

WALNUT HILL EARLY CHILDHOOD CENTER

PERSONNEL POLICIES

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Personnel Policies
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WALNUT HILL EARLY CHILDHOOD CENTER
Personnel Policies

I. Immigration Act Requirements

Walnut Hill adheres to the requirements of the Immigration Reform and Central Act of 1986. Accordingly, identification documents are inspected at the time of hire.

II. Drug-Free Workplace

- A. In compliance with *Indiana Rules for Licensing Child Care Centers*, new employees are sent for drug testing both at the time of hire and randomly thereafter, with the cost paid by the center.
- B. In compliance with government requirements, new employees sign a *Drug-Free Workplace Statement of Understanding*
- C. The center absolutely prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol on the center premises or while conducting center business off premises. Violation of this policy by staff or visitors of staff persons may result in immediate termination of employment.
- D. In compliance with the Drug-Free Workplace Act of 1990, appropriate government agencies and the Indiana Department of Administration are notified within ten days after notice is received of an employee's conviction of a criminal drug violation occurring at the center.
- E. An employee found to be under the influence of alcohol or a controlled substance while at work is removed from the workplace and arrangements made for a safe transport home. Salary compensation is not paid for time worked by employees whose capability was compromised by the use of alcohol or a controlled substance. Such employee is subject to disciplinary action up to and including termination.
- F. An employee whose off-work use of alcohol or drugs, can reasonably be established to be the cause of excessive absenteeism or tardiness, or the cause of accidents or poor work performance while on the job, is counseled to seek professional assistance. Job performance concerns are subject to disciplinary action up to and including termination.
- G. An employee's need for assistance or rehabilitation is treated confidentially by any supervisor and only those persons with a *need to know* are made aware of the request. Approval for a request for a leave of absence for the purpose of rehabilitation is subject to approval by the executive director who considers the effect of the leave on all aspects of the program.

III. Hiring

- A. Employment opportunities are advertised in public media or are posted in a public place.
- B. Staff hired for positions that require contact with children 3-6 yrs old are 18 years of age or older and 21 yrs old or older with infants & toddlers, have completed high school; possess good moral character and a genuine interest in the welfare of young children, including their early education. Exceptions can be made when high school students are enrolled in a Child Development Class in accordance with a waiver from the Licensing Division of the state of Indiana. Hiring criteria comply with the *Indiana Rules for Licensing Child Care Centers*.
- C. Hiring decisions may be made to meet NAEYC's standard for having fifty percent (50%) of classroom staff with a CDA or related degree.
- D. When a large percentage of center families represent any racial group, an attempt is made to hire staff that speak their language and understand their culture.
- E. A resume and a completed application is required for all classroom, office and kitchen positions. Written documentation of reference checks is maintained in the staff file.

- F. Lead Assistant job interviews are conducted by the Center Director. Lead Teachers may be required to assist in the hiring of their assistants whenever possible. The Executive Director and or the Center Director conduct job interviews for all staff.
- G. The board of directors or a committee named by the chairman of the board conducts interviews for the position of executive director.
- H. Hiring Safeguards
 - 1. Center staff are chosen after a verbal or written check of references are provided and after a face-to-face interview with the Center Director. Staff chosen indicate a love for young children and the ability to perform predetermined work standards on a daily basis.
 - 2. The physical and drug screening processes provide further substantiation of the physical and personal responsibility of the candidate.
 - 3. Background checks completed provide assurance of clean records and no crimes against children.
 - 4. Identification documents verify employment eligibility.
 - 5. Physical stamina and health required to work with young children is determined by a physical completed within thirty (30) days of employment
 - 6. A thirty (30) day evaluation provides further assurance of the person's work ethic and ability to work with young children and complete job duties.
- I. Pre-employment Contingencies

Employment for all staff is contingent on successful completion of documents requiring signature or additional information. Results for candidates hired are maintained in the Employee Notebook stored in a locked cabinet within the main office.

 - 1. Employment Eligibility Verification (I-9)
 - 2. Ethnicity and Race Identification (Standard Form 181)
 - 3. A national criminal history check conducted by the FBI
 - 4. A Child Protection Index and Sexual Offender Registry Check by the Bureau of Child Care
 - 5. Adult Physical Health Examination (at employee's cost)
 - 6. A Drug Test (center covers the cost)
 - 7. A Mantoux TB Skin Test (center covers the cost for tests administered at Fall Orientation)

IV. Initial Employment Documents

An Employment Packet is provided to all newly hired employees

- A. Pre-employment documents
 - 1. Employment Eligibility Verification (I-9)
 - 2. Ethnicity and Race Identification (Standard Form 181)
 - 3. Information regarding the National Criminal History Check (fingerprinting by the FBI)
 - 4. Adult Physical Health Examination (at employee's cost)
 - 5. A Drug Test (center covers the cost)
 - 6. A Mantoux TB Skin Test (center covers the cost for tests administered at Fall Orientation)
- B. Items to be signed or completed
 - 1. Benefit Sheet
 - 2. Job Description
 - 3. Emergency Contact
 - 4. Employment Eligibility Verification (I-9)
 - 5. Licensed Center Substance Abuse Screening Test Consent Form
 - 6. Consent to complete the National Criminal History Check
 - 7. 30-day evaluation for Teacher Assistants
 - 8. Drug testing Policy (signature required)
 - 9. State of Indiana Promotion for a Drug-Free Indiana
 - 10. Ethnicity and Race Identification

11. First Aid Training (date must be set)
12. Confidentiality (signature required)
13. Refusal of Dental Insurance (If refused)
14. W-4 and WH-4 Worksheets

C. Items provided in Employee Packet to be read and maintained by the staff person.

1. Personnel Policies
2. Program Policies
3. Common State Regulations
4. Organizational Chart
5. The Role of the Teacher Assistant
6. What Parents Want
7. Mission Statement
8. Program Features
9. Funding Sources
10. Target Populations
11. NAEYC Code of Ethics and Work Ethic Expectations
12. Annual Center Calendar
13. Initial Orientation Training material with Separate certificates for each subject area
14. Dress Code

D. Job Descriptions are written and signed by the Executive Director and employee at the time of employment. The Job Description for the Executive Director is approved by the board of directors. Each describes educational qualifications, job functions, organizational relationships, authority, including any authority to expend center funds, and general job responsibilities.

1. Educational qualifications as required by both state and accreditation entities, are provided on the job description for each staff position:
 - a. Center Director shall hold a bachelor's degree or higher in early education, child development, or elementary education plus five years' experience working with children. A college diploma and transcript are required.
 - b. The Family Service Coordinator shall have a minimum of two years of college courses and have work experience with children and families.
 - c. Lead teachers shall hold an associates degree in early education or child development, or a bachelor degree or higher in elementary education. Candidates with a CDA and a proven record of successful relationships with families may be considered when candidates with degrees are not available or when candidates with a CDA are determined to be the best choice.
 - d. A teacher assistant shall hold at least a high school diploma with classes completed in child development or a high school diploma with a minimum of one-year experience working with young children. High school students enrolled in a child development class shall be considered for part time positions when the center holds a variance from the state of Indiana.
 - e. All staff with college work or degree are required to have a diploma and transcript in their work file in accordance with state and accreditation standards.
 - f. Support staff shall be at least 18 years old and hold a high school diploma or GED and experience in the job assignment
 - g. Staff working with infants & toddlers shall be at least 21 years old.

