



Grace Education Ministries **Employee Handbook**



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*This handbook supersedes all prior policy statements.

Table of Contents

Introduction	3	Holidays	11
Mission Statement	3	Severe Weather	11
Organization	3	Time Off Without Pay	11
Equal Opportunity	3	Health Insurance	12-13
Anti-Harassment	3	Quarterly Bonus	13-14
Hiring	4	Retirement Benefit	14
At-Will	4	Accident & Safety	14
Drug, Alcohol, Smoke Free Facility	4-5	Leave of Absence	14
Drug Testing	5	Attendance	14-15
Changes in Employee Information	5	Statutory Benefits	15
Dress Code	5-6	Childcare Benefit	15-16
Workplace Conduct	6	Child Abuse & Complaint Response	16
Continuing Education	6	Interactions with children	16-17
Disciplinary Action	7	First Aid/CPR	17
Telephone Usage	8	Tornado Drills	17
Social Media	8	Earthquake Drills	17
Conflict of Interest	8	Fire Drills	17-18
Issue Resolution	8-9	Mealtime Procedures	18
Breaks	9	Bathroom Time Procedures	18
Resignation	9	Nap Time Procedures	18
Dismissal	9	Playground Procedures	19
Payroll	9	Termination	19
Deductions	9-10	Reimbursement	19
Overtime	10	Confidential Information	19-20
Benefits/PTO	10	Electronic Information System Policy	20-21
PTO	11	Staff Evaluations	21
Bereavement Leave	11	COVID 19	21
		Fraternization	22
Government duties	11	Employee Signature Page	23

Introduction

Welcome to Grace Education Ministries (GEM). Starting a new job is exciting, but at times can be overwhelming. We have developed this handbook to answer your initial questions and explain personnel policies and benefits. Changes to this handbook will be made when necessary and revisions will be available to all employees. GEM expects every employee to comply with the rules and policies discussed in this handbook as well as others adopted by Grace United Methodist Church (GUMC).

Mission Statement

Our objective is to provide safe, loving care that will enable young children to feel secure and comfortable while away from parents and home. It is also to provide developmentally appropriate activities within a Christian environment.

Organization

We are a non-profit service to the community and a ministry of GUMC. (GEM) is governed by the Grace Education Ministries Council (GEMC), which is composed of the Executive Director, parent representatives, bookkeeper, and church members. GEM is licensed by the State of Indiana and complies with all State and County regulations and requirements. The Director is responsible for GEMC for managing the entire program, hiring new employees, reviewing performance appraisals of staff, recommending annual wage increases, and authorizing disciplinary actions of employees.

Equal Opportunity

GEM is committed to being an equal opportunity employer. We do not discriminate in hiring or in any terms and conditions of employment based on race, color, creed, religion, national origin, gender, disability, age, marital status, veterans' status regarding public assistance or any other characteristic protected by law. We offer an open-door policy. You should feel free to come in and discuss ideas, concerns, and address any issues. The communication between staff and administration makes for a positive atmosphere for all.

Anti-Harassment

GEM is committed to providing a workplace free of harassment of any employee because of the employee's race, sex, religion, age, national origin, disability, citizenship status or any other category protected under

federal, state, or local law. We are committed to protecting employees from such harassment, whether from employees or non-employees.

Hiring Procedure

All employees hired complete a minimum 90-day probationary period. If the director determines that an employee has not met our performance expectations at the end of the initial 90 days, his/her employment will be terminated at that time, unless an extension of the probationary period is appropriate. All employees in the State of Indiana are employees at-will, employment still may be terminated either by the employee or GEM for any reason, or no reason at all, at any time before or after completion of the probationary period. GEM pays for all pre-employment fees which equal \$170.00. If an employee resigns or is terminated within the 90-day probationary period, he or she will be charged \$85.00 for a partial reimbursement of employment fees. The charge will come out of the employees' last paycheck.

The following are required as conditions of hiring:

- Criminal History check
- Drug test
- Physical
- FBI Fingerprinting (every 3 years thereafter)
- 20 hours of Continuing Education annually
- First Aid & CPR annually
- Universal Precautions annually
- 30-hour Health & Safety trainings via ILEAD
- All applicants must be 18 years of age with a High School Diploma. Positions and salary are offered based on education and experience.
- All employees receive an orientation to the program that covers job description, building layout, policies, and procedures as well as curriculum expectations.

At Will Employment

This handbook is not an expressed or implied contract of employment and does not guarantee employment for any term. There is no contract of employment between GEM and any of its employees. Any employee may resign from employment at any time. Similarly, Grace may terminate the employment relationship with or without cause.

