

Charlotte Sharp Children's Center (CSCC)

Personnel Handbook

January 2022

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Charlotte Sharp Children's Center (CSCC) CSCC Personnel Handbook

WELCOME TO THE CHARLOTTE SHARP CHILDREN'S CENTER

Our goal for working together at the Charlotte Sharp Children's Center (CSCC) is to establish positive relationships with children and their caregivers, and the Texas A&M University faculty, staff, students, educators and agencies, and volunteers. The purpose is to provide high quality learning experiences in socially, emotionally, and physically safe classroom communities. Our teaching and practice activities engage adults and children in learning activities that develop social-emotional skills and supportive relationships, competencies as thoughtful decision-makers, and confidence as skillful learners.

Charlotte Sharp Children's Center, LLC, is a Texas limited liability corporation operating as a preschool and childcare that is licensed by the Texas Department of Health and Human Services (HHS). A copy of CSCC's license for operation and other inspection reports are posted in the front office along with all current inspection reports. Additional information about CSCC is available on our website, www.tamucllc.com.

This handbook describes CSCC's personnel policies and procedures.

The handbook does not include every employee expectation or responsibility.

Changes will occur over time and as state guidelines for childcare and employment are revised.

All employees will be notified in writing about any changes that are made to this handbook.

Questions about personnel policies and procedures should be directed to the Director.

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WELCOME TO CSCC

The following personnel guidelines, policies and procedures have been established three essential components for a successful professional environment: trust, teamwork and cooperation. The information in this handbook clarifies expectations for CSCC employees and their performance. Changes are likely to occur over time. Employees will be notified of changes and have access to current information.

This handbook is not a legal binding agreement, contract or commitment for any employment at CSCC. The CSCC Personnel Handbook provides information to persons who may be employed by CSCC as full-time or part-time administrators or instructional staff, and who may participate as faculty and staff, college students, and/or volunteers and visitors.

The intent is to identify and clarify expectations for performance, define benefits where they apply, and to ensure compliance with all state laws and licensing regulations for childcare. The personnel handbook is not comprehensive and it does not include every job requirement and responsibility that may be expected of or performed by a CSCC employee.

The content included in the CSCC Personnel Handbook informs all persons regarding CSCC policies and procedures for maintaining professional and personal relationships with adults and children. Understanding expectations presented in this handbook will help us work together as a team and achieve three CSCC missions.

- **CSCC behavioral mission** is to help children acquire socially acceptable and age-appropriate skills for managing emotions and behaviors, and communicating respectfully with adults and children. CSCC employees will model, teach, and practice ways for adults and children to cooperate by sharing space and materials, and to respectfully communicate and make responsible choices.
- **CSCC educational mission** is to develop children's foundational skills for listening, speaking, thinking, and reasoning so they become competent and confident learners. Our daily activities are designed to enhance growth in all developmental areas: language and literacy, numeracy/mathematics, science and social studies, physical health, and fine arts. Children participate in age-appropriate instruction and play-based activities.
- **CSCC community mission seeks** to become a collaborative resource for adults working with young children. CSCC will provide professional development and support for parents, caregivers, local and state childcare providers, teachers and administrators, faculty and staff at TAMU, and TAMU students pursuing careers in childcare and family support services, and senior citizens who are willing to share their time, wisdom and kindness to guide others.

Our Vision for the Community

The Charlotte Sharp Children's Center (CSCC) is destined to become a model for community partnerships working together to increase access to high quality childcare and educational experiences for children, families, faculty members and college students, and senior citizens. CSCC is part of a larger project called the Texas A&M University Intergenerational Learning Center that combines resources and activities for senior citizens, young children, and their families. Four senior living facilities will be constructed near our preschool. Project is tentatively set to be completed by 2025.

The Intergenerational Learning Center and CSCC will engage children and adults in recreational and educational activities that promote wellness, active, social lifestyles, and learning experiences that develop or maintain cognitive, physical, and communication skills. The project will include scientific research purposed to disseminate information to guide decision-making while improving and enhancing the quality of living, active engagement and learning, and sharing knowledge with adults and children.

Commitment to Families and Children

The CSCC staff is committed to providing high quality learning experiences and childcare for your child. We will work collaboratively with caregivers to ensure children's needs are addressed. We honor and respect all family preferences and we invite feedback that increases our knowledge about your child.

Caregivers and families are welcome to visit classrooms and build relationships with our staff and children. Daily schedules are posted on the CSCC website under the tab, Resources. Caregivers can choose time periods to visit and engage in various activities. Children participate in a balance of adult-led and child-directed activities. They share ideas, thoughts, and feelings during collaborative conversations. Children choose learning centers and engage in productive play with peers, developing social-emotional and cooperative skills.

HOURS OF OPERATION, TUITION, AND FEES

Licensed Hours of Operation **7:15 - 6:00 pm, Monday-Friday, full day**
8:00 - 11:30 am, Monday-Friday, half day

CSCC is open 12 months of the year except for holidays or inclement weather days. School closures will follow local school districts, including closures due to inclement weather.

Monthly Tuition

Monthly tuition cost for one child attending full-day is \$875.00. Half-day tuition is \$500/month.

- Tuition is due on the first day of each month.
- Monthly tuition paid later than the first day of each month will result in a \$10.00 per day late fee.

- There will be a \$25.00 fee for any check or payment that is invalid.
- **Tuition is NOT prorated or reduced due to absences, holidays, inclement weather, vacations, or sickness because our expenses for staff, rent, and utilities remain the same.**

Supply Fees

Supply fees are due on the first day of each month that begins a new semester: August, January, and June. Supply fee cost is \$75.00 per child. Parents do not purchase or supply any materials.

Late Pick-Up Fees

CSCC is state licensed and insured for operations from 7:15 am until 6:00 pm on Monday-Friday.

Late fees will be assessed to ensure compliance with state regulations. Late fees are \$1.00/minute for first 5 minutes and \$5.00/minute after 6:05 pm. Persistent issues with late pick up times will result in discontinued services.

CSCC employees should record correctly the time a parent picks up a child when pick up occurs after 6:00 pm, our closing time. Parents will be warned verbally and then in writing if parents continue to pick up their child after 6:00 pm. Late fees will be assessed after warnings have been provided.

Staff record the late pick-up time on the daily Sign in/Sign out form and leave a note on the Director's desk with name of child, the name of person picking up child, and time of late departure.

HOLIDAYS AND SCHOOL CLOSURES

CSCC is open on Monday-Friday from January through December except for designated holidays and school closings due to inclement weather. **There are no reductions in tuition for school closures due to holidays, inclement weather, illnesses or family vacations because our costs remain the same.**

School closures include holidays and staff development days (training required by state licensing). Copies of our school closings are sent home at the beginning of the year and they are also posted in the office.

CSCC School Closures for 2022

| | |
|------------------------|---|
| New Year's Day | Sunday, January 1, 2022 |
| Martin Luther King Day | Monday, January 17 |
| President's Day | Monday, February 21 |
| Spring Break | Thursday-Friday, March 17-18 |
| Good Friday | Friday, April 15 |
| Staff Development Day | Friday, May 27 |
| Memorial Day | Monday, May 30 |
| Juneteenth Day | Sunday, June 19th |
| Independence Day | Monday, July 4 |
| Staff Development Day | Friday, August 12 |
| Labor Day | Monday, September 5 |
| Columbus Day | Monday, October 10 |
| Thanksgiving Holidays | Wednesday-Friday, November 23-25 |
| Christmas Holidays | Thurs-Friday, December 22, 23, Mon-Tues, Dec 26, 27 |
| New Year's Day Holiday | Monday, January 2, 2023 |

Closures Due to Inclement Weather

CSCC closings are based on unsafe conditions impacting staff, families and or children. Decisions about school closings due to inclement weather will align with local school districts and Texas A&M University. Information about school closings due to inclement weather will be made on local television stations.

