

Grace Pointe Child Development Ministries

2023-24
Personnel Handbook



Grace Pointe
(Church of the Nazarene)
Child Development Ministries
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Our Purpose

The purpose of the Grace Pointe Child Development Ministry (GPCDM) is to love and nurture children in a Christian culture while helping them develop in an appropriate manner physically, mentally, emotionally, and spiritually. We will operate in keeping with the guidelines of the State of Indiana, Hendricks County, and Grace Pointe Church of the Nazarene.

It's our desire to minister to people at their point of need and show them how Jesus can meet their need.

We ask that each employee keep these goals in mind and pursue them during each moment of his/ her employment at GPCDM.

A. CONDITIONS OF EMPLOYMENT

The following steps must be completed and passed prior to commencement of employment at GPCDM:

1. Completed Application Form
2. T.B. Test
3. Drug Test
4. Universal Precautions Certification required annually.
5. Payroll Information Complete Including an I-9 form.
6. Tax Information
7. Satisfactory Criminal History Background Results
8. Finger Printing

B. ADMINISTRATIVE PERSONNEL

1. Director – Recommended for hiring by the Lead Pastor, GPCDM Board and affirmed in hiring by the Church Board of Grace Pointe Church of the Nazarene.
2. Executive Assistant - Recommended by and responsible to the Director and hired by the GPCDM Board.

C. HIRING PROCEDURE

1. Applicant completes application which includes a minimum of three professional references.
2. Check references, if positive proceed to next step.
3. Interview scheduled with Director and one other leader (Exec. Assist., Children's Pastor, GPCDM Board member or Pastor).
4. Inform applicant that they are on a 90-day trial employment.
5. Inform applicant that there will be no vacation for the first 90 days of employment.
6. Discussion and review with interview team. If approved, move to next step.
7. Schedule fingerprints and order background check.
8. Review all background check materials.
9. Discuss role and assignments, availability, and salary with applicant.
10. Submit hires to GPCDM Board for approval.
11. After approval by GPCDM Board, make offer of employment and upon agreement add to schedule.
12. Applicant reads the Employee Handbook and the Parent Handbook and submits sign-off sheet.

D. EMPLOYEE CATEGORIES

1. *Full-Time Employee* - Those permanent employees who work 32 hours or more per week.
2. *Part-Time Employee* - Those who work less than 32 hours per week on a permanent basis.
3. *Temporary Employee* - Those who may be employed for up to 40 hours per week on a short-term basis. (I.e., Summer program 6-8 weeks)

E. TRAINING & CEU'S (CONTINUING EDUCATION UNITS)

1. *Continuing Education Seminars. 12 Hours Require Annually* The state of Indiana requires a minimum of 12 classroom hours for all employees per year. Live or online seminars are acceptable. CE Units must be completed between August 1 and July 31 of each year. If CE Units are not completed, any bonus or salary increase given to staff could be affected.
For new employees, credits will be prorated according to the amount of time you have been employed at GPCDM.
2. *Universal Precautions Training.* Required annually. Counts toward the 12-hour state requirement.
3. *CPR/First Aid.* Required annually and is not included in the 12-hour state requirement.
4. *Staff Meetings.* At times the content of staff meetings will also count towards Continuing Education Units.
5. *College Classes.* Employees enrolled in a 2 or 4-year degree program may use successfully completed classes, related to early childhood, towards the CEU requirement.

*** Upon completion of these materials a certificate of completion or copy of grades should be submitted to the office to be placed on file. ***

F. STAFF MEETINGS

From time to time, as necessary, staff meetings will be held in the interest of discussion of policies, rules, changes, and other necessary matters pertaining to the success of the program. Staff shall be paid when attendance is mandated.

G. RESPONSIBILITIES

Responsibilities of all employees shall be defined in appropriate job descriptions.
See Appendices A-F

H. COMPENSATION

Employee compensation shall be based on hours scheduled by the Director and recorded through ProCare. Any non-scheduled hours to be paid **MUST BE PRE-APPROVED** by the Director.

All staff, other than the Director, is paid by the hour with an amount determined and agreed upon before the employee begins work.

1. **Increases in Compensation**

It is the desire of the GPCDM Board to share the financial success of the ministry with employees, when possible, in the form of increased hourly wages. Increases are recommended by the director and approved by the GPCDM Board.