2. Job functions are provided on the job description for each staff position
 - a. The Executive Director administers and provides oversight for all programs of the center to ensure professional services to young children and their families.
 - b. The Center Director assumes chief responsibility for relating to and advocating for families of center children including families for whom Spanish is the first language and parents of children with special needs. The Center Director translates all center materials into Spanish including classroom newsletters when necessary for specific classroom families. In addition, the Center Director oversees all center activities from 2:30 – close; and hires, supervises and evaluates all part-time staff working in the afternoon program any time between 2:30 p.m. to close.
 - c. The Lead Teacher assumes oversight for all aspects of the assigned classroom including ensuring an atmosphere of loving care for children, assuming responsibility for health and wellness issues related to classroom children, the development and implementation of a daily learning program according to center philosophy, collecting and maintaining work samples and completing all child assessment processes, the supervision of all staff, student teachers and volunteers assigned to her classroom in accordance with the philosophies of Goshen Day Care Board, Inc.
 - d. The Teacher Assistant and any classroom volunteer supports the Lead Teacher in the overall task of providing early education and loving care to young children, including the provision of a safe and sanitary environment as required by government and accreditation entities.
 - e. The Office Manager assumes overall responsibility for the main office systems including all financial data entries and reporting, maintenance of employment notebooks, and completions of all mailing processes in accordance with center standards.
 - f. The Kitchen Manager manages all aspects of the center’s food program including menu planning, food purchases, maintenance of food preparation records, cooking and cleaning of the kitchen area and supervision of other kitchen personnel.
 - g. The Center Custodian manages the cleaning and sanitizing of center floors and the care of both custodian closets in accordance with center standards.
3. Organizational relationships are listed on the job description for each staff position. An Organizational Chart, provided to board and staff, depicts both supervisory and cooperative relationships between individual staff and between staff and board and between board and community.
 - a. The Executive Director is responsible to and supervised by the chairman of Goshen Day Care Board.
 - b. The Center Director is responsible to, supervised and evaluated by the Executive Director.
 - c. The Lead Teacher is responsible to, supervised and evaluated by the Center Director.
 - d. The Teacher Assistant is responsible to, supervised and evaluated by the Lead Teacher of the assigned classroom.
 - e. The Office Manager is responsible to and evaluated by the Executive Director.
 - f. The Kitchen Manager is responsible to and evaluated by the Executive Director.
 - g. The Custodian is responsible to the Executive Director.
4. Authority to expend center funds is listed on the job description.
 - a. The Executive Director is authorized to dispense available center funds as needed for the operation of all center programs.
 - b. The Center Director is authorized to dispense Parent Emergency Funds, purchase materials for the Parent Library, utilize holiday donations allocated for specific

children or families, and make decisions related to parent fundraising efforts.

- c. The Lead Teacher is authorized for reimbursement of personal expenditures up to \$60.00 for classroom materials.
- d. The Teacher Assistant is authorized for reimbursement of personal expenditures up to \$60.00 when authorized by the Lead Teacher assigned to her classroom.
- e. The Office Manager is authorized to dispense center funds for standard office and classroom supplies and to pay center bills approved by the Executive Director and the treasurer of Goshen Day Care Board. Authorization from the Executive Director is required for single purchases costing more than \$60.00.
- f. The Kitchen Manager is authorized to dispense center funds for food and kitchen supplies and small appliances. Authorization from the Executive Director is required for the purchase of major appliances.
- g. The Custodian is authorized to charge to the center any cost for the maintenance of existing custodial equipment. Authorization from the Executive Director is required for the purchase of new equipment.

E. Statement of Compensation and Benefits for Hourly Employees

- 1. An annual *Statement of Compensation*, written by the Executive Director for hourly staff, is signed by the Executive Director and the employee. The Statement of Compensation lists the job title, exemption status, regular or temporary status, room assignment, salary, overtime payments, work days and hours, paid or unpaid breaks, and training requirements. The Confirmation may be amended only by the Executive Director as required to meet center needs.
- 2. Hourly staff are hired conditionally for a thirty (90) day probationary time while performing the regular duties of the position.
 - a. Benefits take affect after successful completion of the probationary period. The Office Manager notifies staff when insurance deductions are taken out of the employee's gross income. Meals served during work hours are available without cost from the first day of employment. Benefit time is accrued by hours worked. With director approval an employee may use more time than accrued but only up to the total time earned in one calendar year. If an employee is terminated or resigns the time used past accrual will be taken out of the employees last check. Personal days are not accrued. They are available the first day of the calendar year and do not carry over. Unused vacation days will be paid in full at the end of the calendar year. They do not roll over. Sick days will roll over up to 30 days.
 - b. Lead Teachers and other supervisors notify the Center Director of any employment concerns well before the end of the probationary period. A plan for correction is initiated and agreed upon in writing by employee and supervisor.
 - c. Formal notification of the results of the probationary period is provided to the employee by the end of the ninetieth (90th) day of employment. Notification includes the decision to hire, to extend the period of probation with additional training, or to terminate.
 - d. Upon completion of the extended probationary period, the Executive Director provides a written notification to hire or terminate the employee.

F. Statement of Compensation and Benefits for Professional Salaried and Salaried Non-exempt Staff

- 1. The Executive Director may choose to use a Statement of Compensation form for salaried non-exempt staff.
- 2. Benefits are available to full time Professional Salaried and Salaried Non-Exempt staff on the first day of employment. Benefit time is accrued over days worked. An employee may go over the accrued amount of time up to the total time earned in one calendar year. If an

employee is terminated or resigns the time used past accrual will be taken out of the employees last check. Personal days are not accrued. They are available the first day of the calendar year and do not carry over. Unused vacation days will be paid in full at the end of the calendar year. They do not roll over. Sick days will roll over up to 30 days.

G. Employment Confirmation and Benefits for Custodial Staff

1. Custodians are paid a pre-determined weekly earning. If a staff also works as an hourly employee in another facet for the center custodial hours worked will not factor into overtime.

V. **Full and Part-Time Employment**

- A. Staff authorized to work a minimum of thirty (30) hours each week, as substantiated on the *Statement of Compensation* are considered full time.
- B. Staff authorized to work less than thirty (30) hours each week on a regular basis as substantiated on the *Statement of Compensation* are considered part time.
- C. Hourly and salaried nonexempt staff may be asked to work fewer, additional or different hours than those on the Statement of Compensation to meet center needs. Only authorized hours are paid. Authorized hours are those requested by the Center Director or Person in Charge.
- D. Temporary staff can be hired for a specific period of time not greater than three months. Unemployment is not paid at the end of that stated period of time. Benefits are not paid to temporary staff.

VI. **Exempt and Non-Exempt Employees**

A. Hourly Non-Exempt Staff

1. Hourly non-exempt staff are qualified by age as indicated on the Job Description.
2. Hourly non-exempt staff receive a Statement of Compensation which authorizes their work hours, their hourly salary and eligibility for a 30-minute unpaid break.
3. Benefits are listed on the *Benefits for Hourly, Non-Exempt Staff*. Utilization of Benefits requires approval from the Staffing Coordinator. Actual use is tracked by the Office Manager.
4. Hourly, non-exempt staff are paid 1.5 the premium hourly rate for actual time worked in excess of 40 hours within a one-week period when required and authorized. Actual time worked does not include holiday, vacation, sick or other benefit time or when actual work time is less than forty (40) hours. The daily 30-minute lunch break is unpaid time and not included in the 40-hour week. Overtime payment is made at the next pay period.
5. The Center Director may arrange for hourly staff to take flex time to avoid working over 40 hours within the same work week.
6. Salaried exempt staff may work over 40 hours within one week without being paid overtime. The Executive Director is the only staff person exempt from overtime requirements.
7. Hourly non-exempt staff must clock in and out using the time clock located in the front office. If a punch is missed they must fill out the correct form and submit it to the Business Manager for approval. If an employee misses what is deemed to be an excessive number of punches by the Executive Director, the employee may not be compensated for missed punch time.
8. Lead teachers and other managers create a break schedule for persons working in their classroom or work area, allowing a daily 15 minute paid break after four hours worked. Break time is not assigned at the end of the employee's work day. The paid break is taken on-site.
9. The Lead teacher and other managers create a break schedule for persons working in their classroom or work area allowing a 30-minute unpaid break for those working a 6-hour day or more. No job duties are required during the break time and the employee is free to go off-site during the 30-minute unpaid period.