DISCLOSURE STATEMENTS

CSCC IS A TOBACCO-FREE AND DRUG-FREE AND GANG-FREE ENVIRONMENT

CSCC is a non-smoking and non-vaping, drug-free and alcohol-free environment. For the safety of children, staff, and families, smoking and vaping and using any form of a drug without a prescription and completed medical release form are strictly forbidden. Failure to adhere to this zero-tolerance policy will result in immediate removal from the building, immediate termination of services by CSCC, and immediate termination of employment. Additional, under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. On your first day of employment, you will be asked to provide original documents verifying your right to work and as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, CSCC is required to terminate your employment and take other action as required by law.

CSCC NON-DISCRIMINATION POLICY

CSCC follows Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the Age Discrimination Act of 1975 (Public law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). CSCC is an equal opportunity program. No person will be denied benefits of or be subjected to discrimination on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religious beliefs and practices.

CSCC POLICY FOR CONFLICTS OF INTEREST

All CSCC employees, instructional support staff, and volunteers are expected to avoid communications and actions that involve, or appear to involve, conflicts of interest between defined and scheduled CSCC employee responsibilities or duties and other business ventures or personal relationships. It is in the best interest of CSCC administrators and employees that everyone acts with discretion, reasonable and informed decision-making, and confidentiality in conducting all business or personal transactions on behalf of Charlotte Sharp Children's Center, LLC.

EMPLOYMENT OPPORTUNITIES

There are multiple roles and responsibilities for full-time and part-time employees working collaboratively and cooperatively as a team employed by CSCC. All employees will adhere to and follow all CSCC policies and procedures to ensure we provide high quality learning experiences and employment for adults and children and families. Currently, there are three types of employment opportunities at CSCC.

- **Full-time Employees** have regularly assigned work schedule that include providing services for 40 hours per week except for holidays, days closed for inclement weather, or vacations. Full-time employees record daily/weekly attendance by listing arrival and departure times on Sign-In sheet provided in front office. *Any full-time employee that has been approved for a medical or emergency leave of absence is expected to return to duties once medical provisions for the leave of absence have been met.*
- **Part-time Employees** have regularly assigned work schedules with less than 40 hours per week. Part-time employees have a predefined schedule for duties and number of service hours to be completed each day/week. Part-time employees are paid hourly wages as agreed upon by CSCC contract. Daily and weekly attendance is recorded on Sign In sheet in the front office. Part-time employees are not entitled to benefits, paid holidays or compensation for school closures due to inclement weather.
- **Independent Contractors** may be hired by CSCC for specific services. Contractors will have assigned work schedules and identified hourly compensation or project-based fees listed on agreement or contract with CSCC.

ALL EMPLOYEES WILL FOLLOW THE CSCC CLASSROOM MANAGEMENT ROUTINES AND PROCEDURES.

More information about classroom and behavioral management may be found on pages 7-9 of the CSCC Policies and Procedures Handbook and also in these books, *Classroom management for Early Learning* and *Teaching Responsibility and Respectful Communication*. Copies of both books are available in the school. All employees will be expected to read these materials.

EMPLOYEE ROLES AND RESPONSIBILITIES

The following job descriptions include general information about the roles and responsibilities of CSCC full-time and part-time employees. The job descriptions are not totally inclusive of all roles and responsibilities due to the limitations of space and the changing needs and events that occur when working in a child care facility. Employees are expected to be flexible to changes deemed necessary when unplanned events occur. All CSCC employees will be treated with respect and honored as professionals working collaboratively together to provide high quality learning experiences for all adults and children and families.

- **Executive Director.** The Executive Director assumes all responsibilities for directing and monitoring CSCC operations, interviewing, hiring, and determining misconduct or reasons for dismissal of employees, to ensure there is full compliance with licensing policies and procedures by local and state authorities and to promote and maintain a safe and healthy work environment. The Executive Director is responsible for selecting curriculum, supervising, advising, and monitoring instructional performance of CSCC employees. The Executive Director serves an authority for making personnel decisions, settling conflicts, and providing guidance, feedback, and professional development for employees and staff, caregivers and families to enhance program quality and performance. Decisions about budgets, funding, tuition, fees, and policies are also responsibilities of the Executive Director. Additional responsibilities include monitoring staff and student records, maintaining inventory/supplies, and communicating with TAMU faculty and students as well as CSCC staff and families about changes or events at CSCC.
- **Director.** The Director will work collaboratively with the Executive Director to monitor daily operations, children's activities, and staff performance. Duties may include interviewing and evaluating personnel and determining misconduct or reasons for dismissal of employees with approval of the Executive Director. The Director will work collaboratively with all employees, visitors and volunteers to ensure CSCC operates in full compliance with licensing policies, local and state regulations, guidelines and laws, and that CSCC policies and procedures are strictly followed. The Director also assumes designated responsibilities if and when the Executive Director is not present.
- **Office Administrator.** The Office Administrator will oversee communications between the Executive Director, CSCC employees, caregivers, volunteers, and visitors and ensure compliance with state laws and licensing requirements. The Officer Administrator will monitor staff and children records, tuition and fee payments, vendor payments, and inventory reports. The Office Administrator will organize, input information, and monitor paperwork and files related to state licensing and required documentation of all employees and children attending CSCC, and TAMU faculty and staff or students, and volunteers or visitors.
- **Curriculum Specialist.** A Curriculum Specialist is a full- or part-time employee who fully understands the instructional purpose and use of CSCC's adopted curricula and who visits classrooms to guide and support teachers and staff. The Curriculum Specialist confers directly with the Directors for quality assurance in regard to the implementation of curriculum, use of instructional strategies, routines and procedures in classrooms. The Curriculum Specialist may also provide professional development to employees and staff after consulting with Directors.
- **Instructional Coach.** An Instructional Coach reports directly to the Executive Director and Director and has responsibilities for entering classrooms and providing professional guidance and feedback to employees about implementation of routines, procedures and curricula. An Instructional Coach supervises and advises but does not evaluate employee performances. The

Instructional Coach may also provide professional development to employees and staff after consulting with Directors.

- **Teacher.** Each group of children assigned to a classroom will have an assigned teacher that is responsible for observing, directing, supervising and implementing CSCC policies, routines, and procedures while managing classrooms, behaviors, and instruction. Duties of a teacher:
 - follows CSCC policies and procedures, schedules and state laws to ensure children and adults safely participate in activities and work positively and collaboratively
 - maintains discrete conversations and leaves personal problems at home
 - follows CSCC policies for appearance and compliance with all legal requirements, completing forms as required by CSCC and state regulations
 - maintains professional development training hours and immunizations required by state regulations and follows all health guidelines
 - safely monitors use and placement of digital devices and building keys
 - follows guidelines for use of personal digital devices (cell phone, iPad, watch) while supervising children
 - follows guidelines for professional behavior and dress codes at CSCC
 - reports to and works with the Executive Director and Director and other adults to provide quality care and instruction at CSCC
 - maintains a clean and orderly classroom and a pleasant, welcoming environment
 - prepares instructional materials and rearranges classrooms to maintain interests
 - changes learning center activities and materials every two weeks to increase interests
 - uses curricula to plan and deliver effective instruction, and
 - monitors and reports children's progress and changing needs.

- **Teaching Assistant.** A teaching assistant may be employed full-time or part-time. Working cooperatively to support with assigned classroom teachers, a Teaching Assistant:
 - follows CSCC policies and procedures, schedules and state laws
 - maintains discrete conversations and leaves personal problems at home
 - follows CSCC policies for appearance and compliance with all legal requirements
 - maintains professional development training hours and immunizations required by state regulations
 - follows guidelines for NOT using personal digital devices (cell phone, iPad, watch) while supervising children
 - follows guidelines for professional behavior and dress codes at CSCC
 - maintains an orderly and clean classroom and follows all health guidelines
 - assists by supervising children, monitoring environment for safety
 - helps organize classrooms, create learning centers, prepare instructional materials
 - provides instruction and assistance with childcare.

