



**Alpha & Omega**

**Learning Center**

**Staff Handbook**

**Lic. #C01OK0134**

**April 20, 2022**

## **Welcome**

Welcome to the **Alpha & Omega Learning Center!** We are very excited to have you join our staff. We know that if we work together that we could do some great things with the program. So again we say “welcome”.

You should keep this handbook close by for use as a model and quick accessible reference for the duration of your employment with us.

## **Mission Statement**

**To provide EVERY CHILD with a Christ centered education; to providing quality early childhood learning opportunities; and to instill the knowledge, skills, and Godly principles that are needed to fulfill their calling.**

## **Vision Statement**

**To see everyone walking that highway that will lead them to Jesus Christ. We will educate not only the mind, but the body and soul so that you will be equipped to excel down the highway of life to be all that God called you to be.**

## **Purpose for the Handbook**

This handbook has been put together as your guide to our program. It is to get you prepared for our expectations of you and yours of us. It can be used as a program reference and may answer most of your questions just by reading it over. Please make sure you read it over. If you have any questions, by all means ask. Staff is also advised to reread their staff handbook every six months to stay current on any changes.

## **About Our Program**

**Alpha & Omega Learning Center** is a Christian based program. We do nothing without praying and waiting for the Lord to lead us the way that we should go. We are a new branch of TAN-D Enterprise, which was established in 1985, by Dr. DeLois Jackson. We opened our doors to the community 9 July 2012, with 2012 Summer Day Camp. Day Care opened 6 August 2012. We truly believe that “We can do all things through Christ who strengthens us”. We are dedicated to making a difference in the lives of the children and families we serve. As we grow we pray that we will be able to offer more services to our families. We are far from perfect, but we are believers, and striving for perfection.

## **Equal Opportunity Statement**

A&OCLC is committed to providing equal employment opportunity to all applicants without regard to race, color, religion, sex, age, national origin, disability, veteran status, marital status, sexual orientation, creed, or any other applicable protected class status.

### **Ethical Conduct and Confidentiality:**

Tonya Bell, Director 850-398-8450

All employees must follow the policy of ethical conduct and confidentiality:

- Employees will consider all business of the Center as confidential
- Information of children and families is to be kept confidential
- Any discussions between employees of the center must be dealt with in an ethical manner and also must be kept confidential
- Any information between parents and employees must be kept confidential unless harmful to the parent or child

## Standards of Ethical Conduct and Confidentiality:

(Mostly adapted from the Code of Ethics of the Education profession in Florida of Professional Conduct for the Education Profession in Florida)

1. Our school values each person as an individual, education, and honesty. We will provide every child with a Christ centered education and we will provide them with quality early childhood learning opportunities and experiences to help prepare them for the years to come.
2. Alpha and Omega main concern is the students, and the development of the student's potential. Employees will strive for professional growth and seek to exercise the best professional judgment and integrity.
3. All employees must follow the policy of ethical conduct and confidentiality:
  - Employees will consider all business of the Center as confidential
  - Information of children and families is to be kept confidential
  - Any discussions between employees of the center must be dealt with in an ethical manner and must be kept confidential
  - Any information between parents and employees must be kept confidential unless harmful to the parent or child
  - All employees will make every effort at protect the children from harm of any kind, such as physical, mental, verbal, etc.
  - Employees will not discriminate against children due to race, age, gender, religion, disabilities, etc.
  - Employees will not pursue a relationship with students for personal gain
  - Employees will not purposely violate or deny a student legal rights.
4. It is very important for the staff to maintain the respect of students, parents, co-workers, and the community. This commitment requires that all employees:
  - Preserve honesty in all school dealings
  - Employees under any circumstances will not be denied professional benefits, advantages, or participation in any professional organization based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapped condition if otherwise qualified, or social and family backgrounds.
  - They will not interfere with co- worker's exercise of civil or political rights and/or responsibilities.
  - Employees will not make false accusations about another co-worker, student, parent, etc.

- Reporting misconduct by Instructional Personnel and Administrators staff: All employees, educational support employees, and administrative staff are obligated and mandated to report any misconduct by any personnel and/or administrator which affect the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. **Reports of misconduct of employees should be made to the Center Director, Tonya Bell, 850-398-8450. The information is posted on the bulletin board at the receptionist counter/sign in station. Reports of misconduct committed by administrators should be made to the Principal, Dr. DeLois Jackson, at 850-398-8450.**

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted **on the bulletin board at the receptionist counter/sign in station**, and posted on our School's Website at [www.alphaandomegachristianlearningcenter.org](http://www.alphaandomegachristianlearningcenter.org).