10. Hourly non-exempt staff are not authorized to do paid work from home or off-site, with the exception of training or conferences, unless prior authorization is given.
- B. Salaried Non-Exempt Staff
1. Salaried non-exempt staff are qualified by age and education as indicated on the Job Description and meet or exceed state requirements.
 2. Salaried Non-Exempt staff are contracted for a specified annual monetary compensation. For their convenience, the annual salary is divided into 26 equal bi-weekly installments and paid bi-weekly.
 3. Benefits are listed on the *Benefits for Salaried, Non-Exempt Staff*. Utilization of Benefits requires approval from the Staffing Coordinator. Actual use is tracked by the Office Manager.
 4. Salaried, non-exempt staff are paid 1.5 the premium hourly rate for actual work in excess of 40 hours within a one-week period when required and authorized. Overtime is not paid when a portion of the weekly hours includes holiday, vacation, sick or other benefit time or when actual work time is less than forty (40) hours. The daily 30-minute lunch break is unpaid time and not included in the 40-hour week. Overtime payment is made at the next pay period.
 5. The Center Director may arrange for salaried non-exempt staff to take flex time within the same week as the overtime hours are worked.
 6. The normal work schedule for salaried, non-exempt staff may be temporarily or permanently altered by the Center Director or person-in charge as necessary to meet the needs of the center.
 7. Salaried non-exempt staff must clock in and out using the time clock located in the front office. If a punch is missed they must fill out the correct form and submit it to the Business Manager for approval. If an employee misses what is deemed to be an excessive number of punches by the Executive Director, the employee may not be compensated for missed punch time.
 8. Lead teachers and other managers create a break schedule for persons working in their classroom or work area, allowing a daily 15 minute paid break after four hours worked when the employee is not ending the work day and leaving the center. The paid break is taken on-site.
 9. The Lead teacher and other managers create a break schedule for persons working in their classroom or work area allowing a 30-minute unpaid break for persons working 6 hours or more. No job duties are required during the break time and the employee is free to go off-site during the 30-minute unpaid period. The 30-minute unpaid break is given in addition to paid plan time for lead teachers and designated professionals.
 10. Lead Teachers and other designated professional are provided with paid plan time taken on-site within the authorized work week. Planning done outside the work week as designated on the contract or Confirmation is not paid and cannot be claimed for compensation.
 11. Salaried non-exempt staff are not authorized to work from home or off-site, with the exception of trainings or conferences, without prior authorization.
- C. Salaried Exempt Employees
1. Exempt employees are paid in 26 equal installments.
 2. Exempt employees do not receive overtime payments.
 3. Benefits are listed on the *Benefit for Salaried Exempt Staff*.

VII. The Work Week Defined

Employees are assigned up to 40 hours per week between 12:00 a.m. Monday morning, and 12:00 p.m. Sunday night. Only assigned work hours as outlined on the Statement of Compensation are paid hours with exception of time authorized as paid time by the Executive Director or Center Director.

VIII. Paid and Unpaid Activities

- A. **Paid Activities**
 - 1. Time at the center completing tasks related to the job assignment within the time perimeters authorized on the Statement of Compensation or Employment Contract.
 - 2. Weekly Prep Time that occurs at the center during assigned work hours is provided for Lead Teachers.
 - 3. Shopping Time is provided during work hours as outlined in the job assignment for office and kitchen staff or as authorized by the Executive Director.
 - 4. Mandatory meetings/training scheduled after work hours as authorized by the Executive Director is paid time. Time and one-half is paid for weekly hours over 40 hours.
 - 5. Authorized cleaning, organizing outside of regular assigned work hours only as authorized by director.

- B. **Unpaid Activities**
 - 1. The 30-minute break time provided for salaried and hourly non-exempt staff assigned a daily work time of 8.5 hours is unpaid time. Staff sign out and back in on the time sheet.
 - 2. Time spent on personal studies, personal social networking and other personal activities during naptime or during any scheduled work time is unpaid. Staff show time out and back in on the time sheet. Duties as outlined on the job description or within program policies or as assigned by the Lead Teacher are expected during all paid work time. Enforcement by lead teachers and other supervisors is expected.
 - 3. Any time spent away from the center to perform personal activities is unpaid time for all hourly or salaried nonexempt staff.
 - 5. Training registration fees, wages and travel expenses to and from trainings that are paid with prior approval from the Executive Director
 - 5. Time spent cleaning and organizing outside of regular assigned work hours that is not authorized by the Executive Director are unpaid.

- IX. Overtime Payments**
 - 1. Time and one-half is paid for hours authorized and actually worked over 40 hours within the defined work week. Regularly scheduled paid overtime is not paid for holidays.
 - 2. Staff schedules may be adjusted to prevent overtime hours.

- X. Salaries**
 - A. By October 31, the Executive Director submits to the Goshen Day Care Board, a salary scale proposal(s) for the upcoming year (January to December) for all classroom staff and support staff with a positive evaluation for work completed. The Executive Director may submit to the finance committee a proposal to maintain the current salary scale when center funds do not support staff salary increases. The salary of the Executive Director is not suggested on the written proposal.
 - 1. The full board makes changes to the proposed salary scale as deemed appropriate.
 - 2. The full board determines the salary of the Executive Director.
 - 3. The approved salary scale becomes effective on January 1st.
 - B. The *Statement of Compensation* authorizes work time, unpaid lunch break, the position and any salary change, exemption status and whether the position is temporary or permanent. No other time worked is authorized. Permanent changes to work hours and employment status require an amendment as shown on the *Confirmation of Work Hours*. The signatures of Executive Director and staff are required. Forms are maintained in Employment Notebooks in locked files located in the main office.

- XI. Reimbursements Paid to Staff**
 - A. Reimbursement for personal funds spent on supplies for center programming is made to staff when the purchase cost is \$60.00 or less per month. Purchases over \$60.00 require authorization from the Executive Director. The Tax ID number, as evidenced on the ST-105 (Indiana Sales Tax Exemption)

form, is required by and provided to vendors for purchases made for center use only.

- B. Center credit cards may be provided to office, leadership and kitchen staff as authorized by the Executive Director for the purchase of center materials only. The ST-105 (Indiana Sales Tax Exemption) form is required before credit cards are issued to not-for-profit organizations. Center credit cards are not used for personal purchases under any circumstances.
- C. Personal purchases made are not combined with purchases made for the center. Purchases for personal use require a separate receipt that is not submitted to the center. Taxes are paid for all purchases made for personal use.
- D. Employees required to use their personally-owned vehicle to conduct center business or to attend work related meetings are reimbursed for the mileage to and from the destination at the rate currently paid by the IRS.
- E. Mileage records are submitted to the center office and maintained according to the center auditor's requirements.
- F. Staff are not paid directly by a parent for any reason. Late fees charged to parents are paid to the center.

XII. Benefits

- A. Benefits are approved by Goshen Day Care Board and signed by the Executive Director and employee. The Benefit Sheet includes the number of any paid sick days, vacation days, holidays, funeral time, personal days, professional days as well as any insurance available and meals provided. The Benefit Sheet indicates a paid or unpaid lunch period and overtime perimeters.
- B. Paid sick days, vacation days, funeral and personal days are available only to staff assigned thirty (30) regular work hours or more each week and are listed on the *Benefits for Full-Time Salaried Exempt, for Full-Time Salaried Non-Exempt Staff* and *for Full-Time Hourly Non-Exempt Staff*.
- C. Up to eight hours of holiday pay are provided to all full and part-time staff for each *holiday* occurring on a work week day. Staff are not paid when the holiday occurs during the week-end. Holiday pay is paid once an employee actually starts working and is not paid to staff who have been hired but actually starting work in the future. Holidays paid for staff coincide with holidays paid by parents as indicated on the Annual Calendar. Only days and hours that appear for each employee on the current *Staff Schedule* are paid. Temporary (i.e. summertime only) staff are not paid for holidays. Paid holidays include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the Friday following Thanksgiving, and Christmas.
- D. Vacation days are provided to regular full-time staff assigned a minimum of **30** weekly work hours.
 - 1. Time-Off Request forms are completed and submitted to the Center Director well in advance (min 4 weeks unless approved by Executive Director).
 - 2. The Center Director approves requests for time off on a first come, first served basis equally for hourly and salaried non-exempt staff. Requests are approved when staffing can be arranged for complete center coverage
 - 4. The Center Director or a designee can *close* a period of time to additional vacation requests to assure adequate center staffing.
 - 5. Unused vacation days will be paid in full at the end of the calendar year. They do not roll over.
- E. The center purchases Worker's Compensation Insurance for all employees. The policy covers work-related bodily injury to employees by accident or disease. *Bodily injury* includes resulting death. All insurance stipulations apply.
 - 1. Definition of *Injury Bodily injury by accident* is injury caused by any accident occurring during work hours within the policy period.
 - 2. *Bodily injury by disease* is injury caused or aggravated by the conditions of employment. Exposure to such conditions must occur during the policy period. The policy does not cover diseases caused by failure to comply with health or safety laws or regulations.

