

GATEWAY LEARNING ACADEMY, LLC



EMPLOYEE HANDBOOK 2021

185 East Norwood
MEMPHIS, TN 38109

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Welcome Staff

Welcome to Gateway Learning Academy where we are Educating American's Children. Nothing is more rewarding than a satisfying work relationship. The academy's goal is to recruit the most qualified applicants who are committed to extending superior childcare. We are pleased that you have been selected as the most qualified applicant and that you have joined our team.

On behalf of management and fellow colleagues, we welcome you as a part of a professional organization that is committed to building a dynamic team serving children, and their families with a standard of excellence.

This handbook has been designed to help you grow professionally while providing exceptional service to our children (clients), and parents (customers). It also will help you understand the perimeters of your work, how to bond with your co-workers, and how to have a successful work relationship at the academy. You have been selected on the basis of your skills, talents, and abilities. In your selection, we have demonstrated our confidence in your potential, and we are confident that you will be successful.

The information contained in this handbook answers those questions concerning your position, and the perimeters of your position. Our goal is to help you become better acquainted with our program, and increase your comfort level so that superior childcare can begin the first day you begin working. Welcome aboard!

The Academy's Mission

Gateway Learning Academy provides quality service that promotes academic excellence, family values, interpersonal and multicultural skills to the children and families of the South Memphis and surrounding communities in order to enhance spiritual and economical growth.

The Academy's Philosophy

We here at Gateway are physically and competent in areas which enable our children to develop both emotionally and socially through close guidance, that each student might use his/her abilities to the fullest each day.

We believe that we must provide each child with a loving and caring environment, through interaction which encourages high self-esteem.

We believe that we must be supportive of our parents, teachers and staff in order to maintain our professionalism at Gateway.

Our Vision:

A childcare center that services the total child by providing a safe haven that ensures the child has an opportunity to develop.

In addition we are a Gold Sneaker facility. As a Gold Sneaker daycare, the following objectives have been incorporated throughout our curriculum:

- We offer our children at least 60 minutes of physical activity per day
- We have limited television and video viewing to 60 minutes per day of educational programs or less
- We do not allow children to remain sedentary or passive for more than 60 minutes continuously
- We work to ensure physical activity is a positive experience
- We work to ensure appropriate feeding patterns and we welcome parents who are breastfeeding
- We work to ensure appropriate feeding patterns, including adequate time for meal consumption
- We work to ensure appropriate infant and child feeding patterns, including appropriate portion sizes
- We promote a positive attitude toward food, and
- We maintain a tobacco free campus.

The Director's Mission

As the Director of Gateway Learning Academy, my mission is to positively impact the quality of life for young children who spend their time in our program. I will accomplish my goals by creating an exciting program, hiring professional, energetic, and a talented staff, which will provide exceptional customer and client services to families. My hope is that every child who attends our program will be touched in a positive and loving way.

Our Staff Believe

As the Gateway staff, we pride ourselves in our commitment to young children. We are a team who believes that children deserve a positive environment. Gateway Learning Academy is staffed by professionals who are deeply committed to the children's well-being and satisfaction.

We believe young children need a balance of rest, relaxation, and stimulating activities. We understand that the most powerful influence in teaching young children is the examples set by adult behavior. We are proud to be a part of that team effort in modeling for the next generation.

EOE Policy

The academy's policy is to recruit and hire employees without discrimination or regard to race, religion, sex, age, and national origin. The equal employment policy shall apply to all

employees with respect to compensation, recruitment and opportunities for advancement as well as termination. The academy is an equal opportunity employer.

Active Employment at the Academy

To be considered an active employee of this program, each person shall complete and submit the following:

- Completed Employment Application
- Resume'
- Criminal Record/Background Check
- TB Test (Tuberculosis)
- Three Letters of Recommendation
- W-4 Form
- Willing to attend workshops/ training sessions to receive 18 to 24 hours annually

Probation Period

Starting a new job can be a challenge and sometimes a stressful time. The Probation Period is a time for employees to become familiar with work routines and gain new skills, and exercise newly learned abilities. It is a time to evaluate the work relationship.

Feedback is freely given and expanded between both parties. The length of the Probation Period is **90 days**. At that time, new team members will have an opportunity to receive a formal evaluation highlighting strengths and areas that need to be refined. In addition, during this time, you can be separated without any explanation. Half way through you may be evaluated on job performance for various recommendation which way include (*termination, job pay increase, recommendations, etc.*). However, if no changes are needed, an **annual formal evaluation** will be held with all staff member.

