



Montessori School of Cheyenne

Staff Policies and Procedures

This copy is for you to keep. Please
read through it .

UPDATE: AUGUST 2025

Disclaimer

NOTHING IN THESE POLICIES AND PROCEDURES SHALL BE CONSTRUED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN YOU AND THE MONTESSORI SCHOOL OF CHEYENNE FOR ANY GUARANTEED TERM. YOU ARE AN "AT-WILL" EMPLOYEE OF THE MONTESSORI SCHOOL OF CHEYENNE, WITHOUT ANY FIXED TERM OF EMPLOYMENT. EITHER YOU OR THE MONTESSORI SCHOOL OF CHEYENNE MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME, FOR ANY REASON, OR FOR NO REASON, AND WITH OR WITHOUT PRIOR NOTICE.

NO SUPERVISOR, MANAGER, OFFICER, DIRECTOR, AGENT, REPRESENTATIVE, OR EMPLOYEE FOR THE MONTESSORI SCHOOL OF CHEYENNE HAS THE AUTHORITY TO MAKE ORAL PROMISES OR CONTRACTS WITH YOU REGARDING YOUR EMPLOYMENT, THE MONTESSORI SCHOOL OF CHEYENNE'S POLICES, OR THE MONTESSORI SCHOOL OF CHEYENNE'S PROCEDURES. NO PROMISE OR GUARANTEE WITH REGARD TO YOUR EMPLOYMENT, THE MONTESSORI SCHOOL OF CHEYENNE'S POLICIES, OR THE MONTESSORI SCHOOL OF CHEYENNE'S PROCEDURES IS BINDING UPON THE MONTESSORI SCHOOL OF CHEYENNE UNLESS MADE BY THE MONTESSORI SCHOOL OF CHEYENNE'S BOARD OF DIRECTORS, AND IN WRITING.

THE MONTESSORI SCHOOL OF CHEYENNE RETAINS THE EXCLUSIVE RIGHT TO CHANGE THESE POLICIES AND PROCEDURES, AND ITS OTHER POLICIES, PROGRAMS, AND BENEFITS, FROM TIME TO TIME AS IT, IN ITS SOLE DISCRETION, DEEMS NECESSARY. NOTHING IN THIS POLICY SHALL BE CONSTRUED IN ANY WAY THAT WILL RESULT IN A VIOLATION OF THE LAW.

Classroom Etiquette Continued

- As Maria Montessori said, the child needs you to “help me to do it myself.” Offer advice, support, and encouragement when the child really needs it.
- If a disagreement is heating up, move in close to listen and offer words that might help.
- Please do not show favoritism to one child. We need to spend equal amounts of time with each child.
- Don’t give lessons unless you have been trained on that specific material. When a child asks for a lesson say, “Why don’t you show me what you know how to do?”
- Generally, place yourself on the opposite side of the room as the other teacher. Try to adopt a policy of *One Up, One Down*. *If one teacher is sitting on the floor, the other teacher needs to be standing up.*
- When moving across the room, pick up a paper scrap, push in a chair, straighten a shelf. We want the children to put away their work, and maintaining a tidy room helps encourage them to keep this level of order. If the children are settled for circle or line time, move around the room straightening one shelf at a time.
- When you are new to a classroom, please be observant towards what the Lead Teacher is doing and how she’s handling the children. She is there to lead by example and oversees the classroom.
- Professionalism is key to the success at MSC. It is inappropriate to make negative comments about a child’s work or actions. Always find the positive!
- Confidentiality is extremely important. We do not discuss things about a child unless it is in private with the Lead Teacher. Breach of this may include disciplinary action up to an including termination. These discussions should not be around any of the children.
- Be aware of the children’s behavior. If you are walking around the classroom or playground, often you can redirect a child before a problem occurs. Communicate with the Lead Teacher for strategies and suggestions.
- Respect is the key to running a quality program. Respect includes: yourself, the materials, other staff, children and parents, etc. Introduce yourself to the parents if you have not met them. Make eye contact and greet parents every day in the morning and afternoon. Please remember to share only positive things that have gone on. If you have a problem with negative behavior, please see your Lead Teacher as it is their job to relay problems to the parents.
- Be a stickler for details. When a child runs inside, have them go back and walk. When a child cleans up after snack, have them sweep up their crumbs. When a child’s work is off the rug, ask them to return it back to their rug. If you are consistent, soon the children will remember all these details on their own.
- Conduct Name to Face at EVERY Transition.
- **Smile and relax! We’re glad you’re here and a part of our team!**

Welcome to the Montessori School of Cheyenne (MSC). We are open to all children between the ages of twelve months and six years of age, regardless of race, color, sex, gender, religion, or national origin. We offer an educational program founded on the philosophy and methods of Dr. Maria Montessori.

