEEC property assigned to them. Failure to do so will result in withholding of their final paycheck.

FINAL PAYCHECK

Employees who terminate employment with CEEC will be given their final paycheck by the next pay period. Should the employee not be able to personally retrieve their paycheck, it will be mailed to the address on file. Furthermore, if an employee's child is enrolled in the center and childcare fees are due, the final fees will be taken out of the employee's final paycheck.

EXIT INTERVIEW

CEEC may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect CEEC property, and discuss employment experiences with CEEC.

Section 8: Philosophy and Curriculum

PHILOSOPHY

The goal of CEEC is to provide a safe, supportive, and creative environment where each child can feel secure and thrive. We want the children to move on from our center feeling successful and confident, ready to face the challenges of their new environment. We also want to create an environment where the parents feel comfortable and confident about

leaving their child in our care, knowing that we will keep them safe, and offer opportunities for the child to grow and mature socially, mentally, physically, spiritually, and emotionally.

Equally important is to provide an environment for our staff to thrive in, one in which the teachers work together in harmony as a cooperative team. We will strive to support, encourage, and assist each other in any way we can. Continuing education is emphasized, and each teacher is encouraged to renew her skills by attending frequent professional development opportunities.

We approach the preschool concept from a developmental approach, with an emphasis on the following:

1. All children learn and develop in stages - as administrators and teachers, we need to meet each child at whatever stage they are in and offer experiences that will challenge them to reach the next stage.

2. Children learn by doing - the process is far more important than the product. This concept needs to be taught to parents, as they tend to focus on the product.

How do we implement these two beliefs into the center? In preparing to teach each lesson for the week, offer many different experiences to reinforce the topic. This effort will assure that each child has had the chance to absorb what you are focusing on, no matter what their learning style. Make sure each week you offer hands-on art experiences, music, dramatic play, language development, science exploration, and math activities that will stretch each child to their next level of development. During the day, teachers should be interacting with the child, helping them develop oral language skills, make observations, predict what will happen next, and solve problems.

CURRICULUM

CEEC uses The Creative Curriculum. The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. This leading, research-based curriculum applies the latest theory and research on best practices in teaching. The curriculum clearly defines the teacher's vital role in connecting content, teaching, and learning for children. It features goals and objectives linked directly to our reliable assessment instruments. The curriculum is also integrated with the PA Early Learning Standards

We need to provide a developmentally appropriate curriculum that enables children to explore and discover the world around them. Children learn through their senses and by doing. They need to manipulate and actively explore their environment. To them, the process is more important than the end product.

Instead of following a set curriculum, each teacher is encouraged to develop lesson plans that follow the interests of the children. These lessons should incorporate:

- Reading Readiness (books, games, drawing)
- Large Motor Skills (large hollow blocks, balance beam)
- Small Motor Skills (puzzles, scissors, lacing)
- Dramatic Play (dress-up clothes, kitchen, puppets)

- Math Readiness (shapes, patterns, counting)
- Science Readiness (magnets, plants, bugs)
- Expressive (water tables, finger painting, music)
- Social (sharing, cooperation)

The daily schedule and activities should create a balance between active and quiet times; large and small group, and individual activities; indoor and outdoor playtimes; as well as child-directed and teacher-directed activities.

MEAL PROGRAM

We receive funding from the Child and Adult Care Food Program (CACFP). This means employees **MUST** document on the weekly meal sheet children's attendance at the point of service, when they are present and offered a meal. This is when the child is physically sitting at the table with the food in front of them. Not before, or after the meal. Food should never be used as a form of discipline. This is a DHS health and safety violation. Any employee found doing this will be asked to resign or be terminated, and under investigation for child neglect through Department of Human Services.

KEYSTONE STARS

This program was designed to hold child and family care centers accountable for how they run their programs. Inside the program is a grading tool which guides childcare facilities into best practice. The STARS program starts a school at a STAR 1 from which the center may then progress through STAR 2, STAR 3 and ultimately STAR 4. The STAR number rating indicates good, better, and best practice. The STARS program evaluates each school throughout the year in making sure they are doing what is needed in order to maintain the STAR rating they have received. Every week, if staffing is permissible, employees will be paid up to one hour of planning time. During this time, employees are able to take training courses necessary for STARS.

Section 9: Expectations for Working with Children and Families

DAILY PREPARATION

Our goal is to ensure a warm, caring, and stimulating environment for children which encourages the development of physical, social, emotional, and cognitive skills, as well as enhances self-esteem and independence.

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- Plan, organize and implement lessons based on developmentally appropriate practices and learning standards.
- Supervise and ensure the safety and well-being of the children at all times, being alert to the needs of children as individuals and as a group.
- Provide and maintain a neat, organized classroom; take responsibility for the upkeep of materials and equipment. Involve the children in the housekeeping-encourage them to put away their toys and supplies in the proper areas.
- Maintain a stimulating, aesthetically and educationally appealing room décor (display of children's work, arrangement of bulletin boards, placement of books, science materials, etc.).
- Assess children's progress, routines, and interests, and keep parents informed of their child's development.

