

Kingdom Kids Academy for Performing & Visual Arts



Team Member HANDBOOK

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Organizational Chart

Owner

Nicole Adams Lester

Director

Nicole Adams Lester

Assistant Director/ Manager

Cheeneka Stout

Secretary

Shasheen Segovia

FRESHMAN CLASS (0-17 MONTHS)

SOPHOMORE CLASS (18-32 MONTHS)

JUNIOR CLASS (33 months - 3 YEARS)

SENIOR CLASS (4 YEARS)

COLLEGE CREW (5 YEARS & UP)

TEAM MEETINGS

JANUARY – LAST WEDNESDAY OF THE MONTH

FEBRUARY - LAST WEDNESDAY OF THE MONTH

MARCH – LAST WEDNESDAY OF THE MONTH

APRIL - LAST WEDNESDAY OF THE MONTH

MAY - LAST WEDNESDAY OF THE MONTH

JUNE - LAST WEDNESDAY OF THE MONTH

JULY - LAST WEDNESDAY OF THE MONTH

AUGUST - LAST WEDNESDAY OF THE MONTH

SEPTEMBER - LAST WEDNESDAY OF THE MONTH

OCTOBER - LAST WEDNESDAY OF THE MONTH

NOVEMBER – LAST WEDNESDAY OF THE MONTH

DECEMBER – LAST WEDNESDAY OF THE MONTH



**TEAM MEETINGS ARE NOT OPTINAL!
EVERY TEAM MEMBER NEEDS TO
ATTEND ALL TRAININGS & MEETINGS
CONDUCTED BY KKAPVA.**

KINGDOM KIDS ACADEMY

PERFORMING & VISUAL ARTS

“Raising good citizens one child at a time.”

MISSION STATEMENT

Train up children in the way they should go spiritually, academically, creatively, physically and socially.



PHILOSOPHY

Upon leaving KKAPVA each child will be greatly familiarized with the concepts of visual arts, theatre arts, music, and dance! The experiences and friendships that they gain at this program will help mold them for future artistic endeavors.

Biblical principles will be taught and even mingled with the performances that they children will present monthly. We believe that with the knowledge & wisdom of God, LOVE and discipline - children are fashioned to bear integrity, respect and self-worth.



5 STAR SYSTEM

We use 5-star system that caters to the whole child. Our goal is to encourage children to be enthusiastic, self- confident, independent learners. Our curriculum respects individual learning styles and we promote growth in multiple areas.

Spiritually:

through our daily children's church routine that allows the child to learn biblical principles, review prayers, learn scriptures & recreate biblical stories.

Academically:

By taking in account all the children's different learning styles and needs, we create activities and lesson plans that challenge and cultivate each child.

Socially/Emotionally:

Through daily task given to the children using a reward system designed to build character and purpose in each child. With our weekly guidance lessons and discussions on handling events and emotions that people feel.

Creatively:

Through quarterly performances given by the children enrolled at KKAPVA. Performances will include visual, dance, theater and musical arts as a way to express topics that have been learned.

Physically:

Through daily activities indoors and outdoors that engage the children and help them move with music.



SCHOOL SCHDUDLE EXAMPLE



6:30 am– OPEN (CENTERS)
7:20 – BREAKFAST
7:50 – BATHROOM BREAK/ CHECK DIAPERS
8:05 - CHURCH
8:35 – GROUP DISCUSSION
8:45 –SEPARATE CLASSES
9:05 – CIRCLE TIME
9:45 - BATHROOM BREAK/ CHECK DIAPERS
10:00 – SNACKS
10:15 – CLASS WORK
11:00 – CENTERS/ RECESS
11:35 - BATHROOM BREAK/ CHECK DIAPERS
11:50 – MORNING EXTRA CURRICULAR
12:20 - BATHROOM BREAK/ CHECK DIAPERS
12:30 – LUNCH
1:00 – STORY & NAPTME
2:30 - BATHROOM BREAK/ CHECK DIAPERS
3:00 – SNACKS
3:20 = AFTERNOON LANGUAGE CLASS
4:00 - BATHROOM BREAK/ CHECK DIAPERS
4:10 - CENTERS/ RECESS
4:50 – STORY TIME
5:00– CLEAN UP
5:30 – CLOSED (LATE FEES)

TEAM MEMBER DRESS CODE

You are an early childhood professional and help portray the image of the center. Your overall appearance must be professional and appropriate for your job duties. Please adhere to the following dress code.

