



Personnel Handbook

1130 SW Lee Blvd.
Lawton, OK 73501
580-704-9015

Monday-Friday
7:00 am - 5:30 pm
thechurchprep.com



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MISSION STATEMENT

the church prep exists to help children know God + feel loved, while exploring their imaginations, learning through play and application.

PROCLAMATION

+ Boldy Christian + Academically Equipped + Globally Prepared

CORE VALUES

+ Jesus is our message + People are our heart + Generosity is our privilege + Excellence is our spirit + Servant Leadership is our identity + Honor is our calling + The Lost is our purpose + Faith is our foundation

CULTURE CODES

+Be Respectful +Be Accountable +Be Encouraging +Be Prepared +Be Flexible +Communicate

WHY “the church”

the church prep is a ministry of the church Lawton. Throughout the Bible, the name for churches was simply “the church” and its respected city. For example, the church Ephesus or the church Corinth. Thus, our lead Pastors felt God telling them to make it simple. So, we are the church Lawton, the church prep. We use lower-case to represent a single local church, while the capital C church represents the global Body of Christ.

PROGRAM GOALS (2023-24)

1. Students learn twelve verses from the Bible each year.
2. At the end of our pre-k program, students can count from 1-50, identify the alphabet, basic shapes, and colors, recite days of the week, and months of the year, and recognize, write, and spell their names.
3. Five new families are served each month.
4. One new program initiative will be implemented each year.
 - a. After-school program (2025)
 - b. Transportation (2026)

ORGANIZATION STRUCTURE/CHAIN OF COMMAND

The Lead Pastors of the church Lawton is responsible for providing the vision of the church prep and setting the foundation for its personnel members. The Lead Pastors employs the Executive Director, to whom it delegates responsibility for the day-to-day administration of the church prep. The Executive Director manages the personnel, using policies approved by the Lead Pastors. The Center Director and the Director Assistant assist the Executive Director in carrying out the day-to-day administration of the church prep. The Pastor of Operations assists the Executive Director in maintaining safety and cleanliness of the church prep. the church prep personnel members are accountable only to the Executive Director, through whom all communications to the Lead Pastors are channeled. A personnel member who does not follow the stated policy of channeling information through the Director Assistant, Center Director, Executive Director is subject to disciplinary action and/or termination. (see pg. 17)

Administration

Elijah Garcia.....Lead Pastor/Owner
Sheridan Garcia.....Lead Pastor/Owner
Shayla Washington.....Executive Director
Monica Ortega..... Director Assistant/ Bible Curriculum Coordinator

Safety & Sanitation

Donna Madden..... Pastor of Operations

Incident Command Team

Pastor Donna Madden..... 580-917-5602
Shayla Washington.....580-917-2002
Monica Ortega..... 253-985-5027

Teaching Personnel in Charge

Kyra Hankins..... Master Teacher/Academic Curriculum Coordinator
Skylar Jackson.....Staff Lead Teacher

PROGRAM DESCRIPTION

the church prep serves children ages 6 weeks to fifth grade. The infant, toddler, preschool, and pre-kindergarten programs are offered year-round. The school age program is offered during school breaks. the church prep is open Monday-Friday, 7:00 am - 5:30 pm, off on certain Holidays.

WHAT WE TEACH

the church prep is a christian childcare center. We believe in the whole bible. We will teach biblical principles only. We do not promote, and/or celebrate principles that do not align with the bible.

CURRICULUM & PLANNING

1. **Think Orange** is a faith based curriculum that promotes the alignment of the church and the home. Think Orange allows for a more engaging ministry strategy that aligns the voices in every student or kid's life and leads them into deeper faith.*Christianity is the only religion taught at the church prep.
2. **Individualized Lessons.** All lessons may be individualized to meet the needs of each student.

OBSERVATION DOCUMENTATION

1. **Observation Method.** In the event there are two teachers in one classroom, each teacher will be responsible for a small group of students in order to effectively observe the developmental needs of each student. Students are assigned a number. Groups are divided by even and odd numbers. Teachers will utilize a rotational strategy. For example, one teacher works on a lesson, while the other engages in center time.
2. **Assessment Observation Tool.** Once a week student's are observed on accomplishing milestones that align with the early learning guidelines. Observations are recorded in Procure Solutions, and a student portfolio is presented during family conferences.
3. **Lesson Observation/Evaluation.** Lesson plan effectiveness is evaluated by teaching personnel at the end of each week. Teaching personnel determine if the lesson went well or did not go well. Each criteria will be accompanied with specific examples. Teacher will make notes on steps to take for using the lesson plan in the future.
4. **Program Observation/Evaluation.** The program is annually assessed in the springtime.
 - a. Personnel Survey
 - b. Parent Survey
 - c. Oklahoma Quality Child Care Program Scale: Self-Assessment

CONTINUITY OF CARE

the church prep's continuity of care consists of a child staying in the same classroom with the same teacher for the majority of the year. One month before a birthday, the child will begin transitioning to the next age group. Twice a week the transitioning child will join their new classroom for 2 hours a day to get accumulated to the new environment. Based on the child's birthday at enrollment, they may be enrolled in the next age classroom to ensure continuity of care.

Children in the PreK 4-5 year old classroom may stay with the same teacher for two years. The School Age classroom, which ranges in age from age 5 and 6, is also a class where children stay more than one year with the same teachers.

Staff Responsible for Assigned Group

the church prep has 19 different classrooms assigned by age. Ages are broken down by 0-12 months, Ones, Twos, Threes, Fours, and School age (5yr to Fifth grade). Permanently assigned teachers **are responsible daily for an assigned** classroom/age group in accordance with OKDHS ratio guidelines.

Substitutes

the church prep's **provision for substitutes** consists of individuals that are able to substitute in a classroom. Administration and support staff. All staff are required to obtain certification outlined by OKDHS. If for some reason a substitute is not available, the last option is to combine classrooms in accordance with OKDHS ratio guidelines for mixed age groups.

TRANSITIONS

1. **Daily Activities.** the church prep utilizes various strategies to transition children to the next activity. For example, a visual schedule, a timer, and songs.
2. **New Classroom/Personnel.** the church prep utilizes various strategies to transition children to a new classroom/personnel. For example, allow the child to enjoy center time with his new classroom if ratio allows for it, introduce the child to their new teacher and classmates when in large groups (worship time, playground, and lunch), and read books about getting older.
3. **New School/Program.** the church prep utilizes various strategies to transition children to a new school/program. For example, end-of the year promotion, creating a class diagram that shows which school/programs each child is going to, show them their new school/program on a map, and encourage parents to conduct a school/program visit with their child.

