

EMPLOYEE
HANDBOOK

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INTRODUCTION

WELCOME to the staff of Legacy Learning Center (LLC)!

As a member of our staff, your responsibilities are great. **OUR PARENTS HAVE ENTRUSTED YOU WITH THEIR MOST PRIZED POSSESSION!** Children can be impulsive and unaware of any dangers that might be present, even in the safest of surroundings. It is imperative that you remain alert and attentive to the needs of the children in your care.

The General Rules and Procedures on the following pages are presented to help you in your day-to-day duties and responsibilities as an employee of Legacy Learning Center. The Director and other staff members are available to answer questions and offer assistance as needed. **Don't be afraid to ask questions or seek help!** It is important that you clearly understand the operation and rules of Legacy Learning Center.

As members of the staff of LLC, your actions reflect on the center and our community.

PHILOSOPHY

Legacy Learning Center is designed to minister to children through quality early-childhood education while nurturing Christian values and equipping children with skills for social, emotional, intellectual, physical, and spiritual development.

PROGRAMS

Legacy Learning Center offers preschool activities for children ages six (6) weeks to twelve (12) years. The children participate in many learning activities. Three (3) and four (4) year old children are engaged in a curriculum, Curiosity Corner, which is designed to provide a strong foundation in language and literacy; mathematics; science; listening and social skills; creative expression and positive self-esteem through a holistic, thematic approach to instruction. Infants through two (2) year old children participate in Connecting with Infants and Adventures with Toddlers.

EQUAL OPPORTUNITY EMPLOYER

Legacy Learning Center is committed to the concept and practice of equal opportunity in all aspects of employment and of taking affirmative actions to ensure that applicants and employees at Legacy Learning Center enjoy equal opportunity of employment. LLC is permitted by federal and state law to employ persons of particular religious beliefs, to require its employees to adhere to the vision, mission and beliefs. LLC seeks to recruit, hire, train, and promote into all job levels the most qualified persons without regard to any legally-protected characteristic (e.g., race, sex, age, national origin, marital status, and disability) and to administer employment benefits, and make other employment decisions (such as compensation, benefits, transfers, layoffs and continuing education) in a nondiscriminatory manner.

DEFINITION OF EMPLOYEE STATUS

All employment is at-will. No policy of provision in this handbook is intended to create a contract binding the employee or Legacy Learning Center to an agreement of employment for a specific period of time. A worker's employment can be terminated by either the employee or Legacy Learning Center at any time, for any reason, with or without notice. All policies and procedures outlined in this handbook are subject to change or modification at the management's discretion at any time that particular circumstances warrant. This handbook is provided for informational purposes only. No provision or portion of the handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. The Legacy Learning Center management reserves the right to change, modify, eliminate, or deviate from a policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it deems appropriate. If you have questions concerning these guidelines, please consult with the Legacy Learning Center Director.

Probationary Employee (New Employee Status)

As a new employee, your first three months (90 days) of employment are on a probationary basis. You will be evaluated at the end of this 90-day period. At this time, if your work meets the requirements and the director feels it would be in the best interest of Legacy Learning Center, you may be removed from probationary employee status. Based upon your evaluation and availability of funds, your salary may be adjusted according to your performance after management approval.

Full-Time Employee

A full-time employee is anyone who, on a regular basis, works at least 32 hours per week and has completed the 90-day probationary period. Full-time employees will be eligible for benefits approved by the management.

Part-Time Employee

A part-time employee is anyone who is not assigned a regular workweek or who is working less than 32 hours per week on a regular basis and has completed the 90-day probationary period.

Temporary Employee

A temporary employee is anyone who is employed for a specific job or time period. A temporary employee may work 40 hours a week for a specified time period.

Probationary Employee (Disciplinary Purposes)

Any employee can be placed on probation as a result of disciplinary action. If a full-time employee is placed on probation due to disciplinary action, benefits will not be received while on probation.

CHILD CARE LICENSING AND BETTER BEGINNINGS PROGRAM

Arkansas Department of Human Services, Division of Child Care & Early Childhood Education

Legacy Learning Center is licensed by the Arkansas Department of Human Services, Division of Child Care & Early Childhood Education, and will operate in accordance with the Child Care Facility Licensing Act and Licensing Requirements for Child Care Centers.

Legacy Learning Center shall maintain compliance with the licensing requirements at all times. Legacy Learning Center shall meet all essential standards necessary to protect the health and welfare of the children attending. These standards include, but are not limited to, those issues involving fire, health, safety, nutrition, discipline, staff/child ratio, and space.

