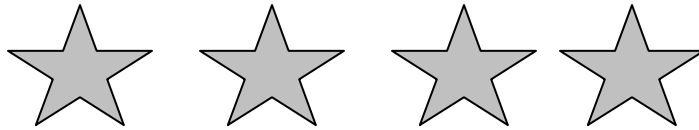


Staff Handbook



Cornerstone Child Development Center, INC

Cornerstone Child Development Center – Main

315 Webb Road Salisbury NC 28147

704.855.1218

Sr. Director, Bethany Rodwell Ext. 108

Administrator, Heather Charles Ext. 109

Cornerstone Child Development Center – City

1325 Faith Road Salisbury, NC 28146

Director, Kris Parker 704.633.0016

Cornerstone Child Development Center- East

125 Eastville Dr. Salisbury, NC 28146

Director, Jennifer Martin 704.279.1255

Cornerstone Child Development Center- North

1010 S. Salisbury Ave. Spencer, NC 28159

Director, Monica Tyson 704.637.5878

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Mission Statement

“Helping children discover the best in their world and themselves.”

Our Goals are:

- Welcome and promote parent participation in center activities.

- Support and encourage staff training and education to enhance quality, and to ensure the needs of children are being met.

- Include children with diverse backgrounds and special needs.

- Provide high quality resources and learning experiences to children of all levels of development.

- Provide high quality education experiences on the Early Childhood level.

This handbook is for employees of Cornerstone Child Development Center, Incorporated (herein called “the Center”) and is intended for information purposes only. Neither these policies, organization practices, nor other communications create an employment contract of term.

All employees of Cornerstone Child Development Centers will be furnished a copy of this personnel policy manual, and each employee must sign and date a receipt indicating he/she has read and understands the policies contained herein.

Equal Employment Opportunity

Cornerstone Child Development Center, Incorporated will provide equal employment opportunities to all people without regard to race, color, creed, sex, age, national origin or disability, make reasonable accommodations for the employment and advancement of disabled persons and veterans: and promote the full realization of this policy through positive, continuing implementation.

Cornerstone Child Development Center, Incorporated is fully committed to assuring equal opportunity and equal consideration to all applicants and employees in personnel matters including recruitment, examination and hiring, training, promotion, salary and other compensation and/or termination. In the implementation of this policy, full consideration will be given to all qualified candidates for all positions to be filled coupled with special effort to recruit and upgrade members of minority groups and women.

Statement of Non-Discrimination

Cornerstone Child Development Center, Incorporated shall not discriminate against any of its employees or applicants for employment because of race, religion, sex, age, national origin, or disability that does not impair job performance. This requirement shall apply to, but not be limited to, hiring, promotion, demotion, transfer, recruitment advertising, disciplinary action, lay-off or termination, apprenticeship, and compensation.

Cornerstone Child Development Center, Incorporated is an Equal Opportunity Employer.

Americans With Disabilities Act (ADA)

Cornerstone Child Development Center, Incorporated is committed to hiring and retraining employees with disabilities in accordance with the Americans with Disabilities Act (ADA). All applicants and employees with disabilities are to be afforded every opportunity granted by this act.

The ADA prohibits discrimination against qualified applicants and employees on the basis of disability. Qualified individuals with disabilities must meet the skill, experience, education and other job-related requirement of the position held or

desired and can perform the essential functions of the positions with or without reasonable accommodations.

An individual with a disability is defined as an individual who:

- Has a physical or mental impairment that substantially limits one or more of his/her major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

Employers cannot discriminate against people with disabilities in regard to any employment practices or terms, conditions, and privileges of employment. This covers all aspects of employment, including:

- Application
- Testing
- Hiring
- Assignments
- Evaluation
- Disciplinary Action
- Promotion
- Medical Exams
- Layoff/Recall
- Termination
- Compensation
- Leave
- Training
- Benefits

Employers must make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless it can be shown that such accommodations would cause undue hardship on the organization.

Some examples of reasonable accommodations include:

- Renovating existing facilities to make them readily accessible and useable.
- Restructuring of job responsibilities.
- Modifying work schedules.
- Reassignment to a vacant position
- Modifying equipment or devices.
- Adjusting or modifying testing and training materials or policies.

Any questions concerning this policy or its application should be directed to the Director.

Family & Medical Leave Act (FMLA)

Cornerstone Child Development Center, Incorporated will adhere to the Family & Medical Leave Act (FMLA).

The Family and Medical Leave Act of 1993 grants provisions for eligible employees. To qualify for this special leave, an employee must have worked for the organizations for at least one year (12months) and must have worked at least

1,250 hours during the previous 12 months. A physician's certification must be returned within 30 days of the notice to secure FMLA leave. If the request is not made in writing, FMLA leave will be forfeited. Eligible employees are entitled to a total of 12 week of unpaid leave during any 12-month period for one or more of the following:

- Birth of a child.
- Placement of child for adoption or foster care.
- To care for a spouse, child, or parent who has a serious health condition.
- Due to the serious health condition of the employee that prevents him/her from performing his/her job.

Any employee who takes FMLA leave under the law is eligible to return to the same or, an equivalent or comparable position and benefits. The employee is also eligible to continue any health insurance benefits that he/she has been eligible at the same rates. Employees planning to take FMLA leave are recommended to give a 30-day notice, if possible. The organization will determine the rolling period of time by the previous twelve (12) months from the effective date of the leave.

Harassment Policy

It is the policy of Cornerstone Child Development Center, Incorporated that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive including, but not limited to, sexual harassment.

Cornerstone Child Development Center, Incorporated will not tolerate any form of harassment by or towards employees. Engaging in such behavior is grounds for immediate dismissal.

Harassment is defined as a form of misconduct that undermines the integrity of the employment relationship. It refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness.

Areas of harassment include, but are not limited to, harassment of racial, ethnic, religious, national origin, disability, citizenship status, age, or sexual nature.

NO employee or volunteer should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. **NO** employee or volunteer is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, or any other aspect of employment or career advancement.

Any employee who feels he/she has been subjected to harassment or has witnessed the harassment of another employee is strongly encouraged to report it to his/her

immediate supervisor or the next individual in the chain of command with whom he/she feels comfortable.

Employment Requirements

Age Requirements. Due to North Carolina Child Care Licensing Regulations, all applicants must be at least 18 years of age to be considered eligible for full-time employment. Individuals at least 16 years of age will be considered eligible for some part-time opportunities.

Training/Education Requirements. Formal training in early childhood education or related field is required of the teaching staff.

- The Director should have a degree in early childhood education or child development.
- Lead Teachers should have or be working toward a degree in child development, early childhood education, or a related field.
- Assistant and Flexible Teachers should hold the North Carolina Child Care Credential or its equivalent and be working toward a degree in Early Childhood Development.

Experience Requirements. All individuals considered for employment will have experience working with young children.

- The Director should have at least five (3) years of classroom experience and one years of administrative experience.
- The Lead Teachers should have at least Two (2) years of classroom experience.
- Assistant Teachers should have at least one (1) year of classroom experience.

Medical/Health Requirements. All individuals considered for employment must be in good health. All Center employees must have an initial physical examination, including a TB Test.

Criminal Records Check. Within (one) weeks of employment, all new employees must complete Criminal Record Check information which will be submitted to the Rowan County Sheriff's Department and the North Carolina Division of Child Development.