Drug, Alcohol, Smoke Free Facility

All employees are expected to report to work free of the use and effects of alcohol and illegal drugs. Employees are not to sell, distribute, dispense, possess, use, or conspire to sell, distribute, dispense, possess, or use an illegal drug or alcohol on GUMC's property, in church-owned vehicles, or

during business hours. Likewise, we expect all employees not to abuse any prescription or nonprescription medications. We look to our employees to support this policy and expect them to cooperate in our efforts to enforce this policy and in any investigation of its violation. GUMC has a "smoke free" policy. Smoking is not permitted within any of the church's buildings, on church property, or in a church-owned vehicle at any time.

Drug Testing Policy

All employees are required to complete a 5-panel drug screening upon hire. We reserve the right to request random drug testing if there is reasonable suspicion that drugs are being abused.

Changes in Employee Information

Employees are responsible for notifying the director in writing, a change in any of the following information: name, home address, home telephone number, marital status, status affecting legal right to work in the United States, person to contact in the case of an emergency, number of dependents, personal physician, voluntary payroll deductions, military status, or beneficiary designee. You have the right to inspect your personnel file during regular office hours. You may obtain copies of any document in your personnel file to the extent required by law. Personnel records are the property of GEM and may not be removed from the building.

Dress Code

All employees are to dress in a professional manner fitting an Early Childhood Educator. The dress is casual professional. We expect our employees to maintain lofty standards of personal cleanliness and attire. Personal cleanliness includes regular bathing, dental hygiene, and freshly cleaned clothing. The director reserves the right to determine that attire is inappropriate and to inform/instruct the employee that the attire be changed if it is not appropriate. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises to change clothes. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action including termination.

Suggestions of acceptable and unacceptable dress are as follows.

- Tank top straps should properly cover undergarment straps.
- No Spaghetti straps.
- All undergarments are to be covered when bending/ sitting.
- Shorts/skirts should be mid-thigh/be fingertip in length.
- Shirts should not be low cut, belly cut or revealing when you bend over to assist a child.

- Hair styles are to be natural looking and differ from extreme color choices.
- Piercing and tattoos should be appropriate or covered.
- Shoes should be comfortable. Flip-Flops are acceptable but are considered unsafe therefore, wear them at your own risk.
- Jeans are acceptable, please watch for extreme distressing (tears/rips).
- Athletic pants are acceptable if dressed up. Refrain from the gym or lounging look.

Workplace Conduct

Employees are expected to perform their duties as outlined in job descriptions and handbooks in a friendly, cooperative manner. Should problems occur every effort should be made between the employees to work them out prior to bringing them to the Director.

Employees/volunteers shall NEVER use corporal or other harsh punishment. You may not use any humiliating or frightening methods of discipline to control the actions of any child or group of children. Punishment shall not be associated with food, rest, or toileting. In instances where emotional or discipline problems require parental consultation, the staff must limit discussion to observed behavior and situations. References to community resources may be made when requested by parents. We are a staff of Early Childhood Educators, and as such are expected to convey that professionalism in our appearance, speech, and in our actions. Failure to do so will result in disciplinary action. GEM offers information to staff on how to locate resources that offer support in areas of stress management, prevention, and treatment of depression and/or wellness.

Continuing Education

As per State regulation, each teaching employee shall participate annually in a minimum of a 20-hour formalized in-service education program. This education shall be documented in the employee's record. It may include, but not be limited to, workshops, conferences, graduate courses, etc... We have a program specialist and an Assistant director that collaborate closely with the staff in the areas of coaching and mentoring staff at hire and as needed. Coaching and mentoring are based on individual needs and as observed by the administration. You will be reimbursed for registration and mileage for one such event each year. GEM will assist with CDA classes and CDA retention for employees that are employed. If an employee resigns within 1 year of renewal of CDA, the employee will pay back all fees up to \$215.00 in their last paycheck. Staff are required to attend staff development days two times annually. These development days include but are not limited to the topics of social-

emotional learning, age appropriateness, ethical issues, and classroom management.

Disciplinary Action

Records will be maintained to document disciplinary action for violation of performance standards, Licensing violations or work policies of GEM. This includes any footage from security cameras, reports from parents, staff, and director observations. Employees are allowed only two disciplinary actions. The third violation may result in probation and/or dismissal. The Director must document the action and issue a warning.