All employees shall read and review the licensing requirements and are expected to attend an orientation regarding Legacy Learning Center policies and procedures within two weeks of employment. A signed statement shall be maintained in your personnel file attesting to this.

Child Care Licensing staff shall have access to Legacy Learning Center for the purposes of conducting inspections, reviews, and complaint investigations. Under the Minimum Licensing Requirements for Child Care Centers, employees, as well as children attending Legacy Learning Center, “are subject to be interviewed by Child Care Licensing, DCFS Special Investigations and law enforcement for investigative purposes and/or determining compliance with Licensing Requirements.” The preceding requirements and policies as well as many others will be outlined in more detail throughout this employee handbook.

Arkansas Better Beginnings Program

The Arkansas Better Beginnings Program was created by the Arkansas Early Childhood Commission and the Department of Education to offer an assessment process that verifies that a childcare facility offers the following to its children:

1. A physical environment that is supportive of the physical and mental development of each child in its care;
2. An education program which assists children in preparing for school and helps the state of Arkansas meet the National Education Goal #1: readiness for school;
3. Trained professional staff who know how to work effectively with children and who continue to pursue educational and training opportunities as they are available, and;
4. A program that views parents as an important part of the early education of their children.

As an employee of Legacy Learning Center, your daily participation in this process is imperative.

A Check List for the Better Beginnings Program will be provided to you to review and utilize during your employment at Legacy Learning Center. Other requirements, policies, and instructions will be provided and outlined throughout this handbook. Following these policies and procedures should be reflected in your work and will be a part of determining your continued employment status at Legacy Learning Center.

PERSONNEL

Child Maltreatment and Criminal Record Checks

Every employee will be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check and a Criminal Records Check through the Arkansas State Police. **All personnel shall sign a release of confidential information form to allow child maltreatment/criminal records checks to be conducted.**

Any employee who has not been a resident of the State of Arkansas for the six (6) preceding years will be required to apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal record check, to be conducted by the FBI, which shall include a fingerprint check. **If you have been a resident of the State of Arkansas for the six (6) preceding years, Legacy Learning Center will require that a signed and dated statement attesting to this be maintained in your personnel records.** New employees may be given a conditional offer of employment pending the results of the criminal record checks. The Child Maltreatment Central Registry checks shall be initiated when a conditional offer of employment is made and every two years thereafter.

Legacy Learning Center shall require all employees who have had a founded report of child maltreatment to follow the corrective action plan specified by the childcare licensing unit. Corrective action measures may vary from relevant training and reassignment to termination of employment with Legacy Learning Center. In most instances, termination of employment will be the result of a founded report.

Criminal record checks are valid for five years. **An employee is required to report to the director if he/she has been denied parental, custodial or visitation rights by the court as result of neglect or abuse of a child. Additionally, an employee must notify Legacy Learning Center in writing of any conviction received for violation of a criminal drug statute no later than five calendar days after such conviction.**

Reporting Suspected Child Maltreatment (Hot Line Number)

Under Arkansas Law (Arkansas Statute Ann. 42-807-72-818), any employee of Legacy Learning Center is expected to report any suspected child maltreatment to the appropriate Child Protective Services Agency. **The statewide Child Maltreatment “Hot Line” number is posted in each room; however, you may also wish to make a note to keep the number with you. The number is 1-800-482-5964.**

Child abuse is defined as a child who has had:

- any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- any form of sexual abuse (i.e. sexual exploitation)
- emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- at risk behavior (i.e. placing a child in a situation which might endanger him by abuse of neglect)
- injuries which are inconsistent with the explanation given.

Child neglect is defined as a child who has been:

- abandoned
- denied proper care and attention physically, educationally, emotionally, for example a child who has not been provided appropriate food, clothing, shelter, education, mental care and supervision, or
- allowed to live under circumstances, conditions, or associations injurious to his/her well-being.

Physical abuse indicators:

- The child has bruises, broken bones, lacerations, puncture marks, swollen areas, missing hair, bites, or burn marks.
- The child has frequent signs of major or minor injuries.
- The child has different injuries in various stages of healing.
- The parent or child gives odd or impossible explanations for the child's injuries.
- The child is frequently tardy or absent.
- The child receives overdue, unsuitable, or no treatment for injuries.

Emotional abuse indicators:

- The child cannot interact well socially, has very low self-esteem, or is listless, apathetic, or depressed and cannot respond to normal adult behavior.
- The child has a parent who treats the child in unusual or abnormal ways, such as refusing to care for or talk to the child, treating the child as an object, keeping the child from normal social experiences, punishing the child for his/her normal behavior, and/or thinking or feeling in a consistently negative way about the child.