Employment Procedures

Application Process. All applicants will complete an application for employment and provide the names, addresses and phone numbers of at least two professional references and two personal references. Qualified applicants will be screened through an interview process. If the applicant is to be considered further, the Director will request him/her to spend 2 – 4 hours in the classroom for which he/she is being considered. The Director will observe and evaluate the applicant's interaction with the children as well as his/her interaction with the teaching staff involved. The Director will either interview the applicant a second time during which a job offer may be made or will send the applicant a letter of rejection, thanking them for their interest in the position. A third interview may also be requested with the Executive Director.

SPECIAL NOTE: Consideration will be given, when applicable to promotion from within for those employees deemed qualified as demonstrated by their performance and training that they are capable of and interested in assuming additional responsibilities.

Orientation. Within the first six (6) weeks of employment, sixteen (16) hours of orientation is required which includes instruction of Center operations, review of policies and procedures, review of licensing regulations, health and safety procedures for abuse and neglect.

CPR & First Aid Training. Within the three months of employment, each employee must receive CPR and First Aid certification. For continued employment, each employee is expected to renew CPR certification annually and First Aid certification every three (3) years.

In-Service Training. Each employee must complete up to 20 hours or more of in-service training per year. Whenever possible, the Center will provide time off for the training and will pay any fees associated.

Center employees are expected to attend all training sessions they have been registered to attend. If an employee fails to attend, he/she will be responsible for repaying the Center for any fees associated with the training.

If an employee has an emergency that will prevent him/her from attending any such scheduled training, he/she should alert the Director so a replacement may be found to attend and the originally scheduled employee will be exempt from repaying the Center. If however, a replacement cannot be found or is not allowed by the organization offering the training, the employee originally scheduled for the training will be subject to repayment of the fees.

Center employees will be expected to arrive on time for all training sessions and to remain for the full time allotted for the training.

Employee Categories

Probationary Employees. All full-time and part-time employees will work a probationary period of employment during their first 90 days of employment. However, at the discretion of the Director, this period may be extended up to 30 additional days. At the end of the probationary period, a formal evaluation will be completed before permanent employment will be offered by the Center Director. An employee may be dismissed at any time during the probationary period if it is determined he/she is incapable of performing his/her assigned duties or for any other reason.

Full-Time Employees. Individuals employed to work 31 – 40 hours per week are considered full-time employees and are eligible for benefits as described in this handbook. Eligibility for employee benefits begins the first day following the completion for the probationary period.

Part-Time Employees. Individuals employed to work less than 31 hours per week are considered part-time employees and are eligible for benefits as described in this handbook.

Classroom Management Philosophy

The Cornerstone Child Development Center classroom management philosophy is based on providing engaging activities for children at all times. If a child is interested in an activity, he is experimenting with the activity and learning. Similarly, a child growing in self-esteem makes decisions for himself. Therefore, by using multiple interest areas in the classroom with different themes, a teacher is providing a range of developmental experiences at the same time.

Students are divided into small groups of two-to-three and encouraged to “play” in an area they choose. “Play” is really an exercise that a teacher plans for an area that in some way enhances the development of the child. For example, the teacher places a chalkboard in the “threes” library and asks the students to draw the story of Cinderella that was read to the each morning of the week. The children grow by re-telling the story, trying new words, and using their imagination. This is a “center-based” approach that has been used in early childhood learning facilities for over thirty years. Staff members are to directly interact with children during play time whether inside or outside.

Classroom teachers are expected to understand the developmental needs to their age group. In addition, they should plan and prepare a variety of activities that support each student’s development. A current lesson plan is to be posted at all times. When they identify a specific need, one-on-one

teaching can occur during the Interest Area Time. While the majority of the children are engaged in area learning, the teacher can work directly with the individual children for five to ten minutes at a time. Teachers must visually supervise and interact at all times. In this way, a teacher helps individual children in a classroom environment.

The children's welfare and safety needs to be the staff's first consideration. Supervising children at all times are very important to the welfare and safety of our children. In order to give the children adequate care, staff will follow these procedures.

1. Never leave children unattended.
2. Children should remain in the classroom.
3. Children are not allowed to leave the classroom without adult supervision.
4. If the classroom teacher must leave the classroom, another qualified adult must be left in charge of the class.
5. All children must be supervised visually at all times.
6. Children should be accounted for by name to face recognition whenever the children leave the classroom.
7. Class Attendance should be taken as the children enter the classroom.

This is ensured by: The on-shift supervisor will take attendance twice daily to ensure the teachers count and children present match.

To ensure ratios are maintained during the transition between two staff members the teacher will document each child in attendance on the shift change form and have the new teacher sign off on it for accuracy using the name to face recognition.

Playground Supervision

Daily outdoor learning time is time specified and required by state childcare regulations. Teachers are encouraged to use good learning techniques during this time. Bring some of the classroom activities outdoors so that students have more time to experiment. Pick large group game for the outdoors to build communication and problem-solving skills

Teachers will be actively involved with the children during outdoor activity time. Stimulating learning and monitoring safety are the key outdoor objectives. Socializing with other teachers could distract and contribute to a child's injury, and is therefore, not allowed. Teachers must face their class and visually supervise them at all times. Teachers are not permitted to sit

on the playground at any time. Failure to properly supervise students will result in disciplinary action which may include termination.

A name to face count of the children must be taken when leaving the building and returning to the building. This will prevent leaving a child unattended on the playground or in the classroom. A name to face recognition is to be completed every time when exiting and re-entering the classroom. This is to be recorded on the indoor/outdoor attendance sheet. In addition, no child should be allowed to enter the building without supervision. Record must be kept in the classroom filing system for 30 days.

While accidents are by their nature unpredictable, they can be decreased with focused supervision.

Nap Time Responsibilities

Times for naps are specified by state regulations. It should not be increased or decreased without the permission of the Director. Classroom schedules will display the time naps begin and end. Follow the schedule.

Each student should have a cot, sheet, and blanket during naptime. To maintain good hygiene these items are assigned to children and numbered. An assignment chart should be displayed in the classroom.

Encourage the children to sleep by playing soothing music, reading a story, or gently rubbing their back. If a child does not fall asleep within the state regulated time, provide that child with a quiet activity such as a book or puzzle for the remainder of nap time. It is inappropriate to expect a child to remain quietly on their cot with nothing to do for the entire nap period.

Lighting should be kept at an adequate level for safety and supervision during nap time. When all the children are asleep, the teacher is to spend time planning and preparing classroom activities. However, the most important responsibility is supervising the children.

At no time may staff sleep or leave the classroom out of state nap time ratios. Visual supervision must be maintained at all times. Any employee found sleeping on the job will be immediately terminated.

Performance Evaluation

The effectiveness for the Center is dependent upon competent staff who fully understands their duties, responsibilities, and performance standards. The performance evaluation system provides each employee with information about his/her performance in terms of his/her job responsibilities as well as guidelines to measure performance, the steps necessary to improve performance and/or prepare him/her for additional responsibilities.

The objectives of the Cornerstone Child Development Center performance evaluation system are:

1. To assess each individual staff member's performance.
2. To identify training needs or other ways to improve the staff member's performance.
3. To determine the staff member's potential to assume additional responsibilities and future assignments.
4. To determine appropriate and equitable performance-based salary increases.
5. To motivate staff by providing clear expectations, goals, and feedback.
6. To allow the Director to play a key role in developing the staff's abilities.
7. To eliminate arbitrary and overly subjective personnel decisions.
8. To provide accountability to the Cornerstone Child Development Center, Incorporated of its overall goals for all staff members.

