

**EMPLOYEE**

**REGULATIONS**

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### ***Philosophy Statement:***

*To spread knowledge, we can start with our children first; but before we start with our children we must work on ourselves. As educators and a Keystone Star participant we are continuously improving our quality. The process of Continuous Quality Improvement is,*

- 1. Identifying, describing, and analyzing strengths and weaknesses.*
- 2. Testing and implementing solutions*
- 3. Learning from and revising your plan.*

*We use the continuous quality improvement model and professional development to make small incremental changes and small incremental changes become a natural part of the way every day work is done. As a result of a quality program, we are able to provide a great service to our "clients" - the children and families that we serve, we become better educators and an asset to our community. Lamont Academy ELD provides the best hands-on experience based on the students' academic and developmental ability. We aim to provide an inclusive environment to create a community amongst teachers and students. The teacher will provide students with the necessary tools for success in and out of the classroom. Students will learn through play, social interactions, and technology. Lamont Academy ELD will have open communications with parents and guardians about their students' progress. We'll rely on these partnerships to aid the teachers in understanding and enriching their students.*

## **I. Welcome**

Welcome to the Lamont Academy Early Learning and Development (herein after referred to as "Company"). We hope that you enjoy your position with us and that it will prove beneficial to both you and the Company. We offer our best wishes for your future success. We hope you will be just as proud to be a member of our organization as we are to have you.

## **II. Company Policy**

To provide the consumer with consistently high-quality products and friendly, competent service. To provide all our employee equal opportunities for advancement. To provide you with good working conditions, to pay you a fair wage and to promote your welfare. To produce a profit for the Company's future growth and the stockholders' investment.

## **III. Purpose of These Regulations**

These regulations are for the information and use of all employees of the Company. It contains the policies of the Company relating to but not limited to hours, wages, employee benefits and conditions of employment, and provides a reference manual that should be followed by the Company and its employees. Company policies are operating practices and procedures of the Company. These policies have been established for the benefit of the employees and management to provide the best working conditions possible.

*THE LANGUAGE OF THIS HANDBOOK AND THE RULES AND POLICIES STATED WITHIN ARE NOT INTENDED TO CREATE, NOR DO THEY CONSTITUTE, A CONTRACT IMPLIED OR EXPRESS BETWEEN THE COMPANY AND ANY OF ITS EMPLOYEES. THE POLICIES AND PROCEDURES ARE NOT UNCHANGEABLE. IF CIRCUMSTANCES THAT WARRANT CONSIDERATION OF A CHANGE IN POLICIES OR PROCEDURES, EMPLOYEES SHOULD BRING SUCH CIRCUMSTANCES TO THE ATTENTION OF MANAGEMENT. THE REGULATIONS AND POLICIES ARE SUBJECT TO CHANGE AT ANY TIME WITHIN THE SOLE DISCRETION OF MANAGEMENT. EMPLOYMENT AT L.A.E.L.D. IS ON AN "AT WILL" BASIS AND MAY BE TERMINATED BY THE COMPANY OR THE EMPLOYEE AT ANY TIME FOR ANY REASON.*

It is the duty of the management to administer fairly without discrimination these policies, and all employees are expected to abide by and follow these policies. In the event, you have any questions concerning the application of any procedure or policy, you should ask the director. Any employee who feels that a policy has not been administered in accordance with this handbook should refer the problem directly to his/her director. No employee shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation. Management intends that justice and fair dealing be the practice as well as the policy of the Company. Every employee should feel free to discuss his or her problems and any policies contained in these regulations with the director. We welcome suggestions from you that aid in maintaining constructive and harmonious relationships throughout the Company. Please read these regulations carefully and review it with whomever you like-your family, your employees, or your supervisor. If you have any questions, please bring them to the director. When you have completed your review, please sign the form at the end of the booklet stating that you have reviewed the regulations, understand its contents, and agree to abide by it.

**Labor Policy-** the Labor Policy of the Company is an open shop-open door policy. Each employee has the right to deal with members of management regarding all working conditions. No employee is required to obtain any other person or organization to represent him or her in the presentation of problems or questions of regarding the application of the Company's working policies. No employee need to pay any person or to any organization any contribution or assessment for the right to work here. Management does not and will not discriminate against any employee because of membership or non-membership in any organization, whether it is religious, fraternal, professional, or social. Each employee has the right to bring any problems to the attention of his or her supervisor or to any member of management. It is the duty of the director/management to aid and assist whenever possible, in the solution of any problems or in the working out of suggestions. It is by solving our problems and capitalizing on suggestions that progress is made. The management has attempted to provide the best conditions of employment, the most satisfactory tools and the most opportunity for advancement for each employee. It is the policy of the Company to compensate each employee in accordance with his or her ability and skill, and to provide him or her with every opportunity for training and development.

**Hiring Policy-**The Company hires individuals based on their qualifications and ability to complete the responsibilities and tasks of the job to be filled. Unless otherwise provided in writing, employment with the Company is at will, so that either party may terminate the relationship at any time and for any lawful reason.

**Equal Employment Policy-**The Company is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, gender, pregnancy, age, veterans' or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state, or local laws, except where there is a bona fide occupational disability. The Company will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms, and conditions of employment. All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, age, or national origin except when a bona fide occupational qualification exists. All decisions on employment are made to further the principle of equal employment. All promotion decisions will continue to be made in accordance, with Equal Employment Opportunity principles, and only valid job requirements will be used.

**Conflict of Interest-**All persons employed by the Company owe a duty of fidelity to the Company. Employees must never place themselves in a position where their self-interest may conflict with this duty. Employees are prohibited from but not limited to video recording, tape recording, phone recording, taking photos and placing students on social media without permission from the parent, director, and owner (employee must have consent from all parties). Employees are prohibited from but not limited to video recording, tape recording, phone recording, taking photos and placing staff and anything related to LAELD on social media without permission from the director and owner (employee must have consent from all parties). If an employee is under investigation, the employee must allow LAELD and any outside agencies if applicable to complete the investigation without the employee interfering with the investigation and or retaliating against other parties involved if applicable. The employee is prohibited from contacting other parties involved with the investigation without the director or

owner being present. After an investigation has been complete, regardless of the outcome, the employee is prohibited from contacting all parties involved unless approved by the director and owner (employee must have consent from all parties). If the employee is given permission to contact the parties involved in the investigation, the director or owner must be present. Any employee who breaches this policy is subject to disciplinary action, up to and including termination

**Anti-Nepotism Policies-**Under the Company's Anti-nepotism policy, no relative may exert influence over a relative's hiring, salary, or promotion.

"Relative" is defined as a member of an individual's family, including but not limited to wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother in-law, father-in-law, aunt, uncle, niece, nephew, grandmother, grandfather, stepparent, and stepchild.

**Moonlighting-** Employees may engage in other employment provided it does not interfere with duties as an employee of the Company or impair the ability of the employee to perform Company duties. Employee must advise supervisor in writing that they have or want a second job. All outside Employment shall be subject to prior approval from management.

**Probationary Period-** The first 90 workdays of your job at the company are considered a probation period and will be used to verify your skills. Likewise, this gives new employees the opportunity to evaluate the company as a place to work. During this time, the employee work styles, skills capabilities and suitability for our Company are evaluated daily and if the employee does not comply with company standards, the employee can be terminated at any time without notice. During the probation period, the employee is exempt from any fringe benefit. Fringe benefits are including paid and non-paid leave. Paid and non-paid leave consist of but not limited to, personal leave, sick leave, vacation time etc. In regard to maternity leave and any other leave based on a disability, an employee may be exempt from any leave benefits due to "Un Due Hardship".

**Permanent Employees-** All permanent employees work styles, skills capabilities and suitability for our Company are evaluated daily and if they do not comply with company standards, the employee can be terminated at any time without notice.

**Employee Background Check-**The Company will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation should include criminal history, FBI fingerprint, child abuse history and past employment verification. If an employee receives a criminal history report with any of their clearances, they are required to provide a copy for the director and state review. Although an employee (newly hired & permanent employee) clearances may be within the 5-year time frame, which is considered up to date according to DPW Regulations; All newly hired employees are required to submit new clearances (FBI, Child abuse & Criminal Background) at the time of hire and permanent employees are required to submit new clearances (FBI, Child abuse & Criminal Background) upon request.

**Health Examinations-**The Company employing units may require periodic physical examinations and/or tests to certify an Employee's continued ability to perform job duties or to serve as a measure of disease control. If there is reasonable cause to believe that an Employee has an illness that can be detrimental to other staff and/ or students, the Company may require the Employee to have a health examination to indicate whether the employee has such an illness.

**Immigration Law Compliance-**The Company does not unlawfully discriminate based on citizenship or national origin but, at the same time is committed to employing only the U.S. citizens and aliens who are authorized to work in the U.S. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

**Internet Policy-Duty not to waste computer resources.**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

**No expectation of privacy-**The computers and computer accounts given to employees are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this System. The System is to be used solely for company-related business and is not to be used for personal business or pleasure.

**Monitoring computer usage-**The Company reserves the right to monitor, intercept and/or review all data transmitted, received, or downloaded over the System. Any individual who is given access to the System is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company's Interests in monitoring and intercepting data include but are not limited to protection of company proprietary and classified data; managing the use of the Company's computer System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission, or storage of data on the Company's Internet System.