- Reporting Child Abuse, Abandonment or Neglect: All employees are responsible and have an affirmative duty to report all actual or suspect child abuse of any kind to include abandonment and neglect. **Call 1-800-96-ABUSE or report online at: <http://www.dcf.stste.fl.usw/abuse/report/>**

**5. Training: All instructional personnel, educational support employees, and administrative personnel are required as a condition of employment to complete training on these standards of ethical conduct. must complete training on standards of ethical conduct.**

6. Florida Statutes Section 1002.421(4)(b) states:

- Employees must complete training on standards
- They have a responsibility to report any, and all alleged misconduct by other teaching staff and administrator which may affect the health, safety, or welfare of a student.

**7. Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

## **EMPLOYEE POLICIES**

All employees of A&OCLC are expected and required to follow the employee policies stated in this handbook.

### **Probationary Period**

Every new employee will have to go through a 90 day probation period. During this time you will have the chance to learn about the program, the other employees, what we expect of you, and what it is that you can expect of us.

### **Terminating at Will:**

Once your satisfactory 90-day probationary period has passed, your employment will continue as long as both you and A&OCLC consider it of mutual benefit. Either you or the Center is free to terminate this employment relation at will (without cause) and at any time.

### **Performance Rating**

Job performance will be reviewed after you have completed your 90 day probation period, and then each year thereafter.

### **Enrollment Recruiting:**

Our staff is responsible for recruiting and enrolling children as part of their job performance for evaluations and promotions.

### **Termination Procedures**

In the case that an employee must be terminated the Director will follow the discipline policy. If the act by the employee is severe, termination will take place immediately. The

employee will be asked to leave by the Director in a strict yet calm manner. The Director will complete and submit “separation of employment” forms to upper management (owner).

### **Disciplinary Policy**

Upon observing an employee in an act that is incompatible with A&OCLC’s policies and procedures, the discipline policy will be as follows:

1. The employee will receive a verbal warning
2. If the act is observed again, the employee will have a meeting with the supervisor. A plan of action will be developed to correct the action.
3. The employee will be observed again and if the act is not corrected, the employee will receive leave without pay.
4. Upon returning to work, if the act is still not corrected, the employee will be terminated immediately.

### **Work Schedule**

Normal work week is Monday-Friday. The schedules and hours an employee works will be made up by the supervisors. If you have a problem with your schedule please feel free to speak with the supervisor.

Employees are responsible for keeping track of the hours that they work. It is your job to make sure all leave requests are submitted in a timely fashion to ensure that you receive all of your pay, at least 3 days prior to taking time off. If you fail to do so, we will not go back and issue a check for that time period. You will only be paid for hours worked and your leave will not be used.

### **Arrival and departure:**

ALL employees are expected to arrive to work on time and to leave no earlier than the time they are scheduled. Employees are expected to leave the parking lot in an appropriate manner that is conducive to the safety of the children and their families.

### **Teacher Planning Time:**

Teachers are expected to make use of rest time for planning class instructions, lesson plans, etc.

### **Staff and parent interaction**

Teachers must plan regular parent conferences to discuss the progress of each child. Teachers and staff must talk to the parent on a daily basis regarding their child's behavior and progress.

### **Training and Education**

All **Alpha & Omega Learning Center** staff is required to complete the State of Florida 45-hour training courses and competency exams in childcare. You must begin this training within 30 days of your employment, completing **AT LEAST ONE CLASS EVERY 30 DAYS UNTIL ALL SECTIONS ARE DONE. IF THIS TRAINING IS NOT COMPLETED, YOU MAY BE TERMINATED.**

**Teachers and staff members must attend all training requirements required by the State of Florida in order to work in a child care setting. Specific requirements may be found at: [www.myflorida.org/childcare/training](http://www.myflorida.org/childcare/training).**

All employees are also required to complete 10-hours of in-service training per year and stay on track with the training plan that has been designed for the staff. We will do our best to let you know of any scheduled training. Also if you know of any training, please let the supervisors know, in case they want to participate.