- **Volunteer.** A person may participate in designated services at CSCC after submitting state required documentation, photo ID, and permission from the Director. Volunteer's hours of attendance, and participation will follow CSCC policies regarding conduct, instruction, clothing, and state and federal guidelines for childcare. Volunteers are not included in the staff-child ratio required by the state. Volunteers work with CSCC staff and are NOT to be left alone supervising children.

EMPLOYEE SELECTION

1. Employees will be selected on the basis of their qualifications to fulfill established specifications for the employable position. General criteria include education, experience, mental capacity, physical ability, and willingness to work in the specific environment, and ability to perform the functions for providing childcare and early learning experiences.
2. All employees will be required to provide information for a criminal history record check by the state and fingerprinting. Other requirements include onsite interviews and phone conversations. References must be provided and will be contacted by Directors.
3. Each applicant and/or employee will be treated with respect and fairness. In keeping with CSCC policy, all persons will be considered for employment, or promotion on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.
4. ALL CSCC employees must agree to become knowledgeable about Texas Minimum Standards for Child-Care according to the Department of Health and Human Services Licensing Rules for Child Care Centers. Failure to adhere to HHS licensing and CSCC policies or state law or guidelines will result in disciplinary action and/or immediate termination.
5. All CSCC employees will be required to closely supervise and care for children by always maintaining staff-child ratios. State ratios are important indicators of program quality and excellence in employee performances. Staff-child ratios are regulated and monitored by HHS and failure to follow licensing and safety regulations will result in termination of employment at CSCC.

GENERAL REQUIREMENTS FOR PART- AND FULL-TIME EMPLOYEES

CSCC employees will participate in an orientation process as required by Texas Minimum Standards for Childcare prior to participating in any capacity in a CSCC classroom. Potential employees and contractual employees will be required to:

1. Provide documentation to the Director as required by state authorities such as, but not limited to, a medical statement of health, vaccination record, background check, photo, copy of current driver's license or passport, fingerprinting, and references or information regarding credentials or previous employment

2. Provide immediate notice of any changes in your personnel documentation such as change of address, documentation for professional development, updates for health and medical records
3. Maintain respectful, professional behaviors at all times at CSCC and at public events, and when using social media of any kind either at work or on personal time
4. Maintain discrete privacy in oral and written correspondence by sharing NO personal information about children, families, CSCC staff or events that may dishonor an individual, caregiver or family
5. Explicitly follow CSCC dress codes and requirements for always behaving professionally
6. Agree to be subject to classroom observations and progress monitoring, and coaching which includes constructive feedback and guidance, to enhance performance
7. Participate in constructive evaluations to ensure program quality and be prepared to meet with the Executive Director and/or Director to discuss outcomes and potential changes
8. Follow all policies and procedures using forms for written communication: Request for Leave of Absence, Requests for Supplies, complete Injury Forms, Inform Director of any other event or need requiring attention.
9. Discuss suggestions on a Plan of Action if needed after an evaluation and agree to make changes in performance or risk termination of employment
10. Report concerns and issues or grievances to the Executive Director and/or Director to problem solve and seek peaceful and professional resolutions to concerns or problems.

REQUIRED DOCUMENTS FOR EMPLOYEE PERSONNEL RECORDS

Your employee records must be always current and complete while employed by Charlotte Sharp Children's Center (CSCC). The following information is kept in your personnel file maintained in the Director's office. It is an employee's responsibility to notify the Executive Director and/or Director of any changes to needed to update personnel files. The following items are maintained in personnel files:

1. Employee application that includes employee's legal name and a photo ID/Driver's license
2. Forms that include personal information: address, phone, email, Social Security number, payroll and tax information, W-4 form, and form for auto-deposit for payroll
3. Proof of criminal history background check and fingerprinting, if required by state
4. Statement of Health Record with TB date and list of allergies that are life-threatening
5. Documentation for First-Aid Certification and Infant/Child and Adult CPR
6. Updated information regarding professional development clock hours for required training
7. Signed and dated copy of CSCC Employee Contract and confidentiality agreement
8. Affidavit of Employee notarized and dated after signing CSCC Contract
9. Signed and dated statement acknowledging employee has received a copy and has read the CSCC Personnel Handbook
10. Signed Employment Form verifying all information is correct and current and that you agree to perform according to CSCC policies and procedures and state regulations and guidelines.
11. Signed and dated statement acknowledging employee participated in orientation that includes

review of Texas Minimum Standards for Child-Care Centers and Texas PreK Guidelines

12. Signed and dated statement employee understands policies and procedures regarding discipline and reporting injuries of any child or adult
13. Signed and dated statement employee was advised of all emergency procedures and is willing and able to perform duties for safety, including practice drills required by state
14. Copies of documents related to performance evaluations or any Plan of Action (Affidavit for health safety, employee performance documentations).

EXPECTATIONS FOR PROFESSIONAL APPEARANCE

During operational hours, CSCC employees wear FIGS uniforms approved by Executive Director. Two sets of FIGS uniforms are provided to an employee. Additional FIGS uniforms may be purchased by employee. The uniform color may vary but all uniforms conformed to CSCC preferred style.

Employees are issued lanyards with devices (keys and/or FOBs) that permit access to the CSCC building and playgrounds. All employees will be held financially responsible for additional costs for replacement and re-keying facility due to loss of lanyards and building keys/FOBs.

Employees responsible for opening or closing the facility may take lanyards home to have access for opening each morning. Other employees may take lanyards home for convenience but in doing so, they accept full responsibility for costs related to replacement and expenses related to changing locks or key access to building and playgrounds.

Should an employee terminate their position at CSCC, uniforms, lanyard, keys and FOB, and any other item or materials belonging to CSCC must be returned within 48 hours. If the employee fails to return the items belonging to CSCC with 48 hours, legal action will be taken to seek financial compensations for legal fees, costs for replacement of any items, and for rekeying/securing the building.

All CSCC full-time employees are expected to:

- Dress professionally by wearing uniforms, aprons, and approved attire
- Wear solid-color cotton T-shirt under uniform top; No pattern or design
- Wear closed-toe shoes, preferably tennis shoes (no heels, boots unless approved)
- Wear CSCC lanyards with devices for accessing building and playgrounds
- Wear minimal jewelry that does not encumber performance or endanger children during active participation (no loop or large earrings, bracelets or watches or rings that may scratch skin)
- Wear hats and sunglasses when outdoors, if preferred
- Wear products without strong fragrances or odors or that may cause allergic reactions

CSCC will provide these items for full-time employees:

- 2 sets of FIGS uniforms paid for by CSCC (navy, gray)
- CSCC apron to protect clothing

- Lanyard for digital access and/or keys for CSCC facilities and storage spaces
- iPad for messaging from office to classroom or playgrounds (NOT for personal use)
- Instructional materials, supplies, toys, and equipment for indoor or outdoor use.

Failure to adhere to CSCC clothing requirements will result in non-admittance into classrooms and a discussion with the employee and Director to review CSCC clothing policies.

EXPECTATIONS FOR EMPLOYEE PERFORMANCE

Employee's performance involves mannerisms, behaviors, and communications either by speaking or using non-verbal tones and gestures and choices. CSCC employees are expected to:

- Greet children, caregivers, volunteers, and visitors cordially with honor and respect
- Act professionally, leaving personal problems, complaints, drama, and issues at home
- Refrain from use of personal technology while supervising children. **NO CSCC EMPLOYEE WHO IS SUPERVISING CHILDREN MAY USE A CELL PHONE, iPad, DIGITAL WATCH, OR COMPUTER FOR TEXTING OR TALKING UNLESS IT IS AN EMERGENCY.**
- Refrain from using technology when supervising children (cell phone, iPad, television or any device with a screen) except for music or making photos of children.
- NO SCREEN TIME is allowed during naptime, snack, lunch. The television in the multi-purpose room may be used during opening/closing if the content is age-appropriate and directly related to planned lesson plan.
- Screen time is limited to 60 minutes or less per day.
- Avoid eating snacks or other foods during snack time or lunch if supervising children
- Do not take food or drinks in classrooms or facility EXCEPT water in Orca or Yeti cups; NO PLASTIC/STYROFOAM CUPS anywhere in building.
- **Prepare activity materials in advance of need and store in classrooms**
- **Prepare materials only when they are NOT directly supervising children**
- **Review lesson plans during rest periods while constantly observing and monitoring children**
- Maintain all children in your field of vision at all times when supervising them and/or surroundings
- Avoid engaging in long conversations with other adults while supervising children
- **Maintain clean work areas in classrooms, multi-purpose room, and bathrooms. *Bathrooms will be cleaned at noon and closing Monday-Friday.***
- **Use cleansers provided by CSCC to wipe away dirty handprints on windows and doors. Ensure windows/doors are free of handprints at end of each day.**
- Store all cleansers and harmful objects or materials in locked cabinet below sink in classroom or above counter and out of reach of children
- **Do not store cups used for drinking in same cabinet with cleansers or medications**

- Collect trash and take to the multi-purpose room at the end of each day, Monday-Friday
- Bring soiled clothing and pull ups to the trashcan in kitchen or place in washer in laundry room at lunch and end of day. **Do not leave any soiled pull ups in outside bathroom trash**) day (except basketball goals, sand/water tables)

WORK SCHEDULES

CSCC is open Monday-Friday for 12 months each year except for holidays and days the school is closed due inclement weather. CSCC employees may have part-time or full-time work schedules. Compensation will vary according to the position, work schedule, and qualifications of the employee. Workday schedules will be created and may change as enrollment increases. Work schedules will be flexible to need and staff availability. Staff are scheduled to arrive between 7:15 a.m. and 6:00 p.m.

Full-time Employees

- The hours scheduled, excluding time for meals and health breaks, shall constitute an eight-hour regular workday. Five days, Monday-Friday, are considered a full-time employee workweek.
- Normal work hours will vary according to agreed-upon work schedule for each employee.
- Workday hours shall be between 7:15 am and 6:00 pm, Monday through Friday.
- All CSCC employees will sign in listing arrival and departure times on chart located in the front office. Compensation for attendance or hours at work is dependent on attendance record. *Excessive tardiness or absences result in reductions from pay.*
- Different work schedules are offered by CSCC. Assigned full-time personnel schedules may be:
 - 7:15 am to 4:15 pm workday
 - 7:30 am to 4:30 pm workday
 - 7:45 am to 4:45 pm workday
 - 8:00 am to 5:00 pm workday
 - 8:15 am to 5:15 pm workday
 - 8:30 am to 5:30 pm workday
 - 8:45 am to 5:45 pm workday
 - 9:00 am to 6:00 pm workday
- Full-time work schedules include 5 days, 8.5 hours each, 1 hour for lunch, and 5-10-minute morning/afternoon health breaks **when** other CSCC staff can provide relief for health break.
- Breaks may be taken while children are having snack IF there is another staff person present and available to supervise children and the staff/child ratio is maintained.
- All changes in work schedules must be previously approved by Director PRIOR to change.
- Forms are provided for requesting absences or changes in work schedules. Forms must be completed 48 hours in advance of requested date. Once approved and signed by Director, an employee receives a signed/dated copy of request and a copy will be filed in personnel folder.

Health and Lunch Breaks for Full-time Employees

Employee lunch periods and health breaks will vary. Time periods for each employee's lunch and each classroom's lunch or snack will be established by Director. Daily schedules will be posted in classrooms.

All full-time CSCC staff have ONE HOUR for lunch each day. Returning to CSCC and eating your lunch while supervising children during rest periods is NOT ALLOWED. **No foods or drink except water in a closed container are permitted in classrooms.**

Every effort will be made to provide 5-minute health breaks for employees each morning and afternoon when a class is participating in snack as long as state required staff and children ratios are maintained. **Health breaks will be adjusted or eliminated on days when staffing changes due to another employee absence.**

Full-time Employee Child Care Benefits

After **six (6) months of full-time employment** at CSCC, employees are eligible for a fifty (50) percent discount off the regular monthly tuition for one child during the time period they are working as a full-time employee at CSCC. All full-time employees with a child attending CSCC must adhere to CSCC enrollment and attendance policies and state guidelines.

Part-time Employee Information

- Part-time work schedules are flexible to school needs and employee availability
- Part-time employees work less than 40 hours per week
- Compensation is based on an hourly wage or agreed upon semi-monthly pay/salary
- Part-time personnel do not receive compensation for holidays or time away from work due to illness, vacations, or inclement weather
- Wear loose-fitting dark blue denim jeans or black jeans without holes, decals, large patterns or metal features. The following items may NOT be worn:
 - shorts or crop pants whose hem is above the knee
 - jeans with holes that expose skin
 - clothing with low-cut necklines or waistlines that expose skin when bending over
 - yoga-style exercise pants or leggings
 - tank tops or sleeveless shirts or blouses
- jewelry that could become a safety hazard or distraction
- shirts with inappropriate fabric, art or designs, or words or labels that may promote causes potentially offensive to and disrespectful of others.

Employee Wages and Compensation

Each employee will be provided a salary or hourly wage whose amount is determined by the employee's position, educational preparation and achievements, and prior experiences. Annual adjustments in compensation are not guaranteed. The Executive Director determines each employee's rate of pay according to the following guidelines:

- A pay range for compensation and salary, or work earnings, is established for each employee
- Each CSCC employee will receive a rate of pay that corresponds with the pay range established for his/her responsibilities. Any change affecting an employees' compensation will be provided in a written notice from the Executive Director.
- Pay increases are not automatic but earned. Pay increases are dependent upon exemplary performance that includes but is not limited to regular and responsible on-time attendance, and exceptional performance of responsibilities and duties as described when employed.
- The fee schedule for full-time and part-time employees is variable and dependent on multiple factors related to responsibilities and roles. *Pay rates will be determined by the financial status of CSCC, employee seniority, and consistent quality performance demonstrated by employee.*
- Decisions about compensation and increases in pay are unique to each person and not subject to discussion with other staff or employees.
- Employees should refrain from discussing compensations with co-workers. Discussing compensation or personal information or vendors or caregivers related to children in CSCC care may lead to disciplinary action up to and including termination of employment.
- Excessive absences or requests leave of absences from work will negatively affect increases in compensation and continued employment at CSCC.

Compensation for School Holidays, Closures, and Personal Days

Full-time employees will be paid contract rates for holidays and school closures after working full-time for CSCC for **6 consecutive months** after their first day of employment. CSCC employees will earn the same rate of pay noted in their employment agreement. No personal or vacations days may be carried over year-to-year. **Full-time employees AFTER working 12 consecutive months will earn pay for:**

- CSCC holidays each year (approximately 15 days depending on each calendar year)
- 3 personal days that may be used for illness or personal time away from work
- Absences from work are arranged by submitting a Leave of Absence Request Form at least **2 weeks in advance** of date away from work

Compensations for holidays or personal or sick days are dependent upon an employee reporting to work as regularly scheduled for 40 hours per week. Compensations for days off related to holidays, inclement weather or sick or personal days may be adjusted or discontinued if the employee does not consistently work 40 hours per week as scheduled or employee is frequently absence from work.