Personnel Records

Good records will protect us from potential confusion. The Academy maintains employee's work related files, which includes an annual record of employee's wages, deductions and withholding tax information. The information is maintained to properly account for federal and state agencies, which are required by law.

Because of the confidentiality and personal nature of the information, only administrative personnel have access to the information. Completed files become property of the Academy, and must be kept three years after the work relationship has ended.

Payroll Procedures

People work hard for their money and getting a paycheck is a rewarding experience. So that our employees are completely informed about the Payroll Process, it is important to carefully read the information contained in our revised below policy:

- **How are employees paid?**
Employees are paid on a professional scale.
- **When are they paid?**
Pay periods are the 15th and 30/31st of the month.
- **How is payroll calculated?**
The first pay period covers from the 1st day worked to the end of the pay period week. The pay period ends on the 13th and the 28th of each month in order to get process before the 15th and last of the month (30th or 31st). However, if the 13th or the 28th is on a Friday, you may not receive your checks until the 16th or 1st which is that Monday. If you do not receive your check after this time frame, please come to the office and speak with Mrs. Briggs. It is not necessary to call anyone else, call Mrs. Frankie Briggs, since she is over payroll.
- **Are employees held back a weeks' pay?**
The answer is No. Compensation is not withheld or delayed. It runs concurrently.
- **When do I get my check?** Pay roll is ready for distribution each payday by 4:30 p.m.; however, if payroll is on Sunday, you will receive it on that Monday by 4:30 p.m. or when the carrier from ADP drops them all (They have given us a 3:00 p.m. deadline).
- **When do I get benefits?**
Gateway's benefits are available to **full-time** employees after twelve months of consecutive employment. You are full-time if you work 8 hours a day and/or you hold the position of the Cook (7 hours) at Gateway Learning Academy, LLC.
- **What are my Benefits?** Benefits include (*must be full time and have worked for 12 months*): Holiday Compensation, Vacation and Illness Days, and Discounted Childcare.

Holiday Pay

We observe the following paid holidays each year:

- **New Years Day**
- **Martin Luther King Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **Day after Thanksgiving**
- **Christmas Day**
- **President Day**
- **Good Friday**
- **Two (2) Professional Development Days (TBA)**

Holiday pay is calculated at the normal hourly rate for a normal day. Holiday falling on Saturday and Sunday are taken on the proceeding Friday or the following Monday. In order to receive holiday pay, staff is required to work the day after the holiday. This excludes vacation time.

Vacation Pay (also see PTO)

Vacation time is accrued at the rate of .77 hours per week for full –time employees. At the end of one year, staff will earn forty hours (one week) of vacation time. This time is earned only for the weeks worked. Vacation days are earned beginning on the staff's anniversary date, and should be taken by the end of the anniversary year. Vacation time not taken will be lost. There will be no cash payment for vacation not taken.

Illness Days

After twelve months of consecutive employment, full-time staff receives three days per year for illness. Sick days are not used in advance and are not carried over from year to year. Illness/sick days are not payable upon separation of employment. For death in your immediate family, you will receive three (3) personal days with pay.

Working Hours

Flexibility is the key component to job satisfaction. As the academy's management team offers flexible work schedules for employment, a high emphasis is placed on staff's commitment to what has been set.

Schedules are designed with employee's input, and a high level of trust is placed in the execution. The academy's hours are from 6:00 a.m. to 5:30 p.m., Monday-Friday. The Academy is open year round, and however employment is based on the nine months school year and the work day hours are detached by the number of children in attendance in your assigned classroom. In addition, changes in enrollment dictated the number of scheduled hours per week. As a result, staff members' hours maybe reduced during the summer months due to regular school hours. Workers will work two to three hour less and will be given the opportunity to do odd jobs (such as; cleaning toys, etc.) inside the center to make this time, if they desire.

To product superior childcare-those hours must be manned to be in compliance with the academy and state regulations. Excessive deviation from a committed work schedule produces stress, disharmony, and interruption of the flow of the children's program. Staff may not clock anyone else in or out. Caregivers who place a high emphasis on work ethics have successful attendance records. We are confident you will make every effort to be on time and dependable for your schedule. In addition, you are required to give a 48-hour notice if you are going to be absent from work. If extreme emergency and a 48-hour notice can't be given, it would necessary to have a doctor statement upon returning or proper paper as it relates to the incident.