PLAYGROUND GUIDELINES

The children's safety is your primary responsibility while out on the playground. Staff members should be spread out and be able to observe all areas of the playground. This means that teachers should not be standing near each other and talking for long periods of time.

Outside time is not a time to write notes, prepare lesson plans, or prep materials.

As in the classroom, there should be no talking on cell phones or text messaging.

Interact with children while on the playground. Talk to them, dig in the sandbox, read a book or play at the table with the activities set out. However, do not focus too much attention on one group for too long and make sure to look up to see what other children are doing periodically.

Keep an eye on the door. Nobody should go in without permission. If a child needs to go to the bathroom or get a drink, you need to go with the child, making sure there is enough coverage outside, and letting the outside staff know you are going in.

If you see a child do something they shouldn't be doing, don't yell from across the yard unless they are in imminent danger. Instead, walk over and talk to the child.

Please make sure to keep the area swept (especially the sand areas) and see that the children put away the sand toys and that you put away any supplies you set up for outside time.

WATER PLAY

It is a part of the philosophy of this center that water play is an integral part of our curriculum.

Through water and sand play, a child:

- Experiments with mathematical concepts of mass, volume, and measurements
- Learns concepts of warm and cool, wet, damp and dry, heavy and light
- Creates own patterns and symbols - needed for pre-writing and reading skills

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- Works with others in cooperative activities
- Stimulates sensory perceptions and works on small muscle coordination
- Learns to solve problems

Water should always be available for children to experiment with, with the following guidelines:

- Water play is made available to children during their scheduled outdoor play in the morning and after nap time. Common sense will be used as to whether it is warm enough for the children to get wet. Staff need to observe the children in their class to make sure that if their clothing gets wet, they are changed promptly.
- Children should wash their hands BEFORE playing at a water table.
- At the end of the day, the water table must be emptied and wiped down with a bleach solution.

BEHAVIOR GUIDANCE

The goals of discipline are to help children learn what acceptable behavior is, and help children gain inner control. Our role as staff members is to provide a positive model of acceptable behavior. Behavior guidance needs to be tailored to the developmental level of the child. We will attempt to redirect children and groups away from problems and toward constructive activity in order to keep conflict to a minimum. The staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict. We will help children learn appropriate behavior through logical and natural consequences when there are no safety concerns. Absolutely no form of verbal or emotional abuse or physical punishment will be tolerated. It is grounds for immediate dismissal. This includes teasing, threatening, making unkind comments, scaring, withholding food or drinks, slapping, pinching, intimidating a child, or any other form of abuse. If any allegations are made, the matter will be investigated.

You can use a variety of approaches to guide children's behavior. No one approach works for every child or every situation. Positive guidance approaches include:

- Anticipate and plan ahead to prevent problems
- Look for reasons why a child is misbehaving
- Focus on the child's behavior, not the child's value as a person
- Help children understand the consequences of their behavior
- Explain the choices available
- Help children use problem-solving skills
- Help children from dwelling on mistakes
- Watch for signs of frustration or restlessness

In guiding their behavior, it is important to be clear, positive, and firm. Establish simple, but clear rules and limits for your classroom and enforce them consistently. Consistency

helps children know what to expect and it helps establish boundaries that provide emotional security for children.

CONFLICT RESOLUTION: NEGOTIATING LIFE IN A COMMUNITY

CEEC, we view conflicts as opportunities for supporting children’s learning. During conflicts, children practice self-awareness and communication, they master the skills of negotiation and compromise, and they deepen friendships. As teachers, we choose from a range of roles when conflicts arise. We may choose to act as a coach, helping children find appropriate language for talking about a problem, or we may choose the more subtle role of facilitator during a conflict. We may simply listen to children talk about a problem, mirroring their understanding and ideas back to them, or we may offer gentle suggestions for approaches to a problem. Our priority is always to nurture children’s self-awareness and communication.

Rather than establishing a list of rules, we prefer to state very clearly the underlying principles that guide our way of acting in the classroom and then approach each new situation from that starting point. Our most basic expectations are:

Safety for everyone—we need to protect our own and each other’s bodies and feelings by being gentle, calm, and careful;

- *Respect for everyone*—we seek to use words and actions that demonstrate kindness and caring for one another;
- *Responsibility for our actions*—each person in the classroom monitors and controls her or his own body and language;
- *Appropriate use of materials*—supplies are used for their intended purpose, or in creative ways that don’t damage them.

Usually, any behavior or situation which seems like a problem has probably reached the threshold of one of these basic agreements. If we see a child doing something unsafe, disrespectful, irresponsible, or inappropriate, we will remind him of our expectations and encourage him to resolve the problem in appropriate ways, offering our support. We strive to work out interpersonal conflicts and issues verbally, first identifying the problem and then generating possible solutions until we find one that everyone involved can agree on. This form of conflict resolution, often called “social problem-solving,” is more respectful of children’s processes than a teacher-dictated solution, and builds social and cognitive skills, as well.