PROGRAM ENHANCEMENTS

1. **STEAM-** Students engage in science, technology, engineering, art, and math lessons at least once a month. STEAM builds necessary skills to prepare children for the workplace, such as problem solving, communication, and teamwork.
2. **Community Involvement-** Once a semester leaders from the community speak to our students which provides a meaningful opportunity for students to connect with members in the community.
3. **1000 Book Club-** the church prep participates in the program 1000 Books Before Kindergarten. The goal is for children to read (or be read to) 1000 books before Kindergarten. 1000 Book Club is held once a month.
4. **Sign Language-** With the use of Think Orange Curriculum, students have the opportunity to learn memory verses, and common phrases in sign language on a day to day basis.
5. **Extracurricular Sports-** Students have the opportunity to participate in extracurricular sports at least once a month. Sports may include dance, karate, and basketball.

FAMILY PARTNERSHIP

1. **You belong Here!** Parents are welcomed to visit their child and teacher at any time during the day. We do ask that you call ahead of time if you plan for an extended visit.
2. **Procure Solutions.** the church prep utilizes Procure Solutions for all of our management needs. You will receive an email with an invitation to download the Procure app, and set up your family's profile.
3. **Digital Gram.** Parents will receive at least 4 digital updates on their child's daily activities through Procure. Updates you may receive are feeding, toileting, lessons, picture/video, mood, incidents report, and rest time.
4. **Digital Newsletter.** Parents will receive a monthly newsletter through Procure.
5. **Handbook.** Parents will receive a physical copy and have digital access to the parent handbook and emergency management plan. The online handbook will contain the latest updated version. Notification of revisions will be sent via Procure messaging.
6. **Volunteering.** Parents are welcomed to volunteer periodically in the classroom. *Volunteering must be set up prior and approved by administration.

FAMILY ORIENTATION

Upon enrollment, families will attend orientation. During orientation:

1. Families take a tour of the facility.
2. Meet the teachers and staff.
3. Review the parent and emergency handbooks.
4. Complete enrollment documentation.
5. Set up a Procure Account.
6. Practice using parent codes.
7. Q & A session.

FAMILY EVENTS

1. **Family Conference.** Twice per year, we have parent/teacher conferences to discuss children 6 weeks to 6 years olds developmental progress. **Attendance at these conferences is strongly encouraged.** You will receive a copy of the Progress Report Card used which will help you to track developmental milestones, other progress your child has made, their strengths and opportunities for improvement.
2. **Family Night.** Family night is a night full of fun activities for the parents, children, and staff. Family nights help build relationships between family members, and relationships between families and staff.
3. **Holiday Meals.** Certain holidays parents are invited to share a special meal with their child.
4. **Promotion Ceremony.** At the end of the school year each age group showcases what they have learned, and the children are promoted to the next age group.

PROFESSIONAL & ETHICAL CONDUCT

the church prep's professional and ethical codes of conduct stem from our core values. Violations of this code may result in disciplinary action and/or termination. (see pg. 17)

- + **Jesus is our message.** I will respect that the message of Jesus and all Biblical principles are taught at the church prep regardless of my personal beliefs.
- + **People are our heart.** I will maintain and demonstrate a genuine love and respect for the children and personnel.
- + **Generosity is our privilege.** I will operate as a team, generously giving my time, skills, knowledge, and resources in order to get the job done.

- + **Excellence is our spirit.** I will put forth my best efforts in every circumstance. I will maintain integrity.
- + **Servant Leadership is our identity.** I will lead by example.
- + **Honor is our calling.** I will adhere to all policies and procedures set in place. I will maintain respect for the children and personnel. I will maintain client, personnel, and organization confidence.
- + **The Lost is our purpose.** I will work to accomplish the church prep's mission for children to know God and feel loved while exploring their imaginations, learning through play and application
- + **Faith is our foundation.** Faith is believing before it's seen; therefore, I will maintain high expectations for each child in their ability to advance spiritually and academically.

COMMUNICATION

Procure Solutions:

the church prep utilizes Procure Solutions for all of our management needs, such as tracking attendance, timecards, payroll, relaying information, and emergencies. Procure will be used as our main line of communication during emergency situations.

Setting up your account:

1. You will receive an email with an invitation to join the church prep.
2. Sign up on the Web, or by downloading the app.
3. Click the link for Web.
4. Choose Sign Up, personnel/Teacher
5. Use the specified email
6. Enter the 10 character invite code
7. Set up your profile (picture, phone number, and address)
8. Take note of your Kiosk pin. You will use this pin to access the doors and clock in/out.

*Because of the nature of this software. It is crucial that you maintain client confidentiality at all times. This app should not be readily accessible on your home screen, and only used during your scheduled work hours. Violation of this policy may result in disciplinary action and/or termination. (see pg. 17)

Group Me:

Group Me will be used for communication between staff, coworkers and administration. You will receive a link to join the church prep Group Me.

Asana:

Asana is used to organize scheduled tasks and due dates, such as professional development training.

Walkie Talkie:

Walkie talkies are used throughout the day for immediate communication. Walkie talkies are not used during lockdown procedures.

TOBACCO-FREE WORKPLACE

the church prep offers a tobacco-free work environment to all personnel. No smoking is allowed inside the building, the playground, or on the church prep premises. Smoking during your shift is highly discouraged to limit the risk of second hand smoke. However, the designated smoking area off the premises is on the south side of the building in the street (facing Washington Ave.) If you smell like smoke, you will be sent home to change, off the clock. Violation of this policy may result in disciplinary action and/or termination (see pg. 17)

DRUG-FREE WORKPLACE

All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing of or using controlled substances. Any personnel member violating this policy is subject to discipline, up to and including termination, for a first offense. (see pg. 17)Controlled substances include, but are not limited to: Narcotics (heroin, morphine, etc.), Cannabis (marijuana, hashish), Stimulants (cocaine, etc.), Depressants (tranquilizers), Hallucinogens (PCP, LSD “designer drugs,” etc.)