3. Employee Duties if Injury Occurs While Engaged in the Workplace
 - a. The employee or co-workers immediately notify the Executive Director or Person in Charge when an injury occurs during the work hours.
 - b. An immediate decision is made concerning the need for medical or other services. The employee who refuses medical assistance signs a statement of refusal.
 - c. All witnesses complete a written report of the incident based on details actually observed.
 - d. The Office Manager provides to the insurance company issuing Worker's Compensation insurance the name and addresses of the injured person, of witnesses, and other information as required.

4. Procedures for Making a Claim
 - a. The injured employee works with the center's Office Manager to make a claim. The Office Manager notifies the service providers that a claim is being submitted to Worker's Compensation. Employees do not make payment for services rendered until a response is received from the insurance company providing the Worker's Compensation coverage.
 - b. The Office Manager provides to the injured employee all required paperwork from the insurance company and submits completed forms.
 - c. The Office Manager maintains copies of all bills and other documents submitted to and received from the insurance company. Records of injury and other medical incidents related to employees are retained for ten (10) years.
 - d. The Office Manager is authorized to communicate with insurance company employees regarding the claim while providing ongoing updates to the Executive Director. Confidentiality policies apply.
 - e. When the Worker's Compensation provider determines the employee's injury is not work related, the employee submits a claim to his/her own health insurance company. Any unpaid balance is the responsibility of the employee.

- F. Life insurance is available with eligibility determined by the insurance company. The center pays the entire cost for employees who qualify.

- G. Dental insurance is available to all employees with eligibility determined by the insurance company. The full cost of dental insurance is paid by the staff person.

- H. Benefit time is available as earned and can be utilized with authorization from the employee's supervisor or a designee.

- I. Unused Sick days can be accumulated up to thirty (30) days. Staff utilize all earned vacation and personal days before the start of a new year. The employee-signed Benefit Sheet provides the number of days allowed and the record-keeping procedure.

- J. Earned accrued vacation time is paid to employees who leave the center's employ when a two-week notice is provided in writing. All other unused benefits are forfeited.

- K. Leave of Absence
 1. A leave of absence is granted for the birth or adoption of a baby or child. A Leave of Absence is granted when a doctor provides a written order for a temporary leave from work. Requests for other leaves of absence are granted by the Executive Director on a case by case basis, with consideration given to the well-being of other staff and classroom children.
 2. No salary reimbursement is provided for hours occurring during a leave of absence. Earned sick, vacation and personal days are paid as follows:
 - a. Vacation days earned by the first day of the leave are paid on the first payday occurring during the leave.

- b. Personal and sick days earned by the first day of the leave are awarded if the employee returns to work and are paid on the first payday after the employee returns to work or later if a later payment is requested by the employee.
- c. No other benefits, including holiday and funeral pay are paid to employees during a leave of absence.

M. Nursing Mothers

Arrangements are made with the employee's supervisor for employees who are nursing their babies. Accommodations do not hamper adequate program coverage. Nursing time is unpaid time taken on or off-site. Transportation of the baby is the responsibility of the employee. On-site nursing takes place away from the children in a private location named by the Executive Director. All state or accreditation health standards related to preparation, actual nursing and storage of milk are followed. Milk can be stored in the staff refrigerator in clearly marked packages including the date expressed, the mother's name and the name of the contents.

N. Jury Duty

- 1. Employees called to jury duty are paid for the day(s) required to report for jury selection and to report for jury duty, if selected. Salary payment is based on the days and hours of work indicated on the employee's *Statement of Compensation or Employment Contract*. Hours required for jury duty that exceed the employee's normal work hours are not paid by the center.
- 2. The time required for jury selection or for jury duty is not deducted from an employee's total time on the job.
- 3. Earned holiday pay is paid to the employee during the time of jury selection and duty as applicable. If the employee must miss a scheduled day of court because of sickness or funeral, benefit time will be paid according to center policy.

O. The Office Manager maintains a benefit record for hourly non-exempt and salary non-exempt employees with copies distributed to employees periodically, or upon request. Benefits for salaried exempt staff are tracked and maintained. An annual record of benefit utilization is maintained on a flash drive.

XIII. Annual/Biannual Requirements

- A. A pre-employment requirement for a physical is paid by the employee. The employee is allowed up to 30 days to complete the physical and return results to the center office. The Center Director is notified when an appointment for the physical cannot be scheduled within those time perimeters. Staff are encouraged but not required to have a physical every two years with payment made by staff.
- B. All staff are required to have a Mantoux TB Skin Test completed annually with the cost covered by the center.
- C. Classroom and administrative staff are required to complete twenty (20) hours of training pertaining to early education and the care of young children annually. The cost for mandatory sessions and wages during the actual training event is covered by the center. The cost for optional trainings is the responsibility of the staff person. Wages, registration, mileage and food costs are the responsibility of the employee for optional trainings.
- D. Administrative staff are required to have annual leadership training. Reasonable expenses for leadership training for the Executive Director and Center Director are paid by the center when the total cost for registration, mileage and meals is below \$250.00. Approval from Goshen Day Care Board is required for training whose total cost exceeds \$250.00.

XIV. Staff Training

- A. Newly hired staff are given an Employment Packet with specific contents:
 - 1. Materials to be read and retained by the employee
 - 2. Materials to be completed and returned to the Office Manager
- B. Newly hired staff are given a tour as an overview of center awards and processes
 - 1. Center Indiana State License

2. NAEYC Accreditation
3. Paths to Quality – Level Four
4. Parent Board
5. Parent Sign-In and Out
6. Parent Library
7. Person in Charge Form
8. Curriculum Room
9. Forms Box
 - a. Time Sheets
 - b. Ouchie Alert
 - c. Significant Injury/Incident Forms
 - d. Biting Alert Forms
 - e. State Major Injury Form
 - f. Playground Rules
 - g. Closing Procedures
 - h. Initial Evaluation Form

10. Each Classroom
 - a. Lesson Plans on door
 - b. Classroom Schedule
 - c. Current Newsletter
 - d. Parent Dry-Erase Board
 - e. Parent Board
 - i. Ratios and Enrollment Limits
 - ii. Person in Charge
 - iii. Menu
 - f. Fire and Strom Drills
 - g. Red Evacuation Form
 - h. Children’s hooks and cubbies
 - i. Labels on containers and shelves
 - j. Daily Routine Tool
 - k. Curriculum

11. Staff Restrooms

12. Staff Break Room (coffee, snacks, trainings offered)

13. Kitchen

14. Staff Mailboxes in front office

C. Classroom Staff train new staff on the staff’s first day of service each of the following:

1. Location for employee coat, purse etc.
2. Location of Universal Precautions Materials
3. Diapering location
4. Hand-washing signs
5. Locked cabinets with First Aid box, Medications, Cleaning Items
6. Back-Pack to be taken every time the class leaves the building
7. Science Table
8. Children’s Calendar showing Home and School Days
9. Easel and requirement for fresh paper and available paint supplies

D. Newly Hired Classroom Staff Complete Initial Training Materials with individual certificates issued for each topic.

1. Mission Statement
2. Classroom Enrollment List
3. Confidentiality Policy

4. Overview of Staff positions and Roles
 5. Overview of Goshen Day Care Board and Role
 6. Overview of community Involvement
 7. Initial child Development
 8. Overview of Early Education Philosophy
 9. Child Assessment – a first look at Center’s Approach
 10. Parent Involvement
 11. Child Abuse and Neglect Policies and Procedures
 12. Symptoms of Illness for Children
 13. Training Requirements for Staff
 14. Overview of Daily Routine for assigned classroom
 15. Discipline Policies
 16. Meal Service
 17. Emergency Evacuation Processes
 18. Hand-washing techniques for children and staff
 19. Medication Policies and Procedures
 20. Universal Precautions
 21. Health Hazards
 22. Job Description
 23. Evaluation of Staff
 24. Service to children with Special Needs
 25. Diapering Restrictions until proper training is complete
- E. Within two weeks, newly hired Classroom Staff receive and complete detailed training with a Certificate for each:
1. Meal Preparation and Service
 2. CACFP Forms and Completion Required
 3. Medication Forms and Completion Required
 4. Injury and Incident Forms and Completion Required
 5. Diapering Steps and Recording Required. See Center Diapering Trainer
 6. NAEYC Standards
 7. Indiana Rules for Licensing
 8. Paths to Quality Standards
 9. Indiana Foundations
 10. Center Curriculum and Skill Building List
 11. Closing Procedures
 12. Behavior and Classroom Management
 13. IEP of any child with Special Needs enrolled in assigned classroom
 14. Reading to children and methods for holding attention and increasing understanding
 15. Positive Interaction
 16. Leading a Small Group
 17. Playground Supervision and Rules
 18. Initial understanding of the Classroom Team
 19. Center First Aid Training (set a date for training)
 20. Verbal explanation stressing Staff Policies for Confidentiality and Staff/Parent Boundaries
 21. Policies related to dealing and communicating with Parents
 22. Staff Policies
 23. Center Processes
 - a. Staffing
 - b. Anecdotal Notes
 - c. Assessment of Children’s Progress
 - d. Annual Staff and Parent Assessment Processes
 - e. Parent/Teacher Conferences

