



**Little Eagle Child Care Center
Employee Handbook
Revised: Oct. 2018**

Welcome to Little Eagle Child Care Center!!

The Before and After Care Supervisor or the Director, the Before and After Care Supervisor, and Board of Before and After Care Supervisor or the Director of Little Eagle Child Care Center (LECCC) welcome you to our organization. LECCC was established by the Internal Revenue Service (IRS) in September 1990, to provide a quality childcare facility for the children of IRS employees, employees of the Veteran's Administration Medical Center (VAMC) employees of other federal agencies and the general public. LECCC is a nonprofit corporation and is governed by the Board of Before and After Care Supervisor or the Directors.

The Children Come First

In providing day care services, We Place The Children First in all matters related to the delivery of care and services. We have an obligation to provide optimal care for all children, to respect their individuality, and to do so in a pleasant, clean, and safe environment. This center is committed to the highest ethical and professional standards as recognized by the National Association for the Education of Young Children (NAEYC). We insist on strict adherence to all Federal, State, and local laws, rules and regulations. Always remember that the children are the reason for our jobs. We have been entrusted with the well-being of the children of our community, and this facility has been established to provide a pleasant and creative learning environment for these children. Through skilled childcare and family support services, it is our goal to provide the best possible services and highest level of activities. This is a tremendous responsibility and a very important job. It requires special understanding, patience, and effort. As a staff member, you will play a pivotal role in the success of the center.

Our Vision

Little Eagle serves as a role model for the community, fostering happiness, and developing "life learning skills for enduring success" for children, staff, and families. Caring professional staff nurture this environment.

Our Mission

Little Eagle Child Care Center is committed to offering high quality child care programs to children of all ages We ensure that the children in our care have a rich environment full of materials, positive experiences and an active learning community tailored to the needs of each child. The expertise of the staff acts as a catalyst to effective communication with the children, parents, and our community.

General Policies at Little Eagle Child Care

Nondiscrimination Policy

It is our policy to provide equal employment opportunities for qualified individuals without regard to race, color, religion, sex, national origin, age, marital status, citizenship, gender identity, physical or medical condition, sexual orientation, military, or veteran status.

Pre-Employment Requirements

1. Written application with at least one or more written references.
2. Physical Examination: Within 30 days of reporting to work and updated every two years.
3. Must be 18 years of age and a high school graduate.
4. Be willing to complete continued education during employment.
5. **Submit to a thorough background check through the state and federal government. The cost of the fingerprinting is \$35.75 (employee if responsible for initial cost of the fingerprints.) After three successful months of employment, the center will reimburse the \$35.75 to the employee.**
6. Employee may be subjected to random drug screening at the B/A Supervisor's or Before and After Care Supervisor or the Director's discretion.

Classification of Employees

Staff members are employed based on their personal and professional qualification and their ability to meet the specifications of the position to be filled.

Employment Status

- Full time employees are those that work over 35 hours a week.
- Part time employees are those that work less than 35 hours a week.
(This includes seasonal and summer help.)
- Substitute employees are those that work on an as needed basis.
- Temporary employees are those who are hired for a specific period.
(This includes seasonal and summer help.)
- A volunteer is defined as an individual who provides a direct service to the center for two or more hours a week on a scheduled basis, without compensation, and is 18 years of age.
- A teen aide must be at least two years older than the oldest child in the group with whom he or she is working and never left alone with a child other than his or her own child. Any person interested in becoming a volunteer or teen aide, must received permission from the Before and After Care Supervisor or the Director or Assistant Before and After Care Supervisor or the Director of the center. The individual must provide the Before and After Care Supervisor or the Director with a schedule of days and hours they will be present.

**** Substitutes and temporary employees are not eligible for employee benefits except where specifically noted that they are included.**

Employment Level and Staff Development

Regardless of previous education and experience, you are expected to continue study and training in early childhood education practices in order to keep abreast of new research and increase knowledge of childcare practices. You will be required to complete 8 hours of training yearly for Out of School Time Regulations. You are also required to register with STARS. The goal of this program is:

- Adopt a core body of knowledge needed by all practitioners to ensure a consistent base of training.
- Make sure all practitioners have access to training based on the core body of knowledge available to them.
- Implement a career pathway promoting continuation of education and experience, encouraging increased compensation for advancement.
- Strengthen connections among local, regional, and state partners to benefit children and families.

Level 1: High School graduate or GED. Must be at least 18 years old. (LECCC will hire at this level with an understanding that you will continue your education in Early Childhood Education or ECD).

Level 2: Enrolled in apprenticeship program with at least first semester completed or at least three years of experience plus six credits in ECD.

Level 3: Graduate of apprenticeship program or at least four years' experience with 12 credits in ECD.

Level 4: Two-year degree in child development or related field with a minimum of 12 credits in ECD or apprenticeship program graduate plus nine credit hours in ECD.

Level 5: Bachelor's degree in child development or related field with a minimum of 12 credits in ECD.

Level 6: Advanced degree in child development or related field with a minimum of 12 credits in ECD.