All increases are dependent upon enrollment, income, and the following:

- a. Completion of the annual employee evaluation(s) by the Director.
The GPCDM Board then receives recommendations of an increase

- in wage considering merit and time served.
 - b. Completion of an associate or Bachelor's Degree in Early Childhood development or associate field.
 - c. The criteria used to establish the percentage of increase will include but not be limited to the following:
Cost of Living, Annual Job Evaluation, Punctuality, Attendance at Staff Meetings, Annual CEU requirements completed, Meeting state regulations (including those imposed by local, state, and federal authorities in times of emergency)
- 2. Time Clock
All employees are required to clock in and out at the appropriate time using ProCare. All payment is based on actual information recorded by ProCare.
- 3. Working Hours
 - a. Administration: Administrative personnel maintain hours, which are to be individually scheduled. Scheduled hours shall meet professional standards of integrity.
 - b. Full-Time/Part-Time Employees: Normal work week, Monday - Friday, or as scheduled per the needs of GPCDM.
- 4. Pay Periods
Employees are paid bi-weekly. Bi-weekly paychecks are issued every other Thursday.(26 per year)
- 5. Social Security
Payment deductions are mandatory for all employees.
- 6. Overtime Payment
Overtime payment must be approved by the Director. Overtime payment occurs when it is necessary for an employee to work more than 40 hours in a one-week period.
- 7. Seniority Benefits for Full-Time Employees:
This will normally be given on the 5-year milestone year anniversary date. This is subject to Board approval.

5 years	\$100.00
10 years	\$250.00
15 years	\$500.00
20 years	\$1,000.00
25 years	\$1,500.00

I. TIME OFF

- 1. Holiday Pay
All employees will be eligible for the following Holiday Pay, after the first 90 days of successful employment commensurate with their average days' pay.
(Example: 3 hours per day average in a week, equals 3 hours of holiday pay.)
 - New Year's Day (Jan. 1)
 - President's Day
 - Good Friday
 - Memorial Day
 - Independence Day (July 4)
 - Labor Day
 - Thanksgiving Day and the day after (2 days)
 - Christmas Day (Dec. 25)
- 2. Breaks

Breaks are provided for each staff member for a few minutes each day to rejuvenate. Breaks should be taken at the appropriate time. Please be considerate to the person giving you your break by being sure to return on time.

3. Vacation and Sick Days

a. Full Time, 1-12 Month Employees:

- Employee is eligible for 5 days of paid Vacation annually after 180 successful days of service.
- Employee is eligible for 5 Paid Sick days annually after 180 successful days of service.

b. Full-Time 1- 4 Year Employees:

- Employee is eligible for 10 days of Paid Vacation annually.
- Employee is eligible for 10 Paid Sick days Annually.
- Up to 5 unused sick days from the previous year may roll over.
- In the case of sickness, the supervisor must be notified at least 1-1/2 hours before the start of the shift.

c. Full-time 5 Years plus Employees:

(After completion of 48 months of employment)

- Employee is eligible for 20 Days Paid Vacation Annually. (120 hrs.)
- Employee is eligible for 10 Paid Sick days Annually.
- Up to 5 unused sick days from the previous year may roll over.

d. Part-time Employees:

Part-time employees will be eligible for vacation pay and sick pay based on the tenure scale above, but the daily payment will be based on your last 9 weeks work average.

*** After using 3 consecutive sick days, a note from your doctor regarding your absence will be required unless you have a positive Covid-19 test. ***

e. Temporary Employees:

There are no provisions for Vacation Pay or Sick Pay for Summer/Temporary employees.

Summer / Temporary Employees may request up to two unpaid personal days.

f. Conditions Governing Vacation Requests:

- Vacation leave must be requested at least two weeks in advance.
- Available/ unused vacation time. (Vacation leave may not be granted if allotted days are used prior to request.)
- Seniority of Employment
- Appropriate substitute available
- Number of other employees asking for vacation at same time. Only two full-time and one part-time employee can be on vacation in any given week.

g. Bereavement Day Allotments

- 1 day for extended family
- 3 days for grandparents
- 5 days for immediate family (mother, father, brother, sister)

h. Unpaid Leave

- Up to two days of unpaid leave may be requested annually. These days may be requested ONLY after all available Vacation and Sick time has been exhausted.

