



# **Staff Policy Handbook**

Effective September 1, 2021

## **Our Mission/Goals/Objectives**

New Discoveries Christian Childcare and Development is a missionary outpost to New Life Church. It is our desire to portray Jesus Christ in every aspect of our daily lives. It's our desire that New Discoveries be:

- A place where you are free to share Christ's love with the children and parents in our program and with each other
- A place where you can find fellowship and friendship with other staff members and feel a sense of family in your working environment.
- A place where you can gain a special sense of joy in touching lives at an early age with Christ's love therefore touching their homes as well.
- A place where your lives can make a difference to our world.

## **Personal and Spiritual Qualifications**

- The employee affirms that he or she has a sense of God's will, that teaching is his/her calling, and that holding a position at New Discoveries is God's direction at this time.
- **Christian Testimony:** The employees shall be a Christian role model by personal example by, both in and out of the facility, proper judgment, discernment, dignity, and Christian living, which places them above reproach. Their testimony in the community shall be one which brings respect to the School rather than discredit. (Titus 2:7-8, 1 Thess 5:22, James 3:17-18)

## **Job Description**

### **1. Staff Expectations:**

- All Employees should know the Policies and Procedures, Emergency Procedures, Staff Policy Handbook and the Playground Policy. All teachers will also have to complete the Safe Sleep training.
- All Employees should study our program outline and implement all key areas in curriculum and activities. Teachers should make sure key areas are included in their quarterly lesson plans.
- All Employees should promote the goals, mission and objectives of New Discoveries with both conversation and deeds.
- All Employees must have competence, sound judgment, and self-control in working with children; Must be mentally, physically, and emotionally capable of performing duties related to childcare.
- All Employees are required to lift up to 30 pounds, be able to stand for long periods of time, twist, bend, and run if needed.
- All Employees should speak positively about their colleagues, demonstrating a spirit of cooperation, support and unity. If you have a disagreement or a conflict with the leadership, it is appropriate for you to go to that person and communicate your problem. The scriptural way to handle the problem. It is not appropriate to talk to the other team members without or before talking to the person you have the disagreement with. Any disputes not able to be resolved should be brought to the supervisor for resolution.

### **2. Staff training:**

Staff Training is due by July 30<sup>th</sup>. It is the employee's responsibility to make sure all trainings are complete and entered into ORO by that date. If trainings are not complete they will be unable to work until requirements have been met.

### 3. Staff Duties and Responsibilities:

It is very important that Teachers and Assistants have good communication, display a Christ-like attitude and create a good working relationship. It is expected that staff make every effort to work out indifferences between one another and remember the example that they are setting for children, parents, and co-workers.

#### HEAD TEACHERS

- Maintain a Christ-like attitude in working with parents, students and fellow staff members to create an atmosphere:
  1. Where children are encouraged with a loving attitude to grow physically, emotionally and spiritually.
  2. Where parents can feel confident about the care and education of their children, and
  3. Where staff members can enjoy a healthy working relationship with each other.
  4. Building relationships and communication with parents is a priority.
- Develop lesson plans, instructional materials and or goals according to the developmental age of the children keeping closely to the thematic calendar. Directors will advise and give input on curriculum development and implementation.
- Instruct each student in citizenship, interpersonal relationships and responsibility ensuring appropriateness of program activities according to age interests and developmental level of the children.
- Provide instruction, organization and management in the classroom which creates an environment conducive to learning.
- Evaluate the students' progress and social growth and development, maintain appropriate records, prepare reports and communicate with parent conferences and other parental contract.
- Participate in the assessment and planning for curriculum development and other programs to meet the needs of the center.
- Maintain effective communication with children, parents, and colleagues.
- Assign appropriate supervision between Teacher and Assistants (Aides I and II) so that every child is supervised. These assignments should be reinstated every day and reevaluated from time to time. Close attentions should be made that each adult has equal assignments according to their qualifications. If a Teacher must leave the classroom for a break or emergency, a qualified aide must always be called before leaving the room. Under no circumstances it is ever okay for children to be unsupervised. The children should have the full attention of the appropriate amount of staff at all times.

