

Eustace ISD Child Development Center



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WELCOME LETTER

Dear New Employee,

I personally want to take this opportunity to welcome you to Eustace ISD CDC. We strive to be an excellent center that gives the best care possible to the children enrolled at our center, while providing a positive and supportive work environment for our teachers and staff.

We hope you will find your job challenging and rewarding and will enjoy with us the special feelings of satisfaction that come with doing a job well. While serving the parents and children of Eustace ISD CDC, you will have a great deal of freedom to express your unique skills, creativity, talents, and thinking. These policies and procedures are meant to support individuality by providing you with our teaching philosophies and serving as a guide for you to express them in your own individual creative manner

We have prepared this handbook to provide you with information about our policies, rules and present benefits. After your initial orientation, please set aside time to review these policies more thoroughly. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your particular question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director. They will be glad to help you answer any questions that arise. Welcome to the team!

Sincerely,

Tina Sifers

Director

ESSENTIAL FUNCTIONS

Enrollment and work needs change from day to day and from season to season. In order to maintain State Licensing ratios and to be cost efficient staff may be assigned to different classrooms, groups or centers, in addition hours of work or job classification may change based on company need. These re-assignments will be done fairly and equitably. No employee will be guaranteed full or part-time employment or set scheduled hours of employment. Staff will be scheduled as needed between 7:00 a.m. and 5:00 p.m. In addition, ALL employees must be able to perform these Essential Functions:

Able to observe, see, hear and respond to children's needs, emergencies and conflicts that might occur in a classroom, on the playground, in bathrooms and common areas.

Able to lift 30 pounds from the floor to a waist high table 10-15 times daily.

Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.

Able to crouch to a child's height, maintain eye-contact at the child's level, sit on the floor, and stand tall enough to reach children on the highest piece of equipment.

Able to determine cognitive, social and physical needs of children and to communicate both in writing and verbally in the English language at a level that the parents and other staff are able to understand and respond.

Able to handle the stress, tension and exasperation that contact with many children and parents brings every day.

Able to embrace teamwork and strive for excellence.

Able to be respectful and supportive of families at all levels.

Able to communicate openly and productively.

Able to represent Eustace ISD Child Development Center in a professional manner both within the facility and in the community.

Able to abide by State of Texas Child Day Care Licensing Rule requirements.

Able to abide by State of Texas Quality Rating Improvement Standards.

Able to abide by NAEYC Code of Ethics and Statement of Commitment. See the individual job descriptions for additional requirements and expectations of each position within the company.

SELECTION OF EMPLOYEES

Employees are selected on the basis of their qualifications to fulfill established specifications for the job. General criteria include education, experience, mental capacity, physical ability, and willingness to work in the specific environment, and ability to perform the essential functions delineated in the "Job Descriptions" section of this handbook.

AT-WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Eustace ISD CDC and you, the employee. Since Texas is an at-will employment state, you are not under contract for

employment. Thus, employment with Eustace ISD CDC is not for a definite term. EISD CDC or you may terminate employment at any time, for any reason or for no reason.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at EISD CDC will be made based on merit, qualifications, availability and ability. EISD CDC does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

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

POLICY STATEMENT

EISD CDC strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

ORGANIZATIONAL STRUCTURE

Owner

Eustace ISD is the Owner of Eustace ISD CDC and it's school board is in charge of all company operations.

Center Directors

A Director makes all the decisions for their Center on all matters, at times conferring with the Eustace ISD School Board and Superintendent first, based on position limitation guidelines to ensure that their Center operates in full compliance of state licensing policies and School policies, Director has a Texas Director's License.

Assistant Directors

The Assistant Director is responsible for Center activities in the Director's absence. They usually have experience in Early Childhood settings.

Lead Teachers

Each group of children has a Lead Teacher, who has experience in working with that age group. Lead Teachers are responsible for room control, lesson planning, and the overall quality of care in their area. Lead Teachers have some limited administrative duties as requested by the Director.

Teacher Assistants

Teacher Assistants are a part of the program planning and implementation in cooperation with the Lead Teacher. They will have some experience in working with young children.

Floaters

Floaters help with the housekeeping, running mops, doing laundry, washing dishes, giving restroom breaks, lunch breaks, assisting teachers, and sometimes fill in a room when needed. They work as needed in all areas of the Center.

Substitutes

Substitutes are part-time employees. They work as needed in all areas of the Center. They fill in the classrooms as assigned and work as needed.

GENERAL

Full time Employee

An employee is considered full time when a person consistently works a minimum of 20 hours per week.