Often, in the course of a year together, certain situations arise often enough that a shared “agreement” becomes standard policy for the whole class. Some of these common-sense agreements may carry over from year to year or from room to room, but they are always based on the basic principles of safety, respect, and responsibility.

Sometimes, when a problem emerges, direct intervention from an adult is needed. We will usually remind a child about the classroom agreements, explain and follow through on the logical consequences of their actions, invite them to make more appropriate choices, and describe a contingency plan if inappropriate behavior continues. We may ask a child to meet with a teacher in the hallway, away from the distractions of the play

area, for these sorts of conversations. In some cases, when the safety or comfort of the group is being compromised, we may take a child out of the room and sit with them there for a few minutes while they calm down and order is restored.

Our goals are to foster in children competence in negotiating and resolving problems that they encounter and awareness of themselves as able, caring people, well-loved and respected by the adults around them.

PARENT COMMUNICATION

Communication between parents and teachers is vital for us to provide the best possible care for the children. Parents feel more confident in us when we periodically share with them what is going on at preschool. This includes:

- Using Lillio to communicate daily with families
- Infants and toddlers will share the most info regarding diapers, bottles, etc.
- Older classes should still share *a little something* about what the children were doing that day, and a photo
- Sharing newsletters/lessons of what their children will be learning in their individual classrooms
- Communication, alerts, reminders, and announcements
- Notes to and from parents if anything needs to be shared about their child
- Notification of any injuries
- Assessments of children's progress, routines, and interests to keep parents informed about their child's development
- Parent/Teacher Conferences in the Fall and Spring.

Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet when you are not in the classroom.

ASSESSING CHILDREN'S DEVELOPMENT: OBSERVING, RECORDING & ASSESSMENTS

Teachers and lead teachers will observe children in the program throughout the year by recording observations, anecdotes, checklists, and other methods. These observations will be included in the children's records.

Based on these ongoing observations, teachers and lead teachers will complete the following assessments: ASQ and OUNCE/Work Sampling.

Teachers and lead teachers will conduct parent-teacher conferences in Fall and Spring, and on an as-needed basis throughout the school year. The Director will be available for conferencing with parents on an as-needed basis. Parent-teacher conferences will be conducted during school hours. A parent-requested or teacher-requested conference will

be conducted at a mutually agreed upon time between the parent and teacher(s) and the Director.

Concerns about a child's development will be brought to the Director's attention first. The concern will be discussed, noted, and placed in the child's file and, if necessary, a conference with the child's parents will be requested by the teacher or director.

REFERRAL SERVICES POLICY

In the event that the program staff feels that an assessment for additional services would benefit the child, such as social, mental health, educational, and medical services, including but not limited to a dental check-up, vision or hearing screening, the teacher will bring this to the Director's attention, write a statement for the reason for the referral, a brief summary of the teacher's observations related to the referral. A conference will be requested with the parents and the teacher(s) and Director will attend. The written statement will be provided to the parents at the meeting and a copy will be placed in the child's file.

We will offer assistance to the child's parents in making the referral and shall have written parental consent before any referral is made. Supportive services to the program, including consultation and educator training, may also be an option pursued. The Director shall maintain a written record of any referrals, including the parent conference and results.

Section 10: Child Care Practices

MEALTIME

Mealtimes go beyond meeting the nutritional needs of a child. It is also an opportunity to promote prosocial behavior (i.e., conversations, turn-taking, caring for one's space before and after meals, etc.) as teachers model conversation skills and caring for self.

Procedures

- Prior to each meal, tables must be washed following the sanitizing procedure.
- All staff and children must wash hands before and after each meal, for at least 20 seconds.
- Sit with the children at the tables and supervise all mealtimes. You are welcome to eat your lunch as you sit with the children and model good table manners.
- Demonstrate pleasant mealtime conversation and teach manners through example as well as discussing them while using them.
- Encourage children to try all foods but do not make an issue out of it. Children should never be forced or bribed to eat.
- Children in all but the toddler groups are responsible for clearing away their napkins and trash and for wiping up spills. You may need to demonstrate to the children and guide them through the steps of cleaning up for the first few times.

Important: We are a nut-free school. Please be aware that staff and children are only allowed Soy Butter or Sunflower Butter as a substitute.

NAPTIME

Children differ in how much sleep they need, how soundly they sleep, and the regularity of their sleep pattern. These differences are due both to the age of the child (as a child moves closer to two, morning naps are usually not needed) and to the variances in body types and metabolism.

Why do some children find it difficult to sleep?

- Some cannot be still - they might be practicing walking and want to do that every minute.
- The child may find it difficult to disengage from all the interesting things in this world.
- The child may see it as a type of separation from loved ones. If the child is fighting separation anxiety, he may also fight sleep.
- The child may be asserting his independence by refusing to nap.
- The child may be overstimulated or overtired and find it hard to wind down.
- The child may need more one-on-one time with an adult, and not napping is a way for the child to get it.
- The child may not be tired.