Sexual abuse indicators:***Physical signs:***

- Pain or injury in the mouth or the genital areas, irritated, reddened, or itching genitals, urinary infections, difficulty with urination, and/or unusual orders.

Behavioral signs:

- Fear of a person or of certain places, clinging, anxiety, a sudden interest in the genitals of others, unsuitable sexual activity for the child's age, and a return to infantile behavior.

Neglect indicators:

- The child is anxious about his or her survival.
- The child lacks energy or is overactive.
- The child is unable to concentrate or to play.

- The child often seeks attention.
- The child is hungry and/or dirty.
- The child's clothes are inappropriate for the weather.

Prevention of abuse and neglect outside of school:

Legacy Learning Center has a responsibility to prevent the abuse and neglect of the children enrolled in our center. Teachers are informed of and are required to know signs of suspected abuse.

According to the American Red Cross, teachers may suspect abuse when:

- The child shows sudden behavior changes or erratic behavior.
- The child becomes withdrawn.
- The child is hostile or extremely aggressive.
- The child is suspicious or watchful of others' actions, as if fearing them.

In the event of suspected abuse and/or neglect staff actions are as follows:

- **Treat injuries:** The teachers treat any immediate injury that is within the scope of their first aid training.
- **Provide clothing:** The teachers provide appropriate clothing for a child who needs it.
- **Increase nutrition at school:** The teachers provide extra snacks or lunches for a child who is hungry.
- **Emotional support of a child:** The teachers provide emotional support within their role as the child's teacher.
- **Access to community resources:** We as a staff must become familiar with the students' families and view our role as a support system. We and community resources could be called in to help give families guidance. The director of Legacy Learning Center utilizes contacts in the community to set up needed resources for the child and family. These include medical, social service, financial, and nutritional resources.
- **Call 911:** If the teachers witness the physical abuse, or suspect a child's life is in danger, then 911 is called immediately.
- **Call Child Maltreatment Hotline:** Next, or at the same time, the teacher or the director will call the hotline at 1-800-482-5964. The reporter's name is required but may be kept confidential. The call is made within 12 hours of the suspected abuse. The person calling describes the reason for his/her suspicion of abuse and/or neglect and the indicators that have been observed.

Prevention of abuse and neglect at Legacy Learning Center:

It is also the responsibility of Legacy Learning Center to prevent any abuse or neglect that could happen at our center. To prevent abuse and neglect at our center, the following are done:

- Review the approved and prohibited disciplinary techniques on a yearly basis;
- Brainstorm to help teachers figure out ways to deal with disruptive behaviors;
- Review the indicators of abuse and neglect on a yearly basis;
- Conduct a thorough check of the references of new staff;
- Orient new staff using the above policy;

- Supervise new teachers on a close and consistent basis;
- Do a background check on all teachers
- Parents are welcome to come by at any time to visit or spend time in our classrooms.

Prohibited discipline techniques:

In accordance with the State of Arkansas Department of Early Childhood Education the following is not allowed:

- ***Inappropriate removal:*** The teachers may not keep a child out of play for more than 1 minute per child’s age in the room or 5 minutes out of the room. Should not isolate without supervision or place in a dark area.
- ***Physical restraint:*** Teachers may not use physical restraint unless the child is in danger of hurting himself or others. The restraint consists of the teacher wrapping his/her arms around the child.
- ***Abusive or neglectful punishment:*** Teachers may not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances. Teachers are not to yell at children or force physical activity as punishment.
- ***Food:*** Teachers are not to deny food; force or bribe children to eat.

If a teacher, parent, or any other person suspects a staff member of any of the above actions, they should report the suspicion to Legacy Learning Center director immediately.

In-Service Training & Observations

As a Legacy Learning Center employee, you must obtain at least 25 hours of in-service/workshop training within the first year of employment and each subsequent year of employment. These hours must be approved by the Department of Education and shall be geared toward birth-K4. Failure to complete or provide proper verification of your in-service hours may subject you to disciplinary action. (Proper documentation of continuing education or in-service training or workshops shall include but not be limited to the title of workshop, presenter, hours of training and date.) Legacy Learning Center will pay for all meetings deemed mandatory. CPR will be offered each year on President’s Day. You will be notified by GroupMe of any upcoming training.

Quarterly observations will be conducted in person and/or by watching video with a follow- up meeting, within 2 weeks, to discuss the results and determine personal training needs.