Every child is a unique individual with the ability to develop to his fullest potential. For this to occur, we must provide an environment that gives the child freedom, within limits, to explore and grow. Our roles as teachers are to facilitate, assist, and observe.

We believe in allowing the child the opportunity to make choices and problem solve. This allows the child to develop into his own potential. The environments (the classrooms) have been carefully designed to positively reinforce free choice, stimulate interest, and produce meaningful work habits.

We believe each child should be offered:

- The opportunity to be creative, unique, and develop a positive self-image.
- A balanced curriculum that develops the whole child mentally, physically, socially, and emotionally.
- The opportunity to develop critical and independent thinking skills.
- A cooperative approach to learning as opposed to a competitive one.
- The ability to educate himself beyond the limits of a formal education.
- An appreciation of other cultures.
- A variety of extracurricular programs.
- The development of social skills with grace and courtesy.
- The opportunity for success and happiness in a low stress and peaceful environment.

We welcome you to our school and hope that you are willing to embrace the philosophies and teaching styles we use. We always try to have a peaceful and loving environment, free from outside stresses!

Our Mission Statement

The Montessori School of Cheyenne is an early learning program which seeks to help each child reach their full potential through the Montessori philosophy.

Montessori School of Cheyenne is dedicated to nurturing each child in a safe, caring, and enriched environment. Our mission is to foster respect for others, nature, and self while cultivating an intrinsic love of learning. We are a vibrant community of children, parents, families, and highly qualified staff united by the Montessori philosophy, which emphasizes open communication, trust, and mutual support.

Structure of the School

The Montessori School of Cheyenne is a not-for-profit 501(c)(3) Private School. The school is governed by an elected Board of Directors and operated by a Director chosen by the Board. The Director has the discretion to hire additional administrators and staff as appropriate. The Board of Directors generally consists of parents of current and previous children who have been elected by the parent body to be Board members. It can also consist of other parties that have some connection to MSC, such as grandparents or former staff.

Montessori trained teachers (Lead Teachers) operate the classrooms under the Director's guidance. Assistant teachers, afternoon assistants, substitutes, and volunteers work under direction of the Montessori trained teachers and the Director.

All faculty and staff are required to undergo appropriate background screenings and fingerprinting prior to hiring. Parent volunteers also participate in various projects at the discretion of faculty and staff.

Playground Policies

Appropriate dress for the weather is required by the children and the staff. Occasionally, the school has "extra" clothes and coats to provide if a child has not brought one. Staff should plan to go outside with the children every day. The children are required by DFS to have a minimum of 30 minutes outside per day or, when necessary, 30 minutes of inside gross motor activity.

Please familiarize yourself with the rules of the playground. Communicate with the other teachers before going outside. Make sure everyone is following the same playground rules. If you are not sure, check with the Lead Teacher.

COUNT, COUNT, COUNT YOUR KIDS!

Playground time is not staff "break time." Staff shall always interact with the children and be observant of the entire playground. Staff members need to place themselves in strategic locations so that the entire playground is visible. This is not a time to check messages on your cell phone or catch up on information from other staff members. Accidents happen very quickly, and it is important that you are always watching. Remember that the playground is where most accidents occur.

Please make sure that the children's needs are always being met while on the playground. In the winter, make sure that coats are buttoned or zipped. Also, make sure that the children are wearing their hats and gloves or mittens. In summer, children always need to be sun screened and hydrated. If you have any questions, please see the Director or the Assistant Director.

Classroom Etiquette

- Adopt a soft voice and slow graceful movements the moment you step in the classroom.
- Sit on the floor while working with the children. Position yourself so that you can see the classroom and your back is never to any children.
- Alternate working with the children and walking around the classroom. Be aware of what's going on in the classroom.
- Observe and enforce classroom rules that all the children must follow; inside voice, careful hands, walking feet, respecting work space, etc.
- Walk across the room to talk to someone. Do not talk across the room.
- Do not sit on any furniture except for chairs. The shelves, tables, etc. are used for the children's work and serving food.

Damaged Equipment

Any indoor or outdoor materials that have been damaged need to be thrown out and reported to the Lead Teacher immediately. Let the Directors know so replacement materials can be ordered. Staff needs to be conscious of damage to equipment that may create a safety hazard. If in doubt, throw it out!

Daily Facility Schedule

7:00 – 12:00	Montessori Time/Outside Time/Line Activities/Snack
12:00 – 1:00	Lunch/Clean Up
1:00 – 3:00	Nap Time/Afternoon Montessori Time/ Kindergarten
3:00 – 5:30	Snack Time/Afternoon Activities

Safety Policy

The safety of our students and staff is of the utmost importance. Please conduct your work in a safe as possible manner. If you notice any equipment is damaged or broken, especially if it causes a safety concern, please immediately report the issue to the Director or Assistant Director. If necessary, remove the piece of equipment from use until the issue can be resolved.