- F. The center complies with licensing and accreditation regulations related to the training of staff, with the cost for mandatory training assumed by the center.
 - 1. Twenty (20) annual documented training hours are required for the Center Director including training in the following categories:
 - a. administrative and leadership issues
 - b. curriculum and developmentally appropriate practices
 - c. health, nutrition, sanitation and safety
 - d. employment and personnel issues
 - 2. Twenty (20) annual documented training hours are required for all classroom staff including training in the following categories:
 - a. State and Center Policies related to the reporting of child abuse and neglect
 - b. Child Development
 - c. Positive Guidance of young children including center policies related to discipline.
 - d. Developmentally Appropriate Practices (DAP) and the three parts of Center Curriculum
 - e. Health, Nutrition, Sanitation and Safety of young children including cleaning requirements
 - f. Ethical Issues
 - g. Building Teams and Positive Relationships
 - h. Partnering with Families
 - i. CACFP and the Food Program including Nutrition Education
- G. Staff are invited to suggest training topics at any time throughout the year. Suggestions are given in writing to the Center Director.
- H. Staff may attend training sessions related to their work assignment. Payment decisions related to registration, mileage and meals are based on availability of funds. When attendance at a specific training session is required, salaries are paid.
- I. Funding for the CDA, AA, BA, MA in Early Education
 - 1. Staff taking college classes towards a CDA, the renewal of the CDA, the Associates Degree, Bachelor's Degree, and Master's Degree in Early Childhood Education may qualify for a grant from the Indiana Association for the Education of Young Children.
 - 2. The center enters into an agreement with IAIEYC for partial payment of training requirements when the employee enrolls in the college approved by IAIEYC.

XV. Staff Evaluation

- A. Evaluation is completed quarterly for all classroom staff
 - 1. The quarterly evaluation process provides the Center Director and Executive Director with data to be used to track employee growth and create meaningful trainings.
 - 2. Staff are graded on a scoring rubric. The framework for this rubric is created by their supervisors and approved by the Executive Director. The framework cannot change within a calendar year without approval by Executive Director. Changes to the framework are done in January and approved for use in March evaluations. This framework then remains constant in the scoring rubric for the rest of the year.
 - 3. Completed evaluations are used to create goals and determine employee growth. Staff will be given their evaluation results by their supervisors and/or the Center Director and Executive Director.
 - 4. Completed evaluation forms will be kept in the employees' file.
 - 5. Evaluations will help the Executive Director determine appropriate compensation increases for each staff.
- B. Evaluation for classroom staff will be split into the following categories:

1. General Work Habits
 2. Interaction with Children
 3. Classroom Management
 4. Working With Parents
 5. Working With Co-workers
 6. Professionalism and Growth
- C. The Executive Director completes an annual formal evaluation for the Center Director, and a formal or informal assessment for Kitchen and Office managers.
- D. The Board of Directors makes decisions regarding the method used to assess the work of the Executive Director.
- E. Dress Code
1. Staff dress to accommodate their work responsibilities while maintaining professionalism. In addition to dresses and skirts, classroom staff may wear clean jeans, or moderate length shorts. Short-shorts or garments with holes are not worn. Pajama bottoms are not worn to work except for designated *Pajama Days*.
 2. Kitchen and office staff may wear casual pants, shorts just above the knee and jeans.
 3. T-shirts, hats, jackets, etc. that contain profanity, liquor or bar business advertisements or other words or graphics inappropriate for the workplace are not worn by employees.
 4. Inappropriate tattoos must be concealed by clothing, gauze or whatever is effective
 5. Nose and other facial rings are not permitted due to risks to staff involved with active young children. Single nose studs are permitted. Tongue piercings interfere with quality enunciation and are not permitted.
 6. Halters and excessively low-cut tops are not worn to work. The midriff area must be covered.
 7. See-through clothing or low-rise pants that reveal underwear or private body parts are not worn to work.
- F. Code of Ethics
1. All staff adhere to the Code of Ethics provided by the National Association for the Education of Young Children (NAEYC).
 2. NAEYC's paramount principle is *Do No Harm*. Children's safety and emotional well-being is staff's first and most important consideration. Failure to keep children safe is grounds for dismissal.

XVI. Storage of Employment Documents

- A. An Employee Notebook, consisting of confidential staff records maintained throughout the person's employment period, is stored in a locked cabinet in the main office.
- B. Access to the Notebook is limited:
1. Staff persons are permitted to check their own notebook while in the main office. The key to the locked file must be provided by the Office Manager, Executive Director, or Center Director.
 2. Adding or removing documents is reserved for the Office Manager and the Executive Director. Other employees are not authorized to add or remove items from their own notebook or notebooks belonging to other staff.
- C. The notebook is divided into one section for each of these categories:

1. Pre-Hiring Documents
 - a. Physical/immunizations record
 - b. Drug Screening
 - c. National Criminal History Check Results (Fingerprinting)
2. Employment Documents
 - a. Resume or application
 - b. Reference check notations
 - c. High School or College diploma
 - d. Transcript if a college graduate
 - e. Employment Eligibility Verification form
 - f. Ethnicity and Race Identification (Standard Form 181)
 - g. Contract or Statement of Compensation
 - h. Job Description – signed
 - i. Benefits – signed
 - j. Drug-Free Work Place – signed
 - k. Emergency Contact Form/Permission to Treat
3. Health Records
 - a. Bi-Annual Physical
 - b. Annual TB Test or X-ray results
6. Miscellaneous
 - a. Insurance Forms
 - b. Records of work-related injuries (Worker’s Comp)
 - c. Records concerning Leave of Absence
 - d. Any Record of Disciplinary Measures (May be limited to Center Director’s office at her discretion)
 - e. Any Record of Appeals or Records of Grievance Procedures
 - f. Automatic Deposit form for paycheck
5. Back Pocket
 - a. Evaluations (including Self Evaluation or written response to an evaluation)

XVII. The Annual Calendar

- A. The program is in session year around except for Christmas Break, Spring Break and the week of July 4th. The center is closed for holidays included on the Annual Calendar. The number of days included in each break period requires approval by the Executive Director.
- B. The purpose of Fall Staff Orientation is for training and preparation for a new school year. Work hours during the orientation days are provided to support staff on an *as-needed* basis. Work time in excess of forty hours for the week of orientation requires written authorization from the Executive Director. Additional training days may also be scheduled.

XVIII. The Use of Volunteers and Visitors

- A. Volunteers are persons working or assisting in the child care center in a capacity for which they are qualified, for eight (8) hours or more per month. Volunteers are not paid by the center. Persons working less than 8 hours within one month are called *visitors or guests*. Visitors are not left alone with children. The same restrictions apply to volunteers and visitors equally.
- B. The use of any volunteer in center classrooms requires the authorization of the Executive Director. In the absence of the Executive Director, the Center Director or Person in Charge may authorize the use of a past volunteer, or one known and recommended by at least one staff person. New volunteers or strangers to staff wait for approval by the Executive Director
- C. Volunteers or visitors who clean or maintain center equipment or work areas are not left alone with center children at any time.
- D. Volunteers or visitors working in classrooms with children work under the direct supervision of the

classroom lead teacher or her designee and are not left alone with children.

