



***PLEASANT GROVE  
ACADEMY***

*“Inspiring Young Minds to Learn”*

***Policies and Procedures  
Handbook***

***For Employees***

On behalf of the Pleasant Grove Academy Board, I would like to welcome you. I am proud to have you as a staff member. Whether you are a new employee, or have been with us for some time, you are our most important and valued assets. We hope you feel comfortable with your work environment and with the people around you.

Good Luck and best wishes for a long and satisfying career with our academy. Share your passion for children daily and your rewards will be many!

Sincerely,

Jean Pearson, Director

**“Inspiring Young Minds to Learn”**

# Employee/Staff Handbook

Welcome to the children's learning program at Pleasant Grove Academy!

This Academy is a model center of quality in childcare and education. As an employee of Pleasant Grove Academy, **you** will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook, combined with SC Department of Social Service and ABC Childcare, you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices.

## MISSION STATEMENT

**Our Mission is to provide for the total child by addressing their needs socially, emotionally and physically through proper education.**

**Pleasant Grove Academy** provides a safe, nurturing and developmentally appropriate program, which fosters active learning, support for the whole child, and a child friendly environment.

- ☑ **We** foster innovation.
- ☑ **We** embrace team work.
- ☑ **We** strive for excellence.
- ☑ **We** respect and support families.
- ☑ **We** commit to service at all levels.
- ☑ **We** respect and appreciate diversity.
- ☑ **We** actively listen and seek to understand.
- ☑ **We** communicate openly and productively.
- ☑ **We** use resources creatively and responsibly.

**Pleasant Grove Academy** vision is to be recognized as an outstanding childcare center that inspires young children to learn.

## PREFACE

We have prepared this Handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this Handbook. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your particular question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask . We will be glad to help you answer every question.

## POLICIES AND PROCEDURES

### EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between Pleasant Grove Academy and you, as the employee. Employment with Pleasant Grove Academy is not for a definite term. The Academy or you may terminate employment at any time, for any reason or for no reason.

Updated 3/2020

## **STATEMENT OF POLICY**

Pleasant Grove Academy strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

Pleasant Grove Academy guarantees fair treatment of all employees. The academy strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Pleasant Grove Academy will be based on merit, qualification and ability. Pleasant Grove Academy does not discriminate in employment opportunities or practices based on race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

## **SCDSS, ABC Childcare GUIDELINES, SC Department of Education SES (After School)**

All teachers are expected to follow the DSS/ABC GUIDELINES. Teachers must provide warm, nurturing interactions on the child's level. Such interactions should be guidance and developmentally appropriate early education. Direct Supervision of every child is required at all times. Failure to provide supervision will be subject to discipline up to termination.

State ratios are important indicators of quality. The Academy strives to keep state ratios at all times. Please be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children approaches over limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Call the office for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio.

Pleasant Grove Academy approved as a provider for after school tutoring by the SC Dept. of Education. Teachers in the after school Supplemental Education Program are required to have a current SC SLED Check. The academy will follow the Supplemental Educational Services Policy and Procedures Manual.

**Provisional Employment of workers-** Pleasant Grove Academy does not employ a person that does not meet employment requirements from the Department of Social Services. In event of emergency or unexpected staff vacancy, occur we will provide written statements to parents indicating that the facility may provisionally employ a person for no longer than one week. All DSS requirements for hiring must be completed within that one week.

## **CONFIDENTIALITY**

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a **“Need to Know”** basis only. Thus, be very sensitive about discussing children’s developmental needs and family information in public places such as classrooms or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy. Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great childcare and education for our parents and children. Stay positive and focus on the needs of the children in your care.

## **CURRICULUM**

**Pleasant Grove Academy** will use a state / nationally approved curriculum on a daily basis; which will provide all teachers with the instructional guidelines necessary for developing age appropriate learning activities for children. We use SC Early Learning Standards to guide our instruction. We also implement Conscious Discipline as our behavior instructional guide.