The Cornerstone Performance Evaluation System consists of five (5) key elements:

I. Job Description.

During the interviewing process each applicant will have access to the job description applicable to the position for which he/she is interviewing. Job descriptions will describe, in general terms, the outcomes expected in each job at the Center.

II. Observation

Periodically throughout the year, supervisors will observe each employee as they work with the children in the classroom or (as in the case of non-teaching staff) their assigned duties. Observation Vignettes will be used for this purpose. The employee will get a copy and a copy will be placed in the employee's file.

III. Planning

The Director will review the weekly plans and classroom records of each teacher periodically. In the case of non-teaching staff, the Director will review work plans and the associated records requirement.

IV. In-Service Training

The Director will review the yearly training records of each employee on a quarterly basis to determine the employee's needs and whether or not he/she is scheduling appropriate training in a timely manner.

V. Overall Performance

The Director will discuss each employee's performance, calling into account the aforementioned items as reference. He/she will be aided in this effort by an evaluation tool that provides a scale for evaluating each of the aforementioned items and provide a score for overall performance.

New Hire, Rehire, and Reinstatement

New Hire. The Director is responsible for having the new employee complete all pre-employment forms, benefit applications, and enrollment forms; The Director is also responsible for providing, on the employee's first day of work, basic information on pay policy, leave policy, benefits, and working hours.

Rehires. Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The Director will review the former employee's performance records and circumstances surrounding termination of previous employment with the Cornerstone Child Development Center.

Reinstatement. Employees who are re-employed by the Cornerstone Child Development Center after termination will lose their original date of hire for all purposes and be assigned a new date corresponding to their first day on the job after re-employment. Benefits will begin in accordance with this new date of employment. This policy shall not apply to layoffs or to an employee who was erroneously terminated for cause and later reinstated.

Personnel Records

A personnel file will be maintained for each employee.

It will contain the employee's application (and if applicable—resume), copies of school transcripts and training certificates, medical information, letters of recommendation, a job description, salary information, grievances or disciplinary actions, receipt of policy handbook and updates, etc. All such information will be held in strict confidence and made available to authorized personnel only.

The personnel file will be available to the employee upon request. The file will be reviewed in the presence of the Director or his/her designee.

The employee will be held responsible for notifying the Director of and changes in his/her personal status such as legal name, address, telephone number, or marital status.

An employee may authorize release of any information in his/her personnel file to any person, institution, or agency at any time by sending a written release to the Director. Routine verification of employment does not require written authorization. The Director is responsible for the verification of staff member's employment and the Chair of the Board of Directors is responsible for verification of the Director's employment.

Staff Meetings

In an effort to maintain an informed staff that presents a positive professional image, the Director will preside over monthly staff meetings. Attendance at these meetings is mandatory.

At times during the year, the Director may call special staff meetings to discuss specific issues or for particular training opportunities that cannot be conducted during the regularly scheduled staff meetings. Attendance at these meetings is also mandatory.

Dress Code

It is the aim of Cornerstone Child Development Center that the staff dresses in such a manner that presents a professional and best image of themselves and that reflects well on the Center to the children and families they serve. The staff of the Center is expected, as a matter of routine, to report to work in the appropriate attire of scrubs. ***Scrubs will be purchased at the expense of the staff member.*** Any color bottoms excluding white, black, or brown. Any color scrub tops excluding white.

It is expected that the staff members will use good judgment in their standard of personal hygiene and will adopt an appearance that reflects the importance of their profession and their value to the Center.

The following is a partial list of items that are considered ***inappropriate:***

- Soiled, tattered, and/or rumpled clothing.
- Ill fitting or tight clothing.
- High heeled shoes.
- Tennis shoes are to be worn. They must be clean and presentable. No open-toed or open- back shoes are allowed (unless working in the Infant classroom).
- Hair must be kept pulled back and neatly groomed
- Tattoos are to be covered at all times.

SPECIAL NOTE:

Shorts may be worn only if they are scrub shorts. However, they must reach to the knee of the employee when standing straight.

An employee determined by the administration to be inappropriately attired will be required to leave work and requested to alter his/her appearance to a more appropriate manner. Time lost on the job by the employee for this purpose will not be compensated. If an employee refuses to heed the administration's instruction regarding personal appearance, such conduct will result in disciplinary actions up to and including termination.

Work Schedules

Employees will be assigned a work schedule. However, employees must be available to work based on the needs of the Center. Employees will be notified by the Director if scheduled work hours need to be changed. Individual requests will be considered whenever possible, but the Center needs will ultimately determine staff work schedules.

Time & Attendance

All employees are expected to be on time to work and be consistent in attendance. For the purposes of this handbook, "on time" is defined as being in the assigned classroom or duty station and ready to begin at the time scheduled.

Call-Out Procedure

1. You are to call at least one hour prior to shift.
 - If you know the evening prior you may call out to Management before 10pm.
 - If you are an opener at 6am (only), you can call out after 10pm.
 - If you are an afternoon staff member, you are not to call management at home between the hours of 10pm and 9am. However, you may call the center at 6am when they open.
2. You are required to come in depending on situation; this is at the discretion of management.

3. Management will start trying to find coverage for your shift immediately.
4. All call-outs needs to be verified with a doctors note if due to illness unless otherwise stated by Management.
5. At no time are messages/texts acceptable for call-outs. You are to relate to management only.
6. The call-out procedure will be enforced at ALL times. Failure to follow call-out procedure will result in a staff disciplinary action or possible termination.

Multiple and/or consistent occurrences of unexcused tardiness or absenteeism will result in a warning and possible termination of employment.

Employees are not to leave work prior to the end of their scheduled work period without the prior knowledge and consent of the Director.

Time Records

Upon employment, each employee will be given a time clock code. Using this code, employees will be required to "clock in" upon arrival at the Center to begin their scheduled work period. Failure to do so will result in a warning. Continued failure will result in termination of employment.

All hourly employees will be required to "clock out" for lunch breaks and "clock in" upon return.

For more information, on lunch breaks, please see the section entitled "Lunch Breaks".

Lunch Breaks

Employees working nine (9) *hours per day* are permitted a one hour **unpaid lunch break**.

Employees working (8.5) eight hours and thirty minutes per day are permitted a 30 minute **unpaid lunch break**.

Employees working eight (8) *hours per day* are permitted a 15 minute **paid** break.

Alcohol and Substance Abuse

The Center prohibits the use, manufacture, conveyance, possession or distribution of illicit substances on its premises and maintains a drug-free and smoke-free work environment. Any violation of this policy will subject employees to adverse employment action, up to and including immediate dismissal.

Employees who abuse alcohol and/or other substances, whether legal or illegal, are encouraged to seek treatment voluntarily. In cases not involving sales, transactions or manufacture, decisions regarding disciplinary action will be made by the Director and may depend upon the circumstances surrounding the discovery, whether the employee seeks help voluntarily, and the employee's work record. Those cases that involve sales, transactions, or manufacture will result in immediate termination of employment. CCDC reserves the right to request any employee goes for drug testing. If you are asked to go for a drug test and you refuse, this may result in termination with CCDC. If you are asked to go for a drug test then you will receive a form and notified of the location and time for the drug testing.

Personal Business on Work Time

While on duty, all employees are expected to maximize the use of their time in pursuit of activities directly related to the Center. Furthermore, the use of Center equipment and supplies for personal business is prohibited.