**Blocking of inappropriate Content-**Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event, you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.



**Prohibited activities-**Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Company's computers. Employees encountering, witnessing, or receiving this kind of material should immediately report the incident to the director. Company's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination.

**Games and entertainment Software-**Employees may not use the Company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

**Illegal Copying-**Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the written permission of your director.

**Accessing the Internet-**To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Company's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Company's network.

**Virus Detection-**Files obtained from sources outside the Company, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company's computer network is prohibited. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-company sources, without first scanning the material with company-approved virus checking software. If you suspect that a virus has been introduced into the Company's network, notify the director immediately.

**Sending e-mail (spamming)-**Without the permission of the director, employees may not send e-mail to persons without permission of director.

**Amendments and revisions-**This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

**Violations of this policy-**Any employee who abuses the privilege of access to the Company's the Internet System will be subject to corrective action, up to and including termination. If necessary, the Company also will advise law enforcement officials of any illegal conduct.



**Use of Internet**-use of the Internet via Company's computer system constitutes consent by the user to all the terms and conditions of this policy.

**Points of Contact**-Questions concerning the use of the Internet System should be directed to the director. Questions concerning the improper use of the System should be directed to the director.

**Social Media Policy**-The Company knows that online social platforms, including blogs, wikis, message boards, video and photo sharing websites, and social networking services, are constantly transforming the way we interact. We also recognize the importance of the Internet in shaping the public view of our Company. The Company is committed to supporting your right to interact responsibly and knowledgeably on the Internet through blogging and interaction in social media.

The purpose of these guidelines is two-fold: First, the Company has an aim to protect our interests, the privacy of our employees and confidentiality regarding our clients (students and parents). Second, these guidelines will help you make respectful and appropriate decisions about your work-related interactions with people on the Internet.

Your personal online activity is your business. However, any activity in or outside of work that affects your performance, the performance of others at the Company, or the Company's business interests are a proper focus for this Social Media Policy. You must always assume that your work-related social media activity is visible to the Company as well as current and potential employees and clients. The Company reserves the right to direct its employees to avoid certain subjects and remove inappropriate comments and posts.

**Guidelines for Discussing Lamont Academy ELD on the Internet**-You are not authorized to speak on behalf of the Company without permission from Management. If you have permission to discuss the Company and / or our current and potential business activities, employees, partners, clients, or competitors, please follow these guidelines:

**Identification:** Identify yourself. Include your name, and when appropriate, state your role or title within the Company.

**Disclaimer:** Use a disclaimer that "the views you express on the particular website are yours alone and do not represent the views of the Company."

**Proof:** Support any statements made online with factual evidence.

Also, let the director know about the content you plan to publish. L.A.E.L.D. may want to visit the website to understand your point of view.

**Guidelines for Confidential and Proprietary Information**-You may not share information that is confidential and proprietary about the Company. This includes, but is not limited to, students, parents, employees, building maintenance, isolated incidents and any other information that has not been officially released by the Company. The list above is given as example only and does not cover the range of what the Company considers confidential and proprietary. If you have any questions about whether information has been released publicly or any other concerns, please speak with the director before releasing information that could potentially harm the Company, or our current and potential clients, employees and/or partners.

### **Respect and Privacy Rights**

- Use common sense.
- Follow the rules of the social media sites you use.
- Speak respectfully about the Company and our current and potential employees, clients, and partners.
- Write knowledgeably, accurately, and with appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about the Company and its employees, partners, and business interests.
- Refrain from publishing anything that could reflect negatively on the Company's reputation or otherwise embarrass the organization, including posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the Company's workplace. Please also show respect for topics that may be considered objectionable or inflammatory.
- Honor the privacy rights of our current staff, members, and partners by seeking their permission before writing about or displaying internal company information that could be considered a breach of their privacy and confidentiality.
- Ensure that your social networking conduct is consistent with all policies contained in the Company's Regulation Handbook.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

Any employee who breaches this policy is subject to disciplinary action, up to and including termination

**Your Legal Liability-**The Company complies with all federal and state laws that apply to our operations and activities. Since you are involved in the Company's operations and activities, you are responsible for understanding and observing these policies.

Note that the breach of privacy and confidentiality, use of copyrighted materials, unfounded or derogatory statements, or misrepresentation may be considered illegal and is not accepted by the Company.

Each person at the Company is personally responsible, and may be legally liable, for the content he or she publishes online. You can be sued for disclosing your relationship to the Company to promote anything that that would not otherwise be acceptable in the Company's workplace or for purposely spreading false information. You can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition to any legal action, your activity can result in disciplinary action up to and including *employment termination*.

If you have any questions, please ask the Directors Office for guidance on compliance with the laws.

**Undue Hardship-** Per Title I of the American with Disabilities Act of 1990 (ADA) The only statutory limitation on an employer's obligation to provide "reasonable accommodation" is that no such change or modification is required if it would cause "undue hardship" to the employer. *"Undue Hardship" means significant difficulty or expense and focuses on the resources and circumstances of the particular employer in relationship to the cost if difficulty of providing a*

**specific accommodation.** Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.

**Terminations/Suspension/Write-Ups-** If an employee receives numerous write-ups, an employee will be terminated. The write-ups can consist of any regulations and/or procedure violations. All employees' needs to understand their daily performance is profiled daily and an employee can be terminated and/or suspended without pay based on their daily profiles. An employee can be suspended or terminated on the spot. Whenever an employee is suspended it's an automatic suspension without pay unless the employee is told otherwise by management. When a salary employee is suspended, a 10% daily deduction will be deducted from the employee salary for every day the employee is suspended. If an employee is suspended and during their suspension time the employee had schedule leave, the employee is exempt from paid leave and the employee will not receive those hours until paid leave is distributed the next fiscal year (September). All write-ups and suspensions automatically nullify yearly performance bonus.

#### **Job Classification-**

**Full Time Employees-**An employee that work a work schedule of 40 hours a week.

**Part Time Employees-**Any employee that works a work schedule less than 40 hours a week.

**Temporary Employee-**Any employees hired for a limited period and/or for a specific project. These employees may be scheduled to work full or part-time and are not eligible for any benefits.

Upon hiring all employees are given a daily work schedule and break. All employees are to adhere to the work schedule that was assigned to them at the time of hiring. If an employee requests a change in their work schedule, the schedule must be approved by the director first and the employee must find another employee that is willing to change their work schedule to accommodate the requesting employee work schedule. Employees may be required to report in earlier or later then the time assigned to them at the time of hire

**Hours and Payroll Practices-** All staff members will receive a pay semi-monthly, some which is paid on an hourly rate and some which is paid on a salary. Hourly rates are based on levels of education and experience. If an employee receives a salary and the employee start date and or resignation or termination date falls in the middle of a pay period, the employee will receive their pay on an hourly rate. This rate is based on the hours the employee work and an hourly rate is determined based on what would be equivalent to what the salary is computed in an hourly rate. Employees clock in is their record of employment from which your pay is computed and from which all is determined. Salary employees are required to clock in and out for record keeping of hours worked. It is necessary for each employee to "clock in" at the start of their work schedule, "clock out" at the start of your schedule break, "clock in" at the end of your schedule break and "clock out" when he or she leaves. If an employee fails to "clock in" or "clock out" a supervisor's and/or director approval must be received prior to the submission and payment of any wages. Repeated failure to accurately log hours may result in disciplinary action. If any employee fails to submit a time log, as required, that employee's pay may be delayed. Employee's shift ending before 5pm; if the students in your care leave before your shift ends you are required to inform the director and the director will either instruct the employee to assist with work related

responsibilities or instruct the employee to clock out. Employee's shift ending at 5pm; If the students in your care leave before your shift ends you are required to clock out unless you have work related responsibilities to complete. If all the employees work related responsibilities are completed, then the employee should inform the director of the early clock out. If the employee clock's out early, the employee will not be paid for missed time.

If an employee does not renew their CDA, the employee will receive the pay rate of a non-CDA employee, effective the date of expiration. Once the employee shows proof of the CDA renewal the employee will receive the pay rate of a CDA employee.

**Overtime-**Due to the nature of our business, situations frequently arise which require overtime work. If overtime is mandated or volunteered all employees can work and receive pay at time in a half after working the schedule hours within that pay-period (hours vary due to pay period). If the director or supervisor is not available and a child is in care after 5:15pm, the primary staff member shift ending at 5:15pm is responsible for all their primary students still in care after 5:15pm. If there are other staff members available after 5:15pm, they can volunteer to stay with the student that is still in care after 5:15pm if the primary teacher asks the other staff member. All late fees will be given to the person that stayed with the students after 5:15pm.

**Lunch-** All employees can choose either to receive a one-hour unpaid lunch period or two 15 minutes and one-half hour unpaid lunch period. Lunch schedule goes in according to per daily work schedule. Employees may be required to change their lunch schedule based on child to staff ratio. Based on DPW Regulation 3270:55 employees are required to stay on the premises during nap time in the case of an emergency. Employees that chose one-hour unpaid lunch period are required to stay on the premises for 30 minutes of their schedule lunch and allowed 30 minutes off premises during their schedule lunch break. 30 minutes schedules off the premises are based on what time the employee clocks in, in the morning and their lunch time. Employees that choose two 15-minute breaks are allowed off premises during their half hour unpaid period and on premises during their two 15-minute unpaid break period. All employees are required to sign an agreement, that reflects which unpaid lunch period they have agreed with.