- After all available sick time has been used; any further requested absence due to sickness may require a doctor's certificate for continued employment.

i. Child Care Discounts for Staff:

Discount benefits are available for up to four staff children at any one time. This policy is subject to review each year. (Excluded for school age children.)

- Permanent Full-time Employees of GPCDM and GPCN are eligible for a 25% reduction on up to 2 children's full-time tuition (There is no discount for subsequent children). Employee children will be considered full-time regardless of the employee's regular hours.
- Full-Time Pastoral Staff are eligible for 50% reduction in child-care. Such employees shall be responsible for registration, book fees and activity fees as stated in the "Fee Schedule".

*** All staff children must be placed in their age-appropriate classes. No child is allowed to roam the GPCDM facility unsupervised. ***

J. TERMINATION AND RESIGNATION

1. Termination

GPCDM may terminate employment at any time, with or without cause, and with or without notice. (Per State of Indiana laws.)

Because the income of the GPCDM is conditional upon the enrollment of children in the programs, there is no guarantee of employment for any period due to the contingent nature of student enrollment. When possible, a two-week advance notification of termination will be given.

GPCDM is a non-profit organization and therefore does not pay unemployment insurance. Therefore, employees are not eligible for unemployment payment.

2. End of Employment /Termination:

- a. Each employee is expected to give two weeks advance notice of resignation. Up to five Vacation days earned but not taken will be paid to the employee at the pay rate in effect in the pay period that the termination occurs.
- b. Vacation Pay will be distributed each pay period equivalent to the average hours worked each of the 4 weeks prior to termination date.
- c. Employees that complete the school year and have available vacation days upon the last day of employment are eligible to request up to five days of vacation pay in their last check and the last day of employment will be adjusted to reflect the paid vacation period.
- d. Sicks Days are forfeited upon termination of employment.

K. CLOSURES - WEATHER OR EMERGENCY

Employees will be paid for up to 2 days closure per year related to weather and or other emergencies. Payment will be processed automatically and bringing the employee to his/her normal pay schedule, not to exceed 40 hours each week.

Should it be necessary to close for additional days (beyond 2 days) due to natural disasters and or any other time Administration deem it necessary to close GPCDM, employees shall not be paid as parents are not required to pay tuition for these

days.

L.DRESS & IMAGE

It is expected that each employee demonstrates neatness, modesty, a moral life-style, appropriate attitudes, respectful spoken words, and appropriate actions. It should be remembered that employees of GPCDM always represent the Lord Jesus, Grace Pointe Church, and the childcare.

Please adhere to the following guidelines in apparel choices:

Acceptable

- Slacks/Skirts may be worn and should be modest in appearance.
- Jeans that are in good repair
- Leggings (longer shirts that cover your bottom need to be worn when wearing leggings)
- Capri Pants
- Shorts (of an appropriate length per the director)
- Sleeveless shirts
- Scrub Shirts and Pants

Unacceptable

- Tank tops
- Crop tops
- Strapless or spaghetti strap shirts
- Inappropriate logos
- Sweatpants / Joggers
- Jeans with extensive rips and tears
- Short shorts
- Short skirts that prohibit the ability of staff to participate in floor activities with the kids

Clothing deemed immodest may result in an employee being asked to wear a set of hospital scrubs for the day or to clock out and go home and change into clothing that is modest and professional in appearance.

M. PREPARATION: You and the Classroom

Teachers are to be prepared before the day's session to teach their group in keeping with the objectives of the childcare. Weekly lesson plans for the coming week are to be posted in the classroom by Friday afternoon prior to the coming week. The director will check lesson plans every 2 weeks on payroll Thursday to make sure lesson plans are being completed and the Abeka curriculum is being implemented.

1. Habits and Routines

In large part GPCDM will be what you make it. Parents and children will often take their cues from you as a teacher. If your classroom is unorganized and noisy, they will think GPCDM should be unorganized and noisy. However, if your classroom atmosphere is organized, quiet and happy, then the parents and children will think that GPCDM to be organized, quiet and happy. Children to be kindly instructed on all procedures beginning the very first day.