Personnel Files (Contents)

Upon request, all information contained in any personnel file will be made available to the Child Care Licensing Unit. Upon request and under supervision, any employee may see his/her file. Upon termination of employment, this record will be maintained for five years. Personnel files shall contain but not be limited to the following:

- Name, date of birth, address, telephone number;

- Documentation of completion of the eight clock hours introduction and orientation;
- Documentation of education, training, and experience; copy of high school diploma or GED.
- Employment-related information for the past six years, with documentation that contact or attempted contact with former employer(s) has been made;
- Emergency numbers;
- Attendance record, listing days and hours worked (maintained with the Director);
- Date of employment and date of separation;
- Documented training or continuing education (including the title of the workshop, the name of the presenter, the hours of training and the date);
- Signed and dated statement that employee or applicant has read and reviewed the licensing requirements and attended Legacy Learning Center policies and procedures orientation;
- Authorization for Release of Confidential Information contained in the Arkansas Child Abuse and Neglect Central Registry;
- Request for Criminal Record Check;
- Signed & dated statement that employee or applicant has been instructed on how to use a fire extinguisher & fire drills (See Emergency Drills, Page 14);
- Employee performance evaluation tools;
- Completed W-4;
- Acknowledgement of receipt of handbook policies;
- Documentation of CPR and first aid training;
- Signed and dated cell phone usage form.

DETERMINATION OF SALARY

An employee's rate of pay will be determined by experience, training/education and annual evaluations of the employee's performance. Annual Evaluations will include director and self-evaluations. All increases in salary will be approved by the Legacy Learning Center Management. These confidential documents will be signed by the employee and Director and will be maintained in the employee's personnel file.

EMPLOYEE BENEFITS

All benefits will stipulate the "employee status" required for eligibility.

Holidays

Legacy Learning Center will be closed for the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thursday and Friday for Thanksgiving, Christmas Eve and Christmas Day.

Legacy Learning Center will be closed to the children on President's Day and one (1) day in August for staff training.

Employee Child Care Services

Full-time Legacy Learning Center employees will receive a 50% discount on childcare tuition. There will be no prorating for missed days. Payment for childcare services is a payroll deduction. The same rules will apply as with other parents.

Staff Lounge

A staff lounge is available. Employees are responsible for cleaning up after themselves when they have finished their breaks and/or lunch. Employees are asked to leave the area clean.

Breaks

Each full-time employee will be allowed 1 thirty (30) minute paid lunch break per day.

EMPLOYEE POLICIES AND PROCEDURES

Staff Schedules, Work Week, & Payroll Schedule

All staff schedules are posted in the Legacy Learning Center supply room. Hours of work are subject to change by the Director to meet the needs of Legacy Learning Center and its families. A basic workweek for staff is 10-40 hours. Employees sign in and out at the designated tablet. Payday will be every other Friday.

Absentee Policy

Legacy Learning Center cannot operate effectively or efficiently unless its employees come to work on a timely and consistent basis. Absences due to illness or family emergency must notify the Legacy Learning Center Director by phone **at least 2 hours** before their scheduled work time. The employee is responsible for securing a substitute from the official substitute list as updated by the Legacy Learning Center Director. If the absence will be for more than one day, the employee shall contact Legacy Learning Center Director daily. In case of prolonged illness or hospitalization, family members shall contact Legacy Learning Center Director. When an employee is absent and does not call in to the Legacy Learning Center Director or designee, it is deemed as cause for termination. Absences not authorized by approved time-off policies are considered unexcused absences and will not be tolerated. The term "excessive unexcused absences" is defined as more than two unexcused days within a six-month period and will be grounds for termination. Additionally, employees who take excessive time off due to sickness, personal time, and vacation are subject to discipline, up to and including termination.

Tardiness Policy

The Legacy Learning Center schedule is planned according to the needs of the children. Employees must be at LLC and in their assigned rooms ready to be involved with the children at their scheduled times. Employees are required to call in to report their tardiness and approximate arrival time so that plans may be made accordingly. Tardiness is considered anything less than one hour; anything over one hour is

considered an absence. Five tardies within a six-month period will be grounds for termination.

Staff Meetings and Communication

Staff meetings will be held each month. Regular communication will be through the LLC GroupMe.

General Leave Policy

After completing the ninety-day probation period, an employee is eligible to take up to five (5) days unpaid vacation and up to five (5) days of unpaid sick leave annually. Vacation days must be requested on the staff sign in/out iPad at least one (1) month in advance of the leave. The Director will review all requests and approve, defer, or deny the request based upon the following: anticipated workload requirements, staffing considerations and hardship to Legacy Learning Center operations during the proposed period of absence. If extended leave is needed due to illness, birth, or adoption of a child, etc., the employee may submit a written request including purpose and dates of leave to the Legacy Learning Center Director for consideration. Such leave request will be reviewed by the Director for a recommendation of approval or disapproval of the request and then forwarded to the Legacy Learning Center Management who would have the final authority in the matter. If the employee is on sick leave for two (2) or more consecutive days, a doctor's note is required upon return to work.