**Lateness-** Being on time is necessary to meet the staff to child ratio and completing your job responsibilities in a timely manner. Repeated instances of lateness to work will be grounds for discipline up to and including termination. If your lateness is not scheduled the employee need to call in one hour earlier for a lateness. During the travels to work and the employee determines that he or she is going to be late; the employee should call and report the lateness to the supervisor or director immediately. If an employee fails to call it will be considered job abandonment and the employee will automatically be terminated. If the employee is given the option to resign, the employee is required to submit a resignation within 24 hours or within the time frame agreed between the director and the employee. If the employee doesn't submit a resignation letter within 24 hours or within the time frame agreed between themselves and the director, the employee will be terminated. An employee is still required to take their schedule break if they come in late unless authorized by director.

**Absence-** Regular attendance is necessary to meet the staff to child ratio. Written permission from a physician must be obtained before returning to work if you have been absent three days or more due to illness. If an employee fails to call for an absence or leave without approval, it will

be considered job abandonment and the employee will automatically be terminated. If the employee is given the option to resign, the employee is required to submit a resignation within 24 hours or within the time frame agreed between the director and the employee. If the employee doesn't submit a resignation letter within 24 hours or within the time frame agreed between themselves and the director, the employee will be terminated. Repeated instances of one day absences, arriving late and or leaving early from work will be grounds for discipline up to and including termination. If your absence is not scheduled, you will need to call in one hour earlier for an absence.

**Leave Without Pay (LWOP)** - If LWOP needs to be exercised then that would lead to the lateness and absence policy. LWOP can only be approved in special cases and require a proof of absence. If you're absence or lateness is not pre-approved its LWOP. If leave is denied and the employee decides to take leave anyway, the leave is automatically LWOP and the employee will receive a write up. If an employee exceeds the time approved on the leave slip it is L.W.O.P.

**Leave-** If an employee needs to request leave, the employees should fill out a leave slip and all leave slips must be turned in by the fifth business day of each month. If the leave slip is not turned in by the fifth business day all leave is denied. Employees are only allowed to use the time on their leave slips that was approved. Employees must call and inform director or supervisor of exceeded time that was not requested on leave slips. If the employee exceeds the time on the leave slip that time is LWOP.

All paid personal, paid sick leave and paid vacation incentives do not apply during probation period. If an employee takes time off during their ninety-day work probation, the employee must show proof of absence. After ninety workdays, there's an evaluation, if employment is continued all leave will begin to accrue and following one hundred eighty workdays after probation period, vacation time is available. All leave incentives are fringe benefits. If any employee abuses their leave, at L.A.EL.D. discretion the employee can lose their fringe benefits. Leave can be denied if there's abuse of leave and/or understaffed. If an employee is abusing leave (excessive call out, lateness, request etc...) the employee will be placed on a leave restriction. Leave restriction consist of an employee being restricted from leave. All leave is restricted only to doctor's appointment and must return with a doctor's note. If employee does not adhere to this restriction, the employee will be suspended without pay and/or terminated.

If an employee submits a resignation letter or verbally resigns, that employee is immediately exempt from any paid leave, including but not limited to personal leave, sick leave, maternity leave, injury leave, holiday pay and vacation pay. If an employee request short term leave verbally or written, that employee is exempt from any paid leave 30 workdays prior to short term leave date, including but not limited to personal leave, sick leave, maternity leave, injury leave, holiday pay and vacation pay.

Our company enforce the use it or lose it policy. Every employee must use their leave in the allotted time they must use it or they will lose it. At the beginning of every year all employee leave will regenerate. All leave is used in fifteen minutes' increments.

**Personal Leave-** All full-time permanent employees will receive 40 hours of paid personal leave after the probationary period. All part-time permanent employees will receive 24 hours of paid personal leave after the probationary period. After two years of employment, all full-time employees are given 64 hours of personal leave. Of those 64 hours only 40 hours are paid



personal leave. If the employee's two-year date of employment comes after the first of September, they will receive the balance of their leave on their two year anniversary. Employees are allowed to use their personal days for sick days. If the employee has personal leave, the employee can't use more than twenty four 24 hours of their personal leave in lieu of bereavement. If an employee does not have paid personal leave the employee can't use more than 24 hours of unpaid bereavement.

**Sick Leave-** All full-time permanent employees will receive 56 hours of paid sick hours after their probationary period. All part-time permanent employees receive 32 hours of sick leave after the probationary period. After two years of employment, full-time employees are allowed 80 hours of sick leave and of those 80 hours only 40 hours is paid sick leave. After two years of employment, part-time employees are allowed 56 hours of sick leave and of the 56 hours only 32 hours is paid sick leave. If the employee's two-year date of employment comes after the first of September, they will receive the balance of their leave on their two-year anniversary.

If an employee request sick leave the employee is required to return with a doctor's note for sick leave to be approved. The date of the doctor's note must be the same date as the requested date. Employees have at least two business days to provide proof of a doctor's note. If the employee does not provide a doctor's note, then the employee would be considered absent without approval, which can lead to a write-up. Although absent without approval has been applied, the employee does not regain those used sick hours. If an employee is paid for sick leave and the employee doesn't provide a doctor's note within two business days; the employee must pay those hours back to L.A.E.L.D. which those hours will be garnished from their next hourly or salary payment. If an employee calls out sick and the employee returns with a doctor's note sick leave can be approved. If an employee calls out sick on the last day of the pay period and would like approved paid sick leave, the employee must email their doctor's note to the director and call the director to inform her of the email, by the end of the school day. If a doctor's note isn't received, the employee will not be able to use paid sick leave for time off. Employees are not allowed to use sick leave for personal leave.

Employees are required to sign an appointment verification release form for sick leave benefits to apply. If the employee chooses not to sign the release form, the employee is automatically exempt from sick leave benefits.

**Emergency Leave-** All employees will receive 24 hours of paid emergency hours. This leave will only be designated for emergency closures and inclement weather.

**Maternity Leave-**If an employee request to take leave due to complications in a pregnancy, the employee needs to submit a doctor's note. If approved by director, that employee is allowed two weeks' unpaid leave. If an employee has sick leave, the employee can use their sick leave in lieu of the complications. If the employee is unable to return after two weeks, the employee should resign. If a resignation letter is not submitted, the employee will automatically be terminated based on the terms of "Undue Hardship". If an employee takes leave due to a birth, that employee is allowed six weeks' unpaid leave. An employee can take leave three weeks prior to the expected birth of their child but leave never exceed six weeks. If the employee is unable to return after six weeks, the employee should resign. If a resignation letter is not submitted, the employee will automatically be terminated based on the terms of "Undue Hardship"

**Injury leave-** If an employee needs leave due to an injury, that employee needs to submit a doctor's note. Once reviewed by the director, if approved the employee must use their available personal and sick leave. If leave is exhausted or becomes exhausted during that time, it's LWOP. If LWOP needs to be exercised, then that would lead to the absence policy. If employee is unable to return after depleted leave, the employee should resign. If a resignation letter is not submitted, the employee will automatically be terminated based on the terms of "Undue Hardship". If an employee needs an extension to their injury leave, the employee is required to submit a doctor's note stating the extent of the injury, how it can affect the employees' ability to work, how long the employee needs to recover before returning to work and if an employee needs an accommodation. The doctor's note must be submitted immediately, and the director has 30 workdays to determine if there's a need for accommodation or if the request will be denied based on "Undue Hardship". In regard to scheduled surgeries the employee is required to submit a doctor notice of this schedule at least forty-five days in advance along with any recommendations from the physician in regard to the employee ability to work with or without restrictions and the recovery time. This provides the director time to make required adjustments and to plan for necessary accommodations if applicable. If the director determines accommodations or the length of time off requested would cause the company "Undue Hardship", the employee can submit a resignation letter within 48 hours of denied request. If the employee doesn't submit a resignation letter within 48 hours of denied request, the employee will be terminated based on the terms of "Undue Hardship".

**Vacation-** All full-time employees are allowed 5 paid vacation days a year and all part-time employees are allowed 3 paid vacation days a year. All employees can utilize their vacation days one year after start date. All vacation schedules must be approved by director. Every employee is exempt from personal & sick leave if another employee is on vacation. If an employee is late, absent, leave early or leave and return, the LWOP policy becomes effective. If an employee uses vacation days for five consecutive days, that employee is exempt from personal and sick leave for 10 business days. If an employee uses vacation days for three consecutive days, that employee is exempt from personal and sick leave for 5 business days.

**Holidays-** All staff members are allowed paid holidays after probation period has ended. Employees must work a full day before and a full day after the holiday to receive the holiday pay.

**Staff Child Care-** Employees that enroll their children into L.A.E.L.D. and payment is received through ELRC or any other outside agency, and the employee has a copay, the employee will be exempt from their copay. If the employee is terminated or resigns position but continues childcare, the parent will be responsible for their copay. If an employee enrolls their child/ren into L.A.E.L.D. and doesn't receive funding through ELRC or any other outside agency, the employee will receive a discounted rate at 40% off of full-time weekly rate and 18% off of part-time weekly rate, based on child's age. If the employee is terminated or resigns position but continues childcare, the parent will be responsible for the full amount of childcare.