2. Duties for classroom teachers:

- Prepare an attractive bulletin board.
 - Make a daily schedule. Post a copy in your room. A copy is to be sent to the office. Place the other copy in your Substitute Folder.
 - A clearly labeled Substitute Folder should always be kept up to date. This should include:
 - Seat Chart - i.e. In the toddler room - who sits well next to each other for snack and lunch. Older classes seating for activities at the tables.
 - Daily Schedule
 - Special Instructions. Who has allergies? Where is the allergy list posted? etc.
 - Extra-meaningful activities and assignments
 - Post a week Lesson Plan in your classroom where it is easily accessible.
 - Check room supplies and refill as needed. Inform the office when supplies are low.
 - Formulate a simple classroom code and have it posted in your classroom.
 - Label cots, cubbies, and tables.
3. Class Location
Each time you leave the room with your children, leave a notification of where you will be on the white board located outside your classroom door.
4. Clean Up of the Classroom, Lunchroom, Playground Ground and Gym
Encourage your children to clean up any area before they depart for their next activity. In any event the area being used should be cleaned up before leaving for another area of the property.
Should damage be noted please notify, in writing, of any necessary repairs to the GPCDM office.
5. Restroom and Drinks
- At no time may a child be left alone to go to the restroom or get a drink!
 - You will need to check the condition of the restroom after your class uses it. Check for cleanliness; toilets being flushed, and towels being picked up off the floor and sink. Emphasize that the children should use only one small towel and one squirt of soap.
 - Teach the following procedure for washing hands:
 - Wet your hands under a faucet of running water.
 - Take one squirt of soap.
 - Rub your hands together; then rinse them.
 - Dry your hands with a paper towel and throw the towel in the wastebasket.
 - Check back and forth between the boys' and girls' restrooms.
 - As the children finish in the restrooms, they may line up to get a drink of water. Encourage your children to get a drink on their restroom break.
 - Children should go to the restroom and get a drink of water at the scheduled times to help avoid frequent interruptions to class time.
 - If a child does have an accident do not make a big issue over wet pants. Have a neighboring teacher watch your class while you take the child to the restroom. Each child should have a change of clothes at school.
6. TV, DVD, Apple TV, Computer, Tablets
- Materials of this nature should be relatable to the current lesson plans and of

- good moral nature.
- ALL such tools are available to be used as tools of instruction and occasional enjoyment. These types of media are not to be used as babysitters. All materials viewed should be carefully screened for appropriate language and material.
- All internet usage using Wi-Fi at GPCDM is always monitored. A monthly report of sites visited is provided to the administrator. (Inappropriate searches will result in termination of employment.)
- All music, read language and viewing materials are to be free of foul language, drinking scenes, lewd dancing, occult influence, and extreme violence.

N. PLAYGROUND GUIDELINES

1. While we need to be attentive in every situation, we need to be especially attentive while assigned to playground duty. You cannot properly supervise and care for your children if you are too busy visiting with a co-worker or checking your smartphone.
2. If a child needs to use the restroom while on the playground, inform the other teacher and tell her where you are going. Check to see if other children may have the same need. Assist the child as needed but do your best to make the time as short as possible. We want to minimize the number of children left on the playground and the time a teacher is left to supervise in an out of ratio setting.
3. **Outdoor recess is required everyday unless the weather prohibits it.** Play times should be shortened when it is cold or hot. Generally, if the weather is below 32* or above 90* the children should have outdoor playtimes reduced.
4. Do NOT mix age groups.
5. Adhere to your scheduled times for playground and gym usage.

O. SICKNESS & FIRST AID

1. Call and message via ProCare a sick child's parent/guardian as soon as the problem occurs. (Fever, vomiting, diarrhea, rash, etc.)
2. ALL communicable diseases should be reported to the director so that proper notification is sent home to parents.
3. In case of illness or blood loss, use appropriate Universal Precautions when deemed necessary.
4. Apply "First Aid" as per training.
5. As soon as help arrives, resume care of your children unless directed to do otherwise.
6. Fill out the incident report on ProCare, with appropriate details for the parents and let the office know of any incident.