## **STUDENTS WITH DISABILITIES**

No child is denied enrollment on the basis of his or her disability. We do not make it a policy to deny enrollment on the basis on a child’s disability, however, if after talking with the parent and observing the child’s behavior in our instructional setting we realize that we do not have the staff, equipment, facilities, etc. to serve the child’s needs, we will not accept the child but will assist the parents with finding alternate placement. Students with identified disabilities parents will be asked to share IEP’s and other important information that will aid us in providing appropriate services. When appropriate will administer ASQ -3 Ages & Stages Questionnaires as a screening tool, this will only be administered if SC First Steps require it or if teachers are concerned that our services are not appropriate.

## **ACCIDENTS**

All accidents must be reported immediately to the Director/designee. Accident(s) reports must be written, signed by an administrator, given to parents, and copied for the child’s file. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free. Pleasant Grove Academy strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

## **STATE LICENSING RULES AND REGULATIONS**

**ALL** staff is expected to be knowledgeable in The Minimum Standards for Child Care. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

Staff in our childcare center must be at least 18 years of age and have a high school diploma or its equivalent.

Each staff member must have current training in first aid with rescue breathing and choking and CPR for infants and children.

Each staff member must provide a criminal background check from SLED.

## **EMPLOYEE POLICIES**

### **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

\*Sexual harassment **will not** be tolerated in any way. \*

Pleasant Grove Academy is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the PGA Board Chairperson/Director. Employees can raise concerns and make reports without fear of reprisal.

**Corporal Punishment is the inflection of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking slapping, thumping, or pinching a child. (This will not be tolerated at all).**

### **CHILD ABUSE PREVENTION POLICY**

The goal of Pleasant Grove Academy is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parent access to programs at any time. When those who are employed at Pleasant Grove Academy engage in any kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

### **GROSS MISCONDUCT:**

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Director to handle the situation)
- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification
- Falsification of academy records (i.e. employment application, time clock, and your records)

- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited Areas
- Conviction of a felony for any offense committed while employed by the Academy.
- Fighting, threatening violence, disruptive activities (stealing, lying, gossiping) in the work place
- Leaving a child unattended (**inside or outside**)
- Allowing a child to leave the academy with an unauthorized person
- Sleeping while supervising children
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- **Insubordination** that show gross **disrespect** such as threatening, profanity, or yelling at the Director or other employee
- Unauthorized use of telephones, mail system, or other employer-owned equipment (**No** cell phones allowed in the presence of children! Cell phones should be placed on silent or vibrate when in the building answer you important calls when on break.)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the Academy or any of its employees
- Promoting and sharing rumors or negative information about Pleasant Grove Academy

There will be repercussions to any violation of the above rules. A warning may follow depending on the severity of the offense and the Director's discretion, violations, a **two day – thirty-day** suspension, and/or termination of employment.

**Note: Severe** offenses may result in **immediate** termination!

#### **REPORTING ABUSE AND NEGLECT**

**ALL** employees must report all actual or suspected child abuse of any child attending the Academy as soon as possible to the Director.

SC law requires caregivers to report suspected child abuse or neglect to the SC Department of Social Services of law enforcement. Call **1-843-423-4623** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

## **EMPLOYEE PRACTICES**

### **EMPLOYEE STATUS**

**Full-time** employees have a basic schedule between thirty-five (**30**) and forty (**40**) hours per week. **Part-time** employees have a basic schedule between ten (**10**) and thirty-four (29) hours per week.

### **STAFF SCHEDULES**

Hours of work are subject to change by Director to meet the needs of our families and Academy. Any requests for days off must be given in writing **one week** in advance for approval. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available.

### **TIME OFF/ABSENTEES**

The Academy cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. Pleasant Grove Academy depends upon each Employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Academy and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided are subject to discipline, up to and including discharge.