**Release of a Student-** Per our Parent Manual: If the parent or guardian send or call to inform L.A.E.L.D. of a designated pick-up person that is on the child/ren pick up list or not on their pick-up list, and the designated person does not have proper identification, L.A.E.L.D. staff will



not release the child/ren to the designated pick-up person. L.A.E.L.D. will attempt to contact the parent or guardian via telephone to inform the parent their child will not be released to the designated pick-up person because that person can't be identified. If someone from L.A.E.L.D. staff reaches the parent(s) or guardian of the child/ren L.A.E.L.D. staff will inform the parent or guardian that their child won't be released because the designated pick-up person can't be verified. The parent will have the option to email the designated pick-up person identification to a L.A.E.L.D. staff person or submit another verbal request for a new pick-up person. If someone from L.A.E.L.D. staff is unable to reach the parent(s) or guardian, L.A.E.L.D. will not release the child/ren to the designated pick-up person.

If an employee is unable to verify a pick-up person, the employee must ask for identification not unless another qualified employee (an employee that previously ID a pick-up person via identification) can identify the pickup person. If either option isn't available, then the employee must call the enrolling parent to request a verbal request authorization. If an employee release a student without verifying the pick-up person, the employee will be terminated immediately.

**Verbal Request-** When a parent call into the center and states they want someone to pick up their child that is not on the students pick-up list; the employee must complete a verbal request form and refer to release of student at the time of pick up.

**MEDICATION/DIET RESTRICTIONS-** Per our parent manual: Lamont Academy is not required to administer child medication. If medication is administered, the following requirements apply.

1. A prescription or nonprescription medication may be accepted only in the original container. The medication shall remain in the container in which it was received.
2. A staff person shall administer a prescription or nonprescription medication only if written instructions are provided by the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
3. The label of the medication container shall identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
4. All medications need to be in a clear sandwich size bag.
5. A staff member is only allowed to serve outside food in the case of an allergy or diet restriction with a physician note or parental note.

In addition, staff members are required to either complete the medication log form or have the parent complete the medication log form (in the center or online). The staff member completing the form must complete the medication log form in its entirety or the form isn't valid, and this also applies to the parent. If the form isn't valid, LAELD will not administer medication.

**Severe Weather Conditions and Other Emergencies-**When severe weather conditions exist, if you ask to leave work before regular quitting time, you may do so with the director's approval. An employee wanting to leave during severe weather condition may be disapproved based on staff to child ratio. This determination will be based on seniority first and then on a class basis. If L.A.E.L.D. open during adverse weather conditions and you are unable to report to work, the employee can use their paid emergency leave.

If L.A.E.L.D. close for the day, opens late and/or close early due to weather or emergencies, employees will only get paid for their hours worked if applicable, but an employee can request to

use paid emergency leave for the hours missed. If an employee has approved leave scheduled the same day L.A.E.L.D. open late or close early the company will still acknowledge the hours that was requested by the employee. If an employee has approved leave scheduled the same day L.A.E.L.D. closes for a full business day, the employee have the option to use their emergency paid leave, use the paid leave they were approved for or not use any leave and reclaim the paid leave they were approved for to use on another day.

**Daily Schedule-** All staff members are required to adhere to all daily schedules. All schedules are posted in each classroom. If schedules are not followed due to a special activity, the staff members must inform the supervisor or director. If a parent needs to speak with a staff member during their daily work hours, tell the parent to make an appointment.

**Electronics/Phone Use/Sleeping/Excessive Talking-** The landline phone is for business and emergency use only. Electronics are only permitted during your break period otherwise electronics must remain in the employee lockers. An employee should never be on an electronic device during the hours there in direct care of children unless approved by admin or a lead teacher can have their personal cell phone while taking students outdoors away from the facility. All other employees are prohibited from having their phones while outdoors unless approved by the director. Classroom electronics are for classroom use only. Employees are prohibited from using the classroom electronics for personal use. Sleeping and excessive talking is prohibited.

#### **Excessive Talking**

is defined as but not limited to any employee that is talking and it makes them neglect their responsibilities and or put a child at risk of an incident or injury. If an employee is found guilty of any of these things a half hour of the employee pay will be extracted for every offense.

**Dress Conduct-**What we wear to work reflects the pride we have in our Company, pride in what we do and pride in ourselves. We ask that your appearance always show discretion, good taste, and not present a hazard in the performance of your job. **Administrative drees code:** All employees in an administrative position must wear clothing reflecting business casual dress.

#### **Clothing**

- All employees must keep all their private body parts covered always. Camisoles, tank tops, low cut shirts (when bosom is visible or shirts where the stomach becomes visible if the arms are raised or the employee must constantly pull down the shirt to avoid the showing of the stomach), halter tops, ripped jeans, pornographic, offensive, and/or discriminative slogans, anything revealing and anything that may be inappropriate dress based on the owner discretion is prohibited but not limited to. Any employee wearing any form of offensive clothing will be asked to remove or cover up the offensive clothing and/or sent home to change the offensive clothing. If the employee needs to leave the premises during their scheduled work schedule, the employee will be charged L.W.O.P.

#### **Hair**

- Hair must be clean and neat. Neat is defined as, hair should be pulled together, combed, brushed, and not causing a distraction or harm.

#### **Hair Styles**

- All employees are required to keep their hair well groomed, free of anything that may be contagious. A neat natural haircut and hairstyle is important. Extreme styles such as

shaving or sculpting a design in the hair or allowing hair to fall into your eyes are not acceptable. Wearing artificial hair is acceptable as long as it appears natural. Employees with long hair should wear it in a style that keeps it neat, tidy, and bangs not exceeding below the eyebrows.

#### **Hair Accessories**

- Employees may wear conservative combs, barrettes, and headbands. The limit of hair accessories is 2 accessories worn at one time so that the hairstyle appears natural and in good taste. If a hair ribbon is worn, the ribbon should not have tails so long they would constitute a safety hazard. Hats, head scarves, hair nets (excluding kitchen aides or religious beliefs) are prohibited.

#### **Make-up**

- Make-up may be worn to enhance your natural appearance. Foundation should match your skin tone and blush should be used only to create a healthy glow. Eyeliner and eye shadow should be in neutral, natural tones to compliment the eye and should not extend beyond the natural eye area. Mascara may be worn only in shades of black or brown. Frosted or brightly colored eye shadows are not acceptable. Eyebrow pencil should be used only to enhance the natural shape of the brow. Lipstick should be in colors that create a natural look. Shades such as white and black are not acceptable.

#### **Fingernails**

- Fingernails and hands must be kept clean. The length of the fingernail must not extend more than ¼ inch beyond the tip of the finger.

#### **Nail polish**

- Nail polish should be neat.

#### **Jewelry**

- Necklaces – Necklaces are prohibited in the infant and young toddler classrooms. Simple necklace in gold or silver may be worn. Employees may not wear necklaces that interfere with job duties or constituting a safety or hygiene hazard.
- Bracelets - Bracelets and ankle bracelets may be worn if it doesn't constitute safety or hygiene risks. Inform director and supervisor if medical alert bracelet is worn. This information is needed only in the case of an emergency

#### **Earrings**

- Earrings must be those appropriate for business and that will not cause a safety hazard.
- Long dangling or large hoop earrings (prohibited in infant and young toddler classroom) are a safety hazard for most positions. Earrings should not be larger than 2 inch in diameter.

#### **Rings**

- Rings must be of a style that cannot easily get caught on equipment or other objects and therefore constitute a safety hazard.

#### **Watches**

- Watches should be worn in such a manner that cannot easily get caught on equipment or other objects and therefore constitute a safety hazard.

**Standards of Conduct-** It is anticipated that the Company employees will apply themselves fully to their work. Included in this assumption is that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all the Company policies, procedures, and practices. Conduct that interferes with operations will not

be tolerated. The Standards of Conduct are designed to be used to correct behavior. For the most part, they follow the principle of progressive discipline and warnings followed by increasing discipline depending on the type and frequency of offenses. Discipline under the Standards of Conduct will not be based on any employee's race, color, religion, gender, age, national origin, disability, or political affiliation. The standards were developed to protect the well-being and rights of all employees. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of management, although not listed in the policy, seriously undermines the effectiveness of the colleague's activities or the employee's performance, is to be treated consistent with the provisions of the Standards of Conduct Policy.

**Workplace Conduct-** Your main priority is the safety and cleanliness of the children and building. All employees must have a productive attitude, tone, behaviors, and character always. Your attitude, tone and character should be productive towards management, staff, students, parents, and visitors. Employees are prohibited from any discrimination towards any staff member, parent, student, or visitor based on race, color, religious, creed, disability, ancestry, national origin, age, or sex. An employee workplace conduct consists of a non-violent character. Violence is any physical assault, threatening behavior, or verbal abuse in the workplace. If an employee attitude, tone, behaviors, and character are not in compliance, at management discretion an employee can either receive a write-up, sent home, suspended without pay and/or terminated. If an employee has not clocked in, please maintain workplace conduct with the employees, who are already working. If your shift has not begun and you are eating, please eat in the recess room or the kitchen area. All employees should maintain proper work conduct when parents and visitors are coming in and out (no-side conversation). When a parent is speaking to a staff member please do not talk over the parent, allow the parent to speak and then explain solution or reasoning to the problem.