DRESS	<p>ALL TEAM MEMBERS ARE REQUIRED TO WEAR THE STANDARD UNIFORM DRESS – M,T,W & TH. Along with the dress a name badge & apron with KAPVA LOGO must be worn daily. Fridays are Free dress days. _____ (SIGN HERE)</p> <p>SHOES: SHOULD BE CLOSED TOE, COMFORTABLE WALKING SHOES ARE PREFERRED. ANY OTHER SHOES/ SANDALS WORN ARE WORN AT YOUR OWN RISK.</p> <p>IT IS THEIR RESPONSIBILITY. NOT KAPVA _____ (INITIAL)</p>
CLOTHING	<p>SHORTS/SKIRTS: MUST BE 4 INCHES OR LESS FROM THE KNEE. NO MINI SKIRTS</p> <p>SHIRTS/ BLOUSES: MUST COVER ALL BREAST AREA, NO CLEVEAGE, OR BULGING OUT OF SHIRT.</p> <p>ALL THE BACK AREA COVERED, NO SEE-THROUGH CLOTHES.</p> <p>SLEEVELESS IS OK IF TACTFUL -SUMMER</p>
JEWELRY	<p>INFANT/ TODDLER ROOM: NO LOOSE JEWELRY, HOOP EARRINGS, LONG NECKLACES, BRACELETS, NOSE RINGS..ETC</p> <p>_____ (SIGN HERE)</p>
PIERCINGS	<p>BODY PIERCING ARE NOT ALLOWED. OR NOT VISIBLE.</p> <p>_____ (SIGN HERE)</p>
TATTOOS	<p>COVER THEM UP.</p> <p>ESPECIALLY IF THEY ARE NOT APPROPRIATE!!!!</p> <p>_____ (SIGN HERE)</p>



Our uniform dress must be one of these colors!!

Bright Teal/Turquoise, Gold, Lavendar, Black & Gray. During cold months tights or pants **may be worn under the dress** & and long sleeve shirts underneath.

BRIGHTWHEEL

Our school will use Bright Wheel as a daily means to communicate with each individual class & the entire school. Updates, reminders, and photos/ videos of the children during their learning activities will be uploaded.



PICTURES/ SOCIAL MEDIA

Bright Wheel is the only place that teachers/ staff are allowed to post pictures & videos of the kids. Teachers and staff may NOT post the children on Facebook, Instagram, Tic Toc, Twitter or any other Social Media or personal accounts.

Only the director will use pictures, videos as advertisements – with the parents' consent.



TEAM MEMBERS WITH CHILDREN

Any team member that has a child/ children that require any care at our school, must pay half the normal tuition. Tuition will be automatically taken from the members weekly paycheck.



CELL PHONE USAGE

Personal cell phone usage is extremely limited during business hours. If this privilege is misused, we will eliminate cell phone usage during hours clocked in. Cameras will be periodically checked to ensure child safety. If you are caught looking down at your phone during business hours, you may be written up, or let go.

Cell phones will be used to communicate with other teachers, parents and to record or photograph the children during learning & playtimes
– Specifically for CLASSDOJO story updates.

Cell phones are NOT for you to browse Facebook, Instagram, Twitter...etc. (unless you are on a break or during your lunch)

If ANY neglect of a child is found due to use of a cellphone will be immediate termination!

This includes falls, scrapes, bites, kicks, slaps, burns, pinches.....etc. **YOU WILL BE TERMINATED!!**



WHEN IS A GOOD TIME TO USE MY PHONE?

- ON MY BREAK
- DURING NAPTIME
- DURING MOVIE TIME (LIMITED)

WHEN IS NOT A GOOD TIME TO USE MY PHONE?