Maintain the following records:

#### Records

**Daily attendance records:** (Sign in and out sheets) should be turned in to designated areas at the end of the day. It is teacher's responsibility to make sure these are signed at both drop off and pick up times. Blank copies should be kept in the classroom and dated every morning.

**Student Development Evaluation Records:** Are maintained by the teachers.

**Accident/Incident Reports:** Staff will be responsible for turning in these reports to the Directors office immediately. Appropriate paperwork must be filled out and signed by the one who witnessed the incident. The school will keep the original and parents will sign and receive a copy of the report. Parents are informed by verbal communication from the teacher or director. (Even if it is the Aide I or Aide II that witnesses and signs the copy) Assistants may discuss the situation if asked by the parents. Copies should never be left in the child's

cubby for the purpose of the notification. You may leave a note in the cubby reminding parents to please speak with a teacher before they leave concerning an incident.

**Daily Reports/Brightwheel:** Head teachers are responsible for telling parents that their child needs supplies for the day. Please let them know in advance and write information on the sign in sheet in the comment section. Reports are to be filled out appropriately every day and given to the parent. Any concerns should be discussed immediately before giving them the report. Unless there are concerns, copies do not have to be made but may be made at the teachers' discretion. *\*Now that we are using Baby Connect for the infant room and Brightwheel for the older groups, please make sure all the correct information is inputted at the time anything is being done to a child. (Bottles, Changes, ect..)*

## **AIDE I AND II**

Although Aides will answer first to the Director, it is expected that Aides follow the instructions of the teacher and maintain good communication.

## **ALL STAFF**

Attend the following activities that are put on by the school that may subject to a schedule change: Christmas Program, Muffins with Mom, Donuts with Dad, and Staff meetings. The Christmas program is for Preschool and Pre-K children only. Staff Inservice days are mandatory for full-time employees and part-time employees may be able to participate.

## **Television and DVD use**

It is acceptable to use the TV and DVD player for educational purposes and for the purpose of visuals. The TV should never be on during early morning hours (drop off), during pick up time, nap time or lunch time and should never be played for more than one (1) hour in a day. On special occasions the TV may be used for entertainment. Television is not aloud for children under the age of 24 months.

## **Classroom Responsibilities**

Rooms are to be kept neat, clean and sanitized at all times. Diaper pails and garbage should be emptied in designated bins at the end of every day. Toilets need to be wiped down as well as tables, door knobs and other frequently touched surfaces. Floors must be swept for the end of the day cleaning. End of the day cleaning includes mopping and vacuuming and any additional tasks on the cleaning checklist in each room. Ask Directors for extra cleaning duties. Toys and diaper changing tables should be sanitized according to posted regulations. This is an equal responsibility of both teachers and aides.

Each teacher is responsible for seasonal and spiritual decorations and visuals. They should be changed or updated according to our thematic calendar or seasons. Only 3M removable products, white sticky tak or Specified poster tape. If you are not sure. ASK. Items such as tacks, staples, nails and certain tapes are not permitted for use as they are a potential hazard to the children and can cause expensive damage to the walls.

Items such as books, toys, and manipulative may be brought into the center but must be in compliance with state regulations. They should be clean, safe and undamaged and should add to the overall purpose of our center. New Discoveries cannot be held responsible for any damage to these items. Please label any items that do not belong to the center.

Our rooms are used every Sunday and occasionally on a weekday night. All room use is scheduled and training is provided for those who are responsible. Please make sure that rooms are put back in order at the end of each day and are ready and available for use. All personal items belonging to New Discoveries children should be put away in appropriate spaces and when necessary should be kept locked in designated areas.

It is every teachers responsibility to make sure that all the windows and doors are locked securely and that the heating/air conditioning is set to appropriate settings. Winter heat mode set at 63 degrees and summer air conditioning mode set at 72 degrees.

All meals may be served by the director or teachers and assistants holding a food handlers card.