**Classroom Conduct-** Your main priority is the safety and cleanliness of the children and classroom. All employees must have a productive attitude, tone, behaviors, and character always. The employee attitude, tone and character should be productive towards teachers, students, parents, and visitors within the classroom. Employees are prohibited from any discrimination towards any students based on race, color, religious, creed, disability, ancestry, national origin, age, or sex. During class time, if the staff member that is teaching steps out of the classroom, then the other staff members in the class should continue teaching the class. Every employee is responsible for their primary care children. If a student of a different primary care person need assistant, you're required to assist.

**Visitors-**As a rule, employees should not have visitors joining them during working hours. Visitors are not allowed without special permission from director.

**Personal Mail-**All personal mail and deliveries should be received by employees at home.

**Solicitation-**Employees may not solicit in or around the premises without management permission. Employees that can solicit may not solicit during work schedule that will interfere with employees work performance.

### **Harassment Free Workplace Policy Statement**

**Purpose-**The Company is committed to providing an environment for our directors, supervisor, employees, visitors, volunteers, students, and parents that is comfortable, safe, and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

**Definition-**Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature. When such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

**Responsibility-**All employees are responsible for helping keep our work environment free of harassment, including the work environment of Company's Clients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to the Director and/ or the supervisor with whom you feel comfortable. When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

**Complaint Procedure-**Any person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- Report the harassment to the director or supervisor immediately.
- Keep all claims confidential
- Do not retaliate

**Confidentiality-**The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

**Retaliation-**The Company, the director or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the director and/or the supervisor whom you feel comfortable with.

**Child Abuse-** Any Staff member who has suspected child abuse or seen child abuse is required to report the incident to Child Line immediately and then to the director and to the parent if the employee believes reporting it to the parent will not cause further harm or retaliation towards the student, staff, other students, parents of other students. The director will investigate the allegations and immediately contact Child Line at 800-932-0313. Within 48 hours the director (with the reporting staff member assistance) will submit a written report to the CPS unit which has the responsibility for investigating the report.

**Voices-** We need to teach the children how to use inside voices, so we need to use inside voices as much as possible. Too much yelling will eventually lead to a write-up.

**Beverages-** Beverages should never be left in the way of any child. Hot beverages and beverages

that can stain are not allowed around children at any time. If you're going to have a cold beverage, it should be in a spill proof container.

**Food-** Food is not allowed unless you're on your break or the children are napping. If you're eating while the children are napping, you need to be prepared with clean hands to assist a child if needed. Employees are allowed a light snack that can fit in their smock pocket. A child should never be allowed to eat, drink, and walk around at the same time. Never allow a child to eat/drink outside of the eating area.

**Unattended-** Never leave a child unattended. If you need to step out of your space for any reason, please ask someone to cover for you.

**Lesson Plans-** All lead teaching staff will receive 45 minutes a day of lesson planning time. The time slots allowed for lesson planning is the last 45 minutes of the lead teacher's workday unless instructed by director or supervisor to complete plans at another time of the day. Lesson plans will be provided by the director or assistant director if a lead teacher isn't available. When given plans, all substitutes or assistant teachers must follow the plans to the fullest. If the employee is not the lead teacher and has a lesson plan you would like to present to the children, discuss and get approval of the plans from the lead teacher, supervisor, or director. All plans should be together before the lesson is presented to the children. All lesson plans are due by Tuesday at the end of the workday. If an employee has a schedule absence on the day lesson plans are due, all lesson plans are due the day before. If an employee has an unexpected absence the day, the lesson plan is due the lesson plan is due by 12:30pm the day the employee returns. If an employee is going on vacation or the employee is going to be absent due to approved leave and their lesson plan is due, the employee is required to submit the lesson plan before leaving for vacation or the day before the approved leave and must assure that lesson plans are in place for when the teacher returns. If lesson plans aren't turned in on time, this can lead to a write-up.

**Supplies-** All employees will be provided with the supplies needed for them to complete their daily activities. If any employee would like to bring in outside materials into the classroom all materials must be approved by the director first. All employees' need to understand, all outside materials that are non-educational and/or not school appropriate will not be allowed in the classroom (ex-music (non-educational), videos that encourage violence, sex, and non-creative movement etc...). If an employee would like to use company supplies for personal use, the employee must acquire permission from management.

### **Disinfecting**

All disinfecting and sanitizing products out of reach of students and must be locked away unless being used by staff. Staff are required to keep their area, children, and their items clean and disinfected always. This includes face, hand, clothes, cups, toys, tables etc.

The last employees here at the end of the day are required to discard bleach water solution daily and the first employees that come in the morning are required to fill the bleach water solution daily. Follow the directions on the bottle.

### **Sanitizing and Sanitizing Steps:**

For surfaces such as but not limited to tables, counters, toilets, sinks, chairs, changing table



- Spray with soap and water
- Wipe with a clean rag, paper towel or disinfected wipe
- Spray with bleach and water solution
- Allow to air dry

### **Hand Sanitizing**

Follow hand-washing chart.

### **Toys**

Toys should be sprayed with disinfecting spray daily at the end of the school day. If a child puts a toy in his/her mouth, sanitize the toy immediately and allow to air dry or place in the classroom mouthed bucket and at the end of the school day follow sanitizing steps. On Fridays, all toys will be sanitized with bleach water and allowed to air dry.

### **Cots**

Children should never share cots. After naptime, every cot should be sprayed with bleach and water solution. If there is any type of moisture on the child cot, use a disinfecting wipe to wipe down the cot. If a child vomits, use bleach water to disinfect the cot.

### **Pamper Changing**

You are required to wear gloves during every pamper change and you are required to change your gloves, wash, and sanitize your hand after every pamper change. When pampers are brought in for a student; you need to write the student's name on the pampers and pamper changing is every two hours (refer to diaper changing procedure poster for complete diapering procedure).

### **Changing Station**

- 1<sup>st</sup> - Spray with soap & water
- 2<sup>nd</sup> - Wipe down with disinfecting wipe
- 3<sup>rd</sup> - Spray with bleach and water
- 4<sup>th</sup> - Wipe dry with paper towel (Only if use is needed in between students, if not move to step 5)
- 5<sup>th</sup> - Allow surface to air dry for 2 minutes and then wipe dry

### **Potty Chairs**

You are required to wear gloves and sanitize every potty after every use. Dispose of whatever is in the potty and sanitize each potty with bleach water. Refer to sanitizing step as needed

**First Aid**- All employees are required to be certified in pediatric CPR and First Aid. If for any reason, you need to use CPR or medical emergency First Aid follow these steps.

- 1<sup>st</sup>- Dial 911
- 2<sup>nd</sup>- Inform Director/Supervisor
- 3<sup>rd</sup>- Call Parent

If a student requires minor first aid, provide first aid per injury.

**Incidents**- If an incident happens to a student while in care, you are to check for the student's incident report code, report the incident accordingly and immediately and complete an incident



report. The employee will send an electronic incident report and or text message to the parent. To avoid any injury to yourself and a child, never allow the children to have all the toys out. If they are not playing with the toys, then make them put the toys away. Do not allow a child to throw or put toys in their mouth.

**Bruise/Scrape-** When a child come in with an injury omit the injury in the bruise and scrape log and inform director. The next time you meet with the parent have the parent sign the sheet.

**Discipline-** Disciplinary actions are as follow:

An employee can require a student to take a break and or the employee will get on the child level and in a firm tone with a serious face discuss with the student about the choices they made and what they could have done differently. An employee should never use any form of physical discipline to discipline a student. If a child becomes very irate, then you should notify the supervisor or director.

**Sickness-** Refer to sick policy. Once there's a report that a student is ill (by teacher or parent) the primary teacher of that student must omit the illness in the illness log.

If an employee becomes ill, you can request sick leave. If the employee vomits or has diarrhea, that employee should request sick leave and leave immediately.

**Training/Staff Meetings-** All employees are required and finically responsible to obtain at least 6 hours of training outside of the required 10 hours of trainings obtained through L.A.E.L.D. If an employee is in school or a program to obtain a CDA and/or ECE degree or related fields is exempt from obtaining the extra 6 hours of training. Trainings exempt from the staff required 6 hours are: any training the staff member have received that's less than one year old, New Staff Orientation, School Age New Staff Orientation, anything related to or only for directors or administrators, beginning a new business in childcare and All mandated trainings. Proofs of all training hours are due by the end of the workday on the 2<sup>nd</sup> Wednesday in December. All trainings (staff required 6-hour trainings are exempt) and staff meetings are paid trainings and meetings. Any training and/or staff meeting that are after work hours are unpaid. All staff meetings are mandatory. If an employee does not attend a staff meeting, the employee will be charge LWOP for the hours of the meetings the employee did not attend. All trainings are mandatory unless told otherwise by supervisor and/or director. If an employee does not attend the training and the training is during work hours, the employee will be charged L.W.O.P for the hours of the training missed. If the training is not during work hours and the employee do not attend, the employee will be suspended without pay and will not be able to return until able to show proof of the next available training. If the employee does not go to the next available training, the employee will be terminated. Any trainings funded through L.A.E.L.D. and an employee does not attend a training and/or do not receive their certificate (proof of hours) for attending the training due to any negligence of their own, the amount funded for training will be garnished from their next pay period. The employee is still responsible for attending the same training that was missed. If an employee resigns their position and/or terminated within forty-five workdays of the employee receiving the training the amount funded for the training will be garnished from their next pay period. If an employee attends a CDA course that is funded through L.A.E.L.D., the employee is required to commit to a one-year contract of service. If the contract is voided the amount of the CDA course will be garnished from the employee wages.