Work Scheduled: Staff shall not regularly be scheduled to perform childcare duties for more than twelve (12) hours within a twenty-four (24) hour period

Part time Employee

Part time employees normally average less than 20 hours per week. Part time employees are an important part of our working team. Usually, part time employees are scheduled to work during the busiest hours. Part time employees who have a good work record and have shown ability and initiative in their job are usually given first consideration for a full-time position when one becomes available.

STAFFING REQUIREMENTS

Criminal Record Check

All employees will be asked to submit information pursuant for a comprehensive criminal record check prior to employment. The following two statements must be followed to the letter.

Never have been found through credible evidence: e.g, a court or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or adult subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced initially by an orally or written statement to the effect, provided to the administrator at the time of the hiring.

Not suffering from any physical handicap or mental disorder, which would interfere with the person's ability to perform job duties adequately and in accordance with these rules. If for any reason your criminal record comes back from the state unsatisfactory, you will not be hired.

Orientation

All new employees are oriented to EISD CDC policies and procedures; orientation will begin on the first day of employment and continue throughout an employee's first 30 days. Each employee will be assigned a teacher or mentor to make sure that all procedures are explained and demonstrated. Any employee may ask their mentor or Director for further explanation or clarification of policies and procedures at any time. It is each employee's responsibility to ensure all center expectations are upheld at all times.

Orientation is to be conducted for staff prior to assignment to children or task. Orientation shall include:

- Review of Center Policies
- Training in Emergency Procedures
- First Aid Procedures
- Shaken Baby and Safe Sleep Training
- Licensing Ratio Guidelines
- Job responsibilities and any other duties as assigned
- Recognition of Childhood Illnesses and Infectious Disease Control
- Handwashing Procedures and Universal Precautions for handling body fluids.
- Schedule of operations at the center
- Review of Child Abuse and Neglect Laws and Reporting Procedures.
- Child Management Techniques
- Parent Communication
- Supervision of Children Policies
- The integrity of children with disabilities into the program
- Confidentiality Policies
- Bloodborne Pathogens Training

Hours of Training

All new employees without First Aid and CPR will be required to obtain it before being present in a classroom.

Within the first 90 days of employment, all new employees hired will be required to take a (6) clock hour Health & Safety Orientation course. This course is only required to be completed once and can be transferred to another center.

Within the first year of employment, all employees hired who provide any direct care to the children shall obtain ten (10) clock hours of training or instruction from an accredited school or department approved source in child care issues. At least (6) of the clock hours must be divided as follows:

Four (4) clock hours of training in any of the following topics; Disease control, cleanliness, and basic hygiene, illness detection, and illness disposition and childhood injury control.

Two (2) clock hours of training identifying, reporting and meeting the needs of abuse neglected or derived children.

The administrator and the person primarily responsible for the food preparation shall receive four (4) clock hours of training in food nutrition planning, preparation, serving, proper dishwashing, and food storage.

Custodial, maintenance personnel or volunteer, who provided no direct care to the children, do not have to meet these training requirements

Ongoing training: within (1) year of the effective date of these guidelines and regulations and thereafter on an annual basis, all supervisory and caregiver personnel (regardless of date of hiring) shall attend ten (10) clock hours of training which is task focused in early childhood education of child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other department approved source.

Documentation of Training: Evidence of orientation and training shall be documented in the personnel file of each staff member, which shall be available to the department for inspection.

WAGES

Salaries

The pay period at Eustace ISD CDC is monthly. Pay dates may be subject to change depending on needs of the agency or whenever holidays or closings interfere with the normal pay schedule.

It is our policy to pay at or above the prevailing wage rates paid by the majority of similar organization and service-oriented businesses. If you move to a higher position, you will be reviewed for a higher rate of pay. Therefore, your pay continues to increase as you increase your ability to do good work and perform your responsibilities.

GARNISHMENT OF WAGES. Eustace ISD CDC honors wage garnishments. Employees will be notified immediately upon their receipt.

ADMINISTRATIVE PAY CORRECTIONS Eustace ISD CDC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly by the end of the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible.

Overtime Pay

We will pay for overtime work at a rate of one and one half your straight hourly rate for any time worked in excess of forty hours in one payroll week. All overtime must be approved ahead of time by your Director.

Opportunities of Advancement

Eustace ISD CDC's intent to hire and promote individuals who demonstrate the greatest and most desirable level of skills, knowledge, abilities, adaptations, fitness, and other qualifications appropriate to the position.

While there is no formal career development policy, the first criterion for any promotion is consistent effectiveness within your current assignment. Secondly, you must let your Director know you are interested in more responsibility and discuss methods for your development. Continuing your education is another positive step. Your Director can help you explore other factors affecting your career development.

