



## Employee Handbook

*“Make your ways known to me, Lord;  
teach me your paths.”*

(Psalms 25:4 HCSB)

**MISSION STATEMENT:** On behalf of Creek Path Baptist Church, we welcome you to Creek Path Childcare (CPC). As a ministry of Creek Path Baptist Church, the CPC mission is to provide a quality, Christian-based Preschool/Daycare Center for children between the ages of 6 weeks and 5 years old as well as an After-School Care and Summer Care Program for children in Kindergarten through Fifth Grade. The CPC ministry is established to meet the need for childcare in our community and to connect with young families. As a ministry of Creek Path Baptist Church, CPC will support the church's mission of engaging God in worship and His Word as well as engaging the world with the Gospel of Jesus Christ. It is our prayer that we are effective in supporting our parents with the administration of this outreach ministry and that we will be a service to our community. We are hopeful our parents will become a part of the CPC family or feel welcome to turn to our church in times of crisis.

### **I. Spiritual Qualifications**

A person that is employed in our program should know the Lord, Jesus Christ and agree with the Baptist Faith and Message ([www.sbc.net/bfm2000/bfm.asp](http://www.sbc.net/bfm2000/bfm.asp)). Therefore, we ask for a brief written summary of their salvation testimony and signature of agreement to the BFM. Ephesians 4:1 reads that personal and professional life should be above reproach. In summary, the members of the staff at CPC are called to be servants, leaders, counselors, caregivers, teachers, listeners, evangelists, and stewards to their children and parents. As part of the CPC team, you are encouraged to be faithful in the high calling and to encourage the same in your co-workers.

### **II. Legal Qualifications**

Lead teachers must be at least 19 years of age and have a high school diploma or its equivalent. All other employees should be at least 15 (with workers permit) or older. Also, certain health requirements must be met. Initially each staff person shall provide a signed and dated statement from a licensed physician dated not more than 6 months prior to employment with the results of a tuberculin skin test being negative. The statement shall attest to the person being physically and mentally suitable to care for children or work in a preschool facility and that person is free from infectious or contagious disease. Additionally, each employee must undergo an ABI/FBI criminal background check and must pass an initial drug screening and future random drug screens.

### **III. Personal Qualifications**

The employee must be patient, tolerate of activity and movement in a calm manner and have a genuine love for children. A high level of personal energy is required, as well as, the ability to relate to young children. The attitude of the employee must be that childcare is not just "glorified baby-sitting". Your appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a POSITIVE/MODEST image when representing the church.

Creek Path Childcare is committed to maintaining a safe and healthy work environment for all members, employees, and visitors. Therefore, smoking is prohibited in any area within the CPC complex. The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances on church property is prohibited!

#### **IV. Professional Qualifications**

All new employees will be hired with the understanding that a period of *training will be necessary before their employment status is final*. This means that they will work on a probationary basis (90 days) until training is complete and a period of successful work verifies their ability to meet all job requirements. After the recommended training has been completed, the employee will be evaluated and either dismissed or awarded a certificate as a trusted employee. Termination during the probationary period can be made without notice and without recourse to the grievance procedure. If the Director recognizes unsatisfactory progress before the 90-day period is over, she will recommend termination to the CPC Committee which will review the evaluations and the recommendation can be approved, modified, or disapproved. Copies of any action taken by the Director and CPC Committee will be given to the employee and a copy will be kept on file.

#### **Training Includes:**

- \* Infant/Child CPR training and instruction on how to handle medical emergencies.
- \* Four hours of curriculum development and age appropriate practices.
- \* Four hours to include health, safety, hygiene, and child abuse prevention.

Employees will generally receive a **written performance evaluation after approximately 1 year**. The purpose of this evaluation will state commendation for good work and specific recommendations for improvement. You will have the opportunity to discuss your evaluation with your supervisor. At this time, you are welcome to ask questions and clarification on important points stated. These evaluations help CPC make decisions about job placement, training, development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the employment relationship for CPC staff. Documentation of the performance evaluation is to be kept on file and available for review by the employee. **Salary and bonuses are NOT to be discussed with others including other employees.**

**CPC pays wages comparable** to those paid by other employers in the area to workers who perform the same or similar work. No wage shall be less than that designated by federal/state laws as the minimum wage.

Deviations from the normal work week or normal work day may be required on a regular basis. Adjustments may be made with respect to any employee's schedule by the Director so that the total hours worked per week do not exceed forty. Overtime must be approved by the Director in advance.

All employees are expected to adhere to the stated working hours. **They are given 8 days of excused absences within a calendar year. Scheduled days off need to be written and on our calendar two weeks in advance and approved by the Director. Frequent unexcused absences shall be grounds for discharge. It is the responsibility of the employee to notify the Director if he or she will be late or absent. Such notices should be given as early as possible, two hours before starting time except in extenuating circumstances as determined by the Director.**

CPC owes its present high standing within the church and community in part to all of its employees, past and present. **It is understood that in all of your relationships you must use discretion in confidential matters, deal fairly and honestly with fellow employees, and respect all persons with whom you come in contact within or outside** Creek Path Baptist Church. When conflicts occur, they cannot be corrected unless those affected are willing to make them known and make a positive contribution to their resolution.

CPC employees are encouraged to **deal directly with problems in a Christian manner (see Matthew 18)**. If such problems cannot be directly resolved you are encouraged to speak with your supervisor in an honest and sincere manner. If for any reason, you fail to get satisfaction with your immediate supervisor, you may arrange to meet with the CPC Board Members and/or Pastor.