Any personnel convicted of violating a criminal drug statute must inform the church prep of such conviction (including pleas of guilty or nolo contendere) within five days of the conviction occurring. Failure to so inform the church prep subjects the employee to disciplinary action, up to and including termination for the first offense. (see pg. 17)

DRESS CODE

All personnel members of the church prep are expected to exhibit a neat, clean, pleasant smell, and well-groomed appearance. Teaching personnel & cleaning personnel must wear uniform each day with closed toed shoes. No hair/head coverings are allowed unless prior approval from the Executive Director. the

church prep will not be held liable for damage to clothing or accessories while you are on duty. Personnel will receive One scrub top and one scrub bottoms. If you need a replacement uniform, submit a request on the church prep website. A fee will apply. On Fridays, teacher personnel & cleaning personnel may wear an official the church or the church prep t-shirt with jeans or shorts. No leggings, tights, short shorts, or extremely ripped jeans. Violators of the dress code will be asked to go home off the clock and change. If you leave/terminate during the introductory period, the cost of the uniforms will be withdrawn from your final check. See New Personnel Supervision on pg. 14.

CELL PHONE/EAR BUDS USE

Personal cell phone use is prohibited and phones must be on silent. Personal calls can be made during your break and nap time. Instruct others to call the church prep phone to contact you while at work. Administration will take a message and relay it to you except if the call needs your immediate attention. Policy subject to change during emergency situations. Ear buds are prohibited during the hours of direct supervision of children and interactions with parents/community. Ear buds may be worn during naptime only. Cleaning personnel may wear ear buds when they are not in direct areas that can have parent/community interaction. Violations of this policy may result in disciplinary action and/or termination. (see pg. 17)

CLASSROOM IPADS

Personal use of the classroom iPads is prohibited. Classroom iPads are only used to access your Procure account to manage the day, and professional development courses. Violations of this policy may result in disciplinary action and/or termination. (see pg. 17)

ATTENDANCE

1. **Tardy/late.** Personnel members finding they are unable to report to work on time, must call and message the Executive Director or Personnel in charge at least one hour before your shift. Violators may be subject to the attendance point system. (see pg. 12)
2. **Unplanned Absence.** If personnel are unable to report for their shift due to an emergency/sick, personnel must call and message the Executive Director of Personnel in charge at least one hour before your shift. You are allowed 5 days of unplanned absences. Violators may be subject to the attendance point system. (see pg. 12)
 - a. If you are absent for 3 or more consecutive days, documentation (doctor's note, etc.) justifying absence is required.

- b. In extreme cases where notification, such as incapacitation during hospitalization, is impossible, a family member, friend may call on personnel's behalf.
3. **Planned Absence.** Time Off Request form must be turned in two weeks prior and will be approved or disapproved within 72 hours from time of receipt.
 4. **Unpaid Absence.** Occurs once you have utilized allotted PTO. You are allotted 5 days of unexcused Absence. May be subject to the attendance point system. (see pg. 12)
 5. **No Call/No Show.** May be subject to the attendance point system. (see pg. 12).
 6. **Special Medical Circumstances.** Medical circumstances, such as surgery or pregnancy, that may require extended leave (more than PTO allotted) will be submitted to the Executive Committee for approval. If approved, special medical circumstances will not be pulled from PTO, or accumulate attendance violation points. Professional Documentation signed by the personnel's doctor is required. For example:
 - a. Reason for extended leave
 - b. Required days needed
 - c. Time when you will return
 - d. Description of activity limitation
 7. **Holidays.** Failure to work the last scheduled shift before or the first scheduled shift after a holiday forfeits the holiday pay, unless time off has been pre-approved by Administration.

Attendance Violation Point System	
2	Verbal Warning
4	Written Warning
6	Disciplinary Probation
8	Termination
Point Accumulation	
*points will fall off each year (Anniversary based)	
5 minutes late or more	½ point
Clocking in/out early 3 minutes or more	½ point
Unplanned Absence (Call-Out)	1 point
1st Unpaid Absence	½ point

2nd Unpaid Absence	1 point
3rd Unpaid Absence	1.5 points
4th Unpaid Absence	2 points
5th Unpaid Absence	2.5 points
1st No call/no show	4 points
2nd No call/no show	8 points

ATTENDANCE INCENTIVES

1. Perfect Attendance- an employee who has perfect attendance is present each day of the month, clocks in on time for their shift and returning from breaks.
2. On-Time- an employee who is on time each day they are present, which includes returning from breaks.

PAID TIME OFF

Hourly full time employees will receive paid time off.

1. 0 year = 1 week
2. 1-4 years = 2 weeks
3. 5+ years = 3 weeks
4. Full Time is 32+hours
5. PTO is for the purpose of vacation, sick time and/or emergency time.
6. PTO may be used in 1-hour increments
7. The PTO plan is Anniversary based.
8. 56 hours of Unused PTO can rollover.
9. No consecutive weeks for PTO.
10. Time request form should be turned in 2 weeks prior and will be approved or disapproved within 72 hours from time of receipt.
11. After 1st year PTO will be accrued bi-weekly to meet the total annual PTO hours in a 26-week rolling period PTO then can be taken as it is accrued throughout the year.
12. On start date everyone Full-Time receives 32+ hours PTO based on their schedule (5 days - 1 week) for their first year working.

13. Each year everyone will be allowed to use 5 Unplanned Days from their PTO Balance available.
(Sick or Emergencies)

OVERTIME

the church prep recognizes that overtime is sometimes required. Therefore, overtime may be granted by the Administration. Overtime will not be granted for employees who “ride the clock” You are prohibited from clocking in early or late without authorization. Repeated discrepancies may result in disciplinary actions. (see pg. 12)

LUNCH BREAK

Personnel who work 9-hour shifts (Full-time) are required to take a one-hour lunch break off the clock. Personnel who work 7-hour shifts or less (Part-time) are required to take a 30 minute lunch break off the clock. Breaks may be off premises or in the break room – Personnel must clean up after themselves if using the break room and available appliances. Unlabeled food and beverages are subject to be eaten or thrown away.

CLOCKING IN/OUT

Door Codes are assigned to enter the building. For the safety of all the children and personnel, only you should know your code. Your door code and your kiosk pin will be the same. Violations may result in disciplinary action and/or termination (see pg. 17)

Kiosk Pins are assigned through Procure. You will clock in/out on the “check-in iPad” located at the check in desk. Clocking in/out at unauthorized areas (parking lot, break room, etc.) may result in disciplinary action and/or termination (see pg. 17)

*If you have children that attend, they must be signed in before you clock into work, and you must be clocked out before signing them out for the day.