What can we do to help children get enough sleep?

- Create an environment that encourages sleep.
- Play soothing music.
- Separate the sleeping area from children who are awake.
- Have each child sleep in the same place each day. They will feel more secure and comforted by the routine.
- Bring a favorite blanket or “lovey” from home.
- Provide lots of outside time with fresh air and exercise.
- Watch for cues that tell you the child is tired so you can help them to sleep before they become overtired (rubbing eyes, a special “I am tired” cry, or fussiness).
- Stick to a routine at nap time each day, with special rituals that let the child know it’s time to settle down.

What to do if a child does not nap?

- Reflect on what might be happening, so you can appropriately respond.
- If the child is just not sleepy, try to help him relax by rubbing his back on top of his shirt, rocking, etc. If the child is still not sleepy, let him quietly look at books or do a puzzle.

Working with families around sleep issues

- Ask families how their child sleeps at home - what schedule they are on if they are allowed to sleep until they wake up on their own, and how the child is put to sleep (rocked, laid down in a crib, and allowed to fuss, allowed to sleep wherever they are, etc.)
- Share information each day about how the child slept last so that the next caregiver will be able to judge the child’s sleep needs.
- Work with the parent, if needed, to balance sleep times between the center and home.

Procedures

- Mats should be set up so there is the least amount of interaction between the children.
- Remind the children to use the bathroom before lying down.
- Teachers can help children get settled on their mats with their blankets. Position yourself to rub two backs at the same time. Rubbing children's backs while they lie on their cots may help children relax.
- At rest time the environment should be made as conducive to rest as possible with shades pulled, lights out, and soft music playing.
- Do not converse with children at this time, just whisper that it is rest time now.
- The children should remain on their mats for the entire rest period. If children wake up early you may offer books for the children to look at during the last hour of nap time.
- During nap time, teachers are to stay awake, using their time to watch the children and keep awake children quiet. This is a great time to work on lesson plans and preparation, put up artwork, catch up on observations, and send or answer messages on Lillio.
- Let each child wake up naturally. If you need to wake a child up, do so gently and with a soft voice. Age 2 and up should be up no later than 3:00 pm.
- On Fridays the mats need to be sent home and washed. Additionally on Fridays, cots need cleaned with a disinfectant solution, wiped, and put away.

DIAPERING ROUTINE

The diapering routine offers an opportunity for young children to closely connect with their caregivers one-on-one. This is a great time to respectfully engage the child by narrating each step of the diaper change routine.

Procedures

1. Gather any change of clothes needed. Make sure supplies are within reach.
2. Put a clean sheet of "diaper paper" on the table.
3. Place the child on the changing table. Always keep a hand on the child.
4. If gloves are needed, put them on before continuing.
5. Remove and bag soiled clothes (if necessary) and put them out of reach of the child. Remove diaper. If the diaper contains solid waste, place in a plastic bag. Place diaper in a covered, lined, foot-operated can.
6. Cleanse diapered area of the child with wipes or a wet paper towel and dispose of wipes in the can.
7. Remove gloves, if worn.
8. Apply cream if requested by parents.
9. Re-diaper and clothe the child.
10. Wash your hands and the child's hands.
11. Spray pad with a bleach solution and wait more than 2 minutes before wiping with a disposable towel.
12. Record diaper change on whiteboard and Lillio. Note diaper rash or uncommon contents.

TOILET TRAINING GUIDELINES

For children who are unable to use the toilet consistently:

- Staff check for signs that diapers or soiled underwear are wet or contain feces at least every 2 hours when children are awake, and when children awaken from their nap; diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing area and not elsewhere in the preschool.
- All wet and soiled clothes will be sent home at the end of the day to be laundered.
- At all times, staff has a hand on the child when the child is being changed on an elevated surface;
- Surfaces used for changing and for placing changing materials are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding;
- Containers that hold soiled diapers and diapering materials have a lid that closes tightly and opens using a hands-free device (such as a step can). These containers are kept closed (except for receipt of soiled materials) and are not accessible to children;

For those children ready for toilet training:

1. Introduce the toilet area.
2. Assist the children with taking off and putting on clothes.
3. Teach children correct bathroom words.
4. Teach children to flush the toilet.
5. Assist with washing hands with soap and water.

Important: Staff will never leave a child unattended while using the toilet and no child will be forced to sit on or use the toilet.

Section 10: Health and Safety Practices and Policies

DAILY HEALTH SCREENINGS

Employees are trained to do daily health screenings along with a record of the teachers' concerns. The daily screenings include the following:

- Changes in usual behavior or appearance;
- Taking the child's temperature with a thermometer, if there are changes in the child's behavior or appearance,
- Skin rashes, itchy skin, or lice/nits (during a lice outbreak);
- Complaints of pain or not feeling well;
- Other signs or symptoms of illness (including drainage from eyes, vomiting, and diarrhea); and
- Reported illness or injury to the child since the last day of attendance.