All trainings outside of work hours, staff meetings, and/or any training where your presence is required, will be paid time for your attendance. Those that are hired that do not have any education in early childhood education, LECCC will provide enrollment in the Apprenticeship Program free of charge. Completion of the program and 3200 hours of supervised on the job training will provide you with 30 credit hours towards an Associate of Applied Science Degree in Occupational Development, Early Childhood Specialization if used at Blue Ridge Community and Technical College.

Hiring

Little Eagle will not be able to hire:

- An individual who is determined by the Department of Health and Human Resources to have abused or neglected a child or incapacitated adult
- An individual that entered a plea of guilty or no contest, or has convicted of a felony or two or more misdemeanor crimes.
- An individual who failed to disclose a conviction or an arrest in the past.

A staff member or volunteer must report his or her criminal arrest, charge indictment, or conviction for a criminal offense to the center's Before and After Care Supervisor or the Director within 24 hours of the occurrence. The center's Before and After Care Supervisor or the Director must notify the Secretary of Health and Human Resources of the staff member's report within 24 hours. Little Eagle can advocate for a waiver to the Secretary. The center's Before and After Care Supervisor or the

Director will notify the staff members of the process and time limit on the requested waiver. The employee will be placed on unpaid leave until the Secretary reaches a decision on the waiver.

Orientation of New Staff

A completed/signed LECCC Acknowledgment of receipt for Handbook is required. An orientation program will be provided to acquaint you with the employee handbook, its policies, procedures, rules, benefits, functions of the facility, and to help you assume your position with confidence. Your role in the orientation is to observe, participate, ask questions, and to understand what is expected. A good rule is: If you don't understand or have a question, please ask the Before and After Care Supervisor or the Director.

Probation Period

All new employees will be on probation for the first 90 calendar days of their employment. The purpose of this probation period is for management to evaluate your abilities and performance in an early childhood development environment. You in turn, will evaluate how the job fits your individual needs. All aspects of your work performance during this period must be satisfactory to continue employment. Your attendance is high priority when evaluating your continued employment.

Health

All employees should try to maintain good health. Any illness or disease must be evaluated to determine its potential effect on the children and other staff members. In accordance with Federal regulations, no employee with symptoms of a communicable disease or infection will be permitted to work. If there is any doubt, please see your physician for an evaluation before returning to work. Employees that are out sick must be free from infections, fever, diarrhea, vomiting, or sore throat with fever for 24 hours before returning to work. It is very important that Little Eagle maintain the cleanest environment possible. To prevent infection, all staff must wash their hands:

- Before beginning work
- When hands are contaminated with bodily fluid
- Before preparing, handling, serving foods, or setting the table
- After toileting, handling diapers, or assisting a child with toilet use
- Before and after eating meals or snacks
- Handling pets or other animals
- Before giving medication
- After playing outdoors
- After handling the trash
- After removing gloves used for any purpose.
- When moving from one class to another

All staff must wear gloves when:

- Handling bodily fluids
- Handling and serving food
- Assisting children with bathroom use
- Administering medication
- Handling garbage
- Changing soil clothes.

Universal Precautions shall also be used when staff members are exposed to blood and body fluids. Training will be provided for each new staff member on Universal Precautions.

Drug Free Workplace

Little Eagle Child Care Center is committed to providing a safe work environment and foster the well-being and health of its employees. That commitment is jeopardized when any LECCC employee uses illegal drugs and alcohol on the job, comes to work with these substances present in his/her body or possesses, distributes, or sells drugs. A drug free work place is essential to ensure that we can meet our obligations to our employees, shareholders, customer, and the public. LECCC has established the following policy with regards to a drug free workplace.

The goal of this policy is to balance our respect for individuals with the need to maintain a drug free environment while offering a helping hand to those who need it, and sending a clear message that illegal drug use an alcohol use are incompatible with working with LECCC.

- It is a violation of our policy for any employees to possess, sell, trade, offer for sale illegal drugs or alcohol or otherwise engage in the use of illegal drugs or alcohol on the job.
- It is a violation for anyone to report to work under the influence of illegal drug or alcohol-that is, with illegal drugs or alcohol in his/her body.
- It is a violation of our policy for anyone to use prescription drugs illegally. (It is not a violation of our (It is not a violation of our policy for an employee to use prescribed medication, but the employee should notify the Before and After Care Supervisor or the Director if the prescribed medication will affect the employee's ability to perform his/her job). Please take prescription medication outside of the classroom.
- Violations of this policy are subject to disciplinary action ranging from a letter of reprimand, to suspension from work without pay, up to and including dismissal. It is the responsibility of our supervisors to counsel employees whenever they see changes in performance or behavior that suggest that an employee has an alcohol or other drug problem. Although it is not the supervisors job to diagnose the employee's problem, the supervisor should encourage such an employee to seek help and tell him/her about available resource for getting help. Because all employees are expected to be concerned about working in a safe environment, they should encourage fellow employees who have an alcohol or other drug problem to seek help.