All employees are expected to share in responsibility for the care and protection of the church's properties and equipment. This includes locking doors and maintaining a secure building. **NO CHURCH OR SCHOOL EQUIPMENT IS TO LEAVE THE PREMISES WITHOUT BEING SIGNED OUT AFTER RECEIVING PRIOR AUTHORIZATION BY THE DIRECTOR. Keys are only assigned to those who need them!**

**VIOLATION of this policy may result in disciplinary action, up to and including possible termination!**

## **Managing Fun in Your Classroom**

**Most causes of problems in a classroom setting are:**

- teachers not being prepared (#1),
- environment,
- children's needs
- teachers not being consistent with following the "Corrective Action Plan" set by CPC (#2),

**So, what is the teacher to do? The answer is work on prevention such as:**

- **pray** (1Thessalonians 5:17) for yourself, for the CPC team members, for your children, and for the families of the children,
- **plan/prepare** Think about your schedule and your ***A Beka*** lesson. Evaluate how can you best get the main concept across and allow the children to actively participate as well. Do you have what you need to teach your lesson?
- **practice- Say** your lesson out loud and practice using motions
- **participate** with your co-workers and learn from each other.

**Another prevention method is to adapt to your environment by:**

- arrive early to set up, rearranging the room if needed,
- evaluate the room God has provided and make decisions on what teaching/activities will be conducted in each area of the room and make it look FUN,
- plan and prepare your room to look inviting to your age child,
- eliminate distractions when possible (face children away from doors if possible),
- students shouldn't be left unattended unnecessarily- (This includes the time prior to class beginning and the time when the students are leaving.),
- have a plan in place in which if you need to leave the room for any reason, another person is notified to watch over your children until you return,
- have children prepared to leave at their specific time.

**Finally, incorporate preventative measures for undesirable behavior such as:**

- get students attention before making announcements or beginning discussion by using a strong/exciting voice,

- make instructions clear and check for understanding from each child,
- **look for ways to praise children for their positive behavior (verbal/public praise, high fives, contact parents concerning great behavior, etc.),**
- implement games, talking times for them, **lots of movement**, and videos. (These should only be used as an aide to a lesson that has already been taught. The video should be viewed prior to showing it to students and should be approved by the Director.),
- use a timer or count out loud to set time limits- (Ex. Tell the children they should complete a task while you count to 10, then stop and listen),
- use popsicle sticks with names on them and two containers (called/not called yet) to make sure everyone gets an opportunity to participate in the classroom.

For corrective action to be effective, a child needs to know and understand what you want and what will happen if he doesn't comply. Teachers should actually have the "Corrective Action Plan" posted within their classrooms to which they can teach, role play, and/or model for and with the children (if age appropriate to do so) every day. Children are much happier when boundaries are established, for it is within these boundaries that children learn respect and obedience. You have the responsibility of getting your class in the proper order and maintaining control. Teach them how they make choices (good ones result with rewards and bad ones result with consequences). Tell a child that you know they can make good/better choices.

If a student appears to have a significant special need, the child should be evaluated by the Director. If it is needful to discuss a child's progress or major behavior problems with a parent, the teacher should ask the Director and they join in a meeting with parents. This is in everyone's best interest. A photocopy of letters sent home to parents concerning such matters should be retained in the child's folder. If you are happy and have a sense of humor, your students will also be happy and will enjoy your class.

**Corrective Action must be:**

- 1) individualized and consistent for each child,
- 2) appropriate to the child's level of understanding,
- 3) directed toward teaching the child acceptable behavior and self-control.

**A caregiver must only use positive methods of correction and guidance that encourage self-esteem, self-control, and self-direction which should include:**

- using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior,
- reminding a child of behavior expectations daily by using clear, positive statements,
- redirecting behavior using positive statements,
- using brief supervised separation or time out from the group, when appropriate for the child's age and development which is limited to no more than one minute per year of the child's age,

**Harsh, cruel, or unusual treatment of any child will not be tolerated! The following types of discipline and guidance are prohibited:**

- corporal punishment or threats of such,
- punishment associated with food, naps, or toilet training,
- pinching, shaking, or biting a child,
- hitting a child with a hand or instrument,

- putting anything in or on a child's mouth,
- humiliating, ridiculing, rejecting, or profane language,
- subjecting a child to harsh, abusive, or profane language,
- placing a child in a locked or dark room, bathroom, or closet with the door closed or open,
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**I have read the information in the Employee Handbook. I agree to abide by the rules, regulations, and obligations. I agree to meet the expectations as stated in the Employee Handbook.**

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Date

## Creek Path Childcare Correction Action Slip

This notice is to inform you of a behavior issue involving your child. Please discuss the incident described below with your child and let us know how we can help you child make positive choices.

Child's Name: _____	<b>Corrective Action Taken:</b>	
Leader's Name: _____	___ Warning	___ Time Out
Time of Incident: _____	___ Talked with child	___ Shorten Play
	___ Changed Seats	___ Sent to Office
Description of Incident:		

It is our desire for CPC to be a safe and fun place for your child. We would welcome your input and participation in helping your child enjoy and benefit from this program along with the other children.  
Contact Information: \_\_\_\_\_

## Creek Path Childcare Correction Action Slip

This notice is to inform you of a behavior issue involving your child. Please discuss the incident described below with your child and let us know how we can help you child make positive choices.

Child's Name: _____	<b>Corrective Action Taken:</b>	
Leader's Name: _____	___ Warning	___ Time Out
Time of Incident: _____	___ Talked with child	___ Shorten Play
	___ Changed Seats	___ Sent to Office
Description of Incident:		

It is our desire for CPC to be a safe and fun place for your child. We would welcome your input and participation in helping your child enjoy and benefit from this program along with the other children.  
Contact Information: \_\_\_\_\_