No money should ever be taken or handled by a teacher unless otherwise instructed. You may direct them to the director's office or money box located in the center's foyer.

## **Communication with Parents**

Please use the general guidelines when communicating with parents:

1. Always speak positively to parents.
2. When speaking to a parent about their child's behavior, it is never acceptable to use the labels, "naughty," "brat", or "bad". It is important to separate the actions from the child. It is always important to respect a parent's privacy and never mention concerns in front of other parents.
3. It is never appropriate to diagnose a child with any physical or learning disorders of any kind. When there are valid concerns of a child's behavior is should be discussed with the parent by the head teacher or director and should be done in privacy and during a conference when teacher and parents are attentive and not feeling rushed. Communicating to parents that you are seeing some behaviors or symptoms that are causing some concern IS appropriate. You may suggest that perhaps a physical evaluation by the child's doctor may be warranted. When a parent has concerns beyond their child's physical needs, please refer them to EC CARES.

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## **Anger Management and Discipline Policy**

### **Guidance and Discipline**

#### **PHILOSOPHY**

Understanding the difference between discipline and punishment makes all the difference in the world in terms of attitude and results. Whereas the purpose of punishment is to inflict a penalty for an offense, the purpose of discipline is to train for correction and maturity. Discipline means applying appropriate consequences to encourage a child make better choices in the future. Discipline should make sense to a child. It should have something to do with what he has done wrong. Discipline helps a child feel good about himself. It gives him the chance to correct his mistakes. It puts him in charge of his actions and it plays a big role in who your child becomes and how he/she will respond to others and future situations.

Our first objective is to:

- Prevent problems by establishing consistent rules of behavior.
- Demonstrate coping skills.
- Provide an attractive and safe environment.
- Offer a variety of constructive and engaging activities with child's needs in mind.
- Be consistent and fair about rules, taking all things into consideration.
- Distract or redirect children from potential problems.

- Remind children of rules.
- Help children with problem solving by discussing choices and consequences.

Children who are punished feel humiliated and hide their mistakes. They tend to be angry, aggressive and fail to develop self-control or self-confidence. Children who are disciplined feel successful and in control. They feel proud of their progress and accomplished.

## **POLICY**

1. Redirection or discussion is first course of action. Teachers may use their own classroom management system with incentive to help promote good behavior and choices.
2. Time-outs are used to help a child gain self-control or when needed for safety concerns. The child will be separated from the group in a designated area within the classroom. Though he/she will not be permitted to participate in activities, he/she will be given adequate attention from the teacher. Time-outs are 1 minute for each year of child's age.
3. When there are repeated behavioral problems or problems that risk the safety of others, the child may be sent to the director. In serious situations parents will be called immediately to come down for a conference and it will be decided between the parents and director if a child will be permitted to stay. The teacher may also be a part of this conference. If a safety problem persists and goes unresolved, we may find that it is in the best interest of both student and classmates to request the withdrawal of a child. However, every effort is made to find a workable solution.
4. Good communication with parents is vital. Problems at home most often show up at school in the form of behavior, and vice-versa. Concerns or issues should always be addressed to the Director or teaching staff. It is always our goal to partner with parents.

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### **Bathroom Policy (If children need to use church bathrooms)**

1. Bathroom breaks should be scheduled and taken in two separate groups of boys and girls.
2. A qualified adult must supervise the groups.
3. Bathroom main doors must be left open.
4. Only one child in a stall at a time.
5. Children shall take care of their own personal needs. If there is a need to assist, an aide must be present.
6. Helping with belts, snaps, etc. shall be done as children are lined up in the hallway outside of the bathroom. Children should be encouraged to do it themselves.
7. Children and Adults must wash hands.

### **Playground/Big Room Supervision**

Children should be supervised at all times while at gross motor play. This is not the time to get out cell phones. Teachers and assistants should interact with children and place themselves in separate areas of the playground being sure that every child is seen and supervised. Please do not sit on the children's tables outside. Please also refer to the Playground Policy.