- DURING PICK UP TIME
- DURING CHURCH TIME
- DURING CLASS TIME
- DURING TRANSITIONS
- WHILE ON WALKS
- WHILE OUTSIDE WITH CHILDREN
- OTHER - _____

SALARY & PAYDAY

KKAPVA will start pay at \$12 an hour. Teachers will be given more pay based on time with KKAPVA and experience.

Our work week starts on Thursdays through the Next Wednesday. Our pay day is Friday. We are paid EVERY FRIDAY (between 8am-5pm). Payments will be made via ZELLE & or CASHAPP.

COMING SOON WE WILL BE W-2 EMPLOYEES (2024/2025)

All team members are 1099 Contract workers and will receive a 1099 at the end of every year.



PAID TIME OFF – P.T.O.

Paid time off is given to fulltime team members. After 6 months of working with KKAPVA.

Coming soon.....4 hours of PTO for full time team members per month.

BAD WEATHER PAY – If a team member is not present the day before a bad weather, they will not be given pay for the bad weather.

HOLIDAY PAY - If a team member is not present the day before or after a holiday, they will not be given pay for the holiday.



ABSENCE FROM WORK

IF YOU NEED TO BE OFF FROM WORK DUE TO ILLNESS, FAMILY ISSUES OR ANYTHING – PLEASE CALL THE SCHOOL BEFORE 7AM. IF POSSIBLE, CALL THE DIRECTOR THE NIGHT BEFORE.

Failure to communicate a valid reason for not showing up to work, will result in a write up or termination.

If you have a doctor's appointment, children's appointment or any other prior engagements, please let me know well in advance (3 days if possible, at least 24 hours in advance). If you must miss work hours, you may or may NOT be able to make up the lost time. Please see your director.

NO CALL- NO SHOW – IMMEDIATE TERMINATION!

Communication is Key.

PARENT & FAMILY INVOLVEMENT

Each teacher is required to greet the parent & child at drop off. Both parent & child should be politely greeted by name upon arrival & departure. Teachers need to strive to create a working relationship with each child & their family. Each teacher is responsible for completing daily folders to inform the parents of the child's day. All conversations must be in a positive tone with the child's best interest in mind. Parents may request a teacher/ parent conference at any time.



KKAPVA MONTHLY MEETING

KKAPVA staff will have MANDATORY monthly meetings & the parents will be given report cards a couple of days before the monthly meetings. These report cards are an evaluation of how our team is conducting business.... From cleanliness to parent and teacher communication. After team meetings, any changes that we discuss may or may not be implemented.



KKAPVA MONTHLY EVALUATIONS

The KKAPVA team will receive individual evaluations on their job performance monthly and/or bi-monthly. These will be given to help each teacher see where they are performing best and what areas might need improvement or more training.

EMPLOYEE TRAINING REQUIREMENTS

As an employee of KKAPVA, I understand I must attend training workshops & obtain a CPR & First Aide certification.

I must complete KKAPVA Orientation & KKAPVA Center Training.

The cost of annual trainings NOT given by KKAPVA will be the responsibility of the employee. The cost of CPR & First Aide will be the responsibility of the employee.

24 training hours per year (clock hours) in early childhood education. Of those hours, 7 must be in these areas:

- Child growth, development & learning
- Health, safety & nutrition
- Family & community collaboration
- Developmentally Appropriate Content
- Learning Environment & Curriculum Implementation
- Assessment of Children & Programs
- Professionalism

HOURS OF WORK

You are expected to be on time and work your scheduled hours. You are expected to go to work as soon as you clock in. We do not have scheduled breaks, if you feel like you need a break – clock out.... Make sure a teacher can cover for you. Cameras will be checked to make sure that your time in & out are accurate.

PLEASE BE ON TIME!!

To be early is to be on time. To be on time is to be late!



Soon we will be using BRIGHTWHEEL APP to log in the team members & the children to school.

GUIDANCE PROCEDURES

Our school believes in and practices positive redirecting as a way to guide the children into acceptable behavior. We use a money system to reward good and positive behavior. We allow the children to earn money throughout the day & week that they can use to purchase items from the School Store. We also use a time out station for children who need a few moments away from the classroom to recollect themselves. It is the children's prayer room. In this area, they can draw, pray, write, and use small items to calm down in order to return to class.