HANDWASHING

All employees, children, parents, and volunteers must wash their hands frequently while at the center. Germs grow in warm, moist places, especially on palms, between fingers, and under nails. Hand washing is the single most effective

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method of reducing illness and the spread of germs. Children should be instructed and assisted to wash their hands as well. It is recommended to wash hands when:

- Arriving at the center
- Food preparation, assistance, or consumption occurs
- Diaper changing or assisting with toileting
- Removing disposable gloves
- Water play occurs
- Setting out sheets and blankets for naptime
- Moving from one classroom to another
- Mealtime occurs
- Personal toileting occurs
- Contact with body fluids occurs (wiping/blowing noses, coughing on hand, vomit, etc.)
- Administering medication
- Handling any garbage
- Cleaning
- Leaving the center

HANDLING FOOD

A “Food Handler” is defined as anyone who is involved in the preparation, storage, or service of food.

No one with signs of illness including but not limited to vomiting, diarrhea, and open infectious skin sores, or who is known to be infected with bacteria or viruses that can be transferred to food, will be allowed to handle food during that time.

All employees are responsible for checking for food allergies and religious dietary needs and serving the proper food accordingly. Use spoons, tongs, gloves, or napkins when handling food. Do not use your bare hands. Food returned from individual plates will be discarded. For safety reasons, all children must sit on their bottoms in chairs during mealtimes.

SICK CHILD PROCEDURES

If a child is not feeling well, it is in the best interest of the child to stay home. Children should be picked up if they:

- Have a fever of 101.4 degrees or greater
- More than two bouts of diarrhea
- Vomiting twice
- Communicable diseases- measles, chickenpox, strep throat, etc.
- Chronic and excessive runny nose (unless caused by allergies, teething, or as explained by a doctor's note.)
- Constant cough
- Pink eye
- Rash- other than normal diaper rash

If a child has any of these symptoms, take the child to the Director to discuss the situation. The parent will be called. The child can stay in the office on a mat until the parent arrives.

Some children may have none of the above symptoms but obviously do not feel well. It is appropriate to call the parent to inform them that the child appears to not be themselves and give the parent the option to pick up the child. You could tell the parent the child appears to be getting sick and that you will let them know if they get worse.

ADMINISTERING MEDICATION PROCEDURES

If a child requires medication to be dispensed during the school day, the following guidelines should be followed:

- Parents are to fill out a Medication Authorization Form.
- As long as the medication has been prescribed by a doctor, and is in the original pharmacy container, labeled with the child's name and the doctor's name, phone, and directions, we do not require a doctor's signature.
- If the medication is over-the-counter, we will require a doctor to fill out the medication form, including dosages and times.
- Medications will not be administered contrary to the directions on the original medication container.
- Medications will be stored in a locked box or a high cabinet when in use at the preschool. The Medication Authorization Form must remain with the medication at all times.
- The teacher or Director will dispense the medication when required, and record the time given on the Medication Authorization Form.
- Long-term medications needed for emergency care, such as Epi-Pens or inhalers, will be kept in the emergency backpack in the child's room. A copy of the medication form will be kept there as well.

ACCIDENT PROCEDURES AND INCIDENT REPORTS

Children are active and busy, so scrapes, bumps, and cuts are not unusual. In case of accident or injury, take the following steps:

1. Log an “Incident” through Lillio.
2. Fill out an injury report form (kept in a cubby in the office All injury report forms must include the following information:
 - Name, gender, and age of the injured person;
 - Description of the injury;
 - Date and time of injury;
 - Location where the injury took place;
 - Body part(s) involved;
 - Name of the staff member responsible for supervising the child at the time of the injury;
 - Actions taken on behalf of the injured following the injury;
 - Name of the person who completed the report and signature;
 - Name of parent/guardian notified (if applicable).

Special Consideration for Head Injuries:

- Any injury to the head should be reported to the parents immediately.
- Watch for raised areas on the head.
- Check the child’s behavior, watching for disorientation.
- Pay special attention to the mouth area, checking for loose teeth and /or cuts inside the mouth. Put on a glove and very gently check the inside of the mouth for any injury.

If the parent has been informed and the decision is made to allow the child to remain at the preschool, monitor the child periodically during the rest of the day, watching for a possible concussion. A second call to the parent should be made if any further symptoms appear.

If medical attention is needed:

- Notify the Director or teacher in charge immediately.
- Contact the parents, if possible, so they can take the child to their physician.
- If parents cannot be contacted, and it is an emergency, call 911. Give the ambulance EMT the child’s emergency card and the medical release form so that the doctor may give treatment.

CHILD’S SAFETY: INDOORS AND OUTDOOR SPACES

Each classroom is responsible for daily inspection for any potential hazards in the classroom or on the playground.

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Daily Inside:

1. Check to see that electrical outlets are covered with safety caps.
2. Toys are not damaged or broken.
3. Adult supplies are out of reach- scissors, staplers, etc.
4. Cleaning supplies are up high and out of reach.