### **Parking Lot and Cross Walk Safety**

Remind children of the rules but always be ready for the unexpected. When taking the children outside, be sure to walk in an orderly fashion and stay in the crosswalks. When a car is driving too fast or does not stop for the crosswalk, kindly remind them of the center rules and report the incident to the director immediately.

## **Photographing**

If you know parents have signed a written waiver to allow their child to be photographed, you may take photographs of activities. Any photographs or video taken of children cannot be used for any other purpose than to display in rooms or for the purpose of sharing with guardians. It is never okay to post pictures of children on social media or other websites. Administration may use photographs with written permission for the purpose of advertising and informing families, but this is solely administration's responsibility.

## **Showing Affection**

Hugs and other forms of appropriate affections between adults and children are important for a child's development and are generally acceptable. However, we have developed a policy to safeguard our children and staff while promoting a healthy, positive and nurturing environment.

1. Physical affection should be appropriate to the age of the child.
2. With the exception of infant, physical affection in most cases should be initiated by the child. It should be a response to the child's need for comfort, encouragement or affection. It should never be based on adults' emotional need.
3. A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Staff is responsible to protect children under their supervision from inappropriate touching by others.
4. While we are to be "Motherly" in our love for children, we are to be professional in our love and actions toward them.
5. Affection should only be given when in the presence of other workers when possible. It is much less likely to be misconstrued when two adult workers are present. As ministry workers, our behavior must foster trust at all times. It should be above reproach.

## **Birthday Celebrations and Holidays**

We celebrate: Birthdays, Valentine's Day, St Patrick's Day, Easter, Independence Day, Harvest Time, Thanksgiving and Christmas.

\*Remember to include Jesus in all we do. We do not celebrate "HALLOWEEN" but we do celebrate fall, pumpkins and harvest. No ghosts, goblins, witches, vampires, zombies etc.

## **Toys from Home**

Children should not bring toys from home. If they have a special teddy, pillow or blanket they need for comfort, it is acceptable to bring these items and leave in their cubby. When needed they can sit down and hold these items until they are calmed down and ready to play again, then the items should go back in their cubbies. Show and Share items can come from home on designated days but should be kept in a specific area until it is time to share them.

It is never acceptable to bring any toy weapons from home and dramatic play where weapons are being used must be discouraged but this should be done in a way in which it does not peak the child's curiosity. Weapons should never be discussed in length or great detail.

## **Student Records and Information**

All student records will be maintained in the Directors office and are accessible to the teacher on duty upon request. **All students' information is strictly confidential and any violation of confidence regarding students or parents may be grounds for termination.**



## **Guidelines for Releasing Students**

1. If a police officer of children's service division worker (hereafter referred to as law enforcement officer) comes to pick up a student from child care, the student is NOT TO BE RELEASED without a court document or warrant. That document or warrant is to be checked by phone before releasing the student.
2. No student is to be questioned by a Law Enforcement Officer unless the Director or designated agent is present.
3. If a Law Enforcement Officer or any adult other than legal parent or guardian comes to see a child in the classroom, the teachers MUST NOT release the child. The person requesting to see the child must report to the director's office for proper clearance.

NO CHILD IS TO BE RELEASED FROM CHILD CARE TO ANYONE OTHER THAN TO THE PARENT,  
LEGAL GUARDIAN, OR PERSONS DESIGNATED IN WRITING BY THE PARENT OR LEGAL  
GUARDIAN.

## **Legal Information**

We cannot communicate with anyone regarding any child, without a release from the custodial guardian or court document. When in doubt, DON'T! Always check with the Director first.

## **Mandatory Reporting**

Any suspicion that a child is being abused, sexually, physically, or emotionally, in their home or elsewhere is to be reported immediately to the Director. Any reporting is to be held in the strictest of confidence and is to be discussed with NO ONE other than the Director.

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## **A Work Day At New Discoveries**

Those working an 8-hour day will take a paid 10 minute break every 2 continuous hours worked. Staff are to be flexible with changes to the schedule and will be warned if changes occur. Lunches will be an hour or half hour depending on the schedule.