Please be mindful that certain students may have needs different than other students. All staff in each classroom is required to be knowledgeable about any medical or other issue that each student in that class has. Safety of our students is paramount, so never conduct or participate in any classroom activity that places any student in harm's way. If any emergency in the classroom occurs, your response is governed by the Emergency Preparedness Book kept in the Director's office.

Staff Policies and Procedures

Employment authorizations-Immigration Reform and Control Act (I-9)

MSC adheres to Federal law prohibiting the employment of unauthorized individuals. Within three (3) days of starting work, all employees must present the required documentation proving their legal right to work in the United States. If an employee is unable to comply, his or her employment will be terminated.

Drug/Alcohol Policy

MSC has a longstanding commitment to provide a safe environment for our students. Alcohol and drug abuse pose a threat to the health and safety of all persons at our school. For these reasons, MSC prohibits illegal possession or use of drugs and possession or use of alcoholic beverages on MSC's property when an employee is engaged in MSC-related activities.

This policy includes a prohibition of any drug paraphernalia, as well as being under the influence of alcohol or any illegal drug while on MSC property or engaged in MSC-related activities. However, the board may approve the lawful use and possession of alcoholic beverages for specific events and times.

MSC also prohibits the use of any prescribed drugs that adversely impact an employee's ability to safely and effectively perform his or her job duties. Employees taking a prescribed medication must carry it in a child-proof container labeled by a licensed pharmacist.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications; effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Employees are subject to testing based on (but not limited to) observations by at least two persons of apparent workplace use, possession, or impairment. The Director or Director's designee (e.g., Assistant Director in the Director's absence) should be immediately consulted if such a situation arises. The Director or Director's designee will document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples may include, but are not limited to:

Drug Policy continued

- Odors (e.g., smell of alcohol)
- Movements (e.g., unsteady, fidgety, dizzy)
- Eyes (e.g., dilated, constricted or watery eyes, or involuntary eye movements)
- Face (e.g., flushed, sweating, confused or blank look)
- Speech (e.g., slurred, slow, distracted mid-thought, inability to verbalize thoughts)
- Emotions (e.g., argumentative, agitated, irritable, drowsy)
- Actions (e.g., twitching)
- Inactions (e.g., unexplained or illogical sleeping, unconsciousness, lack of or inappropriate reaction to questions)

When reasonable suspicion testing is warranted, the Director or Director's designee and at least one witness will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours.

Refusal by an employee will be treated as a positive drug test result and may result in immediate termination of employment, to the extent allowed by applicable law. Violation of this policy in any way may also result in discipline, up to and including termination.

This policy in no way limits any other actions MSC is allowed to undertake, nor does it impact the at-will position of MSC employees.

Under no circumstances will an employee believed to be under the influence of drugs or alcohol be allowed to drive himself or herself to the testing facility, and the school will take all reasonable action to prevent the employee from transporting him/herself from the premises.

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Director will be kept confidential to the extent required by law and maintained in reasonably secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding.

MSC reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. Employees who refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Parent Handbook

It is required that all staff members read the Parent Handbook and reference it as needed. There are always extras in the office. Lead Teachers and Lead Assistants should also familiarize themselves with the Child Record forms at the beginning of the year for those children in their class. These forms are kept in each classroom and in the office and contain confidential information. Please do not share this information with others.

Brightwheel App

Each classroom has a Samsung tablet with a program called brightwheel downloaded on to it. MSC uses brightwheel for attendance, child records, parent communication, etc. You may download the app on your phone. The parents are responsible for checking their child(ren) in and out every day but staff are still required to make sure the attendance is current and accurate. We also keep a day to day attendance sheet for emergencies. If your class leaves the building or goes outside, this tablet should be taken with you. Please ask how to be trained on Name to Face on the app.

Fire Drills

MSC practices fire drills once a month, in accordance with DFS. This may be planned, unplanned, morning, or afternoon. In addition, please familiarize yourself with the locations of the fire extinguishers in the building. Some drills may be other types of emergency procedures such as tornado or lock down drills. The Fire Drill procedure is as follows:

1. Discuss the fire drill with the children.
2. When you hear the alarm, line your children up.
3. Assign a staff person to check the bathrooms and hidden areas before and as you exit.
4. Immediately exit out the nearest door, taking the tablet and emergency bag with you.
5. Go to either the Toddler or Primary gate (whichever is closest to your classroom).
6. Go out the gate, lining the children up on the sidewalk that is parallel to the driveway.
7. Take roll call of all the children.
8. Report the number of children and staff when asked by the Director.
9. Wait for dismissal by the Director or the Assistant Director.
10. Walk back to the school and to your classroom.