Staff is also advised to reread their staff handbook every six months to stay current on any changes.

### **Insubordination**

There will be no tolerance of insubordination of any kind in this company. We expect all of our employees to follow the rules and instructions that have been set forth by the supervisors and management officials. If you have a problem with someone or something that they said, please handle it in a professional manner or contact management for resolution.

### **Company Benefits**

**TEACHER'S AIDS NOR FLOATERS WILL BE ELIGIBLE TO RECEIVE BENEFITS AS THESE ARE PART TIME POSITIONS.**

**Your pay:** Paychecks for all staff will be issued every two weeks. You may pick your checks up any time after 2:00pm on the scheduled payday.

Your check will only be handed to you unless an emergency arrives and we have an authorized person in your files. If you have any questions about the amount or any deduction from your check please contact the supervisors or the payroll accountant.

There will be no overtime unless it has been pre-approved by at least one of the supervisors. However, there may be some days that an employee may be asked to stay a little longer. If you work overtime, then it will only be paid for that 40 hour week. It cannot not be used to make up for hours that you may have missed.

Full time employees are those who are regularly assigned to work at least 40 hours per week. Part time employees are those who are regularly assigned to work less than 40 hours per week.

While part time employees may occasionally work 40 hours or more, in a particular work week, or in a series of work weeks, that by itself will not change their regular schedule. However, the Center reserves the right to change the regular schedules of employees at any time. In such a case, the Center will give affected employees as much advance notice as possible of their regular schedules and will advise employees of the effect of such changes on their eligibility of company benefits.

**Holidays:** All full-time employees will be paid for the days that we are closed in observance of holidays.

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	3rd Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Fourth of July	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11 <sup>th</sup> (Admin. Leave)
Thanksgiving & the day after	Thursday & Friday (Admin. Leave)
Christmas	Week of Christmas-Monday- Friday (Admin. Leave)

If a holiday happens to fall on a Saturday, it will be observed on the Friday before. If the holiday falls on a Sunday, then it will be observed on the following Monday.

You must work your scheduled day before and after the holiday in order to receive holiday pay for it. You also must have completed your 90 day probation and all state training before you will be eligible for paid holidays and leave.

**Annual Leave:**

Full time employees will earn annual leave at a rate of:

✚ 2 hours per pay period

✚ 6 hours per pay period after 5 years upon evaluation

**TEACHER'S AIDES NOR FLOATERS WILL BE ELIGIBLE TO RECEIVE BENEFITS AS THESE ARE PART TIME POSITIONS.**

Employees may accumulate a maximum of 240 hours of annual leave. This leave will be secured and may be transferred into the next year. Any hours exceeding the 240 will be voided and discarded. This leave will begin accumulating after you have completed your 90 days of probation. Annual leave is not accrued when in an unpaid status, such as leave without pay.

**Sick Leave:**

Two hours of sick leave will be granted to all full time employees per pay period. Upon returning to work after the 3<sup>rd</sup> day of being out sick a doctor's note will be required on their letter head or notepad.

**Leave without pay:**

Employee cannot use leave without pay if you still have leave on the books. You must exhaust all leave prior to using leave without pay. However the agency will allow time away from work for emergencies, illness, and on case by case basis.

**Bereavement Leave:** The *Bereavement Leave Policy* was established to provide an employee with up to three days of excused absence without penalty as needed in the event of death of an immediate family member of the employee. Your immediate family is as follows: spouse, parents, stepparents, children (biological or custodial), grandchildren, grandparents, siblings, & your spouse's parents and anyone else you may have power over. Obituary required upon returning to work.

**Center Closure:** Inclement weather, school closure, or any other emergency closures for the safety of our children and staff, in this case you are authorized to use your annual leave. If you have no leave, it will be leave without pay. **In any event, all staff is required to report to work unless otherwise stated.**

### **Absences & Tardiness**

It is very important that everyone works their scheduled days and hours that are posted. Being present and on time is essential for getting our daily work done efficiently and effectively. Therefore every employee is expected to be in their designated work area on time and ready to work. If absences and tardiness become excessive you will face certain disciplinary actions and possible termination. Verbal reprimand will be given for first occurrence. A letter of counseling will be given for the second occurrence. Reprimand after three unexcused absences and tardiness is grounds for termination of employment.

