



## **Longview Christian School Early Learning Center Employee Handbook**

### **Mission Statement**

At the LCS Early Learning Center we strive to provide a Christian environment that is safe, nurturing, and inspiring; full of academic-rich materials and plentiful opportunities to ensure each child gets the best possible start in life. We offer structured programs that are rich, fun, and age-appropriate for each child.

### **Preface**

The ELC is a childcare facility that focuses on guiding children to build proper social skills while teaching them the basic information they need to succeed in life.

We have prepared this handbook to provide you with information about our policies, rules, and benefits. Please set aside some time to become familiar with it. It will be very helpful in answering many questions that arise. If you have any questions regarding this handbook or your employment with LCS, please contact your supervisor or the Director.

This handbook is not a contract of employment or a promise of continued work. This handbook should not be read to create a contractual relationship between an "employee at-will" and the ELC. "At-will employees" are free to resign at any time, with or without notice. We also reserve the same right, and can terminate your employment at any time for any reason.

Changes in policies or benefits may become necessary and may have to be instituted without advance notice. We will, however, try to keep you informed of all changes as soon as possible through the distribution of replacement pages in your handbook or through a memorandum. Any conflict between this handbook and our policies or benefit plans will be resolved in favor of the then current policies and plans.

### **Employee Classifications**

LCS ELC has numerous employment classifications. Below is a list of the employment classifications and the job description of each classification.

### **Administrator**

The school administrator oversees all activity at Longview Christian School. He



is not involved in the daily operation of the ELC, but he may, from time to time, be brought in when the situation is warranted.

### **Director**

The director is responsible for overseeing all activity. Responsibilities include but are not limited to:

- a. Hire employees, interview candidates for employment, determine corrective action towards misconduct of employees, terminate employees, approve time off requests, and evaluate employees' performance.
- b. Approve curriculum, substitute classes if needed, determine corrective action towards misconduct of children, and expel children if needed.
- c. Oversee tuition collections (make sure tuition is paid when due), oversee vendor payments (make sure vendors are paid when due), oversee all orders (office supplies, food, classroom supplies, cleaning supplies) to ensure proper stock of items needed to conduct business.

### **Assistant Director**

The assistant director is responsible for assisting in overseeing all activity in the facility. Assistant director must fulfill all director duties when Director is not present.

- a. Interview candidates for employment, determine corrective action towards misconduct of employees, approve time off requests, and evaluate employees' performance.
- b. Approve curriculum, substitute classes if needed, determine corrective actions towards misconduct of children, and expel children if needed.
- c. Oversee tuition collections (make sure tuition is paid when due), oversee vendor payments (make sure vendors are paid when due), and oversee all orders (office supplies, food, classroom supplies, cleaning supplies) to ensure proper stock of items needed to conduct business.
- d. Ensure all employee files are complete.
- e. Daily Building and Grounds Safety Checklist.

### **Child Care Teachers**

- a. Make curriculum for the classroom, submit curriculum to Director for approval, and follow approved curriculum.
- b. Supervise children at **all times**, make sure each child is receiving adequate



care, and make sure each child is making progress in learning.

- c. Supervise childcare aide and ensure they are assisting you with the children.
- d. Keep your room clean and presentable to be shown at all times.
- e. Cleaning chores.

### **Child Care Aide**

- a. Assist childcare teachers with curriculum or whatever is needed.
- b. Ensure children are being supervised at **all times**.
- c. Keep the room clean and presentable at all times.
- d. Cleaning chores.

### **Secretary/Bookkeeper**

- a. Process tuition payment and ensure tuition payments are paid when due.
- b. Process timesheets and distribute payroll checks.
- c. Ensure vendors are paid when due.

### **Office Personnel**

- a. Answer telephone, file paperwork, and greet all parents coming and leaving.
- b. Ensure all children's files are complete.
- c. Assist assistant director, teachers, and administration with whatever is needed.
- d. Receive payments and complete receipt.
- e. Ensure all guests check in and guide them to their destination.
- f. Substitute classes when needed.
- g. Acting Assistant Director when the director/assistant director are not present.
- h. Prepare monthly menu and submit to the Assistant Director.
- i. Order all supplies (cleaning, materials, etc.).
- j. Complete Daily Building and Grounds Safety Checklist.

