

**CHILDREN'S ACADEMY**  
**PERSONNEL POLICY MANUAL**

**POLICIES ONLY**

Children's Academy Brandon  
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## EMPLOYEE ACKNOWLEDGMENT

I, \_\_\_\_\_, an employee at Children's Academy acknowledge that I have access to Children's Academy's Personnel Policies online at [www.childrensacademybrandon.com](http://www.childrensacademybrandon.com). I further acknowledge that I have read the online Personnel Policies and had the opportunity to ask questions related to the policies in the manual. I acknowledge that I have regular access to the internet and will refer to the online Personnel Policies as needed and when directed by Children's Academy. Furthermore, I understand and agree to abide by the policies set forth in the online Personnel Policies.

I understand that the policies described in the manual are conditions for continued employment but the language does not create an employment contract between Children's Academy and its employees for any specified period of time. Children's Academy reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I acknowledge that I have received and read the Children's Academy Parent Handbook. I acknowledge that I am responsible for adherence to the policies and procedures outlined therein, that I have had the opportunity to ask questions about them and that I understand them. I further acknowledge that I agree to abide by and enforce the policies and procedures outlined in the Children's Academy Parent Handbook.

I understand that both the Personnel Policy Manual and Parent Handbook are the property of Children's Academy and it must be returned to Children's Academy at the time my employment ends. I understand that my failure to return this and other agency property will affect accrued benefits to which I might otherwise be entitled.

**I have attended an orientation which covered the personnel policies on**  
\_\_\_\_\_ **(Date).**



I acknowledge the "At Will" status of my employment.

DATE \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

EMPLOYEE'S NAME PRINTED \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

WITNESS NAME PRINTED \_\_\_\_\_

POSITION \_\_\_\_\_

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Welcome to Children's Academy. This manual, while not an implied or express contract, states in general terms the policies governing your actions as an employee of Children's Academy and the benefits of employment with Children's Academy. It is the policy of Children's Academy that all employees are employed at the will of the agency. We place special emphasis at Children's Academy on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind Children's Academy to continued employment of any individual employee, or group of employees or guarantee employment for any specific length of time.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of Children's Academy. It also explains benefits which you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor.

In addition to reading this Personnel Policy Manual, employees of Children's Academy are also required to read the Children's Academy Parent Handbook and Florida Department of Children and Families Child Care Licensing Regulations. Employees will be required to comply with all state licensing requirements and follow and enforce all policies and procedures as outlined in the Children's Academy Parent Handbook. Children's Academy may from time to time require employees to read additional documents which have bearing on their job performance. Employees who fail to read and comply with any and all applicable documents as assigned will be subject to disciplinary action up to and including termination.

## Children's Academy Fishhawk

**POLICY: AGENCY HISTORY**

**POLICY NO.: 1.1**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 6/1/18**

Children's Academy preschool opened its doors in 1981 founded by Ms. Susana Blake an inspiring educator and philanthropist. She operated the school for 25 years before selling it in 2006 to our family.

We visited many preschools before purchasing Children's Academy. Many of the schools we visited were recently built and were aesthetically pleasing but lacked a quality we couldn't fully identify until we walked through the doors of Children's Academy for our first tour.

As we toured, we felt the love and warmth of the teachers, saw the smiles on the children's faces and were comforted by the homey feeling of the environment. The children exuded such confidence and independence, we knew they were receiving a truly well-rounded education.

The Children's Academy atmosphere continues to be full of love and respect for each individual child's needs. We consider teaching your child a privilege that is taken very seriously. We challenge our students to reach their highest individual potential, enabling them to confidently try new things and navigate the world while upholding good moral fiber.

We also believe good nutrition is critical to child development. We utilize CA Café to prepare healthy lunches in creative ways helping kids discover the joy of fresh, natural foods and ultimately, choose them over less-nutritious alternatives.

We invite you to explore our website and visit our school. Join us on this exciting academic and family-oriented adventure, allowing us to open up a whole new world for your child.

Warm Regards,

The Sterling Family

Children's Academy Fishhawk

**POLICY: MISSION STATEMENT**

**POLICY NO.: 1.2**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Children's Academy is committed to providing a safe, nurturing environment where the children's potential can be fully realized. We achieve this by fulfilling not only the child's basic needs, but also offering them the gifts of respect, acceptance and love.

Children's Academy Fishhawk

POLICY: PHILOSOPHY, MISSIONS, GOALS

POLICY NO.: 1.3

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

**We believe that children, their families and society all benefit from a high-quality experience in the child's early years; and there is a critical link between their childhood experiences and later successes in life. Our teachers encourage the children to develop their individual interests and strengths through the purposeful utilization of diverse materials, experiences and environments. We strive to integrate families and the community into our activities to fully engage all facets of childhood learning.**

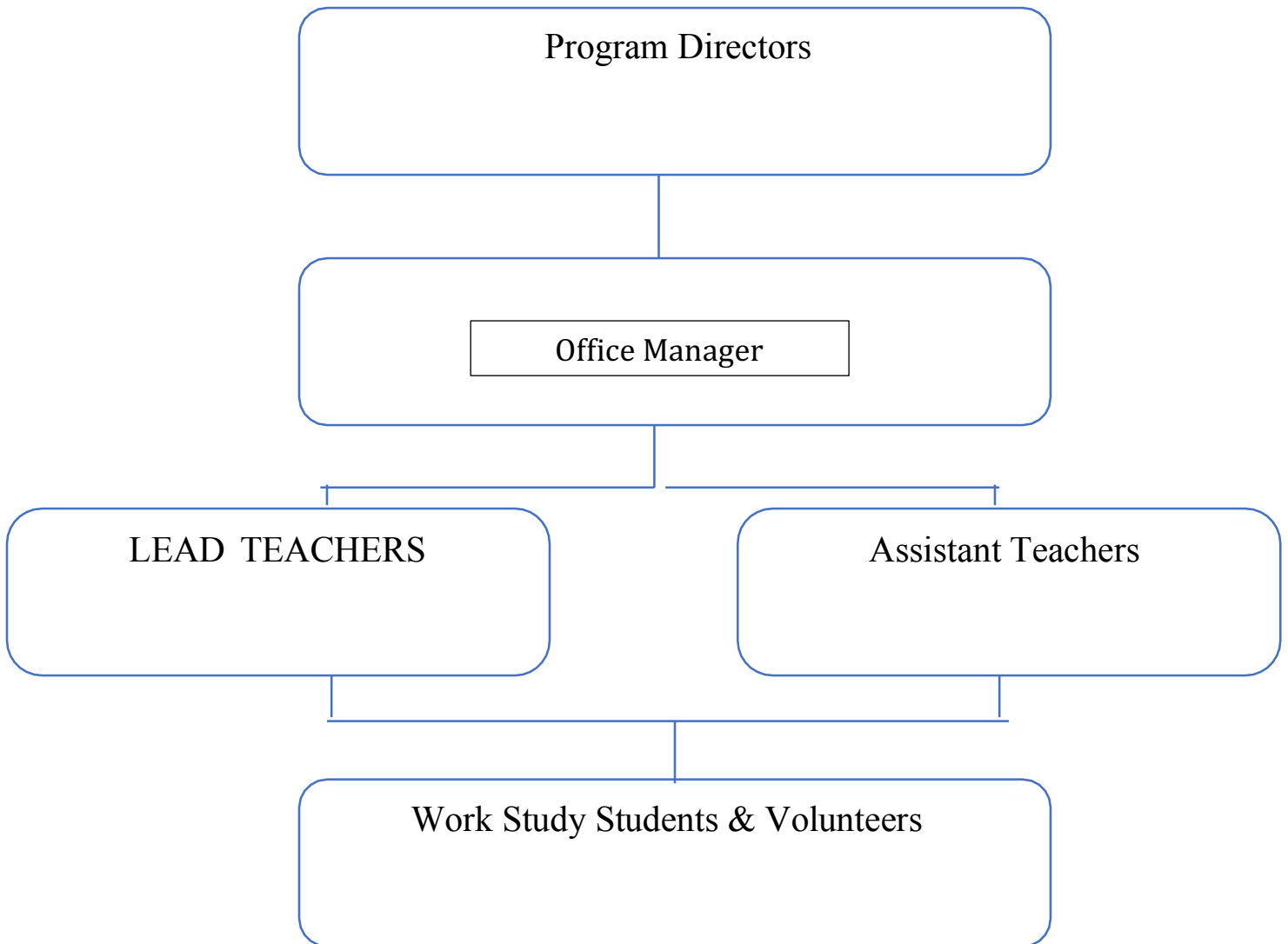
Children's Academy is committed to providing a safe, nurturing environment where the children's potential can be fully realized. We achieve this by fulfilling not only the child's basic needs, but also offering them the gifts of respect, acceptance and love.

Our goals are:

- For the children to feel safe and loved while at school
- For the parents to have full confidence in the care and education of their children
- To instill confidence in the children in order to promote their learning
- For the children to be well-prepared for later schooling
- For the children to positively contribute to their communities as youth and as adults

## **Organization Chart**

### **Children's Academy Brandon**



Children's Academy Brandon

**POLICY: ADOPTING AND AMENDING POLICIES**

**POLICY NO.: 1.5**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

This policy manual has been adopted by the owner of Children's Academy.

The owners of Children's Academy reserve the right to adopt, amend and delete any policy herein in their sole discretion at any time without notice in the best interest of Children's Academy.

Revisions and changes shall be supplied to you and will be available as soon as possible after adoption. New policies or amendments to existing policies will be effective immediately for all employees unless otherwise noted on the policy. Employees are required to keep their individual copy of this Personnel Policy Manual up to date at all times when new and/or amended policies are distributed.

This policy manual will be reviewed at least every year.

Recommendations for changes to the policy manual should be directed to the director. Employees making suggestions for changes/additions to this manual are required to submit their suggestion in writing, including their name and position, so the administration can discuss the suggestion as needed with the employee. Employee suggestions should be delivered to the director in person.

Children's Academy Brandon

POLICY: LICENSING AUTHORITY

POLICY NO.: 1.6

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

**A. STATE LICENSING AUTHORITY**

**Customer Call Center**

Agents available

8am to 5pm Mon-Fri

1-866-762-2237

Florida Relay 711 or

TTY 1-800-955-8771

FAX: 1-866-886-4342

**Mailing Address**

ACCESS Central Mail Center

P.O. Box 1770

Ocala, FL 34478-1770

A full printed copy of the licensing regulations/standards can be found at

[http://www.myflfamilies.com/service-programs/child-care.](http://www.myflfamilies.com/service-programs/child-care)

Employees may also find the licensing regulations on the internet at the following link :

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0100-0199/0120/Sections/0120.60.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0120/Sections/0120.60.html)

These regulations/standards are included as part of this Personnel Policy Manual as if they were written herein and it is the responsibility of every employee to read, understand and follow the regulations. Any violation of the regulations will result in disciplinary action up to and including termination.

Employees are required to read and uphold the regulations and standards issued by Florida Department of Children and Families at all times during their employment.

Employees are required to immediately notify the director of any violations of licensing regulations by any person in the organization. Failure to do so will result in disciplinary action up to and including termination.



Children's Academy is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees.

## **A. NON-DISCRIMINATION**

Children's Academy recognizes the following legally protected classes for employees and all employment actions will be made without regard to an employee's race, color, creed, religion, age, gender, including sexual orientation/preference, national origin, pregnancy, disability or veteran's status.

Further, Children's Academy is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family's race, color, creed, religion, age, gender including sexual orientation/preference, national origin, pregnancy, disability or veteran's status.

Any employee who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. This includes overt acts of discrimination through speech, writing or behavior as well as acts of indifference, failure to acknowledge another person and/or failure to act in a professional manner towards another person.

Employees hired for positions where the primary responsibility is direct supervision of children must be [18] years of age in accordance with the regulations established by Florida Department of Children's and Family.

## **B. WORKPLACE HARASSMENT**

Children's Academy provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Actions by an employee that are designed to threaten, intimidate or bully another employee will not be tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited.

Children's Academy prohibits sexual harassment. Children's Academy employees, volunteers, clients, and applicants have a right to work in a harassment free environment, including freedom from sexual harassment. Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

- Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
- Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any

other condition of employment or career development.

- Offering unwelcome sexual advancement or flirtation.
- Using sexually degrading words.
- Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
- Displaying sexually graphic pictures and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.

### **C. RETALIATION**

All employees are encouraged to uphold and report violations of all rules, regulations, statutes, standards and laws to which Children's Academy is required to comply, to their supervisor, licensing authority and/or appropriate government agency.

Employees are protected from any retaliatory actions when they make a report of harassment, discrimination or violation of local, state, federal laws and regulations. Any supervisor or employee that takes negative employment or disciplinary action against an employee because the employee is known or is suspected to have made a report of harassment, discrimination or violation of local, state or federal laws and regulations will be subject to disciplinary action up to and including termination.

### **D. COMPLAINT/REPORTING PROCEDURE**

Harassment, threats, intimidation and bullying complaints should be reported immediately to the employee's supervisor. If it is inappropriate to notify the supervisor, contact the director. The reporting employee will be required to provide a written statement regarding the allegation of harassment as part of the investigation.

Children's Academy Fishhawk

**POLICY: EQUAL OPPORTUNITY EMPLOYMENT**

**POLICY NO.: 1.7**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Harassment complaints will be investigated promptly, and all information will be kept confidential. Investigation results require the director's action and resolution. All employees are required to fully cooperate in the investigatory process, including providing detailed written statements as directed by a supervisor, owner and/or the Board of Directors. Any employee not cooperating with the investigation process will be subject to disciplinary action, up to and including termination. The employee initiating the harassment complaint will be informed upon conclusion of the investigation whether harassment was determined to have occurred. If the investigation determines that harassment occurred, the employee initiating the complaint may not be provided with details related to the corrective action and/or disciplinary action levied against the offending party as a matter of confidentiality.

Investigations confirming allegations of harassment of any kind require swift and prompt corrective action, reassignment, demotion and/or disciplinary action up to and including termination against the offending party.



Children's Academy Brandon

**POLICY: EMPLOYMENT PROCESS**

**POLICY NO.: 2.0**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Children's Academy strives to employ people who are the best qualified to meet the needs of the agency. Employment shall be on the basis of proven competence or potential ability as indicated by academic achievement, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

Employees hired for positions where the primary responsibility is direct supervision of children must be [18] years of age in accordance with the regulations established by Florida Department of Children's and Family.

The employment of all persons shall be contingent upon the approval of the owner and completion of all required employment documentation as per Policy 7.1 Required Employee Documentation.

Children's Academy Brandon

**POLICY: AT-WILL EMPLOYMENT**

**POLICY NO.: 2.1**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

As a business in the state of Florida the employer/employee relationship is established At Will. The At Will employment relationship affords the employee the right to resign for any reason. Likewise, the employer may terminate the relationship at any time, with or without cause and with or without notice.

It is further understood that the At Will employment relationship may not be altered by any written document or by verbal agreement, unless such alteration is specifically acknowledged in writing and signed by an authorized executive of Children's Academy.

Children's Academy Fishhawk

**POLICY: CONTRACTED EMPLOYEES**

**POLICY NO.: 2.2**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

From time to time, in its sole discretion, Children's Academy Brandon may decide to enter into a contractual relationship with specific employees where it is determined that being contractually bound is in the best interest of the agency. Contracts will be presented to these selected employees and they will be given at least 3 business days to review the contract before signing. Employees presented with employment contracts are encouraged to review them with their own legal counsel and ask any and all questions they may have PRIOR to signing the document. With the exception of the At- Will Employment Policy, all policies contained herein will be included by reference as part of the employment contract.

Children's Academy Fishhawk

POLICY: **EMPLOYEE CLASSIFICATIONS**

POLICY NO.: **2.3**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees will be notified of the Employee Classifications into which their position fits on the job description and in their Letter of Appointment. For example, the Center Director position may be classified as a: Full-Time, Full-Year, Exempt, Administrative Employee.

Children's Academy reserves the right, in its sole discretion to change an employee classification at any time without prior notice.

1. **Full-Time Employee:** A person who is regularly scheduled for at least 32 hours per week.
2. **Part-Time Employee:** A person who is regularly scheduled for less than 32 hours per week.
3. **Full-Year Employee:** A person who is employed for 31.25 weeks per year.
4. **Part-Year Employee:** A person who is employed for less than 31.25 weeks per year.
5. **Long-Term Substitute:** A person employed for a temporary period exceeding twelve weeks and for a specific purpose. Long-Term substitutes will not be eligible for benefits with the exception of paid holidays, which occur during their assigned employment period.
6. **Short-Term Substitute:** A person employed for a daily and/or weekly period to fill a vacancy created by the absence of an employee. Short-Term substitutes will not be eligible for benefits.
7. **Exempt:** Employees not eligible to receive overtime pay as per DOL regulations. Their salary covers all hours worked. Exempt employees are paid to perform a job regardless of the number of hours required to accomplish all aspects of the job as outlined in the job description.
8. **Non-Exempt:** Hourly and salaried employees eligible to receive overtime pay as per DOL regulations. Non-exempt employees are paid for the hours worked to complete their job as outlined in the job description.
9. **Classroom/Direct Care Staff:** This includes positions where the employee's primary duties involve direct care and supervision of children. POSITIONS INCLUDE: TEACHER, ASSISTANT TEACHER, AIDE, FLOATER, SUBSTITUTE



10. **Administrative Staff:** This includes positions where the employee's primary duties involve supervision of employees, program/curriculum, financial and managerial responsibilities. POSITIONS INCLUDE: EXECUTIVE DIRECTOR, DIRECTOR, ASSISTANT DIRECTOR, COMMUNICATIONS DIRECTOR, OFFICE MANAGER
  
11. **Facilities Staff:** This includes positions where the employee's primary duties involve maintenance of facilities, preparation of food, janitorial and/or transportation. POSITIONS INCLUDE: BUS DRIVER, JANITOR, MAINTENANCE

Children's Academy Fishhawk

**POLICY: JOB DESCRIPTIONS**

**POLICY NO.: 2.4**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees will be provided, at the time of hire or change of position, with a copy of the Job Description for their assigned position. As per Policy 2.4, an employee's assigned position can change at any time. The purpose of the Job Description is to provide specific detail of the duties, responsibilities and expectations for the position to which the employee has been assigned. Job Descriptions will be amended from time to time at the discretion of and in the best interest of Children's Academy.

Employees will be provided with updated copies of their Job Description following amendment and will be notified by their Supervisor when the new duties, responsibilities and expectations become effective. Children's Academy will give as much notice as is practicable of changes, additions and amendments to Job Descriptions, but is not required to give any specific advance notice of changes.

Employees may be assigned duties and/or responsibilities by their Supervisors at any time that do not appear on their Job Description. Employees are required to complete the assigned duties as if they were part of the written Job Description. Employees who refuse to complete additional assigned duties will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: RECRUITMENT**

**POLICY NO.: 2.5**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

All position vacancies shall be posted in/at TEACHER LOUNGE for 3 business days prior to listing in the area newspapers or other advertising so current employees may have the opportunity to apply for the position.

This policy is not a guarantee that a current Employee (or parent) will be promoted/transferred or hired to fill the vacant position. Children's Academy strives to employ persons who are the best qualified to fill the needs of the agency in accordance with the qualifications and essential job functions listed on the job descriptions.

Employees must have completed 6 months of satisfactory employment, as reflected by the performance appraisal and may not be in any corrective/disciplinary action status within 3 months prior to the posted opening in order to apply for a promotion/transfer to a vacant position within the agency.

Children's Academy Brandon

POLICY: **APPLICATION**

POLICY NO.: **2.6**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

All new applicants and current employees applying for a new position within the agency are required to complete the Children's Academy General Employment Application. The Children's Academy General Employment Application can be found online. To be considered for the position, the applicant must COMPLETELY fill out the General Employment Application and submit it in a timely manner as per the job posting.

If at any time after hire, it is determined that an employee of Children's Academy lied or misrepresented anything on the General Employment Application, the employee will be subject to disciplinary action up to and including termination.

Upon hire, employees will be required to complete additional documentation for employment and provide proof of credentials, certifications and experience as stated on the application.

Children's Academy Brandon

**POLICY: INTERVIEW**

**POLICY NO.: 2.7**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

The Owner and Directors will select Candidates for interview from the applications received for the position. Candidates will be interviewed by the immediate supervisor of the position. The supervisor will recommend the candidate to fill the position and submit their recommendation to the Owner. All hiring is subject to the approval of the owner.

Listed below are the interview teams for all positions in the agency. The asterisk (\*) indicates the team chairperson who will be responsible for coordinating the team interview. The chairperson will be responsible for meeting with the team prior to the interview(s) in order to discuss the job description, qualifications required, and preparation of the interview script, which will be utilized for interviewing candidates.

**POSITION: Teacher**

**INTERVIEW TEAM:**

Owner or Director\*

Assistant Director

Lead Teacher

Positive Behavior Coach/Pyramid Coach

Children's Academy Brandon

POLICY: **RESIGNATION**

POLICY NO.: **2.8**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees are required to give two weeks' notice of the intent to resign. Notice must be given in writing to the director. Employees may not be absent from work for any reason during the notice period.

Employees who give the required notice, return all agency property in their possession, are not absent from work during the notice period, comply with all applicable employment policies, and participate constructively in the exit interview will be entitled to payment of accumulated vacation and will be considered eligible for re-hire.

Employees who fail to meet the above requirements will forfeit payment of any accumulated leave time and will be considered ineligible for re-hire.

In certain circumstances where the owner and director feel it is in the best interest of Children's Academy, a resigning employee may be told they do not need to report for duty during the notice period. Should this be the case, the resigning employee will be notified in writing and will be paid their regularly scheduled hours up to their date of resignation but would not need to report to work.