GOVERNMENT REQUIRED COVERAGE

Workers' Compensation

All employees are entitled to workers' compensation benefits. This coverage is automatic and immediate and protects you following an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by Eustace ISD CDC. If you cannot work due to a job-related injury or illness, workers' compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until Eustace ISD CDC knows about the injury. Please have your supervisor inform the Superintendent, enabling her to report the incident to our insurance company.

TRS

Eustace ISD employees do not pay into Social Security. Every full time employee pays into the Teacher Retirement System (TRS). In the case of substitute employees, they are required to pay into a 457 retirement plan. These fees are deducted from accrued pay.

BENEFITS

Holiday Closings

Eustace ISD CDC will follow the Eustace ISD yearly calendar, with the added days for Teacher/staff workdays.

Personal Time

At the beginning of each school year, each full time employee is entitled to five days of State personal leave. Personal leave does roll from year to year, if not used. Personal time cannot be taken around a holiday. Please ask the front desk for a Time Request Form.

Jury Duty Leave

You will be granted time off with full pay for Jury Duty. Any pay received from the court needs to be paid back to the company/day care, since you are paid for that time off. This policy applies for the maximum of two weeks of Jury

Duty. After two weeks of Jury Duty, the owner or director of the daycare will make a decision whether or not compensation will continue. This policy applies only to full time employees.

RULES OF CONDUCT

Confidentiality

Due to the sensitive nature of information that you will know as a teacher or provider of young children, it is imperative that you keep sensitive information confidential. All information about children or their families must be shared on a "Need to Know" basis only. All staff must be very sensitive about discussing children's developmental needs and family information in public places, including the employee lounge and hallway. This also includes off premise discussion and /or conversations. All questions of major concern should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Professional Demeanor

Demeanor involves your manner and your non-verbal tone and gestures. At Eustace ISD CDc, every teacher must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

Pleasant Smile

Gentle Approach

Friendly Greeting/Conversation

Maintaining Professionalism

Note: All employees will greet every parent and family with a smile; to let them know that you are truly happy to care for their child.

- All employees will treat fellow employees with the same respect and professionalism.
- Act competently and deal with clients in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on orders and questions promptly; provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.
- Remember parents are welcome in the center at any time, unannounced.
- Teachers and parents are partners. We all work together in a climate of trust and honesty to provide the children with a happy, healthy environment.
- It is not our job to "judge" anyone's parent's "parenting" techniques or other personal traits. Do not discuss parents in a negative way – they are doing the best that they can with what they have to work with – just as we are! We need to be supportive, honest, and helpful.
- Encourage parents to visit the center: for example: during snack time, lunch time, to play in the afternoon, or for another part of a day.

- Plan activities and other social events to involve parents.
- Communicate frequently with the parents of children in your group. Some suggested ways are: a) Face-to-face at the beginning and end of each day. b) Newsletters – thank-you notes, special events, reminders, etc. c) Communicate using daily logs with parents.

Visitors

A variety of visitors enter our building each day. When arriving on campus, all parents and other visitors will be required to present a driver's license or state ID to receive their approved visitor's badge which must be worn at all times while on campus. Visitor ID will be retained by the center office. Visitors must pick up ID when leaving the campus. For the safety and protection of all students, EISD utilizes the Raptor screening program for background screening. If a visitor is not wearing an identification badge, employees must politely inquire into the purpose of the visit and redirect the visitor to the front desk. Suspicious persons or activities should immediately be brought to the attention of the Director.

Visitors include parents visiting the school and considering enrollment. When a visitor is brought to your classroom, ensure that you greet the person using the parent and child's name, introduce yourself and briefly share the activity your classroom is participating in. After introductions, we want all staff to continue their normal, daily routine. This is important because it gives the parent the opportunity to see exactly what occurs in a typical classroom or playground situation.

Visitors should be greeted with smiles and a pleasant welcome, "I am (Mary). I work in the preschool room. May I help you?" Staff must know everyone who enters their space. Introduce yourself and be sure that you help the visitor. No one, other than a staff or a child's parent, may be in the Center unescorted at any time. This includes workers, inspectors, students, etc.

Remember- visitors are forming a lasting impression of the center through their interaction with you and from their observations. Be courteous, informative, helpful, and then go back to your job. Continue to interact and manage the children in your care in a professional manner

Staff Guests

All personal visitors should be scheduled during the employee's break time and restricted to the lobby area until the employee is available. If an employee's child (who is enrolled in another classroom in the center) wishes to visit, the needs of the employee's classroom take precedence.