IMPORTANT CONTACT INFORMATION

KINGDOM KIDWS ACADEMY FOR PERFORMING & VISUAL ARTS

1819 BERKELEY DR – GLENN HEIGHTS TX 75154



CENTER	972-274-2062
OWNER/ DIRECTOR	MAMA BEAR 214.980.3519 OR 214.778.7922
ASST DIRECTOR/ MANAGER	MRS TEACHER
SECRETARY	SHASHEEN SEGOVIA
GLENN HEIGHTS POLICE	972.223.1690
GLENN HEIGHTS WATER CO	972.223.1690
ELECTRIC - HILCO	254-694-6491
POISON CONTROL	1-800-222-1222
CHARLESTON HOSPITAL	214.947.7777
DOMESTIC VIOLENCE	800.799.7233
CHILD ABUSE HOTLINE	1-800-797-3260

CONFIDENTIALITY

Children's files are established and maintained only for the use of KKAPVA & authorized persons from the State of Texas Licensing. All information about the children, families & staff is only for office use. (Names, Addresses, Phone numbers, emails, healthetc)
Inappropriate usage of this information from any staff member will be an automatic dismissal of that staff member.



CODE OF CONDUCT

All KKAPVA members are expected to work cooperatively with the children, their families and fellow team members. You may NOT gossip or slander any team member, child or parent. Failure to follow this code of conduct could result in termination.



MEDICATIONS

Our school will administer medication – ONLY if the parents fill out written permission with dosage and frequency. There must be 2 team members present to administer – for a witness to be present.

UNIVERSAL PRECAUTIONS

CHILD: Need to have immunizations or an affidavit on file.

SICK CHILDREN: A child will be sent home if they are continuously vomiting, producing loose bowel movements, has a fever over 100.4 or more. No child in the contagious state of a communicable disease will be accepted for childcare. Symptoms of communicable disease include, but are not limited to:

- **FEVER OF 100.4 DEGREES OR HIGHER**
- **DIARRHEA**
- **VOMITING**
- **EYE DISCHARGE/ PINK EYE**
- **HEAD LIES OR NITS**
- **CHICKEN POX**
- **ROSELLA/ MEASLES**
- **MUMPS**

*****Before returning to the center a child must be free of all symptoms for at least 24 hours and have a Physicians Note. *****

STAFF: If you are ill, please use your own judgement to determine whether you are too ill to be at work or not. If you have any kind of contagious illness, a doctor's release should be brought before returning to work.



HEALTH & SAFETY PROCEDURES FOR CHILDREN & STAFF

Staff must wear gloves when: changing diapers, handling blood, vomit, urine, fecal matter and occasionally runny noses.

Handwashing must take place:

- After each diaper change
- After wiping noses
- After assisting child with the bathroom
- After coming inside from outside
- Before handling food & drinks

Staff should help the children wash their hands after each above mentioned task as well.

All staff will ensure the following:

Diaper changing mat is disinfected before/after use.

Napping cots are disinfected weekly or as needed.

Napping sheets are washed weekly.

Toys & equipment are disinfected weekly or as needed.

Mouth toys cleaned immediately.

Kitchen & bathrooms are cleaned & disinfected daily.

Floors are swept, vacuumed, mopped daily or as needed.



ACCIDENTS & EMERGENCIES

ALL minor and or major accidents must be documented on our school accident reports. AGAIN, ANY INCIDENT must be recorded on paper regardless of the severity. A copy must be made for the parent and for the school file.

The report must state: the child who was injured, the date, the location of incident, and how the incident occurred.

Minor incidents include: scrapes, scratches, bumps, splinters, bruises, cuts, insect bites ..etc

Major incidents that require medical attention by a physician may require the school to call 911. Immediately after calling 911 the parents or guardians for the child need to be called and informed of the incident.

Major incidents include: broken limbs, severe bleeding, severe burns, allergic reactions, reaction to insect bites, food allergic reactions, fainting, unconsciousness, severe bumps to the head or abdomen.



