

Above & Beyond Preschool



# EMPLOYEE

**HANDBOOK**

**(revised 9/14/2020)**

## **Welcome to Above and Beyond!**

It is our Goal to make each employee feel completely at ease. As an employee of Above and Beyond you will always be expected to exemplify excellence and quality of service and care . By following the employee policy and procedures outlined in this handbook, you will meet and exceed the standards set forth by childcare licensing.

This handbook is to provide you with information about our policies, procedures, rules, and present benefits. If this does NOT answer your questions with complete clarity, please feel free to ask the Director/Owner for assistance with any issues.

### **AT WILL EMPLOYMENT:**

This handbook is prepared to provide you with information and guidelines. It is NOT a contract of employment between Above and Beyond and you, as the employee. Since Florida is an at-will employment state, you are NOT under contract for employment. Thus, employment with Above and Beyond is NOT for a definite term. The center or you may terminate employment at any time, for any reason, or for NO reason at all.

### **STATEMENT OF POLICY:**

Above and Beyond strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, and or training on the basis of qualifications without regard to age, color, religion, creed, gender, national origin, age, marital status, veteran status, sexual orientation, or the presence of a handicap or disability.

Above and Beyond guarantees fair treatment of all employees. This center strives to maintain a work environment in which all staff members are free from harassment, and expressly prohibits any form of unlawful harassment of employees and or co-workers on race, color, religion, creed, gender, national origin, age, marital status, veteran status, sexual orientation, or the presence of a handicap or disability. However, all employees must be physically and mentally able to safely care and supervise young children.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

To provide equal employment and advancement opportunities to all individuals, employment decisions at Above and Beyond will be based on merit, qualifications, and ability.

## **ACCIDENTS OF CHILDREN ENROLLED:**

All accidents must be reported immediately to the Owner/Director or person designated by the Owner/Director left in charge of the center in their absence. Accident reports must be made in writing, signed by the Owner/Director (or designee), copied for the child's file, and a copy must be given to the parent on the date of the incident.

\*Use risk management procedures and protocols to keep classrooms and the outside area free from hazards.

## **POLICY OF UNIVERSAL PROCEDURES AND PRECAUTIONS FOR BLOOD AND OTHER BODILY FLUIDS AND CONTAMINATES**

### **Standard Precautions**

Standard precautions apply to the care of all students, irrespective of their disease state. These precautions apply when there is a risk of potential exposure to (1) blood; (2) all body fluids, secretions, and excretions, *except sweat*, regardless of whether or not they contain visible blood; (3) non-intact skin, and (4) mucous membranes. This includes the use of hand hygiene and personal protective equipment (PPE), with hand hygiene being the single most important means to prevent transmission of disease.

Personal protective equipment is used as a barrier to protect skin, mucous membranes, airway, and clothing, and may include gowns, gloves, masks, and face shields or goggles.

The following list of standard precautions is not all-inclusive and contains some of the most used recommendations for healthcare workers.

### Hand Hygiene

Hand washing with soap and water for at least 20 seconds, making sure not to use clean hands to turn off the faucet, must be performed if hands are visibly soiled, after using the restroom, or if potential exposure to spore-forming organisms.

### Hand Hygiene Indications

- Before and after any direct student contact, whether or not gloves are worn.
- Immediately after gloves are removed.
- After touching blood, body fluids, secretions, excretions, non-intact skin, and contaminated items, even if gloves are worn.

Gloves-Must be worn when touching blood, body fluids, secretions, excretions, mucous membranes, or non-intact skin. Change when there is contact with potentially infected material in the same patient to avoid cross-contamination. Remove before touching surfaces and clean items. Wearing gloves does not mitigate the need for proper hand hygiene.

Mask, Goggles/Eye Visor, and/or Face Shield-Wear a mask and eye protection or face shield during procedures that may spray or splash blood, body fluids, secretions, or excretions. i.e. changing a diaper

### **Transmission-based Precautions**

**Airborne and Droplet Precautions**-These precautions are used with students during this time with Covid-19.

### **STATE LICENSING RULES AND REGULATIONS:**

ALL staff is expected to be knowledgeable with the Minimum Standards for Childcare. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

- Staff at our childcare center must be 18 years or older and have a high school diploma or equivalent.
- Each staff member must be certified in First Aide/CPR and Infant CPR.
- All staff members must have all state documents filled out and completed in their files. before they are hired.
- Each staff member must be cleared through the State of Florida with an FBI criminal background check and finger printing prior to starting work and then annually.
- Each staff member must obtain 40 in-service training hours annually.
- - Employees have 90 days after being hired to start their 45 hours of DCF training and then have 12 months from the date of starting to complete the 45 hours.