Co-Worker Relations

Employees are expected to keep a positive work environment at all times. In the event that a situation arises, which you disagree, please discuss it directly and professionally with the person involved. We ask employees to surface problems or conflicts as soon as possible. Focus your concern with the behavior that is bothering you, not the person. Concentrate on positive feedback and constructive criticism over negativism, personal attacks, gossip and/or slander. Employees are expected to work through the concern with their co-worker first. If you are unable to jointly resolve the problem, approach your Director to help you work through the concern. Employees are expected to conduct themselves in a professional manner and refrain from discussing their concerns with co-workers, customers, or the general public.

Sexual Harassment and Other Unlawful Harassment

Sexual harassment will not be tolerated in any way, shape or form.

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

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

Smoking Policy

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Alcohol and Substance Abuse

Eustace ISD CDC prohibits at all times the unlawful manufacture, sale, distribution, use, dispensation, receipt, transportation or possession of illegal drugs or unauthorized control substances on the company's premises or while engaged in business for the company off the premises. Eustace ISD CDC also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of our policy for anyone to engage in work for the company or to report to work in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all regular and part-time employees and temporary workers, as well as to all consultants, vendors, and other individuals providing services to the company at any time on the premises or while engaged in business for the company.

Employees may be required to submit to random drug and alcohol abuse screenings. Positive drug test results will result in immediate dismissal from employment.

Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities at Eustace ISD CDC. All employees will be judged by the same performance standards along with their ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he/she wishes to remain with our company.

Cell Phones

It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the program rooms with the exception of lead teachers for documentation purposes. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children.

It is expected that when leaving the center for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform the Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be maintained at all times.

Computers

All center owned computers are to be used for work purposes only. Under no circumstances may software be installed without the prior permission of the Director. The wireless network password may be obtained from the Director. Computer use is forbidden during all times other than nap/rest time.

STAFF RESPONSIBILITIES

Work Schedule

Eustace ISD CDC is open during the school year with the exception of Teacher/staff workdays. Normal work hours shall be between 7:00 a.m. and 5:00 p.m., Monday through Friday. The Director will determine scheduled hours for administrative employees based on the needs of the agency. Work schedules for classroom and support positions vary throughout the company.

Operational demands may make it necessary for occasional changes to scheduled "in" times, scheduled "out" times and/or in the total hours that may be needed each day and week, in order to meet the varying demands of our business. Staffing is directly related to the number of children enrolled. The determination of the daily and weekly work schedule is afforded to the Director. Your Director may make such changes at their sole discretion.

No employee will have guaranteed set hours of employment or shift schedules, nor is anyone guaranteed full or part time status. If enrollment or income decreases, it is possible that the number of hours worked by the staff would be reduced. In such case, the employee would be paid only for the actual number of hours worked. If the employee has any questions concerning their schedule, she/he may consult the Director. Your Director will make the final decision on employee's hours of work while meeting the individual center licensing ratios along with payroll budget guidelines.

All employees must be willing to accept and expect variations in their schedules as required by the needs of the children and the business. Management promises to make variations in scheduling fair and equitable. If you have questions or concerns, please discuss it immediately with your Director.

To maintain efficiency, you are expected to be ready to start work in your designated work area at your scheduled start time and remain at work for the entire work period, excluding your meal period. Changing scheduled hours worked without prior approval will result in disciplinary action up to termination of employment. This includes changing scheduled ending or starting times or scheduled break periods.

Should an unavoidable circumstance cause you to be late, notify your Director of your anticipated arrival time or if it is necessary for you to leave work because of a personal emergency, you must inform your Director before leaving.

Absences

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. Eustace ISD CDC depends upon each employee, and when one person is absent, a replacement must be found for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the children. Employees, who take excessive time off, or abuse the benefits of paid time off are subject to discipline, up to and including termination.

Employees requesting leave related to any medical condition concerning the employee or family members will be required to provide a physician's statement verifying the condition, the beginning and expected ending date of the requested leave, the need for the leave must be clearly stated, and the estimated time required prior to returning from leave must be outlined. This means a signed doctor's note must be provided on the day the employee returns to work.

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time.

State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 5 days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the director.

- A maximum 10% of center employees in each job category will be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not last more than 3 consecutive workdays, except with special approval for extenuating circumstances.
- Discretionary leave may not be taken on the following key days: the day before or the day after a school holiday; days scheduled for end of semester or end of year exams; days scheduled for STAAR tests or professional or staff development days.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Requests for leave must be made in writing on the Employee Time-Off Request Form and submitted to your supervisor. On the form, please check whether you are requesting to use personal time you have accrued or whether you are taking unpaid leave. Requests will be evaluated based on a number of factors, including anticipated workload requirements, staffing conditions, mandatory meetings and/or training, and hardship to the center operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Completing a request form does not guarantee time off.