MANDATORY MEETING

the church prep holds mandatory meetings to discuss program needs, review, and evaluate. Administration is required to attend a weekly meeting held on Tuesday. All other personnel are required to attend a monthly meeting held the 4th wednesday of each month.

HEALTH & INJURY

A copy of the comprehensive **emergency management plan (EMP)** is located in each classroom in the yellow emergency bag. Children and/or adults with symptoms of serious illness are excluded from the program for a specific length of time. If a child becomes ill in our care, they will be separated from the general population, and parents will be contacted and required to pick up immediately within **30 minutes**. Teaching personnel and personnel will monitor the child until the parent arrives. Students will need to be symptom free for 24 hours before returning back to school. In some instances, a note from a medical professional will be required. If your child contracts a serious illness while out of our care please inform administration as soon as possible. A notice will be posted on the door informing parents. If your child does have a contagious virus and/or infection, such as head lice they may not return to the center until they have been cleared by a doctor with documentation stating they are able to return to the center. Injuries will be documented through Procure, and the injury and poison exposure log.

“Too Sick for Child Care Symptoms”

1. Temperature over 101°	2. Irritability	3. Too tired to do any activity
4. Persistent crying	5. Worsening or uncontrolled coughing	6. Difficulty breathing
7. Diarrhea	8. Yellow or Green discharge from nose or eyes	9. Vomiting
10. Undiagnosed rash or pox	11. Undiagnosed Mouth sores	12. Head lice
13. Scabies	14. Ringworm (until treatment started)	15. Impetigo
16. Strep throat	17. Pink eye or pus drainage from eye	18. Chicken pox
19. Shingles	20. Pertussis (whooping cough)	21. Mumps
22. Yellowish skin or eyes	23. Hepatitis A	24. Covid 19
25. Draining skin wounds that cannot be covered completely		

REPORTING POLICY

In the event of an incident or emergency the appropriate **emergency authorities (EAN)** will be notified. **Parent Notification (PN)**. Parents will be notified of minor accident and emergency situations through Procure Solutions, management software. Emergency situations include; major injury/illness, missing child, poison exposure, evacuations, relocations, shelter-in-place, and lockdown/out. Parents will be notified by

phone during situations that require immediate notification. Emergency contacts will be notified if parents cannot be reached. **Oklahoma Human Services (OKDHSN)** will be notified in various situations.

ABUSE AND NEGLECT

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect. It is our commitment to our parents to maintain a safe environment free of abuse and neglect. Under no circumstances are the church prep personnel members allowed to abuse or neglect any child in our center.

Each personnel member is required by Oklahoma law to report suspected child abuse whether here or at the child's home. Each personnel member will follow this law. Suspected child abuse is reported to the 24-hour statewide child abuse hotline.

SCREEN TIME

We do not allow screen time for ages 1 years and younger. For ages two and over, screen time is limited and used for curriculum purposes and transitions only. During special events, screens may be used. For example, a movie day. Videos used in the classroom must align with biblical principles. If you are unsure if the video is acceptable, get approval from the Administration. See "What We Teach" on pg. 4. Violation of this policy may result in disciplinary action and/or termination (see pg. 17)

MUSIC

Music/audio used in the classroom must align with biblical principles. If you are unsure if the songs/audio is acceptable, get approval from the Administration. See "What We Teach" on pg. 4. Violation of this policy may result in disciplinary action and/or termination (see pg. 17)

INFANT SAFE SLEEP ENVIRONMENT DESCRIPTION

Our goal at the church prep is to ensure that all areas for children are free of hazards. **We have taken the following steps to accomplish this goal:**

- Certificates of compliance are under each mattress
- Cribs are placed approximately one foot apart and assigned to one infant.
- If an infant is absent or no longer attends the program, the crib may be assigned for use by another child.
- All beds are sanitized daily

- Crib sheets are changed daily and washed before putting them back on the crib mattress.
- Infants sleep in cribs with the sides fully raised and secured.
- Infants sleep directly on a tight-fitting sheet covering the mattress.
- Only pacifiers without attachments to them are in rest equipment with infants, when used.
- Infants are protected from overheating by adjusting room temperature and clothing.
- Infants birth through three months of age may be swaddled with an infant- sized, thin fabric, such as a receiving blanket, only when requested by the parents and permission is maintained, and the infant is not mobile enough to move the fabric over his or her face.
- Infants are placed on their back for sleeping, unless there is a medical reason an infant should not sleep in this position.
- Infants who are able to turn themselves over, are placed initially on their back for sleeping, but may turn themselves over and sleep in a position they prefer.

PERSONNEL HIRING PROCESS

The hiring process is broken into four stages:

Stage 1: Apply

Prospective Personnel submits a pre-employment questionnaire indicating what position they are inquiring about, basic information, and employment preferences. The questionnaire is located on our website. Accompanying the questionnaire is a resume if applicable.

Stage 2: Interview

All prospective personnel are guaranteed one interview. At least two Administrative personnel will conduct an interview using questions developed to assess Oklahoma's Core Competencies. Immediately after the interview, the administration will make a decision to move forward based on qualifications, and discussion held during the interview.

Stage 3: Letter of Hire/Reference Checks

Administration will call and set up a second interview. The candidate will receive a letter of hire, which states the specific position, the name of the organization, starting date, beginning pay or salary, and the offer of employment. The prospective personnel is asked to sign the letter either accepting or declining the position.

Personnel is offered the position on a conditional basis pending clear fingerprints, restricted registry and background check. Personnel will fill out the OKDHS information form, and a background check form. Personnel is responsible for setting up an appointment for fingerprinting.

Stage 4: Orientation

Personnel has been cleared to work. Administration and personnel will review the personnel handbook. Personnel will complete a handbook scavenger hunt to assess understanding, and personnel will sign documents agreeing to the content of the handbook, emergency management plan, and parent handbook. Over the course of 3-5 days, personnel will review orientation videos, and get acclimated to their co-workers and students. **The online handbooks will contain the latest updated version. Notification of revisions will be sent via Group Me messaging.**

Stage 5: Payroll

the church prep utilizes Gusto payroll services. Personnel will complete an I-9 form that is uploaded through a secure link to our payroll specialist. Personnel will receive an invitation to download the app and complete employee documents (W-4 and Direct Deposit) directly in Gusto. Pay is bi-weekly according to the pay discussed in the hire letter.