## **Pay Day**

Staff are paid monthly. It is the employees' responsibility to turn their time-sheet in to the director's mailbox when it is requested. The time-sheet must be kept in your staff mail boxes in the Teacher Staff Room. Pay day is the 1<sup>st</sup> day of the following month.

## **Vacation/Sick Pay Policy**

Effective September 2019 the following Sick Pay and Personal Day Policy for Discoveries Christian Childcare and Development Hourly employees will continue unless modified in the future:

Employee categories:

- Full-time employees (those who work 32+ hours a week)
- Part-time hourly employees (those who work less than 32 hours a week)



*Full-time employees (Personal Time)*

- For every 30 hours worked the employee is credited one hour of PERSONAL TIME.
- Sick pay will accrue and can be used after 3 months of start date. Personal time can be used after one year of employment (start date). Sick pay will roll over to Personal time after one year from start date.
- Personal time may be used by the employee for any purpose they choose (sickness, family needs or vacation).
- Personal time may be carried over from one year to the next. Employees may not accrue more than 80 hours credited personal time.
- Personal time must be used in whole-hour increments and a minimum of one hour must be used when taken.
- Personal day length shall be determined by your regular scheduled hours.
- For employees who work an irregular schedule, personal time eligibility will be based on if the employee has worked 1,664 hours or more within a year's time after being employed with New Discoveries a minimum of 1 year (start date).
- Holidays and personal time taken will not earn credit for personal time earned.
- Vacation time earned in any former agreements will be brought forward and will be used first in future time-off requests. Such credited vacation time will be subject to the carry-over rule as stated above for personal time.
- A maximum of five accrued and unused personal time days that are on the employee's account may be paid in cash upon termination of employment after 1 year from state date.
  - For the purposes of calculation, average length of day will be calculated over the past three months.

*Part-time hourly employees and employees still not eligible for personal time (Sick Time)*

- One hour of sick time is credited for every 30 hours worked. Holidays and sick time taken will not add credit for sick time earned.
- The employee may begin using sick time earned on the 91<sup>st</sup> calendar day of employment (after start date) and may use it as it is accrued.
- The employee may not carry over 40 hours of unused sick time from one year to the next. Employees may not accrue more than 80 hours of unused sick time.
- Sick time must be used in whole-hour increments and a minimum of one hour must be used when sick time is taken.
- The employee may use sick time for the following:
  - For the employee's or an immediate family member's mental or physical illness, injury or health condition or need for diagnosis of these conditions or need for preventative medical care.
  - To care for an infant or newly adopted child within the employee's family under age 18, or for a newly placed foster child under age 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
  - To care for a family member with a serious health condition.
  - To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of their job.
  - To care for the employee's child who is suffering from a non-serious injury or condition.

- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member or grieving the death of a family member.
  - To seek legal or law enforcement assistance or remedies to ensure the employee's health and safety or their minor child or dependent for proceedings related to domestic violence, harassment, sexual assault or stalking.
  - To seek medical treatment, recover from injuries or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or their minor child or dependent.
  - For public health emergencies.
- The employee may be required to provide documentation of any of the above if requested by the church to qualify for Sick Day benefits.
  - This Sick Day Policy supersedes and replaces all former policies regarding excused absences and illness as published in the New Discoveries Christian Childcare and Development Employee Manual.

### **Paid Holidays; Days Off; Inservice Days**

After 3 months of working at New Discoveries (start date) with a set schedule is how we determine if you are eligible to receive paid holidays. The 6 paid holidays this year are: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and the 5<sup>th</sup> of July. All staff are off with no pay on Thanksgiving Friday, the Wednesday before Christmas Eve, Christmas Eve and Martin Luther King Jr. Day. Staff Inservice days are on Columbus Day and Presidents Day. (These days usually fall on a Monday) Inservice Days are mandatory and are for full-time salaried employees or you will be asked to work if needed. A schedule for Inservice Days will be given to teachers.