More than 2 days of call-in absences (unforeseen or absences due to illnesses) will require a written doctor's excuse upon return.

Employees are expected to be on time to begin work. If you are going to be late or absent from work, notify the Director before your scheduled working time. NO CALL/NO SHOW is a ground for immediate dismissal. Repeated absenteeism is unfair to the daycare, your fellow employees and most of all the clients we serve. Repeated absenteeism may lead to dismissal.

Tardiness

It is the employee's responsibility to report to the center and at their assigned location on time. If you anticipate you will be tardy or absent for the day, please contact the management at the center as soon as possible in order to provide coverage for your shift. Repeated tardiness is unfair to the daycare, your fellow employees and most of all the clients we serve. Repeated tardiness may lead to dismissal.

Time Sheets

Each employee is required to keep a weekly timesheet. Make sure any overtime is approved. Time sheets must be turned in to the director at the end of each week.

Ending Employment

We hope you will be happy working here and that you will want to stay, but if you decide to leave, we ask that you give us a two-week notice.

Personal Appearance

Your personal appearance can be an asset to your career and the company. Remember that cleanliness, good grooming, and neatness will speak louder than words. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image that Eustace ISD CDC presents to parents and their children, visitors, and guests. We expect you to accept the responsibility of dressing neatly and appropriately for your position or situation.

Dress Code

All Employees' will be required to wear no revealing clothing. Wear comfortable clothing but no sweatpants or pajama pants.

Note: Employees who report to work not appropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your Director if you have questions as to what constitutes appropriate dress.

Staff Meetings

Staff meetings will be scheduled periodically. Each employee is required to attend the meetings.

Property of the Center

An employee is expected to exercise due care in his use of this property and to utilize such property only for authorized purposes. Negligence in the care and use of this property may be considered cause for suspension and /or dismissal. Unauthorized removal of property owned by the district will be considered cause of suspension and/or dismissal.

Unacceptable Job Performance

Eustace ISD CDC uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all Eustace ISD CDC employees are "at will" which means an employee can be terminated at the will of Eustace ISD CDC for any reason or no reason. The following are the steps, which are taken using progressive discipline.

STEP 1 Verbal Warning

If a staff member's job performance is not meeting our standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed.

Verbal warnings may be given for violation of center policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness. Verbal warnings will be recorded, discussed, and signed by both the staff member and Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem is identified by multiple verbal warnings and has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse under state law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

HEALTH & SAFETY

Parents Access

The custodial parents of a child shall, at any time that the child is in attendance, be permitted access to all child areas of the center and must make their presence known to the center staff prior to removing the child from the center. Our parents are encouraged to visit the center and their child whenever the child is in attendance, and to discuss any concerns or questions with the owner or director.

Sick Children

Any child who has vomited, diarrhea, running a temperature, acting lethargic, or appears to be not feeling well should be reported to the Director. Children with contagious illnesses will be sent home asap and not allowed to return until 24 hours after the symptoms have subsided. Our temperature cut off is 100 or higher.

Dispensing of Medicine

Any type of medication that is brought in (from Tylenol to prescription medicine) must be signed in and given to the office staff. Any medication not signed in CANNOT be given. We do not administer fever reducers to subdue a child's temperature. If a child has a fever, he or she should not be at the center. Medication is not allowed to be stored in the classroom and must be administered by the office staff. Any child having an adverse reaction to their medication should be reported to the main office immediately. The district nurse must be called and the parents must be notified immediately.

Contagious Disease

Staff or any other persons being supervised by the staff, shall not be allowed in the center who knowingly have, or present symptoms of a fever, diarrhea, vomiting, or any other contagious illness.

Notifying parents of Communicable Disease

The owner or director will report notifiable communicable diseases to the Health Department and will go by the rules of the department regarding Notification of Disease. The main office will notify the parents concerned.

Handwashing

Hand washing – All staff must wash **their hands** upon arrival, when changing rooms. before and after meals, before and after each diaper change, after outside time, and after all personal usage (such as eating, toileting, cleaning of room, counter and windows)

All Staff must wash the **children's hands** upon arrival, when changing rooms. before and after meals, after each diaper change or potty time, after outside time, and after all personal usage (such as eating, toileting, cleaning of room, counter and windows)

**Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

Reporting Child Abuse/Neglect

Any sign of child abuse or neglect must be reported to the office manager, director, or owner. They will notify the proper authorities. If you feel that management does not properly handle the situation, you have the right to report any suspected child abuse to the local DFACS.