Emergency Handbook

We have an emergency handbook that is in each classroom, the teacher room and the office. You also may have received one in your New Hire folder. We have a training once a year to go over our emergency procedures. Please ask for a handbook if you do not have one.

Classroom Structure & Staffing Responsibilities

We strive to always ensure each classroom has at least one staff member that is certified by the American Montessori Society. This means that this person is educated in the Montessori materials and presents lessons to the children. Assistant teachers, substitutes, and afternoon staff should not give lessons unless allowed by the Lead Teacher.

The Assistant Teacher's job is to assist the Lead Teacher by providing a warm and nurturing environment. This is done by observing the room, helping children with problems, checking on snack, etc. If the Lead Teacher is on the floor giving a lesson, the Assistant Teacher needs to be standing up and walking around the room. Please refer to your copy of the job description for a more in-depth list of duties.

The Afternoon Staff will be with the children during and after their afternoon snack. It is important that in the afternoon the children are challenged with a variety of things to do. Lead Teachers may assist with project ideas, games, outdoor times, and structured toys.

The Afternoon Staff will provide the Lead Teachers with ideas and plans for the afternoon times on a monthly basis. Television is only allowed once a week for 30 minutes, must be educational, and rated G. If you are unsure about a movie, please check with the Directors.

Parent Communication

Interaction with the parents should always be positive and professional. Please greet each parent and child when they arrive in the morning and leave in the afternoon.

Parents like to know how their child's day was. Please ask the Lead Teacher or Lead Assistant for an overall report of the day and ask if there is anything specific that needs to be reported to any of the families. If something happens with a child in the afternoon and the Lead Teacher is not there, please notify the Lead.

If something that you think is extreme or out of the ordinary happens, the Directors need to be notified immediately. Examples could include but not be limited to an accident where the child is hurt, a child choked, or a child was left alone for an unknown amount of time. Please remain calm in all stressful situations.

Complaint & Reporting Policy and Procedures

MSC is committed to maintaining a safe, transparent environment with an "open door" policy. Staff, parents, or others may ask questions, file complaints, or share concerns with the Director, Assistant Director, or Board. Written complaints will be documented and reported to appropriate agencies, including DFS, CPS, or law enforcement, as required.

Report any potential violation to the Director as soon as possible. If you are uncomfortable reporting to the Director, report to the Assistant Director or the Board President. Prompt reporting is essential to allow MSC to investigate and address any policy violations. Your complaint will be kept as confidential as possible. The reporting party may be asked to contribute additional information but cannot control how the investigation or outcome is handled by the Director or Board.

Mandatory Reporting Policy and Procedures

Legal Requirements

Per Wyoming Statute §14-3-205 and DFS Licensing Rule Chapter 4, Section 11(c), staff must immediately report any suspected child abuse or neglect to CPS, DFS, or local law enforcement. Failure to report is a violation of state law.

Content of Reports

Wyoming Statute § 14-3-206

Reports of child abuse or neglect or of suspected child abuse or neglect made to the local CPS agency or local law enforcement agency shall be followed by a written report by the receiving agency confirming or not confirming the facts reported. The report shall provide to law enforcement, the local CPS agency, and the State judge advocate for the Wyoming Military Department when appropriate, the following, to the extent available:

- The name, age, and address of the child
- The name and address of any person responsible for the child's care
- The nature and extent of the child's condition
- The basis of the reporter's knowledge
- The names and conditions of any other children relevant to the report
- Any evidence of previous injuries to the child
- Photographs, videos, and x-rays with the identification of the person who created the evidence and the date the evidence was created
- Any other relevant information

Complaint & Reporting Policy and Procedures continued

Anti-Retaliation Policy

MSC strictly prohibits retaliation against any employee who makes a good-faith complaint or participates honestly in an investigation. If you believe you are experiencing retaliation, report it to the Director, Assistant Director, or the Board President. The situation will be investigated and, if appropriate, corrective measures will be taken.

Documenting Reports of Abuse, Neglect, or Concerns

The Director, Assistant Director, or Board President who received the report must immediately document it in writing. Documentation shall include details of the allegation, such as the time, manner of occurrence, and any individuals (children or adults) involved. It must also confirm the date the report was submitted to DFS, CPS, and/or Law Enforcement agency.

Reporting Procedure

1. Report concern to Director, Assistant Director, or Board Member.
2. Report concern to affected parties, Board of Directors, DFS, CPS, and/or Law Enforcement immediately.
3. File Written report in Office. Report will be available to involved parties.
4. Cooperate in an investigation if necessary.
5. If needed, corrective measures will be taken, documented, and turned into DFS or local law enforcement.