An employee has the option to pay for their own trainings and CDA course in either form.

- Pay for the trainings and/or CDA course in full before the date of the training.
- Request that the payment of the training and/or CDA course is deducted from their salary pay (Installment deductions are available)

If an employee requests an installment plan deduction the employee will automatically be required to adhere to the training policy until all installment payments are paid in full. If an employee chooses the option of paying for the training and/or CDA course in full before the training date, this automatically void the employee from the policy of wages being garnished. If an employee must attend an outside training and the training time begins two hours or more after the employee work schedule, the employee is required to report in at their regular work schedule hour. When an employee attends an outside training and the training is less than six hours, the employee is required to report in one hour after the training has ended. If training ends earlier than its schedule time the one hour begins immediately. The one-hour break is for the employee's lunch. If the employee does not return, the employee will receive a write-up for job negligence.

**Promotions/Demotions-** If an employee is offered a promotion and/or request a change in their current position, the employee will have a forty-five-work day probation period to determine if they are suitable in that position. If the position change requires an increase in wages, the employee will receive the increase after probation period. If the probation period ends in the middle of a pay period, the employee will receive the increase effective, the next pay period. If an employee is demoted through the employer or themselves, they will receive a pay decrease. The employee will receive the starting rate of the position they were demoted to. If the position change requires a decrease in wages, and the change are effective in the middle of a pay period, the employee will receive the decrease effective the next pay period.

**Awards/Bonuses-** Employees can receive an assortment of awards. A few awards that staff can receive but not limited to Teamwork, Observation, and Employee of the Month etc.... These awards are given based on an employee's performance throughout the year. Every permanent employee is eligible for a bonus based on their hire date and performance prior to the distribution of the bonus and the employee is eligible for the bonus if the employee wasn't written up or suspended prior to the distribution of the bonus. An employee can also receive a decrease in their bonus amount based on their performance prior to distribution of the bonus. The maximum amount an employee can receive depends on the center star level and the staff member's job title.

**Trips-** All trips are mandatory; leave is not approved on trip days. All employees are required to attend trips unless the employee is required to stay at the facility with the non-attending students. All staff members are required to chaperone at least one student if a student don't have a parent chaperone. If an employee calls out on trip day it is LWOP. On trip days, the students will have a one hour and a half rest period if everyone returns 1:30 pm or later. If an employee attends a trip, they will receive a half hour break period once everyone has returned to the center. The break periods will go; accordingly, employees with the break periods 12:30pm will take their break for the first half hour and all employees that have the 1:30pm break will take their break the second half hour. The additional un-paid half hour will be considered under travel time. All employees attending the trips are required to make sure the student they chaperoned has used the bathroom, belongings put away and laying on their cots before going on their break. If an employee does

not attend the trip, they will receive their one-hour un-paid break before everyone returns from the trip and they are required to put the cots down for the returning students.

**School Events/Fundraiser-** To promote school spirit, all staff members must attend back to school night and at least 2 out of school events (after hours). Staff can choose the event they would like to attend but there must be at least 1 staff member at every event. All staff must participate in monthly school specials such as but not limited to, pajama day, silly hat day, costume day etc. Staff must assist in promoting fundraisers through word of mouth (participant must mention your name), social media (@lamont\_academy\_eld on your page), flyer (show proof) etc.

**Evaluation/Classroom Observation-** All employees will receive a yearly evaluation. If an employee have a below standard evaluation that employee will be required to complete training for the areas, they're struggling in. Every classroom within the program will receive at least two classroom observation regarding classroom conduct and interaction. Teachers will complete a self-reflection tool twice a year. Both classroom evaluations and self-reflections will be conducted mid school year (January) and the end of the school year (May).

**Complaints (from parents) -** All complaints from a parent in regard to an employee are documented. If an employee receives three complaints, they will receive a warning, three more complaints a write up and three more complaints, termination.

**Suggestions and Complaints (from employees)-**In any business where individuals are working together, employee complaints or ideas for improvement are bound to arise. It is the desire and responsibility of management to attempt to answer and solve problems whether of a business or personal nature. This Company maintains an open-door policy so that any employee has the right to discuss matters directly with their supervisor and/or director. Complaints or suggestions may be placed in the comment and suggestion box. We recognize and value employees' suggestions and note that often they may find their way into actual practice.

**Changes of Address-**When you change your address or telephone number, you should notify the director of the change immediately, in order that the Company will always have the correct home address and telephone number by which your home can be reached. It is important that the Company can communicate with you, or, in the event of necessity or emergency, with members of your family, and this can only be done if an accurate record of your address and telephone number is on file and this updated information is necessary for payroll. Proper mailing addresses are also necessary to keep records on a current basis for federal and state taxes.

\*\*In addition, all employees may be required to participate in other duties as assigned. This is a fun, caring and safe environment for every staff member. Please give respect to one another space and belongings. \*\*

## **Supervision Policy**

### **General Supervision:**

- All new staff will be trained in supervision during new staff orientation.
- Supervision requires that staff can easily see, hear, direct, and assess the children and that they are actively attending to them. (Note-see, hear, direct, and assess are required) more diligent supervision is required for younger or less independent children or in a more dangerous circumstance.
- At least 2 staff shall be present when two or more children are in care.
- Aides and volunteers cannot be left in charge of children at any time.
- Inadequate Supervision means that a staff severely compromise children health or safety needs by not watching, guiding, or intervening as is required by the children's abilities or the nature of the hazard present.
- Staff members are required to place themselves in an area where the children can be seen always (naptime, free time, center's etc.)
- Staff members are required to count their students every time they move from one space to another.
- Staff members are only allowed to stack five chairs at a time.
- Staff members should not allow a student to play outdoors without proper footwear (shoes that covers the child entire foot).
- Staff members are required to remove beads from student hair and place beads in a plastic bag and return beads to parent.
- Staff members should never allow students to use hand sanitizer.
- Staff members are required to replace all soiled clothing and give parent a note to bring in change of clothes.
- Staff members are required to call parents if a student's clothes are soiled, and the student does not have a change of clothes.
- Staff members are required to remove any items on the floor that might cause tripping hazards throughout the building.
- Staff members are not allowed to have hot beverages, beverages that stain or in a glass container around students at any time. It is preferable that staff do not drink personal beverages in the presence of children.

### **DPW Regulations 3270:113**

- Children on the facility premises and on facility excursions off the premises shall always be supervised by a staff person. Outdoor play space used by the facility is considered part of the facility premises.
- Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursion off the facility premises.
- The requirements for supervision on and off the facility premises include compliance with the staff: child ratio requirements.
- A facility person may not use any form of physical punishment, including spanking a child.
- A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or child's family.
- A facility person may not use harsh, demeaning, or abusive language in the presence of children.

- A facility person may not restrain a child by using bonds, ties, or straps to restrict a child's movement or by enclosing the child in a confined space, closet, or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

### **Indoor Play**

- There should only be 12 children allowed in the recess room at a time.
- Staff members are required to check for the fall space in between play equipment. If there's not enough fall space for the play equipment, then some of the play equipment should not be in use by the children and should be removed or put away.
- If play equipment is taller than a student's belly, then do not allow student to use play equipment without assistance.
- A staff member is required to always assist students on the sliding board.
- A staff member is required to always assist students on anything they can climb on and/or lose their balance.
- A staff member is required to check for all clothing for strings, ribbons, dress ties, etc. that could get caught in the play equipment.

### **Outdoor Play:**

- Weather permitted children should be taken outdoors daily (temp 35 degrees with wind chill & 91 degrees with heat index and good air quality)
- One staff member is required to be in front of the line to lead the students, in the center of the line (if needed) and another staff member at the back of the group to watch the students.
- At least one staff member is required to check the safety of the play equipment, the ground and/or field in the area in which the students will be playing in (check for debris, glass, feces, wet & hot play equipment etc.)
- Staff members are required to rotate around the playground or field to see, hear, assess, and direct students at all times.
- Staff members should not be engaging in personal conversation or on the phone unless an emergency.
- Staff members are required to take the emergency contact book, first aid kit with bottle of water, and one phone per group.
- Staff members are required to check all clothing for strings, ribbons, dress ties, etc. that could get caught in play equipment.

### **Naptime:**

- Every cot/mat must have at least 2ft of space in between one another
- Every staff member must be awake while students are sleeping during naptime.
- Staff members should be able to see every student's head while they are sleeping or naptime (do not allow a student to sleep with a blanket over their head).
- Staff members should position themselves throughout the room, so that every child can be seen, and children should be checked every few minutes.
- Students should not be allowed to stand, step, or jump onto cots.
- All infants should be placed on back to sleep.

### **Bathroom:**

- Every student must be accompanied by a staff member when using the bathroom.
- Every student must wash their hands when their finish using the bathroom and staff members must assist each student, to assure proper hand washing and discarding of paper towel.