Death of a child, Loss of child

Any death of a child while in the care of the center or any serious illness injury requiring hospitalization shall be reported to the authorities and to the child licensing office immediately. Loss of a child will be reported to police and local agencies and the child care licensing office.

Accidents on Duty

Accidents just don't happen. Carelessness or unsafe conditions cause accidents. Wherever you work, be alert to situations that might lead to an accident and report dangerous conditions to your supervisor. Any accidents that require professional medical attention will be reported to the child care licensing office within 24 hours. This includes broken bones, cuts requiring stitching, etc.

We have a major responsibility being caretakers of precious children. Their lives and well-being are in our hands. While parents are away, we shall give our undivided attention to their safety and health.

Always keep your eyes open and never think something is too small to bring to a coworker or to the director. We are here as employees to help one another out and to cover for each other, not to point blame.

If you as an employee should have an accident while at work, report it immediately.

Accidents Reports

Each child that is injured, including all bumps and scratches must have an accident report filled out located at the front desk, signed by the teacher and director and given to the parent. If you notice a mark, scratch, or injury, and are unaware of how it happened, fill out the report noting that you are unaware of the exact occurrence.

CLASSROOM MANAGEMENT

Teacher's Role

You play a very important role. The children, parents, and management depend upon you. Please do not take your position lightly. Your expertise and contribution to creative growth and education prepare our students for tomorrow and the future.

Daily Attendance Records

A roll sheet will be provided for each classroom. It is very important to take attendance each day. Make sure you know how many children you have at all times. Your roll call sheet should be taken outside to the playground so that you can properly keep count and conduct name to face recognition.

Notes to Parents

You are encouraged to write positive notes to the parents. Your notes must always be positive and reviewed by the director prior to delivery to parents. Correspondence (notes to parents) should never be negative and should be worded in a constructive way.

Cubbies and Cots

It is important and required that each child have a cubby for his/her personal belongings and their own cot or mat for naptime. Cot and cubbies must be labeled in all rooms. Each child must be assigned a cot, cubby, crib labeled with their name or corresponding number if a number chart is used.

Staff Communication

Most of you will have a co-worker in your classroom. Please communicate openly about the children. Leave notes for your teachers, director, and most of all the parents, after management review of correspondence.

Maintaining Ratios

State ratios are important indicators of quality. The center is required to maintain state ratios at all times. All staff are required to ensure that they adhere to the state ratios at all times. Make sure that you receive additional help when the number of children exceeds the ratio limit. Adherence is a dual responsibility between teachers and management. Staff must never leave their group out of ratio ensuring there is always emergency assistance available. Staff are to notify the front desk for assistance when they need to leave the group and the total number of children in attendance exceeds the state ratio.

Plan and Execute and Educational Program

As a teacher and staff member, planning your curriculum for the school year is a big part of your job. A booklet or information packet needs to be prepared explaining your curriculum for the school year. Each parent needs to be given the packet upon enrolling. A monthly or weekly report should be prepared for each class explaining what will be covered for the month ahead.

Class Room Decorations

Each teacher will be allotted a small budget annually for classroom supplies and decorations. Any supplies or décor purchased with the center funds is property of the center and should not be removed from the classroom. Report supply needs or requests to the director, for approval and purchase.

Resource Room

The Resource Room often referred to as the Arts & Crafts Closet will be stocked by management on a regular basis. The resource room is for use by all staff. It is also important that the staff help maintain and keep the area clean. We do ask that you take only what you need at that time and do not store supplies in your room that may prevent other teachers/staff from utilizing the supplies. For example, if you remove a large 32 ounce bottle of paint, use what you need and return it by the end of the day.

Games, Toys, & Puzzles

It is the responsibility of each teacher to ensure that all game pieces, toys, and puzzles remain intact. Games and puzzles need to be stored after each use and all pieces accounted for. This will ensure games and puzzles to their fullest potential.

Damage/Repairs

Notify the director in writing of any damage to equipment and repairs needed. Routinely check and make note of missing outlet covers, broken safety latches, broken or jagged toys, and anything that could potentially harm a child. If something is damaged, please include how damage to the equipment occurred.

Daily Schedule & Activities

The Lead Teacher and Full-Time Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. Every staff member is responsible for carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

Lesson plans and the daily schedule must be posted in the classroom, visible at all times, and must include the following various activities:

- Indoors and outdoors plan
- Balance of quiet and active periods
- Balance of supervised free choice and caregiver-directed activities
- Individual, small group and large group activities
- Large muscle activities
- Small muscle activities

- Language experiences
- Arts and crafts
- Dramatic play
- Rhythm and music
- Nature and science
- Outdoor activities

Outdoor play

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors. You will be notified by the director if it is determined to be too hot or cold to play outdoors.