Contact Information

Department of Family Services Cheyenne Office:
(307) 777-7921

Local DFS Licensor: [Kathy Geringer](#)

Phone Numbers:

Office: (307) 322-6539

Cell: (307) 331-4927

Email: kathy.geringer@wyo.gov

CPS: (307)777-5536

Law Enforcement

Cheyenne Police Department: (307)637-6500

Illness

When a child becomes ill (fever, vomiting, or diarrhea), the teacher needs to notify the Director or Assistant Director. Then you or your assistant may call the parents. If you are unable to, an Admin can. Parents will be required to take the child home and are instructed to keep the child out for 24 hours (after the last episode without medication). **See the Parent Handbook for more information.**

Staff members need to be respectful of other staff when they are ill. If you have something that is contagious to others, please refrain from working and contact the Directors. If it is minor and the job can still be performed, then we ask that you be here. You are welcome to wear a mask.

Medication Policy

Medication is never to be at a child's level! Staff members may only administer medication if they have been trained in Medication Administration (which is done in Better Kid Care).

Medication must be administered consistent with the BKC program training or the current approved DFS equivalent. Please ask a lead teacher or Admin for help if you are unsure. Meds should always be locked in a box in a cabinet or in the fridge. There is a lockbox with a key in the kitchen refrigerator.

Positive Discipline

The Montessori School of Cheyenne promotes and follows DFS guidelines for discipline. We also follow the Montessori philosophy and Positive Discipline techniques. Please familiarize yourself with this type of discipline using books that we have available.

This discipline focuses on using specific principals for you to develop a relationship of love and respect with each child. Specific building blocks of Positive Discipline include:

- Mutual respect
- Understanding the belief behind behavior
- Effective communication
- Understanding a child's world
- Discipline that teaches
- Focusing on solutions instead of punishment
- Encouragement
- Children do better when they feel better

You are encouraged to research or take a training on positive discipline techniques. We never shame, blame, or physically discipline a child. These actions can result in staff discipline up to and including termination.

Incident Reports

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Break Policy

Incident reports are completed on an as needed basis. If the injury is minor the approved form should be completed. The parent and the Lead Teacher will sign and date the bottom acknowledging the incident. These forms are found in all the classrooms. When they are signed, the forms need to be turned in to the front office to be placed in the child's file.

If the injury is major, (i.e. requiring CPR, paramedics, ER, hospitalization, etc.) then the following protocol will be taken: after obtaining or conducting any immediately needed medical measures (i.e. calling 9-1-1 or administering CPR), contact the parent as soon as possible.

If time and circumstances allow, the parents can opt to pick the child up and seek medical attention, allow an administrator to transport the child to an urgent care facility or to the hospital in one of our buses, or direct us to call 9-1-1 and have their child transported to the hospital by ambulance.

If the parent is not available, contact the "Emergency Contact" listed on their Child Record form. If you cannot get in touch with the parent or the emergency contact, please call 9-1-1 and wait for further instruction.

A State of Wyoming Injury Report form must be completed. Please contact the Director or Assistant Director immediately as this report must be completed within 24 hours. One copy is sent to our licenser, one copy to the parents, and one copy stays in the child's file.

If the child has an injury off school premises (i.e. the pool or gymnastics), then a state DFS injury report needs to be filled out by the staff in addition to our own form.

Our First Aid kit is in the First Aid and supply closet in the toddler hallway. It has all the supplies required by DFS for accidents, etc. If you notice we are getting low on or are out of an item, please let the Director or Assistant Director know immediately. There are also First Aid kits in both buses. Each classroom also has an emergency backpack that contains a first aid kit.

When cleaning an injury, please wash it with soap and water. Apply Neosporin to the band-aid before applying the band-aid to the injury.

All full time shifts includes a 30 minute paid break. Staff may take additional unpaid breaks as needed or at the request of administration to offset overtime.

Leave Requests

Requests for vacation time should be submitted to administration at least 2 weeks in advance using the appropriate form.

Up to 3 people may be scheduled off on any given day. Check the schedule book for availability prior to submitting leave requests online. Only administration members are permitted to make changes to the schedule book. Valid emergency leaves will take precedence over all scheduled leaves.

PTO will automatically apply whenever salaried personnel are unable to work their scheduled time or request for time off from their regularly scheduled time.

If you are sick and are not able to make it to work, contact the Director or Assistant Director so a substitute can be found. Please also let the Lead Teacher know that you will not be in that day. Unless you are physically unable to do so, you may have someone else contact the Directors on your behalf.

Time Cards

All staff members will either be salaried or hourly. Each will complete a time card daily in the form MSC currently utilizes. Under no circumstances should you clock in for another person or permit anyone else to clock in for you. This may be grounds for disciplinary action, up to and including termination. All hourly non-exempt employees are prohibited from working overtime without first receiving permission from the Director. Staffing shall always be accomplished with the goal of avoiding overtime.

Pay Periods

Earnings are paid bi-weekly on Fridays. The pay period ends the Friday before Pay Day. Direct Deposit is preferred.