- E. Volunteers or visitors do not administer medication, operate any special equipment required for children, diaper children or administer first aid.
- F. Volunteers or visitors do not help a child who is vomiting
- G. Volunteers or visitors do not write reports related to a child's injury
- H. Volunteers or visitors do not lead Small Group or other classroom routines unless adequately trained in center philosophy and classroom practices.
- I. Volunteers or visitors do not write anecdotal notes or reports related to behavior or educational progress
- J. Volunteers or visitors receive an orientation before working with classroom children including
 1. The program's Mission Statement
 2. An overview of the Center's History
 3. An overview of the Center's Programming
 - a. Program Goals
 - b. Licensing Regulations
 - c. Positive Interaction Requirements and Accepted Guidance Techniques
 - d. Storm and Fire Drills and Evacuation Drills
 - e. A general overview of classroom children including any child with special needs, special emotional or physical conditions requiring equipment or special diets
 - f. Restrictions related to volunteers
 - g. Overview related to recognizing and reporting suspected cases of child abuse or neglect
 - h. Playground Guidelines
 - i. Universal Precautions required to help a child in the restroom or for a sick child
 - j. The Person in Charge
 - k. The Code of Ethics (NAEYC)
 4. Volunteers provide documentation of a physical no more than one-year-old. The physical provides evidence of any limitations that could affect job performance. The physical includes immunization status.
 5. Volunteers provided documentation no more than one-year-old of having passed a Mantoux TB Skin Test. The test is completed annually thereafter.
 6. Volunteers planning to work longer than a one-month period completes the Initial Training material.
 7. The Office Manager submits a request for a background check for any volunteers who plan to help in classrooms for longer than a one-month period.
 8. The Office Manager sends any volunteer for a drug test who plans to help in classrooms for longer than a one-month period. The test is paid by the center.
 9. Volunteers adhere to the center's Dress Code and Code of Ethics.

XIX. Use of Students

Participation by students is permitted when enrolled in a High School or College class with requirements which can be fulfilled by attending a Walnut Hill classroom for a specified period of time.

- A. Participation in classrooms by students requires the authorization of the Center Director or Person in Charge when the Center Director is not available.
- B. Written attendance is maintained for students participating in the Walnut Hill program
- C. Students participating in classrooms with children work under the direct supervision of the classroom Lead Teacher or her designee and are not left alone with children.

- D. Students do not administer medication, operate any special equipment required for children or administer first aid.
- E. Students do not write reports related to a child's injury
- F. Students do not write anecdotal notes or progress reports related to behavior with the exception of reports required for coursework. Written classroom reports do not contain the real names of enrolled children or staff.
- G. Students receive an orientation before working with classroom children including
 - 1. The program's Mission Statement
 - 2. An overview of the Center's History
 - 3. An overview of the Center's Programming
 - a. Program Goals
 - b. Licensing Regulations
 - c. Positive Interaction Requirements and Accepted Guidance Techniques
 - d. Storm and Fire Drills and Evacuation Drills
 - e. A general overview of classroom children including any with special needs, special emotional or physical conditions requiring equipment or special diets
 - f. Restrictions related to volunteers
 - g. Overview related to identifying and reporting suspected cases of child abuse or neglect
 - h. Playground Guidelines
 - i. Universal Precautions required to help a child in the restroom or for a sick child
 - j. The Person in Charge
 - k. The Code of Ethics (NAEYC)
 - 4. Students who work in the center for a period longer than two (2) months complete the Initial Training.
 - 5. Student participating in classrooms for longer than a one-month period consent to a National History Check and the Child Protection Index and Sexual Offender Registry Check.
 - 6. The Office Manager sends any student for a drug test who plans to participate in classrooms for longer than a one-month period.
 - 7. Students follow the center's Dress and Code of Ethics Code
 - 8. The Lead Teacher or Center Director evaluates the work of students. Support staff and paraprofessionals do not evaluate the work of students. College professors, high school teachers or others placing students are not authorized by Walnut Hill to alter policies related to students.

XX. Resignation

- A. Hourly employees are required to give a minimum of two weeks notice when resigning from their center position. The following apply:
 - 1. The two-week notice does not include the employee's vacation period.
 - 2. The two-week notice does not include any time the Center Director is taking announced time off.
 - 3. The two-week notice does not include time the center is closed
 - 4. The notice is in writing
- B. The date of the employee's last day is determined between the Center Director and staff with written record maintained in the employee's file.
- C. Salaried Exempt and Salaried, Non-Exempt staff provide at least a one-month written notification of resignation.

- D. Accrued vacation days are paid to the employee in the last paycheck when a 2-week notice is given. Sick and personal days remaining are forfeited and are not paid. Any “future” sick or vacation time used that the employee has not yet accrued, are taken out of the employee’s last check.
- E. The Executive Director holds the right to accept an employee’s resignation immediately, and not continue employment over the next two weeks to one month. The employee will still be compensated vacation days as if he/she finished the final two weeks or one month of employment.

XXI. Termination of Employment

- A. Justification for termination is violation of any stated policy, for any confirmed case of abuse or neglect of any child within or without center jurisdiction, for flagrant disregard for confidentiality or staff/parent boundaries, or any reason deemed appropriate by the Executive Director or Board of Directors.
- B. Employees may appeal the termination within ten (10) working days by making a verbal request to the Executive Director who notifies the Chairman of the Board.
 - 1. The Chairman of the Board designates persons to meet with the employee and the supervisor
 - 2. A meeting with the board persons is held within thirty (30) working days from the date of the written appeal.
 - 3. Time is provided to hear the claims of both supervisor and employee.
 - 7. A final decision is provided to the employee in writing from the Chairman of the Board or designee, within ten (10) working days from the date of the meeting.
 - 6. Decisions of Goshen Day Care Board are final.
 - 7. The terminated employee does not work at the center before or during the appeal process.
- C. When no appeal is made, the Executive Director notifies the Chairman of Goshen Day Care Board of a decision to terminate an employee.
- D. Upon termination, vacation days are prorated and paid with the final paycheck. All other benefits are forfeited.
- E. A written summary of staff and center activity related to the termination process and any appeal process is placed in the employee staff file and maintained for ten (10) years.
- F. Severance payments are not made to employees leaving Walnut Hill's employ for any reason.

XXII. Employee Concerns

- A. Reporting Alleged Discrimination, Harassment
 - 1. Employees who believe they have been discriminated against or have been the victim of sexual or other forms of misconduct by management, other employees or a center parent(s), may approach their immediate supervisor or the Executive Director with a verbal complaint.
 - 2. The Executive Director meets with the employee to gather and write the details of the claim including dates of occurrence. Signatures of employee and Executive Director are required.
 - 3. The Executive Director investigates all claims.
 - 4. Within ten (10) working days, the Executive Director meets with the employee and provides a written response. Signatures of Agreement of required.
 - 5. A copy of the center’s written and signed response is forwarded to the Chairman of Goshen Day Care Board.
 - 6. An employee who is dissatisfied with any decision related to alleged incidents of discrimination or harassment may initiate the Grievance Procedure. The decision of the board is final
- B. Reporting Alleged Cases of Child Abuse or Neglect
 - 1 As mandated in state licensing regulations, alleged abuse or neglect of a center child by a

family member, staff person, volunteer or any other person is reported immediately to the Executive Director or the Person in Charge in the Executive Director's absence.

2. As mandated in state licensing regulations, the person suspecting abuse calls the institutional abuse hotline or a law enforcement agency to report any suspected abuse or neglect of a center child. (1-800-800-5556).
 3. A staff person accused of abuse or neglect is suspended without pay until the investigation is complete.
 - a. If the allegation is unsubstantiated by Child Protective Services, the staff person is reinstated with full salary payments for the time of suspension. No benefit time is charged to that employee for the time of suspension.
 - b. If the allegation is substantiated by Child Protective Services, the staff person is terminated and no salary is paid for the time of suspension. No benefit time is available for the time of suspension. Unused vacation days earned before the suspension period are paid at the time of termination.
 4. Staff reporting suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone unless maliciousness against the accused person is proven.
 5. Written reports are made of all center and CPS processes and all resulting decisions.
 6. Written documents are maintained in the staff person's file only if allegations related to staff are substantiated. Staff files are maintained in locked cabinets.
 8. Details of allegations made against staff persons are held in strict confidence.
- C. When staff feel stressed, depressed, or generally unwell they are asked to see either the Center Director or the Executive Director for help. A list of resources will be provided along with any other accommodations deemed acceptable by the administration.

XXIII. Grievance Procedure

Employees have a right to express their grievances and to seek a resolution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy which might arise between the center and its employees.