All children shall have outdoor activity each day, unless it is documented that outdoor activity is medically prohibited. This must be a written request by the parents to the main office.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom.

In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child directed play, children are able to choose their friends and who to interact with.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

Playground Supervision

CHILDREN MUST BE SUPERVISED AT ALL TIMES. The staff is required to be moving among the children/students and observing all children at play. Teachers are not allowed to congregate on the playground. Any teacher who needs to leave the playground must have a substitute to cover class. Head counts must be done before going to the playground, during playground time, on the way back and when returned to the classroom. Trips to the restrooms and water fountains should be monitored.

Classroom Cleaning

Each teacher is responsible for keeping the classroom neat, clean, and orderly, and free of any food or spills on the floor. The following procedures must be done throughout the day and before leaving each night.

- Wash and wipe tables and chairs with disinfectant.
- Clean doors and windows
- Dust counter tops, baseboard, and blinds if applicable
- Put away all toys and straighten all play areas
- Clean bathrooms and or changing areas
- Sweep & mop all non-carpeted floors
- Lock windows in your classroom
- Take out trash

- Vacuum carpeted floors & rugs
- Clean toys with disinfectant

Each class has a weekly cleaning checklist that must be initialed each day by the completed task. The checklist is to be turned in to the director or front desk every Friday at closing or when leaving for the day.

CHILDREN'S CARE

Children's Care

Our goal is to have each employee assigned to the same set of children to care for each day. In some instances where there is a shortage of staff, a teacher or aide may be assigned to help in a different room or area.

Greeting the Children and Parents

The mornings tend to be hectic. Please wear a friendly smile at all times. Give each parent and the child a warm welcome. Some children have difficulty leaving their parents in the morning. Please be as helpful as possible even when you are with parent and child. When the center is shown to a prospective customer, always be polite and acknowledge the prospect.

Keep the Children Clean

It is your responsibility to see that your children assigned to your classroom are kept clean.

- Hair neat
- Face and hands washed
- Noses wiped
- Shoes tied
- Change of clothes if needed

Handling Soiled Clothing and Laundry

Children's soiled clothes should be placed in plastic bags and sent home daily. Soiled laundry should be placed in the laundry room area for washing. (ALL BABY CRIBS MUST BE CHANGED DAILY WITH CLEAN SHEETS)

Children in Swing, Walker, other Confining Equipment

Infants are not to spend more than one half hour of time consecutively in confining equipment, such as Swings, highchairs, jump, seats, carrier or walkers. All infants should be allowed time to play in the floor daily and not be routinely left in cribs or playpens except for rest or sleep.

Diapering Infants

Infants and children shall not be left unattended while being diapered or having their clothes changed on the diaper changed surface. You must assemble all materials prior to moving the child to the diaper changing area. There is a

diapering and toileting procedure posted in each classroom by the changing area and restroom. Follow the steps EXACTLY as outlined in the instructions.

Daily Log Sheets

A daily log sheet will be filled out by the teacher for all infants and toddlers and given to the parent at the end of each day. The log sheet will include all meal/bottle times, what and how much was eaten, the time of diaper changes and/or toileting, sleep activity, lesson plans, and how the over-all day went for each child. There will be a place to communicate items needed, such as diapers and wipes.

Meal Time

During mealtime, make it a point to sit down with your class and participate in mealtime. If you do not like something that we are serving, do not discourage the children. Never tell a child that they do not have to have something on their plate. We have to offer all food groups on each child's plate. NEVER force a child to eat, only encourage them to eat. As a teacher, help educate them on the importance of a good meal.

Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with an incident form.

Nap Time

Naptime is scheduled from 12:00 p.m. to 2:00 p.m. Monday – Friday for children 1year and up. Children shall not be made to stay on a cot for more than one hour if they do not sleep. Have books or other quiet activities made available for children who do not sleep or wake up early.

There shall be a minimum of twelve inches between each piece of sleeping and resting equipment in each row of equipment, and children shall be placed on cots or mats so that one child's head is toward another child's feet in the same row.

Voice level

YELLING WILL NOT BE TOLERATED! Your voice should not be heard through the wall or in the director's office. It is extremely important that you learn the proper skills to communicate with children without screaming. Use "attention getters" to gain their attention. For example, say to the children "clap once if you hear me, clap two times if you hear me" or "if you hear my voice, touch your head, now touch your nose". These tips work great and get a rowdy classroom under control fairly quickly.