### **SEXUAL AND OTHER UNLAWFUL HARASSMENTS:**

No harassment will be tolerated in any way, shape, or form.

\* Immediate termination for any actions related.

### **PUNISHMENT OF CHILDREN:**

We are by state law limited to “time out” ONLY as punishment of children. Any physical pain on a child as means of controlling behavior will NOT be tolerated at Above and Beyond.

\*You will be immediately terminated, and charges will be filed against you

### **CHILD ABUSE PREVENTION POLICY:**

The mission of Above and Beyond is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that, this policy seeks to assure that our center is continually

working towards providing an environment safe from physical and sexual abuse for those participating and receiving childcare services. All employees should have a good open line of communication with parents of the children enrolled. We operate with an open-door policy at all times.

### **GROSS MIS-CONDUCT:**

Some offenses are so serious that they can result in termination without warning: Listed below are some but, not limited to:

- Inappropriate behavior towards students, other employees, or parents
- Neglect or physical abuse of a child -Withholding food, nap, or other comfort from a child
- Failure to report to work without calling in
- Falsification of center records
- Working under the influence of alcohol or illegal drugs
- Smoking in the center or on center grounds
- Conviction of a felony while employed at center
- Fighting, threatening violence or disruptive activity at workplace
- Leaving children unattended (inside or outside)
- Allowing a child to leave the center with an unauthorized person
- Sleeping on the job
- Habitual absenteeism or tardiness
- Sexual or other unlawful unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer owned property
- INSUBORDINATION that shows gross disrespect such as threatening, profanity, or yelling at the Director/Owner or persons left in charge of center.
- UNAUTHORIZED use of telephones, mail system, or other center equipment.
- NO CELL PHONES DURING BUSINESS HOURS -Cell phones need to be locked up in employee lockers as well as a purses and personal items.

Possession, Distribution, Sale or Transfer, or use of Alcohol or Illegal Drugs in the workplace, while on duty, or while operating center equipment.

-UNSATISFACTORY performance and conduct -Sharing confidential information about center and its employees

-Promoting and sharing RUMORS or NEGATIVE information about Above and Beyond Preschool.

\*There will be repercussions to any violations of the above rules. Depending on the severity of the offense and the Director/Owner discretion, violations may be followed by warning, two-day suspension, and/or termination of employment.

### **CONFIDENTIALITY:**

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a NEED TO KNOW basis only. \* This is a code of ethics.

### **REPORTING ABUSE OR NEGLECT:**

All employees must report all actual or suspected child abuse of any child attending the center as soon as possible to the Director/Owner or persons in charge.

Florida Law requires ALL abuse calls to be reported to 1-800-962-2873.

NOTE: Employers are prohibited from retaliating against caregivers who make reports in good faith.

### **EMPLOYEE STATUS:**

Full-Time employees will work a 40 hour per week schedule. Anything less is considered a Part-Time employee.

### **STAFF SCHEDULES:**

Each classroom can have up to 2 or 3 staff members. Each staff member has a different schedule to accommodate the room.

### **REQUESTING TIME OFF:**

Request must be made 14 days in advance. Forms must be completed and returned for approval. If forms are not approved TIME OFF is not approved. Do not assume because you turn in a request that it is automatically approved. All classrooms must have complete staffing and we must take that into consideration before time off will be approved.

**ABSENCES:**

All staff members must call two (2) hours before their scheduled work time. This call must be placed to Tina Carstensen Director at (561) 853-7410 or Neil Kaufman Owner 561-951-6800

**CAR TROUBLE:**

Please arrange with a family member or a friend to arrive at work in a timely manner. It is your responsibility to notify the center if you are going to be late or absent. Failure to do this could result in immediate termination.

**PARKING OF YOUR CAR:** Please do not park in the owners spot, where the vans are parked or any place that blocks all driveways from EMC/Fire department from pulling in. Meaning always keep a lane open .