### **Attendance Policy:**

Your timely attendance at work is crucial to making Alpha and Omega Christian Learning Center run smoothly. Timeliness fosters a good working environment as tardiness and absences hinder teamwork among co-workers. The following policy is intended to ensure that you understand what is expected of you as an employee of this Center, and the consequences to you for not meeting these expectations. This policy affects all employees. The goal of this attendance policy is to reward good attendance.

**If you submit your leave request to management, and it is not approved on the basis of teacher-child ratio, and you fail to report to work it will result in immediate termination of employment.**

**Punctuality Requirements:**

1. Should it become necessary to be absent, the employee must notify the Director at least two hours prior to the scheduled shift for an unanticipated absence. Relatives and/or friends calling-in for an employee are not acceptable except under emergency situations.

Failure to follow the proper notification procedures will result in corrective actions which could potentially include termination of employment.

2. Being tardy for work will be considered grounds for corrective action. Attendance will be taken every day by the Director. A&OCLC uses a point system and does not distinguish between attendances, excused or unexcused absences.

**Each absence = 1 point (no multi-day occurrences)**

**Each late in (tardy) or early out = ½ point**

**Each no-show for work = 2 points**

**Each return with no prior call = 1 point**

**Each absence-free quarter eliminates all points.** Each employee starts fresh, with no points each year on January 1st.

**Disciplinary Action:**

2 points = verbal warning

3 points = written warning

4 points = 3 day suspension without pay

10 points = termination

**3.** Management may require document of a reason given for tardiness. We may also verify such documentation when appropriate.

**4.** You will not be permitted to make up lost time due to tardiness unless you are requested to do so for the benefit of the Learning Center.

**5.** Exceptions: There are times when tardiness is unavoidable or the need to be tardy arises within two hours of a scheduled shift. Therefore, exception may be made to the above policy on a case-by-case basis. If you feel that your situation qualifies for an exception, you must speak directly to the Director.

**6.** Attendance at staff meetings is mandatory. Failure to attend without prior supervisory approval will result in a disciplinary action.

**Hours missed and overtime:**

If you miss work for any reason, the making up of hours missed is NOT authorized. You are only authorized to work the hours you were assigned at the time of hiring, unless your immediate supervisor has authorized different hours. Overtime is NOT authorized for any employee. You are required by policy to track your work time and note your time on your timesheet. If overtime is required to accomplish the task/job you are working, you must first obtain permission from your supervisor or manager. Failure to do so constitutes a violation of Center Policy.

Failure to follow these procedures will result in disciplinary action and possible termination.

**PLEASE NOTE:** This is a policy and not a contract, and it is subject to change at management's discretion. Nothing contained within the above policy alters the at-will nature of your employment at this Center.

### **Dress Code**

*As an employee of **Alpha & Omega**, you will be required to wear a uniform.* During your 90 day probationary period of employment you will need to wear purple or gold top and black pants. After which your uniform will consist of an agency issued shirt, black pants and sneakers provided by you. If you come to work improperly dressed you will be asked to change or clock out. You will be issued 2 shirts after you complete your 90 days probation. It is the responsibility of the employees to replace shirts as needed to keep up a professional appearance and to comply with dress code. Agency issued shirts must be return to the center before receiving your final paycheck.

### **Personal Appearance**

Aside from wearing your uniform daily, you must keep up your hygiene. Please come in to work neat, clean, and ready. Make sure that your pants are neat and please no type of cut-off or pants with holes. No excessive external piercings or visible tattoos allowed.

**Employees are required to wash their hands prior to entering a classroom and/or making contact with children and food.**

### **Fraud & Falsifying Statements**

The falsifying of any records, statements, documents, etc. is absolutely, positively prohibited within this company. If you are caught lying or changing any forms, such as, timesheets, applications, & any other documents you will be terminated. If you know of someone that is in violation of this policy, you should report it right away or you may be disciplined as well.

### **Drug and Alcohol**

**Alpha & Omega Christian Learning Center** is a drug free workplace. We have a very strong no tolerance level for drugs and alcohol use and/or abuse. To ensure the safety of our families we serve and our staff, employees may be subjected to any form of testing within the law, including random drug testing.