### **Employment Benefits**

New Discoveries Christian Childcare and Development is not liable to reimburse any employee for any benefit in this fringe benefit section. Employees may not choose to receive cash in lieu of benefits. Vacation and sick pay is available. More information is in the Vacation/Sick Policy.

### **Compensation**

A raise in compensation will be determined annually and will be based on individual employee evaluations every September if approved by the church board.

### **Resource Room (Storage Room downstairs)**

This room will be used mostly as a storage closet. Everyday items such as gloves, wipes, garbage bags, plates, and cups will be stored in this room. Rooms can only have 1 Lysol spray and 1 container of Lysol wipes per month. If you run out, then use the sanitizer for cleaning the room.

## **Curriculum Room(Upstairs)**

This room will have craft items, games, and toys. Any items that are taken out will need to be put back when you are finished. Please list items that will need replenished or supplies that are needed for a special project. Be sure to put this list in the directors' mailbox with the date needed by.

## **Staff Room**

Your own meals are to be eaten in the Staff Room or in other areas where no children are present. During the children's meal times it is okay to eat the food if there is enough. No outside food in classrooms! Each employee is assigned a mailbox located in this room. It is very important that staff check their box in order to be informed of important information and meetings. Schedules, time cards and pay checks will also be housed in your mailboxes. This room will also have special curriculum that is stored in filing cabinets. Be sure to return anything that is used in this room. Lockers for staff are available for use in the Staff Room. All staff members working in multiple classrooms should keep their belongings in the Staff Room. Storage in rooms are limited to the designated teachers of those rooms.

## **Schedules**

Schedules will be given to employees and it will be expected of employees to know the schedule and plan accordingly. Staff members need to be flexible for schedule changes when needed.

## **Staff Evaluations**

An evaluation will be given within the first three months of employment and at least once a year. This evaluation will be reviewed with a director as a guide for areas that are to be affirmed as areas that need improvement. Evaluations are confidential and become a part of your personal file.

## **Leave of Absence**

Employees desiring a leave of absence must address such request in writing to the director no less than 20 days prior to the leaving date. This will apply to persons wishing to take more time off without pay in addition to scheduled vacation time. Requests must be approved by the director, senior pastor and/or church board.

## **Scheduled Days Off**

Employees need to give at least a 2 weeks notice for personal/vacation days. Only two staff members can be off on one day. A request form needs to be turned in the Director's box no later than the 20<sup>th</sup> of the month to allow for the next months scheduling. Teachers may request up to 15 vacation days per year. If a person asks for more than 15 days off in a school year, special approval will need to be given and the request will need to be made at least 3 months in advance. Teachers need to check the staff calendar in brightwheel before requesting days off. If more than 2 people are scheduled off your request may be denied.

## **Excused Absence**

To be excused for a sick day a text or call to a director must be made with a response back. Don't assume your day will be covered.

1. **Illness:** Illness that will prevent you from performing regular duties and/or will put others at risk will be considered excused provided that all the following conditions are met:

- The employee must report by telephone at least 2 hours before the scheduled work day on the first day sickness is evident. However, it is important that notification be made immediately at once the employee realizes they will be unable to work. It is expected that the employee checks in periodically with the director to keep her apprised of the situation so that arrangement can be made for additional time off if needed.

**Allergies will not be considered Excused Absences.**

2. **Bereavement:** Employees are allowed 2 days excused absence in the case of the death of an immediate family member. Specifically that would be a parent, grandparent, grandchild, brother, sister, son, son in law, daughter, daughter in law, spouse or anyone relative living in the immediate household of the employee.
3. **Court Appearances and/or Jury Duty:** If the school elects to pay for the day(s) and an employee receives a stipend from the court, the school will deduct the amount of the court stipend to the extent required so that the employee receives full pay.

### **Excessive Absence Policy**

Timely and regular attendance is an expectation of performance for all New Discoveries employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This includes late arrivals to or early departures from work. Management has discretion to evaluate extraordinary circumstances of a tardy or absence to determine whether to count the incident as an occurrence. Please note: It is important to understand that when we are short on staff, it is not only stressful on the other staff members but affects the children as well. If a staff member misses more than 6 scheduled days in a 6 month rolling period it is considered excessive. Attendance is considered essential to the successful and satisfactory performance of this job.