- A. An employee who disagrees with a decision of the immediate supervisor respectfully communicates those concerns first to that supervisor.
- B. If resolution is not accomplished, the complainant may, after informing the immediate supervisor, make a verbal report to the person listed directly above the immediate supervisor on the center's Organizational Chart.
- C. Within ten (10) working days, the written concerns of the complainant are reviewed and a decision is made in writing to both the complainant and the immediate supervisor. A written copy of the concern and all responses are provided to the Executive Director.
- D. If the complainant and the supervisor consider the matter resolved, no further action is necessary. Reports are maintained in the Executive Director's office and not filed in the employee's notebook.
- E. If resolution is not accomplished, the complainant may ask the Executive Director to notify the Chairman of the Board who shall assemble a board committee assigned by the Chairman to meet with the complainant and Executive Director.
- F. Goshen Day Care Board officials notify the Executive Director within ten (10) working days of the process to be used and the time of any meeting planned. The Executive Director keeps the complainant fully and promptly informed.
- G. The decisions of Goshen Day Care Board are final.
- H. All time limits may be extended by mutual agreement between the complainant, center and board.

XXIV. Confidentiality

- A. Staff records

1. Staff records are stored in an employment notebook and maintained by the Office Manager inside a locked cabinet or drawer on center premises.
 2. Employee notebooks are not removed from the center premises.
 3. Authorization to review employee notebooks is provided to the Executive Director, the Center Director, the Office Manager and appropriate state consultants.
 4. Employees may review their own employment notebook inside the main office during a time the Executive Director or Office Manager is present.
 5. Items are not removed from the notebook without authorization from the Executive Director.
 6. The Executive Director complies with the directives of a legal subpoena regarding all employment records.
- B. Children's records
1. Children's records are stored in a locked file.
 2. Children's records are not removed from center premises.
 3. Authorization to review children's records is provided to the child's parents or a legal guardian, to any state consultant, to the Center Director, the Executive Director and the child's Lead Teacher. Lead teachers share information with their team only as necessary for caring for and/or educating the child.
 4. The Executive Director follows the directives of a legal subpoena regarding the records of center children.
- C. Confidentiality for Staff, Children and Families
1. Employees hold confidential any and all information concerning other staff, center children and their families. New employees sign a statement of understanding and compliance regarding the center's Confidentiality Policy.
 2. Permission to share information about a center child with person(s)/organization(s) outside the center requires a signed statement from the parent or legal guardian.
 4. Information or opinions shared with center parents about center staff or teachers in other schools must be positive.
 5. Information concerning a child or his/her family is not discussed in the presence of an individual child or group of children - awake or asleep.
 6. Information concerning a child and his/her family is discussed in a professional manner during meetings when that information is required for the purpose of solving problems.
 7. Issues related to a foster child are not discussed without approval from the foster parent.
 8. Information provided at meetings involving staff, children and families is held in strict confidence. Details of professional discussions are not reported to those or other families except through professional means by persons designated during the meeting.
 9. Photographs of center children are not used in social media, web-sites, e-mails or text messages, etc. without written consent of the child's parent or guardian. Photographs of a child can be sent by the Center Director or Lead Teacher to his or her own parent or guardian when necessary for center-related purposes.
 10. Use of identifiable photographs of center children in high school or college portfolios, or other college course work requires written authorization by the child's parent or guardian. Student teachers or teacher assistants who are students gain authorization of the child's Lead Teacher before approaching parents for permission.
 11. Photographs of center children may be posted in the classroom or used in center portfolios with the written authorization provided by the parent or guardian at enrollment time.

12. Children whose parent or guardian declines authorization for photographs or inclusion in media are removed before photographs are taken. Children in foster care are not photographed.
13. Unless specifically declined by parent or guardian, all children are included in class photos taken on Picture Day.
14. Written parent authorization is required and on file for children's photos included on the center's website.

D. Staff/Parent Boundaries

1. Relationships with parents remain professional at all times. The relationship between staff and center families is open, helpful and friendly without becoming inappropriately forward and familiar. Staff report to the Center Director any previously formed relationships with parents of enrolled children, including parents who were formerly named *friends* on social media sites.
2. Staff members do not discuss delicate issues from their private lives with parents or solicit personal information from parents other than information related to the care and progress of the enrolled child. When parents become excessively familiar, a verbal report is made to the Center Director.
3. Staff members do not give advice to family members concerning critical, life-altering decisions. Cases of parents attempting to gain advice about such matters are reported to the Center Director for the protection of the staff person and to provide opportunities for the Center Director to help the parent.
4. Lead teachers, the Center Director and Executive Director are authorized to recommend reading material related to parenting issues as the need is revealed by family members. Reading materials provided or suggested offer balanced, unbiased approaches to life's decisions.
5. When a staff person is notified about a complaint from a parent about herself, her team or her classroom, that employee does not approach the parent about the matter. The staff person may ask the Center Director to initiate a meeting for open discussion between all parties. The Center Director makes final decisions regarding the appropriateness of the suggested meeting.
6. Lead teachers are held responsible if their own team member confronts a parent who has issued a complaint. Careful consideration about the consequences of sharing information with any team member is part of the Lead's professional role.
7. Staff members do not personally participate in or condone anything unlawful, fraudulent or dishonest revealed by families. Unlawful acts or the proposal of such acts are reported to the Center Director immediately. Information from parents or about parents that could impact the safety of staff, children or other family members must be shared with the Center Director immediately.
8. E-mail, text messages and telephone calls between staff and parents or other family members are restricted to information related to the child's care and progress.
9. Staff are discouraged from accepting parents as *friends* on Facebook or other social media.
10. Information about a child's development, behavior or custodial arrangements is not shared with extended family members without authorization from the child's parent or guardian.
11. Staff members inform the Center Director when dating a parent or parent's family member.
12. Staff members do not loan to or borrow money from center parents or family members.
13. The Center Director is authorized to dispense money from the Parent Emergency Fund as well as monetary gifts or gift cards designated for parents. Written records are maintained for all parental funds donated and utilized with a written summary submitted for the center's Annual Report.

14. Staff members do not solicit parents for the purpose of starting their own child care business.
15. Staff receive authorization from the Center Director before selling products at the center.
16. Staff members do not accept keys to a parent's residence, or hold money, adult medications or other dubious items for a parent who is not a relative of the staff person.
17. Staff provide a confidential report to the Center Director about the failure of any staff person to heed staff/parent boundary policies. Sharing such information with additional staff may result in disciplinary measures up to and including termination.
18. Staff with concerns or questions about their own relationships with families can discuss the situation with the Center Director without fear of repercussions except for flagrant disregard for clearly stated policies.

E. Maintaining and Presenting a Professional Atmosphere

1. A professional atmosphere is expected at all times in classrooms, in the center office, kitchen and on the playground. Failure to maintain professionalism may result in disciplinary action.
 - a. Staff are directly involved with children. Staff do not hold extended conversations with other adults when children are present either inside and outside. Direct involvement requires all of the following:
 - i. Sitting with children or walking around watching their work
 - ii. Talking to children directly with a voice that reflects sincere interest
 - iii. Asking WH Questions: What is your truck carrying? Where is your car going? Why is your baby crying? What could you do to give space inside your tower for the princess?
 - b. Staff exhibit appropriate work ethic.
 - c. Staff curb personal conversations with other staff.
 - d. Staff maintain an appropriate voice tone and volume.
 - e. Reports to parents are delivered in a confidential manner.
 - f. Staff do not share personal opinions about other staff with parents. When parents ask, staff suggest they talk directly to the staff in question to learn her approaches and methods.
 - g. Sensitive reports that are necessary to give to another staff person are provided in a confidential manner, especially when parents are present.
 - h. Complaints about the work load or center procedures are not voiced in the presence of parents or other classroom visitors.
 - i. Complaints about salary or overtime when parents are present is not allowed.
 - j. Staff should be careful not talk about personal matters in the break room where other staff could overhear.
 - k. Staff should never gossip about other staff members.
 - l. Cell phone use is restricted to protect the professional reputation of the Walnut Hill program. Cell phone use is permitted during the unpaid break time. Cell phones remain shut off during paid work hours with the exception of staff who are mothers of young children. Mothers may keep a cell phone on during work hours in case of emergency calls related to a young child. Other use of the cell phone – including outgoing calls and incoming calls - during work hours is not permitted.
 - m. Texting is limited to the unpaid break time. Naptime is not break time for staff assigned to and being paid to work in a classroom whether children are asleep or

awake. Texts sent as part of center business is permitted.