Positive Directions

Negative directions will not be allowed. Always be positive with the children. Remember, children learn what they live. Instead of telling children what not to do, instruct them on what to do. Redirect negative behavior to more positive behavior. Use positive reinforcement by praising a child who is following directions or playing nicely.

Discipline

It is the teacher's responsibility to discipline the children in their classroom. Redirecting to another activity should be the primary form of controlling behavior. Time out should be used as a last resort and is the only form of discipline permitted. Time out should be given in the classroom placing the child into an area set up for reading, music, and

artwork..., a positive environment. Time outs should last 1 minute per age of the child. Example: A 3 year old child should be given a 3 minute time out. After the time out, be sure and go over the rules and expected behavior with the child. Talk about what choice he or she made to be placed in time out and encourage them to make better choices in the future. Children that do not respond to this setting or with aggressive, escalated behavior should be brought to the front office in order for management to contact the parents if necessary.

Discipline NO-NO's

- Personnel shall not physically abuse any child.
- Use of corporal or physical punishment is prohibited.
- No shaking, jerking, pinching, or handling a child roughly is permitted.
- No verbal abuse or humiliating a child or a family member.
- Isolate a child in a dark room, closet or unsupervised area.
- No use of mechanical or physical restraints or devised is permitted.
- No unauthorized use of medication to control behavior.
- Cannot restrict unreasonably a child from going to the bathroom.
- Cannot punish toilet accidents.
- Cannot force feed a child or withhold regularly scheduled meals or snacks.
- Cannot force or withhold naps.
- Cannot allow children to discipline or humiliate other children.
- Cannot confine a child for disciplinary purpose to a swing, highchair, infant carrier, wailer or jump seat.

CORE VALUES FOR A WINNING TEAM

I understand that Eustace ISD CDC is committed to being the best of the best in the provision of quality preschool and child care and take pride in having people on its team who care about children and are inspired in their work by a desire to help children. I also understand that the success of this commitment depends 100% on our individual and cooperative efforts. Therefore, I agree to accept a partnership with Eustace ISD CDC in its commitment to service excellence. I will S.T.E.P. up to the challenge of service excellence through the following:

SERVICE

I agree to always put children and families first. I agree to quickly and appropriately meet the needs of all customers. I agree to be professional and exhibit a positive attitude. I agree to be caring, courteous, respectful and compassionate.

TEAMWORK

I agree to promote a sense of unity and teamwork in my work area and throughout the organization. I agree to be a responsible team member who is honest and accountable for my actions. I agree to support the members of my team. I agree to act as a role model by promoting cooperation between departments.

EXCELLENCE

I agree to constantly strive to improve the quality and timeliness of services provided. I agree to use and conserve resources wisely. I agree to continuously improve personally and professionally.

PROFESSIONALISM

I agree to take pride in my work. I agree to comply with Eustace ISD CDC standards and policies. I agree to honor the confidentiality of our children and employees. I agree to promote a positive image of myself and the organization through professional appearance and behavior.

Sometimes the challenges of my daily duties may cause me to question this pledge. I will remember that children depend on what I do. I will extend myself so that our children will receive a level of service that exceeds their expectations.

CLOSING STATEMENT

The Management of Eustace ISD CDC thanks you for taking the time to thoroughly read our Employee Handbook.

The Management expects everyone to abide and follow the policies as set forth and described. However, all employees are encouraged to bring forward their suggestions and thoughtful ideas about how the center can be made a better place to work, our jobs improved, and our services to our clients enhanced. When you see an opportunity for improvement, please share it with your supervisor; they can help you bring your idea to the attention of the people in the center who will be responsible for possibly implementing it. All suggestions are valued and will be listened to.

Sincerely,

Tina Sifers

Director

Eustace ISD Child Development Center

RECEIPT AND ACKNOWLEDGMENT OF Eustace ISD CDC EMPLOYEE HANDBOOK

Please read the following statements, sign below and return to management.

Acknowledgment and Receipt of Employee Handbook

I have received and read a copy of the Eustace ISD CDC Employee Handbook. I understand that the policies and benefits described in it are subject to change at the sole discretion of Eustace ISD CDC at any time, unless otherwise provided in a valid and enforceable collective bargaining agreement.

At-Will Employment

I further understand that, unless otherwise provided in a valid and enforceable collective bargaining agreement, my employment is at will, and neither I nor Eustace ISD CDC has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Eustace ISD CDC with or without reason, at any time. Likewise, Eustace ISD CDC has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Eustace ISD CDC. No employee of Eustace ISD CDC can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without the written approval from Management.

Employee's Printed Name

Position

Employee's Signature

Dated

(Return signed form employee file within one week of hire date.)