Employees requesting leave related to any medical condition concerning the employee or family members **will be required to provide a physician's statement** verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

**Note:** Foreseeable absences must be requested at least **7 days** in advance.

- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two hours before employee is scheduled to work. Even sooner if at all possible!
- Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises.
- Employees are required to call the Director, at (843)423-2096, 843-618-8207. If the Director is **Not** available, the designated persons are Shelia Zollicoffer 843-423-2096, 843-229-3365 or Patsy Davis 843-506-3926. Please try all numbers until the phone is answered. The following are not acceptable and could be cause for immediate termination:
  - Leaving a message with the person that answers the phone at the Academy.



Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested substantiation will result in discharge.

**Please Note:** All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the Director and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members, but affects the children as well.

☒ Without a doubt, working in a childcare environment can sometimes be very stressful. Please let the Director know if a situation arises where time is needed to regroup or even a “*stress free*” day off needs to be taken. Pleasant Grove Academy strives to be sensitive to the needs of its employees and will try to arrange to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.

☒ Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for **NEGLECTFUL SUPERVISION**. This action results in the employee not being allowed to work in child care again. In addition, the employee’s last paycheck will be mailed to the employee on the next pay period and may not be picked up at the office. This also applies to employees who simply do not show up for work and does not call or give notice of their decision to quit.

- If any employee plans to terminate employment with Pleasant Grove Academy, a **two-week** notice in writing is required. If this procedure is followed, the employee’s paycheck can be picked up at the Director’s office.

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and state laws require Pleasant Grove Academy to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. All employees must sign in and out each day they work.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes. Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons.

**Note:** Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

### **CLOCK IN AND OUT**

Any failure to clock in or out properly may result in a **delay** in payment of wages due.

### **Collection of fees**

The collection of fees from parents is a very important task. All employees are expected to be honest and follow the collection procedure. Make sure you receipt all money as it is collected. Record the parent name and child name on the payment slip before you turn the money into the office. All lead teachers are reminded that they are to report late payments to the office at least weekly. If a parent does not pay write, “owe” in receipt book. Record **“paid” or “owe” on the attendance sheet weekly.** **Receipts books must be kept in a designated place**

**not just put down anywhere.** The bookkeeper will collect receipts books **weekly** and enter into the computers any discrepancies will be discussed with the director.

### **Daily routines, schedules, attendance**

Employees are to follow daily activity schedules. During meal times the lead teachers or designee are to record the number of children eating at each meal. Student attendance must be recorded daily.

Remind parent to sign students in and out when they leave.

Lead teachers or designee must sanitize and clean tables and toys with **Clorox and water** daily.

### **ORIENTATION**

All new employees are oriented to the Pleasant Grove Academy policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers **first 30 days**. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. The **90-day** review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or director for further explanation or clarification of policies at anytime. It is each staff member's responsibility to uphold center expectations at all time.

The orientation program covers all of the following:

- Review of Academy policies.
- Training in emergency procedures, including the operation of fire extinguishers
- First Aid procedures
- Job responsibilities and any other duties as assigned
- Training in the recognition of childhood illnesses and infectious disease control, including hand-washing procedures and universal precautions for handling body fluids
- Review of child abuse and neglect laws and reporting procedures.
- The procedure for ensuring that all Pleasant *Grove Academy* employees know the children assigned to their care and their whereabouts at all times.
- Child management techniques
- The integrity of children with disabilities into the program
- Confidentiality policies

### **TRAINING**

➤ All new staff must be oriented in the requirements, the facility's childcare policies, the procedures to follow in handling emergencies and exits, and the use and location of all fire extinguishers. Emergency Maps and Exits will be displayed throughout the Academy.