- There should only be one student (pre-schooler) in the bathroom at once. Staff member must assure the privacy of each student.
- Staff members are required to supervise students while using the potty.
- Staff are required to change gloves in between each child during changing pampers and/or potty use.

**Food/Mealtime:**

- Every staff member must watch every child attentively during mealtimes (choking hazard foods include but are not limited to raw carrots, celery, raisin, grapes, nuts, hot dogs, popcorn, etc.).
- Every staff member must stay at the table during mealtimes and engage the children in appropriate conversation.
- Every staff member must check to assure the food being served is at a proper temperature for the students to eat.
- Staff members should not allow children to walk or run around while eating.
- If a staff member allows students to engage in a cooking activity, make sure all materials is age appropriate. Each group should be limited to:
  - Toddlers-breaking- tearing, washing, mixing, and pouring
  - Pre-Schoolers- Same as toddlers and cutting soft foods with a plastic knife, cutting boards, mashing, grinding, grating, and rolling.
- Staff members are not allowed to leave food lying around unattended. All food must be put away directly after the meal.

**Water Play/ Sand/ Clay and Playdough:**

- Staff members must use touch supervision for toddlers (an adult is in position to be able to touch each student)
- Staff member must be present at the table always for pre-schoolers.
- Staff member should not allow students to drink, eat or throw water, sand, clay, or playdough.

**Toys/ Books:**

- Every staff member is required to check for age-appropriate toys and books.
- Staff members are required to show students how to use the toys and to not allow throwing, hitting or any inappropriate use of toys and books.
- Staff members must give every student a height requirement (nothing higher than the student's belly) while using building materials.
- Toddler staff must sit and play with students who are using puzzles, stringing beads, lacing cards, (any type of string) small legos, peg boards, etc.



## **Illness/Sick Policy**

Here at Lamont Academy Early Learning and Environment we work hard to try to keep down all communicable diseases. All staff members practice hand washing and cleanliness guidelines to try and prevent the spread of bacteria and germs from spreading to other children and or staff members. In some cases, this may not be enough so we may be faced with excluding a child from the childcare setting. We are a “**Well Child Daycare Facility**”. We do not have a sick room or a designated staff member who can care for a sick child at this facility.

Students will be excluded from the facility if...

- **The Illness prevents the child from participating comfortably in the program’s activities as determined by the childcare provider.** (ex. Behavioral Changes)
- **The illness makes the child have a greater need for care than caregivers can manage.**
- **The child has a specific condition that is likely to expose others to a communicable disease.**

**A communicable disease is an infectious disease that can be transmitted from one individual to another either directly by contact or indirectly.**

### **Well child Assessment**

Every child will be assessed when entering the daycare center. If your child is assessed and appears sick upon arrival you may be asked to take your child home. Please assess your child before bringing them in. If you ever have any doubts as to whether your child should be in care, please feel free to give us a call and ask before dropping them off. Please understand that this policy is for the best interested of your child, the children in the center and staff members.

### **Common Cold**

Cold are common occurrences. This illness does not require exclusion from the center. If the child’s cold is accompanied with fever and behavioral changes that prevent the child from participating in daily activities, you will be called to pick up your child. If the weather is permitted to go outside, please do not ask the teachers to leave your child behind because of the common cold. If you think your child is too sick to participate in daily activities, he/she may be too sick to be in care.

### **Conjunctivitis (Pinkeye)**

There are several kinds of conjunctivitis including Bacterial, Viral, Allergic, or Chemical. These forms can cause some, or all symptoms including, mild or severe inflammation of the eyes, red or pink itchy eyes, green or yellow discharge, watery eyes, or crusted shut eyes. If we notice



symptoms and can't determine its cause, the child will be allowed to stay until the end of care unless the child meets other exclusion criteria in our policy. We will notify the parent of the child/children and the parent must bring the child back with a letter clearing them to return to school and/or return after 24 hrs. of the first start of medication.

### **Diarrhea/Vomiting**

Diarrhea due to illness is highly contagious. Please understand that germs from diarrhea can spread through but not limited to carpets, toys, swings, and direct contact. You will be called to pick up your child if the diarrhea exceeds 2 or more, the stool cannot be contained in the diaper or cannot be contained by toilet trained children. Diarrhea with blood/mucus that is not explained by a change in diet or medication, this child needs to be cleared by a health care provider before returning to school. All other children cannot return to care for 24hrs after the diarrhea has stop and there are no behavioral changes. Any child who vomits once with behavioral changes or two or more times needs to be picked up and cannot return to care until the vomiting has stop and they can participate in classroom activities. Any child excluded from care than returns and appears sick during assessment you will be asked to take them back home.

### **Fever**

A fever **may** be an indication that the child's body is trying to fight off an infection. If your child has a fever with an armpit reading of at least 100.F with behavioral changes, an oral reading of at least 101.F with behavioral changes and/or an anal reading of at least 102.F with behavioral changes you or a designated pick-up person will be called to pick your child up. If a child is picked up for a fever with behavioral changes the child needs to remain fever free without the use of fever reducing medications for 24hrs before returning to care. The 24hrs begins when your child's fever has broken and remains in a normal range. If your child has a mild fever with no behavioral changes, he/she will not be excluded and you will be notified by your child's teacher.

### **Itching**

If your child has any unexplained rash with itching and or behavioral changes exclusion may be necessary to obtain medical advice. If ringworm is present on your child, your child will be excluded and must remain out of care for 24 hours starting at the first dose of medication. When returning to care, the child must return with a note stating that a health care professional saw he/she.

### **Administering Medication**

The administration of medicines at the facility should be limited to:

a) Prescription or non-prescription medication (over the counter) ordered by the prescribing health professional for a specific child with written permission of the parent/guardian (medication log sheet). Prescription medication should be labeled with the child's name; date the prescription was filled; name and contact information of the prescribing health professional;

expiration date; medical need; instructions for administration, storage, and disposal; and name and strength of the medication.

b) Labeled medications (over the counter) brought to the early care and education facility by the parent/guardian in the original container. The label should include the child's name; dosage; relevant warnings as well as specific; and legible instructions for administration, storage; and disposal.

Programs should never administer a medication that is prescribed for one child to another child. Documentation that the medicine/agent is administered to the child as prescribed is required. Medication should not be used beyond the date of expiration. Unused medications should be returned to the parent/guardian for disposal.

All medications, refrigerated or unrefrigerated, should have child-resistant caps; be stored away from food at the proper temperature, and be inaccessible to children.

### **Food Allergies**

Each child with a food allergy should have a written care plan that includes:

a) Instructions regarding the food(s) to which the child is allergic and steps to be taken to avoid that food.

b) A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications. The plan should include specific symptoms that would indicate the need to administer one or more medications. Based on the child's care plan and prior to caring for the child, the staff will receive training for, demonstrate competence in, and implement measures for:

a) Preventing exposure to the specific food(s) to which the child is allergic.

b) Recognizing the symptoms of an allergic reaction.

c) Treating allergic reactions.

The written childcare plan, a mobile phone, and the proper medications for appropriate treatment if the child develops an acute allergic reaction should be routinely carried on field trips or transport out of the early care and education setting.

The primary teacher or designated person should notify the parents/guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with the problem food even if a reaction did not occur. The primary teacher/designated person should contact the emergency medical services system immediately whenever epinephrine has been administered.

Each child's food allergies should be posted prominently in the classroom and/or wherever food is served with permission of the parent/guardian.

### **Asthma**

Refer to Administering Medication policy. Each child with Asthma will have a written care plan that includes:

A) Instructions regarding what steps to take regarding an attack

B) Recognizing the symptom of an Asthma attack

C) Preventing exposure/activities that may cause an Asthma attack

The written childcare plan, a mobile phone, and the proper medications for appropriate treatment if the child has an Asthma attack should be routinely carried on field trips or transport out of the early care and education setting.

The primary teacher or designated person should notify the parents/guardians immediately of any Asthma attacks and or any symptoms they may cause an attack. The primary teacher/designated person should contact the emergency medical services system immediately whenever a student experience an Asthma attack.

### **Emergency Contacts**

An emergency contact is a person or persons that is designated to be contacted in the case of an emergency and that person or persons can pick the student up from care if the parent or guardian is non-reachable. It is important that someone can be reached always. It is the parent responsibility to make sure all emergency contact numbers are current, updated and the designated person or persons can be reached and able to pick up the sick child. A sick child needs one on one attention. We are not equipped with a sick room nor do we have staff that can personally care for one sick child. It will be unfair to your child if they must remain at the center if no one can pick them up or care for them during their illness. If your child has a communicable disease it puts the staff members and the children in care at risk.

### **Sick Pick up**

Once you or someone on your list is contacted because your child is ill and needs to be picked up you or the designated person has an hour from the time you were reached to pick up your sick child. If you or someone cannot get here within an hour a late pick-up fee will apply of \$1 dollar a min for the first fifteen than \$2 dollars every minute afterwards to be paid at time of pick up or before returning the child to care. We empathize with parents on how stressful and emotionally draining it can be to have an ill child and other obligations to attend to. One of the best ways to deal with this issue is to leave your sick child home with someone to care for them while you attend to your other obligations. These policies are designed to be fair to the sick child, our families, the staff, and the other children in the facility. By enforcing this policy, we hope to keep down and control illnesses in our facility and to keep the children and staff healthy.