POLICIES & PROCEDURES

UNDER NO CIRCUMSTANCES should a child be left alone. If a teacher needs to leave a room, they must make a team member aware to help watch the class.

In case of the death of a child, a missing child or structural building damage.... Call 911! Also call Nicole at 214.980.3519

All staff should stay at the building until Police have spoken to everyone.

OUTDOOR SAFETY

Before allowing the children to play outside on equipment, one staff should go outside to inspect the play area for any hazards. Each child will need to drink water and go to the bathroom before going outside for a long period. If a child needs to go back into the building, the child may not be left unattended. On the playground, teachers must walk around the play area. They may NOT SIT in one space. They must be watchful of every inch of the outdoor play space. If more than one teacher is outside, they may NOT group together. They must keep their eyes on the safety of the children.

INDOOR SAFETY

Teachers may NOT group together. Teacher must stay in their classes and interact and engage with the students in their class. Children must be always supervised. During lunch the teacher needs to make sure to watch and listen for choking or any allergic reactions.

HEAVY LIFTING

Teachers need to be able to lift 30lbs. whether it is child, moving furniture, equipment, carrying supplies, etc. Items over 30lbs will require the help of 2 staff members. Children should be picked up by their upper body and not their hands or arms.

HANDWASHING

After diapering or toilet training
After handling bodily fluids
Before and after giving first aid
After cleaning up spills
After taking off disposable gloves

****Remember, wearing gloves doesn't mean you don't have to wash your hands. ****

DISINFECTION SOLUTION

1 tablespoon of bleach per quart of water
(or purchased CLOROX Bottles)

This solution will be used to clean toys, surfaces, door knobs, light switches and diapering areas.

BLOOD & HOW TO HANDLE IT

¼ cup of bleach to 2 ½ cups of water

Always wear gloves when dealing with blood. Any seriously drenched materials or fabric with blood needs to be doubled bagged in plastic sacks and tied or sealed. Any needles or syringes need to be disposed of in a hard plastic hazardous box.

**** following these procedures will help stop the spread of blood borne pathogens ****

****WATCH A VIDEO ON BLOOD BORNE PATHOGENS & ITS TRANSMITTAL****

PERFORMANCE EVALUATION / PROFESSIONAL DEVELOPMENT

Performance evaluations serve as effective feedback to help identify employees' strengths and areas in which there is a need for further improvement. Performance evaluation will be conducted on a small scale once a month and a major evaluation will take place once a year.

SEXUAL HARRASSMENT IS **NOT TOLERATED HERE**

SEXUAL HARRASSMENT



Our sexual harassment policy aims to protect men and women in our company from unwanted sexual advances and give them guidelines to report incidents.

We won't tolerate sexual harassment in our workplace in any shape or form. Our culture is based on mutual respect and collaboration. Sexual harassment is a serious violation of those principles.

**IF SUSPECTED – IMMEDIATE
TERMINATION!!**

If you feel like you are being harassed sexually or in any way, please see **ADMINISTRATION** immediately!

DISASTER PLANS

Should we ever need to evacuate the school. We need to take the attendance sheet/ Sign in Sheet & Emergency Contacts on the van. We will make sure to always have at least one staff member with the children.

FIRE – Follow the school monthly fire drill procedure. Everyone will evacuate the building and meet at the designated location. Once at the designation roll call needs to be taken.

TORNADO – Children will all meet in the designated space kneeling down facing the inside wall. Staff will cover the children with blankets to help protects children from debris that may fall.

CHEMICAL SPILL – ALL will remain in the center, the A/C unit will be turned off, Blankets will be put down near the doors and windows to prevent fumes coming into classrooms from outside, Doors will be locked.

BOMB THREAT – We will evacuate the building immediately and call the police. After the police have cleared the building, we will return to the building.

THREATNING SITUATION – Should we have a situation to occur, we will have a “lock down”. No one will be allowed out or allowed in until the director or person in charge deems the area to be safe.

HOSTAGE SITUATION – The staff should avoid drastic actions. DO NOT speak unless spoken to & only when necessary. Avoid being hostile to captor, maintain eye contact, attempt to establish rapport, keep children calm as possible.