Children's Academy Brandon

**POLICY: ABANDONMENT OF POSITION**

**POLICY NO.: 2.9**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees will be considered to have abandoned their position, and have permanently separated themselves from employment, for reason such as:

- 1 Walking off the job without permission from your supervisor prior to the end of your assigned work period.
- 2 Leaving work prior to the arrival of any arranged coverage/substitute when a partial day leave is requested. If the arranged coverage/substitute does not show, you cannot leave until other coverage is arranged or an onsite supervisor indicates that you may leave without coverage after confirming that ratios can still be met.
- 3 Not reporting for work as assigned and/or not following the notice procedure according to policy 2 to notify your supervisor of your absence.
- 4 Failing to return from any type of approved Leave of Absence according to the Leave Request/Approval
- 5 Failing to request and have granted an extension to an approved Leave of Absence in advance of the original expiration date of the Leave Request/Approval

Employees who abandon their position will be ineligible for rehire.

Employees who abandon her/his position are not eligible to be compensated for any accumulated leave.

Children's Academy will send a notice of Abandonment of Position to the employee via certified mail along with their final paycheck for any days/hours worked up to the date of abandonment.

Children's Academy Brandon

**POLICY: FORMER EMPLOYEES**

**POLICY NO.: 2.10**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Former employees are not permitted on Children's Academy's property without prior permission from the director. Former employees who wish to visit, volunteer and/or attend an agency function must contact the director in writing, via email or via telephone to ask permission. Granting permission is in the sole discretion of the director and will be based upon the best interest of the agency.

Current Employees may not discuss any matters related to Children's Academy or its clients with a former employee. Any inquiries made by a former employee to a current employee should be directed to the director. As the former employee is no longer part of the Agency, any and all discussions with them by current employees would be a violation of the Confidentiality Policy and will result in disciplinary action up to and including termination.

Former employees should also be aware that professional codes of conduct and confidentiality still apply even after employment is terminated. Children's Academy will seek to hold former employees accountable for any violation of client and or staff's rights of privacy. Further, Children's Academy will pursue all legal remedies available for actions which slander, defame and or impugn the business reputation of the agency.

Former employees will only be eligible for re-hire if they meet the following criteria:

1. Gave appropriate notice prior to leaving employment
2. Returned all agency property prior to leaving employment;
3. Constructively participated in an Exit Interview prior to leaving employment;
4. Presented no issues following separation of employment, i.e....maintained professional codes of conduct, maintained confidentiality according to agency's confidentiality policy;
5. Did not otherwise abandon her/his position.

Former employees seeking re-hire must personally contact the director in writing, by email and/or by telephone to inquire as to their eligibility for re-hire prior to submitting an application.



Children's Academy Brandon

**POLICY: RETURN OF AGENCY PROPERTY**

**POLICY NO.: 2.11**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Upon separation of employment, departing employees are required to return any and all agency property given to them during the course of their employment. Failure to return agency property will result in forfeiture of accumulated vacation time.

Further, Children's Academy will pursue all legal avenues available to recover stolen property and/or work product including but not limited to contacting local police and filing a civil action for damages.

Children's Academy Brandon

POLICY: **ASSIGNMENT**

POLICY NO.: **3.0**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees will be assigned to a position for which they are qualified, based on the needs of the agency in an effort to provide services of the highest quality and efficiency, and to maintain compliance with Florida Department of Children's and Family. Children's Academy will make employee assignments in its sole discretion. An employee's assignment includes, position, pay, scheduled hours and location.

Children's Academy reserves the right to change an employee's assignment at any time to continue to meet the needs of the agency and to maintain compliance with Florida Department of Children's and Family.

Employees may request a change of assignment in writing to their immediate supervisor. Employees should include the reason for the request, any and all benefits the change would provide the agency and the specific schedule, position and/or pay change the employee is requesting. The Supervisor will review the request, discuss the reason and benefits the change offers the agency with the employee and the director prior to the owner makes a final decision

Employees will be required to work overtime or alternate schedules as assigned by a Supervisor, Director, Executive Director and/or Owner. Employees will be given as much notice as possible when changes to their normal work schedule are made.

Employees who refuse re-assignment will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: PROVISIONAL PERIOD**

**POLICY NO.: 3.1**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Provisional Employee: An employee will be provisional for up to ninety days when initially hired or placed in a new position. During the Provisional Period, Children's Academy will evaluate the provisional employee's performance to determine if she or he meets the standards set by Children's Academy as outlined by the job description, Personnel Policy Manual, state licensing regulations and/or accreditation standards.

Provisional employees are not eligible to use paid sick leave, vacation, personal, or any other form of paid absence.

**A. ONBOARDING/ORIENTATION**

Provisional Employees will take part in Children's Academy's On-boarding/Orientation Program. This program is designed to teach new employees the functions of their job, the procedures and policies for which they are accountable and the agency's corporate culture. During the On-boarding/Orientation process, provisional employees are encouraged to ask questions and seek clarification of all material presented. Provisional Employees should remember that the Provisional Period is a time when the agency is determining if the employee is a good fit for the agency, and employee should be considering if the agency is a good fit for them as well. While learning and understanding are a continual process, it is expected that Provisional Employees should know the full extent of the employer's expectations, functions of their job, licensing regulations and corporate culture by completion of the Provisional Period.

**B. PROVISIONAL PERIOD PERFORMANCE APPRAISAL**

When the employee nears completion of the On-boarding/Orientation Program and before the last day of the Provisional Period, their supervisor will conduct a Provisional Period Performance Appraisal. The employee will meet with their Supervisor to discuss the Appraisal and the Supervisor will recommend that the employee be given regular employment status, have employment terminated or have the Provisional Period extended to provide more training and review.

The Provisional Period may be extended up to thirty days, by approval of the director and only where it is deemed necessary and appropriate. In all cases of recommendations to extend an employee's provisional period, the supervisor must submit a Performance Appraisal and the reason for extension and the length of extension that is recommended. Recommendations for extension cannot be submitted after the Provisional Period

concludes.

Upon successful completion of the Provisional Period, the supervisor will recommend regular employee status for the employee to the director. The recommendation must be

Children's Academy Brandon

**POLICY: PROVISIONAL PERIOD**

**POLICY NO.: 3.1**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

accompanied by a completed final Provisional Performance Appraisal. Upon approval by the director the employee will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular employees of the same classification.

Should the provisional employee not be recommended for regular status, the employee will be terminated no later than the last day of the provisional period or any extension thereof.

Employment may be terminated at any time during the provisional period with or without cause.

All employment documentation required must be provided by the employee prior to acquiring regular employment status.



Children's Academy Brandon

POLICY: **TRANSFER**

POLICY NO.: **3.2**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

**Voluntary Transfer:**

A written request from an employee for transfer within their job classification may be considered by the Agency. Written requests should be submitted to the director and must include the position to which the employee would like to be transferred, the reason for the request, and perceived benefits to the agency. Children's Academy will evaluate the employee's request based upon the needs of the Agency. The decision to approve an employee's transfer request is at the sole discretion of Children's Academy.

Employees may apply for any vacant position within Children's Academy for which they are qualified in accordance with policy 2 and will receive the same consideration as any applicant for the position.

**Involuntary Transfer:**

As agency needs vary, Children's Academy reserves the right to change an employee's assignment in its sole discretion. Changes to an employee's assignment may include changes to one or more of the following: position, pay, scheduled hours, and/or location.

Employees who refuse a transfer will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

POLICY: **ACTING APPOINTMENT**

POLICY NO.: **3.3**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

The Agency may appoint an employee to fill a position on a temporary basis.

The employee may receive a pay adjustment during the acting appointment to compensate for additional duties and responsibilities as determined by the director on a case by case basis.

The employee will automatically return to her or his previous position and previous rate of pay when the acting appointment is completed.

Employees who refuse an acting appointment may be subject to disciplinary action up to and including termination.

## Children's Academy Brandon

POLICY: HOURS OF ATTENDANCE/WORK SCHEDULES POLICY NO.: 3.4

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees will be advised of their regularly scheduled hours at the time of hire. Hours of attendance have been carefully planned and employees are required to work the hours and days for which they have been scheduled. Temporary and permanent schedule changes may be necessary to effectively meet the needs of the program. Employees who refuse a schedule change will be subject to disciplinary action up to and including termination.

If you are unable to report to work for any reason, you must notify your immediate supervisor at least an hour **prior** to your scheduled starting time. Failure to notify your immediate supervisor in a timely manner will be considered unexcused and the employee will be subject to disciplinary action. Employees will not be permitted to use available leave time for an unexcused absence and may forfeit PTO from their leave account as part of disciplinary action. Employees who fail to notify their supervisor at all will be considered to have abandoned their position, and the employee will be considered to have voluntarily terminated their position.

Non-exempt employees must seek prior approval for completing work assignment at home. Permission will only be granted in limited circumstances as employees are afforded time during their scheduled work day to complete all tasks as assigned in their Job Description. Employees who find they cannot complete assignments during their schedule hours of work should discuss this with their immediate supervisor. Non-exempt employees who take work home without prior approval will be subject to disciplinary action up to and including termination.

As required by licensing regulations and or Children's Academy employees will from time to time, attend trainings, meetings and/or conferences to meet Professional Development/Training Hours.



Children's Academy Brandon

**POLICY: MEALS AND BREAK PERIODS**

**POLICY NO.: 3.5**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

In accordance with Federal and State Wage and Hour Laws, Children's Academy will provide regularly scheduled Meal or Break periods for employees.

While Children's Academy strives to provide regular meal and break periods to employees, there may be times when, due to enrollment and employee absences, employees may be told by their supervisor that their meal or break period is being postponed, shortened or canceled on a given day. Maintaining ratio at all times throughout the agency is of critical importance and employees are required to work as assigned to ensure ratios are maintained. Any employee who ignores a supervisor's instruction to postpone, shorten or miss a meal or break period will be considered to have abandoned their position and voluntarily resigned.

Meal or Break periods scheduled for 20 minutes or more in length will be UNPAID breaks.

Children's Academy Brandon

POLICY: **WORK RELATED TRAVEL**

POLICY NO.: **3.6**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

In accordance with Policy Number 3.7 regarding Professional Development/Training Hours, any employee may be required to travel to and from alternate work sites to complete required training hours, for professional interaction and/or to complete work assignments. If the employee does not attend the training/conference/meeting or complete work assignments which are the purpose of travel, the employee will be subject to disciplinary action up to and including termination. Further, Children's Academy will seek repayment of any funds paid out in relation to such travel including but not limited to, transportation, meals, lodging, registration fees, and/or activities fees.

The director will book all overnight travel arrangements as necessary for attendance at out of area functions. Employees will be informed prior to booking of the dates and times of travel to avoid a potential conflict. The traveling employee will not be able to dictate the time or mode of travel. The director will attempt to work with the employee so as not to create a burden. The director will make the final determination related to all travel arrangements. Any employee who refuses to travel as assigned will be subject to disciplinary action up to and including termination.

Non-exempt employees who are traveling on approved agency business will be compensated for the time spent traveling provided the travel occurs during normal working hours. If travel occurs at times other than normal working hours the employee must receive prior approval for the travel in order to receive payment.

Employees will not be compensated for time spent commuting to and from work.

Children's Academy Brandon

**POLICY: PROFESSIONAL DEVELOPMENT**

**POLICY NO.: 3.7**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Children's Academy and our state regulations require all employees to participate in career/professional development opportunities. Children's Academy will provide opportunities for employees to participate in career/professional development through supervision, in-service training, meetings, and attendance at special training programs, conferences, and workshops. The specific number of hours and/or credits required for each position will be indicated on the job description.

All employees attending professional development/training are required to complete a Training Report Form. The report will include travel time from the assigned worksite to the event site, time of the meetings, workshops, etc. (which are to be verified by the facilitator's/presenter's signature) and travel time from the event to the assigned worksite. If a session/training/workshop is not verified by the facilitator's/presenter's signature the employee may not receive compensation since their attendance is not verified and they will be subject to disciplinary action up to and including termination.

Whenever an employee attends a training event she or he will be required to submit a written summary of the training within 5 business days of attendance. The written summary will be placed in the employee's personnel record. The written summary may be shared with other employees to spread the information presented throughout the program. Occasionally, employees may be asked to present their summary at a staff meeting or other in-service event.

Non-exempt employees who travel for training events will be compensated for the actual travel time associated with getting to and from the event when they leave from a worksite, report to the event site and return to a worksite, provided they have received prior approval to attend the event. When traveling from home to a training event site, this time is considered commute time and will not be compensated unless it is over twenty-five miles. Non-exempt employees will be required to record their time on their Payroll Record and designate the time as Training. Compensation for Non-exempt employees will be based upon actual work and any approved travel hours. No compensation will be given for free time, meal time, overnight time, or periods between sessions at the event.

Exempt employees do not receive additional compensation for attendance at a training event as it is considered part of their job duties to participate in Professional Development.

Any employee who does not receive the required number of training/professional development hours as stated on their job description and/or additional hours as assigned will be subject to disciplinary action up to and including termination.

## Children's Academy Brandon

POLICY: **CURRICULUM/LESSON PLAN/OBSERVATION** POLICY NO.: **3.8**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

At Children's Academy we believe that learning experience should be made with each individual child in mind. Each class has bought curriculum and there is also other resources available to the teachers to use. We also encourage the teachers to be creative and use any resources they might have or come across, as long as it holds the same beliefs set forth in the handbook.

The curriculum at Children's Academy is based upon the following beliefs:

1. Each child is a competent and active learner.
2. Early education is based on trusting relationship and collaboration among children and adults.
3. Each child is unique.
4. Curriculum is integrated across all domains including emergent curriculum and projects.
5. Curriculum recognizes the interplay among social, emotional, cognitive and physical growth.
6. The curriculum is child-centered, interesting and dynamic.
7. The curriculum includes all the objectives and activities that ultimately prepare children for school.
8. Ongoing assessment of children's learning and adapting the curriculum accordingly is essential to ensure optimal child progress.

### **Lesson Plan Procedure**

Lesson plans are developed in response to the needs of the whole child. Teachers work together to plan and implement developmentally appropriate learning experiences to meet the children's needs. In general terms our program is designed to meet the needs of children at their own level of skills, abilities and learning styles. Learning experiences are structured around the children's individual need and levels.

Our learning experience emphasizes process rather than product. Many of these experiences are exploratory, manipulative, child directed, self-expressive, and uses the principle of discovery and therefore do not always result in a finished product. However, when something tangible is produced, it is the child's work, not something modeled by the teacher or a carbon copy of the classmates.

A copy of weekly lesson plans with objectives is due into the office every Wednesday afternoon. All lesson plans with objectives must be posted inside or outside of the classroom prior to 9 a.m. on Monday morning!

### **Components of Lesson Plans:**

Every classroom has individual classroom lesson plan forms. These forms were made to meet certain requirements needed for NAC. All components of the lesson plans need to be kept by the classroom teacher, either in binder or file, for future reference.

### **Writing Lesson Plan:**

The lead teacher is responsible for writing and implementing weekly lessons. The lead

### Children's Academy Brandon

teacher will assure that in the event of an absence, the assistant teacher can do that day's lesson. All lessons need to be **clear and easy to read, understand, and follow** in the event that both teachers are out for the day.

Using the curriculum that is used in the particular classroom and any other resources appropriate and follow the center's standards, lesson plans and classroom management should meet the following criteria:

1. The need to allow time to observe and assess the child's development in order to plan curriculum accordingly.
2. The need to balance activities planned for any given day or week from "fluid" to "structured", child-directed to teacher-directed, active to quiet and messy to more precise.
3. The need to plan activities, which offer children, range of challenges and choices.
4. The need to recognize the value of repetition for young children, while realizing the interest novel activities generates.
5. The need to plan for balance among activities directed at individual children, small groups of children, and the whole group.
6. The daily schedule makes it possible to plan for different activity periods (e.g. free play outdoors, directed activity times) as well as transitions. Daily activities need to be posted where parents and staff can refer to them.

#### **Observation/Assessments:**

From the time a child starts until he/her last day a teacher must keep observations notes. These notes are to be factual (only) about events that took place eliminating any opinions. Observations are to be in the normal day to day activities and need to be in all areas of development (i.e. physical, cognitive, language, social, emotional and aesthetic.) Teachers must be sure to **date observations** in order to notice progress. These observations notes are to be used to help determine the needs of the children, in order to help with teacher's lesson plans. Observation forms are also to be used in reflection time for doing teachers assessments. (Observation forms are to be placed in the child's portfolio.)

Formal assessment is to be done two times a year; along with required assessments from School Readiness. (The two forms from Children's Academy are to be done before Parent/Teacher Conference.)

Assessments are to be directly from the standard that the center provide and are to be taught and included in the weekly lesson plans.

Teacher will use the information gathered from their observations and assessments to make a "cheat sheet" in order to easily do their lesson plans (week after week). Teachers will label activities with their children's code that need help in a particular area.

Please note assessments are to be placed in student's file, portfolio file, and a copy to the parents at conference. (Assessments are to be shared and explained to the parents at conference time unless otherwise needed)



## **Retaining Children's Work**

Many pieces of work that a child produces can be discussed at the end of each day with the adult who picks up the child. However, some representative work that children produce will be kept at the center in the child's portfolio. This work includes work of art, writing, and children's photography.

After a month or so, the teacher and the child (if the child is old enough) will review the work during the past month, talk about progress and favorites, and decide which to scan and put on the computer and so forth. Most of the work will be going home at that time. A child's portfolio will be reviewed at family conferences, which will be held at least during the year. Research has demonstrated that the process of children and teachers together reflecting on children's work over time contributes to the child's progress and growth in their work. Another compelling reason for children to keep their work in the classroom for a while is so that they can add to it. They may paint today. Tomorrow they may notice that they left out the sun, or an animal, or they want to add more color. They can keep working on their piece, like artists do. Also, they may want to write a story the next day to go with the painting. Typically, across America's preschool, children hurry through their work, put it in their cubicle, it goes on the refrigerator, and cannot be used again for curricular purposes within the educational setting. At our center we teach children that art, writing and construction (construction includes blocks, sculpture, and woodworking) is a process. It usually does not end in one setting. We teach them to continually go back and review and reflect on their work and add to it, change it, experiment with it, discuss it, wonder about it, and of course, admire it. In short, we use children's past work, or evolving work as part of the future curriculum. We also teach children to review other children's work and to discover distinctive features about another's work. It gives them new ideas and allows them to further reflect on their own work. When this process of reflection is practiced, children spend longer and longer periods of time with their art, their writing, and their construction. And the progress is remarkable. A final reason to keep children's work at the center is to display it. When we display children's work, they understand that their work is important.

## **Portfolios**

Every child in every class with the exception of the school age children, should have a portfolio that contains the following:

- a. Child's assessments
- b. Parent/teacher conference forms
- c. Pictures
- d. Observation notes/anecdotal notes
- e. Child's art samples, work sample
- f. Any other pertinent information

Portfolios go home with the child on their last day of pre-school. Portfolios move up with the children as they are promoted from class to class.



## Children's Academy Brandon

**POLICY: EMERGENCY CLOSINGS**

**POLICY NO.: 3.9**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

In any emergency, the safety and security of the children and employees is of the utmost concern. Children's Academy requires that all employees act in a professional and calm manner in the face of any emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout an emergency scenario.

Due to severe weather conditions or other emergency situations, there may be times when the Children's Academy facilities may be closed. Emergency closing is at the discretion of the director and owner.

### **Severe Weather Conditions:**

In the event of severe weather conditions, Children's Academy will generally follow the school district of Hillsborough County in determining whether or not to close the program. Employees are instructed to listen to local radio and television stations for emergency closing information in these circumstances.

Employees are also instructed to contact the director for further instructions. There may be times when employees will be assigned to different facilities during weather emergencies. Employees are instructed to contact the director by 9 a.m. and again at 5 p.m. for further instructions. Failure to make this contact may result in disciplinary action up to and including termination.

### **Other Emergencies:**

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, plumbing issues, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in Children's Academy facilities being closed at the discretion of the director. Employees will be advised of their obligations in these situations.

In the event of emergency closing in the middle of the day, employees will be instructed by supervisory staff as to their responsibilities during the emergency. Employees will be required to remain at the agency as long as there are children present. This may require employees to remain after normal closing hours. Employees must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. Employees will be informed by supervisory staff as to when they are able to go home. Employees may be required to go to another center to assist during an

emergency closing. Employees who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

### **Employee Pay during Emergency Closings**

Exempt and Non-Exempt employees will not be paid for days when Children's Academy is closed due to inclement weather or another emergency situation. Employees may choose to use accrued paid leave time if they wish to be paid. Employees must complete a paid leave request form on or before the last day of the pay period in which the emergency closing occurs and submit it to the director.

When the agency closes after opening for the day, non-exempt employees will be paid only for the hours they actually work. Non-exempt employees may choose to use accrued paid leave time for the balance of the regular work schedule when sent home due to inclement weather or another emergency situation. Employees must complete a paid leave request form on or before the last day of the pay period in which the emergency closing occurs and submit it to the director. Exempt employees who report to work and are sent home due to inclement weather or other emergency will be compensated for the entire day.

If an employee does not have accrued paid leave time, the employee will not be eligible for pay during inclement weather or other emergency closings as indicated in the above paragraphs.

### **Alternate Safe Location**

Children's Academy has designated Limona Village Chapel at 408 Limona Rd, Brandon, FL 33510 as its alternate safe location. This location will be used to house the employees and children in cases where the physical site is uninhabitable. Such scenarios include but are not limited to: fire, flood, toxic spill, and/or fumes. The director will make the determination to evacuate the center and proceed to the alternate safe location and will advise the employees as such. Employees are required in all emergency situations to have the sign in/out sheet and/or attendance record and emergency contact forms for their classroom when exiting the center. Again, employees must remain with the children in the alternate safe location until they are dismissed by a supervisor.

Children's Academy Brandon

**POLICY: EMPLOYMENT RECORDS**

**POLICY NO.: 4.0**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

A confidential file will be maintained on each employee containing all employment related documents such as the employment application, resume, job and salary history, performance appraisals, corrective action or coaching plans, disciplinary actions, general correspondence and other documents that pertain to employment with Children's Academy. To comply with the Americans with Disabilities Act, Children's Academy keeps all medically related information in a separate confidential file with restricted access.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, up to and including termination.

An employee may have supervised access to her or his file during normal business hours upon request to director. Employment records may not be removed from the director's office or reception area. Employees are prohibited from removing any documents from their employment record. Employees may only add documentation to their employment record with the permission of the acting director.