➤ All staff must obtain at least **15 clock hours** of training annually, exclusive of CPR and First Aid, OSHA, and Civil Rights selected from the following areas:

- ☒ Child Development
- ☒ Care of Children with Special Needs
- ☒ Adult and Child Health
- ☒ Nutrition and Safety
- ☒ Curriculum-Planning
- ☒ Risk Management
- ☒ Identification and Care of ill Children
- ☒ Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of reporting any incidents
- ☒ Cultural Diversity
- ☒ Professional Development

**Note:** It is the responsibility of each employee to **pay** for **any costs** that may result from these trainings (full or part-time).

### **INTRODUCTORY PERIOD (45 days)**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Pleasant Grove Academy uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Pleasant Grove Academy may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a **written notice** to be signed by both parties. All new and rehired employees work on an introductory basis for the first ninety (45) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Pleasant Grove Academy determines that the designated introductory period does not allow sufficient time to evaluate the employee's performance, the introductory period may be extended for a special period.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

### **EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- ☒ Absence without a leave authorized by the Director of Pleasant Grove Academy
- ☒ Failure to report to work or from lunch breaks
- ☒ Failure to return from an approved leave without notifying the Director will be considered a resignation without notice

**Note:** Such resignation will result in immediate termination, and will render the employee **ineligible** for rehire by Pleasant Grove Academy.

## **OUTSIDE EMPLOYMENT**

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Pleasant Grove Academy. **ALL** employees will be judged by the same performance standards and will be subject to Pleasant Grove Academy scheduling demands, regardless of any existing outside work requirements.

If Pleasant Grove Academy determines that an employee's outside work interferes with performance or the ability to meet the requirements of the center, as they are modified from time to time; the employee may be asked to terminate the outside employment if he or she wishes to remain with Pleasant Grove Academy. **Note:** Further more you cannot be employed by a competitor, as this will cause a conflict of Interest in your employment at Pleasant Grove Academy.

## **COACHING AND/OR PROGRESSIVE DISCIPLINARY ACTION**

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally make mistakes or needs guidance for optimal performance of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following:

☒ Oral coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way the academy's right to terminate at any time, with or without cause and with or without advance notice.)

## **PERSONAL APPEARANCE**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Pleasant Grove Academy presents to parents and their children, visitors and guests. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public. **Our professional uniform colors are royal blue tops and khaki bottoms.** We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times.

**Note:** Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your Director if you have questions as to what constitutes appropriate dress.

☒ **Smoking or Alcohol** is not permitted on the center premises at any time.

## **PROFESSIONAL DEMEANOR**

Demeanor involves your manner and your non-verbal tone and gestures. At Pleasant Grove Academy, every teacher must be conscious of their emotional undertone that they are exuding.

### **Four Characteristics to Maintaining Professional Demeanor:**

- ☒ Pleasant Smile
- ☒ Gentle Approach
- ☒ Friendly Greeting/Conversation
- ☒ Maintaining Professionalism

**Note:** All employees at Pleasant Grove Academy will greet every parent and family with a smile; to let them know that you are truly happy to care for their child.

## **PERFORMANCE EVALUATION**

**DAILY SUPPORT-** Employees are strongly encouraged to discuss job performance and goals with the Director, 4K lead teacher, or other experienced teachers on an informational, day-to-day basis.

**COACHING MEETINGS-** Pleasant Grove Academy will also support all employees with on-going and regular coaching meetings to address any employment issues at which performance concerns may be addressed( on an as needed basis). These may also come in the form of staff meetings after regular work hours have ended. All employees are strongly urged to attend all staff meetings when announced.

**SIX-MONTH REVIEWS-** 6 month reviews may be performed **twice a year** to measure individual performance of established objectives and personal growth goals for the coming six months. The Director, lead teachers or the director's designee may conduct evaluations.