Dress Code for Employees

Use a conservative outlook when deciding on apparel. Clothing should be clean and in good repair and must be appropriate to engage children in all type of activities throughout the day.

Harassment Policy

Harassment of any kind, including harassment based on sex or gender, sexual orientation, race, creed, color, national origin, age, military status, or handicap will not be tolerated. **Verbal harassment includes spreading gossip or slander which creates an adverse work environment and causes division in the staff, thus compromising the integrity of the Legacy Learning Center "team".**

The Equal Employment Opportunity Commission has issued guidelines to clarify what constitutes unlawful harassment. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where: (1) Submission to such conduct is made an explicit or implicit term or condition of employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting said individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, off-color language or jokes of a sexual or racial nature, slurs and other verbal, graphic, or physical conduct relating to an individual's sex or other

protected characteristic, or any display of sexually explicit or offensive pictures, greeting cards, articles, books, magazines, photos, or cartoons. Normal, courteous, mutually respectful, pleasant, non-coercive interactions that are acceptable to both parties are not considered harassment.

This policy applies to all teachers, childcare workers, other employees, supervisors, and non-employees who have contact with employees during work hours. Corrective action will be taken promptly if a complaint is deemed valid.

An employee who feels he or she is a victim of harassment at work must submit the complaint in writing and to the Director immediately. All complaints will be promptly investigated including interviews with all relevant persons. Legacy Learning Center will review its findings with the employee at the conclusion of the investigation. To the extent feasible, all investigations and/or actions taken to resolve complaints of harassment shall be confidential. If the complaint appears to be valid, Legacy Learning Center will take appropriate corrective action, including disciplinary measures, up to and including termination, when justified, to remedy any violations of this policy. If false accusations are founded, disciplinary action may be taken against the complainant up to and including termination.

Retaliation against any employee for making a complaint under this policy or for providing information during an investigation is strictly prohibited, will not be tolerated, and is a violation of this policy subject to discipline up to and including discharge.

Alcohol and Drug Abuse Policy

Legacy Learning Center is an alcohol and drug free campus. The Legacy Learning Center's alcohol and drug abuse policies were established to assure a safe, healthy working environment for all its employees and children; to ensure the reputation of Legacy Learning Center and its employees within the community; to reduce the number of accidental injuries to persons and property; to reduce absenteeism and tardiness; and to improve productivity.

The following rules represent Legacy Learning Center's policy concerning substance abuse:

- All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.
- The sale, possession, transfer, or purchase of illegal drugs or controlled substances on the property or while performing Legacy Learning Center business is strictly prohibited. Such action will be cause for immediate termination and will be reported to the appropriate law enforcement officials.
- No alcoholic beverage will be brought to or consumed on the property.
- No prescription drug will be brought on the Legacy Learning Center premises by any person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination, and quantity prescribed.
- Any employee whose off-duty abuse of alcohol or of illegal or prescription drugs results in excessive absenteeism or tardiness, accidents or poor work performance affecting childcare or negatively reflects upon the reputation of

Legacy Learning Center will be subject to discipline, up to and including termination.

To enforce Legacy Learning Center's Drug and Alcohol Abuse Policy it may be necessary to require an employee or applicant to submit to an alcohol and/or drug test. Under reasonable cause, the employer at its discretion may add additional types of testing. If testing is necessary, Legacy Learning Center will take reasonable precautions to preserve each employee's privacy and to ensure that fair, accurate and reliable results are achieved.

Upon establishing reasonable cause, the employee's supervisor will promptly detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the testing.

If an employee has tested positive, the employee will be terminated.

Smoking Policy

LLC is a smoke-free, tobacco-free campus. There will be no smoking on the property. Cigarettes, dip, chewing tobacco, and e-cig or water vapor products are included in this.

Disciplinary Policy

In most instances, the Legacy Learning Center Director will work with the employee in an attempt to correct problem behavior by corrective discipline. However, in some instances, immediate termination is warranted. Where corrective discipline is appropriate, one or more of the following steps may be taken:

- Verbal warning and notation in personnel file;
- Written disciplinary report, either as a warning or probationary suspension depending upon the offense; and/or
- Termination, in the event of refusal to follow the rules and regulations of Legacy Learning Center.

This policy does not alter the at-will nature of employment at Legacy Learning Center.

Inclement Weather Policy

In the event of inclement weather, Legacy Learning Center will follow Conway School Systems closure schedules. Inclement weather is unpaid time off for employees. Please check the local news.