Use of Facebook or other social media is limited to the unpaid break time.

Use of personal computers to do classwork assigned to students enrolled in off-site classes is limited to the unpaid break time. Computers may be used during the paid naptime when they are used to complete center trainings only.

n. Walnut Hill staff come to work dressed modestly and ready to complete the work required. Classroom staff dress comfortably in jeans, Khakis or sweatpants and may dress in modest shorts and capris in the warmer months. Other trendy clothing is acceptable if modest and generally considered acceptable for the workplace. Decisions to wear dresses, skirts etc. are based on the ability to fulfill job requirements. Pajamas and costumes are permitted on special days. Office staff do not wear sweatpants when the center is open.

o. Nose rings pose a safety risk for adults working with impulsive, unpredictable behaviors and are therefore, not permitted for paid staff. Staff are cautioned about the safety hazards of large ear hoops.

p. Tongue piercings impede proper enunciation so necessary for good modeling and are therefore, not permitted for paid staff.

2. The Lead Teacher is charged with overall responsibility of her classroom's emotional environment at all times with particular diligence when family members or guests are present.
 - a. Classroom management strategies are in place to ensure a safe, happy and productive environment at all times.
 - b. The Lead Teacher is responsible for the actions, voice tone and volume of all persons working or volunteering in the classroom.
 - c. The Lead Teacher plans ahead to ensure appropriate behavior of children when visitors are expected especially during parties or other occasions when young children are likely to be excited or overly stimulated. Chaos is not continued.
 - d. Disciplinary actions or communications to children or staff are delivered in a confidential manner with particular care taken when parents or other visitors are present.
 - e. Failure to maintain confidentiality when parents or visitors are present can result in disciplinary action.
3. The delivery of verbal reports to parents related to a child's behavior or progress is restricted to the child's Lead Teacher, the Center Director.
 - a. Assistant teachers, kitchen and office staff, student teachers, interns, volunteers or visitors do not provide reports to parents related to the child's behavior or progress.
 - b. Lead teachers do not request a teacher assistant to complete an assessment or report about a child, a student teacher or another staff person. A time crunch is no excuse.
 - c. Student teachers and interns do not complete assessments or reports about a child.
 - d. Reports about the child's current health concerns are delivered to pick-up person by classroom staff most recently involved with the child if the Lead Teacher is unavailable. Assistance from the Center Director can be requested when the Lead Teacher is unavailable.

XXV. Organizational Assessment

- A. Center parents are encouraged to express opinions concerning center programming at any time. A formal annual center assessment tool is prepared and summarized by the Center Director. Summary results are shared annually with the Goshen Day Care Board.
- B. All staff are provided opportunity to express opinions concerning center programming and employment

issues at any time. A formal Annual Center Assessment tool is prepared and summarized by the Executive Director. Summary results are shared annually with the Goshen Day Care Board.

- C. The program is assessed at least annually by government divisions:
 - 1. State Fire Marshall
 - 2. State Licensing Division
 - 3. Child and Adult Food Program
 - 4. Paths to Quality

- D. The National Association for the Education of Young Children assesses the Walnut Hill program every five years with possible interim visitations.

XXVI. Building Issues

- A. Smoking
 - 1. Smoking by staff, volunteers, students or others related to center programming is prohibited inside the center and grounds, including inside a vehicle on the premises.
 - 2. Smoking is prohibited during any center activity taking place off center grounds when center children are present, including inside a vehicle when center children are present or nearby.
 - 3. Center staff prevent parents and others from smoking in the presence of center children during any center activity on or away from center premises.
 - 4. Smoking is considered a health hazard. Staff, as models to children and families, keep all evidence of smoking concealed.

- B. Firearms
 - 1. Firearms are prohibited inside the center or on center premises by any person, with the exception of police or other community workers required to carry weapons. Police officers do not show their weapons to young children during their time at the center. Lead teachers are responsible to prevent the showing of weapons during a class visit or presentation.
 - 2. Displays or planned discussions about weapons are not appropriate for young children and are prohibited.
 - 3. Staff are required to inform the Executive Director when parents, volunteers, students or others claim to bring weapons into the center. The Center Director informs parents about center policy.
 - 4. Staff are obligated to stop gun play by center children and to redirect children with more developmentally appropriate activities. Disciplinary measures are restricted to redirection.
 - 5. Toy guns, knives or other weapons are not allowed inside the center. Staff are obligated to remove these items and return them to parents. Disagreement voiced by parents is reported to the Center Director.

- C. Building Use
 - 1. Working in the classroom before or after regular center hours is permitted.
 - 2. Painting of walls or fixed items requires approval from the Executive Director.

XXVII. Center Equipment

- A. The center-owned copier can be used for personal use up to 10 pages with authorization from the Office Manager or Executive Director.

- B. Center-owned computers are used for center business. The use of computers is limited to center business. Computers are not used for recreation, including games and social networking, during work hours.

- C. The center-owned fax machine can be used for personal purposes with authorization from the Office Manager.

- D. Center-owned equipment is not donated to families or other organizations or groups without authorization from the Executive Director.
- E. Center-owned equipment is not discarded without the knowledge of and authorization from the Executive Director.

XXVIII. Center Supplies and Materials

- A. Materials, supplies and equipment purchased by or donated to the center are the property of Walnut Hill and are not donated to families or other organizations without authorization from the Executive Director.
- B. Children's activities and games created with materials purchased by or donated to the center are the property of Walnut Hill. Resigning staff do not take those activities and games with them when they leave. Materials remain on-site for future use by center children.
- C. Staff who are moving to a new room do not take with them the materials or property of their former classroom. Leads can ask about ordering the materials they need in the new room.
- D. Classroom Portfolios are the property of the teacher/creator but remain at the center.
- E. Classroom Photo Albums and Collections are the property of Walnut Hill if the center purchased the materials or paid for development.
- E. Center personnel and program policies, procedures and training materials are not provided to other persons or organizations, including college professors, without authorization from the Executive Director.

XXIV. Staff Children

- A. Registration and weekly fees, based on the approved sliding fee scale with an additional 20% discount are charged to center staff for the enrollment of their own children. The same policies applying to other parents apply to parents who are staff. Child care fees are not deducted from the employee's salary unless the Office Manager has written permission.
- B. Placement on available government programs is provided to all qualifying families equally, including employee families. Parents of all children may request a reduction of fees based on family need with decisions made by the Executive Director.
- C. Grievance procedures are initiated for all parents, including employee parents as needed. Decisions of the Board of Directors are final.

XXX. Staff Restrictions Related to Center Children

- A. Center employees who include center children who are not their own children in sleep-overs, invitations to birthday parties or other events outside work hours do so with the authorization of parents only. Walnut Hill does not take responsibility for the actions of employees or incidents or accidents that occur when the employee is outside of work.
- B. Walnut Hill does not authorize employees to transport center children who are not their own children at any time. The center's insurance no longer covers staff vehicles or injuries from accidents occurring while transporting center children during work hours.

XXXI. Record Keeping

- A. Children's records are retained for ten (10) years before being shredded.
- B. Government records are retained for seven (7) years.
- C. United Way and other grant records are retained for six (6) years.
- D. Board records are retained indefinitely and are not destroyed.
- E. Staff records are retained for ten (10) years before being shredded.
- F. Records containing names of individuals are shredded.

- G. Corporate resolutions: Permanent
- H. Board and committee meeting agendas and minutes: Permanent
- I. Conflict-of-interest disclosure forms are retained for ten (10) years
- J. IRS exemption determination and related correspondence: Permanent
- K. IRS Form 990s are retained for ten (10) years
- L. Accounts Payable are retained for seven (7) years
- M. Accounts Receivable are retained for seven (7) years
- N. Annual Financial Statements and Audit Reports: Permanent
- O. Bank Statements, Reconciliations & Deposit Slips are retained for seven (7) years
- P. Property deeds and purchase/sale agreements: Permanent

XXXII. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

XXXIII. Document Destruction

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

XXXIV. Compliance

Failure on the part of the employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The Executive Director and Board Chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