Employees are asked to take care of personal business at times other than scheduled work periods. The Center does recognize that occasionally situations such as personal phone calls or visitors may arise. However, each employee is responsible for minimizing such occurrences. If such situations are deemed excessive by the Director, the employee will be warned. If there is no improvement, the employee may be subject to termination.

The telephone in the workplace is a business telephone. It must be easily available for business use and must be kept clear in the event of an emergency for communication with parents and Center business. All

incoming calls should be answered immediately, identifying the center name and your name. If personal phone calls must be made, employees may make these during their breaks. *Under no circumstances should long distance phone calls be billed to the Center.*

If personal phone calls are received while an employee in the classroom, a message will be taken and given to the employee on their break so that the call may be returned when you are not responsible for caring for children. *Only for emergency calls will a message be delivered to the employee and provisions be made for the employee to be relieved in order to take or return the call.*

Personal cellular telephones and pagers **are not allowed** in the classroom while an employee is working.

Code of Ethical Conduct

All employees of the Cornerstone Child Development Center will adhere to the Code of Conduct established by the National Association for the Education of Young Children (NAEYC) which is as follows:

Section I: Ethical Responsibilities to Children

Childhood is a unique and valuable stage in the life cycle. Our paramount responsibility is to provide safe, healthy, nurturing, and responsive settings for children. We are committed to supporting children's development by cherishing individual differences, by helping them learn to live and work cooperatively, and by promoting their self-esteem.

Ideals:

- To be familiar with the knowledge base of early childhood education and to keep current through continuing education and in-service training.
- To base program practices upon current knowledge in the field of child development and related disciplines and upon particular knowledge of each child.
- To recognize and respect the uniqueness and the potential of each child.
- To appreciate the special vulnerability of children.
- To create and maintain safe and healthy settings that foster children's social, emotional, intellectual and physical development and that respect their dignity and their contributions.
- To support the right of children with special needs to participate, consistent with their ability, in regular early childhood programs.

Principles:

- Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, psychologically damaging, or physically harmful to children. ***This principle has precedence over all others in this Code.***
- We shall not participate in practices that discriminate against children by denying benefits, giving special advantages, or excluding them from programs or activities on the basis of their race, religion, sex, national origin, or the status, behavior or beliefs of their parents.
- We shall involve all of those with relevant knowledge (including staff and parents) in decisions concerning a child.
- When, after appropriate efforts have been made with a child and the family, the child still does not appear to be benefiting from a program, we shall communicate our concern to the family in a positive way and offer them assistance in finding a more suitable setting.

- We shall be familiar with the symptoms of child abuse and neglect; we shall report the evidence to the appropriate community agency and follow up to ensure that appropriate action has been taken. When possible, parents will be informed that the referral has been made.
- When another person tells us of their suspicion that a child is being abused or neglected but we lack evidence, we shall assist that person in taking appropriate action to protect the child.
- When a child protective agency fails to provide adequate protection for abused or neglected children, we acknowledge a collective ethical responsibility to work toward improvement of these services.
- When we become aware of a practice or situation that endangers the health or safety of children, but has not been previously known to do so, we have an ethical responsibility to inform those who can remedy the situation and who can keep other children from being similarly endangered.

Section II: Ethical Responsibilities to Families

Families are of primary importance in children's development. (The term family may include others, besides parents, who are responsibly involved with the child.) Because the family and the early childhood educator have a common interest in the child's welfare, we acknowledge a primary responsibility to bring about collaboration between the home and school in ways that enhance the child's development.

Ideals:

- To develop relationships of mutual trust with the families we serve.
- To acknowledge and build upon strengths and competencies as we Support families in their task of nurturing children.
- To respect the dignity of each family and its culture, customs, and beliefs.

- To respect families' childrearing values and their right to make decisions for their children.
- To interpret each child's progress to parents within the framework of developmental perspective and to help families understand and appreciate the value of developmentally appropriate early childhood programs.
- To help family members improve their understanding of their children and to enhance their skills as parents.
- To participate in building support networks for families by providing them with opportunities to interact with program staff and families.

Principles:

- We shall not deny family members access to their child's classroom or program setting.
- We shall inform families of program philosophy, policies, and personnel qualifications, and explain why we teach as we do.
- We shall inform families of and, when appropriate, involve them in policy decisions.
- We shall inform families of and, when appropriate, involve them in significant decisions affecting their child.
- We shall inform the family of accidents involving their child, or risks, such as exposures to contagious disease that may result in infection, and of events that might result in psychological damage.
- We shall not permit or participate in research that could in any way hinder the education or development of the children in our programs. Families shall be fully informed of any proposed research projects involving their children and shall have the opportunity to give or withhold consent.
- We shall not engage in or support exploitation of families. We shall not use our relationship with a family for private advantage or personal gain, or enter into relationships with family members that might impair out effectiveness in working with children.
- We shall develop written policies for the protection of confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest.
- In cases where family members are in conflict we shall work openly, sharing our observations of the child, to help all parties involved make informed decisions. WE shall refrain from becoming an advocate for one party.
- We shall be familiar with and appropriately use community resources and professional services that support families. After a referral has been made, we shall follow up to ensure that services have been adequately provided.

Section III: Ethical Responsibilities to Colleagues

In a caring cooperative work place, human dignity is respected, professional satisfaction is promoted, and positive relationships are modeled. Our primary responsibility in the arena is to establish and maintain setting and relationships that support productive work and meet professional needs.

RESPONSIBILITIES TO CO-WORKERS

Ideals:

- To establish and maintain relationships of trust and cooperation with co-workers.
- To share resources and information with co-workers.
- To support co-workers in meeting their professional needs and in their professional development.
- To accord co-workers due recognition of professional achievement.

Principles:

- When we have concern about the professional behavior of a co-worker, we shall first let that person know of our concern and attempt to resolve the matter collegially.
- We shall exercise care in expressing views regarding the personal attributes or professional conduct of co-workers. Statements should be based on first-hand knowledge and relevant to the interests of children and programs.

RESPONSIBILITIES TO EMPLOYERS

Ideals:

- To assist the program in providing the highest quality of service.
- To maintain loyalty to the program and uphold its reputation.

Principles:

- When we do not agree with program policies, we shall first attempt to effect change through constructive action within the organization.
- We shall speak or act on behalf of an organization only when authorized. We shall take care to note when we are speaking for the organization and when we are expressing a personal judgment.

RESPONSIBILITIES TO EMPLOYEES

Ideals:

- To promote policies and working conditions that foster competence, well-being, and self-esteem in staff members.

- To create a climate of trust and candor that will enable staff to speak and act in the best interests of children, families, and the field of early childhood education.
- To strive to secure an adequate livelihood for those who work with or on behalf of young children.

Principles:

- In decisions concerning children and programs, we shall appropriately utilize the training, experience, and expertise of staff members.
 - We shall provide staff members with working conditions that permit them to carry out their responsibilities, timely and not-threatening evaluation procedures, written grievance procedures, constructive feedback, and opportunities for continuing professional development and advancement.
 - We shall develop and maintain comprehensive written personnel policies that define program standards and, when applicable, that specify the extent to which employees are accountable for their conduct outside the work place. These policies shall be given to new staff members and shall be available for review by all staff members.
-
- Employees who do not meet program standards shall be informed of areas of concern and, when possible, assisted in improving their performance.
 - Employees who are dismissed shall be informed of the reasons for their termination. When a dismissal is for cause, justification must be based on evidence of inadequate or inappropriate behavior that is accurately documented, current, and available for the employee to review.
 - In making evaluations and recommendations, judgments shall be based on fact and relevant to the interest of children and programs.
 - Hiring and promotion will be based solely on a person's record of accomplishments and ability to carry out the responsibilities of the position.
 - In hiring, promotion, and provision of training, we shall not participate in any form of discrimination based on race, religion, sex, national origin, handicap, age, or sexual preference. We shall be familiar with laws and regulations that pertain to employment discrimination.