Equal Employment Opportunity

It is the strict policy of MSC to afford equal employment opportunities to all employees, applicants for employment, and volunteers without regard to race, color, religion, sex, gender, pregnancy, national origin, ancestry, age, handicap, disability, genetic information, or veteran status in accordance with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms, conditions, and privileges of employment.

Unlawful Discrimination and Harassment

It is the strict policy of MSC to provide a workplace free of unlawful discrimination and harassment based on race, color, national origin, religion, sex, pregnancy, age, genetic information, military status, disability or any other legally-protected status. Unlawful discrimination and harassment (both overt and subtle) are strictly prohibited. Violations of this policy by employees will result in disciplinary action, up to and including termination of employment.

Harassment covered by this policy includes verbal or physical conduct of an offensive nature that is based on any protected characteristic. It includes offensive comments, jokes, innuendo, insults, or other forms of inappropriate conduct based on such characteristics.

If you believe there has been a violation of the Equal Employment Opportunity Policy, Unlawful Discrimination and Harassment Policy, or any other policy in this manual, please use the following complaint procedure:

- ◇ Report the possible violation to the Director as soon as possible. If you are not comfortable reporting to the Director, please report to the Assistant Director or the President of the Board of Directors as soon as possible. The violation must be promptly reported to allow MSC to investigate and correct any behavior that may be in violation of policy. Your complaint will be kept as confidential as practicable. The reporting party may be asked to contribute additional information but cannot control how the investigation or outcome is handled by the Director or Board.

MSC prohibits retaliation against any employee for making a good faith complaint under this policy or for honestly assisting in a complaint investigation. If you perceive retaliation for making a good faith complaint or for participating in an investigation, please notify the Director, Assistant Director, or the President of the Board of Directors. The situation will be investigated and, if appropriate, corrective measures will be taken.

Room Cleaning/Closing

All staff members shall participate in cleaning their classroom. All areas of the classroom need to be assigned to staff in that room. Each area needs to be disinfected once a week and organized every day. Do not forget trash cans, tables, chairs, and walls. Cleaning may be done on a rotating basis or by specific duty assignment. Check with the Lead Teacher for the cleaning schedule and check list.

If a child with a communicable disease has been in the classroom, all items used by that child should be sanitized the same day, especially if the child was sent home.

Before leaving at night, please follow all closing cleaning checklists. Ensure that your exterior door is closed, shades are pulled closed, chairs are put up on tables, art supplies are put away, snacks are put away, dishes are done, toilets are flushed, trash is taken out, lamps are turned off, playground is clean and swept, and phone is hung up.

Closing Procedures

Administration or designated staff members will close and lock the school each night.

Child Records

Records are kept in the front office for each child. Remember that these files are confidential! No information should be given to anyone by telephone or in person regarding any child in this school. Simply refer the parents to the Parent Handbook or to the Director or Assistant Director for this information.

Do not discuss any child's personal information (including behavior, health, etc.) when you leave the school premises. Always be responsible and professional when you are out in public. Sharing information among the staff in private is permitted only if the information and the discussion is pertinent to the development, education, or needs of a specific child.

Unauthorized Pick Up of a Child

No child may be picked up by any person that is not on the child's Record Form and Brightwheel. All Child Record forms are in a binder in the front reception desk. Parents must notify the office and/or the teacher if someone other than the parent is picking up the child. A phone call to the parent must be made prior to release if an unauthorized person comes in. Parent permission and Photo ID are required to allow access into the building to pick up a child (if they have never been seen before).

Respect Policy

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Failure to comply with the policies of MSC will subject you to disciplinary action up to and including termination. Respect always needs to be shown towards fellow staff, parents, and children alike. If a staff member is disrespectful or uses inappropriate or unacceptable behavior while on the school premises, disciplinary action will take place.

Depending on the nature, frequency, and severity of the behavior, disciplinary action may take any of the following forms. The following list is illustrative only, and MSC reserves the discretion in every disciplinary situation to determine the appropriate disciplinary action, if any. MSC further reserves the right to use any of the following disciplinary actions for misconduct, including termination, regardless of whether a less serious disciplinary measure was first used or exercised.

This is not a progressive discipline policy:

- **Verbal Warning** – The verbal warning will be given by the Director of the Assistant Director to the employee.
- **Write Up** – This will be discussed with administration, signed by the employee and the Director and placed in the employee's file.
- **Termination of Employment**

Dress Code

Please dress professionally and appropriately for working with children. You will be running on the playground and sitting on the floor. You will also be communicating with parents. Wear comfortable, modest clothes, shoes, etc. Clothing that is too tight, too short, or exposes any undergarment is prohibited. Pajamas are not permitted to be worn at work except for scheduled classroom pajama days.