### **Cook**

- a. Work with office personnel to prepare monthly menu and submit it to the Director for approval.



- b. Submit food order form to the Director before order is placed order with the food company.
- c. Prepare and serve nutritious meals to children and prepare the meals on the menu each day.
- d. Maintain a clean, sanitary kitchen.
- e. All dirty dishes must be cleaned thoroughly immediately after each use.

### **Janitor**

- a. Ensure the entire center is as clean as possible at all times, indoors and outdoors.
- b. Notify the Director immediately if you notice any possible dangers for the children.
- c. Ensure waste is properly disposed of.
- d. Assist the cook with cleaning the kitchen, if necessary.
- e. Assist director, teachers, administration, and receptionist with whatever is needed.

### **New Employee Orientation Period**

Each new employee of the ELC is provided with a copy of this Employee Handbook and other policies & procedures, which are appropriate to the laws which govern this profession.

Every new employee goes through an initial orientation period for the first six months of employment with LCS. During this period, you will become acquainted with your job, and it will give us an opportunity to fairly evaluate your progress and potential. If, during the six months, you fail to qualify for continued employment, you will be informed of our decision. Participation in or completion of the orientation period does not guarantee continued employment and does not change your status as an at-will employee.

We intend to help you successfully complete your orientation period by providing you with the necessary information and instruction to perform your job. We want to see you succeed in every possible way, so let your supervisor know if you have any questions.

### **Documentation required by all Employees**

Our licensing agency, the Texas Department of Families and Protective Services, requires certain documents to be on file for each employee.



1. Application including name, address, and telephone number
2. Position
3. Background check and fingerprinting (\$41.45)
4. Employment history verification
5. Documentation of current first-aid and cardiopulmonary resuscitation training
6. Documentation of all appropriate training by date, time, hours, and area of competency
7. Emergency contact number
8. Confidentiality form
9. Results of performance evaluations
10. Administrative actions or reprimands
11. Professional development training log for each staff member, including the director (24 training hours)
13. Signed acknowledgment that each staff member has read and understands the employee handbook
14. Signed acknowledgment that each staff member has reviewed and is aware of the center's disaster preparedness plan and evacuation plan, which shall include steps for evacuation, relocation, and reunification with parents, and individual plans for children with special needs
15. Copy of your high school transcript
16. ID picture
17. Affidavit Application for Employment form 2985
18. 1 hour of training recognizing abuse and neglect
19. Certificate of Completion of Orientation (1 hour)
20. Employee Statement re: center policies
21. Certificate of Pre Service Training
22. W4

### **Personnel Records**

LCS maintains personnel records for every employee. The information contained in your personnel file is needed to send you mail, compute your payroll deductions, and otherwise comply with various state and federal laws and regulations. It is important to both you and LCS that your personnel record is kept accurate and up to date. Therefore, we ask that you immediately notify us, in



writing, if there are any changes in the following information:

1. Change of address and/or telephone number
2. Change in marital status
3. Change in name
4. Change in the person you designated to be notified in case of an emergency
5. Change in the status of your W-4 exemptions
6. Convicted of a felony or any other crime that is related to the provision of childcare

All such information will be treated as highly confidential and will only be available to the employee and those people with a need to know the information.

Due to the nature of our work, i.e. working with children, we must be candid on all references and reference requests. Attaining references is an important step in the hiring procedure; we will be contacting the references you provide. If a prospective employer calls for a reference, it is our policy to review your personnel file and notify them of performance appraisals and any disputed items that you indicated therein, i.e. you have the option of disputing any negative feedback that is documented on performance reviews. Our commitment to children requires us to be honest. In the event that a negative reference is forthcoming, we will supply facts only, not opinions.

### **Hours of Operation**

The ELC is open from 6:30 a.m. to 6:00 p.m. Monday – Friday. The Afterschool Program operates from 2:30 p.m. to 6:00 p.m. Monday – Friday, except when the schools have half days. The Director as needed may revise hours of operation.

Scheduling will vary depending on the requirements of each position. Scheduled work time may include staff meetings, parent conferences and classroom preparation. All decisions regarding staffing are at the discretion of the Director.

All schedules will be decided by the Director/Assistant Director. At times you may be asked to adjust your scheduled work time---it is important that all employees be flexible and willing to work where needed.