Reporting Accidents

If an employee is injured at Legacy Learning Center, he/she must notify the Director, regardless of the seriousness of the injury. An incident report must be completed.

Personal Phone Calls

Personal phone calls should be made **only** during scheduled breaks. The employee should provide the telephone numbers for Legacy Learning Center (501-295-7311) as emergency numbers for anyone who might need to contact the employee during

scheduled work hours. If an employee receives an emergency call, the Director or designee will supervise children in the employee's classroom to allow the employee to answer the call. A message will be taken and given to the employee for nonemergency calls.

Cell Phone Policy

Use of personal cell phones is not permitted for personal use in classrooms including naptimes or on the playgrounds while working with children. Cell phone usage includes, but is not limited to, receiving, or making calls, text messaging, playing games, and checking voicemail. Personal cell phones are ONLY allowed to be used in case of an emergency to contact the Director or to call 911.

The first violation will be an automatic write-up. The second violation will be automatic thirty (30) day probation. Each employee must sign a cell phone usage form, which will be placed in the personnel records as written documentation that the employee has received notice of this policy.

Solicitation of Parents

Employees are prohibited from soliciting Legacy Learning Center parents, verbally or in writing, for any services, goods, products or donations.

Emergency Procedures

Both fire and tornado drills shall be practiced each month and everyone in the facility at the time of the drill is required to participate. Procedures and diagrams for evacuation during emergency drills are posted in each classroom. Each Legacy Learning Center employee will be trained in safety drill procedures and use of a fire extinguisher. A signed form verifying training in this area will be placed in the employee's personnel file. Flood, Utility Outage and Civil Disturbance Drills will be practiced quarterly, and documentation will be kept on file in the director's office.

End of the Day Procedures

The end of the day procedures shall be followed as posted in each classroom

WORKING DIRECTLY WITH CHILDREN

Greeting and Arrival Health Checks

Each child and parent should be greeted as he/she enters the room using a professional demeanor including a pleasant smile, gentle approach, and friendly greeting. Employees are required to check children upon entrance to Legacy Learning Center for any signs of contagious diseases (such as fever, rash, diarrhea, and vomiting). It is each employee's responsibility to ascertain wellness. Should an employee determine that a child might be ill, he/she should contact the Legacy Learning Center Director for appropriate action.

Daily Reports and Communicating Child Activities to Parents

Teachers will be required to keep Brightwheel updated with information about child's day.

Reporting Accidents that have occurred to Children

Guidelines for reporting accidents/incidents involving children:

- All accidents/incidents will be documented within 15 minutes of an accident or incident. The accident/incident form must be filled out completely.
- All accidents/incidents reports MUST be signed by the Teacher and Parent.
- The original form should be sent home with the parent. The copy of the form should be placed in the child's folder.

Recording/ Reporting Absenteeism of Children

Teachers should report any child who has been (unexpectedly) absent for three consecutive days to the Director. The Director will contact the parent and report back to the teacher the reason why the child is absent and note this in the child's file.

Reporting Licensing Violations

Any minimum licensing violations should be reported directly to the director. The director will contact LLC's licensing specialist. You have the right to request proof of contact with specialist or contact specialist directly.

Guidelines to Speech and Actions

One of the primary goals at Legacy Learning Center is to instill in children the concept of their uniqueness and self-worth. Children should not be labeled or ridiculed in any way - either publicly or privately. Instructions should be given in positive terms with the teacher telling the child what he/she should rather than what he should not do. Praise and encouragement should be for specific actions over which the child has control, e.g., "You really helped me when you put away the blocks." If a child is observed exhibiting negative behavior, go to the child and speak to the child in a calm voice.

Health, Safety, and Management of the Classroom

• Classrooms/Children

Each employee is responsible for maintaining a clean classroom. Children can be enlisted to help with the housekeeping chores of the room which will be a good learning experience for them.

• Hand and Face Washing

Policies set forth by the Department of Human Services stipulate that "Caregivers and children's hands must be washed with soap before lunch, snacks, and after toileting, and after each diaper changed, and as needed." Please follow the recommended technique of holding one's hands down so that the water runs off as soap and friction are used. Hand washing is still considered the best means of preventing the spread of germs.

Help keep the children clean by assisting the child in cleaning his/her face and hands, as needed.

- **Potty Training**

Children who are potty training should always be accompanied by an adult in the restroom. The following methods shall not be used in toilet training:

- Placing child on toilet or potty chair for prolonged time periods,
- Using harsh language,
- Punishing or berating in any way for soiling clothing,
- Using physical force to place child on a toilet/potty chair against his/her will.