Administration has the right to send you home to change if your clothing is deemed inappropriate. We are professionals and always need to appear that way.

Breastfeeding Policy

A private space will be provided to pump/ feed and will be available at all times. Nursing individuals will be provided normal paid breaks according to their scheduled times. They may take additional breaks as needed (unpaid.)

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Hours of Operation

MSC is open year-round and daily from 7:00 a.m. to 5:30 p.m. (Monday through Friday), excluding weekends and specified holidays.

MSC observes a variety of holidays. Please refer to the yearly calendar or the parent handbook for specifics. Additional holidays may be declared at the discretion of the Director and Board of Directors.

MSC is closed before and after the academic school year (days in June and August). These are teacher work days that are used to clean and set up the environments to best prepare for the beginning of the school year and the beginning of the summer.

Full and part-time employees are required to work on set up days. There may be additional required trainings or in-service work days (e.g. parent/teacher conferences) during the school year in which teachers and staff are required to work, though MSC is closed.

Please check the calendar or be aware of notifications from the Director for any such training or work day. **Short of extreme extenuating circumstances, such work day and training attendance is a condition of your employment.**

Employee Definitions

- Full Time – an employee who normally works between 30 and 40 hours a week throughout the calendar year. A year-round employee may be paid on either a salaried or an hourly basis.
- Part Time – an employee who normally works between 25 and 30 hours a week.
- Seasonal – an employee who normally works at least 10 hours a week, but not more than 30 hours per week in a calendar year. Summer hours may be extended to up to 40 hours for a short time for seasonal employees.

Benefits/Time Off

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All full-time employees are eligible to earn paid time off (PTO) at a rate of 6 hours per pay period. Lead teachers and full-time administrative staff are eligible for 7.5 hours of PTO per pay period. Fulltime staff will accrue PTO each pay period that they work at least 30 hours per week.

An employee with fewer than five years of service may accumulate 160 hours (4 weeks) of paid time off. Employees with more than five years of service may accrue a maximum of 200 hours (5 weeks) of paid time off. Any unused leave up to the maximum hours will be paid upon employment termination.

On days when the school is closed for a holiday, full and part time employees will receive holiday pay in the amount of their regular working hours (excluding substitutes). If a staff member has put in their 2 week notice and a holiday falls in that period, they will not receive holiday pay.

Snow days– If an employee is scheduled to work, they will receive holiday pay if a snow day is called. If a staff member calls out the night before a snow day is called, they will not receive holiday pay and will be required to use PTO if they have it.

Four Day work period– If you are a lead assistant you are scheduled on a 4-day work week. These 4 days you work 8:00-5:30. If a day off falls on a holiday you will not be given holiday pay if it is already your scheduled day off. You are welcome to work on your scheduled off day to make up hours. If you call out sick, you may be asked to come to work on your scheduled off day.

It is the policy of MSC to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, we prohibit MSC Administration from making any improper deductions from the salaries of exempt employees. We want all employees to be aware of this policy and that MSC does not allow deductions that violate the FLSA. If you believe that an improper deduction has been made from your salary, you should report it immediately to the Director or the Board of Directors. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any and all improper deductions made.

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Staff Attendance

You are expected to arrive on time for work. Late arrivals and early departures, unless approved by the Director, are not acceptable. If you are going to be late, you are expected to let your Lead Teacher and the Directors know. Per DFS regulations, we are held to certain staffing ratios which are listed below. As such, tardiness and excessive absences will not be tolerated and may result in discipline up to and including termination.

When you enter a classroom, check in as a staff member on Brightwheel.

Staffing Ratios

We follow DFS regulations regarding the ratio of children to adults in a classroom and on the playground. An adult is defined as a person at least 18 years of age. It breaks down like this:

- 12 months to 24 months: One adult to five children; maximum ratio of 3:12
- 24 months to 36 months: One adult to eight children; maximum ratio of 3:18
- 3-year olds: One adult to 10 children; maximum ratio of 3:24
- 4 and 5-year olds: One adult to twelve children; maximum ratio of 3:30
- 6 and older: One adult to 18 children; maximum ratio of 3:40

When age groups are combined (as ours always are), the ratios will be based on the age of the youngest child present. In our classrooms of mixed ages: 3 to 6-year olds, we ratio according to the 3-year-old age and in the toddler rooms to the 12-month-old (our youngest).

Ratios must be maintained at all times. Staff are **never** to leave the children unattended for any reason. If you need to use the restroom or take a quick break, message on GroupMe. An available staff member will step into the room to relieve you. These breaks should take 5 minutes or less.

Staff under the age of 18 must always have another fully approved staff person over the age of 18 present while the underage staff member is supervising children.

You are responsible for knowing how many children you have in the classroom. Count the children frequently and cross check with brightwheel.