P. MEDICATIONS

1. Do NOT give a child medication unless a parent specifically requests it in writing. (Make sure to record the following Child's Name: Date: Time: Name of Medication: DOSE: in the Medical Log located in the day care office.)
2. Medications are kept in the Daycare Office.
3. Sunscreen, lotions, and medications are ALL to be stored in the day care office.

They must never be left in the children's cubby or classroom.

Q. TELEPHONE & SMARTPHONE USAGE:

1. Please ask friends and family to avoid calling and texting during your scheduled work hours. Our priority is proper supervision of the children.
2. Staff should limit outgoing calls to emergency or urgent calls that cannot be taken care of during off work hours.
3. Mobile Phone use should be limited to emergency use during working hours.
4. Please set your phone to vibrate and return non-emergency calls during your break or the children's rest period.
5. Smartphones are **not** to be used for ProCare. (Please use the tablet provided.)
6. All communication with parents should be done through ProCare or via a phone with a blocked number. Teachers **should not** give out their personal mobile number.
7. At no time should you use your personal phone or personal tablet to record a video of a student or fellow staff member.

R. APPROPRIATE STUDENT INTERACTIONS

1. Give all students and parents a warm welcome. Pay special attention to include the child in your greeting. Welcome them to the class and encourage their immediate participation. If a child seems hesitant be sure to sit them near a child that is friendly and already involved in the current activity. Assure parents that you will work to make their child feel welcome and comfortable.
2. If the child cries, do your best to divert their attention by getting them involved in an activity. Assure the child that they will be all right. Enlist another staff member's assistance if needed.
3. All teachers should read the child's file, which is in the office. This will help to give you ~~ideas~~ ideas to how you can best make a child feel welcome in your room.

S. DISCIPLINE

A prepared teacher is the best way to achieve good classroom management. If the lesson plans help maintain activity and participation you and your children will experience fewer problems.

Children are very intuitive and will reflect your attitude in the classroom. If you are happy and have a sense of humor, they will reflect those attributes in relation to each other and you.

Discipline should be handled with kindness, understanding and in accordance with Christian principles, as set forth in the Scripture.

Believing that discipline is necessary for the welfare of the child, each teacher is given the responsibility of making and enforcing positive classroom and playground rules. Class rules should be simple and few but clear.

Developing a positive environment is important to stimulate positive behavior and a good self-image. Congratulating children for desired behaviors and ignoring undesired behaviors can often serve to encourage children to respond and respect classroom rules. Appropriate consequences that are age appropriate and can be directly attached to poor behavior are important.

Obedience is expected. Train the child to obey. Be fair, firm, and kind. Use an even tone of voice and do your best to keep your emotions under control. A child should not be disciplined because you are frustrated. (If you find yourself frustrated, seek help from a coworker. It's okay to give yourself a little break.) After the discipline has been completed allow the child to start over with a clean record.

A simple way to catch the entire class's attention may be to turn off the lights. Use a kind tone to then explain what you are expecting. Praise the child when you receive what's requested and act shocked when they disobey. Children, for the most part, really do want to please.

Policy for Discipline Problems

1. Corporal punishment is NOT used at GPCDM.
2. A verbal warning, which is appropriate to the situation, will be given. (Please use that correctly, you will need to find a better way to use that or in case of danger STOP NOW!)
3. Voice tone should reflect love and concern. Common courtesy using, "Please" and "Thank You" is always appropriate.
4. To avoid embarrassment, the child will be separated from the group and then appropriate behavior will be discussed.
5. If negative behavior continues, the child will be given a time out where he can be observed by the teacher. Time out is generally equal to one minute per age of the child.
6. Difficult issues will result in a request for help from the director. Such events will be discussed with the child's parents.
7. Children that push teachers to the point of frustration where personal judgment becomes suspect should be brought to the office. Do not simply drop the student off in the office with no explanation. Calmly explain the situation to the Administration and explain what steps have been taken place and then return to your classroom.
 - Recognize that in some situations it may take time for administration and the teachers to work together to find the right solution and to make the right recommendation to the child's parent or guardian.
8. When discipline issues continue to be disruptive to the educational process in the classroom the following steps may be followed:
 - Parents will be notified when the child has been sent to the office. This is done via the daily report in each classroom and through ProCare.
 - When a child is brought to the office for a second time in one week, at the discretion of the director, a parent or guardian may be contacted by phone to discuss the child's behavior.
 - Following a third visit in one week to the director's office, a parent may be required to come to GPCDM to assist with the child and meet with the Director and teacher.
 - If extreme issues persist, the child may be dismissed with a one-week notice to the parent or guardian.