Advancement Opportunities

Career growth is important to professionals. It is management's goal to give employees the opportunity to grow within this organization. Positions that come available will be posted. Interviews will be held. The decision to promote from within will be made on the basis of skills, talents, abilities and the job match. Seniority will be calculated but will not be the sole reason for advancement before outside talent is scouted. Letters of interest should be submitted as job positions become available.

The positions with the Academy are Administrative, Assistance/Associate, Teachers, and Transportation Specialist.

Employees are encouraged to prepare themselves for the assumption of greater responsibilities since it is the hope that the academy will promote from within whenever possible. Such advancement is based on merit, determined by performance on past and present assignments. The following professional factors are evaluated in consideration for advancement:

- Effectiveness of Performance
- Ability to work efficiently with other employees
- Creativity, Dedication, Appropriate Experience
- Educational/Professional Credentials

Drug Free Environments (See attached Drug Policy)

Safe environments create productivity. Every employee needs to feel safe to work. To produce that, the academy maintains an environment that will remain free to tobacco products, drugs and alcohol. **Random drug tests may be given at any time.** An employee who used or possesses any type of illegal narcotic or alcohol on the premises during working hours constitutes grounds for immediate dismissal. In addition, there is no smoking of any kind within 50 feet of the daycare and you can not smell of smoke (3rd hand smoke) serving children, according to DHS rules and policy (revised June 2018).

Work Place Harmony

Nothing is more rewarding than enjoying your work! Staff harmony just doesn't happen. It takes a concerted effort on everyone's part – working together to create an atmosphere that is appealing.

Our goal is to value and recognize each one's individual uniqueness and diversities that each person brings to the academy. Team harmony will be destroyed by being judgmental, speaking negatively about a co-worker, telling someone else instead of the person who should be told, not being friendly, using harsh words.

We are convinced you desire a rewarding experience at work, too. We believe that team harmony transform jobs into play if we follow the Golden Rules of a Professional Conduct. Our goal is to have a team that not only loves the children but also loves coming to work.

Staff harmony is important to superior childcare. Often adults who work together do not always get along. As natural as that is – it can create tension that can affect the quality of services delivered. Preventative measures can ensure a cooperative and respectful work environment.

Classroom Interaction

In our classrooms, we commit to ensuring that children need self-directed activities guided by and observant teach Children's needs come first and they are important to gain attention just by their presence, not by having to ask or use inappropriate behavior. Children must be praised for what they do. Our guidance should resolve around building a child's self-esteem while teaching self-discipline. Children need to be greeted and sent home with a SMILE!

Children's activities must be age-appropriated, planned, stimulating, and executed in a fun and safe manner. As teachers, our mission is to show love and respect in a caring, encouraging and friendly manner. Children should be within sight and sound at all times. A variety of well-planned activities minimize accidents. When accidents do occur, complete an Incident Report after taking care of the injury. Incident reports must be signed and recorded on the accident log by a manager or teacher and reported immediately to the director and parent. The parent of the injured child must be contacted as soon as possible and the incident must be shared. Failure to contact the parent/guardian and director can result in disciplinary actions. **All children will receive a daily progress report which includes: daily activities, food intake, diapering schedule, supplies needed, and comments on child's overall day.**

Academy Appearance

Professionals enjoy working in an organized, clean, and pleasant environment. Not only are great environments a powerful teaching tool for young children, it shows parents and co-workers your respect and concern of the academy's property, and displays your dignity for the teaching profession.

Be proud of where you work and what you do and it is shown by taking pride in your classroom by how it is decorated, and maintained. We are confident, that the way you manage your room will increase the respect you are shown as a childcare professional. Teachers who do not place a priority in taking the initiative in keeping their classrooms neat and clean will invariably experience decreased recognition, lack of respect, and direction from the administration. We are confident – you will do your best. Make your work area a place to be proud of.

Child/Parent Interaction

Positive parent interaction adds to the richness of a career in caring. It is the academy's goal for parents to consistently interact with staff as professionals. Caregivers in turn earn Parent's respect and cooperation by providing a safe and trusting environment for their children. Caregivers that have a basic knowledge of child development, and the ability to provide a learning environment or age-appropriate interesting activities further enhance parents' trust and acceptance.