Behavior requiring disciplinary action or termination:

- Excessive tardiness
- Excessive absenteeism
- Poor job performance
- Fighting or unprofessional behavior on property
- Breach of confidentiality, harassment or disrespect regarding any child, parent, or staff member
- Falsification of records or reports
- Any felonies act committed on church property during work schedule, or any proven felonies act at any time.
- Interfering with another employees' work
- Cell phone use while on the clock and supervising children
- Personality conflict with a child, parent, or staff member
- Violation of work policies
- Violation of state and/or center rules
- Refusal to participate in training sessions, staff meetings, GEM Sunday or 1 annual church event.
- Refusal to comply with work rules, policies, NAEYC, PTQ and licensing regulations.
- Failing to contribute to a cheerful outlook among children, staff and/or families.
- Using cruel or harsh punishment
- Using a humiliating/frightening method to control the actions of any child or group of children.
- Physical harm to any child in his/her care and class.
- Profanity while supervising children.
- Sleeping while on duty.
- Insubordination or refusal to obey instructions from director.
- Theft of property of any child, parent, employee, or GEM.
- Falsification of application, payroll, or any other GEM records.
- Failure to notify the Director of his/her inability to work.
- Use of a controlled substance or alcohol on the premises or reporting to work under the influence.

- Deliberate damage to GEM or Church property.

Telephone Usage

The GEM phone is for business purposes only. In the event of an emergency, the employee will be contacted immediately. Cell phones must be placed in the employee's purse/bag or not be brought into the building. Cellphones may only be accessed during your scheduled break. If an employee violates this policy, he/she will face disciplinary action. More than 2 violations will result in termination of employment.

Social Media

It is a policy that you refrain from personal connections with parents currently under your care or enrolled currently at GEM on social media sites such as Facebook. That relationship can often be misinterpreted from professional to personal. Our policy is to treat all family and children in our care with respect and professionalism. You are responsible and will be held accountable for all content you post online. Be mindful of what you publish as it is public. Do not discuss GEM or GUMC related matters as your opinion can often be associated as the opinion of GEM. If you choose to friend someone after the children are no longer enrolled that is acceptable. If you wish to communicate with parents regarding the events in your classroom, please use the GEM page or the Playground App.

Parents are not to communicate with you regarding attendance, scheduling, classroom situations or other students in your care via Facebook or text messages. This policy is for personal protection and the protection of GEM. Any violation of this policy will result in disciplinary action. We trust you with the honor system.

Conflict of Interest

Professional and community activities in which you are involved on your own time outside of employment at GEM are not our concern unless they adversely affect job performance. You must report any outside employment to your supervisor. Outside employment is not an excuse for poor job performance, absence, tardiness, leaving early, or requesting a changed schedule.

Issue Resolution

If you feel there is an issue that needs resolution, please follow the process outlined below:

- Informal discussion with person regarding issue in a pleasant, un confrontational manner.
- Informal discussion with your director.

- If a matter needs mediation, see the director for a formal discussion with all parties involved.
- If you still have a concern, provide a written statement, and email it to office@lafgraceumc.org and your issue will be sent to the GEMC Chairperson.
- Your issue will be addressed within 30 days and non-emergency issues will be addressed at the next board meeting.

This issue resolution process, while intended to resolve dissatisfaction and/or complaints, does not change the at-will nature of employment.

Breaks

In the event of a staff meeting or staff shortage breaks will be altered. An employee that works a 9-hour day will be given a 1hr unpaid break and must clock in /out. Breaks are scheduled from 11-3. Children must be supervised before you leave the classroom or playground.

Resignation

If you decide to terminate your employment with GEM, you are required to give at least a 2-week notice. Notices shall be in written form and given to the director. If a 2-week notice is not given upon resignation all PTO will be forfeited.

Dismissal

Involuntary termination may become effective after consultation with the Director. All warnings involving personnel problems and disciplinary actions must be in writing and filed by the Director. A copy is to be given to the employee. Employees have the right to appeal matters concerning their status and treatment as employees to GEMC. GEM does not grant unemployment based on the at-will statement.

Payroll

GEM reviews compensation annually. Wage increases, and other compensations are based on our annual budget; employee job performance, attendance, and punctuality; ability to have a good relationship with other employees; external economic factors; and the appropriate wage range for the job. If you have questions concerning your compensation, please speak to the director. All hourly staff are responsible for clocking in and out daily and for unpaid breaks as they are scheduled. Pay is Bi-weekly and issued via direct deposit on every other Friday. There will be a 15-minute deduction for not clocking in and out as required.