T. DEPARTURE OF CHILDREN

1. Check ProCare to Verify an appropriate adult is picking up the child before releasing a child.

If in doubt, check the child's Authorized Release form in their student file located in the office. Each classroom will also have an emergency binder with the Authorized Release forms for each child in it. Please check that binder if you have any doubts on who is picking up the child.

You may also inquire of the child's regular teacher or the office staff. Always exercise caution.

NEVER allow a child to leave with someone you do not recognize.

Always ask individuals, you do not know, who is picking a child up, for an I.D. Make sure the name matches one on the Authorized Pick-up List.

2. ***All communication about children going home early due to behavior or illness will be communicated by the Director or Office Staff.***

U. OPENING AND CLOSING DUTIES

Opening Duties for all GPCDM Staff:

- When entering the building, enter the alarm code to turn the alarm off.
- Unlock the office and infant room
- Turn the lights on the first and second floor.
- Prepare to greet families as they enter the building and check the children in on ProCare as they arrive.

Closing Duties for all GPCDM Staff:

- Assist children with getting ready for pick up (clean diapers, hands, face, shoes on).
- Gather up all projects for each child's cubby.
- Sign out each child as they are picked up by their parents.
- Straighten/clean up rooms < toys (sanitize each room as needed) vacuum as needed, remove trash as needed.
- All equipment in the gym needs to be picked up and put away at the close of every day. The gym will be used frequently in the evenings for church activities.
- Bathrooms stocked and clean (toilet paper/paper towels).
- Sweep the building for children (make sure no one was missed) double check playground.
- Turn off all equipment, computers, lights, check all doors
- Make sure everything is shut and locked, paying close attention to the gym doors and foyer glass doors.
- Turn on the alarm before departure.

V. STAFF-CHILD RELATIONS

1. Treat all children fairly, showing no partiality.
2. Do not conduct "parent-teacher conferences" with parents in any public forum.
3. Pray earnestly for all your students.
4. Remember that appropriate touch includes things like handshakes, fist bumps, high fives, and side hugs.
5. At no time should a lead teacher become an evening or weekend "babysitter" for students enrolled at GPCDM.

W. TEACHER-PARENT RELATIONS

1. You are the key to student retention. Accept the challenge to keep each child enrolled all year and into the next class.
2. Show concern for each child. The parent must be confident that you are interested in his/her child.
3. Always return phone calls from parents and take care of any parent problems as soon as possible. Keep the conversation brief and business like. Try to put yourself in the parents' place. Sometimes a phone call will set their minds at ease.
4. Do not show favoritism towards parents. It is important that you be friendly in a professional way. You do not want to be in a position where the parents will expect you to show partiality.
5. Whenever a parent or anyone else asks a question to which you do not know the answer, you should check the information rather than making up an answer.
6. If a parent asks you about tuition or payment, refer them to the Director.
7. If there is a death in the immediate family of a child in your class, please notify the office ASAP. Serious illnesses should also be reported. It is our desire to be as informed as possible in providing support and care to our families.
8. Keep parents informed about major discipline issues. Do Not over-emphasize the mild, everyday problem of not sitting properly, of having to repeat instruction etc.
9. Remember the law requires that you keep all conversations confidential between staff, children, or parents. NEVER use another child's name in discussion with a parent.
10. No employee shall entertain a job offer from a parent for nanny services until 90 days after they have completed their employment at GPCDM.

Please remember, our parents and visitors should be treated as special guests. As such, guests should be greeted promptly, with courtesy, and should be afforded priority treatment. Conversations between staff should be interrupted with a simple, "Please excuse me for a moment."

Each child and parent should be greeted each day with kind and welcoming words. Parents who are picking up should be greeted warmly and never rushed out the day at the end of the day. Remember the parents only receive small glimpses of their child's day. How they are treated in just a few minutes sets their perception of what their child's day has been like. Perception is reality in their minds.