Employee Payroll Policies and Procedures

CSCC distributes compensation for wages earned as payroll that is paid bi-monthly, or every two weeks. Wages earned and salaries will be agreed upon with the employee and Executive Director prior to beginning employment at CSCC. Conditions impacting compensation are as follows.

- Salaried employees are professionals that are expected to work a minimum of 8.5 hours each day that includes sufficient hours to accomplish expectations. There are no compensatory earnings for time worked beyond a scheduled and agreed-upon work week unless agreed-upon with Executive Director.
- All employees, including substitutes, must record their hours worked by signing in and out upon arrival and departure each day. Earnings reflect the number of hours worked for the hourly wage agreed upon when employed at CSCC.
- All employee payrolls will be distributed either electronically by automatic deposit on a bi-monthly schedule. Payments will be made on the 1st and 16th of each month.
- Earnings may be directly deposited into an employee's assigned payroll preference on the 1st and 16th of each month. Employees must submit paperwork to Director for auto-deposit payments.
- Pay dates may be subject to change depending on holidays or closings that interfere with the normal pay schedule. If a payroll date falls on a holiday or school closure, payroll will be distributed on the first working day post the holiday or school closure.

Payroll Deductions

Employee compensation or pay is subject to all deductions required by law, federal tax, social security payment, and state and local income taxes, as applicable.

- The amount of the payroll deductions depends on each employee's earnings and on the information he/she provides on a W-4 form regarding the number of exemptions claimed.
- Employees must notify the Director and complete a new W4 if modifications are needed
- By law Social Security and income taxes are deducted from each employee's earnings up to a specific limit that is called the Social Security "Wage Base".
- CSCC matches the amount of Social Security taxes paid by each employee.
- Questions about pay or deductions should be discussed only with the Executive Director.

REQUEST FOR LEAVE OF ABSENCE

Requests should be made in advance for foreseeable events as soon as possible. Completed forms requesting a leave of absence from work must be submitted to Director. A copy of the form for requesting a leave of absence is included in this handbook. Additional forms are available in the office.

- Requests for not reporting to work as scheduled must be made in writing using the Leave of Absence Request Form provided by CSCC.

- Except in an emergency, a completed Leave of Absence Request Form must be submitted to the Executive Director at least 10 days in advance of the dates requesting leave.
- A Leave of Absence Form is considered APPROVED after the employee receives a signed copy of the request from the Executive Director.
- Excessive requests for a leave of absence may lead to changes in an employee's assigned work schedule or termination of employment (except for emergency situations that involve primary family members, i.e., spouse or child).
- A copy of the Leave of Absence form will be included in the employee's personnel record.
- When employees request time away from work it is preferred that the date/time aligns with dates and times when fewer children are attending CSCC such as summer breaks or days prior to holidays when fewer children attend CSCC.

Obtaining Approval for Leave of Absence

It is the responsibility of each CSCC employee to notify the Executive Director and/or Director ASAP when employee determines he/she will not report for work as scheduled. Employee must call the Director and send a text message ASAP and BEFORE time to report to work.

Failure to report personally about a delay in arrival or an absence will be documented in the employee's personnel file. Calls or messages from friends or relatives on the employee's behalf will not be accepted as an authorized notice of delay or absence.

Employees should not report for work when they are too ill to perform duties or their illness is contagious. These procedures apply to all employees when too ill to perform duties at work.

- Absences due to illness of self or child, or a family emergency must be reported to the Director ASAP and at least one hour before the employee is scheduled to report to work. Leaving an email or text message is not acceptable as a report for a leave of absence. Employee must personally contact a Director.
- Opening staff members are required to call the Director the day before or evening prior **if you anticipate missing work** or potentially are feeling too ill to report to work.
- Employees must report the reason for not reporting to work as scheduled and may be required to provide a medical statement regarding illness and time away from work.
- Employees must complete a Request for Leave of Absence Form and submit to the Director for any absence from work, including an illness or emergency related to primary family member (spouse, child).
- The Executive Director will sign the Request for Leave of Absence form and return a copy to the employee. A copy of the form will be placed in the employee's personnel file in the office.

- Permission to be absent from work is provided WHEN an employee receives a copy of the signed Leave of Absence Form unless there is an emergency.
- Except in an emergency, an employee who is absent from work but failed to follow the CSCC procedures for reporting absence, will be considered to have abandoned his/her job.
- CSCC employees may be required to submit evidence verifying the reason for reporting late to work or for any absence from work. Failure to provide the requested documentation may result in a reduction of pay and/or potential termination from employment.
- All time periods for reporting to work, leaving work, and absences will be monitored and recorded. Excessive absences or patterns of tardiness or absence from work will be discussed with the employee and a Director and could become grounds for termination of employment.
- CSCC does not grant extended unpaid time off requests for non-medical or non-emergency or personal-choice reasons. Employees must terminate their employment to be removed from the regular work schedule for a period of time for non-medical or non-emergency reasons or problems related to personal issues.
- Failure to follow CSCC policies for reporting or requesting time away from work may lead to a reduction in compensation, a change of assignment, or termination from employment.

Medical and Emergency Leave Of Absence

If emergency circumstances occur or are necessary, for medical or personal reasons, an employee may request to be temporarily released from regular work responsibilities and hours. **Eligible full-time employees who have worked at CSCC for 6 months may apply for a specific emergency leave of absence without pay and a designated time period not to exceed 2 weeks.**

Employees who have worked at CSCC for less than 90 days should avoid requesting time away from work. No compensation for hours NOT worked to any employee who does not report to work as scheduled during the first 90 days of employment unless there is a valid medical emergency for the employee. A medical statement from a doctor must be submitted to validate medical emergency. The medical statement will be submitted to Director and filed in employee's personnel folder in office.

Due to staffing requirements set forth by the state and the need for a qualified adult in a classroom, a replacement may be hired for the full-time employee position. Failure to return to work as scheduled from an approved leave of absence or to inform the Director in writing of an acceptable reason for not returning to work as scheduled will be considered a voluntary resignation of employment.

Bereavement Leave

Recognizing that a time of bereavement is very difficult, every effort will be made to ensure that an employee is able to attend services for immediate family members/matters. Employees should notify the Director immediately. Conditions applying to bereavement leave:

- Absence due to death in the immediate or primary family will be paid to full-time employees for 2 workdays
- Immediate family members include an employee's spouse or child, or mother/father.

Jury Duty

CSCC employees are encouraged to fulfill their civic responsibility when required to do so. Full-time employees will be granted ONE day of paid jury duty leave in a one-year period. Verification of jury duty will be required.

EMPLOYEE PROFESSIONAL DEVELOPMENT

Supporting CSCC employees and staff is a high priority to develop a quality-learning environment. There will be mandatory meetings throughout the year to help employees develop the knowledge and skills to perform roles and responsibilities. Some professional development may occur outside of normal working hours. Compensation will be provided for hours in attendance that is **not** part of training requirements and state regulated mandatory training hours.

Employee Mandatory Orientation

All CSCC employees will participate in an orientation to become informed about CSCC policies and procedures. Before employment at CSCC, all potential employees will provide the documentation required by state licensing authorities.

All CSCC full-time and permanently scheduled part-time employees will undergo an orientation period that includes a review and discussion of these resources or procedures:

1. CSCC Personnel Handbook
2. CSCC Operational Policies and Procedures Handbook, including use of CSCC forms
3. Texas Minimum Standards for Child-Care Centers
4. Emergency procedures, including operation of fire extinguishers, safety drills, responses to accidents or injury of adult or child
5. CSCC behavioral management routines and procedures
6. Health and safety routines and procedures including hand washing procedures, toileting, food preparation and service, maintaining clean, orderly environment
7. Use of technology and media at CSCC for personal and professional purposes
8. Policies related to professional behavior, confidentiality and respectful communication.

Failure to read the materials listed above within 2 weeks of employment is justification for probation and may lead to termination.

In addition to the mandatory orientation, all full-time staff will be expected to:

- Complete a minimum of 24 clock hours of professional development per year
- Provide documentation of professional development training hours to a Director
- Attend mandatory staff meetings or school functions to promote a positive, supportive work environment and CSCC team.
- **Compensation for training hours provided by CSCC is not provided** since the professional development is required by law for each caregiver/child care provider.

Employee Introductory Period

All new employees either full-time or part-time are subject to 30-60-90-day introductory period. During the introductory period, employees' attitudes, attendance, cooperation with staff, and punctuality will be assessed. Interactions with children, caregivers, volunteers, and visitors will also be observed and evaluated by the Directors and Teachers. An informal interview may be held with the employee and a Director. Constructive feedback about the employee's performance may include suggestions for improvement and/or discussions about issues with or questions about the employee's responsibilities.

During the initial 90 days, full-time CSCC employees are NOT eligible for benefits or paid time off work and they may not request a Leave of Absence unless there is a medical emergency. A full-time or part-time employee may be terminated if performance does not follow CSCC policies/procedures or uphold quality standards.

If an employee is terminated, the employee will return the uniforms, lanyard, and digital device provided by CSCC. Failure to return any of the provisions will result in a deduction from pay or an invoice for the amount due to CSCC for failing to return items and for securing the building as needed. If FOB and keys are not returned, the employee will be held financially responsible for paying invoice that reflects the cost of re-keying all doors in the CSCC facility.

EMPLOYEE RESPONSIBILITIES

CSCC employees will be advised that children's enrollment and adult work requirements may change from day to day and during the year as we grow in numbers. In order to maintain state licensing ratios and to be cost efficient, staff may be assigned to different classrooms, groups or centers, in addition hours of work or job classification may change based on company need. These re-assignments will be done fairly and equitably. Additional information about employee performances includes the following.

1. All information about CSCC employees, children or their families is kept private except when there is a "Need to Know" situation identified by a Director. All CSCC employees are required to refrain from discussing personal information about adults, children's developmental needs or progress, and/or family issues or circumstances in public places including all areas of CSCC property and off-premises discussions or conversations. Failure to adhere to restrictions about honoring privacy and rights of others will result in disciplinary actions and/or dismissal or termination of employment.
2. All CSCC employees work together to maintain a positive work environment at all times. **Personal issues and concerns and drama should remain at home.** We will strive to be supportive of each other professionally and personally and work to maintain a joyful workplace that supports positive early learning opportunities for children and families.
3. All CSCC employees will work to ensure adults, children and families, visitors and volunteers, are welcomed and treated respectfully, fairly, and equally, and all rights of individuals will be honored within the limits of the law and CSCC expectations for acting professionally.
4. All CSCC employees agree to directly supervise children during assigned times or responsibilities and NOT engage in lengthy conversations face-to-face or use technology. **State law requires children are observed in YOUR field of vision at all times when you are supervising, teaching, or monitoring an activity.** It is a violation of the law to engage in a conversation and visually look at a person or device for a prolonged period while supervising children.
5. Locked storage areas are located in each classroom. Staff should store personal items in locked cabinet and maintain key on lanyard. If a key is lost, the staff responsible for losing keys or devices that access the building will be financially responsible for replacing items lost and potentially re-keying the entire facility if necessary. The expense for replacement of keys/FOBs and/or re-keying the facility will be deducted from next payroll check of employee and a copy of the invoice for replacing lost items will be provided to the employee.

Employee Responsibilities for Maintaining Sanitary, Orderly, Safe Classrooms

Lead teachers and teaching assistants will share responsibilities for maintaining classrooms to ensure all environments are clean, orderly, safe, inviting and interesting, and that all materials are maintained in good condition.

- Wet areas including sinks and toilets will be cleaned with cleansers and materials provided by CSCC at NOON and at the END each day, Monday-Friday.
- Trash will be bagged and taken to multi-purpose room for disposal at the END of each day.
- Shelving will be dusted and kept orderly. **No clutter will be allowed anywhere.**
- No torn paper or debris or playground surface materials should be on floors during or at the END of each day. When something is out of place or on floor incorrectly, pick it up and throw in trash.
- **Items may not be posted or taped on any surface** (doors/walls) without written prior approval

from a Director (includes SMART Boards and dry erase boards, windows or any surface area).

- Children's art samples will be posted on bulletin boards only, no other surface.
- Nothing may be hung from the ceiling or attached to any surface without prior approval
- Only approved cleaners for cleaning devices, surfaces, toys, equipment, and materials should be used. Training will be provided for use of cleansers at CSCC.
- **All nap mats must be wiped with cleanser after use.** Each mat should be marked to identify the sleeping side of each mat. Mark mats with child's initials printed on tape on the sleeping side of mat. All mats must dry, then be safely stored in classroom or multipurpose room.
- **All trash is taken to kitchen trashcan at END of day.** All soiled pull ups are taken to kitchen trashcan at noon and end of day. No soiled clothing or pull ups may be left outside in bathroom trashcans, in children's cubbies, or classroom trashcans.
- State law requires teachers have emergency contact information and a class roster with them at all times. Bags are provided by CSCC so teachers kept up-to-date information easily accessible.
- Bags must be kept up to date with current roster, emergency contact information, medical supply kit for First Aid, flashlight with working batteries. Old copies of personal information (rosters, directory) should be returned to the office and shredded.
- Bags are kept by teacher when leaving classroom at all times except when going to the multi-purpose room for snacks or meals.

Employee Responsibilities for Use of Curriculum

- **All instructional and art materials should be prepared at least one week in advance of use and stored in hanging file folders and file boxes as demonstrated in orientation training.**
- The kindergarten curriculum, *Wonders Reading Program*, is published by McGraw Hill Education. Vicki Gibson is a co-author of that curriculum.
- The preschool curriculum (PreK4) used in CSCC classrooms is *Ready to Advance Early Learning Curriculum (RTA)* written by Vicki Gibson, Ph.D. and published by Benchmark Education in New York. *Ready to Advance* requires minimal time to organize and prepare materials. **All RTA PreK4 instructional and art materials should be prepared at least one week in advance of use and stored in hanging file folders and file boxes as demonstrated in orientation training.**
- Younger children ages 2-3 years old who attend CSCC will use a curriculum called *Foundational Learning (FL)*, a derivative product of the *Ready to Advance Early Learning Program*. **All instructional and art materials for FL should be prepared at least one week in advance of use and stored in hanging file folders and file boxes as demonstrated in orientation training.**
- No activity or materials may be used that are not part of the *Ready to Advance Early Learning* materials or the *Wonders Reading Program* without prior approval of the Executive Director or Director. This includes use of all forms, patterns, printed materials, or technology in classrooms.

- **No worksheets may be used at CSCC** that are not part of the adopted curricula without the prior approval of the Executive Director. Children learn more from engaging hands-on materials and activities and small group collaborative conversations.
- No digital devices may be used for personal use during scheduled hours unless it is an emergency or you are taking photographs of children or classroom. Digital devices include cell phone, iPad, or computers or Apple watches. **No social media use is allowed at CSCC.**
- If an employee chooses to use personal digital devices of any kind while supervising children, the employee will be asked to leave all personal digital devices in the office while supervising children and only use personal devices at lunch or health break.
- CSCC will issue iPads to classroom teachers for school use only. No CSCC employee may alter the iPad by adding software or any application without approval of the executive Director.
- CSCC instructional personnel are expected to read each week's lesson plans in the Teacher Resource Systems (TRS), aka teacher editions or lesson plans.
- **Teachers should read lesson plans IN ADVANCE of introducing lesson content or skills or use of materials in classrooms.**
- **Teachers are responsible for creating and adding learning centers that coordinate with current thematic unit of study.**
- **Center materials are changed every two weeks.** Materials for a center may be requested by completing a form, Request for Supplies, and submitting form to director.
- Planning meetings will be held with teachers as needed to ask and answer questions about curriculum, state guidelines, instruction or practice activities, progress monitoring, and assessments. Planning meetings are purposed to ensure instruction and classroom practices are age-appropriate and aligned with CSCC and state guidelines.
- Clock hours for professional development may be provided for participation in planning meetings file if the participation aligns with state requirements for annual training requirements.
- **Weekly Activity Plans** are developed using information in the *Ready to Advance (RTA) Teacher Resource Systems (TRS)*. All weekly Activity Plans must be submitted to the office 3 days in advance of posting or using in classrooms. Directors and coaches will review Activity Plans and provide feedback to Lead Teacher. A revised Activity Plan must be submitted within 48 hours of use. Support from Directors will be available as requested and needed.

Responsibilities for Classroom Materials, Maintenance and Activities

- **Room arrangements and learning centers will be changed every two weeks.** Materials and center play should coordinate with content and skills as suggested in curriculum.
- Every center does not have to align with the theme or topic under discussion.
- Teachers organize materials and construct learning centers for dramatic play and interests.
- All staff are advised to wear CSCC aprons to protect clothing as well as any health or safety

devices recommended by Director or health department requirements (masks, gloves).

- All children wear art aprons during activities involving messy materials and paint.
- **All painting activities will be conducted at Teaching Table or Worktable**, NOT in learning centers and outside on concrete areas that can be washed after use. When and if accidents occur, immediately clean the area using approved cleansers and cloths.
- Absolutely safe activities and environments must be maintained at all times, including days of inclement weather. **During days of inclement weather, children should remain indoors and use hallways to multi-purpose room for gross motor activities.**
- Teachers play games or exercise/music activities on inclement weather days. These activities may occur in classrooms or the Multi-Purpose Room.
- **Daily scheduled physical development activities are required by state standards.** A minimum of vigorous activities for 60 minutes per day (2-3-year-old children) and 90 minutes for PreK4-5 children) are required. The activities may be divided into shorter time periods.
- **Free choice activities are also required by state standards.** Using a Rotation Chart and Chart Board provides daily opportunities for children to make choices, be responsible for regulating emotions while interacting with others, and accountable for clean-up.
- **Rotation Charts and Choice Boards will be used in every classroom.** Younger children should be taught to maintain toys in a given space or area called a learning center.
- **Teach children how to clean up a learning center and store materials correctly.** This includes placing books on shelves with the cover facing out. This is a learned behavior that requires instruction to develop the habit of cleaning up properly.
- **Teachers complete a Supply Request form and provide a list of materials that needs to be purchased for classroom activities. Submit list to the Director at least 48 hours in advance.** Failure to request supplies in advance will result in employee purchasing the materials.

Forms are provided to request supplies, request a meeting with a Director, request a leave of absence, and/or make suggestions to resolve a problem should be submitted in writing. All forms are available in the office. All forms must be dated, signed by person completing the form and submitted to a Director.

Responsibilities for Instruction, Practice and Assessments

All employees will use proactive, positive approaches for guiding children, teaching, providing guided practice, and engaging in conversations with children and adults. Employees will be expected to:

- Speak respectfully to and with children and adults using kind word choices and voice tones, and appropriate physical behaviors (facial expressions or gestures).
- Communicate using correct grammar and complete sentences
- Share the talking time, taking turns and waiting for a turn to speak without interrupting
- **Speak using complete sentences and correct grammar and appropriate voice tones and**

levels. Maintain a lower voice tone and use less words when providing instructions or directions, This enables children’s comprehension and processing of information.

- Rephrase children’s responses when appropriate to model correct grammar or responses
- Share materials and ideas and follow procedures for use in classrooms
- Use visuals and gesturing using American Sign Language to reinforce word meanings
- **Use Two Choice Discipline** when offering choices or providing corrective feedback. Information about Two Choice Discipline is included in the book, *Teaching Responsibility and Respectful Communication*.
- Use best practices for teaching and practice as noted in curriculum or professional development
- Provide multiple exposures for introducing and practicing new information before expecting a child to perform without support
- Use evidence-based instructional methods and activities and ask for assistance when needed
- Monitor children’s responses to instruction and record comments if needed to collect data for grouping children for instruction or completing an assessment
- Provide encouraging and positive feedback and sincere compliments
- Submit suggestions to Director regarding changes or modifications in curriculum as needed for children in your classroom.

Technology Use

All digital devices (iPads and school camera) that are CSCC property should be safely stored in locked cabinets when not in use. Digital devices that are the property of CSCC should not be taken home for any reason. Further, the Internet at CSCC is NOT for personal use when staff is in classrooms or supervising children.

- Employees should never use personal digital devices when directly supervising children.
- No employee may use personal digital devices in classrooms unless it is an emergency to notify a CSCC administrator or caregiver of child in classroom.
- Digital devices, televisions, and SMART boards should be carefully used and stored properly.
- When **not** supervising children, cell phones or iPads may be used to take photos of children and send to families and Director.
- **If staff is taking a photo or communicating with a parent using a digital device, then the co-worker should assume responsibility for supervising children.**
- Flat screen televisions, SMART Boards, or iPads may not be used during snack, lunch, or rest time. Devices may be used to extend a lesson, provide music and exercise, or as a demonstration of a concept. The activity must align with lesson plans for the day of use.
- Employees may use personal technology during lunch or health breaks but not in classrooms.

Responsibilities Using Playgrounds and Equipment

Outdoor playground time will be scheduled by classroom and contingent upon acceptable weather conditions. While outside, observe carefully and report any equipment that needs repair or replacement.

- Staff will observe children carefully at all times on playgrounds.
- Staff will not engage in conversations with other adults when supervising children at play.
- Adult/child ratios must be maintained at all times and in all classrooms and playground spaces.
- **No cell phone or use of digital any device (iPad or watch) is permitted while supervising children on playgrounds except for emergency use if needed.**
- **Teachers should carry a clipboard with a roster that includes all children's names when not in classroom or multi-purpose room. Emergency contact information and a class roster are accessible at all times.**
- **Before re-entering the CSCC building, teachers count children and check attendance using class rosters to ensure no child remains outdoors unsupervised.**
- Children are not allowed to enter outdoor restrooms without requesting permission and without supervision. Teachers unlock restroom doors and stand outside to supervise and be available for assistance as needed. Have children wash hands before leaving bathroom.
- Teachers are responsible for taking playground equipment outdoors and returning equipment to designated storage area. **Do not leave wagons and toys outside when not in use.**
- **Check children's footwear prior to entering building from playgrounds. Remove shoes and dump rocks or debris from shoes to maintain cleanliness.**
- All classroom and exit doors will remain shut except for entering and exiting an area. Doorstops may be used to hold open a door only for entry or exit from classroom or playground.
- All gates on playgrounds remain closed and locked unless there is an emergency and staff/children need to exit area. **No adult is allowed entry into playground areas without prior identification and checking in the front office to sign in or sign out a child.**

EMPLOYEE RELATIONSHIPS WITH VISITORS, VOLUNTEERS, AND MEDIA

A variety of visitors and volunteers will likely enter CSCC classrooms and participate in observations, monitoring best practices, and professional development. CSCC staff will greet them but continue activities with and supervision of children.