Deductions

GEM is required by law to withhold from each employee's pay certain federal, state, and local taxes, the employee's portion of Social Security and Medicare taxes and any court-ordered garnishments. Other payroll deductions can include voluntary deductions for childcare, uniforms, education reimbursement, etc.

Overtime

An hourly employee may not work more than 8 hours on a workday or 40 hours in a work week without the prior approval of the director. An hourly employee may not work through breaks without prior approval of the director. An hourly employee will be paid overtime compensation at one and one-half times the regular hourly rate of pay for hours worked over 40 per week and only when approved by the director.

Benefits

Here is a list of the benefits offered to employees of Grace Education Ministries.

- A 50% tuition discount for childcare. There is no benefit for infant care.
- Free meals daily, breakfast, lunch, and snack.
- 4 paid Staff Development Days
- 2 week paid Winter break
- 9 paid Holidays this does not include holidays during winter break
- Paid PTO based on years of employment.
- Insurance reimbursement after 30 days of employment up to \$100.00 a month.
- Quarterly Bonus up to \$450.00 a quarter based on eligibility and requirements.
- Paid prep time.
- Annual salary increases.
- Employee education Assistance
- Employees are paid above minimum wage.
- Paid for unexpected closures.
- Bereavement Leave
- Government Duty
- Birthday, anniversary, and holiday recognition
- Worker's compensation
- Paid CPR & 1st aid annually.
- Paid Onboarding
- Competitive ECE pay.
- Team based work environment.
- Paid classroom materials

PTO

PTO (Paid time off) is annual and begins on the employees' anniversary of his/her start date. PTO is for full time hourly employees, working more than 30 hours a week and having completed 90 days' probationary period. These are non-accumulative and are to be scheduled through the Director. The balance of PTO will be pro-rated upon separation of employment when a proper 2-week notice is given. Paid time off will not be counted as hours worked. If an employee changes from full-time to part-time the PTO will be altered per job description. 1/2 of the PTO will be prorated if a proper 2-week notice is given.

After 90-day probation	40 hours
Under 25 hours/Less than 80 hours	40 hours
1 Year Anniversary	80 hours
2-year Anniversary	120 hours
5 Year Anniversary	160 hours
10+ Year Anniversary	176 hours

Bereavement Leave

Up to three (3) days leave may be granted by the director when there is a death of an immediate member of the family (spouse, parent, sibling, child). Up to one (1) day leave may be granted for attendance at funerals for other family members or close friends. Time utilized for funeral leave shall be deducted from PTO or will be unpaid if PTO is unavailable.

Government Duties

GEM recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, excused time away from work will be granted. However, you are to return to duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, inform the director, and give a copy of the summons or subpoena as soon as possible.

An employee called for jury duty will receive the difference between regular hourly rate up to eight hours per day and the payment received for jury service for regularly scheduled work time up to a maximum of 4 weeks. You must present proof of the amount of service. Employees will not be compensated for time spent as a witness unless subpoenaed to be a witness.

Holidays

The following federal holidays will be observed as paid holidays.

New Year's Eve	New Year's Day	Martin Luther King Day	President's Day	Good Friday	Memorial Day	Juneteenth	4 th of July
Labor Day	Columbus Day	Staff Development Days	Veteran's Day	Thanksgiving Day	Friday after Thanksgiving	Christmas Eve	Christmas Day

Readiness Preschool follows the LSC calendar for breaks and holidays. GEM will be closed on these holidays if they fall on a weekday. If the holiday falls on a Saturday, GEM will be closed the preceding Friday. If the holiday falls on a Sunday, GEM will be closed the following Monday. Any employee scheduled to work on a holiday will be paid the hours scheduled for that day.

Severe Weather

If GEM is closed because of severe weather, scheduled full time employees will be paid their normal scheduled hours.

Time off

Requests for time off must be submitted in writing to the Director. All time off needs to be approved by the director and only approved if enough coverage is available. All vacation time must be scheduled at least 2 weeks in advance with the approval of the director. Days off are granted on a first come first serve basis. Vacation may be taken only as it is earned. Exceptions must receive director approval in advance. It is expected that vacation will be taken in the year granted. Any time off during the first three months of employment for illness will be without pay.

Health Insurance

GEM will offer a health insurance reimbursement rate to all staff that meet the eligibility requirements and criteria. The reimbursement will be used to compensate an employee's healthcare premium up to 80% or the maximum of \$100.00 per month. The benefit is annual and covers September-August each consecutive year.