Employees may request a copy of their Employment Record for a reasonable copying fee. This request must be submitted to the director in writing. The director will inform the employee the amount of the copying fee, which must be paid in advance. The copying fee will be guided by the prevailing rate, per page, charged at the local Staples/Office Max store. Director will copy up to ten pages complimentary to the employee, however there will be a charge over ten pages. Requests for copies of Employment Records will be provided in a timely manner, usually 2 weeks, from the date the employee pays the copying fee. Employment records will only be released to the employee and/or their Attorney at Law. Attorneys must present a Letter of Representation in order to receive a copy of an employee's employment record.

Children's Academy Brandon

POLICY: REQUIRED EMPLOYMENT DOCUMENTATION      POLICY NO.: 4.1

APPROVED BY: Baldwin Sterling                      EFFECTIVE DATE: 7/17/17

- 1 General Employment Application
- 2 IRS Form W-9 and two forms of government issued identification
- 3 Emergency Information Form
- 4 Good Moral Character
- 5 Health Appraisal, Fitness for Duty
- 6 Proof of High School Graduation/GED
- 7 Proof of highest level of education achieved
- 8 All required clearances and background checks
- 9 Professional Development Certificates of Attendance
- 10 Confidentiality Agreement

Certain positions may also require the following:

- 1 Employment Contract
- 2 Non-Compete Agreement

Children's Academy Brandon

**POLICY: ACCESS TO EMPLOYMENT RECORDS      POLICY NO.: 4.2**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees will be granted access to their Employment Record upon written request to the director Children's Academy will allow employees to review their Employment Record in person, at a time which is mutually convenient to both the employee and the acting director. Employees are NOT permitted to remove anything from the Employment Record and will not be allowed to view their Employment Record without the acting director or office manager present. Employees may only add information to their Employment Record with the permission of the acting director.

Employees may request a copy of their Employment Record for a reasonable copying fee. This request must be submitted the director in writing the director will inform the employee the amount of the copying fee, which must be paid in advance. The copying fee will be guided by the prevailing rate, per page, charged at the local Staples/Office Max store. Requests for copies of Employment Records will be provided in a timely manner, usually 2 weeks, from the date the employee pays the copying fee. Employment records will only be released to the employee and/or their Attorney at Law. Attorneys must present a Letter of Representation in order to receive a copy of an employee's employment record.

Children's Academy Brandon

**POLICY: ELECTRONIC EMPLOYMENT RECORDS    POLICY NO.: 4.3**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Children's Academy may store and/or transfer personal employee information in an electronic format. Personal information may include name, address, social security number, driver's license number, banking account information. This information is kept and shared electronically for payroll, tax, and licensing purposes only. Electronic storage and transfer of personal data is handled with special care and security considerations to protect the employee's identity.

Children's Academy reviews and updates the security systems in place to protect the personal data stored electronically.

In compliance with state and federal laws, Children's Academy will provide specific written notice to employees should there be a breach of security which compromises any employee personal data.

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**POLICY: EMPLOYMENT REFERENCES**

**POLICY NO.: 4.4**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Written requests for references should be directed to the following:

Heather Lyttle  
heather@childrensacademybrandon.com  
506 Limona Rd, Brandon, FL 33510

Children's Academy will release information regarding position(s) held and length of employment for reference purposes. In order to release any additional information regarding employment, the employee must provide a signed release. Confidential information will only be provided with the employee's express written permission. All requests for references must be in writing. Children's Academy will not provide information by telephone.

Unless specifically authorized by the director and or the owner, employees are strictly prohibited from providing references for any employee under any circumstance including a personal reference. Any employee who provides a reference for another employee without authorization from a supervisor will be subject disciplinary action including termination.

Employment/Internship references for high school and/or college students will be provided upon written request of the student to the director and may include more subjective information related to quality of work, knowledge of child development or other relevant areas of expertise and work ethic as requested by an instructor, college professor or guidance counselor.

Children's Academy Brandon

**POLICY: EMPLOYMENT VERIFICATION**

**POLICY NO.: 4.5**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

From time to time employees may request that Children's Academy verify employment, position held, salary, address, and other information for credit and other purposes. Written requests must be made to the following: Children's Academy, 506 Limona Road, Brandon, FL 33510

Requests for employment verification sent to any other employee may create a delay in releasing the information. Unauthorized employees are strictly prohibited from responding to any request for employment verification. All requests will be answered by the director.

All requests must be made in writing. Children's Academy will not verify employment by telephone. The request must include the employee's written authorization to release or verify any information.

Occasionally Children's Academy receives subpoenas for employee information. Children's Academy is required by law to release the information requested in the subpoena and will comply with any subpoena it receives. The employee and/or their Attorney at Law will receive a copy of everything submitted in response to a subpoena.



Children's Academy Brandon

POLICY: REQUIRED CLEARANCES, BACKGROUND

POLICY NO.: 4.6

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees and Volunteers with access to children are required to have the following clearances and background checks on file with Children's Academy prior to working in any capacity with children.

- 1 FBI Fingerprint Check
- 2 Child Abuse Registry Check

Employees may be asked to resubmit any of the above listed clearances at any time during the course of their employment. Failure to comply with a request to resubmit for a clearance will result in termination.

Children's Academy Brandon

POLICY: EMPLOYEE'S PERSONAL REPRESENTATIVE

POLICY NO.: 4.7

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Children's Academy will only discuss details of an employee's employment status with the subject employee. This includes but is not limited to: job assignment, salary, days off, attendance, performance, promotion, demotion and pay. Children's Academy will not at any time entertain inquiries made by the parents, spouses and/or other acquaintances of an employee. Children's Academy follows this policy because to do otherwise would be unprofessional and a violation of the employee's rights of privacy.

Children's Academy will, at the employee's request, discuss employment related information with the employee's retained Attorney at Law. The employee's Attorney at Law MUST present a Letter of Representation before Children's Academy will communicate in anyway with them.

In the case of a personal or medical emergency, Children's Academy will contact a designated emergency contact person on the employee's behalf. Employees will be required to list an emergency contact person as part of their employment documentation.

Employees will be subject to disciplinary action up to and including termination when someone continues to contact and/or harass the employer regarding an employee's employment status. Further, the employer will contact the police to report any harassment.

Children's Academy Brandon

**POLICY: EMPLOYEE CODE OF CONDUCT**

**POLICY NO.: 5.0**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

The Owner and the Director believe that the purpose of the Employee Conduct Policy is to set standards of workplace conduct, improve employee performance and customer service. As such, the policies included in this section shall serve as a guide for supervisors and employees and shall be used as guidance in evaluating and correcting employee behavior and performance that does not meet standards. Employees who fail or refuse to meet the standards of conduct outlined in the following policies will be subject to disciplinary action up to and including termination.

As the basic standard of fairness in the Agency, employees are to be informed of the types of behavior expected of them and the rules, regulations, policies, procedures, and practices by which they must abide. Corrective actions result from failure to abide by the standards. It is the policy of the Board of Directors that the standards of conduct for employees be equitably enforced.

Each employee is expected to conduct her/himself in a manner befitting her or his status as an employee of Children's Academy. All employees shall refrain from actions or public announcements, which reflect adversely upon the Agency. Employees shall exercise prudence and discretion in regard to all official business of the Agency.

A corrective action may include a reprimand, written warning, probation, suspension, or termination as deemed appropriate by Children's Academy. All disciplinary actions, with the exception of termination, will include a corrective action/coaching plan component that the employee is required to complete. Any employee who fails or refuses to complete the corrective action/coaching plan as assigned will be subject to additional disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: CLIENT RELATIONS**

**POLICY NO.: 5.1**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Clients are our organization's most valuable asset. Every employee represents Children's Academy to our clients and to the public. The manner in which we perform our jobs presents an image of our entire organization to our clients and the community at large. Clients judge all of us by how they are treated by each and every employee. Nothing is more important than being respectful, courteous, friendly, helpful, and prompt in the attention given to clients.

Your personal contact with the public, your manners on the telephone and the communications we send to clients are a reflection not only of your own professionalism, but also of the professionalism of Children's Academy. Positive client relations not only enhance the public's perception or image of Children's Academy but may also pay off in increased grants and contracts.

As a requirement of your employment all employees of Children's Academy will interact respectfully, courteously, and promptly with our clients. In cases where a client (parent of an enrolled child, authorized pick up/emergency contact person) is being negative, aggressive, hostile and/or verbally abusive to any employee, the employee is expected to remain calm and professional and exit the situation as respectfully as possible. The employee must immediately report the details of the client's behavior to their supervisor. Employees will be held accountable and disciplined according to Disciplinary Action Policy Number 5 if they respond to a poorly behaving client in a negative, threatening or hostile manner. Employees may be firm in stating that the client's behavior is inappropriate and that they must stop or leave the premises immediately, but they may not engage in any type of verbal or physical altercation.

Employees who fail to have appropriate client relations will be subject to disciplinary action, up to and including termination.

Children's Academy Brandon

**POLICY: BUSINESS ETHICS AND CONDUCT**

**POLICY NO.: 5.2**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

The successful business operation and reputation of Children's Academy is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of applicable laws and regulations, as well as a scrupulous regard for the highest professional standards of conduct, personal integrity and best business practices.

The continued success of Children's Academy is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to Children's Academy and its clients, to act in a way that will merit their continued trust and confidence.

Children's Academy will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, statutes, ordinances, and regulations and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to acceptable conduct. When a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter with his or her immediate supervisor, and if necessary, with the Executive Director for advice and consultation. Where the course of action is still not immediately clear, the Executive Director or designee will consult with legal counsel or other consulting experts for guidance.

Compliance with this policy of Business Ethics and Conduct is the responsibility of every Children's Academy employee. Disregarding or failing to meet this standard of business ethics and conduct will result in disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: ACCEPTANCE OF GIFTS & GRATUITIES**

**POLICY NO.: 5.3**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees of Children's Academy are prohibited from accepting gifts, money, services, or gratuities from clients, vendors, contractors, and all other persons doing business with Children's Academy.

Should a client, vendor or business associate of Children's Academy present an employee with the offer of a gift, gratuity, services or money the employee should state directly and politely that acceptance would be a violation of employment rules and direct the client, vendor or business associate to the director.

Gifts received by the Agency shall become the sole and exclusive property of Children's Academy.

Violation of this policy will result in disciplinary action up to and including immediate termination.

Children's Academy Brandon

**POLICY: EMPLOYEE'S PERSONAL ITEMS**

**POLICY NO.: 5.4**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Children's Academy is not responsible for an employee's personal items brought to any Children's Academy facility or to any work-related field trip or training session.

Employees are prohibited from bringing personal items to the workplace. Work space is provided for the employee to successfully complete the requirements of her or his position. It is not intended to be treated as a display area for an employee's personal possessions.

According to Florida Department of Children's and Family licensing regulation ALL prescription and/or over the counter medication must be kept in the agency's designated medication location out of reach of children. Employees are strictly prohibited from carrying any prescription and/or over the counter medication, including vitamins and supplements on their person, in their purse or any work bag or in their classrooms. Employees requiring medication during the work day must secure their medication in the designated medication location. The only exception would be for rescue inhalers. Employees must inform the director that they are carrying a rescue inhaler throughout the facility. If any other medical condition requires an employee to keep emergency medication on their person at all times, the employee MUST present the director with medical certification detailing the need for medication to be immediately available. Children's Academy will evaluate these circumstances on a case by case basis. Children's Academy will dialogue with the employee and their certified health care provider and the licensing authority to see if a reasonable accommodation can be reached so as not to violate the above referenced licensing regulation while maintaining the employee's and children's health and safety.

**INSPECTION AND SEARCHES**

Children's Academy has the right to require employees, while on duty or on Children's Academy premises including parking lots, to agree to inspections of personal property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the employee will be immediately terminated.

Children's Academy reserves the right to remove an employee's personal possession(s), which it deems inappropriate for the workplace.

An employee who is terminated will not be given an opportunity to clean out their work area. Any personal property which may be in the work space will be packed and shipped to the employee at the employee's expense.



## Children's Academy Brandon

**POLICY: CARE OF EMPLOYEE'S CHILDREN**    **POLICY NO.: 5.5**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Children's Academy allows employees to enroll their children in the program. Under most circumstances, an employee who has a child enrolled in the center where she or he is employed will be prohibited from providing direct care to her or his child.

Employees are required to complete ALL enrollment documentation, including a fee agreement. Employees with a child(ren) enrolled in the program are required to comply with all licensing regulations and parent policies.

Children's Academy reserves the right to dis-enroll an employee's child(ren) if the employee's performance is affected by having their child(ren) at the center. Employees must remember they are employed to perform a specific job description and must not allow themselves to be distracted by having their child(ren) enrolled in the program. The employee must not interfere with the supervision or authority of their child(ren)'s classroom teacher or other staff as assigned to care for the employee's child.

Employees are required to have back up plans for their children's care when the child is unable to attend the program due to illness or closure of the educational program for Professional Development. Employees should not assume that they will be relieved from duty if their child is sick and must be sent home during the day. Employees are accountable to ratios and continuity of care for the children in the program and **MUST** have contingency plans in place, emergency contacts and alternate pick-up persons on record in their child's file.

Children's Academy will not provide continued care to the children of terminated employees. Employees who resign under favorable circumstances and are eligible for consideration for re-hire must discuss the continued enrollment of their child with the director. Children's Academy will determine in its sole discretion whether continued enrollment of an employee who has resigned is permitted on a case by case basis.

Non-enrolled children of employees are **PROHIBITED** from entering upon agency property except with the prior approval of the director or when the employee's family is invited to participate in agency activities.

## Children's Academy Brandon

POLICY: **CONFIDENTIALITY**

POLICY NO.: **5.6**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

This Confidentiality Policy has been adopted to ensure confidentiality and protection of individual rights of privacy for children, families, and employees of Children's Academy. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws.

Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

An employee's responsibility to maintain confidentiality regarding information learned about, children, their parents/guardians, families and other employees extends 24 hours per day, 7 days per week regardless of how or where the information was attained. Employees must be diligent in their efforts to maintain confidentiality and should be aware that there are job related consequences for violations of confidentiality and rights of privacy, and that there is also the potential for civil liability against the individual employee and the agency.

### **Confidentiality of Children's and Families' Information:**

- a. All children's records must be kept onsite in a locked and secure file.
- b. Access to children's records is limited to employees with a "need to know".
- c. Children's records must not be removed from the center.
- d. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. Children's or families' private information must never be discussed among employees except on the "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information that is confidential.
- f. Discussion of children's or families' information with volunteers, other families, friends, the employee's family or any other community member is prohibited.
- g. Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families.
- h. All requests for release of information shall be directed to the director.
- i. Information will only be released to persons outside of Children's Academy with the express written consent of the child's parent or legal guardian.

### **Confidentiality of Employee's Information**

- a. All employee records must be kept onsite in a locked and secure file.
- b. Access to an employee's records is limited to appropriate supervisory employees.
- c. An Employee's records must not be removed from the center.
- d. An Employee's records must never be left out on desks, tables, etc. where other people may have access to them.
- e. An Employee's private information must never be discussed among employees except on a "need to know" basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information, that is confidential.
- f. Discussion of an employee's information with volunteers, families, friends, or community members is prohibited.
- g. Information and documents, which are considered to be confidential include, but are not limited to medical records, educational records, employment records, financial or pay records, and any other private information about the employee.
- h. All requests for release of information to persons outside of Children's Academy shall be directed the director.
- i. Information will only be released to persons outside Children's Academy with the express written consent of the employee.

### **Confidentiality Related to Proprietary Information**

Children's Academy has developed unique techniques, curriculum, and tools for evaluation, which make our program more competitive in the industry and are not to be revealed to sources outside of the company. Anything, which the company or employee designs, produces, implements, and markets is treated as PROPRIETARY INFORMATION, also called trade secrets. Proprietary Information includes, but shall not be limited to, the agency's client list (including all address and contact information), employee list (including address and all contact information), curriculum (including themes, calendars, lesson plans), philosophy, mission statement, personnel policies, and parent handbook.

No employee may discuss Proprietary Information with other employees in any public place where it is possible they could be over heard. Employees must understand that it is not only their duty to protect Children's Academy's Proprietary Information during their term of employment, but the legal obligation continues even after separation from employment. Employees are required to return any and all documentation that contains Proprietary Information at the time of separation of employment. Children's Academy is ready and willing to enforce this obligation through all available legal remedies, as necessary.

### **Violation of Confidentiality Policy**

Any employee/volunteer who violates the Confidentiality Policy will be subject to disciplinary action up to and including termination. In addition to job related consequences, the employee/volunteer may face possible civil liability for their actions.

## Children's Academy Brandon

POLICY: **SUPERVISION OF CHILDREN**

POLICY NO.: **5.7**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

The foremost responsibility of any employee of Children's Academy is the appropriate supervision of all children assigned to their care. Employees are required to comply at ALL TIMES with ratio requirements as outlined by the Licensing Authority and all other Licensing regulations related to the appropriate supervision of children.

**NO CHILD OR GROUP OF CHILDREN IS TO BE LEFT UNATTENDED AT ANY TIME, FOR ANY LENGTH OF TIME.** Failure to maintain appropriate supervision at all times will result in disciplinary action up to and including termination. Failure to appropriately supervise a child or group of children is cause for disciplinary action up to and including immediate termination. Employees **MUST** be able to name and identify all children assigned to their care upon prompting to do so.

At various times, as the agency deems appropriate in accordance with philosophical and professional considerations, the classroom ratios may be lower than the state licensing standards require. For example if the state requires a ratio of 1 adult to 12 four year old children, the center may choose to lower the ratio to 1 adult to 10 four year old children. This change in ratio would become the expected level of appropriate supervision.

From time to time as specifically directed by the director, employees may be required to observe the higher state mandated ratio. This will only be done in circumstances where employees have called out sick and/or not reported for duty, employees have quit without notice and a replacement has not been found or substitutes cannot be placed for absent employees.

### **Lost or Missing Children- Field Trip:**

- 1) To prevent lost or missing children, staff will count children frequently while on a field trip. A staff person will be responsible for performing a 'sweep' of the area or vehicle the children are leaving and make sure no child is overlooked. All children and staff will wear their uniform shirt on all field trips for visual identification. Staff will also provide instructions to the older children about what to do if they separate from the group.
- 2) If it is determined that a child is missing or lost, the bus driver will immediately notify the local police or the sheriff, the program director, the parents or legal guardian, and other authorities as required by the state regulation. If on a field trip, the staff will notify facility management to assist in the search for the child.

## Children's Academy Brandon

**POLICY: DISCIPLINE OF CHILDREN**

**POLICY NO.: 5.8**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Employees are prohibited from using physical forms of punishment, corporal punishment, severe verbal reprimands, embarrassing or humiliating forms of punishment including name calling, and/or withholding food from any child at any time. Employees who engage in any type of prohibited form of discipline will be subject to disciplinary action up to and including termination. In most cases an employee will be immediately terminated for any such offense.

Employees are required to use positive forms of behavior modification and discipline to stop unwanted behaviors and encourage desired behaviors. Employees are to be direct with children, providing clear descriptions of unwanted behaviors and then explain and model appropriate and desired behaviors. Example: "Joshua, we do not throw toys in this school. Someone could be hurt. We play with the toy like this (adult demonstrates behavior). If you cannot play with the toy in a safe way, you will not be allowed to play with it."

Our programs and environment are designed to keep children actively and constructively involved. Still there will be times when a child will need to be disciplined. Many times, this will require redirection, a re-statement of the rules, a discussion of the situation or an appropriate time away from other children.

Discipline will never include corporal punishment or any restrictions on food and drinks. Above all, the child will not feel humiliated or lose respect and dignity as an individual. Through clearly stated rules, a sense of fairness and respect, the child will learn to respect others as well as the environment. Our daily or weekly reports will inform parents on the child's social and emotional growth in the group, as well as individually. If the situation requires it, the parent will be contacted immediately to discuss a specific problem. This communication and cooperation between parents and school will further give the child a sense of consistency and fairness.

### **Permissible Methods of Discipline:**

**For acts of aggression and fighting** (e.g., biting, hitting, etc.) staff will set appropriate expectations for children and guide them to verbally solve problems. This positive guidance will be the usual technique for managing children with challenging behavior rather than punishing them for having problems they have not yet learned to solve. In addition, staff may:

- 1) Separate the children involved.
- 2) Immediately comfort the individual who was injured.
- 3) Care for any injury suffered by the victim involved in the incident.
- 4) Notify parents or legal guardians of children involved in the incident.
- 5) Review the adequacy of caregiver supervision, appropriateness of facility activities, and administer corrective action if there is a recurrence.

**POLICY: DISCIPLINE OF CHILDREN**

**POLICY NO.: 5.8**

**Physical Restraint** will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as is necessary for control of the situation.

**Medicines or drugs that will affect behavior** will not be used except as prescribed by a child's health care provider and with specific written instructions from the child's health care provider for the use of the medication.

**Time-out** or removal of a child from the environment may be used selectively for children over 18 months of age who are at risk of harming themselves or others. The period of "time-out" will be just long enough to enable the child to regain self-control. As a general rule this period will not exceed one minute per year of age. Caregivers will monitor the effectiveness of "time-out" and seek the help of a mental health consultant when approved behavior management strategies do not seem to be effective.

**1. Prohibited and Permissible practices:**

**DON'T:** The following are what we learn NOT to do:

1. Caregivers will not use physical punishment or abusive language.

**DO:** The following strategies are what we learn to do:

1. Build relationship with each child. Discipline is relationship specific.
2. Create predictable routines, which foster a sense of security. Every child needs to know what comes next, especially in transition times. The transition times need to be well thought-out and prepared for in advance. If a child has a tendency to be out of control, that problem will likely manifest during transition times.
3. Create rituals. Rituals are connecting points Children develop rituals when adults aren't paying attention. Good-morning songs at the door each day become rituals.
4. Change the phrase "good job" to "you did it." "Good Job is a judgment call from an adult. "You did it" simply describes to children what they did; with no judgment involved.
5. Change your wording from "good" and "bad" to "helpful" and "hurtful." For example, you could say, "You picked up the toys so that we could all walk safely across the room. That was helpful."