Daily Outside:

1. Sweep the sand and keep it off the concrete areas.
2. Check the yard for any debris or unsafe objects.
3. Notice if any equipment is broken or needs repair.
4. Make sure there is adequate supervision on the playground.

RELEASING A CHILD FROM THE CENTER

All employees must be familiar with procedures for releasing a child to a person other than the parent. Children are to be released for pick-up only to parents, or persons designated on the child's emergency contact form. In the event that any other person is to pick up the child, a signed note from the parent must be sent and put in the front office. Parents are requested not to phone with this information. Parents are responsible for notifying the person who will pick up the child that they will be asked for identification before the child will be released to them. Employees are responsible for checking identification on any adult with whom they are not familiar and who is picking up a child from the center.

If you ever feel like any child is in danger, for example, an intoxicated parent, notify the Director immediately. Delay the parent's departure until you feel it is safe to release the child. If you feel endangered, release the child and then call another parent or person on the emergency contact list, or the local police department.

What to do if a child is not picked up by 5:00 p.m.

- If a parent calls and will be more than 15 minutes, ask the parent to suggest someone else who can pick up the child. (office only)
- If you cannot reach a parent by 5:00 p.m. call down the list of emergency contacts authorized to pick up. (office only)
- If the child is still here at 5:00 p.m. and you have not reached anyone, call a supervisor for further instructions. (teachers)

WORKPLACE SAFETY

CEEC values the safety of our employees and our children. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees are required to report any unsafe conditions to their supervisor. Additionally, your compliance with the following rules is mandatory:

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- Employees must report immediately any accident that results in injury, no matter how insignificant the injury may seem
- Be sure you know the emergency numbers (posted in office area)
- Know the location of fire exits, first aid kits, fire extinguishers, gas shut off valves, and any MSDS (material safety data sheets)
- When performing duties, you must take care to protect your safety, as well as that of your co-workers, students, and public
- Clean up all spills immediately
- Jumping from elevated areas is not permitted
- Lift heavy materials with assistance from a colleague

Keep your work environment clean. This includes the following:

- Keep floors dry and free of trip hazards
- Passageways to exit doors and through classrooms should remain open and not be blocked
- Desks and cabinet drawers/doors should be kept closed when not in use
- Clean up after yourself in all common areas, bathrooms, kitchen, and classrooms
- Know your responsibilities in an emergency.

UNIVERSAL PRECAUTIONS

Universal precautions are the term for infection control measures all health care workers and childcare providers should follow to protect themselves from infectious diseases.

Staff will adopt universal precautions when exposed to blood and blood-containing fluids and injury discharges of all children.

- All persons exposed to blood or blood-containing body fluids and tissue discharges will wash their hands immediately with soap and warm water.
- Single-use disposable gloves will be worn if there is contact with blood-containing body fluids or tissue discharges.
- Hands will be washed with soap and water after the removal of gloves.
- Gloves will be discarded in plastic bags.
- For spills of vomit, urine, feces, blood, or other bodily fluids, staff will clean and disinfect the area including floors, walls, toilets, tabletops, toys, or other areas.

All staff must wear latex gloves when changing diapers or when they may come into contact with body fluids such as blood, vomit, urine, fecal matter, wiping noses, etc. Hands (staff and children) must always be washed after each task that may obtain germs (regardless of if the staff has worn gloves):

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- after each diaper change
- after cleaning a child's nose
- after you have assisted a child with going to the bathroom
- after coming in from outside before handling food or snacks

OCCUPATIONAL EXPOSURE

In order to minimize the risk of transmission of infectious diseases, all employees are required to comply with the Center's bloodborne pathogen policy. The Center's blood borne pathogen policy requires the exercise of universal precautions whenever an employee may be exposed to any bodily fluid.

BLOOD BORNE PATHOGEN POLICY (*Universal Precautions*)

CEEC is committed to the exercise of universal precautions by all of its employees whenever the potential exists for contact with blood and/or bodily fluids. This approach to infection control is to treat all blood and bodily fluids as if they were known to be infectious for HIV, Hepatitis B, or other blood borne pathogens.

To that end, CEEC shall provide (at no cost to the employee) personal protective equipment such as gloves for use whenever the potential exists for employee exposure to blood and/or bodily fluids. Hypoallergenic gloves, glove liners, or other alternatives will be offered for employees who are allergic to the standard gloves normally provided.

All employees of CEEC are expected to adhere to the following practices:

- Employees shall wear gloves whenever diapering any child
- Employees shall wear gloves whenever the potential exists for exposure to blood and bodily fluids, such as after an accident which results in a cut, scrape or nosebleed.
- Employees shall wash their hands thoroughly after removing gloves.
- Employees shall wash hands and other body parts with soap and water immediately after contact with blood or bodily fluids
- Surfaces contaminated with any blood and/or bodily fluids shall be immediately cleaned and disinfected with disinfectant with HIV-1 claim or a freshly prepared solution of chlorine bleach mixed with water, dilution ratio 1:10.
- Any direct contact with blood and bodily fluids should be avoided through the use of disposable paper towels and gloves.
- Potentially infected waste shall be placed in appropriate containers and disposed of in accordance with applicable regulations.
- All employees are expected to report any contact with blood and/or bodily fluids to their supervisor immediately.