Section IV: Ethical Responsibilities to Community and Society

Early childhood programs operate within a context of an immediate community made up of families and other institutions concerned with children's welfare. Our responsibilities to the community are to provide programs that meet its needs and to cooperate with agencies and progressions that share responsibility for children. Because the larger society has a measure of responsibility for the welfare and protection of children, and because of our specialized expertise in child development, we acknowledge an obligation to serve as a voice for children everywhere.

Ideals:

- To provide the community with high-quality, culturally sensitive programs and services.
- To promote cooperation among agencies and professionals concerned with the welfare of young children, their families, and their teachers.
- To work, through education, research, and advocacy, toward an environmentally safe world in which all children are adequately fed, sheltered, and nurtured.
- To work, through education, research, and advocacy, toward a society in which all young children have access to quality programs.
- To promote knowledge and understanding of young children and their needs. To work toward greater social acknowledgement of children's rights and greater social acceptance of responsibility for their well-being.
- To support policies and laws that promote the well-being of children and families. To oppose those that impair their well-being. To cooperate with other individuals and groups in these efforts.
- To further the professional development of the field of early childhood education and to strengthen its commitment to realizing its core values as reflected in this Code.

Principles:

- We shall communicate openly and truthfully about the nature and extent of services that we provide.
- We shall not accept or continue to work in positions for which we are personally unsuited or professionally unqualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide.
- We shall be objective and accurate in reporting the knowledge upon which we base our program practices.
- We shall cooperate with other professionals who work with children and their families.
- We shall not hire or recommend for employment any person who is unsuited for a position with respect to competence, qualifications, or character.
- We shall report the unethical or incompetent behavior of a colleague to a supervisor when informal resolution is not effective.
- We shall be familiar with laws and regulations that serve to protect the children in our programs.
- We shall not participate in practices which are in violation of laws and regulations that protect children in our programs.
- When we have evidence that an early childhood program is violating the laws or regulations protecting children, we shall report it to persons responsible for the program. If compliance is not accomplished within a reasonable time, we will report the violation to appropriate authorities who can be expected to remedy the situation.

- When a program violates or requires its employees to violate this Code, it is permissible, after fair assessment of the evidence, to disclose the identity of that program.

Custody Issues

Since the families that we serve are sometimes faced with conflicts that lead to custody disputes, employees may be approached by parents or their attorneys to give a statement regarding the care of a child. Under no circumstance should an employee give his/her opinion or make a statement concerning the care of a child to or for the use of anyone other than the parents/guardian of the child, unless he/she is legally required to do so by subpoena. Refer all such inquiries to you Director, as employees are not authorized to speak on behalf of the Center. In addition, the employee could be held personally liable by someone involved in a legal dispute.

Unethical and Improper Practices

The following are examples of job performance violations and misconduct that will require immediate disciplinary action and possible termination of employment.

- Release of confidential information to unauthorized persons.
- Providing information or acting in a way that threatens the safety, health, or well-being of another individual.
- Use of abusive, threatening, or improper language toward others.
- Sexual harassment.
- Failure to perform assigned duties due to lack of effort/commitment
- Failure to report to work without notice.
- Excessive unexcused tardiness.
- Falsifying Center records and/or reports including payroll, personnel and employment records.
- Inability or failure to maintain satisfactory working relationships with co-workers.
- Failure to abide by written policies.
- Insubordination.
- Abuse, misuse, or unauthorized possession of Center property.

This is only a partial list.

The Director retains the right to use his/her discretion in selecting the level of disciplinary action appropriate for the situation.

Statement of Confidentiality

(Parents, Visitors, Students, Personnel, Volunteers)

Aim:

- To protect the child at all times and to give all staff, families, and visitors clear guidance as to their legal and professional roles and to ensure good practice throughout the Center which is understood by all.
- Sharing information unnecessarily is an erosion of trust. The Center is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Guidelines:

1. All information about individual children is private and should only be shared with those staff that has a need to know. Children's names should NEVER be used outside of the Center.
2. Photographs of children should not be used without parents' permission especially in the press and internet. When permission is given, the child's name should never be attached to the photo. This is often a cultural issue that the Center needs to be aware. Examples include: Facebook, My Space, or other social networking sites
3. Information about children will be shared with parents but only about their child. Parents should refrain from asking about other children because it breach's that child's confidentiality.
4. Parents may make pictures in the classroom, but must also abide by all of the guidelines set forth in this statement.
5. Pictures should be used for educational purposes; i.e. teachers, college students (with permission). High School student visitors shall not be allowed to make any photographs.
6. This statement is verification that all individuals including; personnel, students, parents, and volunteers that enters C.C.D.C. Centers are to remember that confidentiality is to be an ethical principle to follow at all times. This statement signifies commitment to this belief and the above practices.

If there is a questions as to confidentiality and the sharing of information, DO NOT share information until you have cleared it through your center Director.

Employee Discipline

Maintaining high expectations is essential to the efficient operation of the Center. C.C.D.C. strives to treat all employees fairly in the application of policies, practices, and discipline. C.C.D.C.'s goal is to help the employee so he/she may look forward to a successful future while also promoting the quality of care for young children and their families in Rowan County and surrounding counties. However, breaches of the established standards will be dealt with firmly under a uniform policy that applies to all individuals.

The purpose of this policy is to define the procedures for correcting employee misconduct in a progressive manner and to assist the employee in meeting the expectations of his/her job. The sequence of actions under the progressive disciplinary procedures is as follows:

1. Oral warning
2. Formal discussion with the Director
3. First written warning
4. Second written warning including formal meeting with Director.
5. Termination of employment.

Suspension without pay may or may not occur at any point prior to termination of employment. The purpose of a suspension is to decide whether further disciplinary action is necessary and to give the employee time to think about the seriousness of the offense and to make a commitment toward better behavior and/or job performance. Suspensions may last a minimum of one (1) day.

Oral warnings are given to inform the employee that certain behaviors are unacceptable while on the job. Documentation of the warning should be maintained in the employee's file.

A written notice is a serious matter. If an employee repeatedly ignores oral warnings, breaks rules, or fails to meet standards, written deficiency notices are given to the employee and documented in the employee's file. This notice has two purposes.

- To provide an opportunity for improving performance, and
- To build documentation in the event more action must be taken.

The purpose of a formal meeting is to gather information and/or to appraise the employee's performance. The employee will be informed of the reasons for the conference and will be given the opportunity to respond. Goals and timetables will be established, and the conference will be recorded in the employee's personnel record and a copy given to the employee.

Certain behaviors are ground for immediate dismissal. Following is a partial list of these offenses.

- Substantiated sexual, physical or emotional abuse of children.
- Alcohol or drugs on the job.
- Physical aggressiveness or threats of aggression
- Theft of agency or other employee's property.
- Intentional destruction of property.
- Gross insubordination, such as refusal to work and use of profanity in communications.
- Lying or omitting critical information on an application.

* If an employee is suspended for disciplinary reasons he/she may not use sick time or vacation time for replacement of hours.

Grievance Procedure

The employee grievance procedure assures clear communication between employees and the Senior Director and establishes an orderly procedure for hearing and responding fairly to employees' grievances. Should a problem occur in the workplace, the employee has the right to present his/her concerns, free from interference, restraint, coercion, discrimination or reprisal.