Children's Academy Brandon

POLICY: **SLEEPING ON DUTY**

POLICY NO.: **5.9**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Sleeping during working hours is prohibited for all employees.

Any employee who is found to be sleeping while on duty will face disciplinary action up to and including termination. **Sleeping on duty is cause for immediate termination for any employee responsible for the direct supervision of children as this behavior results in a failure to provide appropriate supervision of children and is a safety issue.**

Children's Academy Brandon

POLICY: **NEPOTISM**

POLICY NO.: **5.10**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

For the purpose of this policy, immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Any person residing in the employee's immediate household

Family members of current employees may be a valuable source of qualified applicants; however, members of the same family will not be permitted to work in the same classroom.

No person shall hold a position while she or he or a member of her or his immediate family serves on a board or a committee of the agency if that board or committee has authority to order personnel actions affecting her or his position.

No person shall hold a position over which a member of her or his immediate family exercises supervisory authority.

Children's Academy Brandon

**POLICY: CONFLICT OF INTEREST**

**POLICY NO.: 5.11**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

A conflict of interest is defined as an activity or interest which is inconsistent with or opposed to the legitimate best interest of Children's Academy. It is the policy of Children's Academy that all directors, officers, Policy Council members, contractors/consultants, and employees will avoid personal transactions or situations in which their personal interest will or appears to conflict with those of Children's Academy. For the purpose of this policy a member of an immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Any person residing in the employee's immediate household

A conflict of interest occurs whenever an employee permits the prospect of direct or indirect personal gain to influence her or his judgment or action when acting on behalf of Children's Academy. The following examples are representative but not inclusive of potential conflicts of interest:

- a. No employee shall do business with a member of her or his immediate family on behalf of Children's Academy unless the circumstances of the proposed relationship have been clearly reviewed by the director and has been deemed to have no potential or inherent conflict of interest qualities.
- b. All employees must deal with suppliers, contractors, clients, children, and all other persons doing business with Children's Academy in the best interest of Children's Academy without favor or preference based on personal consideration.
- c. No employee shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for any reason other than agency purposes.

- d. No employee shall deal with Children's Academy or with one of Children's Academy clients or suppliers as a representative of another firm or for her or his own account.
- e. No employee shall participate in the selection, award or administration of a contract where to her or his knowledge she or he or her or his immediate family has a financial interest.
- f. No employee shall solicit, accept or offer gratuities, favors, or anything of monetary value from other employees, persons receiving benefits or services, from contractors or potential contractors, for personal gain or inherent conflict of interest.
- g. An employee shall not serve on the board or a committee of Children's Academy if that board or committee has authority to order personnel action.

Children's Academy Brandon

**POLICY: NON-FRATERNIZATION**

**POLICY NO.: 5.12**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees of Children's Academy are strictly prohibited from fraternizing with any client of Children's Academy. Clients shall include the enrolled children, their siblings, the parents and/or guardians of enrolled children and anyone residing in the household(s) of enrolled children.

Clients of Children's Academy shall be provided with the best possible quality service. Employees shall treat clients, vendors, co-workers and the public with courtesy, appropriate professional distance, and respect.

Attending a "social event" or a "private gathering" with a client of the Children's Academy shall occur only when approved in advance by the director.

Employees should abstain from any intimate physical contact and/or romantic involvement with clients. Employees should also avoid any unwelcome advances and intimate propositions made by clients. Employees are required to report to their immediate supervisor any advances or attempts at intimate acts made by clients or co-workers. Employees are strictly prohibited from dating the parent(s)/guardian(s) of currently enrolled children.

Employees should abstain from any intimate physical contact or involvement with other employees. This shall include dating other employees.

Employees should immediately report any action by a client or employee that would be considered a violation of this policy to his or her immediate supervisor.

Employees who violate this policy will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

POLICY: **NON-SOLICITATION**

POLICY NO.: **5.13**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees of Children's Academy are strictly prohibited from solicitation of any kind while on any Children's Academy property.

Employees who violate this policy will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

POLICY: **STAFF EMPLOYMENT BY CLIENTS**

POLICY NO.: **5.14**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

The staff of Children's Academy are not prohibited from being employed by any client (current or former). Children's Academy are not liable or responsible for the outside relationships of the staff of Children's Academy who become employed by current or former parents.

Employment refers to any relationship outside of the agency's services which involves an employee of Children's Academy to interact with a current or former clients of Children's Academy, such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Children's Academy understands that from time to time employees may choose to take a second job for personal reasons. Employees should be mindful that their performance while at Children's Academy should not be affected in any way by their hours or duties at their other place of employment. Further, employees may not be employed in other places of employment that would negatively impact the professional reputation of the employee or whereby the duties performed at the other place of employment morally or ethically contradict the mission or philosophy of Children's Academy

This policy applies to paid and unpaid services the employee may be asked to perform for a client. For example, baby-sitting as a favor whereby no money is exchanged is prohibited.

Violation of this policy will result in disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: PERSONAL APPEARANCE**

**POLICY NO.: 5.15**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

All employees are expected to present a neat and clean appearance and to dress appropriately for their position and duties. Employee's dress should reflect the professional nature of their position as well as be functional within the expectations and responsibilities of their job. All articles of clothing must be of adequate size and should be worn in a manner that covers the employee's midriff, chest, back and backside while performing all required job duties. Further, all clothing must be clean, wrinkle-free and in good repair without unpleasant odors, holes, tears and stains. Employees are required to wear appropriate foundation/undergarments at all times and at no time should said foundation/undergarments be seen through or outside of the employees clothing.

Employees working directly with children and any facilities staff are required to wear shoes with a rubber sole, with a closed front and back, which are fixed to the foot with laces, buckles, Velcro etc. The most appropriate shoe for employees working directly with children is a sneaker or loafer style shoe. All employees are prohibited from wearing Crocs, sandals and flip-flops of any kind. Administrative Staff may wear business appropriate style shoes that have a closed front and back.

Employees should refrain from wearing perfumes and other fragrances as other employees and/or children may be allergic to them or may find them offensive. From time to time, due to specific allergy issues of a child or staff member, employees in specific classrooms may be required to further restrict their use of fragrances, lotions, laundry detergent or fabric softener. In these specific circumstances the employee(s) that are subject to the additional restrictions will be notified.

Employees are required to cover all tattoos on chest, legs and that are offensive in nature anywhere on the body. Employees are required to get permission of all exposed tattoos and is at the sole discretion of the director whether the tattoo may be shown. Tattoos should be covered by wearing appropriate clothing to cover them. They are not to be covered with bandages, Band-aids etc.

Employees working directly with children are prohibited from wearing jewelry of any kind as it presents a safety risk to the employee as well as to the children.

Employee's fingernails are to be trimmed to a length that does not present a risk of scratching children. If you can see your nails over the tip of your finger, when viewed with your palm facing you, your nails are too long and must be trimmed. This is both for safety and hygiene purposes.



Employees are prohibited from wearing unnatural hair colors even if the colors are temporary in nature. Examples would be blue, purple, orange, “Unicorn coloring”, neon highlights. If you are unsure, please speak to the director for further clarification. Children’s Academy is not responsible for damage to or loss of an employee’s articles of clothing, jewelry and/or accessories.

Employees are required to maintain appropriate standards of personal hygiene and grooming at all times. Hair must be washed and neatly groomed and hair products must not be overly fragrant due to allergy and asthma issues with other employees, children and or visitors.

While working employees may perspire as you are expected to be active with the children. Please be mindful of any personal odors and take care to use appropriate deodorant and/or soaps to prevent unpleasant body odor. It is never a comfortable situation for employees to work in close proximity to or for children to get close to an employee with a body odor issue. Please be sensitive to your fellow employees.

Violation of this policy will result in disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: POLITICAL ACTIVITIES**

**POLICY NO.: 5.16**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

During hours of employment, or while on agency property, or with the use of agency funds, employees of Children's Academy are prohibited from the following:

- Participation in any partisan or non-partisan political activity or any other political activity associated with a candidate, or contending faction or group, for an election for public or party office.
- Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.
- Participation in any voter registration activity.

These activities are permitted when employees are on their own time, with their own funds so long as the employee does not assert or intimate that the employer has anything to do with their political activities. Therefore, employees are prohibited from identifying the employer in any way while engaging in political activity on their personal time. This includes wearing agency logos, referring to the workplace in conversations related to political positions and/or listing the employer's name on any sign or statement.

Violation of this policy will result in immediate termination.

Children's Academy Brandon

**POLICY: PUBLIC STATEMENTS AND MEDIA INTERACTIONS**

**POLICY NO.: 5.17**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees are strictly prohibited from speaking to any media source on behalf of Children's Academy. Children's Academy will designate an appropriate employee to speak on behalf of Children's Academy in response to an event or incident involving the program, any employee, parent, and/or child. Children's Academy will authorize the release of any statement and/or press release prior to it going out to the public.

All media inquiries or requests for information from parents should be directed to the director and the employee should refrain from editorializing and commenting in any manner as the comments could violate rules of confidentiality, and/or compromise an investigation into the event, incident or issue.

Any employee that speaks to the media without proper authority related to an event, incident or issue effecting Children's Academy and/or divulges confidential information regarding a child, parent or employee will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: FRAUD, LYING AND/OR FALSIFYING  
DOCUMENTATION**

**POLICY NO.: 5.18**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees who provide false or misleading information on any agency documentation including but not limited to, General Employment Application, Resumes, Documentation of credentials and/or past educational or employment history, Documentation of Professional Development, expense reports, payroll records, health appraisals, medical certifications, doctor's notes for absences, incident/accident reports, written accounts of events, issues, or incidents involving children, parent or employees of the agency, children's records will be subject to disciplinary action up to and including termination.

Employees will be required to sign all documentation with their name and date. Refusal to sign documentation is considered insubordination and will result in disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: INSUBORDINATION**

**POLICY NO.: 5.19**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Insubordination is defined as specific and direct disregard or refusal to comply with the legitimate directive of a supervisor.

If at any time an employee knows a supervisor's directive to be illegal or out of compliance with licensing regulations, the employee should attempt to discuss the concern with the supervisor to gain a clearer understanding of the directive and to resolve the potential conflict.

Employees who are insubordinate will face disciplinary action up to and including termination.

## Children's Academy Brandon

**POLICY: MANDATED REPORTING OF SUSPECTED POLICY NO.: 5.20  
CHILD ABUSE AND NEGLECT**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Under the Child Protective Services Act, Mandated Reporters are required to report any suspicion of abuse or neglect to the appropriate authorities.

**ALL EMPLOYEES of Children's Academy are considered Mandated Reporters, under this law.**

### **CHOOSE ONE OF THE FOLLOWING TWO PARAGRAPHS:**

Employees are required to report their suspicions of child abuse/neglect to **The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -**

- report online at <https://reportabuse.dcf.state.fl.us/>
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-453-5145
- fax your report to 800-914-0004

Employees are required to discuss any suspicions of child abuse/neglect with the the acting director, who will make all reports of suspected child abuse/neglect on behalf of Children's Academy to the Florida Department of Children and Family Services.

The employees of Children's Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report, under the Act. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Children's Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

### **GUIDELINES ON CHILD ABUSE**

The following pages contain information relating to child abuse. It is extremely important to make yourself familiar with the information, especially the parts pertaining to the characteristics of battered children and the indicators of child neglect. If you have ANY suspicions or concerns regarding a child, please get in touch with the Director and begin to keep an anecdotal record of the child.

### **CHARACTERISTICS OF BATTERED CHILDREN**

Abused children endure life as if they are alone in a dangerous world, with no real hope of safety. Feeling unprotected, an abused child tries to protect himself in all the ways he can.

When a child has been injured the child usually appears to:

- Have no close feelings or affect with parents or other people.*
- Be fearful. Be quiet.*
- Show no reaction to pain or expectation of being comforted.*

Having had violent physical contact with adults in the past, the child is often:

- Wary of physical contact initiated by an adult.*

When other children cry, the battered child:

- Becomes apprehensive and watches them cautiously and nervously.*

The battered child will also become:

- Apprehensive when an adult approaches the crying child.*

While in a new situation, the child:

- Seeks safety in sizing up the situation and being alert for danger.*

Children who have been battered do not behave as typical children do.

- They display many adult-like reactions.*

### **INDICATORS OF CHILD NEGLECT**

There are various characteristics that can describe child neglect in general, but for clarity, neglect can be divided into two subgroups: physical and emotional neglect. These two aspects contribute to each other and rarely occur separately. The following are characteristics that may indicate physical neglect:

1. *Malnourished*
2. *Ill-clad or dirty*
3. *Overcrowded or unhealthy sleeping arrangements*
4. *Receiving inadequate supervision*
5. *Totally unsupervised*

Many of the above-mentioned characteristics are also indicative of emotional neglect, along with the following:

1. *An insecure child, seemingly withdrawn or overaggressive*
2. *Failure to attend school regularly*
3. *Constant friction in the home*
4. *Exposure to unwholesome and demoralizing circumstances*
5. *Denied normal nurturance*

## **REPORTING CHILD ABUSE IN FLORIDA**

The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- report online at <https://reportabuse.dcf.state.fl.us/>
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-453-5145
- fax your report to 800-914-0004

**If you suspect or know of a child or vulnerable adult in immediate danger, call 911.**

Legislation, signed by Gov. Rick Scott, requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.

## **IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY AND/OR EMPLOYMENT ACTION:**

Any person who reports abuse or neglect, pursuant to the law or testifies in a child abuse hearing resulting from such a report, is immune from any criminal or civil liability as a result of such action. As mandated reporters, employees of Children's Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Further, the employee is immune from discharge, retaliation, or other disciplinary action for reporting under the Child Protective Services Act unless it is proven that the report is malicious.

## **PENALTY FOR FAILURE TO REPORT**

**Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine of up to \$500.00 or up to six months imprisonment or both, and will face disciplinary action up to and including termination.**

## **Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts)
- Dropping off/Picking up a child while under the influence of illegal drugs/alcohol
- Failing provide appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would



- typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

### **EMPLOYEES ACCUSED OF CHILD ABUSE/NEGLECT:**

When an employee is accused of child abuse or neglect, whether the abuse or neglect is reported to have occurred at the facility or not, they will be placed on investigatory suspension pending the outcome of Child Protective Services investigation as well as any criminal charges filed against the employee. If the Children's Academy can provide an alternate work location where children are not present during any part of the day, the employee may be assigned to that location temporarily. This will be considered on a case by case basis and determined at the discretion of the director.

Children's Academy will cooperate fully with any investigations into accusations of child abuse and/or neglect and all employees will be required to cooperate as well.

Children's Academy will maintain strict confidentiality regarding information involving both the accused employee and the child/children involved in the report.

Employees indicated/founded and/or convicted of any crime against a child will be immediately terminated.

Employees cleared of the accusation by Child Protective Services and/or found innocent of criminal charges will be returned to their position on the first business day following receipt of documentation proving all charges and investigations are closed.

Children's Academy Brandon

**POLICY: COMPENSATION**

**POLICY NO.: 6.0**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

The Agency recognizes four parts to an employee's compensation package: base wage, increases for merit, cost of living raises, and employee benefits. It is the intent of Children's Academy to pay wages and provide for merit and/or cost of living increases as well as maintain the various employee benefits; however, the ability to do so will depend entirely on what funds Children's Academy receives. These amounts are often not known until well into any fiscal year or are fixed at the previous year's level of funding.

The positions at Children's Academy require the employment of individuals with varied skills, background, education and experience. Compensation Plans from one school are not applicable to another school.

Children's Academy Brandon

**POLICY: PAYROLL**

**POLICY NO.: 6.1**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

**PAYWEEK:**

The Agency work week begins Sunday 12:01 AM and ends on Saturday at midnight.

**PAYPERIOD:**

Employees will be paid weekly on Tuesdays.

When a payday falls on a holiday, paychecks will be issued on the day after the holiday.

Pay checks will be available to employees through direct deposit.

Please supply the director with all your banking information and let the director know if there are any changes to your account. Please supply the director with a voided check from your account.

Children's Academy Brandon

**POLICY: OVERTIME**

**POLICY NO.: 6.2**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Employees will be notified on their Job Description and in their Letter of Appointment at the time of hire or transfer to a new position as to whether they are classified as "exempt" or "non-exempt" as determined by the Fair Labor Standards Act. This policy addresses payment for overtime for non-exempt employees.

Overtime occurs when a Non-Exempt employee WORKS over 40 hours in a pay week. Paid time off, Holiday Pay, Meals or Break Periods or other non-working time for which an employee may be paid, do not count towards calculating hours worked per week.

The nature of the duties and responsibilities of some non-exempt employees may require occasional overtime work. Overtime work should be considered an exceptional situation.

All overtime work must be approved by the employee's immediate supervisor prior to working any overtime hours. In cases when obtaining prior approval is not possible, such as situations involving late pick of children or other emergency or unforeseen situations, the employee must inform their immediate supervisor of the situation as soon as possible following the overtime hours. Employees who do not seek prior approval for working overtime will be subject to disciplinary action up to and including termination.

Hours of Attendance/Work Schedules, non-exempt employees are specifically prohibited from doing work at home without prior approval. Approval will only be granted in limited circumstances with specific regard to whether the work will create an overtime pay situation.

A supervisor may inform an employee of the need to work overtime with little or no notice. Employees who refuse overtime assignments may be subject to disciplinary action up to and including termination.

If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked at the rate of time and one half the employee's regular hourly rate of pay as prescribed by applicable wage and hour laws.

Children's Academy Brandon

POLICY: WORK RELATED EXPENSE REIMBURSEMENT

POLICY NO.: 6.3

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

When requesting reimbursement for purchases and/or travel, employees will be required to submit an Expense/Travel Reimbursement Form and submit it to the director within 5 business days following the purchase/travel. Employees must attach original receipts to the Expense/Travel Reimbursement Form. Failure to submit an Expense/Travel Reimbursement Form and/or Original Receipts in a timely manner may result in denial of reimbursement.

Employees who fail to complete or falsify the Expense/Travel Reimbursement Form may be subject to disciplinary action up to and including termination and possible criminal penalties.

Failure to attach original receipts will result in a delay and/or denial of reimbursement of expenses.

**CENTER/CLASSROOM MATERIAL RELATED EXPENSES:**

Each classroom will be assigned a monthly amount of discretionary funds to use for the purchase of classroom supplies and materials. Employees will be required to complete an Expense/Travel Reimbursement Form monthly. Failure to attach the original receipts to the Expense/Travel Reimbursement Form will result in a delay or denial of reimbursement and the items will be considered a donation to the program.

**TRAVEL RELATED EXPENSES:**

**Local**

Employees who are on approved agency business or attending conferences, workshops, and meetings will be reimbursed for travel including mileage, tolls, and parking. Mileage will be paid from the employee's usual work site to the designated site. Employees must receive prior approval from their immediate supervisor in order to receive payment for these expenses.

**Outside Local Area**

Employees who receive advance approval from or who are assigned by the director to travel outside of the local area will be reimbursed for travel expenses, overnight accommodations, meals, tips and other costs necessitated by travel.

Employees traveling overnight will be reimbursed for meals up to a maximum of \$25 per day excluding tips.

In some circumstances employees may be able to receive advance payment of these expenses. The rate of reimbursement will be based upon FEDERAL PER DIEM RATES

Any employees who is issued or permitted to use an agency credit card for purchases MUST turn in all receipts within 14 business day following each purchase to the director. All receipts will be reconciled against the credit card statement monthly. Failure to turn in all receipts will result in disciplinary action up to and including termination.

Any non-agency and/or unauthorized use of the company credit card will be considered theft and will result in immediate termination and a report will be filed with the police. Further, if the employee does not pay back the amount of the unauthorized/non-agency related purchase, Children's Academy will exhaust all legal remedies to recover the money, including filing a civil action against the employee.

Children's Academy Brandon

POLICY: **PAY RATE DIFFERENTIATION**

POLICY NO.: **6.4**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

**This policy is applicable to Non-Exempt Employees only.**

Employees may hold two or more different positions as part of their regular assignment whereby each position has its own pay rate or scale. For example, an employee may be the Assistant Director for half day and a Classroom Teacher for the other half of the day. When positions are split between two or more distinct positions, the employee may be assigned different rates of pay. Payroll will be tracked per position and as applicable any overtime required as per FLSA Regulations will be paid at the employee's designated "regular rate" of pay. Children's Academy will proscribe the regular rate of pay to be the one the employee works the majority of their regularly scheduled time under. For example, if the Assistant Director position is scheduled for 25 hours per week and the Classroom Teacher position is scheduled for 15 hours per week then any overtime would be paid at time and one-half the Assistant Director rate of pay.

Children's Academy Brandon

POLICY: **RECORDING TIME WORKED**

POLICY NO.: **6.5**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Non-Exempt Employees must complete a weekly Payroll Record through their Procure login by signing in and out for lunch, in from lunch and back out at the end of scheduled shift. Employees who falsify the Payroll Record will be subject to disciplinary action up to and including termination. Employee who fail to complete the Payroll Record or submit it in a timely manner may have their paycheck delayed and may be subject to disciplinary action up to and including termination. Non-Exempt employees are required to account for ALL hours worked on their payroll record.

**Exempt Employees** are required to complete a Productivity Report indicating work performed and any leave days used. Exempt Employees responsible for the direct care of children are required to indicate their arrival time so as to determine if ratio requirements are being met. Exempt employees are not required to account for actual hours worked and are not permitted to "clock in/out" or to prepare and submit a timesheet as the Non-exempt employees do.

It is NOT the responsibility of the person who processes payroll to catch mistakes or complete missing information on payroll records. Employees who fail to complete their payroll record may have their paycheck delayed so corrections can be made and/or may be issued a paycheck only for the hours recorded on the payroll record. Any corrections MUST be made by the employee in writing with a supervisor's approval. Repeated mistakes or submission of incomplete payroll records will result in disciplinary action up to and including termination.

Employees may not complete a payroll record or productivity report for another employee under any circumstance. Employees who are unable to complete their payroll record or productivity report MUST contact their supervisor for assistance. Completing another employee's payroll record or productivity report will result in disciplinary action up to and including termination for both employees involved.