**CLOCKING IN AND OUT:**

For your work time to be accurate, you are responsible for clocking in & out daily using through Procure. This is the most effective way to document your work time. All employees are required to clock in and out when they come and go from the center. Failure to clock in and out may result in a delay of payment of wages or not being paid for those hours that are not clocked in.

**ORIENTATION:**

All new employees will be orientated to the Above and Beyond policies and procedures. Such an orientation should begin the 1st day of employment and continue throughout the first 30 days. It is always each staff member's responsibility to uphold center expectations . The orientation program will cover the following: -Review of Above and Beyond policies

- Training in Emergency procedures
- First Aid procedures
- Job responsibilities and other duties as assigned
- Training to recognition of childhood illnesses
- Review of child abuse and neglect laws reporting procedures

**TRAINING REQUIRMENTS:** Each staff member is responsible for 40 in-service training hours annually. The center will not pay for the 40 hours per year required. These hours are on

your personal time and will not be reimbursable. However, Seek and Primetime does pay for a lot of these hours.

\*All staff members must complete the following training:

- CPR/First Aid
- Shaken Baby Syndrome
- Health Safety and Nutrition

All staff members must complete health safety and nutrition course before they can be left alone with children. They will also be responsible for knowing the locations of all fire exits and the emergency evacuation plans.

### **INTRODUCTORY PERIOD:**

Each Staff member is on a 90-day probationary period. This gives the center time to determine if you meet our expectations to be a member of Above and Beyond Preschool.

### **EMPLOYMENT TERMINATION:**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Failure to report to work or from lunch breaks unless authorized by Director
- Violation of Any State Minimum Standard Laws
- Violation of Any Above and Beyond Preschool policies

Listed above are reasons for immediate termination without any notice of dismissal. You will not be eligible for unemployment. All are just cause reasons for termination.

### **OUTSIDE EMPLOYMENT:**

If Above and Beyond determines that an employee's outside work interferes with their performance and ability to meet requirements of this center, the employee may be asked to terminate the outside employment if he or she wishes to remain with Above and Beyond.

### **POSITIVE DISCIPLINARY ACTION:**



You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally will make mistakes and need guidance for optimal performances of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed.

\*Written warning, written improvement plan, administrative leave without pay, and or termination.

### **PERSONAL APPEARANCE:**

Dress, grooming, and personal cleanliness standards contribute to the morals of all employees and affect the image of Above and Beyond.

All employees should wear the following:

Above and Beyond T or collared shirt, Black or khaki pants/shorts.

Close toe shoes are a MUST. Black shoes/sneakers only

Fridays are dress down day and School tee shirt is allowed. Denim is allowed on Fridays (no rip, tears, or holes)

**NO OPEN TOE** shoes will be permitted during working hours of operation at Above and beyond.

**Jewelry:** should be conservative. Long chain necklaces or pendants should not be worn. Earrings should be small, conservative to prevent children from grabbing and pulling loose.

**Piercing:** Large piercings are NOT acceptable at Above and Beyond. Any piercing that is noticeable will be asked to be removed. We are in a business to care for children and we must maintain a professional appearance.

**NOTE:** Employees that report to work in-inappropriately dressed will be sent home and directed to return when they can follow Above and Beyond dress policy. Consult Director if you have any questions.

**SMOKING OR ALCHOL:** Prohibited on the center premises at all times.

**PROFESSIONAL DEMEANOR:** Demeanor involves your manner and your non-verbal/verbal tone and gestures. At Above and Beyond each caregiver/teacher must be conscious of their emotional undertone that they are exuding.

Four characteristics to Maintaining a Professional Demeanor:

-Pleasant smile

- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

**NOTE:**

All employees at Above and Beyond will greet each parent and child with a smile to let them know that you are genuinely happy to care for their child.

**PERFORMANCE EVALUATIONS:**

Each employee is on a 90-day probationary period from their date of hire. You can be terminated during this time without JUST CAUSE and NO UNEMPLOYMENT benefits will be offered to you.

**OPERATING POLICIES**

**HOURS OF OPERATION** The hours of operation of Above and Beyond Preschool are 6:30 am to 6:00 pm daily.

**STAFF AND PARENT INTERACTION-** Teachers are encouraged to communicate with parents on all issues related to their child and the school. All communications should be documented in writing and added the child's file.