X. Staff-Staff Relationships

1. Do not publicly degrade your colleagues' teaching abilities, grading systems, or classroom management decisions.
2. If the parent of a former student calls you, as a former teacher, to discuss matters pertaining to the present teacher, do not get involved. Tell the parent to check with the director if they are not satisfied with the child's teacher.
3. You need to be loyal to each other, GPCDM and to the principles for which it stands. This means your conversations and approach both while on duty and

off would be thoughtful and appropriate. Remember you are a representative of GPCDM 24/7.

Y. SPECIAL EVENT PARTIES

GPCDM will celebrate the following holidays with a party, which all the children and parents are invited to attend. Parents may volunteer for such events but may NEVER be left alone with the children.

- Valentine's Day
- Easter Party
- Independence Day (July 4th)
- Fall Party
- Christmas Party

Teachers may post sign-up sheets for refreshments and parent helpers.

Z. FIRE/TORNADO/EARTHQUAKE DRILLS

During the monthly fire, tornado or earthquake drills, act as if there is a real disaster in process. Train the children in advance in the proper procedures.

Take time to practice them with your children.

Follow the procedures listed below for FIRE Drills:

1. Have the class line up in a single file line. Walk quickly do not run.
2. If a life-threatening situation occurs, call 911.

APPENDICES

Job Descriptions

Responsibilities

Responsibilities of all employees shall be defined in appropriate job descriptions.

A. Infant Teacher Responsibilities:

1. Provide a safe and loving environment for the infants in her/his care.
2. Give bottles to infants as provided by the parents.
3. Feed infants' food as age appropriate and provided by parents.
4. Change diapers as needed.
5. Soothe infants by playing music, singing to them, cuddling them.
6. Supervise infants on the floor as they play with age-appropriate toys.
7. Place infants in cribs for nap times.
8. Ensure that play, sleep, and changing areas are kept clean.
9. Develop and maintain positive relationships with children and parents.
10. Consistently update parents on infants' schedule/routine using ProCare

B. Toddler and 2's Teacher Responsibilities:

1. Provide a safe and loving environment for the children in her/his care.
2. Tending to child's basic needs by feeding, changing diapers, dressing them as needed
3. Provide children with enriching experiences and opportunities to develop curiosity, creativity, decision-making, and problem-solving skills.
4. Prepare and post weekly lessons plans.
5. Establish a consistent discipline plan and classroom schedule.
6. Encourage self-expression through understanding, flexibility, and behavioral reinforcement.
7. Demonstrate patience and understanding while managing an array of developing behaviors.
8. Model appropriate behaviors always
9. Ensure that play, sleep, and changing areas are kept clean.
10. Arrange cots, play soft music for rest time.
11. Use ProCare to track and inform parents of child's progress/routine.
12. Develop and maintain positive relationships with children and parents.

B. 3's and Pre-K Teacher Responsibilities:

1. Provide a safe and loving environment for the children in her/his care.
2. Provide basic needs for children.
3. Establish a consistent discipline plan and classroom schedule.
4. Provide tools and resources for children to use and explore during learning and play activities.
5. Prepare and post weekly lesson plans using the Abeka curriculum.
6. Adapt teaching methods and materials to meet the interest and learning styles of children.
7. Help children reach developmental milestones.
8. Always provide appropriate supervision for children
9. Arrange cots, play soft music for rest time.
10. Maintain a clean and tidy classroom.
11. Manage classroom activities including lessons, play, breaks, and meals.
12. Use ProCare to track and inform parents of child's progress/routine.
13. Develop and maintain positive relationships with children and parents.

Part of your job responsibility is that you arrive at work at your scheduled time. This keeps us in teacher to student ratio and ensures that we are providing the safest environment possible for our students and for our staff. The following policy will be implemented and monitored closely to ensure those responsibilities are being met. The director or office staff will be checking time clock reports biweekly on Payroll Thursdays in order to monitor punctuality.

Tardy Policy (per semester)

(1) Tardy = Verbal Warning

(2) Tardies = Written Report in file

(3) Tardies = Any bonus or salary increase will be affected

*Each tardy over 2 will result in a 10% reduction in the annual bonus.

*Excessive tardies could result in probation or termination.

*We realize that there are circumstances that are sometimes beyond your control. Those situations will be taken into consideration on an individual basis.