### **Holidays**

The ELC will be open during most national holidays for the exception of the following holidays listed below (if the holiday is on Saturday, the center will take Friday off. If the holiday is on a Sunday, the center will take Monday off):

- New Year's Day



- Martin Luther King Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving: closed Thursday and Friday
- Christmas Eve
- Christmas Day

All full time employees will receive paid holidays after their first year of employment. Employees must work the day before and the day after a holiday unless approved by the director.

### **Performance Appraisals**

Office Personnel - New office staff is evaluated at six months and on their anniversary of being hired for their current position. All office staff is evaluated yearly on their anniversary date of being hired. The Director will meet with you to review the evaluation. Raises are dependent upon budgeting and are at the discretion of the Director.

Teachers/Caregivers - New Teachers are evaluated at six months and on their anniversary of being hired. All teachers are evaluated yearly on the anniversary date of being hired.

Receptionist, Cook, Janitor - The Receptionist, Cook, and Janitor are evaluated at six months and again on the anniversary of their hire date. If performance issues arise, for any staff member at any time, a meeting to discuss performance will be scheduled and a time frame for improvement will be set.

Continued Training Requirements - Each staff member is required to obtain at least 24 hours of training each year. Each year begins and ends on the anniversary date of employment.

### **Employment Philosophies**

Grievance and Communications: Our Open Door Policy

Each person shall act in a responsible manner and continually strive to improve the LCS ELC operational efficiency and well-being. It is our goal to have a pleasant and productive working environment at all times. Our ability to achieve this goal depends on all of us showing mutual respect to each other and maintaining open lines of communication. Therefore, we have an "Open Door Policy." This means that if you have any questions about your job, complaints of any kind, or opinions about matters, which affect your employment, we encourage you to discuss them first with your immediate Supervisor. If your



questions or concerns cannot be answered or resolved by your Supervisor, we encourage you to discuss them with the Director.

We are always willing to help you with any work-related problems, or listen to your suggestions or complaints. If we do not know about your problems, suggestions, or complaints, we cannot begin to address them. We encourage your input, our doors are always open, and we hope that you will help keep the lines of communication between us open at all times.

### **Equal Employment Opportunity**

LCS is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, marital status, age, national origin, non-job-related medical condition or handicap, veteran status, or any other protected status. If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of the Director. Be assured that all such complaints will be treated with confidentiality and will be thoroughly reviewed by management.

### **Code of Conduct**

As an employee of LCS, you need to set a positive example for children. Your responsibility as an employee is to perform your duties to the best of your ability, so that we can all continue to grow and succeed. This responsibility carries numerous obligations such as obeying LCS rules, cooperating with management and co-workers, and remaining loyal to setting a positive learning environment for the children. While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct fall short of our established standards, we will not hesitate to take appropriate action. Such action will range from oral or written warnings to termination. Some types of misconduct are so intolerable that termination may be imposed for even the first offense.

Violation of the following rules will generally result in an oral warning for the first offense, a written warning for the second offense, a suspension for the third offense, and termination for the fourth offense, subject to the discretion of the Director and the situation:

1. Failing to maintain satisfactory work performance
2. Unexcused or excessive absenteeism or tardiness
3. Uncooperative attitude
4. Failure to immediately report any work-related injury or accident

Committing any one of the following serious violations will result in immediate termination for the first offense and proper authorities will be notified, if



applicable:

1. Placing children or staff in immediate physical danger
2. Theft, participating in a theft, or attempted theft of LCS property or the property of any employee or visitor
3. Failing or refusing to cooperate with LCS in an investigation of a theft or a suspected theft of another employee's or LCS property, or other conduct harmful to LCS
4. Dishonesty, lying, embezzlement, falsifying any record (including employment application), falsely reporting any act or transaction or attempting to defraud LCS ELC by any means, including making a false or fraudulent statement regarding absences, overtime, worker's compensation claims, falsifying financial records, falsifying your time records or time records of another employee
5. Damaging, destroying, or harming LCS property or the property of another employee or visitor
6. Fighting, assaulting, or attempting to assault any member of management, employee, or visitor, or deliberately provoking or inciting another person to engage in an assault or fight
7. Possessing firearms, or other dangerous weapons or materials on LCS premises (including the parking lot area) or in connection with the business without permission from management
8. Involvement in any illegal activities on LCS premises, or in connection with the business
9. Disloyalty, including disparaging, maligning, or defaming the reputation of LCS or any of its employees
10. Negligent performance of work assignments or deliberate concealment of defective work
11. Insubordination, including refusing or failing to obey a work request or instruction of any member of management, or encouraging another employee to refuse or fail to obey such a request or instruction
12. Violation of LCS Alcohol & Drug Policy