If an employee believes he/she has been treated unfairly, he/she should first discuss the matter with their On-Site Director. The discussion must occur within 15 days of the action the employee feels was unfair.

If the issue is not settled in the discussion between the employee and the On-Site Director, the employee must submit his/her grievance in writing to the Corporate Director, Cornerstone Child Development Center, INC within 15 days of the official discussion with the On-Site Director.

If the issue is still not settled in the discussion between the employee and the Corporate Director, the employee must submit his/her grievance in writing to the Executive Director, Cornerstone Child Development Center, INC within 15 days of the official discussion with the Corporate Director.

The action of Executive Director is final. All Appeals and outcomes of this procedure should be secured in writing, given to each employee involved, and included in the personnel files of all employees involved.

1. The administrative authority may meet with the employee, supervisor and/or other persons to gather relevant facts or may decide the matter solely upon a review of the complaint. The administrative authority shall issue a decision in writing to the complainant within twenty (20) working days of receipt of the appeal. The decision of the executive director is final.

Secondary or Conflicting Employment/Education

Cornerstone Child Development Center employees are expected to devote their professional capabilities to their employment within the Center. All secondary employment or educational classes (excluding your last semester) needs should be discussed with the Director prior to accepting a position with the Center to ensure that the supplemental job responsibilities do not conflict with the proposed position nor interfere with the employee's ability to perform his/her assigned job duties.

Abuses, such as leaving work early, using Center equipment, being sluggish or sleeping on the job due to outside employment/school, will not be tolerated.

Employment with offices or agencies, including self-employment that presents a conflict of interest with an employee's position with the Center will be grounds for disciplinary action, including termination. This includes going to school during business hours. We highly recommend nighttime or on-line classes.

Termination of Employment

A voluntary choice, made by the employee to terminate employment for whatever reason, is termed a resignation. An employee wishing to resign his/her position is expected to give a minimum two-week written notice of such action. The Director is expected to give a minimum 30-day written notice.

Involuntary separation or dismissal results from a decision made by the Director of Cornerstone Child Development Center. If the Center servers the relationship between itself and an employee, the reason for severance will be documented and communicated to the employee consistent with federal and state employment regulations.

Unless an employee has been dismissed due to an action or inaction covered under the "grounds for immediate dismissal," (see "Employee Discipline") the Director or Center designee should communicate to the employee the reason for his/her dismissal.

Should this notice occur during the mini-review employment period, the employee shall receive a paycheck only for hours worked. If an employee is terminated after the initial review period, he/she will be compensated for the hours worked since the last pay period. Additionally, *any unused vacation time shall be paid to the employee if the employee has worked a minimum of 12 months for the Center.*

In the event of the death of a staff member, the salary, accrued annual leave, and any other benefits to which the employee was entitled, will be paid to the deceased employee's spouse/partner, or named beneficiary. The Director of Cornerstone Child Development Center will inform the named beneficiary of all insurance and employee benefits to which the beneficiary is entitled.

Exit Interview

Upon notice of employment termination, the employee will be given the opportunity for an exit interview. The exit interview will be scheduled during the employees notice period with the Senior Director. The employee is encouraged to offer feedback on agency operations, programming and employment practices.

The Childcare Administrator will review with the employee benefit information, i.e., payment of accrued vacation time.

Wages

Each employee's salary will be set at the time of hiring at the discretion of the Sr. Director using the established pay scale.

Employees of Cornerstone Child Development Center Incorporated are paid once a week (Friday), 52 times annually. Teaching and Non-teaching staff is paid hourly, while Administrative staff is salary. In case of payday falling on a holiday it will be paid on the closest business day.

The Cornerstone Child Development Center operates from 6:00 AM to 6:00 PM, Monday through Friday.

All pay increases/bonuses are subject to the availability of resources. Increases may include cost of living adjustment and/or merit increases. The Senior Director in conjunction with the Executive Director, within the budgetary constraints of the agency, will determine the amount of increase.

Paycheck stubs are emailed. Please make sure to provide the most current email address and notify your supervisor of any changes. If you need the Business Center to provide paycheck stubs, please allow a 48 hour turn around.

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: Federal income tax, Social Security tax (FICA), State income tax, and Medicare.

Every employee must complete a federal withholding allowance certificate (IRS form W-4) and a state withholding allowance certificate (NC-4) on or before his or her first day of employment. This form must be completed in accordance with federal regulations. The employee may fill out a new w-4 and NC-4 at anytime when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption From Withholding Certificate (IRS Form W-4E). Employees are expected to comply with the instructions on the W-4 and NC-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include AFLAC supplemental health benefits, and employee childcare not paid by Cornerstone Child Development Center. Other Voluntary contributions (e.g. reimbursements, etc.) are also deducted.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period, or on the W-2, should check with the Director immediately.

Overtime

While overtime is strongly discouraged, there may be times when scheduling requires some employee to work overtime.

It is the responsibility of each employee to alert the Director when he/she is approaching 40 hours worked for the week. The Director will decide whether the employee is needed to work overtime. **Unauthorized overtime will not be paid.**

All full-time staff, other than Administrative Staff will be paid the overtime rate of time and a half for hours worked in excess of 40 hours per week. Likewise, part-time employees will be paid the overtime rate of time and a half for hours worked in excess of 40 hours per week.

The Director and Assistant Director shall receive compensation time when overtime is worked. Compensation time is earned at the rate of 1:1, that is, one hour off for one hour worked.

Worker's Compensation

While the employee is working for the Center, the employee is automatically covered by Worker's Compensation Insurance paid by the organization. This insurance coverage provides benefits to any employee injured as a result of employment requirements.

Under the rights and benefits established in the provision of the Worker's Compensation Act, ***It is essential that the employee promptly report any injury, no matter how minor it may appear at the time, to the Director*** so the proper forms may be completed.

Unemployment Insurance

I understand that I am being employed by a Church and that Churches are exempt from unemployment insurance regulations. Therefore, I may not be eligible to receive unemployment benefits for the period I am employed by the Church

Employee Benefits

All full-time employees are generally eligible for the following benefit package.

1. AFLAC supplemental insurance.
2. Vacation Leave

3. Holiday Leave
 4. Sick Leave (Contingent on Smart Start Funding)
 5. Education Assistance
 9. Free Lunch and Breakfast – served family style with the children.
-

Holidays

The following ten (12) days are considered holidays.

- | | |
|--|---|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> ½ Day- Day Before Thanksgiving |
| <input type="checkbox"/> Good Friday | <input type="checkbox"/> Thanksgiving Day |
| <input type="checkbox"/> Easter Monday (Un-paid) | <input type="checkbox"/> Day after Thanksgiving (Un-Paid) |
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> ½ Day- Day Before Christmas |
| <input type="checkbox"/> Labor Day | <input type="checkbox"/> Christmas Day |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Day before or after Christmas |

Full-time and part-time employees will become eligible to receive holiday pay after 90 days.

Part-time employees will receive pay for holidays on a pro-rated basis. For example, an employee that worked 20 hours per week will be paid for four (4) hours for each holiday.

If a regularly scheduled holiday falls on Saturday, it will be observed the preceding Friday. If it falls on Sunday, it will be observed the following Monday. Any holiday that falls during an employee's vacation will be counted as a holiday and not as vacation.