### **Smoking**

**Alpha & Omega Christian Learning Center** is a non-smoking facility.

### **Harassment, Threats & Fighting**

**Alpha & Omega Christian Learning Center** will not tolerate any form of harassment from our staff, students, or families. The harassment includes, but is definitely not limited to, sex (not even same sex), race, religion, age, or disability. We will not tolerate any verbal or physical forms of harassment in our establishment. Violators of this policy will be terminated. So please keep your hands and words to yourself and we will have no issues regarding this topic. There will be absolutely no fighting or threatening bodily harm to anyone within our program. Staff, students, & families are responsible for their own actions. If you encounter an issue while working, contact your supervisor. At no time will either of these be deemed acceptable in our eyes.

### **Outside Visitors**



Alpha & Omega Christian Learning Center is a place of business, not a place for social entertainment. We ask that you not bring your personal life into our business establishment. If for some reason someone just has to see you while at work, make sure your class is covered and make it as short as possible. We cannot operate properly if we have people in and out of our centers all day. The only people that should be on the premises are the staff, persons picking up or dropping off a child, and/or inspectors.

### **Telephone Policy**

Personal phone calls and texting will be limited to emergency calls only during your duty hours. All other calls MUST BE made only during your break. Telephone Policy: Office phone is not used for long distance personal calls. In case of an emergency call, it will be directed to the employee immediately.

### **General Knowledge**

#### **Safety**

Making sure that our facility is safe for staff, children, & families is one of our main priorities here at Alpha & Omega. Please check your rooms and other work areas daily to ensure the safety of everyone.

For everyone's health and safety, employees must refrain from the following actions:  
**running, lighting matches, smoking, and sleeping.**

**All employees** are required to wash their hands before any meals and after using the bathroom.

#### **Fire drill procedure:**

Fire drills are held once a month and are timed for record purposes. When the bell rings, please line your children up quickly and quietly. Have your attendance in hand and lead your children out the designated drill exit or closest exit to your classroom.

**Reporting accidents/injuries:**

When a child is hurt or has an accident, an accident form/report should be completed, copied, and sent home.

**Reporting suspected child abuse:**

If an employee suspects some form of child abuse, they should address the situation to the Director. After researching the situation, the Director and the employee reporting will contact the Florida Hotline – 1-800-96-abuse.

**Hazardous & toxic materials** must be stored according to the federal, state, & local rules & regulations for safe handling and discarding. Make sure that all bottles are labeled appropriately and stored out of reach of the children. If something is not stored accordingly you will be written up. If it continues to be an issue you will be terminated.

**Theft**

This section simply means that if it does not belong to you please do not take it. If there is something that you need or want, ask for it first and see if it is available. We want to be able to trust all employees. Trust is very important. Violators of this offense will be subject to disciplinary action which could include termination.

**Weapons**

Weapons of any kind are not allowed on the premises at any time. If you encounter someone with a weapon, please do not approach them. Call 911 ASAP and then attempt to contact a supervisor.

### **Illegal Activities**

Employees of Alpha & Omega are not permitted to take part in any form of illegal activities, whether on or off the clock. We do not want to bring any negativity against our place of employment. If for some reason you find yourself caught up in something of this type please go to the supervisor immediately. Getting involved in illegal activities could result in some form of discipline or immediate termination. Remember we are a Christian organization and we must carry ourselves as such.

### **Resignation Procedures:**

In the case that an employee needs to resign from their position, a two-week written notice must be given to the Director. A 30-day written notice is required for all Executive staff.

### **Termination Procedures:**

In the case that an employee must be terminated the Director will follow the discipline policy. If the act by the employee is severe, termination will take place immediately. The employee will be asked to leave by the Director in a strict yet calm manner. The Director will complete and submit “separation of employment” forms to upper management (owner).

## Employee Handbook Receipt

This receipt is to show that you have received your copy of the **Alpha & Omega Christian Learning Center** staff handbook. It is your responsibility to read and familiarize yourself with the policies. You also acknowledge that you are aware of the Personnel Policy & Procedure Manual located in the main office.

I also understand that this handbook only contains the current policies, benefits, and regulations. I understand that the board may make changes at any time and I will then have to learn the new policies that have been set in place.

I understand that it is my right to end my employment at any time, with or without written reasons and the company has the same right as to termination.

Print Full Name:

Signed:

Date: