Kids

Education & Recreation

740-587-3076

1062 River Road Granville, Ohio

Employee Handbook

Welcome to Kids Education & Recreation

It is our goal to make each parent feel completely at ease when they leave their children in our care. As an employee of Kids Education & Recreation it will be your responsibility to exemplify excellence and quality service and care.

By following the employee policy and procedures outlined in this handbook, you will meet or exceed the *expected standards* set forth by *Kids Education & Recreation, our insurer and licensing agency.*

This handbook will provide you with information about our policies, procedures, rules, and benefits. If this does not answer your questions with complete clarity, please feel free to ask the administrator or owner for assistance with any questions you may have.

At will employment:

This handbook has been prepared to provide you with information and guidelines. It is not a contract of employment between Kids Education & Recreation and you, as the employee. Since Ohio is an at-will employment state, you are not under contract for employment. Thus, employment with Kids Education & Recreation is not for a definite term. The Center, or you (with notice) may terminate employment at any time with a **two-week notice**, for any reason, or for no reason

at all. The only exception to an at will employee will be if an employee is working under a specific employment agreement.

Statement of policy:

Kids Education & Recreation will offer fair treatment of all employees. Our Center strives to maintain a work environment in which all staff members are free from harassment, and 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 able to safely care and supervise young children.

Equal employment opportunity:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Kids Education & Recreation will be based on merit, qualifications and ability.

COVID-19- All staff will follow the CDC and KER guidelines.

Accidents/Incident reports of children enrolled:

All accidents must be reported immediately to the administrator/owner or person designated by the administrator/owner left in charge of the Center in her absence. Incident reports must be completed accurately, in writing and signed by the employee who witnessed or discovered the incident. A signed copy will be made for the child's file and a copy must be given to the parent and signed by the parent on the date of the incident. Incident reports should not be sent through ProCare Engage.

The following would require an incident report-

- Illness that requires first aid treatment
- Accident/ injury that requires first aid treatment

- Bump or blow to the head
- Emergency transport

Risk management should always be observed to keep classrooms and the outside areas free from hazards. **Medical emergencies**:

State licensing rules and regulations:

All employees are expected to be knowledgeable of the minimum standards for childcare. Failure to adhere to these policies may result in disciplinary action, up to and including termination. After three employee warning reports to include one written notice of a violation your employment with Kids Education & Recreation will be terminated.

Staff at our childcare Center must be 18 years of age or older and have a high school diploma or equivalent unless they are working through an approved educational program. Each staff member must be certified in First Aid & CPR/Child Abuse/Communicable diseases. Staff members must have all state documents and employment forms completed in their file before they are hired. Each staff member must obtain 6 clock hours of continuing education/professional development annually.

The following items must be on file for each new employee before the first day of employment.

____Employment Application
____OPIN Registry #_____
____Photocopy of Driver's License
____Photocopy of SS Card
____Photocopy of HS Diploma/GED
____FBI & BCII Fingerprinting_____
____Professionalism/confidentiality form initialed
____Federal & State Tax Forms
____Direct Deposit Information
____Medical Statement
____School Transcripts (if they apply)
____I 9 Eligibility Form
____Employee Emergency Form
___Review of Holiday, breaks, cert. form

____Staff Photo Release form
____ Non-compete form
____Employee agreement (as applicable)
___Sign off on classroom guide
___Sign off on employee tablet policies

Sexual and other unlawful harassments:

Harassment will not be tolerated in any way, shape, or form. KER has a zero tolerance for sexual, or any other type of harassment. Harassment of any kind will lead to disciplinary action which may include immediate termination.

Redirection of children:

Kids Education & Recreation believes that helping children learn self-control is vital. We will treat all children with great respect and love, our expectations will be kept within the child's capabilities. Positive reinforcement and redirection will be used routinely. Any physical contact of a child as a means of controlling behavior will not be tolerated at Kids Education & Recreation and will lead to immediate termination, and charges could be filed against you according to the law.

Child Abuse prevention policy:

The mission of Kids Education & Recreation is to nurture all children entrusted in 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, mental, or sexual abuse for those participating and receiving childcare services. All employees should have appropriate communication with parents/legal guardian of the children enrolled. We always operate with an open-door policy.

Gross misconduct:

Some offenses are so serious that they can result in termination without warning: Listed below are some but, not limited to:
-Inappropriate behavior towards 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 on Center property.
-Conviction of a felony during employment.
-Fighting, threatening violence or disruptive activity at the workplace.
-Leaving children unattended (inside or outside).
-Allowing a child to leave the Center with an unauthorized person.
-Sleeping on the job.
-Discussing leaving the Center to children/families prior to submitting a proper employee resignation (two-week notice required).
-Repeated absenteeism or tardiness.
-Sexual or other unlawful unwelcome harassments.
-Negligence or improper conduct leading to damage of employer-owned or customer owned property.
-Stealing

Gross misconduct continued:

-Insubordination that shows gross disrespect such as threatening, combative, non-complaint, profanity, or yelling.

-Unauthorized use of landlines, cell phones, watches, mail system, electronic devices, computers, or other Center owned equipment.

-No cell phone zone during business hours, this includes smart watches. Cell phones or devices are not permitted beyond the front lobby. Cell phones can be checked on breaks or lunch in the designated break area. For emergency purposes family/friends can call the office line directly at 740-587-3076 and we will immediately notify you.

-Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Center equipment.

-Unsatisfactory performance and conduct.

-Sharing of confidential information about the Center, its employees, clients and/or disclosing your hourly pay or personal business with others.

-Promoting and sharing rumors or negative information about Kids Education & Recreation, its employees and/or our clients is prohibited.

-Photos will only be taken by administration for school activities with a prior signed consent form for each child.

-Teachers may send a picture through ProCare Engage of a specific child in their classroom to that child's parent as long as we have written consent from the parent (please see the list of parents who have not given permission for their child to be photographed). You cannot include any other children in the picture that will be sent to the parent through Pro Care Engage. Your personal device should never be used to communicate with the KER families.

If your students' parent has requested <u>no photos</u> of their child this includes bulletin board postings, artwork, etc. Absolutely no pictures.

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

Confidentiality: This is a code of ethics per the State of Ohio.

Due to the sensitive nature of information that you will know as a teacher/staff 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.

Reporting abuse or neglect:

All employees must report all actual or suspected child abuse of any child attending the Center immediately to the Administrator/Owner or designee.

Ohio Law requires all abuse be reported to the ODJFS (Ohio Dept. Of Jobs and Family Services).

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

Employee status:

Full-time employees will be required to work 40 hours per week. Anything less is considered a part-time employee and you will not qualify for benefits. Anything over 40 hours is considered overtime and all overtime must be pre-approved.

Staff schedules:

Each classroom will meet the state required ratios as listed below. Each staff member will have a different schedule to accommodate the classroom needs. Schedules will be enforced and followed to ensure we are compliant and meeting the state required standards. You should know how many children are in your class 100% of the time, without counting. Lunches or breaks will be scheduled to assure ratios are met.

You should be in your room with your students at the start of your scheduled shift. If you are scheduled to start at 8:00 am you should be in your classroom with your kids at 8:00 am. At the end of the day as ratios reduce you maybe asked to leave prior to the end of your shift. This will be rotated among staff as needed.

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	12-18 months
1:7	18 months-2 ½ years old
1:8	2 ½ - 3-year old's
1:12	3-year old's
1:14	4-5-year old's
1:18	School age children

Room A	14 children
Room B	12 children
Room C	14 children
Room D	16 children
Room E	12 children
Room F	14 children
Room G	12 children
Room H	20 children
Room I	17 children
Room J	22 children
Room K	17 children

During the 2-hour nap period ratios for toddlers and preschoolers can be doubled if the children are resting on their cots (they may get up to use the restroom). The allotted building staff members, however, must also meet the required staff/child ratio in case of an emergency. The classroom pocket doors will always remain closed, should an emergency occur, or you are briefly transitioning they may be opened.

Lead teachers and assistant teachers will be responsible for their classroom curriculum, special activities, and recreational activities. This will offer staff members the opportunity to grow, increase your work knowledge, and work towards a healthy, happy, consistent learning environment for our children. Our valued children will get 100% of our time during your scheduled hours.

Requesting paid time off time off:

A request for time off must be made 2 weeks in advance. Forms should be completed and returned for approval. You will be notified if your time has or has not been approved. Do not assume because you turn in a request that it is automatically approved. Each classroom must have appropriate staffing and that will be taken into consideration before time off can be approved.

Absences: Staff members who are ill must report off a minimum of two (2) hours before their scheduled work time. This call must be placed to the Center at 740-587-3076 and directly to Britney Lang, owner, at 740-788-2387. Leave a message if necessary. Please understand reliable staff are extremely important in this field and is an expectation for employment and professional growth. When you call off

or you are late it **directly** affects the families, the students, the staff, and the Center. We count on you to be at work and to be on time.

Car trouble: Please arrange back up transportation to bring you to work with a family member or a friend 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 may result in immediate termination.

Clocking in and out:

In order to assure your payroll is accurate you are responsible for clocking in and out daily using ProCare. 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 or loss of paid hours. Childcare Centers are state regulated, and it is especially important that you show up to work, arrive on time, and are ready to greet parents and children with a smile. You must be in your room ready for your class at your start time. All overtime must be pre- approved.

Orientation:

All new employees will be orientated to the Kids Education & Recreation 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 the Centers expectations.

The orientation program will cover the following:

-Review of Kids Education & Recreation employee handbook/policies.
-Completed employee file (above).
-Onsite 6-hour online *orientation training* class (required through the state).
-Onsite 1-hour online *Child Abuse training* class (required through the state).
- Training in emergency procedures/fire exits.
-Job responsibilities and other duties, as assigned.

Training: State required training that must always remain current

The Center will pay for your actual certification(s), for example CPR. We will make every effort to schedule training during regular work hours, but that may not always be possible. You may have to complete your required certifications on your own time when necessary. If your employment with KER ends within one year of any training that the center has paid for, those training costs will be withheld from the employees last pay.

All staff members must complete the following training:

- **6- hour orientation training class (required before you start).**
- **1- hour online Child Abuse class (required before you start).**
- **First Aid/CPR appropriate for all age groups the Center serves**.

Initial 6-hour class required. 3-hour refresher course required every 3 years.

- **Communicable Diseases** initial 6-hour class required. 3-hour refresher course required every 3 years.
- **Child Abuse recognition and Prevention** Initial 6-hour class. 3-hour refresher course required every 3 years.
- **Complete a minimum of 6 clock hours of training annually** (this can be professional development, classroom growth, etc.)
  Any certifications, BCI/FBI paid for by the Center will be withheld from the employees last pay if they are not with the company for at least 6 months. All shirts provided by Kids Education & Recreation most be returned upon departure.

Introductory period:

Each Staff member will be on a 90-day probationary period. This will offer the Center time to determine if you meet our expectations to be a member of the Kids Education & Recreation team. Once you successfully complete your 90-day probationary period you may be moved to the next level of pay and responsibilities and you will receive a refund of up to $60 for the cost of your BCI/FBI if a receipt has been submitted.

Outside employment:

If Kids Education and Recreation determines that an employee's activities outside of work interfere with their performance and ability to meet scheduling requirements of this Center, the employee may be asked to prioritize their schedule if they wish to remain with Kids Education & Recreation. Please note it is considered a conflict of interest to engage in any employment that involves KER clients or staff. Example: Babysitting.

Positive Disciplinary action:

It is an expectation that you will follow all policies and procedures for a smooth professional operation and for the 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 and offered based on the performance violation with a plan in place.

Personal appearance:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of Kids Education & Recreation. Clothing must cover your body when sitting, lifting, bending, and standing. Hair color must be of a natural shade. You must be clean and well groomed, free from smoke or other offensive orders.

Employee dress code:

Kids Education & Recreation shirt, dress denim, black, white, or khaki pants/shorts (shorts should be fingertip length). Clothing should be clean, free from wrinkles, odor and fit comfortably.

Closed toe shoes are a must during your scheduled work hours at Kids Education & Recreation. KER shirts must be returned upon your departure or the cost will be withheld from your last pay.

Tattoos must be covered unless approved.

Jewelry: Should be conservative. Long necklaces or pendants should not be worn. Earrings should be small and conservative to prevent children from grabbing and pulling them. Rings should be flat, like a band to prevent possible scratching of a child.

Piercing: Large piercings are not acceptable at Kids Education & Recreation. Any piercing that is noticeable should be removed.

We are in a business of caring for children and we **must** maintain a professional, safe appearance.

Personal bags must always be in a cabinet and out of sight.

Cell phones or smart watch use is prohibited beyond the front lobby. Use of the Center's Pro Care tablets are acceptable during work hours and can be used strictly for curriculum/classroom information and only during periods when the children require less supervision such as rest time, playdoh, or puzzle time. All communication between the teacher and families is required to route through Pro-Care. The employees of Kids Education & Recreation *may not* use personal devices to correspond with our families.

NOTE: Employees that report to work violating the dress code will be sent home without pay and their time will be counted as an absence. Consult Britney Lang if you have any questions.

Smoking, vaping, any form of tobacco, alcohol, and drugs

Are always prohibited on the center premises.

Weapons:

No weapons of any type are permitted at Kids Education & Recreation.

Professional Demeanor:

Demeanor involves your manner and your non-verbal/verbal tone and gestures. At Kids Education & Recreation each teacher/staff member must be aware of the emotional undertone that they are exuding. We always want to display positive attitudes and behavior.

Professional Demeanor:

- Pleasant smile
- Gentle approach
- Friendly greeting and conversation
- Maintaining professionalism -Eye contact

The Kids Education & Recreation team will greet each parent and child with a smile and direct eye contact to let them know that you are genuinely happy to care for their child.

Staff Visitors:
Staff visitors are not allowed behind the secure doors or in the pavilion area.
Paychecks:
Paychecks will be directly deposited every other Friday.
Pay Deductions:
The law requires that we deduct Social Security and Federal Taxes as required by the State of Ohio. We can also withhold your City taxes if you provide us the tax documents.

Paid time off:
If you have been with the Center for over 2 years, full time, one week (40 hours) of paid time off will be honored after your 2-year anniversary date for those employees in good standing. This will be used for sick or vacation time.

Paid Holidays, **breaks and certifications:**
Full time staff who are in good standing with the policies of Kids Education & Recreation and who work their scheduled days before and after the said holiday

will receive the following paid holidays when they fall on their scheduled workday: New Year's Eve (the center will close at noon), New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas. If any of the above holidays fall on a Saturday or Sunday, the Center will be closed on the Friday or Monday before or after the holiday. The Center will also be closed to our families the last Friday in March and on the last Friday in August so our staff can obtain state required professional development, set classrooms and/or schedule parent teacher conferences.

A 15 to 30-minute break (on-site) will be paid for by the administrator for those who work a minimum of an 8-hour day. This time will be scheduled to assure classroom ratios are met.

The administrator will assist you in planning and paying for certifications. The employee is responsible for maintaining state regulated training or they cannot be employed by the Center. A lapse in any of the required certifications or continuing education will lead to termination due to state regulations.

In- service days will be scheduled on the last Friday in March and on the last Friday in August. In-service hours are mandatory. If you have an approved absence for an emergency, you will be responsible for making up approved in-service hours on your own.

Part time employees can request limited time-off without pay but approval will be based on staffing and the requesting employee's attendance. Full time staff can request limited time off if they have not accrued their one week paid time off benefit. Approval will be based on staffing and the requesting employee's attendance. A two-week notice is required. Advanced notice will help us better meet your request. Please complete the Request for change to schedule form. Unpaid time off will only be approved if there is appropriate staffing.

Pay and benefits confidentiality:

All team members are required to keep wages and benefits confidential. This means you can not discuss your hourly rates, bonuses, child care tuition discount, or personal days. A breach of this agreement will revoke the said wage or benefit.

Solicitation of goods:

It is against employee policy to solicit to employees the sale of goods/services.

Meals:

Full time employees of Kids Education & Recreation are welcome to enjoy a paid 30-minute lunch, or two 15-minute break on-site, occasionally this may have to be slightly adjusted due to the dynamics of the Center on that particular day. Part time staff will have unpaid breaks, when required. All lunches and breaks will be scheduled to assure ratios are met.

Hot drinks are not allowed in the classroom unless the top securely screws on the hot beverage and it is out of the children's reach. Food is permitted if you are eating with the children family style. Drinks must be stored in a cabinet, out of sight (along with personal belongings).

Conclusion:

Kids Education & Recreation believes that any 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. Our staff at Kids Education & Recreation 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 safe environment.

While we have many rules and regulations to follow you will find this career extremely rewarding. You will have the opportunity to care for our family's most precious gift. We look forward to having you as part of our team!

Welcome to Kids Education & Recreation where you can GROW based on your PREFORMANCE!

5/28/2021