- **Diapering**

The infant and toddler rooms have very specific procedures that must be followed when diapering. These instructions are posted in the rooms and need to be read and followed by any staff member working in these areas. **Never leave a child unattended on a changing table - not even for a second!**

Diaper Changing Procedure

See procedures as posted in classroom.

- **Lifting Children**

When lifting a child, it is essential that this be done with one of the caregiver's hand on either side of the child's body in the armpit area being careful not to pick up by arms. Do not lift a child by the hand or forearm as this may cause damage to the joints.

- **Supervision**

Never leave a room of children unattended! One second is time enough for a child to get hurt. If an employee must leave a classroom, he/she must wait for another teacher or assistant to relieve him/her. Employees may use their cell phone to contact the director if they require help immediately.

Toy Sanitization Procedure

- **Purpose:** To reduce the number of germs and therefore the spread of disease through cleaning and disinfecting of toys.
- **Washing Toys:** Good mechanical cleaning (scrubbing with soap and water) physically reduces the number of germs from the surface.
- **Disinfecting Toys:** Dishwashing/Washing Machine: Toys that can be washed in a dishwasher or hot cycle of a washing machine do not have to be disinfected because these machines use water that is hot enough for a long enough period of time to kill most germs.
- **Infant/Toddler Procedure:** Infants/Toddlers should not share toys. Toys that children put in their mouths should be washed and disinfected between uses by

individual children. If you cannot wash a toy, it probably is not appropriate for an infant or toddler. When an infant or toddler finishes playing with a toy, you should retrieve it from the play area and place it in a bin reserved for dirty toys. Toys in the dirty toy bin should be washed and disinfected at the end of the day.

- **Preschool Procedure:** Toys that are used by children > 3 years old and who do not place toys in their mouths should be cleaned at least weekly and when obviously soiled. A soap and water wash followed by clean water rinsing and air-drying is adequate. No disinfection is required.

Disciplining of Children

Legacy Learning Center believes in a positive self-motivating discipline. Children are expected to behave in child-like ways and should not be disciplined for such actions but should be redirected and praised for positive behavior to help them develop self-discipline. No physical punishment of any kind is allowed.

At times, when corrective behavior is required, time-outs may be used for children two and older and used only for such things as hurting others or destroying personal property. Time-out is scheduled for one minute per age, e.g., 2 minutes for a 2-year-old. Children are not to be placed in cribs for time-out but may be separated from their peers for a short period of time. Employees should notify the office of recurring behavior problems. Any method of discipline other than time out must be discussed with the Director.

Sleeping Arrangements

All doors need to remain open always during nap time with sufficient lighting to provide adequate supervision of the children. **Children are expected to lie quietly, but they do not have to sleep.** Sleeping children MUST be checked every thirty (30) minutes which means going to each child on a mat or in a crib and making sure they are breathing without obstruction.

Naptime allows time for teachers to prepare afternoon or next day's activities. Teachers may sit on the floor and pat a child to sleep but may not lie on the floor at any time. Disciplinary action will be taken if an employee is found asleep or suspected of sleeping during working hours.

In accordance with regulations, the supervised rest period must be at least one hour but not longer than two hours. There shall be a labeled, individual mat, bottom sheet, and adequate cover for each child. Sheets and covers shall be washed at least once a week. Once a sheet/cover/blanket has been used by a child, it shall not be used by another until it has been washed. Mats must be stored in a manner that will prevent cross contamination from one set of bedding to another.

Crib Bedding

Crib bedding shall be changed daily or more frequently when wet or soiled. A bottom sheet and adequate cover are required for children. Once a sheet or blanket has been

used by one child, it shall not be used by another child until it has been washed. Crib bedding must be changed when a bed has been used during an emergency drill.

Nutrition

Children shall not be forced to eat but shall be allowed to set their own pace. Employees shall eat with the children at lunchtime since this is a good opportunity to model table manners and encourage communication. According to the Child Nutrition Regulations, all food including bread and milk must be served to children. Food items should not be discarded **before** offering them to children. Water shall be offered to the children regularly throughout the day. Food and drinks that are not available to the children shall not be consumed by staff in the children's presence.

Infant bottles shall be prepared and heated in an area separate from the diaper changing area. A microwave should **never** be used to heat a baby's bottle. Hot tap water should **never** be used to prepare formula. Infants under six (6) months are to be held when fed and the bottle should **never** be propped with the child. It is Legacy Learning Center's policy that parents bring bottles already prepared and labeled with the child's name. Infants no longer held for feeding may sit in infant seats, low chairs, or highchairs. Safety straps shall always be used in highchairs.