### **Appearance and Dress**

While we respect your individuality, your neat appearance and proper attire are important to our ability to maintain a professional atmosphere and leave a favorable impression with our patrons and visitors. A uniformed look will be required to be worn by all staff. Staff members will need to purchase the LCS ELC shirts to be worn each day. Pants (no athletic), capris, jeans, or shorts (that



meet the knee) may be worn. All of the above must be hemmed and in good repair with no holes where skin can be seen. Undergarments must be worn. No wet hair. We also strive to maintain a professional atmosphere, and rely on your good judgment in this area. Your clothing should be tasteful, clean, neat, and appropriate for all duties. Tattoos or piercings other than ears are at the discretion of the Director. She has the authority to request that the tattoo be covered or the piercing be removed. (No gauges or industrial bars allowed)

### **Cell Phone**

The ELC does not allow cell phones in your classroom or the use of cell phones when children are present. Limit all cell phone use to lunch or other breaks. The use of cell phones during your scheduled work time is subject to immediate dismissal. (Minimum Standards 746.1203)

### **Unlawful Discrimination and Harassment**

LCS is committed to provide a work environment free of unlawful discrimination and harassment. We maintain a strict policy prohibiting discrimination and harassment and will not tolerate employees, patrons, vendors, volunteers, or anyone else associated with our business engaging in any behavior related to discrimination or harassment. No Sexual Harassment is allowed.

### **Employee Compensation**

LCS strives to offer its staff members competitive wages. We will try to keep the wages we offer our staff members as close to our competitors as possible. Salaries and raises depend on the company's financial position and performance.

### **Payday and Payroll Deductions**

Paychecks are issued on the 15th and the last day of the month. If a payday falls on a weekend or holiday, paychecks will be issued the workday after the weekend or holiday.

Your check stub itemizes the amounts and descriptions of all deductions from your gross earnings such as Federal and State Taxes, Social Security, and any other legally required deductions.

Paychecks will be available for pick-up at noon on the scheduled payday. Employees must pick up their own paycheck unless another person is authorized in advance and in writing.



### **Timesheets**

All employees will be responsible for turning in their timesheet to the Assistant Director. You will be given instructions on how to fill out your timesheet.

### **Social Security**

Social Security benefits provide a source of supplemental retirement income. Under Federal law, LCS is required to withhold, from eligible employees' paychecks, a certain percentage of earnings for Social Security (FICA). Additionally, LCS pays a certain percentage of your earnings and then forwards the total amount to the federal government, where it is credited to your personal Social Security amount.

### **Other Benefits**

Child Care Benefit - Eligible employees who have a child enrolled at the ELC are allowed a discount off their child's tuition. The discount for children ages 6 weeks to 23 months is \$10 per week. For children over the age of 2 years, the discount is 50% off. The childcare discount may be reformulated from time to time dependent upon budget considerations. The Director will inform staff of any necessary changes.

Qualified Employee Benefits - Eligible full-time employees who have been employed at least one year with LCS ELC will be considered for one or multiple benefits including annual raises, paid holidays, and vacation leave. Review of eligible employees for employee benefits will be at the director's discretion.

## **Policies and Procedures**

### **Parent Involvement**

The ELC maintains an open door policy and welcomes parents to visit at any time during business hours. Parents must sign in with the receptionist when visiting. Please make sure they have signed in as they arrive. We encourage you to carry on as normal when parents are visiting. We encourage the parents to consult their child's teacher before visiting so you can inform them on how to assist you with the learning process. The ELC encourages teachers to keep the lines of communication with the parents open. Parents are the number one educator for their children, so we want to further what we teach them by informing the parents of what their children learn, so they may reinforce it at home.



### **Staff Meetings**

Staff meetings will be held each month. Attendance is mandatory. Staff Meeting will be at 6:15 PM the second Monday of the month.

### **Continuing Education**

All employees must obtain 24 clock areas per year. We will offer some in house training at no expense. Workshop cost is at your expense. All employees must be certified in CPR and First Aid every two years.