Children's Academy Brandon

POLICY: **BENEFITS**

POLICY NO.: **6.6**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Children's Academy will offer benefits to employees based upon available funding. Each employee will be advised at the time of hire of the benefits for which they are eligible or may become eligible at the completion of the Provisional Period. Employees will be notified of additional benefits and their eligibility during the course of employment.

Benefits may include reduced child care for employees' children, retirement/pension plan contributions and/or paid leave.

Children's Academy does not guarantee any benefits to any employee. Children's Academy reserves the right to change, cancel and/or deny benefits in its sole discretion to maintain the fiscal soundness of the agency or as other agency needs arise.

Children's Academy will comply with all laws and benefits administrator's requirements for any benefit offered to employees. Employees may be directed to the third-party benefit administrator for specific compliance, eligibility, enrollment or cancellation for any benefits offered by Children's Academy.

Children's Academy Brandon

POLICY: DISCOUNTED TUITION FOR  
CHILDREN OF EMPLOYEES

POLICY NO.: 6.9

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Children's Academy will attempt to provide up to 75% reduced child care services to employees' children as the budget may allow. Employees seeking to enroll their child(ren) in the program must discuss placement and possible tuition benefits with the director. Children's Academy reserves the right to limit the number of employee's children receiving reduced child care at the center at any time.

In order to receive any available discounted tuition, the employee must first apply for any available federal, state or local child care subsidy. If an employee qualifies for federal, state, or local child care subsidy programs the employee would not qualify for discounted or free tuition under this benefit policy.

Employees are required to complete all enrollment documentation including a Contract for Services/Fee Agreement. Employees who fail to pay tuition according to the Fee Agreement established upon enrollment will have their child care services terminated/suspended. In addition, employees will be subject to disciplinary action up to and including termination for failure to pay tuition according to the Fee Agreement established upon enrollment.

Payment for the employee's child care services will be deducted directly from the employee's pay check. The deduction will be post tax. Employees will be required to complete a form Children's Academy to deduct the cost of their child care from their paycheck.

Children's Academy Brandon

POLICY: **HOLIDAY PAY**

POLICY NO.: **6.10**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Children's Academy will be closed in observation of the following holidays:

Labor Day	New Year's Day
Memorial Day	Christmas
4 <sup>th</sup> of July	Thanksgiving

Generally, when one of the above listed holidays fall on a Sunday, it will be observed the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Employees will be paid for their regularly scheduled hours for the day on which Children's Academy is closed for a holiday as Holiday Pay provided that the employee works their regularly scheduled hours the business day before and after the designated holiday. Employees who are not regularly scheduled to work on a holiday will not be paid for the holiday.

Hours paid as Holiday Pay are not considered hours worked and therefore are not counted when determining overtime pay for non-exempt employees.

**Employees are required to attend ALL In-service days.** Employees may not be absent for any reason unless the employee is out on approved FMLA Leave, or is out related to a workplace injury. Vacation will not be granted if the requested days coincide with an In-service Training. Employees who fail to attend a scheduled In-service Training will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

POLICY: **PAID LEAVE**

POLICY NO.: **7.0**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17 REV 4/25/18

**VACATION:**

Vacation Time

Vacation is granted to active regular full-time (32 hrs) employees and may be taken for any purpose. The rate at which leave is earned depends on length of service.

After one (1) year of continuous service, active regular full-time employees will be awarded the equivalent of one (1) weeks of paid vacation time based on the average of regular scheduled hours worked during the previous year, not to exceed 40 hours. Vacation days are earned at the rate of .42 days per month.

After two (2) years of continuous service and each year thereafter, active regular full-time employees will be awarded the equivalent of two (2) weeks of paid vacation based on the average of regular scheduled hours worked during the previous year, not to exceed 80 hours. Vacation days are earned at the rate of .83 days per month.

After seven (7) years of continuous service and each year thereafter, active regular full-time employees will be awarded the equivalent of three (3) weeks of paid vacation based on the average of regular scheduled hours worked during the previous year, not to exceed 120 hours. Vacation days are earned at the rate of 1.25 days per month.

Paid vacation time will be awarded according to the calendar year and must be taken prior to the following calendar year. Unused vacation may not be carried over to the next year, nor will the Center pay for unused vacation time. Note that your vacation request may be denied due to operational necessity.

Upon leaving service you are paid for unused leave up to a predetermined rate when two (2) weeks' notice of resignation is provided.

Paid birthday time is awarded to all active employees and must be taken during the month of the employee's birthday.

Retirement Plan

Children's Academy has established a 401k plan for its eligible employees. Each year, the managing body of Children's Academy will determine the amount, if any, which it will contribute to the Plan. Eligible employees must be at least 21 years of age, regular full-

time employees (32 hrs) and must complete one (1) year of continuous service prior to the plan entry date. You will be credited with a year of service for eligibility purpose if you work 1000 or more hours during the year. After you have met the eligibility requirements, you will become a Participant in the Plan the first day of the next schedule payroll period. You will generally be vested in your Individual Account derived from Profit Sharing Contributions and forfeitures according to the following schedule.

<u>Years of Service</u>	<u>Vesting Percentage</u>
Less than One	0%
1	0%
2	20%
3	40%
4	60%
5	80%
6	100%

**SICK LEAVE & ILLNESS:**

Sick leave is time off without pay for periods of illness or incapacity resulting from non-occupational or occupational injury, as well as for medical, dental, or optical examinations or treatments.

Sick leave may be used when the employee's illness or incapacity interferes with or makes it impossible for the employee to satisfactorily perform her or his assigned duties.

Absences that are due to illness must be reported by 6 am on the first day of absence by contacting your supervisor. If the employee is going to be out more than one day, she or he is required to call every day. The employee's failure to report her or his absence could result in termination. Excessive absence, even though reported, may result in disciplinary action up to and including termination.

An employee out on sick leave for more than [NUMBER: Recommend 2] consecutive working days are required to submit to her or his supervisor a written statement from a physician indicating status/condition of illness and ability to return to work.

**Include the following statement if the agency is required by the Family Medical Leave Act to provide Family Medical Leave to its eligible employees:**

From the information provided by the employee or the physician, the employee may be entitled to leave under the Family and Medical Leave (FMLA) Policy. Children’s Academy complies with the Family and Medical Leave Act and recognizes that employees are entitled to leave of absence under certain conditions. If an absence meets the definition of a “serious medical condition” as per the FMLA Policy the employee will be required to complete FMLA Policy documentation and the absence will count as both SICK LEAVE and FMLA LEAVE.

Children's Academy Brandon

POLICY: TREATMENT OF UNUSED PAID LEAVE UPON  
SEPARATION OF EMPLOYMENT

POLICY NO.: 7.1

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees, who at the time of separation from employment, have unused paid leave time may be paid out their unused paid leave time should ALL of the following criteria be met:

1. The employee provides appropriate written notice of resignation as per applicable policies.
2. The employee is not absent or late for any reason during the notice period.
3. The employee participates constructively in the training of their replacement as requested by their supervisors.
4. The employee does not violate any other agency policy during the notice period.
5. The employee returns all agency property prior to their last day of employment.
6. The employee participates as requested in an exit interview prior to their last day of employment.
7. Employees who fail to return from a paid leave will be considered to have abandoned their position as of the start date of the leave and will forfeit any payment of paid time off. Paid Time Off cannot be used for the resignation notice period.

Terminated employees, employees who are determined to have abandoned their position or who resign without giving the proper written notice of resignation will NOT be paid out any unused accrued paid leave.

Children's Academy Brandon

**POLICY: FAMILY AND MEDICAL LEAVE**

**POLICY NO.: 7.2**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

The following family and medical leave policy is designed to comply with the provisions of the federal Family and Medical Leave Act Of 1993 (FMLA).

Employees who have been employed for at least 1 year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave under this policy, Children's Academy will review business considerations and the individual circumstances involved. Employees ineligible for FMLA Leave may be eligible for other types of unpaid leave offered under additional policies.

Upon return from Family Medical Leave employees will return to the same or to an equivalent position. Employees designated as "highly compensated employees" (defined as the top 10% wage earners of the agency) are eligible for Family Medical Leave but are not eligible to return to the same or equivalent position at the expiration of FMLA leave.

FMLA Leave will be unpaid leave. Employees must use all of her or his accrued paid sick, vacation, and personal leave in concert with a FMLA Leave. The remainder of the leave will then consist of unpaid leave.

Children's Academy will designate any qualifying leave event as a FMLA Leave and will require employees to complete the appropriate documentation. Employees do not get to choose if a FMLA Leave event is counted against their FMLA Leave time. If the employee is eligible and if the reason for absence from work is a qualifying event, the absence will be counted against the available FMLA Leave time.

Employees who fail or refuse to provide the appropriate documentation in the time frame requested will face disciplinary action up to and including termination.

**REASONS FOR LEAVE:**

All employees who meet the applicable time of service requirements may be granted a maximum total of 12 weeks of unpaid FMLA Leave and any available paid leave combined (during any 12-month period) for the following reasons:

- (1) The birth of the employee's child and in order to care for the child
- (2) The placement of a child with the employee for adoption or foster care
- (3) To care for a spouse, child, or parent who has a serious health condition

(4) A serious health condition rendering the employee unable to perform the functions of the job

Employees will be required to use all accrued paid leave time concurrently with FMLA Leave not to exceed a total of 12 weeks in any 12-month period.

The entitlement to leave for a child's birth or for placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

### APPLICATION FOR LEAVE

In all cases, an employee requesting or being placed on FMLA leave must complete an Application for Family and Medical Leave and return it to the director. The completed application must state the reasons for the leave, the duration of the leave, and the starting and ending dates of the leave.

### NOTICE OF LEAVE

An employee intending to take FMLA Leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least 30 days before the leave is to begin. If leave is to begin within 30 days, an employee must give notice to the director as soon as the necessity for the leave arises.

Where an emergency medical situation arises, and 30 days advance notice is not possible, employees will be required to complete the application for leave and provide all applicable documentation under this policy within 15 days of request for emergency use of FMLA Leave. Failure to provide applicable documentation under this policy, including but not limited to treating physician's certification of condition necessitating leave, will have their FMLA request denied and will be considered to have abandoned their position if they do not immediately return to work upon notification.

### MEDICAL CERTIFICATION OF LEAVE

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is required to care for a spouse, child, or parent, the certification must state that their presence is required to care for the individual, along with an estimate of the amount of time the employee will be needed. If two qualifying family members are employed by Children's Academy, only one at a time will be granted FMLA Leave to care for a sick child or parent.



If the employee's spouse, child or parent's death is eminent the employee must provide documentation to that effect and will be granted FMLA Leave to be present with said person. If two qualifying family members are employed by Children's Academy both employees may be granted FMLA Leave to be present with the dying spouse, child or parent.

If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of her or his job.

An employee may be required to update their medical certification every 30 days to show continued need/eligibility to use FMLA leave.

### BENEFITS COVERAGE DURING LEAVE

During a period of FMLA Leave, an employee will be retained on Children's Academy health plan under the same conditions that applied before the leave commenced.

An employee is not entitled to the accrual of any employment benefits that would have accrued if not for the taking of leave. An employee who takes FMLA Leave will not lose any employment benefits that had accrued before the date leave began.

### RESTORATION TO EMPLOYMENT

An employee eligible for FMLA Leave (with the exception of those employees designated as "highly compensated employees") will be restored to her or his old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Children's Academy cannot guarantee that an employee will be returned to her or his original job. A determination as to whether a position is an "equivalent position" will be made by Children's Academy.

### RETURN FROM LEAVE

An employee must complete a "Notice of Intention to Return from Family or Medical Leave" before she or he can be returned to active status. If an employee wishes to return to work prior to the expiration of all available FMLA Leave time, the employee must notify her or his supervisor at least 5 working days prior to the employee's return.

### FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of all available FMLA Leave time will subject the employee to immediate termination unless an extension is granted.

An employee, who requests an extension of FMLA Leave due to the condition, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the employee's supervisor. This written request must be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period. Children's Academy will not grant FMLA Leave in excess of the 12 weeks as required under the FMLA, however, employees may be eligible for Unpaid Leave under other policies. Please discuss your leave status and available types of leave with the director.

Children's Academy Brandon

POLICY: **LEAVE WITHOUT PAY**

POLICY NO.: **7.3**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, employees will not be granted leave beyond their accrued vacation, sick, and personal leave] as a standard practice. Emergency circumstances will be considered on a case by case basis.

Leave without pay will only be granted in extenuating circumstances. Leave without pay **must** be approved in advance of the requested start date of the leave by your immediate supervisor. Requests must be submitted in writing. Employees will receive notice of the approval/denial for leave of absence in writing.

Leave without pay which has not been approved by your supervisor will be considered a voluntary termination.

Children's Academy Brandon

**POLICY: MILITARY SERVICE LEAVE**

**POLICY NO.: 7.4**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

In accordance with the Uniformed Services Employment and Re-employment Right Act (USERRA), Children's Academy will not discriminate against any person in any employment action based upon military service, application for military service and/or other military obligation.

Employees requiring leave under this policy must notify Children's Academy immediately upon receiving military orders that a Military Service Leave will be needed.

Employees returning from Military Service Leave must report for duty within 14 days of discharge.

Employee returning from Military Service Leave will be returned to their former or comparable position. The returning employee's status, pay and benefits will be the same upon return as they would have been had the employee not been called to active duty.

If qualifications for the former position have changed during the Military Service Leave, Children's Academy will make a reasonable attempt at re-training the returning employee, so they may become qualified for the position.

Under Military Service Leave, an employee may at the employee's discretion, use any/all available paid leave time in conjunction with the Military Service Leave.

If an employee is dishonorably discharged from military service, they are no longer protected under USERRA and any and all rights guaranteed there under are forfeited.

Children's Academy Brandon

POLICY: **BEREAVEMENT LEAVE**

POLICY NO.: **7.5**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

When the death of a member of an employee's family, as listed below, necessitates her or his absence from work, up to three days without pay may be granted by the director.

Husband	Mother	Grandmother
Wife	Father	Grandfather
Son	Brother	Grandson
Daughter	Sister	Granddaughter
Anyone who permanently resides in the employee's household		
Mother-in-Law	Step-parent	Nephew
Father-in-Law	Step-child	Brother-in-Law
Son-in-Law	Aunt	Sister-in-Law
Daughter-in-Law	Uncle	Niece

Employees must request Bereavement Leave as soon as possible in advance of the leave.

Children's Academy Brandon

**POLICY: JURY AND WITNESS DUTY**

**POLICY NO.: 7.6**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

**Jury Duty:**

When a leave of absence must be taken for jury duty, the Children's Academy will recognize this leave with pay for a maximum of three days. If the employee is required to serve for more than three days, the balance of the days will be unpaid.

Proof of jury duty must be submitted to the director by the end of the pay period in which the employee serves.

Employees must notify their immediate supervisor as soon as possible after they receive notice they have been called for Jury Duty. A copy of the official request to serve should be provided to the director upon notification.

Children's Academy Brandon

POLICY: **HEALTH AND SAFETY**

POLICY NO.: **8.0**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Children's Academy is required under the law to maintain compliance with all local and state Department of Health regulations including but not limited to reporting communicable diseases in children and employees, maintaining a hygienic environment and proper storage and service of food items. Employees can find a copy of these regulations in the office. Employees are required to comply with all posted and expressed policies and procedures to ensure compliance with Department of Health regulations.

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Children's Academy Brandon

POLICY: **ACCIDENTS**

POLICY NO.: **8.1**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

All employees are covered by Workers Compensation Insurance.

Accidents or injuries involving children must be reported immediately to the Director. Employees will be required to complete accident/injury reports for these incidents. Employees will be advised by the director to call the child's parents to apprise them of the incident/accident as necessary. A parent is required to sign the accident/injury report twenty-four following the incident/accident. A copy of the signed accident/injury report will be given to the child's parent and a copy should be given to the director. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately the director. Employees will be required to complete accident/injury reports for these incidents. The accident/injury report should be given to the director. These documents will become part of the agency's record.

Any employee who fails to appropriately report, or files a false accident/injury report will be subject to disciplinary action up to and including termination.

**Injuries or Illnesses Requiring Medical or Dental Care:** detailed instructions included in the Emergency Response Manual

1. The First Aid Kit is located in each classroom.
2. Put on gloves before dealing with any bodily fluids.
3. Administer appropriate first aid:
  - a. Ice on bumps and bruises.
  - b. Wash cuts/scrapes with soap and water
  - c. Cool water on insect bites.
4. Report all accident/incidents to the director or head teacher.
5. Fill out Incident Report and have director initial the report before the parent signs, if possible. State what happened, under what conditions and a description of the injury including if there was blood. The lead teacher or assistant teacher can sign the incident report. The original copy of the incident report, when it is initialed by the director and signed by the parent, should be put on the Director's desk. The director will file the accident report in the child's file.
6. If a child has a toileting accident, change the child and put soiled clothing in a plastic bag to be sent home. Be sure to check and use only a plastic bag without holes and double bag if necessary. Tie the top of the bag so that soiled clothing is completely enclosed inside. Disinfect the floor, cot, furniture or materials that may have been contaminated by the toileting accident.



It is the responsibility of all teachers to make sure the classroom or playground first aid kits are well supplied and complete. When supplies are needed let the office know.

Children's Academy Brandon

POLICY: EMPLOYEE/WORKER'S COMPENSATION POLICY NO.: 8.2

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

All employees are covered by Workers Compensation Insurance and must seek treatment for accidents and injuries as required by the plan. Employees will be required to provide information regarding the accident or injury to their immediate supervisor

In order to protect your claim for compensation and/or minimize Children's Academy and its employees' liability, all injuries or accidents occurring during employment, no matter how minor, must be reported to the director immediately. Failure to report workplace injuries in the timeframe and manner required by the Worker's Compensation Insurance Provider may result in the denial of the employee's Worker's Compensation Claim.

A list of approved Worker's Compensation Doctors and Certified Medical Professionals is posted staff lounge. For a copy of the posted list please ask the director.

Employees who are placed on Worker's Compensation will be notified in writing of the status of their position, status of health insurance benefits, and their responsibilities while on Worker's Compensation. Being out of work on Worker's Compensation for a workplace injury does not guarantee that your position will be held for any length of time. Employment status will not affect a claim with Worker's Compensation and you should continue to communicate with them regarding your injury and treatment status.

Employees are required to provide Children's Academy will regular status updates, plans for procedures and time tables for anticipated return to work. Failure to remain in regular communication with Children's Academy may result in the employer's inability to keep and/or hold a position open for the employee. For short term (less than 4 weeks) Worker's Compensation absences, the employee is required to update the employer on a weekly basis. For long term (4 weeks or greater) Worker's Compensation absences, the employee is required to update the employer every two weeks unless a treating physician specifically states a longer period of incapacitation and includes when the employee will be evaluated again. The employee is then required to update the employer with each new evaluation.

Employees released to temporary "light duty" as per the Worker's Compensation Insurer may not be able to return to work, as Children's Academy will not create a specific "light duty" position. Children's Academy will notify the Worker's Compensation Insurer that no light duty positions exist, and the employee will then be advised by the Worker's Compensation Insurer/Doctor as to the status of their claim.

Employees placed on Worker's Compensation may also be eligible for FMLA Leave. In such a case, as per the FMLA Policy Number [NUMBER], a Worker's Compensation absence may also run concurrently with available FMLA Leave time. If both leave types are being used concurrently, the employee will be eligible to return to their same or equivalent position should they return from the Worker's Compensation Leave within the time frame of the concurrently running FMLA Leave. However, should an employee's Worker's Compensation Leave time be greater than any available FMLA Leave, the employee's position would not be protected and they would only be eligible for return under the requirements of Worker's Compensation Laws.

Children's Academy Brandon

POLICY: **BLOODBORNE PATHOGENS**

POLICY NO.: **8.3**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

The Bloodborne Pathogens policy covers all employees who “reasonably anticipate” coming into contact with human blood and other potential infectious materials (OPIM), which includes but is not limited to: semen, vaginal secretions, and any bodily fluid that visibly contains blood.

Employees may, in the course of her or his daily activities, come into contact with other potentially infectious materials. Those situations include, but are not limited to the following:

- providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.
- diapering children or cleaning up after a child has a toileting accident.
- handling of contaminated items such as soiled clothing, tissues, and diapers.
- cleaning up and handling broken glass and/or sharp objects

Employees are required to treat all children and fellow employees as though they are infected with a bloodborne pathogen regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with Bloodborne Pathogens do not look a certain way, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a bloodborne pathogen disease are not required to disclose their illness to the employees or administration of Children's Academy as such information is confidential and protected by law. Common Bloodborne Pathogens include but are not limited to: HIV, Hepatitis, Syphilis, and Herpes. These and other Bloodborne Pathogens are transmitted primarily through blood, and other potentially infected materials (OPIM) which include but are not limited to: semen, vaginal secretions any bodily fluid that visibly contains blood.

Employees are required to report any incident of exposure to blood or OPIM to the director of the center. Additionally, the employee is required to complete an **Exposure Control Incident Report** to be found in the staff lounge. The completed **Exposure Control Incident Report** must be turned in to the director.] within 1 hour of the exposure incident. An Exposure Incident Occurs when an employee comes in direct contact with or thinks they may have come in direct contact with another person's blood or OPIM. Should an employee wearing personal protective equipment (i.e. Gloves) get blood on the personal protective equipment, an exposure incident would only occur if the personal protective equipment were to be breached in some manner (i.e. A torn or broken glove). **Failure to report an exposure incident and/or complete and turn in the**

**Exposure Control Incident Report as outlined above will result in disciplinary action up to and including termination.**

Children's Academy will make available to the employee or volunteer the following within 24 hours of an Exposure Incident at Children's Academy's expense: laboratory tests, including testing the employees blood, Hepatitis B Vaccination (if the employee has not been previously vaccinated against Hepatitis B) and a medical evaluation performed by a licensed medical professional. The employee has the right to decline any, or all of the above if they so choose. The employee is required to complete an **Exposure Control Consent Form** indicating the choices they have made.

All employees are required to strictly adhere to the Universal/Standard Precautions Procedures as outlined in the Universal/Standard to control exposure to Bloodborne Pathogens and to promote good hygiene.