**INTRODUCTORY PERIOD EVALUATIONS-** Informal and formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period (**45 Days**). **Your feedback maybe verbal or written. If there are problems you will be visited several time, given support and feedback. If you do not or will not perform up to the guidelines required by SC Department of Social Services, ABC standards or Pleasant Grove Academy's expectation you will be dismissed. No one will be dismissed without notice.**

**FORMAL PERFORMANCE EVALUATIONS-** Additional formal performance evaluations may be conducted to provide the Director as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Directors will be responsible for coordinating evaluations through the appropriate the Director for providing necessary support. The Director, lead teachers or the director's designee may conduct evaluations.

## **VISITORS**

A variety of visitors enters our building each day. All visitors must sign in at the front desk at all times. It is important for all employees to present a warm, welcoming, and professional impression at all times. To ensure a safe environment for the children, employees should notice all visitors. If a visitor is not someone, you recognize the employees should politely inquire into the purpose of the visit and redirect the visitor to the office. Suspicious persons or activities should immediately be brought to the attention of the Director, a lead teacher or designee. **Visitors are to enter through the front double doors not the infant room.**

## **Parents**

**All parents are to enter through the front double doors, sign in their child and bring child to classroom door. Teachers will greet parents at the door and take the child into the room. Parents are to sign their child out at the end of the day.**

**Parent Involvement/Free Assess** Obviously, parents are not able to be present with their children the entire time he is in day care (they work -- that's why we are watching your child!). There will be times and ways parents can get involved in their child's day care and preschool education. Welcome and encourage parents to participate in any or all of these. Some examples of ways to be involved include:

- Chaperoning on field trips.
- Lending objects for units of study.

- Coming and talking about your job when asked.
- Helping your child at home with the concepts we are studying here (ideas for this are often provided in our quarterly newsletter).
- Helping your child prepare for "Show & Tell" or "Mystery Box."
- Helping to provide treats or other items for our parties.
- Participating in "National School Lunch Week" (come and eat with your child).

### **Staff Guests**

**ALL** personal visitors should be scheduled during the employee's break time and restricted to banquet hall, gym or hallway (**not in classrooms**) until staff member is available. If an employee's child (who is enrolled in another classroom in the Academy) wishes to visit the parent, the needs of the parent's classroom take precedent.

**Paychecks are distributed on the 15<sup>th</sup> and 30<sup>th</sup>** of each month unless those dates fall on weekends. Your management team will distribute paychecks by noon or no later than the end of the day on the designated days. \*\*\*

### **PAY DEDUCTIONS**

☐ The law requires that Pleasant Grove Academy make certain deductions from every employee's compensation. Among these are applicable federal taxes. Pleasant Grove Academy also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base."

### **ADMINISTRATIVE PAY CORRECTIONS**

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director or the payroll clerk so that corrections can be made as quickly as possible.

### **EMPLOYEE CHECK LOSS POLICY**

☐ If an employee loses his/her paycheck, Pleasant Grove Academy will put a **stop payment** on that check and will rewrite another check for the same amount minus a **\$25** deduction (to compensate for the \$25 stop payment fee that bank charges this facility.) It is the employee's responsibility to keep track of his/her paycheck and deposit within a reasonable amount of time.

### **USE OF TELEPHONE AND MAIL SYSTEM**

Calls for or by you should be conducted either before or after a shift, or on a lunch break. Cell phones are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please advise the Director/designee and she will be happy to make other arrangements.

**Note:** This includes **NO** texting on the cell phone while in the classroom or while children are in your care.

Personal use of telephone for long-distance and toll free calls is **Not** permitted. There will be no personal phone calls while on duty at the Academy. The Pleasant Grove Academy phone is for **business purpose only**. Our children should have **your full attention** at all times.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

### **USE OF EQUIPMENT, computers, copiers**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

### **NO SOLICITATION/ NO DISRTRIBUTION**

In order to avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Academy premises during working time. The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Non-employees may not solicit for any purpose, or engage in the distribution of literature of any kind while on Center premises.