Staff will be advised about visitations or student observations in advance when possible. Visitors will be asked to provide 48 hours prior notice before arriving at CSCC. **Caregivers, parents, and legal guardians are not required by law to provide prior notice, but they have to sign in and provide identification in the front office.**

All visitors must sign in and provide a photo ID in the office. No visitor may enter a classroom without signing in and checking with a CSCC Staff member first. CSCC employees should notify the office or Director immediately if a visitor enters classroom without prior permission and notification.

Only a CSCC Directors is authorized to share information about private individuals about CSCC or our faculty and students, news reporters, television crews, or any person(s) capable of distributing information digitally or in print and via any digital format.

CSCC employees need to speak proactively and positively with parents or families regarding daily events. When a behavioral episode occurs at school, CSCC employees are responsible for responding. Parents can provide guidance about ways they handle certain behaviors at home.

CSCC employees should not greet any parent or caregiver with complaints or stories regarding behavioral episodes that can or should be managed at school. Asking parents to respond or discuss behaviors that happened hours earlier at school provides negative reinforcement and attention to the undesired behavior. Research shows that negative reinforcement is the strongest reinforcer that usually results in more frequent episodes of a behavior.

CSCC employees are discouraged from participating in social media and conversations that include personal and private information about children, caregivers and families, and/or any personal circumstances or events. Employees do not engage in social media with parents!

All written correspondence from a CSCC employee must be approved by a Director PRIOR to sending to any adult, caregiver, vendor or other personnel. This includes newsletters, calendars, or any type of note for form (Injury Form) to be sent home. A copy of all correspondence must be filed in a child's personal folder and kept in the front office.

Photography and Videotaping Restrictions

Caregivers enrolling their child in CSCC classrooms/program will be asked to sign a release that allows CSCC employees to photograph or record children in activities. We also request permission using a Model Release form that allows CSCC to disseminate information using technology or forms of media, either for professional development and learning, sharing information with caregivers about activities and events at CSCC, or marketing/website for CSCC. No CSCC employee has permission to use information collected at CSCC for personal gain or use, or for marketing or training without the written consent of the Executive Director.

EMPLOYEE SUPERVISION, SUPPORT, AND EVALUATION

Employees will be observed during classroom visits and their performance for completing duties will be evaluated by the Director. Data will be used during periodic reviews and considerations for employee compensation or benefits.

Instructional coaches will support employees with ongoing mentoring opportunities. Employees are encouraged to request assistance as needed from the Directors or coaches. Instructional coaches will not evaluate an employee's performance, but they may provide information or make suggestions to the Director if there are concerns about children's safety and opportunities to succeed based on an employee's skill set or nonperformance.

Classroom visits may include:

- Unannounced classrooms walk-throughs and observations by directors or coaches to monitor program quality and monitor program effectiveness and quality
- Unannounced classroom observations by caregivers and family members (state law requires they have access always)
- Scheduled classroom visits by visitors, volunteers, and/or TAMU faculty or staff
- Annual review evaluation conducted one year from first day of employment and used to gather information for decision-making with the employee, the Director, to discuss needs, strengths, or request changes in work schedule or compensation.

EMPLOYEE DISCIPLINARY PROCEDURES

CSCC employees are required to follow all state laws, guidelines, and CSCC policies and procedures. Failure to do so will result in a disciplinary action. Depending on the circumstance or violation, an employee may be terminated if the violation is illegal or threatens safety of any adult or child.

Documentation of any reprimand or meeting will be kept in employee's personnel file. Procedures for employee reprimands are as follows.

- **Verbal Warning.** Employee will attend meeting with CSCC administrator and/or Lead Teacher and receive a verbal warning when a performance violates CSCC policies or procedures or any law or state-licensing standard.
- **Written Warning.** Employee will attend meeting with the Director and/or Lead Teacher and receive a written warning and possibly a Plan of Action that defines the violation and circumstances and lists preventative actions that will be taken along with a date for review.
- **Termination.** Employee will be asked to leave premises immediately if employee's actions are illegal and when preventative actions are not followed as described in the written warning, or

when an employee receives a second reprimand within 30 days of the first reprimand, either verbal or a written notification.

Failure to follow CSCC policies and procedures regarding employee's performance will result in a reprimand by an administrator, written documentation added to employee's personnel file along with a Plan of Action for improvement and an agreed upon date for changes to be completed. Immediate termination of employment may occur if a violation of a state standard or law occurs by an employee.

If the action or event puts CSCC at risk for noncompliance with state licensing or regulations, employee may be suspended immediately until further investigation occurs. No financial compensation will be provided if an employee is suspended.

DISMISSAL OR TERMINATION OF EMPLOYMENT

Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for NEGLECTFUL SUPERVISION. This action results in the employee's inability to work in childcare again. Also, the employee's last paycheck will be mailed to the employee, less a deduction of \$100.00 for the non-return of curriculum materials or uniforms.

Employees failing to immediately return FOB and keys will be held financially responsible for re-keying and securing all doors in CSCC facility.

Employment may be terminated immediately for

- Exhibiting any form or type of corporal punishment or aggression either verbally or physically that threatens another adult or child either emotionally, physically, or socially (being isolated from group incorrectly and not in accordance with CSCC policies and procedures)
- Speaking disrespectfully by shouting, using unacceptable word choices and voice tones, or acting in ways perceived to be demeaning or disrespectful to another individual
- Modeling or using unacceptable conduct with intent to harm
- Bullying or perceiving to bully another individual in person or through social media
- Public or private discussion of or sharing personal information about other employees, children and families, or CSCC policies and procedures without discussing matters first with the Director
- Treating any person in a way that violates state law and CSCC policies
- Failure to follow any state law and or licensing requirement and/or CSCC policies and procedures
- Any incidence of perceived violation of a law that represents a misdemeanor or felony or that requires legal intervention or probation
- Use of illegal drug or demonstrating physical abuse or personal misconduct in public or on CSCC premises.

SEXUAL AND UNLAWFUL HARASSMENT

Sexual harassment will not be tolerated in any way, shape or form. CSCC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legal protected characteristic will not be tolerated. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Director.

Corporal Punishment is NEVER allowed at CSCC. Corporal punishment is defined as the infliction of physical pain on a child as a means of controlling behavior. This includes, but not limited to, spanking, shaking, slapping, thumping, or pinching a child. If such behavior occurs, you will be immediately terminated as a CSCC employee and dismissed from any participation at CSCC

By state law you are required to immediately report any suspicions of child abuse. You must report to the Director who reports the incident to Child Protective Services. CSCC Employees will be responsible for reviewing and using information about Child Protective Services and procedures that are posted in CSCC office.

PROCEDURES FOR RESOLVING COMPLAINTS

- Should a complaint be received from an adult or child, the Director will immediately investigate and gather facts about the complaint. The Director will listen, take notes, and gather information from persons involved and will report findings to persons involved and the person submitting the complaint.
- IF persons submitting a complaint are NOT SATISFIED, the Executive Director will call local authorizes police, state licensing office, Child Protective Services office, insurance company, and attorney. Any employee involved in complaint and proven to be suspect of activity will IMMEDIATELY be placed on leave without pay indefinitely until all matters are resolved.
- The Director and full-time CSCC employees are expected to cooperate completely with any investigation by supplying information, data and support to remediate problem or complaint about event or action. The Director will provide a special bulletin to CSCC employees and caregivers explaining events and outcomes.

If abuse is suspected, a CSCC Director will a) call police, b) contact state licensing office and Child Protective Services, c) call attorney and insurance carrier if necessary, and d) Immediately place staff suspected of involvement on administrative leave without pay until investigation is completed. If, in the opinion of the Director the charge of abuse is unwarranted, we would confront person submitting complaint, determine if they are satisfied with actions taken by CSCC and if no further involvement is required, caregivers will be asked to sign a dated written statement that summarizes outcomes.