Teacher/Parent Communication

It is Legacy Learning Center policy that the parent is informed about something nice about their child when the child is picked up from Legacy Learning Center. If a child is unable to follow classroom guidelines (e.g., hitting or not following age appropriate directions), a note will be written by the teacher, approved by the Director, and sent home with the child. If the situation continues, a meeting will be set up with the teacher, Director, and parents.

Playground

All children are expected to go outside unless it is raining or if the weather is extremely cold or hot. Children's coats should be zipped, and caps and gloves should be on before they go to play when weather is cold. If the weather is bad, the children will play in the gym.

Employees should be constantly watching the children. Employees should walk about the playground and be involved with the children. If more than one class is on the playground, staff members need to be on opposite sides of the playground, classroom, etc.

Sick Child Care Policy

Legacy Learning Center will attempt to keep rooms free of contagious and other childhood diseases with the cooperation of parents and Legacy Learning Center staff in following the sick childcare policy as follows:

- When a child returns to Legacy Learning Center after an illness, the parent should be questioned as to the child's condition and the cause of the absence.

- If it is necessary to remove a child from Legacy Learning Center due to an illness, the parent will be given written authorization as to when the child can return. The child must be free of fever/diarrhea/vomiting for 24 consecutive hours without the assistance of medication before returning to Legacy Learning Center. Employees are asked to please remind parents of this time schedule.
- All vomiting and diarrhea should be immediately reported to the Director and the child's temperature should be taken. The parent will be advised of his/her child's condition at that time. If the child's temperature remains in excess of 101 degrees orally (or 100 degrees axially [underarm]), and/or vomits 2 or more times or has diarrhea 3 or more times, a parent will be requested to pick up a child and remove him/her from Legacy Learning Center. The child may exhibit all the symptoms or only one.

Medical Plan

When a child has a medical issue or need for medication, a medical plan will be filed detailing those needs. A parent/guardian is responsible for filling out the detailed information including, but not limited to, the following information:

- Diagnosis or description of medical condition
- Medication required
- Specific dosage or treatment information
- Any other pertinent information

All medications will be stored in a locked area. The attending staff/caregiver will log any doses of medication on the medical form along with the time it was administered.

When necessary, parents will obtain an action plan from the child's doctor that outlines the steps to be taken in the course of treatment or if emergency treatment is needed. A signed medical form will be kept on file in the office with a copy in the child's folder in the classroom and details in the sub folder. Medication slips are available in the Director's office. All medicine must in the original container and stored in a locked area out of the reach of children. **Teachers are responsible for checking bags daily for medications.**

Educational Plan

When a child requires special educational services, the parent/guardian will provide a detailed IEP or information from the specialist in charge of the treatment. The plan will outline:

- Any adaptations needed in the classroom
- Therapy or treatment plans
- Any relevant testing information

Legacy Learning Center will make all reasonable modifications to our policies and practices to accommodate children with special needs. Each child will be evaluated on an individual basis by a specialist. After the evaluation, we will work with any specialist and family members inside or outside the classroom.

Copies of educational plans will be given to the classroom teacher and the original stored in the child's file, after a conference with Specialist and/or Parent, Director and Teacher has taken place to ensure understanding of said plan.

EMPLOYEE ACKNOWLEDGMENT - EMPLOYEE HANDBOOK

I, _____:

A. Agree to conform to Legacy Learning Center rules, regulations, practices, policies and procedures and any changes. I understand that the contents of Legacy Learning Center Handbook do not constitute the terms of a contract of employment and are not, in any way, a guarantee of continued employment with Legacy Learning Center. **I agree my employment is at will and can be terminated with or without cause, and with or without notice, at any time, at the option of either Legacy Learning Center or myself.**

B. Acknowledge receipt of Legacy Learning Center Handbook and acknowledge I have read the policies on non-discrimination, harassment, and the Family Medical Leave Act (FMLA). I will discuss with the director any portions that need clarification or explanation.

Employee Signature

Date

EMPLOYEE ACKNOWLEDGMENT - CELL PHONE POLICY

I, _____:

Acknowledge receipt of Legacy Learning Center cell phone usage policy and agree to conform to the rules, regulations, practices and policies regarding usage of cell phones during working hours.

Employee Signature

Date

EMPLOYEE ACKNOWLEDGMENT - Minimum Licensing Requirements

I, _____:

Acknowledge receipt of DHS Minimum Licensing Requirements and agree to conform to the rules, regulations, practices and policies regarding these requirements.

Employee Signature

Date

EMPLOYEE ACKNOWLEDGMENT - Fire Extinguisher & Emergency Procedures

I, _____:

Acknowledge that I have been taught how to use a fire extinguisher and have reviewed and been given a copy of the emergency procedures.

Employee Signature

Date