### **Disciplinary Action**

Three disciplinary warnings within one calendar year are grounds for evaluation of employment and suspension without pay. Employees will receive a written warning with any of the following.

- Unexcused Absences
- Tardiness:
- Safety
- Inappropriate dress or speech
- Disregard for any policy explained and described in this handbook and in our other policies; Sleeping policy, feeding policy

Any of the following may result in immediate termination:

- Threatening to quit.
- No Call/No Show: Any employee who chooses to walk off the job or simply does not return after leaving for a break and/or lunch, will be reported to Child Care Licensing for NEGLECTFUL SUPERVISION.
- Any safety threat, intentional or unintentional made to children, parents or fellow employees.
- A negative or insubordinate attitude toward Administration or other staff members.
- An Improvement plan is made, and the teacher refuses to follow it.
- Conduct that may discredit New Discoveries, New Life Church, or upon the employee or that may seriously impair his/her continued usefulness as a continued role model for the children and parents.
- Supervisors will monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.

## **Dress Code/Appearance**

It is the wish of New Discoveries and New Life Church that we build a great and solid reputation with our community. All employees are expected to make this a priority in everything they do including dress. We do not wish to offend parents, grandparents or anyone else visiting our facility. Your appearance is a reflection of our center and church. Bathing and grooming should be done a daily basis and whenever needed. ALL clothing should bend and move in a way that working with your daily activities such as bending and sitting and sometimes running. Please use the following guidelines when dressing for your work day:

### **Daily School Activities:**

- All employees are to dress moderately and in good taste. All clothing should be in good repair and free from soil, excessive buttons or sequins.
- All tops should have higher neckline so cleavage is not showing and sleeves should cover undergarments at all time. No spaghetti straps. No advertising T-shirts except that which advertise your favorite sports teams or New Discoveries.
- All pants should be worn high enough to cover undergarments and back when bending over, and shorts should be mid-thigh length.
- Leggings should be worn under dress length tops or dress only.
- Shirts should cover the stomach area entirely no mid-drift tops.
- Sweatpants/exercise pants are not allowed.
- Sandals are allowed if they stay on and you can run after a child.
- Special attention must be made to jewelry. No loose or hanging earrings. Rings must be wrapped or covered when frequently changing or helping children for both sanitation purposes and the safety of the child.
- Scrub tops are preferred for Nursery Teachers and Wobbler teachers and Aides but not required. However, special attention must be made to attire worn in the nursery. When in doubt...don't wear it.
- Because of allergies, all perfumed products are prohibited.

### **Programs beyond our daily activities:**

- Dress pants or skirts/dresses (that come no higher than an inch above the knee) are preferred attire for open house, special programs and events.

## **Cell Phones**

Employees may keep their cell phones on them for the purpose of emergencies only. Phones should be on vibrate only. No texting, no phone call, no game, ect. Employees may check phones for messages but unless it is an emergency, all return calls and texts should wait until break. Occasionally phones may be used to communicate with staff about work. Tablets are preferred for brightwheel entries.

## **Keys**

Teachers who have keys to open the center must tell the Directors if they want to come on the premises on the weekend.

**Room Phones**

Room phones should be used for the purpose of communication between office, teachers and staff and also for the purpose of emergencies. Long distance calls must never be made with these phones.

**Copies**

A printer is provided in the office for the purpose of copying incident, medical treatment or other parent/teacher forms. Copies that need to be made for curriculum should be taken to the church office. Copies should be made sparingly and in black and white only.

**Reimbursements**

In general, staff should not need to purchase additional supplies, but each room will have a \$30.00 spending amount. No reimbursements will be made unless prior approval was received for purchases. If prior authorization is given for a purchase, you can attach your receipt to the "Request Reimbursement" sheet and place in the directors' mailbox.