**FIRE EVACUATION PROCEDURE**

1. If you discover a fire or smell; follow **R.A.C.E.**  
**REMOVE**-Remove anyone from immediate danger  
**ALARM**-Sound the alarm: know the location of the closest fire Alarm box and  
**CONTAIN**-Close the door to the room on fire  
**EVACUATE**- Use primary or secondary exit route.
2. The director/ Assistant Director will immediately notify the Fire Department by dialing 9-1-1.
3. Feel the door that leads from the classroom/office, etc. before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped and cannot reach an exit, keep the door closed and seal off any cracks. Use any available telephone to call the Fire Department, dial 9-1-1 and give the name and location of the building. If the door is cool, open cautiously and proceed with the evacuation plan.
4. **LEAVE AT ONCE!** Infants and young toddlers will be gathered up immediately and exit the building. Older toddlers and pre-school age children will leave through the nearest exit in accordance with the evacuation procedure.
5. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach the exit.
6. **DISABLED PERSON:** A responsible person will be assigned to assist any disabled children or adults in the event of a fire.
7. When exiting the building, please meet at the designated meeting area, away from the building as not interfere with the Fire Department apparatus or personnel.
8. Remember to take the attendance/roll book; a roll call and head count will be conducted to account for all persons in the building.

**Designated Meeting Area:**

**Sydenham St. door-** Walk to your left & stand in front of Cellucap Company

**Belfield Ave. Side Doors-** Walk to your right & stand in front of the Cellucap Company parking lot

**Belfield Ave. Back Door-** Walk to your left, cross the street & stand in front of the church parking lot

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Important: Fire exit doors are to keep closed always to prevent the spread of smoke throughout the childcare center. If at any time, you observe fire exit doors tied or propped open, please report it to the director or administrator.

**AWAY FROM FACILITY PROCEDURE**

1. In the case of an emergency and everyone needs to be removed from the facility; everyone will be transported to **The Salvation Army Kroc Center Located at 4200 Wissahickon Ave 19129 and transported by Philly Trans Bus Co. 215-842-1222**
2. The director, supervisor and/or teachers will immediately notify parents and contact **Ms. Louise Smith (Education Director) at 215-558-1500. The Salvation Army Kroc Center direct number is 215-717-1200**
3. **LEAVE AT ONCE!** Infants and young toddlers will be gathered up immediately and exit the building. Older toddlers and pre-school age children will leave through the nearest exit in accordance with the evacuation plan.
4. **DISABLED PERSON:** A responsible person will be assigned to assist any disabled children or adults in the event of an evacuation.
5. When exiting the building, please meet at the designated meeting area, away from the building as not to interfere with personnel.
6. Remember to take the attendance/ roll book; a roll call and head count will be conducted to account for all persons in the building

**Designated Meeting Area:**

Sydenham St. door- Walk to your left & stand in front of Cellucap Company

Belfield Ave. Side Doors- Walk to your right & stand in front of the Cellucap Company parking lot

Belfield Ave. Back Door- Walk to your left, cross the street & stand in front of the church parking lot

**Evacuation Route:**

After everyone is picked from designated area and everyone in the facility is accounted for Philly Trans Bus Co will precede down Belfield Ave., bear right onto Broad St., make a right onto Hunting Park Ave., continue straight until you've reached Wissahickon Ave., make a right onto Wissahickon Ave. The Salvation Army will be on your left-hand side.

## **SHELTER IN PLACE PLAN**

### **Purpose of Plan**

The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The purpose of the shelter-in-place is to safeguard occupants during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by closing windows and doors and shutting off air handling/ HVAC systems. If possible, move occupants away from perimeter windows and doors to safer locations in the building. These locations at best should be near restrooms. TWICE yearly a shelter in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

### **Procedures**

Child Care Director or appointee will announce when a shelter-in-place emergency is occurring. When an emergency is announced, occupants should immediately go to their designated shelter location. Occupants that have portable radios or cell phones should take them with them. Tune radios to news station to listen for instructions and updates related to the emergency. Handicapped persons requiring assistance will be assisted to their shelter location.

The following persons are responsible at the onset of an emergency to ensure that exterior doors and windows are closed and air-handling systems are shut down:

Na’Imah Skipworth & Shyeta Brown

### **Shelter Location**

Occupants will go to the front of the building nearest to the Sydenham St. door in the play area.

### **All Clear**

When notified that the emergency is over, childcare director or appointee will direct occupants outdoors until air-handling systems are operated to remove any contaminants.

### **Semi-Annual Shelter-In-Place Drills**

Semi-annual drills will be conducted on the first Monday in March & October.

### **Communication**

In the case of an emergency the director or designee will contact parents via text message and telephone to inform them of the emergency and when the emergency is over the director or designee will contact the parents via text message and telephone to inform the parent the emergency is over and where they can reunite with their child/ren.

## **PAY SCALE**

<b>EXPERIENCE &amp; EDUCATION</b>	<b>PAY RATE</b>
OPERATION MANAGER	\$1760 (salary)
CLASSROOM MANAGER w DEGREE	\$25.00
CLASSROOM MANAGER w CDA	\$21.00
LEAD TEACHER w ASSOC.	\$18.00
LEAD TEACHER w CDA	\$16.00
PHL LEAD TEACHER (10 months)	\$25.00
TEACHER ASSIST w ASSOC.	\$16.50
PHL TEACHER ASSIST w ASSOC. (10 months)	\$17.50
TEACHER ASSIST / FLOATER w CDA	\$14.50
PHL TEACHER ASSIST w CDA (10 months)	\$15.50
TEACHER ASSIST / FLOATER w HS DIPLOMA or EQUIVALENT	\$13.50
KITCHEN AIDE	\$13.50
VAN DRIVER	\$20.00
SUMMER CAMP COORDINATOR	\$18.00

**\*\*If the company experience financial difficulties due to economic and/or business hardship, all increases will be placed on freeze until all hardships have been removed\*\***



I am acknowledging that I have received, read, and understand the employee regulations booklet and job description. I will adhere to all regulations, procedures, and descriptions. I am aware and will take full responsibility for my actions. If my actions do not comply with the employee regulations and/or job descriptions, my actions may lead to a write up, suspension without pay and/or termination.

I am acknowledging that I have read and will adhere to the company harassment policy. I fully understand the company prohibits harassment and harassment is prohibited by any employee, supervisor or third party for any reason including, but not limited to: veteran status, uniform service member, race, color, religion, sex, national origin, age and physical or mental disability. I will report all harassment to my supervisor or director, whomever I 'm most comfortable with immediately; if I am harassed and/or if I witness harassment.

I have received, reviewed, and understand the supervision policy. I will adhere and enforce all policies. If I witness anything that breaks the supervision policy, I will report it to my supervisor immediately. If I do not adhere or enforce the supervision policy, I am aware that my actions will lead to a write-up, a suspension without pay and/or termination.

I have received training in all emergency plans that are affiliated with Hashr Al Baiyinah. These emergency plans consist of fire evacuation procedure, shelter in place plan and away from the facility procedures. I will adhere to these procedures and apply them when necessary.

I \_\_\_\_\_ (staff name) have agreed to take

\_\_\_\_\_ Two 15-minute unpaid break with a one-half hour unpaid lunch break period

Staff Int.

\_\_\_\_\_ A one-hour unpaid lunch break.

Staff Int.

\_\_\_\_\_ I'm a part time employee, the unpaid lunch breaks aren't applicable to me

Staff Int unless I work an 8-hour shift. I've checked the option that'll apply.

If I need to change my lunch schedule, I'll give the director a one-week notice. I'm also aware that my request for a lunch schedule change can be denied based on child to staff ratios.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appointment Verification Release Form**

To Whom It May Concern:

I, \_\_\_\_\_ give my give my physician's permission to release my appointment date, time, and notification of my attendance to my employer Lamont Academy Early Learning and Development. The individual verifying this information on behalf of Lamont Academy Early Learning and Development is **Naimah Skipworth**. If you have any further questions, please contact my employer at 215-329-2200.

Thank You

\_\_\_\_\_  
Signature/Date

**IMPORTANT POINTS:**

- If you're trying to get a student's attention and they do not respond, please go to the student, and communicate with that student.
- If your class is in Islamic Studies, during that period you can prep for a later lesson or assist Islamic Studies teacher.
- At the convenience of any employee, if the employee put a student in danger or potential danger, the employee will receive either a write-up, a suspension (without pay) and/or a termination.
- If the company receives a citation due to employee negligence, the employee will be held responsible financially for the citation and/or terminated depending on the circumstances.
- If any of the company property is broken or taken by an employee or due to employee negligence the amount of the damage property or taken property will be garnished from the employee wages the next pay period and the employee may be terminated if the company property is purposely damaged or taken without management permission.
- Management desk is off limits always unless given permission.

**\*\*\* Our company adheres to all policies and procedures which allows our company to terminate the employment relationship at any time. If an employee wants to terminate the employment relationship, the employee needs to give the employer a two-week notice. At the company discretion, if an employee is not terminated, they may be demoted and/or receive a pay decrease. \*\***