Eligibility Requirements:

- Works 40+ hours a week
- Eligible after 30 days of employment.
- Employees apply for their own plan via the marketplace or similar policies.

Eligibility Criteria:

- Employees must not be on a spouse, significant other or parent plan.
- If you opt out of the benefit, there is no compensation or reimbursement of the benefit.
- Reimbursement will be given within 1 week of receiving the receipt of your paid premium.
- If an employee is terminated or resigns, no payout is eligible.
- The benefit only covers the GEM employee, not their family.

Suggested Websites for Insurance Policies:

- HealthCare.gov - <https://www.healthcare.gov/>
- Find Local Help (via HealthCare.gov) - <https://localhelp.healthcare.gov/>
- Indiana Health Insurance - <https://www.healthinsurance.org/states/indiana/>

Quarterly Bonus

GEM will offer quarterly bonuses to all staff that meet the eligibility requirements and criteria. The bonuses will be a maximum of \$150.00/month with a possibility of earning up to \$450.00 in each quarter. If the criteria are not met the employee will forfeit the bonus for that month/quarter. The quarters will be as follows: October-December, January-March, April-June, and July-September. The bonus will be added to the employee's 1st payroll after the quarter ends. Ex: October-December will be paid in January's 1st payroll.

Eligibility Requirements: **Must meet all listed below.**

- Works 30+ hours a week
- Employed 1+ year.
- Perfect attendance (No call offs)
- Clocks in/out appropriately (No tardy/early/errors)
- Follows **all** policies and procedures **EVERYDAY** as outlined in the employee handbook, licensing regulations, PTQ/NAEYC requirements.

Quarterly Criteria: **In addition to the requirements above staff must meet 10 out of 13 listed below.**

- Shows leadership qualities (mentors' staff)
- Exemplifies going beyond job description (offers to work extra, completes tasks not asked or required)
- Exemplifies a cheerful outlook while at work.
- Gives an appropriate 2-week notice and flexibility for appointments and requests for days off.
- Personal calls are limited and kept to emergencies only.

- Shows interest and willingness to further early education by earning a CDA or enrolling in continuing education courses.
- Completes annual training hours in a timely manner.
- Shows a loving & nurturing disposition to the children.
- Is professional in appearance and presentation.
- Classroom management is positive.
- Lesson plans are appropriate and follow the Indiana Learning Foundations
- Health & Safety protocols and requirements are always illustrated.
- Is diligent with COVID-19 safety while off campus and follows all state, local and center guidelines.

Retirement Benefits

GEM does not offer a retirement plan for employees.

Accidents and Safety

Report all work-related accidents immediately to the director. You must report the accident whether personal injury or physical damage is involved. The director should complete an incident report to be filed with the Church. You must report any injury immediately that happens on the job, on GUMC property, or while conducting GEM business, no matter how slight, to the director so you may receive medical attention, if necessary. The director must promptly report the accident to the Church and GEMC. You may be required to go to a GUMC chosen physician for initial treatment and any church required follow-up examination. If the director determines that medical attention is needed, you must comply with the decision. Refusal to have medical attention may result in disciplinary action up to and including termination. If a work-related injury requires you to be absent from work or to have medical costs, you must contact the director for the appropriate forms to be completed for worker's compensation. Inform your supervisor if you observe safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries.

Leaves of Absence

A leave of absence must be submitted in writing and may be granted at the discretion of the Director. The employee will be guaranteed employment but not necessarily the same position or pay as before.

Attendance

We expect each employee to report to work per their scheduled hours. If an employee is unable to report to work on time because of circumstances beyond his/her control, the employee should notify the

director at least 2 hours prior to their shift or as soon as possible on the day he or she will be absent. Call the center after 7:15, 765-447-2204.

Excused Absence

For any absence to be considered "excused," you must notify the director in advance of the scheduled time to report to work. If an employee is absent three consecutive days, she/he will need a doctor's note to return. The employee will be guaranteed employment but not necessarily the same position or pay as before. Excused absences include but are limited to:

- Illness or personal absence (which is unpaid unless you use PTO).
- Approved bereavement leaves.
- Jury duty.
- Military service (which is unpaid unless you use PTO).
- Medical leave (which is unpaid unless you use PTO).

Unexcused Absence

An unexcused absence occurs when an employee does not notify the supervisor that she/he will be absent from work for reasons other than those in the excused absence section. Employees will not be paid for unexcused absences. The disciplinary action for unexcused absences includes oral and written warnings, suspension, and termination. If an employee is absent one workday without notifying the director, their employment will be terminated due to job abandonment.