PROFESSIONAL DEVELOPMENT

Directors and teaching personnel are required to complete specific professional development courses and training on individual timelines to better serve our children and their families. Some courses require a fee. the church prep will pay the cost of training upfront. If you quit or you are terminated during the first 6 months, the cost of training will be deducted from your last paycheck. See New Personnel Supervision below.

- **Director.** 2 college credits or 30 clock hours of job-related professional development a year. This is maintained year-round.
- **Teaching Personnel.** 12-20 clock hours of job-related professional development a year, based on PDL level.
- **Cook.** Current food handlers card.
- **Custodian.** CPR training.

NEW PERSONNEL SUPERVISION

1 Week Trial. To retain high-quality professionals, and to ensure that personnel is the right fit, new personnel will undergo a one-week trial period. During this time new personnel:

1. Fingerprinting and background check
2. DHS orientation videos
3. Observing and assisting in the classrooms
4. Provisional pay period

New personnel will be observed on timeliness, interactions with students and staff, and attitude. After trial, personnel have the opportunity to fully accept the position or decline. the church prep has the opportunity to fully offer the position or recant the offer.

Probationary Period. To continue to retain high-quality professionals, new personnel are under close supervision for the first **6 months** (180 days) of employment. Personnel will be formally evaluated 3 times during this period. Personnel whose service is satisfactory may become regular full-time or part-time personnel, subject to the availability of funds, the continued existence of the position and continued satisfactory work performance in the position. Personnel may be terminated at any time during and after this time if his/her performance continually fails to meet minimum performance standards. If you quit or you are terminated during the first 6 months, the cost of professional development/training, uniforms, bonus will be deducted from your last paycheck. A current personnel who is promoted or assigned another job is subject to these policies. However, personnel already receiving benefits will retain those benefits if promoted or reassigned. (see pg. 17)

PERFORMANCE EVALUATION

the church prep conducts informal and formal evaluations throughout the school year to assess performance in correspondence to the Oklahoma Core Competencies. Informal evaluations include unscheduled classroom observations, and video monitoring. Formal evaluations are conducted 3 times during the first 6 months, and annually thereafter. Administration will use a rubric to evaluate performance. Results will be discussed with personnel, and saved in their file.

BENEFITS

1. Competitive pay scale based on Professional Development Ladder (PDL)
2. Paid time off (see pg. 13)
3. Holiday pay for full time employees
4. 20% employee discount for child care
5. Paid Professional Development

6. Bonus (subject to availability of funds)
7. Lead teachers have 15 minutes a week of paid planning time

DISCIPLINARY ACTIONS/TERMINATION

1. **Warning.** 2 warnings may be given. Documentation of both oral and written warnings will be signed by the Directors and the personnel, and kept in the personnel file. If a staffer refuses to sign, the Executive Director should have a witness sign that a copy was given to the staffer. The staffer's signature indicates receipt of the document, but not necessarily his or her agreement with it. This document should include identification of the date, violation, indication of necessary improvement and information concerning further disciplinary action that could result from failure to show improvement.
2. **Disciplinary Probation.** Personnel may be placed on disciplinary probation by the Executive Director in order to allow the staffer to show improvement on the problem(s) specified at the time of probation. Personnel may be evaluated once a week until the probation period is over.
3. **Termination.** Termination occurs when other disciplinary action has failed to achieve improvement or when personnel commits a serious offense. Prior to termination, the Executive Director should assure that the personnel has been properly counseled in writing concerning any deficiencies in performance, given sufficient time to correct these deficiencies and informed that failure to correct them may result in termination.
 - a. **Immediate Termination: (include but are not limited to)**
 - i. Theft – including, but not limited to, the removal of company property or the property of another staffer from company premises without prior authorization.
 - ii. Drugs/Alcohol – under the influence, possession, use, sale, purchase or distribution on the church prep property of alcohol or any illegal drugs or illegally possessed drugs.
 - iii. Falsifying or altering company records.
 - iv. Sabotaging or willfully damaging the church prep equipment or the property of other personnel.
 - v. Violating the confidentiality agreement.
 - vi. Walking off the job without permission.

- vii. Insubordination involving, but not limited to, defaming, assaulting or threatening to assault a supervisor, and refusing to carry out the order of a supervisor where personnel safety is not a problem.
 - viii. Fighting or provoking a fight on company premises.
 - ix. Hitting a child.
 - x. Absence for three consecutive working days without notice to the church prep, in which event the offending staffer will be deemed to have quit voluntarily.
 - xi. Sleeping on the job.
 - xii. Carrying concealed weapons on the church prep property.
4. **Resignation.** Personnel who voluntarily resign from their position at the church prep may give at least two weeks notice in writing of their intent to resign. However, written resignation is not required.
5. **Exit Interview.** Exploring personnel's reasons for resigning, or the factors resulting in termination, enables the organization to better evaluate whether the work environment is conducive to staff satisfaction or whether changes can or should be made. Exit interviews should be conducted by the personnel's immediate supervisor in a private area during the personnel's regular work hours on the last date of employment, or a scheduled time that accommodates both

Topics to discuss:

- a. Door code deactivated
- b. Reasons for the separation
- c. Verification of final pay and reimbursements
- d. Procure account deactivated
- e. suggestions and comments

ROUTINE TEACHING PROCEDURES

The following are a few routine procedures followed throughout all classroom of the church prep:

Procure Logging

Logging is essential for keeping lines of communication open with parents.

- Daily: meals, bathroom, naps (start & end), Bible lesson, and at least 1 academic lesson
- Weekly: 4 pictures and/or videos, positive note, at least 1 lesson observation
- As needed: Mood, Incident reports, and behavioral notes

Meal Time Procedure

1. Prayer.
2. Students remain sitting the entire time while they eat.
3. Teacher logs meal.
4. 2 and under the teacher will throw away trays.
5. 3 and up, students will throw away trays.

Hallway Procedure

1. Students will learn how to walk in line in a calm and organized manner.
2. Teachers WILL NOT yell, but use a line-up strategy/song to keep students engaged.
3. Teachers lead the line and walk in a manner that allows you to see all of the children.
 - a. Inf/One = Wagon/Stroller & walking rings
 - b. Two = Walking rings & line up strategy/song
 - c. Three & up = Walking in a line with a strategy/song

Adult & Student Handwashing Procedure

1. Before & after meals
2. After the playground/bounce house
3. After a diaper change or potty break
4. After cleaning body fluids
 - a. Sanitize when a sink is unavailable

Bathroom & Diapering procedure

Diapers/pull-ups are changed according to this schedule even if they are “dry”

Timing:

1. Infants are changed every hour

2. Ones are changed every 1-1.5 hours
3. Twos are changed every 2 hours
4. Three & up are changed or have bathroom breaks every three hours.