**JOB DESCRIPTIONS-**

- 1) Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- 2) Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- 3) Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- 4) Establish and enforce rules for behavior, and procedures for maintaining order.
- 5) Read books to entire classes or to small groups.
- 6) Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- 7) Observe and evaluate children's performance, behavior, social development, and physical health.
- 8) Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- 9) Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- 10) Enforce all administration policies and rules governing students.
- 11) Prepare materials and classrooms for class activities.

- 12) Teach proper eating habits and personal hygiene.
- 13) Serve meals and snacks in accordance with nutritional guidelines.
- 14) Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- 15) Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- 16) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- 17) Demonstrate activities to children.
- 18) Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- 19) Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- 20) Prepare reports on students and activities as required by administration.
- 21) Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- 22) Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
- 23) Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- 24) Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- 25) Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- 26) Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- 27) Attend staff meetings, and serve on committees as required.
- 28) Meet with other professionals to discuss individual students' needs and progress.
- 29) Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- 30) Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- 31) Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- 32) Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
- 33) Administer tests to help determine children's developmental levels, needs, and potential.
- 34) Prepare and implement remedial programs for students requiring extra help.

**PERFORMANCE REQUIRMENTS: Employee is required to act in a professional manner at all times.** Four characteristics to Maintaining a Professional Demeanor:

-Pleasant Smile-Gentle Approach-Friendly Greeting/Conversation-Maintaining Professionalism

Teachers are required to follow Above and Beyond curriculum for students and create weekly lesson plans

## **PERFORMANCE EVALUATIONS:**

Each employee is on a 90-day probationary period from their date of hire. You can be terminated during this time without JUST CAUSE and NO UNEMPLOYMENT benefits will be offered to you.

## **VISITORS:**

No visitors are ALLOWED behind the secure doors.

## **PAYCHECKS:**

Paychecks will be distributed every other Friday. If you choose direct deposit, it will be deposited into your account on Friday morning. Paychecks are given the Friday after the end of said pay period.

## **PAY DEDUCTIONS:**

The law requires employee's compensation. We must deduct Social Security, and Federal Taxes required by the State of Texas.

## **CHILD CARE :**

Employees can bring their children to preschool. Fees will be discussed on an individual basis.

\*This benefit is based on availability ONLY by the Owner/Director.

## **PAID VACATIONS:**

Vacation is earned after a year of service. Vacations are paid to employees that work a minimum of 40 hours per week. Anything less is considered part-time.

**NO VACATION** will be paid to PART- TIME EMPLOYEES.

1-week paid vacation – between Christmas and new year's. Employees must work for 6 months before being eligible for vacation pay.

## **PAID HOLIDAYS:**

A holiday list published at the beginning of each year. All employee's that are Full-Time (40) hours per week will be paid for these days after their probationary period. Employees can request time-off WITHOUT pay but it will be based on availability of all staff member attendance.

## **USE OF TELEPHONE AND COMPUTER SYSTEM:**

These items are restricted for Daycare use only!!! Using these items for personal use is a violation of Above and Beyond policies and could result in immediate termination.

**SOLICITATION OF GOODS:** It is against employee policy to solicit to employees the sale of goods/services.

**MEALS:** Employees of Above and Beyond are welcome to enjoy the lunch that is served to the children daily, at no COST to you, if there is extra, after all children have eaten/ You are NOT allowed in the Main kitchen at any time ( in main building) A staff kitchen is available in second building.

You will be awarded a 1 hour per day lunch break with your 8-hour shift.

NO hot drinks or FOOD is allowed in the classroom other than at mealtime.

**CONCLUSION:**

Above and Beyond believes that any working parent should be able to feel 100% confident that their child’s safety, health, and emotional well-being are given top priority by the people chosen to care for their children when they are not present.

We here at Above and Beyond are honored to have the privilege of caring for their children. It is our belief that all children should receive excellent educational opportunities in a fun filled challenging environment.

Welcome to the Above and Beyond staff!

**EMPLOYMENT HANDBOOK ACKNOWLEDGEMENT FORM**

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Above and Beyond . Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Director/Owner.

I, \_\_\_\_\_, have received and read a copy of the Above and Beyond Handbook which outlines the goals, policies, benefits, and expectations of Above and Beyond, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Employee Handbook provided to me by Above and Beyond.

I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of Above and Beyond. I understand that the Above and Beyond Employee Handbook is not a contract of employment and should not be deemed as such.

Employee Signature:

Date:

\_\_\_\_\_ / \_\_\_\_\_