Statutory Benefits

In accordance with applicable law, the following benefits are provided to all employees:

Worker's Compensation Insurance

Worker's compensation insurance provides financial protection in case you are injured or become ill because of your employment. This coverage complies with the worker's compensation laws of Indiana, and GUMC pays the entire cost of this protection. You must provide a return-to work form indicating when you can return to full duty or return to work with restrictions. You must complete a return-to-work form for each doctor's visit, showing any time off work, restrictions, or follow-up visits.

Social Security

Social Security coverage entitles you and your family to certain health and retirement benefits based on income and the number of years worked. GUMC contributes to this coverage by paying ½ of the Social Security tax. You are expected to work your personal business, including doctor appointments around your work schedule.

Childcare Benefit

Employees will be charged half tuition for the first child enrolled at GEM. All required enrollment standards apply. The employee will not work directly with his/her own child unless approved by the director. There will be no discount for any child enrolled in our infant program. If an employee has more than 1 child, the 2nd child will receive a 20% tuition discount. After your child has been enrolled for 1 year, you will receive a vacation credit at your benefited rate for 1 week of vacation.

Breast Feeding

Employees will be relieved to nurse/pump as staffing permits. A flexible schedule will be set between the employee and director. Employees will need to clock in/out for the required time. Employees are permitted to enter the infant rooms to spend time with their child during scheduled breaks and nursing times.

Child Abuse and Complaint Response

This policy is to be implemented if any complaint of child abuse, neglect or molestation is filed against any member of GEM. The policy follows below:

- Any complaints should immediately be reported to the Director.
- The Director will notify the Pastor and GEMC Chairperson immediately.
- CPS and State Licensing will be notified of the nature of the complaint and ask to be assigned an investigator.
- The Staff member will be removed from duties during the inquiry. This does not imply guilt or innocence.
- A written report of the results shall be obtained.
- The Director, Pastor, and GEMC Chairperson will meet to discuss the findings, recommendations, and changes in procedures.
- The Staff member will then be notified of the results and how he/she will be impacted.
- All documentation of complaints is kept confidential between all parties involved.
- Communications of the incident will then be reported to the staff and GEMC at the next assigned meeting.

Interactions with Children

Lesson plans and all scheduled activities for the day should be prepared ahead of time and ready for the children upon the teachers' arrival. A file system should be in place and stocked with the weekly plan and supplies needed in case of unforeseen absences. Positive Discipline is teaching and training children to develop self-discipline which builds self esteem. Encourage and set examples for children so he/she will make good choices and develop responsibility. Communication with the children will be done in a positive manner and tone always. Praise, redirection,

positive reinforcement, and a behavior management plan are encouraged. Encourage children to use his/her words to resolve problems. If you feel you need to intervene, then do so before a situation gets out of control. We want the children to always feel the success of trying without getting frustrated and to understand that sometimes it takes time to learn a skill. Do not override the decision of another teacher when it comes to the children. Encourage children to clean up and put activities away before he/she can get another activity out. Please limit conversations concerning families and children for appropriate times, for example not in front of the children or other parents. Communicate with families as needed when a child illustrates developmental delays, special needs, or behavior management concerns. In communication with the families, the program provides documentation, observation of the concern, suggested next steps as well as a list of resources for the parents to assist the child.

First Aid/CPR

First Aid training is required by all staff. We must have someone certified at the center during all hours of operation. Each class has a first aid bag with necessary first aid supplies, please keep it stocked and take it with you when leaving the building. Extra supplies are readily available in the teacher resource room cabinets.

In case of an emergency, accident, or illness:

- Give treatment to the child in need.
- Call the parents if necessary or inform them at pick-up time.
- Use Universal precaution procedures when dealing with blood or bodily waste.
- If serious, alert the director.
- Fill out the Accident/Injury, minor injury reports as needed.

Tornado Drills

All classes will practice drills monthly and incorporate into lesson plans. Staff will be notified of a tornado drill. Please refer to your Emergency Plan Chart and evacuation plan. Children should go to the designated area and sit facing the wall with head in laps and arms protecting head and neck. Count the children; take your emergency kit bag with you.

Earthquake Drills

All classes will practice drills monthly and incorporate into lesson plans. Staff shall be notified of an earthquake drill. Please refer to your Emergency Plan Chart and evacuation plan. Children should go to designated areas and if possible, an inside room with no windows and get under the tables for protection. Count the children; take your emergency kit bag with you.