Bathroom:

1. The changing table is cleaned and sanitized in between each child.
2. Teachers' hands are washed in between each change.
3. Each child's face is cleaned.
4. Each child's hands are washed before leaving the bathroom.
5. Wipe down the entire changing table & counters before leaving the bathroom.
6. Make sure toilets are flushed.
7. Make sure there are no tissue or paper towels on the floor.
8. The teacher washes their hands before leaving the bathroom.

Labeling

1. Student's diapers & wipes need to be labeled in stored in the correct bin.
2. Do not misuse student's diapers & wipes.
3. Ensure you always have prep wipes & diapers for backup.

Bounce House Procedures

One = white bounce house

Two = Enclosed bounce house or white bounce

Three & up = Obstacle course bounce house

1. Teachers DO NOT SIT. Teachers are engaged in monitoring safety at all times!
2. Teach students safety.

Playground Procedures

1. Teachers DO NOT SIT. Teachers are engaged in monitoring safety at all times!
2. Spread out around the playground.
3. Play with the students.
4. Teach students safety.
5. Teach students how to play with toys correctly.
6. Monitor equipment and playground space for safety hazards (pick up trash, broken toys, etc.)

Chapel Procedures

1. Teachers participate, smile, and be enthusiastic about praising God.
2. Be on time, especially if you are leading chapel.
3. Students need to sit on their bottoms.
4. Students will walk from and to their seats.
5. Teachers focus on keeping students engaged in praise and worship, and the Bible story.

Cleanliness & Neatness

We will maintain a clean and neat center throughout the day.

1. Items on the shelves are straightened, labels facing outwards
2. Items around the room are in their designated spots (tables, gross motor toys, dramatic play, nuggets, etc.)
3. Chairs are on top or underneath the tables
4. Blankets are on each student's cot, laid flat without falling over the sides.
5. Backpacks are zipped.
6. The counter and cabinets are clear of clutter.
7. Food and trash are in the trash can.
8. If I see trash in the hallway, I pick it up.
9. Student's belongings are not left behind in common areas.
10. Counters, shelves, trash cans & lids are wiped down daily.
11. Toys are sanitized daily during nap time.
12. Spit bucket is used daily for toys that are put in the mouth.
13. Soap & Bleach bottle (must be changed each day)
14. Every other week toys are deep-cleaned

VIP Students

New students are called VIPs. New students have VIP status for 5 days.

1. Give extra attention to make students feel comfortable with their new environment.
2. Be patient.
3. Logging requirements are increased.

Lesson Plans

1. Lesson plans are neatly written or typed on the template provided.
2. Lesson plans are due each Thursday of the week for approval.
3. Lesson plans are sent to the Academic Curriculum Coordinator.

Damaged Toys/Equipment

1. Fill out a damaged/equipment form.
2. Damaged toys are stored in the overflow storage room.

Laundry

1. Sheets/blankets are washed every Friday.
2. Soft material toys/equipment is washed every other week.
3. The nugget cover is washed every month.
4. Laundry bags are turned into the storage room

DIRECTOR JOB DESCRIPTION

Overview: A qualified prep director manages our day-to-day operations and establishes and sustains a positive learning environment for children. You will oversee the coordination of education programs that comply with local and federal regulations, ensure that facilities are maintained, manage and support a complement of daycare staff, and manage a budget that is provided by the overseers of the church prep.

You will keep the church prep's vision aligned with the vision of the church as set by the Lead Pastors.

You will have demonstrable experience in managing all aspects of a daycare center, as well as strong leadership skills. You should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and staff.

Qualifications/Requirements

- + Bachelor's degree in a related field.
- + 5 or more years of early childhood education experience.
- + Current bronze or higher level Oklahoma Director's Credential
- + Current PDL 8 or higher is preferred.
- + Comply with local, state, and federal laws governing child care.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full-Time
- + Monday - Friday
- + 50% of operating hours or 30 hours a week

Pay:

- + Salary
- + Based on experience

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + ODHS Compliance Review Form
- + Obtain and maintain CPR Certification
- + Safe sleep
- + Obtain and maintain Food Handlers
- + Director Entry Level Training
- + 30 clock hours of job related training per year

Responsibilities:

1. Ensure a safe, happy, and stimulating environment for children.

2. Manage and coordinate curricula with staff that complies with state and federal requirements.
3. Ensure that the church prep facilities are safe for children and comply with laws and regulations.
4. Evaluate and purchase materials, equipment, and supplies, as needed within budget.
5. Manage and support teaching staff and promote their professional development.
6. Interview, hire, schedule and train new staff members, ensuring they meet all policies and legal requirements.
7. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
8. Communicate and meet with parents regarding their children and the church prep's policies.
9. Manage and oversee the budget and ensure that the church prep remains profitable.
10. Develop a Christian and academic curriculum program for children perform ongoing assessments to confirm the curriculum is working
11. Maintain ratios at all times.
12. Coordinate all reviews and inspections as needed.
13. Be fluent in all things OKDHS.
14. Oversee all aspects of the church prep.
15. Establish all policy and procedures.
16. Organize and produce quarterly programs for parents by kids.
17. Perform other unwritten duties assigned by Lead Pastors or Board of Directors/Overseers.
18. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.
19. Help maintain good morale, buy organizing staff events 2-4x per year.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel;

occasional prolonged and irregular hours, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

ASSISTANT DIRECTOR JOB DESCRIPTION

Overview: A qualified prep assistant director helps manage our day-to-day operations and establishes and sustains a positive learning environment for children. You will assume roles and responsibilities in the absence of the director. You will oversee the coordination of education programs that comply with local and federal regulations, ensure that facilities are maintained, and manage and support a complement of daycare staff. You will have demonstrable experience in managing all aspects of a daycare center, as well as strong leadership skills. You should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and staff.