Good communication skills and the ability to solve problems, effectively strengthen professional bonds with families. The Director approves newsletters and formal communication before they are sent out. Staffs who experience or anticipate a conflict with a parent should seek administrative support. Staffs who are unsure of answers to parent's questions should direct the parent to a manager. Childcare is an emotional-buy. Nothing tugs at a parent's heartstrings like their children. Many negative situations can be avoided or overlooked if empathy is extended.

During the first week of care, staff encourages new children to participate in activities. Introduce the child to others. If the child cries, comfort the child and redirect the child to an interesting activity with the other children.

Parents, who are encouraged to be a part of the academy at every opportunity, feel a sense of contribution to their child's early education. It is a part of the academy's mission to recruit family support and encourage parental interaction. The results are confirming for the child, parent and academy. Parent meetings are held monthly. Parents can participate in parent education programs and volunteer activities.

Playground Interaction

Playground Safety is an important part of our playground rules.

It is our goal for each staff member to be actively involved with children's play while on the playground. Chatting with colleagues or sitting uninvolved is not appropriate during working hours; interacting with children is the primary focus.

The second goal is to have each corner of the playground covered with supervision during playtime. Accidents occur very rapidly. With proactive staff, interventions can stop accidents before they happen, visibility will be increased when accidents do occur, and appropriate documentation can be supplied when filling out the accident forms.

We are confident your cooperation will prevent children's pain and suffering, and ensure every child will have many happy hours of safe outdoor play while at the childcare center.

Thank you for your assistance with the playground procedure. Your anticipation will decrease the eminent threat of accidents on the playground.

Dress Code / Appropriate Attire

All staff personnel are required to wear uniforms Monday – Friday. Also, discretion should be exercised if a decision is made to receive body art or body piercing. The Academy requires any body art-work (tattoos) to be covered during work hours. Bodies piercing such as tongues and eyebrow rings increase safety risks to the staff and children. Because of the safety risks involved to children and staff, body rings other than earrings are unacceptable to the work environment. Exceptions are noted for cultural or religious requirements. We are positive you will exercise good judgment in choosing professional work attire. Remember the old saying “when in doubt don't do it.”

Confidential Guidelines

Childcare professionals respect families, children's and colleague's privacy. Information shared within the childcare center is regarded as sacred and confidential. When confidentiality is not respected misunderstandings, hurt feelings, shattered relationships, laws are broken. Repeating information that is sensitive damages the self-esteem of children and colleagues.

Assistance with concerns or challenging situations is discussed with leadership. We are convinced that staff understands the need and necessity for our commitment to this valuable policy.

Information that is valued and guarded ensures that each person is treated with respect. With this comment to confidentiality in place, the academy will be a safe haven – a place of security is our goal – keeping the information confidential ensures that mission.

Zero Tolerance for Abuse

Children who attend our program are to be cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, we have set a policy that is meant to protect both the children in our care and to colleagues we work with at the academy.

It is our goal to employ childcare professional who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in the programs care. We are very dogmatic in our commitment to consistently enforce the **Zero Tolerance for Child Abuse**.

Children in our care should expect to be treated with kindness, concern, and respect at all times. Any evidence of physical abuse or sexual misconduct will be grounds for immediate dismissal. In addition, an employee who exhibits unprofessional behavior that could be misconstrued as abusive can be dismissed from the work relationship without access to and accrued benefits or assistance in legal representation. **Staffs are advised that corporal punishment or physical discipline be defined as abuse.**

Conflicts of Interest

Not many people enjoy dealing with a conflict. As a professional childcare provider, we are confident you understand the value of commitment. That commitment results in refraining from accepting another position that would be in direct competition with your current job at the academy.

If you decide a second job becomes necessary, please keep the following consideration in mind. It is considered a conflict of interest if you accept a position at another childcare center while working at this one. Additional employment can't interfere with your working hours, energy level, or flexibility to work extended hours in an emergency.

Extreme caution in providing childcare after hours to academy families should be exercised. Although management does not prevent any employee from doing so, confidentiality laws that govern employees' behavior do not exist after center hours. It is not professional nor is it ethical to discuss the center, another child, or employee outside the academy.

Childcare professional places the utmost importance in being a person who is dedicated to their career in caring. Thank you for abiding by this policy. We are confident it will prevent any unnecessary confusion or conflict.

Emergency Leave of Absence

Eligible employees must have worked a twelve-month period and have worked at least 1,250 hours. Basic leave provisions are birth or adoption of a child, care for seriously ill spouse or child. Please see the Director or Owners if you need to exercise this option.

PTO (Planned Time Out)

Planned time off releases a staff both physically and mentally! Everyone needs a day off in peace. Management goal is to give that to staff members. In order to be successful in the mission, staffs who request time off early tend to have their request granted.

Teachers, who wait until the last minute to ask off for a doctor's appointment or a family activity, experience increased frustration, stress and anxiety. That is not management's goal, but our first loyalty is to the children in your group. We confident you will make every effort to give management enough notice to plan your – PTO.

Annual Feedback

Every employee needs and wants to know "how am I doing?" Constructive feedback give through the formal evaluation process is critical to answering that question. It is our goal to provide staff with verbal as well as written feedback on a periodic basis. Staff, who value professional growth, will invest the time and energy necessary to their career development. Annual evaluations are given on staff's anniversary month.

Plan of Action

Perfect people just do not exist. To assist staff in the professional growth process, the academy uses a progressive series when a staff needs to change an undesirable or inappropriate behavior. When staff performance needs to change, feedback and counseling will be given. Staff will have an opportunity to modify work behavior to come into compliance with center policies, procedures, and culture. Staffs who choose not to accept instructions or come into compliance are at risk of having their work relationship separated.

Staff Boundaries

It is management's mission to set guidelines or boundaries to produce a successful working relationship for employees within the academy. These boundaries are set to ensure respect for positions and authority, to eliminate confusion, and prevent disagreements among staff. While the academy is team oriented, leadership is important. The following information will help you understand your limits of authority.

The Director and assistant director has the authority to recruit hire, train, coach, and separate working relationships. All necessary authority is granted to this position to carry out the functioning of the organization. New Staff members, all those in the probation period, should seek guidance from their mentor before discussing any negative situation with a parent.

Guidelines for using the Corrective Action Form

**PERFORMANCE MANAGEMENT:
Employee Corrective Action Steps**

The Director has the right to change, modify or approve exceptions to this policy at any time with or without notice.

Steps	Action Taken	Other
1st Offense	Verbal Warning with Corrective Actions Given	Documentation on a written form
2nd Offense	Written Warning with Corrective Actions Taken	<ul style="list-style-type: none"> • Fines Incurred (if property loss or damage is involved) • Days given off with pay • Days given off w/o pay
3rd Offense	Written Warning with Corrective Actions Taken (Letter may be given with overall violations, summary of incidents, disciplinary actions, and future actions if necessary.)	<ul style="list-style-type: none"> • Fines Incurred (if property loss or damage is involved) • Days given off with pay • Days given off w/o pay • Employee will have an opportunity to put in writing plans to correct he/her actions/offense
4th Offense	Request for Termination (RT)	All actions have been exhausted and no changes
The following is a list that will result in immediate separation of the work relationship:	<ul style="list-style-type: none"> • Child Abuse which equals spanking, shaking, biting, or yanking a child • Child Endangerment which equals leaving a child or a group of children unattended where serious harm could result • Theft of academy/center property or personal property of that of a co-worker or parent • Insubordination to Management • Destruction of Property • Other Infractions deemed inappropriate in a professional working environment where the lives of young children are at risk. 	

Explanation of Fees Paid to Center:

All employees will receive a 30% saving on childcare fees (pay incentives).

Holiday payment

During outlined holidays, if the holiday falls on the weekend, the holiday will be taken Friday or Monday. (So you can plan ahead, a yearly calendar will be provided with exact closing days) please see the director. Again, there is no reduction in rates or fees for days the center is closed. Your tuition will remain the same whether your child attends 2 days or 5 days a week.

Vacation Credit:

Your child may be absent from the center (1) week per year without charge, after 6 months of enrollment. Please let us know when you plan to use your free week of vacation. If your child is out more than a week, a full tuition will need to be paid to hold your child’s slot. Otherwise, the slot will be filled.

(Vacation Credits cannot be carried over into the next year.)

- Childcare fees for 2021-22
- GLA is licensed to accept
- Registration Fees.....\$ 150.00 per child (Non-refundable)
- Infants program (6-weeks – 18 mos)..... \$255.00 per child
- Toddlers (19 mos. – 30mos).....\$178.00 per child
- Pre-School (31 mos. -47yrs..... \$138.00 per child
- Pre-School (48 mos. -60yrs..... \$125.00 per child
- School Age (In).....\$105.00 per child
- School Age (Out).....\$125.00 per child
- Mat fees.....\$15.00 annually
- Tutorial Program\$25.00 per hour
- Occasional Care.....\$35.00 per day

A summer program will begin the end of May and the total cost will be \$600.00 per participant (not currently enrolled in center).

Please direct any questions a parent may have concerning payments to the center’s Director or Owners.

Food Employee illness Reporting Policy (Signed copy is maintained in staff files)

Health Issues:

Our goal is to provide a healthy and clean environment for the children in our care and our staff. We plan to implement this by maintaining accurate and up to date health records on each child and by adhering to all state rules and regulations as it relates to our staff and children.

Sickness and/or Illness of Staff member:

1. Please be advised we can't take care of children; if we are ill.
2. In the event you become ill while at work, you will be isolated and your emergency contact person will be notified immediately.
3. You may be required to go home. Some of the symptoms may require you to be seen by a doctor before returning to the work.
 - Fever of 100` F or above
 - Two or three incidents of vomiting
 - Two or three incidents of diarrhea or loose stool
 - Swollen, red eyes with drainage
 - Extreme coughing and sneezing

Employee Handling Food - Illness Reporting Policy

The purpose of the Food Employee illness Reporting Policy is to ensure that all employees notify the Owner/ Director or other "person-in-charge when they experience any of the conditions listed so that appropriate steps are taken to preclude transmission of food borne illness or communicable disease.

Policy

Gateway Learning Academy, LLC is committed to ensuring the health, safety, and well being of our employees and customers and complying with all health department regulations. All food handling employees shall report if they are experiencing any of the following symptoms to administration:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions (such as boils and infected wounds) containing pus on the fingers, hand, or any exposed body part, regardless of size.

Employees handling food should also notify their Director whenever diagnosed by a healthcare provider as being ill with any of the following diseases that can be transmitted through food or person-to-person by casual contact such as: salmonellosis, shigellosis, escherichia coli, hepatitis A virus, or nor virus. This includes other symptoms of contagious diseases such as chicken pox, measles or ringworm.

Special Note: **YOU** may return to the academy when you have been released by a doctor or cleared by the health department after you have been treated with medication for a specific illness. A clearance letter will be required that states that you can return to work. Any violation of this Food Employee illness Reporting Policy is grounds for termination.

Other: Tidbits

- All employees are responsible for scheduling and attending all TN-CCPT training hours. Each employee is required to have 24 hours a year. Annual training on the food program and DHS updates by Director. (***Focus on the rating scale classes for your area.***)
- All employees are asked to keep the teacher lounge clean. The sofa is for everyone to sit on, not just for one person, do not put your feet on the sofa, and keep your shoes on. In addition, each employee is responsible for the area assigned to sanitize and clean daily (2-step process on tables, sink, changing tables, restroom stool, etc.) Also, when you clean any area at the end of the day do not mop if you haven't swept the floor first, properly clean the toilets and under it as well around the seats.
- Each teacher is responsible for fixing a bleach bottle daily, those are the rules, we change bleach water daily... as a matter of fact, once you close your area for the day, pour out the bleach bottles... and your soap and water is needed. In addition, all garage cans must be emptied. There should not be anything in them at the end of the day.
- In the boiler room, all brooms and mops are placed upside down in their proper areas. Clean out the bucket and mop by using bleach and clean water.
- Do not eat or go into the food pantry, unless you have permission. Do not eat food from the refrigerators or drink the milk or juice without permission.
- Failure to report back to work on time will result in being placed on suspension for 3 to 5 days and possible dismissal. For example: come back from lunch on time, etc.
- Remember to lower your voices in the building especially when guest are in the building. Also, all teachers please sit at an angle so you can watch all children at all time. Stock your room with the necessary supplies before you leave for the day. During naptime, your assigned room should be as a quiet game zone, not disturbing the other areas.
- Wash and clean all dirty toys, wipe down your shelves for dust in a timely manner
- Don't forget to move and sweep under the furniture at least once a week
- All toys should be store in it proper cubbies before leaving each day and keep all the cubbies clean out and labeled. In addition, don't let paper hang off the walls, keep the room up at all time, and do not let the children destroy the books, toys, etc.
- **Finally, secure your children before you leave the room.**