SNOW/ ICE STORM – Children will be kept warm with coats blankets and as teachers sees fit.

RESIGNATION / TERMINATION

REASONS FOR TERMINATION OF EMPLOYMENT (INCLUDE BUT NOT LIMITED TO)

- Abuse and /or neglect to children
- Personal cell phone usage (continuous texting, gaming, social media)
- Sexual touching of a child. Or having a child touch you
- Physical hitting, biting, pinching, grabbing, hair-pulling, pushing etc.
- Verbal aggression towards children, cursing, name calling at or in front of children.
- Absences/tardiness: being late 2-3 times per week, not showing up, not calling in with ample time to call in a sub.
- Riding the time clock: Being here early and not doing anything, staying later than your scheduled hours, for no reason.
- Disobeying Orders: from owner/ director, assistant director, lead teacher. Being disrespectful or arguing with or in front of children, parents, co-workers, supervisor.
- NOT doing job to satisfaction: You are an employee of KKAPVA. You represent the center even when you are not at work. What you do on your own time does reflect on your employment and could result in termination: this includes but not limited to, excessive drinking in public, DWI, being in the presence of illegal drugs, or shop lifting.

RESIGNATION

It is our policy that a written two-week notice is given if you are resigning.

CONTRACT WORKER AGREEMENT

- As an employee of KKAPVA, I agree to abide by the rules and regulations set forth in this staff handbook. I understand if for any reason I do not comply with the rules and regulations the status of my CONT could be terminated with or without notice and/or compensation, at the directors/ owner's discretion.
- I understand and agree I am expected to be available for our monthly staff meetings, in service, workshops, and other training.
- I understand I am on a 30-day probation period, during which KKAPVA reserves the right to terminate my CONTRACT immediately if the situation requires such.
- I understand I have a 7-day grace period to complete my orientation videos and quizzes.
- I understand I will need to complete a background check.
- I understand I will need to complete CPR/FIRST AID
- I am physically & mentally capable of performing all duties as required in my job description with the understanding this may include lifting children or tables/furniture.
- I agree NOT to use my cell phone for personal use, if caught I could be terminated.
- I have read and agree with the KKAPVA team member handbook.
- I have read and agree to use gloves when dealing with feces, blood, or bodily fluids.
- I have read and agree to wear gloves when serving food.



TEAM MEMBER

SIGN _____ DATE _____ START \$ _____

EMPLOYEE MEDICAL

Name: _____ Date: _____

Address _____

Day Phone _____

Email Address _____

Emergency Contacts

Name	Relationship		Number

List all major medical issues.

List all short term/ recurrent illnesses with dates.

Date	Illness

Surgeries/ Hospitalizations

Other

Circle What Applies	Glasses	Contact	Smoker	Allergies
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Doctors Name	Number

MUST BE FILLED OUT ANNUALLY!!!

EMPLOYEE CORRECTIVE ACTION NOTICE



NAME _____ DATE _____ TIME _____

FRESHMAN ROOM	SOPHOMORE ROOM	JUNIOR ROOM	SENIOR ROOM
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TYPE OF VIOLATION:

ATTENDANCE	CARELESSNESS	MISSED MEETING	TARDINESS
FAILURE TO FOLLOW DIRECTIONS	VIOLATION OF SAFETY RULES		
RUDE TO OTHERS	QUALITY OF WORK		
REFUSAL TO WORK	NOT DOING YOUR SHARE		
CELL PHONE USAGE	SEXUAL HARASSMENT		
NOT CALLING IN REASONABLE TIME	OTHER:		

NUMBER OF NOTICES:

1 ST WARNING	DATE	ORAL/ WRITTEN
STAFF SIGNATURE		
ADMINISTRATIO SIGNATURE		

2 nd WARNING	DATE	ORAL/ WRITTEN
STAFF SIGNATURE		
ADMINISTRATIO SIGNATURE		

3 rd WARNING	DATE	ORAL/ WRITTEN
STAFF SIGNATURE		
ADMINISTRATIO SIGNATURE		

Employer Statement

 _____ Date _____

Employee Statement

 _____ Date _____

ACTION TAKEN: Warning Probation Suspension Dismissal