Should it become necessary for an employee to work on a holiday, the employee should be given notice as far in advance as possible. This day can then be taken off at a time agreed upon by both the employee and his/her supervisor. Holiday time is not included in any payment upon employee separation from the Center. Employee must work the day before and after to receive holiday pay.

Vacation

Full time employees who have worked at the Center for one (1) year, but less than two (2) are allowed five (5) days or 40 hours of vacation time. Any

employee who has worked for five years consecutively or more is eligible for ten (10) days or 80 hours of vacation time. Vacation hours will start accumulating after the first ninety days of work.

Each employee may take vacation after a minimum six months of satisfactory employment.

Employees may take their total "available" vacation at any time throughout the year. However, any vacation in excess of 40 hours must be submitted in writing to the Director at least 30 days prior to the date the vacation is scheduled to begin. For all other vacation requests, employees must request approval for vacation time two (2) weeks in advance of the date he/she wishes to begin vacation.

An employee's vacation cannot be carried over to future calendar years if not taken. All vacation in excess of 40 hours will be paid out if not taken.

* If an employee is suspended for disciplinary reasons he/she may not use sick time or vacation time for replacement of hours.

Sick Leave

Full time employees are allowed 4 hours per month (contingent on Smart Start Funding). Employees are not eligible to take sick leave until they have satisfied their 90 day probationary period. If the employee becomes ill during the 90-day probationary period, he/she will have to take the time off without pay. This is only eligible for full-time employees.

Employees should notify the Director as soon as possible when sick leave is needed because of illness. It remains the employee's responsibility to keep the Director informed daily as to his/her condition and when he/she will return to work. If absent for more than two (2) days, an employee will be required to provide documentation of medical problems upon returning to work.

At the end of the fiscal year (June), any unused sick leave will be paid out to the employee. Sick leave may accumulate indefinitely, but employees will not be compensated for any unused sick leave upon termination of employment.

* If an employee is suspended for disciplinary reasons he/she may not use sick time or vacation time for replacement of hours.

Death In The Family

Employees are allowed up to three (3) days un-paid leave in the event of a death in their immediate family.

Immediate family is defined as the employee's parents, spouse or partner, siblings, children, grandparents, grandchildren, in-laws, or any relative deemed appropriate by the Director.

Military Leave

Upon request, employees serving in National Guard of Reserve units may take leave, not to exceed what is required by the military branch in any given year, to participate in annual training exercises provided that military orders are submitted when making the request for leave. Military leave shall be granted for up to 120 working hours during the federal fiscal year (October 1 – September 30).

In case of a national emergency that requires the employee's unit to mobilize for active duty, the employee is placed on leave without pay with all rights as employees protected, according to prevailing law.

Jury Duty

Jury duty notices or a copy thereof, must be submitted to the Director.

The employee will be expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor periodically informed about the amount of time required for jury duty or court appearances.

Time off for court appearance as a party to any civil or criminal litigation shall not be compensated by Cornerstone Child Development Center, and the employee must arrange for time off without pay or use vacation leave for such appearances.

Leave Of Absence

A leave of absence without pay is a temporary non-pay status and absence from duty by an employee due to personal reasons while guaranteeing the employee's position. A leave of absence **without pay** will be handled on a case-by-case basis and must have the approval of the Director. During this period, the employee may take and accumulated vacation or sick leave not to exceed 12 months. The terms of such a leave of absence will be confirmed in writing to be acknowledged by both the Sr. Director and the employee.

Whenever possible, a request for a leave of absence without pay should be submitted, in writing, to the supervisor at least 30 days in advance for the expected leave. In the event of a serious illness, a family member may submit this request for the employee.

The Director should take the following into consideration regarding request for leaves of absence not covered by FMLA:

- The employment needs of the Center
- The employee's length and quality of service
- The extremity of the employee's circumstances
- Other factors which may bear on the request.

All leaves that fall under the Family & Medical Leave Act will be handled as prescribed in the act.

Educational Assistance

To assist staff in attending additional education for career advancement within the childcare/education industry, CCDC offers an educational assistance program. To be eligible the employee must:

- Be an active employee working an average of 30 hours per week
- Complete at least three months of service before the class start date
- Receive approval on a course by course basis from immediate supervisor
- Submit a completed and approved CCDC Educational Assistance Agreement to the Business Center prior to starting a course
- Reimburse CCDC for all expenses covered by another educational assistance program (i.e. Teach Scholarship Program)
- Show evidence of passing the course and original receipts detailing costs
- Reimburse CCDC the full tuition amount if she leaves the company (whether voluntarily or involuntarily) within 6 months of the completion of the course.
- Reimburse CCDC the full textbook amount if textbook is not turned in within 14 days of the end of the term.

- I will remain an employee at CCDC for at least 6 months after the completion of the course(s). If my employment terminates for any reason, I will reimburse CCDC the full amount of tuition and/or books paid for on my behalf.

The Educational Assistance Program is used to **assist** eligible staff for tuition for degrees related to early childhood education or management regardless of whether taken in class or on-line. Employee may attend any licensed school to obtain additional education; however, the maximum tuition paid/reimbursed for each class will be the least amount charged by any college/school. Additionally, CCDC will not reimburse any courses that are not completed with a passing grade, or "out of state" tuition charges regardless of how they are categorized.

Required textbooks must be purchased by the student/employee. CCDC will reimburse employees for the cost of the text book. To receive reimbursement, properly complete an Educational Assistance Agreement and attach the receipt for books showing the title of the book and the amount paid. Whenever possible, teachers should purchase used textbooks through amazon.com, textbook.com, etc.. Internet sites typically offer lower priced books than local bookstores. Books reimbursed by CCDC are the property of CCDC and are to be turned in to your immediate supervisor within 14 days of course completion.

Grades must be submitted within 30 days of the end of the term or full amount that CCDC paid for the student will be deducted from his/her paycheck. If a grade is not received, we will assume the class was dropped, or the student failed the class.

This policy is intended to act as a guideline for granting educational assistance; however, approval remains at the sole discretion of Senior Management.

Accidents or Disaster

Should a safety hazard or dangerous working practice come to the attention of any employee, that employee should either correct the problem himself/herself or inform the Director of the situation. The Director should then act quickly to solve the problem.

In the event of a serious situation, such as a fire or natural disaster, teachers will ensure that all children are safely out of the building and accounted for. The Director is ultimately responsible for ensuring that all employees and children leave the facility in a quick, efficient manner and that all other appropriate actions have been taken.

Evacuation plans are clearly posted. If time permits, client files should be secured. However, no life should be endangered or sacrificed in this effort.

Inclement Weather

Cornerstone Child Development Center will attempt to be open every days of its regular schedule. However, in times of inclement weather, news of the facility's closure or change in hours of operation will be made by 5:30 am using the following venue:

Check Channel 9-WSOC and/or WSOCTV.com for all weather closing or delays. We are listed as **Cornerstone Child Development Center-**. Also, all changes will be listed on the voicemail at the Main Center (704.855.1218 x.109).

When Cornerstone Child Development Centers open on a delayed schedule we will not accept children at any of our locations after 1 hour and a half of being open (ex: Center opens at 9:00am. No children will be accepted after 10:30am.)

All fees and tuition will remain the same for the week. Charges are based on weekly rates-no credits will be given due to Inclement Weather.

If the facility opens, employees are expected to report to work. If an employee chooses to remain at home, he/she will be required to use vacation leave. If the employee does not have vacation leave to take, he/she will be required to take the day off without pay.