Fire Drill

All classes will practice drills monthly and incorporate into lesson plans. Please refer to your Emergency Plan Chart and evacuation plan. Children should go to designated areas. Escape Routes are posted in each classroom. Be sure to familiarize yourself with the procedure for your assigned classroom or play area. Count the children; take your emergency kit bag with you. After the alarm is sounded, line up and follow exiting procedures. Remain calm and quiet. Exit the building and walk towards the playground. Recount children and verify number with your co-teacher. Remain with your children during the drill. Return to the building when you have been instructed, it is clear. Count your children again. Return to normal schedule/duties.

Mealtime Procedures

Children and Staff shall wash hands immediately before and after all meals. When serving food, all staff must wear gloves and a hair net as required by State Licensing. The teacher will lead the prayer. Encourage children to use manners, sit appropriately and patiently wait for seconds. Discourage children from getting out of his/her seat. Children are encouraged to take 1 bite of everything. Food is not used as a punishment. Children are not to be removed from the table to sit alone. Children must be offered seconds of at least 2 things during a meal. Staff will be notified if a child has food allergies and requires a special diet. Wipe the tables and chairs after each meal. Clean up all spills and food on floor.

Bathroom Procedures

Take the children to the bathroom on a regular basis. Remind the children to flush and wash their hands with soap. If a child has an accident, treat it as such and give him/her plastic bag and clean clothes. Assist the child when needed. Place the labelled plastic bag in the child's locker to be taken home and washed. *Never* send the children to the bathroom *unsupervised* Children are not allowed to go alone and without supervision.

Nap Time Procedures

Nap time is a quiet time for the children to rest and the staff to work on cleaning/classroom prep. Children are not required to sleep but are asked to lie quietly for 1 hour. After the first hour, they must be given an alternative quiet activity, kindle, books, coloring, etc. Each child should have a blanket. Each cot should be clearly labeled with the child's name and only used for that child. Soft music (child appropriate), lullabies or stories on CD should be played during rest time. Radio stations are not

permitted at any time. On Friday, or as needed sanitize cots and put dirty laundry in the laundry room.

Playground Procedures

Supervise the children in all areas of the playground; remember to be engaged with them as much as possible. Make sure to greet children and parents when they arrive or leave for the day. Remind the parents to sign in/out. When going/leaving the playground the children need to form a line, count the children in your group. When 2 teachers are present, 1 teacher should lead the group and 1 teacher should follow at the end. When you leave the playground, please make sure all the other teachers are aware you are stepping away and are in ratio. Children are not permitted to leave the playground without a teacher or parent. Please use gate locks when using the playground. Take your first aid bag and walkie with you when go to the playground. Encourage the children to play appropriately with the materials. Discourage the children from throwing sticks, rocks, pebbles, mulch, and any other debris from the yard. Empty the trash, as scheduled. Children may not climb fences or trees. 1 teacher should be stationed at each play station, ex: swings, sandbox, climber, monkey bars, etc. to ensure all children are supervised always. Staff should be walking the play area and continually counting the children during play time.

Termination

Any of the guidelines not followed in our personnel policy are subject to a written disciplinary action notification. Two or more notifications may mean a provisional probationary period or termination.

Reimbursement

If you purchase supplies for your classroom and you would like to be reimbursed for them, turn in your receipt and you will be reimbursed within 1 week's time. Please discuss with the director for any large purchases more than \$10.00. All items paid for by GEM, then become property of GEM. If you purchase items and do not get reimbursed, please sign your name on it verifying the property/item belongs to you.

Confidential Information

Confidential information includes, but is not limited to, salary and benefits, social security numbers, individual gift information, and personnel and family information. We expect employees who have access to this information to treat it as confidential and not discuss or disclose it except as may be necessary about the performance of their work or as required by law. All information regarding an employee will be kept in separate files and treated confidentially. Unauthorized disclosure of confidential

information could subject an employee to immediate termination and criminal and civil penalties. Confidential information obtained during or through Grace employment may not be used for furthering current or future outside employment or activities, or for obtaining personal gain or profit.