Children's Academy provides the following personal protective equipment: vinyl/latex gloves in a variety of sizes, and CPR guards can be found in the teacher lounge/kitchenette. Employees are required to have personal protective equipment in their immediate area at all times. When traveling outside of the classroom area, employees are required to carry the First-Aid Bag/Hip Pack on their person at all times. Employees are required to use the personal protective equipment in each and every instance warranted by this and other policies and procedures, in the manner in which the personal protective equipment is designed. Failure to appropriately use personal protective equipment at any time will result in disciplinary action up to and including termination.

Employees should be mindful of blood or OPIM on their clothing or personal items. Contaminated clothing and personal items must be cleaned and/or disposed of in a manner to ensure that further exposure does not occur. This may require that an employee's clothing be torn or cut off and/or thrown away. Children's Academy is not responsible for clothing or personal items ruined or destroyed as a result of contamination and/or removal as per this policy.

Employees are required to attend an annual Bloodborne Pathogens and Universal/Standard Precautions Training. Children's Academy will provide the required bloodborne pathogen training and employees will be notified in writing of the date and time of such training. Failure to attend this training will result in disciplinary action up to and including termination.

Children's Academy Brandon

POLICY: **UNIVERSAL/STANDARD PRECAUTIONS** POLICY NO.: **8.4**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees are required to use Universal/Standard Precautions when handling blood and other potentially infectious materials (OPIM), or when it is reasonably anticipated that contact with blood or OPIM will occur. Other potentially infectious materials (OPIM) include any bodily fluids which visibly contain blood, semen, and vaginal secretions.

Universal/Standard Precaution Procedures involve the use of protective barriers (latex or vinyl gloves and CPR guards) when it is reasonably anticipated that an employee may have contact with blood or other potentially infected materials (OPIM). Examples of when Universal/Standard Precautions should be used include but are not limited to: cleaning up blood, OPIM or unknown substances or spills, cleaning broken glass and/or other sharps, giving first aid to another person, changing a diaper or assisting in toileting routines and when using a needle to administer medication or test blood sugar.

**Employees who fail to use Universal/Standard Precautions EVERY TIME it is warranted will be subject to disciplinary action up to and including termination.**

The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.

**A. Handwashing:**

1) Signs will be posted at each sink with the times when handwashing is required and the steps to follow.

2) All staff, volunteers, and children will wash their hands at the following times (as applicable):

- a. when moving from one child care group to another or coming in from outdoors
- b. before and after:
  - eating, handling food, or feeding a child.
  - giving medication.
  - playing in water that is used by more than one person
- c. after:
  - diapering and toileting.
  - handling bodily fluids (mucus, blood, vomit) and wiping noses, mouths, and sores.
  - cleaning or handling garbage.
  - handling pets or other animals.
  - playing in sandboxes.

- 2) All staff, volunteers, and children will wash hands as follows:
  - a. Moisten hands with water and apply liquid soap. Rub hands with soap and water for at least 15 seconds. Include between fingers, under and around nail beds, backs of hands and any jewelry.
  - b. Rinse hands well under running water with fingers down so water flows from wrist to finger tips for at least 30 seconds.
  - c. Dry hands with paper towel or approved drying device. Drying devices will not be used unless there is a faucet that does not require the user to touch the faucet after the hands are washed.
  - d. The faucet is considered dirty at all times. If touched, clean hands will become contaminated. Use the paper towels to turn off the faucet.

If a child is too heavy to hold for hand washing at the sink and cannot be brought to the sink for hand washing, use disposable wipes or a damp paper towel moistened with a drop of liquid soap to clean the child's hands. Then wipe the child's hands with a paper towel wet with clear water. Dry the child's hands with a fresh paper towel. Note: this method is less satisfactory than washing at the sink where the soil can be rinsed off in running water.

### **B. Diapering:**

- 1) Diapering will be done only in a designated diapering area. Food handling will not be permitted in diapering areas.
- 2) Surfaces in diapering areas will be kept clean, waterproof, and free of cracks, tears, and crevices.
- 3) All containers of lotions and cleaning items are to be labeled with each child's name and instructions and stored off the diapering surface and out of reach of children.
- 4) All staff and volunteers will follow the following diapering procedures:
  - a. Collect all supplies but keep everything off the diapering surface except the items you will completely use up during the diapering process. Bring a fresh diaper, as many wipes as needed for this diaper change, non-porous gloves (e.g. latex or vinyl, if used), a plastic bag for any soiled clothes, and a dab of any diapering cream if the baby uses it. Take the supplies out of the containers and put the containers away where they will not be touched during the diaper changing process.
  - b. Avoid contact with soiled items, and always keep a hand on the baby. Anything that comes in contact with stool or urine is a source of germs. These will have to be cleaned and sanitized after each diaper change where potential contact with soiled items occurred. Carry the baby to the changing table, keeping soiled clothing from touching the caregiver's clothing. Bag soiled clothes and, later, securely tie the plastic bag to send the clothes home.
  - c. Unfasten the diaper but leave the soiled diaper under the child. Hold the child's feet to raise the child out of the soiled diaper and use disposable wipes to clean the diaper area. Remove stool and urine from front to back and use a fresh wipe each time. Put the soiled wipes into the soiled diaper. Note and report any skin problems such as redness.
  - d. Remove the soiled diaper, clean soiled surfaces, and then remove gloves.

- Fold the diaper over and secure it with the tabs. Put it into a covered, lined, foot pedal-operated step can. If reusable diapers are being used, put the diaper into the plastic-lined step can for those diapers or in a separate plastic bag to be sent home for laundering. Do not rinse or handle the contents of the diaper.
  - Remove gloves and put them directly into the step can.
  - Use a disposable wipe to wipe the caregiver's hands.
- e. Put on a clean diaper—slide the diaper under the baby, adjust it, apply any skin cream if the child uses it, and fasten the diaper.
- f. Clean the baby's hands, using soap and water at a sink if you can. If the child is too heavy to hold for hand washing and cannot stand at the sink, use disposable wipes or soap and water with disposable paper towels to clean the child's hands. Dress the baby before removing him from the diapering surface. Take the child back to the child care area.
- g. Clean and disinfect the diapering area.
  - Clean any visible soil from the changing surface.
  - Disinfect the surface by spraying it so the entire surface is wet with bleach solution (1 tablespoon of household bleach to 1 quart of water; mixed fresh daily). Leave the bleach on the surface for 2 minutes. The surface can then be wiped dry or left to air dry.
- h. Wash hands thoroughly as directed above.

### **C. Toileting:**

Toilets will be kept visibly clean. Toilets should be separate from the children's activity area. Children less than 5 years of age and older children who require assistance will be accompanied to the toilet by an adult. Children who are unable to clean themselves after toileting (generally, children 2-3 years of age), should be wiped with toilet paper by a gloved caregiver.

Toilets will be adapted for independent use by the child. A non-slip plastic step, and a toilet seat adapter with a non-porous surface which is easy to wash and sanitize may be used. Daily, the caregiver will clean and sanitize the toilets, step stools, toilet seat adapters and other surfaces used by children for toileting and when visibly soiled. Potties (potty chairs, training chairs) will not be permitted because of the risk of spreading infectious diarrhea.

The caregiver will assure that toilet paper and holders, paper towels, soap dispensers, and disposable non-porous gloves are available within easy reach of all users.

Anyone who cleans toilets will wear nonporous gloves. Staff who are involved with toileting or cleaning of toilets will adhere to hand washing routines before leaving the toilet room and again before food handling.



## Children's Academy Brandon

POLICY: GENERAL MAINTENANCE, SANITATION AND HYGIENE POLICY NO.: 8.5

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

### *General Maintenance*

Each staff member should put special emphasis on the health and safety of our children. Staff should regularly inspect furnishings, equipment, materials, the building and grounds. Any hazards should be reported to the director immediately. (All room repairs or maintenance requests should be written and given to the office.) The director is responsible for scheduling all maintenance work.

#### Room Inspection List:

- ALL chemicals are locked up, check every morning and afternoon.
- Soap and Bleach bottles labeled and full.
- Soap dispensators full.
- Paper towel dispensators full.
- Tissues boxes full or obtain an extra tissue box.
- Safety plugs are in each outlet
- Check for any peeling paint or wall imperfections.

Clean ALL toys daily & as they are put in a child's mouth. When a child is done playing with the toy in his/her mouth, place it in a bucket. During nap time each day take toys and spray them with bleach water, place on towels to dry during nap time.

Replace toys to the shelves when dry. Any toys not dry place in a bucket to dry during the rest of the day and replace to shelves at end of day (**see toy cleaning for more details**). Before closing the room for the day, spray everything including the doorknobs on all doors with bleach water.

Things that must be posted or in sight:

- Fire Exit Signs.
- First aid kit and flashlight visible.
- Class room rules.
- Playground rules posted.
- Lesson plans posted
- Class schedule posted
- Class list posted
- Attendance Posted.

Each teacher is responsible for the general upkeep of the classrooms and grounds. Teachers are expected to guide children to help keep the floor picked up, tables cleaned. Each teacher is responsible to sweep and care for their classroom daily. (Consistent uncleanness will results in disciplinary action.)

**Special Note:**

Children cannot use the bleach water to assist in cleaning. They can only use the soapy water bottle to assist.

Dispense bleach water bottles or containers must be clearly labeled and kept out of the reach of children. Store in a locked cabinet or in the container located above each sink.

**Mixing Bleach Cleaner:**

Mix 1 tablespoon of bleach per 1 quart (32 ounces) of water. The container must be clearly labeled with the contents including the proportions of water and bleach. Mix a fresh solution every day.

**Facility Cleaning Routines:**

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children until the clean-up is complete. When surfaces are soiled by body fluids or other potentially infectious material, they will be disinfected after they are cleaned with soap and water to remove all organic material. Surfaces will be disinfected using a (non-toxic) solution of 1 tablespoon of household bleach to 1 quart of water; mixed fresh daily. To disinfect, the surface will be sprayed until glossy. The bleach solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry.

The facility will provide training for staff who are responsible for cleaning. Such training will include cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the United States Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning of the facility will be supervised by a licensed and insured commercial cleaning service. Caution will be used when shampooing rugs in areas used at any time for children to crawl. Facility cleaning requiring potentially hazardous chemicals will be scheduled to minimize exposure of the children.

## Children's Academy Brandon

POLICY: PETS/PLANTS IN CENTER

POLICY NO.: 8.6

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

The Director will be responsible for checking that the appropriate care instructions for pets are followed.

Pets will meet with the following guidelines:

1) Any pet or animal present at the facility, indoors or outdoors, must be in good health, show no evidence of carrying any disease, and be a friendly companion for the children. Dogs, cats, and other furry animals, if allowed, will be immunized for any disease which can be transmitted to humans and will be maintained on a flea, tick, and worm control program. The following animals will not be permitted in child care:

- ferrets.
- turtles or other reptiles that can carry salmonella.
- birds of the parrot family.
- any wild or dangerous animals

2) Pets will be kept clean and housed in clean living quarters. Children will not be allowed access to the pet's excrement. Animal tanks and cages will be secured in such a manner that prevents children from climbing on the structure and prevents the structure from tipping over.

3) All pets will be enclosed in cages or separated by some other means from the children except when children are handling them under adult supervision. Children will not mouth pets or put their hands in their mouths after touching the pet or areas used by the pet. Pets will not be allowed in areas where food is prepared, stored or eaten.

4) Children, caregivers, and staff will follow proper handwashing procedures after handling animals.

5) In the event of an animal bite or scratch, procedures for first aid and notification of parents or legal guardians contained in these policies will be followed.

Plants:

The plant owner will be responsible for checking that all plants receive the appropriate care instructions and meet the following guidelines:

1) A list of poisonous plants, their appearance, location, and commonly produced reactions is available from local poison control centers. These plants will not be permitted in the facility environment.

2) No plants are permitted that are toxic, generate a lot of pollen, or that drop small flowers or leaves.

3) Plants will be regularly dusted. Children will not be allowed to put plants in their mouths.

- 4) Children, caregivers, and staff will follow proper hand washing procedures after handling plants.
- 5) In the event of contact with a poisonous plant, the regional poison control center will be consulted for instructions, emergency procedures will be followed, and the child's parent or legal guardian will be notified as soon as possible.

Children's Academy Brandon

POLICY: **TOILET TRAINING**

POLICY NO.: **8.7**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

**Toilet Training Procedures**

Start toilet training when the following signs are present:

1. Child remains dry 2 or more hours
2. When child keeps trying to take diaper off.
3. When child complains after they have wet or had a BM.
4. When child can verbalize that they need to go potty.

Get the child comfortable and familiar with potty training; read books about potty training, talk about wearing underwear and being big boy/girl.

Start a potty routine:

1. Put child on the potty after nap.
2. Put child on the potty before going outside.
3. Put child on the potty after coming inside.
4. Put child on the potty after lunch or snack when fluids have been consumed.
5. Take child potty approximately every 2 hours.
6. Once the child is going regularly to the potty, then place child in underwear.
7. Avoid long periods of time where the child cannot get to the potty when needed, (example: outside).
8. Praise the child when they are successful! (You can use songs, stickers, cheers, and a little dance etc)
9. **Never start potty training unless parents are also potty training at home!**

## Children's Academy Brandon

**POLICY: FOOD HANDLING/ FEEDING POLICY**

**POLICY NO.: 8.8**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/26/17**

### **Drinking Water:**

Safe drinking water will be accessible to children who can serve themselves and offered between meals to all children, while indoors and outdoors. The drinking water source will be approved by the local health department. Staff will contact the local health department to be sure their source of water is free of lead, parasites, bacteria and other contaminants. Drinking water will be dispensed by personal water bottle, in drinking fountains, or by single-use cups.

Drinking water will be offered to children who are over 2 years of age after each snack or meal when the temperature is below 80 degrees F. Younger children will be offered water by caregivers during the day, such as between feedings. Caregivers will offer water to children more frequently when the temperature is above 80 degrees F.

### **Food Safety/Dishes, Utensils and Surfaces:**

- 1) Food is prepared and provided to Children's Academy by Children's Academy
- 2) No one with signs of illness (including vomiting, diarrhea, open infectious skin sores), or who is known to be infected with bacteria or viruses that can be carried in food, will be responsible for food handling.
- 3) Refrigerators will be maintained at a temperature below 40 degrees F, and freezers will be maintained below 0 degrees F.
- 4) Hot foods will be kept at or above 140 degrees F after they are fully cooked, and cold foods will be kept at or below 40 degrees F. These temperatures will be maintained until the foods are served. The Vendor providing the food will check food temperatures using a food thermometer. Freezers will maintain a temperature of 0 degrees F.
- 5) All food stored in the refrigerator except fresh, whole fruits and vegetables will be covered, wrapped, or protected from contamination.
- 6) Inside a refrigerator, cooked or ready-to-eat foods will be stored above raw foods that require cooking.
- 7) Storage and service areas and equipment will be kept clean, sanitary, and will conform with national guidelines.
- 8) Foods that do not require refrigerated storage will be kept at least 6 inches above the floor in clean, dry, well-ventilated storerooms or other approved areas. Storage will facilitate easy cleaning.
- 9) Containers will be of a type that protects food from rodents and insects. Dry, bulk foods (cereals) which are not in their original, unopened containers will be stored off the floor in clean metal, glass, or food grade plastic containers with tight-fitting covers. These containers will be labeled and dated.

- 10) Bottles, bottle caps, and nipples will not be reused without first being cleaned and disinfected.
- 11) Food that has been served and not eaten from individual plates, containers and family-style serving bowls will be discarded.
- 12) Containers which hold organic material (food, soiled tissues) shall be covered with a tight-fitting lid. These containers will be closed after each use except when children are participating in clean up. Garbage/trash will be removed from the facility daily.
- 13) Cleaning agents will be stored separately from food. When cleaning agents or toxic materials are stored in the same room with food, these supplies will be kept in a clearly labeled, locked storage cabinet that is not used for food.

### **Food Brought from Home:**

The Director will inform parents or legal guardians of the food service plan of the facility and suggest ways to coordinate with this plan. Meals and snacks may be brought from home for children with allergies, specific medical needs and strong food preferences.

- 1) Perishable food brought from home to be shared with other children must be store-bought and in its original package. Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. There must be enough for all the children.
- 2) Lunch and snack foods brought from home will meet the guidelines of the Child and Adult Care Food Program for the types of foods and portion sizes. They will be prepared and transported in a sanitary fashion, including maintenance of safe food temperatures for perishable items. Parents are responsible for ensuring the temperature of the food is maintained below 40 degrees F for perishable cold foods and above 140 degrees F for perishable hot foods until lunch is served. Food brought from home will be labeled with the child's name.
- 3) Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- 4) Leftover food will be discarded. The only food that may be returned to the family is food that does not require refrigeration or holding at a hot temperature, that came to the facility in a commercially-wrapped package, and that was never opened.

### **Infant/Toddler Feeding:**

- 1) A caregiver trained in first-aid for choking will be present whenever infants or toddlers are being fed. No more than three infants will be fed by one caregiver. During feeding, the child's primary caregiver will sit near the child, make eye contact and communicate with the child.
- 2) Food will be cut up into 1/4 - 1/2 inch pieces for finger feeding by children who are six months of age and older. Utensils will be available to children who can use them.
- 3) Round, firm foods that might lodge in the throat of a child under 3 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.
- 4) When high chairs are used, caregivers will strap the child in securely and not rely solely upon the tray for restraint.

- 5) Caregivers will check that a child's hands are out of the way when attaching or detaching the tray from the chair.
- 6) Infants will not be allowed to stand in the high chair; older children will not be permitted to hang onto the high chair.
- 7) Trays, arms, and seats of high chairs will be cleaned and disinfected before and after each use. They will be stored out of the path of doors or walkways.
- 8) For bottle feeding, infants will either be held or fed sitting up. Bottle propping, feeding in cribs, beds or while using other sleep equipment, and carrying of bottles by young children will not be permitted.
- 9) Infants will be fed either "on demand," to the extent possible, or according to a written schedule provided by the parent or legal guardian, but at least every four hours and usually not more than hourly.
- 10) Infant meals and supplements (snacks) will be provided by the parent or legal guardian and will contain at a minimum the food components specified in national guidelines.
- 11) The introduction of solid foods will be accomplished routinely between 4 and 6 months of age, as indicated by an individual child's nutritional and developmental needs after consultation with the parent or legal guardian.
- 12) After six months of age, children will be encouraged to self-feed to the extent that they have the necessary skills. Caregivers will prepare food for self-feeding before presenting it to the child. Children will be encouraged, but not forced to eat a variety of foods.
- 13) Breastfeeding: Breastfeeding will be supported by providing a place for nursing mothers to feed their babies and by coordinating feeding routines in child care with the mother's schedule. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles will be labeled with the child's name and the date the milk was expressed. Frozen breast milk will be dated and may be kept in the freezer for up to 3 months (a freezer that maintains a temperature of 0 degrees F). Frozen breast milk will be thawed under running cold water or in the refrigerator. Precautions appropriate to the handling of a body fluid will be followed. This includes good hand washing. Gloves are not required while feeding expressed breast milk, but breast milk should otherwise be treated as a body fluid. Caregivers who have open cuts or sores on their hands should practice universal precautions.
- 14) Formula will be brought to the facility in a factory-sealed container. The formula will be in a ready-to-feed strength or prepared from powder or concentrate at the child care site. Formula will be diluted according to the instructions provided by the manufacturer or from the child's health provider, using water from a source approved by the local health department. Formula brought from home will be labeled with the child's name.
- 15) Only cleaned and disinfected bottles and nipples will be used. All filled bottles of breast milk or iron-fortified formula will be refrigerated until immediately prior to feeding, and will not be prepared and stored more than 24 hours before feeding occurs. Once open, liquid formula containers will be emptied into a glass or plastic container, the formula refrigerated and discarded after 48 hours. Any contents remaining in a feeding bottle after a feeding will be discarded.



16) Bottled breast milk or formula to be warmed will be placed in a bottle warmer with a temperature not to exceed 120 degrees F for five minutes, gently mixed, and temperature-tested before feeding. Bottled breast milk or formula will never be warmed in a microwave oven.

16) Only whole, pasteurized milk will be served to children younger than 18 months of age who are not on formula or breast milk. Only formula or breast milk will be served to infants under 12 months of age. Skim milk, reconstituted nonfat dry milk, and 1-2% milk will not be served to children younger than 18 months of age, except at the written direction of a parent or legal guardian and the child's health care provider.

17) Commercially packaged baby food will be served from a bowl or cup and not directly from the commercial container unless the entire container will be used for one feeding. Solids will be fed by spoon only, not by bottle. Uneaten food in dishes will be discarded.

#### **Preschool/School-age Feeding:**

1) Children will eat only when seated to decrease the possibility of choking.

2) Children will eat in social groups with a caregiver to guide and encourage, but not force appropriate conversation and eating behavior. If a child refuses to eat some type of food, staff will offer the food again a little later.

3) Food will not be offered as a reward or denied as punishment.

4) Adults will not eat or drink anything the children are not allowed to have while the adults are in view of the children.

#### **Feeding of Children with Nutritional Special Needs:**

Children with special needs related to their ability to eat or a nutritional need will note such needs on their Enrollment/Information form. Substitute foods will be supplied by the parent or legal guardian.

Children's Academy Brandon

POLICY: **HEALTH APPRAISAL**

POLICY NO.: **8.9**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employment at Children's Academy is contingent upon receipt of the completed Health Appraisal Document in which a licensed health care provider indicates fitness for duty. The licensed health care provider may not be an immediate family member of the employee as defined by in the Conflict of Interest. Employees will be required to obtain a Health Appraisal upon hiring and annually thereafter.

Health Appraisals will be maintained as a part of the employee's medical information file, which is a part of her or his employment record.

The job description with the essential job functions is a critical part of the Health Appraisal. A copy of the position description is attached to the Health Appraisal, which must be reviewed and completed by the licensed health care provider at the time of examination.

Detailed physical and mental abilities for each position will be listed on the job description. These essential job functions will be discussed with you at time of hire and from time to time during your employment. The Agency reserves the right to amend and change these essential job functions at any time based upon the needs of the agency.

Employees will be required to execute an acknowledgment of the essential job functions prior to employment and at other times during their employment.

Employees who fail to provide the required Health Appraisal as required will be subject to disciplinary action up to and including termination.

Children's Academy Brandon

**POLICY: MEDICAL CERTIFICATION OF FITNESS FOR DUTY POLICY NO.: 8.10**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees may be required to submit a Medical Certification of Fitness for Duty as needed to reasonably accommodate an employee's disability, to determine eligibility for leave or to return to work from any medical/disability leave. This is separate from the regularly required Health Appraisal in that it is used to determine if an employee, who was out on leave due to an illness, an injury (work related or not) or who has requested an accommodation to their job duties due to a disability is able to perform the essential functions of their position. Medical Certification of Fitness for Duty may also be required where an employee has been prescribed medication whose potential side effects can present a safety risk to themselves or to others during the course of the work period.

Medical Certification of Fitness for Duty must be completed by the licensed health care provider (specialist) overseeing the employee's illness, injury or disability. The licensed health care provider may not be an immediate family member of the employee as defined by in the Conflict of Interest section of our handbook.

Employees who fail to submit with Medical Certification of Fitness for Duty in the time provided will not be permitted to return to work. If a second request to provide the Medical Certification of Fitness for Duty is ignored the employee will be determined to have voluntarily terminated their position.

Children's Academy Brandon

**POLICY: SMOKE-FREE WORKPLACE**

**POLICY NO.: 8.11**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

All facilities, grounds, and vehicles of Children's Academy are Smoke-Free Environments. Smoking is prohibited in any of these areas. Smoking includes cigarettes, medical marijuana pipes, cigars, e-cigarettes, vaping, and/or chewing tobacco.

In addition, employees are prohibited from becoming nuisances to Children's Academy neighbors by loitering on their property while smoking.

Employees are prohibited from smoking at any time while wearing the clothing they intend to wear to work on any given day to protect the infants and children with allergies and respiratory illnesses from any residue on your body, hair or clothing.

Violation of this policy will result in disciplinary action.

Children's Academy Brandon

**POLICY: SUBSTANCE ABUSE CONTROL**

**POLICY NO.: 8.12**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Children's Academy Brandon management shall take necessary measures to assure that the use of alcohol or unauthorized substances by employees does not endanger the health, safety, and security of our children, employees, volunteers, Children's Academy sites and the entire Children's Academy operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on Children's Academy premises, vehicles, or while conducting program business off site are absolutely prohibited. The presence of an unauthorized substance(s) in an employee's system while on Children's Academy premises, vehicles, or while conducting Children's Academy business off premises is strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on Children's Academy premises, vehicles, or while conducting Children's Academy business off premises.

The use of alcohol and/or marijuana on or in Children's Academy property or vehicles is also prohibited.

Employees are prohibited from coming to work under the influence of any drug, legal or illegal. This includes alcohol, prescription medication which negatively affects an employee's judgment, attentiveness or cognitive function and/or marijuana.

Violation of this policy will lead to termination of employment.

**PRE-EMPLOYMENT REQUIREMENT**

Children's Academy will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before Children's Academy offers employment. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from consideration for employment.

**EMPLOYMENT REQUIREMENTS**

Children's Academy will check with the police to obtain information about all pending criminal charges, including deferred adjudication of all current Children's

Academy employees. Children's Academy management will advise all new employees of the program's policy to check with the police for evidence of a criminal history.

## **EMPLOYEE TESTING**

If there is a reasonable suspicion of substance abuse or misuse, because the employee's behavior or health appears to endanger the health, safety, or well-being of the children, Children's Academy will require testing of the employee. Confirmed positive tests of urine, blood or expired air, or refusal to submit to testing or refusal of permission to release substance testing information to appropriate management, will be basis for termination of employment. Substance testing is not a part of Children's Academy ongoing evaluation program. Substance testing may be required (1) where reasonable suspicion exists to warrant such testing; or (2) where necessary to comply with federal, state, or local regulations.

Refusal to comply with a request for testing is considered a violation of this policy and will result in disciplinary action up to and including termination.

Selection of quality-controlled laboratories, standards and procedures for testing, chain of custody, verification of test results, retention of specimen where applicable are the responsibilities of the Children's Academy director. The Children's Academy director will be assisted by a Medical Specialist in the selection of appropriate laboratories for substance abuse testing.

## **INSPECTION AND SEARCHES**

The Children's Academy program has the right to require employees, while on duty or Children's Academy premises including parking lots, to agree to inspections of Children's Academy property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, the employee will be immediately terminated.

## **NOTIFICATION OF AN INDICTMENT OR COMPLAINT**

Employees are required to notify the Children's Academy program of any criminal drug statue indictment no later than 24 hours after such an indictment. The center director of a program site must notify the director if an employee at her or his worksite has been indicted or if there is a complaint within 8 hours after receiving such notice. Further, the Center Director must notify the State Department of Human Services licensing division of an employee incident or complaint within 24 hours or on the next work day. The director will notify the employee of termination of employment due to violation of the Children's Academy program's Substance Abuse Policy,

the Florida Minimum Standards, the Florida Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

## **IMPLEMENTATION**

It is the responsibility of the various site directors to implement the Children's Academy Substance Abuse Policy. Each program site should address alcohol and drug abuse by (1) Teaching the facts about drugs and alcohol, (2) Explaining the Children's Academy Abuse Policy, (3) Addressing drug problems in employees meetings, (4) Raising the employees' awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

## **INDICTMENT OR OFFICIAL COMPLAINT**

The agency must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging she or he committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Florida Controlled Substance Act, must not be at the center while children are present and must not have contact with the children until the charges are resolved.

## **PERSONNEL RECORDS**

The center must maintain personnel records for all employees and ensure that each employee's record includes a statement from the employee providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

## **CONVICTION OF A FELONY VIOLATION**

No one may serve as a center director or employee of a Children's Academy center who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Florida Controlled Substance Act.

## **CONTACT WITH CHILDREN**

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Florida Controlled Substance Act must not be at the Children's Academy center while children are present and must not serve in any capacity where there is contact with children.

People whose behavior or health appears to endanger the health, safety, or well-being of children must not be at the Children's Academy center.

People must not smoke in the children's presence or consume alcohol when children are at the center.

People who appear to be under the influence of alcohol or other drugs must not be in the center when children are present.

### **PERSONNEL ACTION**

Violation and conviction of any law intended to control the possession or distribution of a controlled substance will lead to termination of employment as consistent with state licensing requirements for child care facilities.



Children's Academy Brandon

**POLICY: WRITTEN COMMUNICATION**

**POLICY NO.: 9.0**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

All written communication must be checked for appropriate grammar, spelling and punctuation prior to distribution. As often as possible, written communication should be typed and distributed on agency letterhead. Standard business etiquette should be followed for all written communications.

Any handwritten communication **MUST** be neat, legible and checked for appropriate grammar, spelling and punctuation.

Any written communication to clients or any licensing or regulatory authority **MUST** be reviewed and approved by the director prior to distribution.

Employees are **REQUIRED** to sign **ALL** documents they prepare as part of their work.

Children's Academy Brandon

**POLICY: INTERNET/EMAIL & TEXT MESSAGES**

**POLICY NO.: 9.1**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

**INTERNET:**

Children's Academy provides internet access in the workplace for employee and child use.

Employees are required to closely supervise any child accessing the internet. Children are ONLY permitted access to approved websites or apps which relate directly to approved curricula activities and goals as part of designed lesson plans.

Employees are encouraged to use the internet to research topics, plan activities and lessons and expand their knowledge base as it relates to the program curriculum. Employees are PROHIBITED from accessing the internet for any recreational, personal or non-business related purpose during work hours or at any time on any agency issued device.

**EMAIL & TEXT MESSAGING:**

All communications should use proper grammar and standard spelling. All communications should be signed with the employee's full name and position. Employees are NOT permitted to use emojis, text, shorthand/abbreviations or codes when communicating with clients. All communications are to be professional, informational and purposeful.

Text messaging is to be used as the last possible means of communication, as a proper phone call is the most appropriate means of reaching out to a client. However, Children's Academy recognizes that some parents, due to the nature of their work environment, may prefer to receive a Text Message asking them to contact the program immediately so they can excuse themselves from a meeting or other situation.

Employees are PROHIBITED from using their personal cell phone and/or email address to communicate with any client of Children's Academy. Any employee giving out their personal cell phone number or email address to any client or taking the cell phone numbers and or email addresses of any client for use outside of their work responsibilities will be subject to disciplinary action up to and including termination.

Should an employee access their personal email account on any agency issued device (computer, iPad, tablet, or cell phone) Children's Academy may then have the right to access and search the employee's personal email account through the agency issued device.

Violation of this policy will result in disciplinary action up to and including termination.

## Children's Academy Brandon

POLICY: **MAIL/TELEPHONE/CELL PHONE**

POLICY NO.: **9.2**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees are not permitted to make outgoing personal telephone calls during work hours unless authorized to do so by the Director or Assistant Director.

Employees are not permitted to receive personal telephone calls during work hours except in the case of an emergency.

The Children's Academy's telephone facilities are intended Children's Academy business and are not intended for personal use. Personal telephone calls should be made only in emergencies or during your break time.

At no time should an employee send or receive personal mail, packages at their work site. Any and all mail, packages delivered to Children's Academy are subject to inspection by the director prior to distribution to the employee. Employees should NOT have mail of any personal or confidential nature sent to them at work. In special circumstances, when discussed in advance with the director an employee may have items sent to the work site, when no other option for delivery is available.

Employees may not use personal cell phones for calling, searching the internet, checking the time/weather or other app feature, text messaging, and/or any other purpose during work hours. Personal Cell phones may be used during break time. Phones must be turned off and stored with your personal belongings while staff member is present with children. Employees with a personal cell phone or other device on their person while counted in ratio will be considered in violation of this policy and will be subject to disciplinary action up to and including termination. Use of a personal cell phone or other device while responsible for supervising children will be considered a lack of supervision and appropriate disciplinary action will be taken. **You CAN NOT supervise the children AND use your cell phone at the same time...so DON'T do it!**

Children's Academy may issue certain employees a business cell phone. Employees are prohibited from using any agency issued cell phone for personal reasons. Any employee using a business cell phone for personal reasons will be subject to disciplinary action up to and including termination.

Every time you make or receive a business telephone call, you are representing not only yourself, as a professional, but Children's Academy. Good telephone etiquette to follow includes:

- Answer promptly and courteously.
- Identify yourself and your department.

- Example: Hello, Children's Academy, this is Ms. Heather, may I help you?
- Keep your conversation business-like and brief, avoiding prolonged chats.
- Transfer incoming calls to the appropriate party courteously and quickly.
- Take messages accurately and relay them to the person as soon as possible.
- Answer questions thoroughly to ensure that the caller has received the information requested.
- Be available to respond to clients' calls to ensure good client service and to minimize the cost of return calls.
- Close your conversation with a pleasant "Good-bye." Or "Have a Super Fabulous Day"

Children's Academy Brandon

**POLICY: COMPUTERS/IPADS AND TABLETS**

**POLICY NO.: 9.3**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Through various grants and quality improvement programs, Children's Academy has purchased computers, iPads, and tablets which are available for classroom use. These devices are to be used **ONLY** for proscribed business/educational related purposes. Employees are prohibited from using any of these devices for personal reasons. Employees are only permitted to use the devices as it relates to the appropriate performance of their job duties, which may include: lesson planning, curriculum topic research, program enrichment, child development and special needs research, social, educational, and community services research and other functions related to their listed job functions.

Children may only use computers, iPads, tablets and other such devices under the direct and constant supervision of an employee. These devices are to be used for educational enrichment and not entertainment nor for the purpose of simply occupying the child(ren). All use of these devices by children must be in conjunction with appropriate curriculum goals and lesson plans which must identify the skill set and learning objective(s) which relate to their use.

Children under the age of four are not permitted to use any screens (iPad, tablet, computer or phone) for any reason.

Screen time for children over four should be limited to no more than thirty minutes per day.

Children's Academy Brandon

**POLICY: SOCIAL NETWORKING**

**POLICY NO.: 9.4**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

Employees are strictly prohibited from posting any confidential information obtained during the course of performing their duties from any child and/or employee file on their personal social networking site.

Employees are strictly prohibited from including photographs of currently enrolled children and/or the families served by Children's Academy on any internet website and/or blog including but not limited to websites like Instagram, Twitter, and Facebook.

Employees are strictly prohibited from accessing and/or updating any personal social networking site during working hours, including during any paid or unpaid break periods. Social Networking posts and updates during working hours are a reflection on your professionalism. Persons reading your posts will make negative assumptions about your professionalism and attentiveness to the children. This will ultimately reflect poorly on the agency and therefore is not permitted.

Employees are PROHIBITED from "friending" or allowing parents/family of currently enrolled children and/or the children themselves to have access to their personal social networking site. Any use of personal social networking sites should be limited to private groups and/or have the privacy settings so that access is limited to select persons only. For example, in terms of Facebook privacy should be limited to "friends only" so anyone not friends with the user would not be able to see the posts. In terms of Twitter or Instagram privacy should be set so that only followers can view the user's posts. All other social media sites should be set to similar privacy settings. This is to protect the professional reputation and privacy of the employee and keep the children and their families from making incorrect or negative assumptions about your ability to care for the child based on your Social Networking behavior. It is of the utmost importance that your personal life be kept separate from your professional one.

Further, any conduct on any social networking site that conflicts with or detracts from the employee's professional reputation or interferes with their ability to perform the functions of their position, as outlined in the job description will result in disciplinary action up to and including termination.

Any violation of this policy will result in disciplinary action up to and including termination. Further, Children's Academy will pursue all legal remedies available for actions in violation of this policy.

Children's Academy Brandon

**POLICY: PHOTOGRAPHS**

**POLICY NO.: 9.5**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

Employees are strictly prohibited from taking pictures of the children, activities or events sponsored by Children's Academy or the employees on any personal camera device.

Pictures of the children, their families and/or the employees may be taken by employees using Children's Academy issued camera devices. The photographs taken and any and all digital files containing photographs may only be used as directed by Children's Academy. Employees are prohibited from using any photograph or digital file containing photographs for any personal use.

As part of the enrollment process Children's Academy requests permission from parents to take photographs of children engaged in center sponsored activities. Some parents, for various reasons, withhold permission to photograph their child(ren). Employees will be provided with the names of children in their care who may not be photographed. When taking pictures of the children engaged in activities it is imperative that the children for whom we do not have permission to photograph are kept out of frame. These children should not be isolated or segregated in a way that obviously excludes them or embarrasses them. Employees should be considerate and take the opportunity to photograph a group or use an angle that does not remove the child from the activity but excludes them from the picture.

Violation of this policy will result in disciplinary action up to and including termination.



## Children's Academy Brandon

**POLICY: CONFLICT IN THE WORKPLACE**

**POLICY NO.: 10.0**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

### **CHAIN OF COMMAND:**

Employees are required to address any and all concerns, questions or problems with their immediate supervisor prior to escalating the discussion to higher supervisory levels, except in cases where the concern, question or problem directly involves their supervisor. Employees should refer to Children's Academy Brandon's Organizational Chart.

### **SOLUTION ORIENTED COMMUNICATION:**

In any situation involving a difference of opinion, issue, problem or concern, Children's Academy expects that all employees engaged in discussion should remain focused on solving the problem. In all workplaces there will be disagreements and conflicts. The true test of a professional is how they handle the communication of ideas and opinions related to the problem or issue. Employees engaged in gossip or behavior that undermines efforts to solve or resolve conflicts within the workplace will be subject to disciplinary actions up to and including termination. Children's Academy values the opinions and concerns of their employees; however, every issue and every request cannot always be handled in a way to make everyone happy or satisfied. The goal for Children's Academy is to allow employees the opportunity to constructively communicate their ideas in an appropriate time and place so that effective decisions can be made.

Employees may be asked to contribute ideas for solutions to the concerns, problems or issues they present to supervisors. Employees should not expect to simply complain or "vent" frustrations at supervisors, as those are not solution-oriented means of communication.

Conflicts between employees will be addressed with both employees present. Children's Academy's supervisors will not referee between employees but will instead expect both employees to act in a professional manner and attempt understand the other employee's position and to ultimately resolve the conflict. The only exception to this would be for complaints of harassment.

### **CONFLICT RESOLUTION PROCESS AND GRIEVANCES:**

Should regular means of communication fail to effectively resolve an issue, question or conflict, employees may make use of the following Conflict Resolution Process. The

following procedures have been established to ensure that all parties to any conflict receive fair and equal hearing by those responsible for resolving conflicts.

1. The employee/petitioner must submit a written statement to her or his supervisor within 5 working days of the employee's knowledge of the event, which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within two working days following receipt of the statement and issue a decision.
3. If the employee/petitioner is not satisfied, or if, indeed the conflict is with the supervisor, the employee/petitioner may appeal the supervisor's decision within two working days to the director.
4. The director will summarize in writing the party's issues and the conflict resolution plan. This summary will be filed in the employee's personnel record and a copy will be provided to the parties.
5. The director will summarize in writing the party's issues and the conflict resolution plan. This summary will be filed in the employee's personnel record and a copy will be provided to the parties.
5. If the outcome or conflict resolution plan of the director does not resolve the conflict, the employee/petitioner may present her or his statement back to the director. The director will inform the OWNER in writing of the employee/petitioner's conflict. The employee will be notified in writing of the final decision of the owner within two days following the last decision-making meeting. Said notification shall be given by the director. This decision of the owner is final and binding.

#### GRIEVANCES:

If the grievance is job related the following procedure should be followed; If the grievance is center or personal related the employee should meet with the director to discuss the problem. A plan for dealing with the grievance is discussed and agreed upon. This will be written up and placed in the employee's file and will be signed by the director and the employee. Note: If the grievance is with the Program Director, please speak with the Administrative Director. In turn, if the grievance is with the Administrative Director, please speak with the program director.

**Terminated/Former Employees are not eligible to participate in the Conflict Resolution process.**

Children's Academy Brandon

**POLICY: PERFORMANCE APPRAISAL**

**POLICY NO.: 11.0**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

The Performance Appraisal should be a positive growth experience for the employee and supervisor. Performance Appraisals will be used to evaluate the entire period of employment since the employee's last appraisal.

Performance Appraisals will be based strictly upon job performance. Job descriptions will be utilized as the basis for the appraisal. All employees will be given an opportunity at orientation to discuss their job descriptions to ensure that each employee understands her or his responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form.

Performance Appraisals will be used as a foundation to establish goals for the employee. Employees will be encouraged to develop short and long-term goals for themselves and to discuss their goals with their supervisor. Supervisors will monitor the employee's progress toward attaining the goals by scheduling performance review meetings with the employee from time to time between formal Performance Appraisals.

Supervisors will also present to employees the goals of the agency and their role in the successful attainment of these goals. Supervisors will keep employees informed of the agency's progress and any changes in the agency goals.

Supervisors will also solicit input from other employees who work closely with the employee being appraised.

Employees will be asked to complete a Survey prior to the Performance Appraisal meeting, which will include information about the job, working conditions, and goals. The Survey will be discussed during the Performance Appraisal meeting.

Performance Appraisals will be conducted for Provisional Employees at least once prior to the end of the Provisional Period using the Agency's Provisional Employee Appraisal Form.

Following the Provisional Period, Performance Appraisals will be conducted at least annually for each employee in July.

Before the Performance Appraisal is presented to the employee, it will be reviewed and approved by the evaluating supervisor's superior.

Employees must acknowledge receipt of the Performance Appraisal by signing the instrument indicating that they have received a copy. Any employee who refuses to sign acknowledging receipt of the Performance Appraisal will be subject to disciplinary action up to and including termination.

Employees will receive a copy of their Performance Appraisal. Performance Appraisals will be placed in the employee's personnel record.

Any and all coaching or corrective action plans associated with the Annual Performance Appraisal must be completed in accordance with the steps and timeline provided in the Plan. Employees who refuse or fail to satisfactorily complete the coaching or corrective action plans will be subject disciplinary action up to and including termination.

Children's Academy Brandon

POLICY: **DISCIPLINARY ACTION: Reprimand**

POLICY NO.: **12.0**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

A reprimand may be given to any employee when a minor violation of agency policies or procedures has occurred. A reprimand may be given by any supervisor and need not be preceded by any other disciplinary action.

Employees are required to sign for receipt of a reprimand. Signature of receipt does not indicate that the employee agrees with the reprimand, it simply indicates that they have received a copy of the document. Failure or refusal to sign the reprimand will be considered insubordination and will result in disciplinary action up to and including termination.

A copy of the Reprimand will be placed in the employee's employment record.

Children's Academy Brandon

**POLICY: DISCIPLINARY ACTION: Written Warning** POLICY NO.: 12.1

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Employees may be given a written warning for any violation of agency policies and procedures. The written warning will clearly describe the deficiency in performance or conduct and will site the policy, licensing regulation and/or procedure violated. The written warning will contain a corrective action plan, which will outline the necessary action to correct the deficiency(ies) and a time table under which the corrective action must occur.

Employees are required to sign for receipt of a written warning and indicate that they will complete the corrective action. Signature of receipt does not indicate that the employee agrees with the written warning, it simply indicates that they have received a copy of the document and understands the corrective action proscribed. Failure or refusal to sign the written warning will be considered insubordination and will result in disciplinary action up to and including termination.

Copies of all documentation regarding corrective action plans will be sent to the director and be placed in the employee's employment record.

Children's Academy Brandon

**POLICY: DISCIPLINARY ACTION: Probation**

**POLICY NO.: 12.2**

**APPROVED BY: Baldwin Sterling**

**EFFECTIVE DATE: 7/17/17**

In conjunction with any other form of disciplinary action, the [POSITION] may place any employee on a probationary status. Typically, the probationary status will last as long as the proscribed corrective action plan but may be for any period of time deemed appropriate by the director for up to 6 months. Probationary status and length of probation will be included on the Corrective Action Plan.

While on Probation an employee is permitted to use any accrued time off if it is approved and documented planned time off.

Any violation of agency policy while on Probation will result in immediate termination. Probation is a form of last chance agreement between Children's Academy and the subject employee. By placing an employee in a probationary status, Children's Academy is indicating that the employee's workplace conduct and/or job performance is far below acceptable standards, but that Children's Academy wants to give the subject employee ONE FINAL CHANCE to meet the expectations of the position description and policies set forth in this manual, licensing regulations and all applicable accreditation standards.

Children's Academy Brandon

**POLICY: DISCIPLINARY ACTION:  
Investigatory Suspension**

**POLICY NO.: 12.3**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

The director may suspend an employee for Investigatory purposes. The Investigatory Suspension can be with or without pay as determined by the owner and will result in either full reinstatement with back pay, if appropriate, or further disciplinary action, including termination.

Examples of situations which would warrant use of Investigatory suspension include, but are not limited to:

1. Charges of driving while intoxicated.
2. Report of child abuse or neglect.
3. Accusations of theft.
4. Violation of Substance Abuse Policy.
5. Accusations of Harassment.
6. Any situation whereby the employee's presence at work may interfere with an investigation.

Investigatory suspension may not exceed three days without the approval of the owner.

Employees are required to sign for receipt of an Investigatory Suspension. Signature of receipt does not indicate that the employee agrees with the Investigatory Suspension, it simply indicates that they have received a copy of the document. Failure or refusal to sign the Investigatory Suspension will be considered insubordination and will result in disciplinary action up to and including termination.



Children's Academy Brandon

POLICY: **DISCIPLINARY ACTION: Suspension**

POLICY NO.: **12.4**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Suspension of an employee may occur at the discretion of the employee's immediate supervisor for infractions of the personnel policies, licensing regulations and/or other applicable standards. Suspension of an employee will not require prior verbal or written disciplinary action. The suspension notice will contain a corrective action plan, which will outline the necessary action to correct the deficiency(ies) and a time table under which the corrective action must occur.

Suspension will be without pay.

The employee will be notified in writing of the policy violations and the length of the suspension and any corrective action required upon return to work. Employees are required to sign for receipt of the suspension notice and indicate that they will complete the corrective action. Signature of receipt does not indicate that the employee agrees with the suspension, it simply indicates that they have received a copy of the document and understands the corrective action proscribed. Failure or refusal to sign the suspension notice will be considered insubordination and will result in disciplinary action up to and including termination.

When circumstances permit, an employee will be suspended upon receipt of the written notification. However, an employee may be suspended verbally if immediate suspension is in the best interest of Children's Academy. Written notification in these circumstances will promptly follow via certified mail. Suspension by verbal notice may be taken by the immediate supervisor followed immediately by written approval of the owner.

Children's Academy Brandon

POLICY: **DISCIPLINARY ACTION: Termination**

POLICY NO.: **12.5**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

Termination shall not require prior verbal or written disciplinary action, suspension or other disciplinary action. Children's Academy is an At Will employer and may terminate the employment relationship at any time with or without cause and without notice. This policy is to be used as a guide for employee's but is not inclusive of the reasons or causes of termination from employment.

Termination is an action approved by the owner. Notification of Termination may be written or verbal. Verbal notification will be followed by written confirmation.

Causes for involuntary termination include, but are not limited to, the following:

- Unsatisfactory provisional period
- Falsifying or misusing records, including application
- Violation of confidentiality rules
- Theft or misuse of Agency funds, equipment, or property
- Absence from work without notification and/or approval as per related policies
- Discourteous treatment of the public, clients, co-workers
- Inappropriate behavior
- Non-performance of duties resulting in injury to the Agency, children, families, sub-contractors, vendors, or employees.
- Being abusive or neglectful to children, parents, or employees
- Violation of the Substance Abuse Control Policy
- Failure to submit any required documentation within mandated/prescribed time frame
- Neglect of duty or refusal to comply with directives of supervisor
- Misuse of leave policies
- Insubordination
- Receipt of 2 suspensions for the same infraction during any 12 month period.

- Failure to implement job specifics
- Receipt of 3 warnings for any violations during any 12-month period; the date of the third warning will be the employee's last day of employment
- Policy violations while on a disciplinary Probation
- Failure to return to work following a leave of absence
- Failure to meet deadlines as presented by supervisor
- Failure to maintain compliance with child care licensing regulations and/or other applicable federal, state or local statutes or Professional Development Organization Standards.

Children's Academy Brandon

**POLICY: DISCIPLINARY ACTION:  
Other Consequences**

**POLICY NO.: 12.6**

**APPROVED BY:** Baldwin Sterling

**EFFECTIVE DATE:** 7/17/17

**REVERTING TO MINIMUM WAGE:**

At the discretion of the director as a form of disciplinary action/corrective action, employees may have their hourly rate of pay reduced to the prevailing minimum wage for a period of time. This form of disciplinary/corrective action may be used in conjunction with any other disciplinary action included herein.

Examples of instances whereby an employee's hourly rate of pay may be reduced may include but are not limited to:

- 1 After repeated lateness, a supervisor may lower an employee's hourly rate of pay to minimum wage on any day in which the employee reports for duty late.
- 2 In conjunction with any probation, an employee's rate of pay may be lowered to minimum wage for a prescribed period of probation until the employee is either removed from probationary status or the employee's supervisor determines the employee's performance has improve such that a return to the regular hourly rate of pay is appropriate.
- 3 Resignation herein, will be paid minimum wage for all hours worked in the final pay period.

The employee will be informed in writing at the time of the Disciplinary Action that the consequence of reverting to minimum wage will be applied. The employee will be informed of the number of working days or hours for which this reduction of hourly rate will be in effect and the prevailing minimum wage hourly rate of pay amount.

If application of this policy is a result of the employee abandoning their position or failing to give appropriate notice of resignation, the employee will be informed of the rate of pay adjustment in the documentation accompanying their final paycheck, with reference to this policy as prior notice of the pay rate change.

**LOSS OF ACCRUED PAID TIME OFF:**

This form of disciplinary/corrective action may be used in conjunction with any other disciplinary action included herein.

Examples of instances whereby an employee may have time deducted/forfeited from their accrued vacation time may include but are not limited to.

- For any day in which the employee fails to report for duty without calling out employee will not be paid for the day and will have up to the number of hours for which they were scheduled to work deducted/forfeited from the employee's leave account.
- Any circumstance under which the supervisor deems it appropriate to enforce any other disciplinary action with a deduction/forfeiture of vacation time.

The employee will be informed in writing at the time of the Disciplinary Action that the consequence of deducting/forfeiting vacation time will be applied. The employee will be informed of the number of hours that will be deducted/forfeited from their vacation time and their remaining, available vacation time hours after the deduction/forfeiture is applied.

If an employee is not eligible for vacation time this policy cannot be applied. If an employee has used all available vacation time but will accrue additional vacation time in the future, the employer may inform the employee that the deduction/forfeiture will be applied once the vacation time is accrued at some future date.

## Children's Academy

**POLICY: VOLUNTEERS**

**POLICY NO.: 13.0**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

### **EMPLOYEE ROLE ON PARENT GROUP/COMMITTEES:**

Any employee who is asked to liaison between the agency and a parent volunteer committee, PTO or parent group will be paid their regular hourly rate for this work and are to report the time on their time sheet/payroll record as they are considered hours worked.

Employees are to remember that they are an employee of Children's Academy while working with the parent group. Employees are required to follow ALL workplace rules related to confidentiality and professionalism while interacting with the parent group. ANY violation of confidentiality or unprofessional conduct will result in the employee's immediate removal from the position of liaison and potential disciplinary action up to and including termination.

Employees with children enrolled in the program MAY NOT serve on a parent group or committee in the role of parent representative as it creates a potential conflict of interest.

### **VOLUNTEER CLEARANCES**

Any person who wishes to volunteer at Children's Academy for more than 10 hrs/month is required to obtain all clearances required by the Florida Department of Children & Families **PRIOR** to volunteering in any capacity at Children's Academy. Volunteering includes coming into the program at any time when children are present, other than drop off and pick up, where the person has access to and/or will interact with the children. Chaperones and people attending any field trip **MUST** have the appropriate clearances on file **PRIOR** to attending. Clearances **MUST** be renewed every year per Florida Department of Children and the director for the first time.

Employees will be notified by the director which parents/persons have been cleared to volunteer. **PRIOR** to allowing any person into a classroom or to attend a program, employees are required to check the cleared volunteer list. Employees should direct any questions, concerns or any parent trying to turn in clearances to the director so that the appropriate records can be kept.

Any employee who allows a person to attend a program, volunteer and/or chaperone a trip, who is **NOT** on the agency's cleared volunteer list will be subject to disciplinary action, up to and including termination.

## **REGISTERED SEX OFFENDERS**

Parents of enrolled children are always permitted to pick up and drop off their children except where limited by a court order. As such, parents that are required to register as a sex offender are still permitted to pick up and drop off their enrolled child(ren), if they retain custodial rights to the child(ren). However, parents who are registered sex offenders are NOT permitted to volunteer in any way at the program, attend or chaperone any field trip, attend or participate in any function or program which gives them access to any children. Parents who are registered sex offenders will be permitted to attend parent teacher conferences ONLY if they are scheduled when children are NOT present in the facility or at an alternate location where children are not present. If you need to make special arrangements for a parent teacher conference time or alternate location, please contact the director. While the Registered Sex Offender List/Database is public information, Children's Academy will not seek to disclose or publicly post information regarding a parent's status related to this list. We will inform the appropriate staff, to ensure the safety and proper execution of this and other policies within the program.

Employees who are informed of a parent's status as a registered sex offender are prohibited from posting or publicly exposing that information at the program. Employees are to ensure that the proper supervision occurs and that all policies related to pick up and drop off are followed. Employees will treat ALL parents with respect and professional courtesy.

Children's Academy Brandon

**POLICY: TRANSPORTATION**

**POLICY NO.: 14.0**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

All motor vehicle transportation provided by parents, legal guardians or others designated by parents or legal guardians will include use of age appropriate, and size-appropriate seat restraints (car seats and/or seat belts). Restraints for children with special needs will be appropriate for the child.

Car seats that belong to individual children may be stored between arrival and departure in the main entry. Staff will encourage families to secure their children in seat restraints to assure that children arrive and leave the program safely.

The number of adults and children transported in the vehicle will be limited to the manufacturer's stated capacity for the vehicle.



Children's Academy Brandon

POLICY: **PROGRAM/DRIVER/SEAT REQUIREMENTS**

POLICY NO.: **14.1**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/17/17

**Program Vehicular Requirements:**

- 1) The vehicle(s) will be licensed according to state law.
- 2) The vehicle(s) will be insured for the type of transport being provided.
- 3) The vehicle will be equipped with a first aid kit and emergency contact information.
- 4) The driver will maintain a phone to communicate to the facility.
- 5) A backup vehicle will be available at the Center and can be dispatched in case of an emergency.
- 6) Weekly, the bus/van driver will inspect all vehicles and passenger restraint systems used by the facility to be sure they are kept clean and safe (interior and exterior).

**Driver Requirements:**

- 1) Requirements for drivers will apply to staff and any others who transport children on behalf of the facility.
- 2) Requirements for staff qualifications related to child abuse and criminal records will apply to drivers.
- 3) Drivers will hold a current state driver's license that authorizes them to operate the vehicle.
- 4) Drivers will be certified in Infant/Child CPR & First-Aid as required of other staff.
- 5) Drivers will be instructed in child passenger safety precautions, including:
  - use of safety restraints.
  - permissible drop-off and pick-up sites.
  - how to check the vehicle before and after each trip for children who might be hiding in, under and behind the vehicle.
  - handling of emergency situations.
  - responsibility for supervision of children in usual and unusual circumstances that involve the vehicle or the passengers.
- 6) Drivers will not be responsible for correcting the behavior of children while operating the vehicle. Other staff will accompany the children who require monitoring and will assume responsibility for supervision. Alternately, drivers will pull over to the side of the road to give children attention if necessary.
- 7) Drivers will obey the signs posted in the vehicle, will not use earphones while driving, and will not have used alcohol for at least 12 hours prior to transporting children or operating the program's vehicles. Drivers will not take any medications that will impair their ability to drive. The program will require drug testing when necessary.
- 9) Drivers will know the quickest route to the nearest hospital from any point on their route.

**Seat Restraint Requirements:**

- 1) Restraints will be installed and used according to the instructions provided by the manufacturer of the vehicle and the manufacturer of the seat restraint.
- 2) Field trips will be limited to excursions where parents can drive their own children, or the children are transported in a vehicle under control of the facility that is equipped with age-appropriate seat restraints for the children who will be traveling in them. The program will not assume responsibility for arrangements made by parents to have other parents transport their children.

## Children's Academy Brandon

POLICY: **TRIP SAFETY**

POLICY NO.: **14.2**

APPROVED BY: Baldwin Sterling

EFFECTIVE DATE: 7/26/17

### **Trip Safety:**

- 1) The availability of rest rooms and sources of water will be determined in advance. Children may only use a public rest room if they are accompanied by a staff member.
- 2) All trip participants will wear identifying information that gives the program's name.
- 3) A first-aid kit and emergency contact information will be taken on all trips.
- 4) Children will be counted every 15 minutes while on a field trip.
- 5) Motor vehicle trips:
  - No child who is too small to use a shoulder-lap belt restraint and airbag system (as specified by the manufacturer of the vehicle) will ride in the front seat.
  - If the vehicle is a school bus, before every trip in the bus, staff will instruct children and all adults using the bus about the 10-foot danger zone around the vehicle where the driver cannot see.
  - Caregivers will interact with children who are awake while traveling by telling stories, singing songs, playing games, or talking about what the children see.
  - Staff will explain rules of the road and provide a positive example by obeying these rules; children will be asked to point out and identify traffic warning signs.
  - No child will be transported for more than an hour, one way, on a daily basis.
  - The teachers and aids will be responsible for logging in children before the vehicle leaves the facility and again when the children exit the vehicle upon returning to the facility. Staff will also assure all children are accounted for before the vehicle leaves the facility, when the children disembark at the destination, when the children reenter the vehicle at the trip location, and again when the children disembark from the vehicle upon return to the facility. Staff will conduct a 'sweep' of the vehicle each time the vehicle is parked to be sure that no child is left in the vehicle.
  - Smoking is prohibited in vehicles used to transport children.
  - Children will be transported properly in a seat belt, car seat, or booster seat according to current Florida regulations. Parents may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program. Staff will be sure that car seats, booster seats and seat belts are used properly, and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
  - The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
  - Children will be prohibited from eating, drinking, standing, or other dangerous or distracting activities during transportation.

- The same child staff ratios required at the facility will be maintained during transportation. The driver will not be counted as staff in the ratio for children under six years of age.
- Each child will be assigned to an adult for every part of the trip.
- Children will never be left alone in a vehicle or unsupervised by an adult.
- For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during transport.

**Emergency Requirements:**

- Only insured, licensed, well-maintained vehicles will be used to transport children.
- Staff shall call administrative and/or Program Director to inform of emergency.
- Staff shall remove all children from the bus if deemed necessary.
- The Director will dispatch a backup vehicle as needed.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

## **SUPPORTING DOCUMENTS**



Children's Academy  
506 Limona Road  
Brandon, FL 33510  
813-689-6820

[www.childrensacademybrandon.com](http://www.childrensacademybrandon.com)

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## ASSISTANT TEACHER JOB DESCRIPTION

*Assist and support the classroom teacher in providing a healthy, safe, and developmentally appropriate program and environment where children have the opportunity to develop social-emotional, language, intellectual and physical skills.*

**Job Title:** Teacher Aid/Substitute

**Reports to:** Administrative and Program Director; daily direction provided by Lead Teacher

**Minimum education and experience:**

**Required:** At least 18 years of age; a high school diploma or GED and one year of experience in early childhood education or the 40 hour new hire licensing training.

**Preferred:** CDA or equivalency credential with one year of experience.

**Salary level:** Dependent upon qualifications and experience

**Expected Results:**

- 1) Classroom Setup
  - a. Assist Teacher in decorating classroom with items appropriate for the age and season
- 2) Instructional Time & Assessment
  - a. Engage with children on their level and follow lesson plan as appropriate
  - b. Assist Teacher in maintaining a portfolio of work for each child documenting growth
  - c. Assist Teacher in preparing and monitoring student weekly reports
  - d. Develop a cooperative working relationship with families by frequent communication either by phone, email, written note or personal conversation
  - e. Be available for parent conferences, as needed
- 3) Behavior Management
  - a. Redirect misbehavior and do not demean child, use alternate behavior modification tools as appropriate
  - b. Enhance and maintain child's self-esteem
- 4) Health and Safety
  - a. Monitor child areas for hazards or sanitation problems; correct problems immediately or remove children from hazard until it can be corrected
  - b. Provide consistent supervision for all children at all times, indoors or out
  - c. Provide experiences and training to help children develop and practice good health/safety habits
    - i. Follow daily hygiene procedures for staff and children
    - ii. Follow all center schedules
  - d. Assist Teacher in maintaining accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments and family conferences
- 5) Teacher Support

- a. Reviews daily and weekly lesson plans with teacher
- b. Follows direction of teacher

**Desired Competencies:**

- 1) Teamwork
  - a. Share best practices among staff
  - b. Provide balanced feedback to the source with coaching
  - c. Accept balanced feedback and modify behavior with coaching
  - d. Adhere to work and break schedule; secure and communicate coverage when out of office
  - e. Attend scheduled staff meetings and trainings
  - f. Maintain common areas in a neat, orderly fashion
- 2) Training and Advancement
  - a. Proactively complete required yearly training and seeks opportunities to learn
- 3) Leadership
  - a. Positively supports change and raises issues through appropriate forums
- 4) Represents Children's Academy
  - a. Dresses appropriately and is well-groomed
  - b. Lives the values of good citizenship and demonstrates them with the children, parents and staff
  - c. Recruits new families
- 5) Identifies and Solves Problems
  - a. Identifies problems within role and begins to identify/propose potential solutions
  - b. Identifies opportunities to improve within role and begins to identify/propose potential solutions
- 6) Communication
  - a. Communicates clearly and professionally within team and with parents
  - b. Observes confidentiality relating to children, teachers and school

**Physical Requirements:**

- 1. Able to lift 30 pounds
- 2. Able to bend, stoop or kneel to achieve children's eye-level
- 3. Able to sit on the floor and/or child-sized chairs
- 4. Able to spend up to 1 hour at a time outdoors throughout the year
- 5. Able to write notes and communicate verbally using standard English

**Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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813-689-6820

[www.childrensacademybrandon.com](http://www.childrensacademybrandon.com)

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## LEAD TEACHER JOB DESCRIPTION

*The Preschool Teacher provides a safe, stimulating learning environment for children ages one through five years of age; and maintains open lines of communication between the program director and families.*

**Reports to:** Administrative Director and Program Director

**Minimum education and experience:**

**Required:** at least 18 years old, high school diploma or GED, completion of all state-required early childhood training classes, CDA credential (within first year of employment), one year of experience in child care. Speaks Spanish

**Preferred:** Associates or Bachelor's degree in Early Childhood Education or a related field, two years' experience in child care

**Salary level:** Dependent upon qualifications and experience

**Expected Results:**

- 6) Classroom Environment
  - a. Decorate classroom with items appropriate for the age and season
  - b. Materials allow for learning
  - c. Materials are easily accessible to the children
  - d. Materials are diverse in culture and gender
  - e. There are a variety of books
- 7) Lesson Preparation
  - a. Use required weekly lesson planning tools and prepare developmentally appropriate lessons in advance using the provided curriculum
  - b. Planned management of time, materials and activities centered on and responsive to individual children's needs
- 8) Instructional Activities & Assessment
  - a. Flexible to meet the needs of the children
  - b. Stimulate motor, language, self help and social emotional development
  - c. Offer learning opportunities geared to the interests and abilities of children
  - d. Allow children to have choices and problem solve through hands on play
  - e. Integrate children's creative and imaginative expression
  - f. Evaluate and assess individual child progress at least three times during the school year using provided curriculum tools
    - i. Modify curriculum and activities to meet the needs of children as identified by child evaluation and assessment
  - g. Maintain a portfolio of work for each child documenting growth
  - h. Prepare and monitor student weekly reports



- i. Develop a cooperative working relationship with families by frequent communication either by phone, email, written note or personal conversation
  - j. Invite each family in the class to two formal conferences per school year
- 9) Behavior Management
  - a. Redirect misbehavior and do not demean child, use alternate behavior modification tools as appropriate
  - b. Enhance and maintain child's self-esteem
- 10) Health and Safety
  - a. Monitor child areas for hazards or sanitation problems; correct problems immediately or remove children from hazard until it can be corrected
  - b. Provide consistent supervision for all children at all times, indoors or out
  - c. Provide experiences and training to help children develop and practice good health/safety habits
    - i. Follow daily hygiene procedures for staff and children
    - ii. Follow all center schedules
  - d. Maintain accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments and family conferences

**Desired Competencies:**

- 7) Teamwork
  - a. Share best practices among teachers
  - b. Provide balanced feedback to the source with coaching
  - c. Accept balanced feedback and modify behavior with coaching
  - d. Adhere to work and break schedule; secure and communicate coverage when out of office
    - i. Prepare a folder of activities and information to be used by a substitute in case of absence
  - e. Attend scheduled staff meetings and trainings
  - f. Maintain common areas in a neat, orderly fashion
- 8) Training and Advancement
  - a. Proactively complete required yearly training and seeks opportunities to learn
- 9) Leadership
  - a. Positively supports change and raises issues through appropriate forums
- 10) Represents Children's Academy
  - a. Dresses appropriately and is well-groomed
  - b. Lives the values of good citizenship and demonstrates them with the children, parents and staff
  - c. Recruits new families
- 11) Identifies and Solves Problems
  - a. Identifies problems within role and begins to identify/propose potential solutions
  - b. Identifies opportunities to improve within role and begins to identify/propose potential solutions
- 12) Communication
  - a. Communicates clearly and professionally within team and with parents
  - b. Observes confidentiality relating to children, teachers and school

**Physical Requirements:**

6. Able to lift 30 pounds
7. Able to bend, stoop or kneel to achieve children's eye-level
8. Able to sit on the floor and/or child-sized chairs
9. Able to spend up to 1 hour at a time outdoors throughout the year
10. Able to write notes and communicate verbally using standard English

**Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_