Qualifications/Requirements

- + Bachelor's degree in a related field preferred.
- + 3 or more years of early childhood education experience.
- + Current PDL 4 or higher is preferred.
- + Comply with local, state, and federal laws governing child care.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full-Time
- + Monday - Friday
- + Flexible Hours

Pay:

- + Salary
- + Based on experience

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + Obtain and maintain CPR Certification
- + Safe Sleep
- + Obtain and maintain Food Handlers
- + Early Learning Entry Level Training
- + Obtain and maintain OPDL certificate
- + 20 clock hours of job related training per year

Responsibilities:

1. Ensure a safe, happy, and stimulating environment for children.
2. Manage and coordinate curricula with staff that complies with state and federal requirements.
3. Ensure that the church prep facilities are safe for children and comply with laws and regulations.
4. Manage and support teaching staff and promote their professional development.
5. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
6. Communicate and meet with parents regarding their children and the church prep's policies.
7. Develop a Christian and academic curriculum program for children perform ongoing assessments to confirm the curriculum is working
8. Maintain ratios at all times.
9. Be fluent in all things OKDHS.
10. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
11. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel; occasional prolonged and irregular hours, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

CURRICULUM COORDINATOR JOB DESCRIPTION

Overview: A qualified curriculum specialist manages our day-to-day curriculum to help establish and sustain a positive learning environment for children. You will develop lesson plans that align with the early learning guidelines and Oklahoma academic state standards, and evaluate the effectiveness of the curriculum. You should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and staff.

Qualifications/Requirements

- + Bachelor's degree in a related field preferred.
- + 2 or more years of early childhood education experience..
- + 2 or more years of experience with lesson planning.
- + Current PDL 4 or higher is preferred.
- + Comply with local, state, and federal laws governing child care.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full-Time
- + Monday - Friday
- + Flexible Hours

Pay:

- + \$12.50 per hour

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + Obtain and maintain CPR Certification
- + Safe Sleep
- + Obtain and maintain Food Handlers (optional)
- + Early Learning Entry Level Training
- + Obtain and maintain OPDL certificate
- + 20 clock hours of job related training per year

Responsibilities:

1. Develop weekly lesson plans for Think Orange and Learning Beyond Paperwork Curriculum that align with early learning guidelines and Oklahoma Academic State standards.
2. Prepare materials needed for each lesson.
3. Observe teaching personnel in order to review and evaluate the effectiveness of the curriculum.
4. Manage and support teaching staff and promote their professional development.
5. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
6. Be fluent in all things OKDHS.
7. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
8. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions**Mental demands/Physical demands/Environmental factors:**

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel; occasional prolonged and irregular hours, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

MASTER TEACHER JOB DESCRIPTION

Overview: A qualified Master Teacher is responsible for the direct care of children, and supporting other teaching personnel. The Master Teacher facilitates activities which promote fun, fellowship, spiritual, social and academic development and ministry involvement among school agers. This program employs or uses at least the minimum number of required individuals or volunteers who meet these position specific requirements. You should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and staff.

Qualifications/Requirements

- + High school diploma or GED
- + Current PDL level 4 or higher.
- + Early childhood education experience may be preferred.
- + Comply with local, state, and federal laws governing child care.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full-Time
- + Monday - Friday
- + Flexible Hours

Pay:

- + \$16.25 per hour

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + CPR Certification
- + Safe Sleep
- + Obtain and maintain Food Handlers (optional)

- + Early Learning Entry Level Training
- + Early Learning Guidelines
- + 20 clock hours of job related training per year

Responsibilities:

1. Support other teaching personnel in meeting teacher and assistant teacher responsibilities
2. The direct care of children
3. Providing input on program development and evaluation
4. Ensure a safe, happy, and stimulating environment for children.
5. Ensure that the church prep facilities are safe for children and comply with laws and regulations.
6. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
7. Develop a Christian and academic curriculum program for children perform ongoing assessments to confirm the curriculum is working
8. Maintain ratios at all times.
9. Be fluent in all things OKDHS.
10. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
11. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

TEACHER JOB DESCRIPTION

Overview: A qualified Teacher is responsible for assisting the Master Teacher as needed, especially during activities. The Teacher assists the Master Teacher with facilitating activities which promote fun, fellowship, spiritual, social and academic development and ministry involvement among children.

Qualifications/Requirements

- + High school diploma or GED
- + Early childhood education experience may be preferred.
- + Comply with local, state, and federal laws governing child care.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full-Time (30-40 hours) or Part-Time (less than 30 hours)
- + Monday - Friday

Pay:

- + \$12.50 per hour

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + Obtain and maintain CPR Certification
- + Safe Sleep
- + Early Learning Entry Level Training
- + Obtain and maintain OPDL certificate
- + 20 clock hours of job related training per year

Responsibilities:

1. Support other teaching personnel in meeting teaching personnel responsibilities
2. The direct care of children

3. Providing input on program development and evaluation
4. Ensure a safe, happy, and stimulating environment for children.
5. Ensure that the church prep facilities are safe for children and comply with laws and regulations.
6. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
7. Develop a Christian and academic curriculum program for children perform ongoing assessments to confirm the curriculum is working
8. Maintain ratios at all times.
9. Be fluent in all things OKDHS.
10. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
11. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

ASSISTANT TEACHER JOB DESCRIPTION

Overview: A qualified Assistant Teacher is responsible for assisting the Master Teacher and Teacher as needed, especially during activities. The Assistant Teacher assists the Teacher with facilitating activities which promote fun, fellowship, spiritual, social and academic development and ministry involvement among children.

Qualifications/Requirements

- + High school diploma or GED
- + Early childhood education experience may be preferred.
- + Comply with local, state, and federal laws governing child care.
- + Excellent written and verbal communication skills.

- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full-Time (30-40 hours) or Part-Time (less than 30 hours)
- + Monday - Friday

Pay:

- + \$10.00 per hour

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + Obtain and maintain CPR Certification
- + Safe Sleep
- + Early Learning Entry Level Training
- + Obtain and maintain OPDL certificate
- + 20 clock hours of job related training per year

Responsibilities:

1. Support other teaching personnel in meeting teaching personnel responsibilities
2. The direct care of children
3. Providing input on program development and evaluation
4. Ensure a safe, happy, and stimulating environment for children.
5. Ensure that the church prep facilities are safe for children and comply with laws and regulations.
6. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
7. Develop a Christian and academic curriculum program for children perform ongoing assessments to confirm the curriculum is working

8. Maintain ratios at all times.
9. Be fluent in all things OKDHS.
10. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
11. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

SUBSTITUTE TEACHER JOB DESCRIPTION

Overview: A qualified Substitute is responsible for assuming responsibilities of teaching personnel as needed, especially during activities. The Substitute will aid in maintaining activities which promote fun, fellowship, spiritual, social and academic development and ministry involvement among children.