Required Certifications

Every staff member must have current CPR and First-Aid certification. Prior to employment, you are also required to undergo fingerprinting and a background check (if applicable). The initial training fees, background and fingerprinting costs, and re-certification costs will be paid by MSC. **If you leave prior to six months following hire date or training, the cost and fees will be deducted from your final paycheck.** CPR and First Aid certifications are done through American Red Cross or the American Heart Association.

If these certifications are not completed and on file, employment may be terminated. New staff members have 60 days to get their files current and complete.

Every staff member is also required to have a Tuberculosis (TB) Risk Assessment done when hired, before starting in a classroom.

Trainings/Continuing Education

In following with the Department of Family Services, each employee is required to complete 16 hours of training per year. The Director will offer information about available trainings. It is the employee's responsibility to sign up and go to these trainings or let the Director know if payment needs to be made. **If you leave prior to six months following that training, the cost and fees will be deducted from your final paycheck.** . If training hours are not completed, employment may be terminated.

Personal growth and education are encouraged. Further education in the field of Montessori training or early childhood development is also encouraged. High school and college courses related to early childhood will count towards training hours. There are many ways to earn hours; please see Administration for further information on these options. Costs of any training will be at the discretion of the Director and may be covered by grants, scholarship funds, school funds, or personal payment.

Bereavement/Funeral Leave

All employees will be granted up to three days off with pay to attend a funeral, or to be with family members due to a death in their immediate family. Immediate family is defined as the following: employee's spouse, children, step-children, parents, step-parents, spouse's parents, brothers, sisters, grandchildren, or grandparents.

Jury Duty

Any employee who is called for jury panel selection will be excused from work to report for this duty. If you are selected as a juror, you are required to notify MSC as soon as possible. You will be paid based on your hourly or salary status, less any remuneration received for such services.

Your file is kept in the front office, locked in a filing cabinet, and is available for inspection with the Director or Assistant Director present. The files of other staff members shall remain confidential and are not open for review by anyone other than the person to whom the file belongs, administration, and the Department of Family Services. All information in your staff file is required by DFS and must always be kept up to date. If the Director or Assistant Director inform you of missing information, it is your responsibility to turn it in within a reasonable amount of time.

Health Insurance/IRA Benefits

For full time employees, Health Insurance is offered by Blue Cross Blue Shield or another comparable plan after a 60-day waiting period. The School also at times offers participation in Supplemental Insurance (Aflac) plans for eligible employees, as well as participation in an IRA plan. Plan benefits and details may be modified from time to time at the discretion of the School. Consult the Director or Assistant Director for the details of the current plan.

Performance Evaluations

Evaluations of all employees are completed annually in the Spring. Observations are made regularly. Performance evaluations are intended to be a guide in your performance, and do not modify your at-will employment status.

Parking

Due to the small area of parking at MSC, there is limited area for staff parking. Please park in the back row or in the pea gravel between the dumpster and busses.

Visitors

Visits by family members or friends to on-duty employees are prohibited during work hours. If someone is bringing lunch or dropping off an item, the item can be dropped off in the office. An office person will bring the item to you when possible. Please remember that you are being paid to work with the children. Under no circumstance are you allowed to give the door code to any person that is not an employee of MSC, or parent or legal guardian of a child at MSC.

Cell Phone Usage/Personal Calls

Please remember that you are here for the children. Cell phones may be used to check Brightwheel or MSC Groupme only. There is an additional form in your file regarding this policy. You have signed this form with us stating that you understand the rules and regulations. Unless you are on a break, you are prohibited from using your cell phone for personal use during work hours. Under no circumstances should you ever be checking your cell phone or talking on it while you are supervising MSC children.

At the Director's discretion, limited personal telephone calls may be permitted outside the classroom. We have a cordless phone in the office that is used for business and cordless phones in the kitchen, Primary 3 and Toddler 1 that parents can call to check on their children or leave messages.

The parent phone should always be with a teacher and should always be answered. Please always answer the phone in a friendly, polite voice stating, "Montessori School of Cheyenne, this is ... how may I help you?"

Communication

Open two-way communication is vital to the success of MSC. We will communicate with you about our philosophy, our goals, and our objectives. At the same time, we would like for you to keep in communication with us about things that are going on around the school. If you have any concerns, questions, or comments, please feel free to come to the Director or the Assistant Director. Only in working together will we be able to maintain our quality reputation.

Birthdays

You will be given one paid day off for your birthday. This is around the time of your birthday but may not be on your actual birthday.

Please make sure you still request this day off. It is not an assumed day off. Happy Birthday!

Staff Meetings

Staff meetings are held monthly (specific date subject to change). These meetings are mandatory. If you have a conflict with attending the meeting, please notify the Directors immediately. You will be responsible for meeting with the Directors to go over the missed meeting agenda. Occasionally, required trainings are held during staff meetings.