Strict adherence to these guidelines will help to ensure a safe working environment for everyone. This program is designed solely for the benefit of our employees in order to provide as safe a working environment as possible. In addition, this program meets our responsibility to the public, whom we serve.

Section 11: Classroom Maintenance and Procedures

OPENING PROCEDURES FOR ROOMS

- Unlock classroom doors and office doors.
- Turn on the lights in classrooms and restrooms.
- Take chairs down off of the tables.
- Prepare bleach solution for all classes.
- Set out a few table activities.
- Open the main door at 6:45 a.m. (opener)

DAILY CLEANING PROCEDURES FOR ROOMS

- Clean up and put away material that you used- art material, books, etc.
- Put away snack supplies
- Wash and put away everything you used before you leave for the day.
- Clean the eating area, tables, and chairs after each meal or art project.
- Sweep the floor under the tables after lunch and snack time.
- Keep an eye on the bathrooms and tidy up throughout the day.
- Oversee attendance in Lillio.
- During the day, do small cleaning, dusting, and straightening up as time allows.
- Clean up outside activities and sweep as needed.
- On Fridays-Help children get sheets and blankets ready to go home for washing.
- On Fridays- Sanitize cots with bleach and paper towels.
- Wipe down counters and sink areas before you leave for the day. Remove any debris from the sink strainer.
- Toys mouthed or otherwise contaminated by children are placed in the toy washing container immediately after the child is finished with the toy.
- Sanitize tables:
 - To remove gross soil, spray the table (or highchair tray) with a soap-water solution and wipe dry with a disposable paper towel.
 - To sanitize the eating surface, spray the table /try with the bleach-water solution and wait at least 2 minutes before wiping with a disposable towel or air dry, in order to allow the solution to kill germs. The surface cannot be sprayed and immediately wiped.
 - Sponges should not be used for sanitizing tables because they soak bacteria away from the surface of the sponge, which then cannot be easily reached in the interior of the sponge by the sanitizing agent.
 - If highchair trays are used as eating surfaces, the trays should be washed and sanitized in the same way as plates and other food service utensils.

- In case different children rotate through snacks, each place must be cleaned and sanitized between use by different children. Sanitizing solution should not be sprayed while children are seated at the table.

CLOSING PROCEDURES FOR ROOMS

As soon as the number of children is low enough, one teacher may lock the doors to the classrooms not being used.

- Put chairs up on the tables with seats resting on the tables.
- Turn off the lights in all of the classrooms when the last child has left.
- At 5:00 p.m. if any children are still here, begin calling office for alternative pick-up solutions.
- Lock the playground door (closers).

Section 12: Emergency Procedures

12.1 Earthquake

1. Tell children to “Duck, Cover, and Hold On.”
2. Make a quick assessment of the situation – if there is damage to the building, evacuate immediately.
3. Make a quick assessment of the children and/or injuries. If the situation calls for immediate evacuation, help the children leave the classroom and building immediately. Take the safest route out of the building.
4. In the absence of an immediate critical need to evacuate, check for injuries, and initiate first aid for severe injuries if needed. Reassure the children and wait for further instructions.
5. If evacuation is necessary, teachers must take the Lillio tablet for roll and the emergency backpacks with them.
6. Take roll on the emergency sheet found in the backpack. The roll will be taken to the Command Center.
7. Teachers that have Emergency Assignments, move to their assignments.
8. Help the children stay calm by engaging them in songs, stories, etc.
9. Parents will be directed to the nearest emergency exit to sign their child out. Runners will be sent to accompany the child to the release gate once a parent or approved person has been processed and allowed to take the child.
10. Staff members should be prepared to stay on campus until all students are picked up unless they are released by the Command Center.

Duck, Cover, and Hold

When the ground begins shaking, a loud explosion is heard/felt, or a duck, cover, & hold drill begins, everyone — students, staff, and all others present — take the following protective actions:

Indoors:

- Duck: Take cover under a nearby desk or table, positioning as much of the body as possible under cover.
- Cover eyes by leaning the face against the arm.
- Hold on to the table legs or side of the desk. Remain in position until the ground stops shaking, objects stop falling, or the teacher indicates that this phase of the drill has ended.
- If there are no tables or chairs nearby (or not enough): Duck, cover, hold: take cover by dropping to the floor, against an interior wall, if possible. Select the closest safe place: between tables or against a wall. The "drop" position is preferred: on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection.

Outdoors:

- Duck, cover, hold: Move away from buildings, power lines, block walls, and other items, which might fall. Take the "drop" position or sit down.
- Remain in position until the ground stops shaking or the teacher indicates that this phase of the drill has ended.