### **Health Policies**

Staff - The ELC strives to provide children with a facility that is as healthy as possible. Teachers are required to guide children to wash hands frequently (refer to hand washing procedures). Teachers are also required to regularly wash and disinfect toys and play equipment. The teacher is required to regularly wash and disinfect floors, tables, chairs, bathrooms, changing surfaces, and any other items children use on a regular basis. The cook is required to keep a sanitary work area while preparing meals to prevent illness.

Children - Teachers, if you notice an ill child, we advise you to notify the director/assistant director immediately so they may handle the situation in the best interest of all students. The child should be removed from the facility when:

1. He/she shows signs of infection such as: fever, vomiting, diarrhea, unknown skin rash, evidence of head lice, severe coughing, wheezing, or other difficulty breathing, or any abnormal behavior
2. Keeping the child in care provides an increased risk to the child or to the other children or adults with whom the child will come in contact with

### **Discipline of Children**

Discipline will be limited to a 1) verbal warning 2) redirection 3) time-out 4) a visit with the director/assistant director or 5) a parent/teacher conference.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejection, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;



8. Placing a child in a locked or dark room, bathroom, or closet with door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Above all, discipline must be consistent and age-appropriate. Any employee who is having problems maintaining self-control or disciplining the children in his/her care should immediately request a conference with the director or administrator. Efforts will be made to obtain more training or resources for the employee to help him/her deal with discipline problems in a positive way.

### **Child Abuse Reporting**

We are required by state law to report any incidences of suspected child abuse. Our number one priority here at the ELC is the safety of the children. If you suspect a child has been subjected to abuse or if the child comes to you or another staff member and you overhear the child stating something that is "suspect" to child abuse, you are required to notify the Director immediately. PARENTS DO NOT NEED TO BE NOTIFIED if a call is placed to TDPFS.

### **Attendance**

LCS depends on its employees to operate efficiently, so it is important that you attend work as scheduled. You must notify your supervisor as far in advance as possible, but no later than two hours prior to your scheduled starting time if you expect to be late or absent. Failure to call in personally to report absence or tardiness is a violation of the rules. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or tardiness, except in emergency situations. If you are notified of a personal emergency, notify the Director immediately. In the event of excessive absence or tardiness, you may be required to submit evidence verifying the reason for your absence or tardiness. Failure to provide the requested evidence will result in termination.

### **Smoking Policy**

All staff members of the ELC are not allowed to smoke on campus. Smoking is not permitted in or near the vicinity of LCS.

### **Drug and Alcohol Abuse**

Any use, distribution, or possession of drugs or alcohol is not permitted in or near the vicinity of LCS. These activities constitute serious violations of the rules,



jeopardize the safety of the children, and can substantially interfere with job performance. Staff Members in violation of the policy are subject to appropriate disciplinary action and may include termination. Random drug testing will be practiced.

### **Resignation**

In order to ensure proper staffing throughout the year and minimize disruption to the children, we request that staff members leaving voluntarily give a written two-week notice.

### **Job Abandonment**

A staff member will be considered to have abandoned their job when he/she fails to call in and notify LCS of the reason for absence from work. When a staff member has abandoned his/her job that staff member shall be immediately terminated. Such termination will be considered termination for misconduct and shall not be subject to any form of grievance procedure or review.

### **Termination**

While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, LCS ELC observes the right to end the employment relationship at any time, with or without cause or notice.

Although employment may be terminated at-will by either the employee or the center at any time without following any formal system of discipline or warning, the center may exercise discretion to utilize forms of discipline include verbal warnings, written warnings, demotions, and suspensions. While one or more of these forms of discipline may be taken, no formal order or procedures are necessary. Either you or the center may terminate the employment relationship at any time, for any reason, with or without cause, and with or without notice.



**Certificate of Receipt**

I have received a copy of the LCS ELC Employee Handbook, and I understand that it is solely for the purpose of summarizing the center’s current policies, benefits, and rules and that it is not intended to be a contract or guarantee of employment or of any specific terms or conditions of employment or procedural rights, and that certain portions of this handbook may need to be amended or eliminated from time to time without advance notice.

\_\_\_\_\_ Employee’s Signature

\_\_\_\_\_ Witness’ Signature

\_\_\_\_\_ Date