Qualifications/Requirements

- + High school diploma or GED
- + Early childhood education experience may be preferred.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.
- +

Schedule:

- + Flexible hours
- + Monday - Friday

Pay:

- + Volunteer (no compensation)

Professional Development:

- + Obtain and maintain CPR Certification
- + Safe Sleep
- + Volunteer over 80 hours:
 - + Early Learning Entry Level Training
 - + Obtain and maintain OPDL certificate
 - + 20 clock hours of job related training per year

Responsibilities:

1. Support other teaching personnel in meeting teaching personnel responsibilities
2. The direct care of children
3. Providing input on program development and evaluation
4. Ensure a safe, happy, and stimulating environment for children.
5. Ensure that the church prep facilities are safe for children and comply with laws and regulations.
6. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
7. Develop a Christian and academic curriculum program for children perform ongoing assessments to confirm the curriculum is working
8. Maintain ratios at all times.
9. Be fluent in all things OKDHS.
10. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
11. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

COOK JOB DESCRIPTION

Overview: A qualified Cook is responsible for providing healthy and nutritious meals according to DHS licensing guidelines.

Qualifications/Requirements

- + High school diploma or GED
- + Cooking experience may be preferred.
- + Experience with the Child and Adult Food Program may be preferred.
- + Experience with Health Department Guidelines may be preferred.
- + Excellent written and verbal communication skills.
- + Strong leadership and interpersonal skills.
- + Excellent organizational, problem-solving, and time-management skills.
- + Friendly and approachable demeanor.
- + Maintain a professional appearance, attitude, and work ethic at all times.

Schedule:

- + Full Time
- + Monday - Friday
- + 6:30 am - 3:30 pm

Pay:

- + 12.50 per hour

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + Obtain and maintain CPR Certification
- + Obtain and maintain a Food handlers license.
- + Safe Sleep (optional)
- + Entry Level Child Care Training (optional)
- + Obtain and maintain PDL certificate (optional)
- + 12 clock hours of job-related training (optional)

Responsibilities:

1. Prepare and serve food; and

2. Plan and implement menus.
3. Complete required documentation on food and supplies.
4. Meet the food service requirements outlined by the Health Department.
5. Maintain the quality of kitchen supplies and appliances.
6. Maintain the cleanliness of the kitchen and dining area.
7. Providing input on program development and evaluation
8. Ensure a safe, happy, and stimulating environment for children.
9. Ensure that the church prep cafeteria is safe for children and comply with laws and regulations.
10. Be fluent in all things Oklahoma Health Department
11. Perform other unwritten duties assigned by Director, Lead Pastors or Board of Directors/Overseers.
12. Exceptional organizational skills with a particular emphasis on follow-through and attention to detail.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

CUSTODIAN JOB DESCRIPTION

Overview

A qualified custodian maintains the cleanliness of the church prep, and the church by cleaning classrooms, offices, outlying areas, restroom facilities, units and work areas

Qualifications/Requirements

- + High School Diploma or equivalent
- + 1 year experience preferred
- + Adhere to policies and procedures outlined in the handbook

- + Adhere to government mandated regulations
- + Strong self motivation skills

Schedule:

- + Full-Time
- + Monday - Friday
- + 9:00 am - 6:00 pm

Pay:

- + \$10.00 per hour

Benefits:

- + Yearly paid time off
- + potential annual bonuses

Professional Development:

- + CPR Certification
- + Safe Sleep (optional)
- + Entry Level Child Care Training (optional)
- + Obtain and maintain PDL certificate (optional)
- + 12 clock hours of job-related training (optional)

Church Prep Custodian Responsibilities:

1. Maintaining clean center facilities by performing daily cleaning in all public areas of the building, including bathrooms, kitchens, and meeting rooms.
2. Assist teaching personnel in taking out the trash and sanitizing surfaces throughout the day.
3. Assist the cook in cleaning the cafeteria after breakfast, lunch, and snack by wiping and sanitizing the tables, and vacuuming the floors.
4. Assist the cook in cleaning the kitchen by cleaning and sanitizing surfaces, mopping the floors, cleaning microwaves, coffee pots, and refrigerator.
5. Assist in emergency situations, cleaning spills and debris, secure the perimeter of the facility.
6. Shampoo rugs and carpets when necessary.

7. Help maintain the security of the building.
8. Assist in moving boxes.
9. Build and fix broken toys, equipment.
10. Follow all safety procedures.
11. Interacting with church staff and visitors in a respectful, positive manner.

Church Custodian Responsibilities:

1. Maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.
2. Working with church staff to ensure that all areas are cleaned and stocked with necessary items.
3. Assisting with setup of meeting rooms as needed. Placing tables and chairs for meetings and removing them when the meeting is complete.
4. Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.
5. Performing maintenance, such as changing light bulbs and restocking bathrooms, and making minor repairs as needed.
6. Assisting with event preparations and clean-up.
7. Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
8. Interacting with church staff and visitors in a respectful, positive manner.

Working Conditions

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Work with frequent interruptions, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged repetitive hand motions; lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

JOB DESCRIPTION ACKNOWLEDGEMENT

I understand the requirements of this position, and hereby accept this position and its requirements as outlined in this description.

I understand that the responsibilities of this position include, but are not limited to the criteria stated, and I may be asked to fulfill other responsibilities.

I understand that the requirements of this position include, subject to change, and if changes are made I will be notified.

Print name

Signature

Date

Director or designated personnel signature

CONFIDENTIALITY AGREEMENT

As an employee or volunteer of the church prep, I understand that I may come in contact with personnel and confidential information regarding the church prep, the church prep's clients and staff. By signing this agreement, I testify that I will not share any personal and confidential information outside of my direct

reports and I will only share personnel and confidential information inside the church prep on a need-to-know basis. I also testify that I will shred documents that contain personal and confidential information once they are no longer needed.

Print name

Signature

Date

Director or designated personnel signature

RECEIPT OF PERSONNEL HANDBOOK

I acknowledge that I have received a copy of the church prep Personnel Handbook, which contains vital information on the church prep’s policies, procedures, and benefits.

I understand that this handbook's policies are intended only as guidelines, not a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination with or without notice or obvious reasons by myself, or the church prep.

I understand the church prep may change its policies, procedures, and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read and agree to abide by all policies, ethic codes, and procedures contained therein.

Print name

Signature

Date

Director or designated personnel signature