In cases of extremely inclement weather, the Director will determine if the facility will remain open and in full operation. If it is to be closed, each employee scheduled to work will be notified.

If during the course of the day, inclement weather develops, the Director may elect to begin sending employees home as the needs of the Center decrease. Employees scheduled to report to work after the decision to close is made will not be paid.

Professional Memberships

Employees are encouraged to participate in and continue to seek opportunities for professional development while employed by Cornerstone Child Development Center, Incorporated.

The Center will sponsor membership in professional organizations, for the Director and for the Center. Approval will be at the discretion of the Executive Director.

Guideline for Positive Discipline

Cornerstone Child Development Center is committed to creating a supportive environment where young children can thrive. That commitment and basic respect for children is reflected in our discipline policies and procedures.

Discipline encompasses all the actions taken by teachers to develop self-fulfilling, productive, and socially acceptable behaviors in children. The following standards have been developed to create a caring environment that teaches children to behave in responsible ways and to feel good about themselves.

- Set realistic expectations for young children's behavior
- Create an environment that enhances the probability that children will behave in appropriate ways
- Focus on positive communication techniques to gain children's cooperation.
- Give children alternatives for turning destructive situations into constructive ones.
- Use natural and logical consequences to motivate and empower children to make responsible decisions about their behavior.
- Teach preschool children to use problem-solving skills and strategies to resolve conflicts.

Employee Safety Responsibilities

Each member of the Cornerstone Child Development Center community has the responsibility to follow safe work practices at all times. This means utilizing safe lifting techniques when lifting children and following all center safety procedures (i.e. safe diaper changing and hygiene practice). If you see a slip, trip, or fall hazard, immediately take corrective action before an accident occurs. Don't hesitate to speak to your supervisor about safety hazards or concerns about your safety or the safety of children.

The Center is also involved in a variety of ongoing internal safety activities in which you will be participating. These include: monthly safety inspections;

reporting, documenting, and investigating child or employee accidents. Every employee is responsible for his or her safe behavior in performing daily activities. Willful violations of workplace safety guidelines will result in progressive disciplinary action.

Electronic Communication

Cornerstone Child Development Center's policy provides guidelines for the acceptable use of e-mail, voicemail, Internet, and other electronic communication and system applications.

All aspects of the Center's computer technology and communication systems are the property of Cornerstone Child Development Center and are provided by the Center for use in the conduct of the Center's business or work-related matters. Personal use of electronic systems is expected to be incidental and kept to a minimum.

The Center reserves the right to periodically review or inspect any employee's e-mail, voicemail, Internet access, or other such electronic communication technology and to disclose the contents thereof. No electronic communication is considered private, except where it may benefit the Center; and employees should not expect that their messages are private. Cornerstone expressly prohibits the use of electronic communications media to transmit messages or files that contain derogatory, offensive, or harassing content, or content that is sexual explicit or otherwise deemed inappropriate by Cornerstone. Violations of the electronic communication policy will result in disciplinary action, up to and including termination of employment.

Safety Procedures & State Rules While Transporting Children

- ❖ Drivers shall complete a mini-bus inspection every Monday. Forms will be located in box outside of daycare office. Completed form should be turned in to an Administrator when completed.
- ❖ A copy of the child's application sheet and a picture must be present in the van log. This should remain with you at all times while transporting the children.
- ❖ You must keep a monthly attendance sheet with you of the children you are transporting. Whether they are present or absent, the time you pick them up/drop them off and your initials.

- ❖ All supervision rules still apply while transporting children. You must visually be able to see all your children at all times. Even when filing them on/off the mini-bus and to and from the building to the bus.
- ❖ The driver must be 18 years of age and have a valid drivers license of the type required by North Carolina Vehicle Law for the vehicle being driven or comparable license from the state in which the driver resides and no convictions of Driving While Impaired (DWI) or any other impaired driving offense within the past 3 years.
- ❖ Each person in the vehicle must be seated in the manufacturer's designated areas. No child may ride in the load carrying area or floor of a vehicle.
- ❖ Children may never be left alone in a vehicle and must always be attended by an adult.
- ❖ Children must be loaded and unloaded from curbside, or in a safe, off-street area, out of the flow of traffic, so they are protected from all traffic hazards.
- ❖ The driver or other adult in the vehicle must assure that all children are received by a responsible person over the age of 16 years and listed on the child's pick-up list. You must verify their identity by a Drivers License or state given identification card.
- ❖ Each adult and child must be restrained with an individual seat belt or appropriate child restraint device when the vehicle is in motion. One person per seat belt or child restraint device.
- ❖ Children may never occupy the front seat.
- ❖ Drivers must have a cell-phone on them at all times. If you do not have one to keep on you in case of an emergency, please see your on-site Administrator and they will assure you have one.
- ❖ You must never talk on the cell-phone while driving children. If it is a business call you must pull over to a safe area before answering the phone. All personal calls are prohibited.
- ❖ You must never "text" or "surf the internet" while transporting children.
- ❖ No food or drinks of any kind are allowed on Cornerstone Child Development Center vehicles.
- ❖ It is the driver's responsibility to let an on-site administrator know if anything is damaged or needs attention.

- ❖ All Drivers must keep their License on them at all times while transporting children.
 - ❖ In the event of a “FLAT TIRE” the driver needs to pull over to a safe, off-street area, out of the flow of traffic, so everyone is protected from all traffic hazards and call their CCDC Director and inform them of the situation.
 1. Upon receiving this information another bus will be dispatched to go and pick-up the children off the bus with the flat tire and take them to their destination.
 2. A service truck will be called to come and fix the broken down vehicle.
 - ❖ A first aid kit must be on the vehicle while transporting children. It must be firmly secured or mounted to the vehicle. (regularly check expiration dates and restock kits after use)
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Caring For Children Outside of Business Hours

Cornerstone Child Development Center is not liable if an employee chooses to care for a child enrolled in the program on their own personal time. However, arrangements must be made to pick-up the child from outside the premises of any Cornerstone Child Development Center.

Smoke Free Campuses

In the spirit of providing a safe, healthful and productive working environment, CCDC has established a completely smoke-free environment. Therefore, the smoking of cigarettes, cigars or pipes is not permitted anywhere on CCDC’s campuses, including public areas such as hallways, restrooms, conference rooms, or service/reception areas. CCDC’s non-smoking policy applies equally to all employees, members, vendors, salespersons or visitors. Any employees who fail to comply with this non-smoking policy will be subject to disciplinary action.

Updates to the Policy Handbook

In order to meet its need under changing conditions, the Executive Director may at any time update individual policies. The Director's should make appropriate suggestion to the Senior Director regarding changes in employment laws, requirements, etc.

It is the responsibility of all employees to update their copies as revisions are distributed. Further, the Director is responsible for ensuring that each employee of the Center initials having received notice of all such changes. All initialed updates will be kept in the employee's personnel file.

Caregiving and Smoking

Smoking is prohibited on the Cornerstone Church and Child Development Center properties. However, while on your lunch breaks and off campus, smoking is at your own discretion.

Due to the fact that smoking increases a baby/child's risk of contracting colds, ear infections, asthma, and SIDS (crib death). We as professional child care workers understand the importance of limiting the exposure of babies/children to such a damaging chemical. If our babies/children are home sick, we as employees loose hours as well.

If you're a smoker who must smoke during your work day, please use a smoking jacket of some kind to limit the amount of smoke on your clothing. Baby/children's faces are right up against our bodies for so many hours of the day.

Remember; wash your hands upon entering the classroom as well.