**ALL** employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Children up to age 12, may **Not** stay in any classroom or remain unsupervised at the Academy. On planned school vacations, school age children (up to 12 years old) may attend Pleasant Grove Academy after school program, for a nominal fee, provided space is available and arrangements have been made with the Director.

### **MEALS, meal count**

Your own meals are to be eaten in the banquet hall not in classrooms. When the Academy is serving family style meals, staff is expected to participate by eating with the class during mealtime in order to model appropriate behavior, nutritional choices and manners. You may eat academy food that is offered to all children in your care while in the presence of children. If you bring food from home or order out, please consume such food with your children when they eat. This does not include the infant room; caregivers supervising in the infant room may eat their meals there. **Remember to count and record while children eating.**

## **Nutrition Policy**

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Pleasant Grove Academy has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

### Nutrition

*Pleasant Grove Academy* follows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

## **Fruits and Vegetables**

- √ We serve fruit at least 2 times a day.
- √ We offer a vegetable other than white potatoes at least once a day.

## **Grains**

- √ We serve whole grain foods at least once a day.

## **Beverages**

- √ We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.
- √ We do not serve sugar sweetened beverages.
- √ We serve only skim or 1% milk to children age 2 years and older.

## **Fats and Sugars**

- √ High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- √ Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- √ We limit sweet food items to no more than two times per week.

## **Role of Staff in Nutrition Education**

- √ Staff provide opportunities for children to learn about nutrition 1 time per week or more.
- √ Staff act as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Accommodations for individual allergic needs of children are addressed.

## **Discipline Policy**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Pleasant Grove Academy uses a positive approach to discipline and practices the following discipline and behavior management techniques.



## WE DO

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Talk with children in a calm quiet manner.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.
- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children's needs, desires and feelings.
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

## WE DO NOT

- ◆ **Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)**
- ◆ **Use any strategy that hurts, shames, or belittles a child.**
- ◆ **Use any strategy that threatens, intimidates, or forces a child.**
- ◆ **Use food as a form of reward or punishment.**
- ◆ **Use or withhold physical activity as a punishment.**
- ◆ **Shame or punish a child if a bathroom accident occurs.**
- ◆ **Embarrass any child in front of others.**
- ◆ **Compare children.**
- ◆ **Place children in a locked and/or dark room.**
- ◆ **Leave any child alone, unattended or without supervision.**
- ◆ **Allow discipline of a child by other children.**
- ◆ **Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.**

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, **PLEASANT GROVE ACADEMY** will inform the child's family and make contact with Baby Net for assessment and assistance.

## Physical Activity Policy

### Policy Statement

*PLEASANT GROVE ACADEMY* recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

### Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day *PLEASANT GROVE ACADEMY* will:

#### Daily Outdoor Play

- ▶ Encourage a least restrictive, safe environment for infants and toddlers at all times.
- ▶ Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- ▶ Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ▶ Provide preschoolers and school age children (ages 3 through 12 year olds) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ▶ Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.

- ▶ Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

### **Role of Staff in Physical Activity**

- ▶ Will encourage children to be physically active indoors and outdoors at appropriate times.
- ▶ Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

### **Screen Time Limitations**

- ▶ Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

## **Physical Activity and Punishment**

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Pleasant Grove Academy uses Conscious Discipline techniques to address misbehavior, strategies include safe place cool down, breathing techniques and one on one conversations.

## EMPLOYEE ACKNOWLEDGMENT FORM

I have received, read and discussed the **Pleasant Grove Academy** Employee Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with Pleasant Grove Academy is at will and may be terminated by the Director of **Pleasant Grove Academy** at any time for any reason or without reason. I also understand that any or all of the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by Pleasant Grove Academy at any time with or without notice.

I understand that an electronic copy of the Policies and Procedures governing Pleasant Grove Academy will be emailed to me.

I agree and understand that Employees of Pleasant Grove Academy **does not** administer corporal punishment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Center Director Signature \_\_\_\_\_ Date \_\_\_\_\_