Electronic Information Systems Policy

E-mail, computer, and telephone systems are the property of GUMC and are intended for business use. We have the right to access any information or file maintained in or on our property or transmitted or stored through our electronic information systems or other technical resources. You are given access to our computer and network to assist you in performing your job, and you may only use it for business purposes. The work you create on your computer and the computer itself is the property of GEM. You should not have the expectation of privacy. All changes to the computers, including installation of software must be authorized by the director and GEMC. GUMC prohibits the use of its electronic information systems in ways that are unlawful, disruptive, offensive to others, or harmful to morale. For example, the display or transmission of images, messages, and cartoons that may offend others because of their sex, race, age, national origin, disability, religion, or any other category protected by law is prohibited. Such misuse includes, but is not limited to, ethnic or racial slurs, racial or sexual comments or jokes, or any other communication that shows disrespect for others based on sex, race, national origin, disability, religion, or age. Misrepresenting yourself, GEM, or the church, using an account that is not your own, or accessing unauthorized information is prohibited. Using or copying software in violation of a license agreement or copyright is prohibited. Even though a message may be deleted from the system, a record of it may remain either on the daily backups of all data or in other ways. It is possible to re-create a "deleted" message. Under certain circumstances, GUMC may access information stored in its electronic information systems. Therefore, ultimate privacy of messages cannot be assured. While it is impossible to list all the circumstances under which access may occur, examples follow:

- During regular maintenance of the system.
- When GUMC has a business need to access the employee's mailbox or computer files; for example, if the employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is in the employee's files.
- When GEM receives a legal request to disclose electronic information.
- When the GUMC has reason to believe that employees are using its electronic information systems or other technical resources in violation of its policies.

- Because GUMC is sensitive to employees' privacy concerns, we will make every effort to access electronic information systems in a respectful and responsible manner.
- Violations of this policy may result in disciplinary action up to and including termination.

Staff Evaluations

All staff will be evaluated on his/her job performance quarterly (October, January, April & July). The evaluations, attendance, teamwork, daily performance, lesson planning, interactions with children, families, and fellow staff, maintaining standards, licensing requirements and general attitude and overall merit will be factors in consideration for raises.

COVID19

Facemasks are optional. It is recommended for staff to wear PPE (Personal Protective Equipment) when they have a cough associated with a cold at GEM. If a staff member tests positive for COVID-19 and has a vaccination card on file, they will be paid for regular scheduled hours during the isolation period of 5 days. If a staff member is not vaccinated, they will not be paid but could use PTO if they choose.

Workplace Relationship (Fraternization) Policy

Purpose

The purpose of this policy is to promote a professional work environment, prevent conflicts of interest, and ensure employment decisions are made fairly and without favoritism.

Policy

Employees are expected to maintain professional relationships while at work. Consensual romantic relationships between employees are permitted provided they do not interfere with workplace operations or create conflicts of interest.

Supervisor/Employee Relationships

The organization recognizes that consensual relationships may develop between employees, including between a supervisor and an employee. A supervisor may date an employee provided that:

- The relationship is disclosed to the Pastor and Co-Director as soon as reasonably possible.
- The supervisor is not the sole supervisor responsible for the employee.

- Another qualified supervisor is assigned to handle all employment-related decisions involving the employee, including but not limited to scheduling, performance evaluations, disciplinary actions, promotions, pay recommendations, and approval of leave requests.
- The supervisor involved in the relationship will not participate in decisions that could create actual or perceived favoritism.

Lead/Assistant Relationships

A Lead or Assistant may be in a consensual relationship provided the Lead does not have sole authority over employment decisions affecting the Assistant. Another supervisor must oversee evaluations, disciplinary actions, scheduling, and other employment decisions to avoid actual or perceived favoritism.

Relationships Between Coworkers

Relationships between employees who are not in a supervisory role over one another are permitted. Employees are expected to:

- Maintain professionalism during work hours.
- Avoid behavior that disrupts the workplace.
- Avoid favoritism or the appearance of favoritism.
- Comply with all harassment, discrimination, and workplace conduct policies.

Disclosure

Employees are required to disclose any romantic relationship that creates or may create a reporting relationship or conflict of interest. Information will be handled as confidentially as possible and shared only with those who have a legitimate business need to know.

Violations

Failure to disclose a relationship that results in a conflict of interest, failure to comply with an alternate supervisory arrangement, or conduct that results in favoritism or the appearance of favoritism may result in disciplinary action, up to and including termination.

Signature Page

I, _____ have read, understood, and agree to follow all policies stated in this handbook. I understand failure to comply with any policy is subject to a written disciplinary notice and probation or termination.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

I, _____ have read, understood and agree that if I do not work my full 90-days I will be responsible for reimbursement of pre-employment screening. The \$85.00 will be deducted from your last paycheck.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

I, _____ have read, understood and agree that if I do not give a 2-week notice I will be responsible for reimbursement of any CDA renewal costs. The \$215.00 will be deducted from your last paycheck.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____