Situation assessment:

- The teacher or supervising adult makes a quick assessment of the situation. Any of the following require immediate evacuation: fire, damage to structure, hazardous materials spill.
- Teachers make a quick assessment of injuries to students. Unless the situation calls for immediate evacuation, the teacher uses first aid for critical injuries.
- Teacher checks with buddy teacher. It may be necessary to assist or evacuate the buddy teacher's class.
- In most cases, the teacher will wait until composure has been reached and an evacuation signal has been received before directing the class to evacuate.

Aftershocks:

- Students and staff *duck, cover, & hold*.
- Teacher/staff repeat situation assessment procedures detailed above.

FIRE

- If the fire alarm sounds, take your children outside immediately and go to the designated safe spot in the fire safety plan located in your classroom.
- In case of fire, the Director will call 911.
- Take roll and let the Director know if any children are missing.
- Parents will be contacted, and children will be released to a parent or approved person following appropriate emergency procedures.

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- Staff members should be prepared to stay with their class until all students are picked up.

HAZARDOUS MATERIALS RELEASE - SHELTER-IN-PLACE

When?

- Unusual odor or sound (explosion, etc.)
- Visible smoke, vapor cloud, or fire
- Skin or eye irritation
- Breathing difficulty

When in doubt, Shelter-in-Place and contact School Office. If you do not reach School Office, call 911.

What?

- Get everyone inside immediately
- Close doors, windows, or other openings to outside air
- Turn off air conditioning/heat
- Seal windows and doors with duct tape
- Close curtains
- Place towels or blankets at bottom of doors
- If the seal is not good, wet towels and place over the mouth and nose, particularly those with asthma
- Take roll
- Do not allow anyone to leave the classroom
- Wait for further instructions
- Do not evacuate until “all clear” is given, or emergency personnel instructs to do so
- When you evacuate the room, open all windows and doors to air out the room.

MODIFIED SHELTER-IN-PLACE

When?

- Smog alert
- Gunfire
- Severe storm
- Police activity

What?

- Get everyone inside
- Close and lock doors and windows
- “Hit the deck” (lie flat on the floor) if gunfire
- Stay away from windows; close curtains if available

Note: Use your common sense- all situations are different.

GUNFIRE—MODIFIED SHELTER-IN-PLACE

When gunfire is heard nearby, (the sound is very loud), the teacher or staff member shouts to “*hit the deck.*” This means lying flat on the floor.

- Use emergency locks to lock your doors.
- Initiate Modified Shelter in Place.
- If outdoors, as soon as it appears safe for people to move and come inside.

BOMB THREAT

The person receiving the threat should keep the caller on the line as long as possible to obtain information that will help the police. This would include:

- Exact time of the call
- Voice characteristics of the caller
- Approximate age: boy, girl, man, woman
- Background noises: music, traffic, laughter, etc.
- Where the bomb is located
- What time it is supposed to explode

Procedures

1. Immediately after contact with the caller has ended, the person receiving the call should notify the Director or designee, who will call 911.
2. Evacuate any section of the school deemed unsafe.
3. Wait for the police to assist in a search.
4. School personnel should assist with searches.

Section 13: Volunteers /Student Teachers

Parents and student interns can be a wonderful experience in the classroom. However, a person *cannot* volunteer in the classroom (even if only for an hour) unless they have completed the paperwork required by the state licensing division. Please direct any individuals wanting to volunteer within the classroom to the Director.

Once approved, the Director will conduct an orientation with the volunteer to let them know of their responsibilities and our classroom procedures (including, but not limited to daily schedule, emergency procedures, and child guidance policies).

On their volunteer day, each volunteer must list their name and the time they arrive and leave on the attendance sheet. Volunteers will be under the direct supervision of a qualified staff member at all times. The volunteer will not be alone with a child at any time in accordance with state regulations and should defer child guidance/discipline concerns to the supervising educator.

CONCLUSION

This handbook has outlined the principles that guide CEEC in its relationship with its employees. Specific information about Center insurance plans or other benefits can be obtained from the Executive Director. It is quite possible that you may, from time to time, have questions about Center matters which directly affect you or you may desire further information about how company policies apply to your individual case. In the case where you are unable to find the complete answer to your particular question in this manual, feel free to ask the Executive. If he or she does not have the information readily available, he or she will get the answer for you.

STATEMENT OF UNDERSTANDING

I have received and read the Carlisle Early Education Center’s Employee Manual. I understand the policies and procedures set forth. I also understand that the handbook is not a contract of employment, does not in any way limit the right of Carlisle Early Education Center to terminate my employment at any time at the sole discretion of Carlisle Early Education Center’s management.

Section 14: Acknowledgement

Employee

I, _____, acknowledge that I have received a copy of the staff handbook for CEEC. I have read and understood the contents of the staff handbook.

Employee’s Signature

Date

Employer

I, _____, acknowledge that I have provided a copy of the staff handbook for CEEC to the employee. I have provided time for thoughts, comments, questions, or concerns in regard to the staff handbook.

Employer’s Signature

Date