Child Abuse/Reporting

Little Eagle Child Care Center reports suspected child abuse and neglect to Child Protective Services or other law enforcement as deemed appropriate to the situation. The hotline number is 1-800-352-6513. All employees at LECCC are mandated reporters. Little Eagle will provide you with training on prevention of child abuse and you will be expected to complete this training every three(3) years. If you suspect a child is being abused you must inform the hotline and then inform the Before and After Care Supervisor or the Director. Depending on the situation, the Before and After Care Supervisor or the Director may need to report the abuse to the licensing specialist and GSA. If an employee is suspected of abuse of a child in LECCC care, the staff will be placed on leave without pay, until a internal investigation(IU) is completed.

The licensing specialist at DHHR is to be notified within 24 hours if the following occur:

- Suspected child abuse and neglect
- Medication Error
- If a child is injured and requires a ER visit

Appearance and Grooming

Personal appearance, grooming, and hygiene are important aspects of working in a childcare center. All employees must meet the following standards:

- Cleanliness and neatness are essential.
- Extreme or inappropriate styles should be avoided. (No midriff, no thin spaghetti strap tank tops, no short shorts, no extremely long fingernails, extreme body piercing) If you have question on what is inappropriate, please ask the Before and After Care Supervisor or the Director.
- Cosmetics and fragrances are to be used in moderation.
- Skirt or shorts should be good in taste.
- Shoes must be clean and adequately soled to prevent slippage. Open toed shoes are not permitted for kitchen staff.

Professional Behavior

A dignified and courteous manner must be maintained at all times. Every child must be treated with respect and all efforts must be made to keep him/her happy and comfortable. Some children may become upset easily. It is imperative that you exercise a great deal of patience and maturity in dealing with all children, keeping in mind that all children are unique and individuals. We must remember that we need to understand developmental appropriateness with the classroom being child centered and according to the needs of the children.

Each of us works with and for other people. Extra effort must be made to be courteous, kind, and cheerful, and cooperate with each other. We each serve as a primary role model to the children we serve, every minute of every day they are with us; therefore, we must each strive to exhibit the highest standards of professional behaviors possible. Teaching by example is always an important element of the learning process. Gossiping is another behavior we strive to eliminate. Talking negatively about our coworkers separates peers from each other. Gossiping is an avoidant manipulative behavior. We use it to express resentment or dissatisfaction towards individuals indirectly without having to take responsibility or having to confront someone face to face. This is damaging and toxic to the center. If you have a concern about the professional behavior of a co-worker, first let that person know of your concern and attempt to resolve the matter together. Effective communication, team building, and conflict resolution skills are expected of all staff members.

To establish and maintain relationships of trust and cooperation with your co-workers, you must

- Share resources and information with each other
- Support each other by recognizing professional achievements
- Never participate in gossip about an employee or their family

Remember, you are to model appropriate behavior while at work. It is important to create a cheerful and harmonious environment. Please exhibit self control by working through any problems you might be having with other staff in a manner that would be appropriate for others to view. There will be

times, as an employee, that you are represented LECCC outside the center. Always remember to conduct yourself as a professional.

There will be no cell phones used inside or outside the classroom without permission. All classrooms are equipped with tablets to document all activities, take pictures, or contact the parents. You can text and/or make personal phone calls on your break only. You could be asked to go home without pay if you are caught using your phone outside of break times.

The strength of our team comes from working together and building each other up even through controversial situation. Any strife between individual employees is hurtful to our whole team and most importantly, LECCC. Positive behavior towards others helps our program grow. Episodes of conflict or the inability to find a resolution with other staff could impact your performance review and could cause disciplinary actions up to and including removal.

Staff Meetings

Attendance at regularly scheduled and/or emergency staff meetings is expected, unless the Before and After Care Supervisor or the Director personally excuses you. You will be paid for attendance at staff meetings.

Outside Employment

Since outside employment may conflict with your duties at LECCC, prior written approval must be obtained by the Before and After Care Supervisor or the Director.

Employment of Relatives

Relatives can be hired at the discretion of the Before and After Care Supervisor or the Director to work at the same school will be required to conduct themselves in the same professional manner that all LECCC employees do. A staff member cannot supervise their relative. A relative may be a spouse, parent of your spouse, children and their spouse, parent, brothers and sister and their spouse, and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Personnel Files

A personnel file will be maintained for each employee. Your file will contain the following information: employee information form, TB test results, state withholdings, W-4, I-9, CIB Fingerprints, background check, First aid/CPR care, application, physical exam, verification of education and experience in childcare, employee evaluation and verification of all staff development training. It is your responsibility to submit any changes in address, phone numbers, name and marital status as well as any changes that would affect your benefits or tax records promptly, in writing, to the Before and After Care Supervisor or the Director. All information will remain confidential. You will be required to initial and date any document/information that is placed in your personnel file. You may request to review your file, in the presence of the Before and After Care Supervisor or the Director, at any time convenient to you both. If you leave LECCC employment, you are allowed to take your personal information with you. Example: Physical, trainings, resume, etc.

Termination of employment

Either you or LECCC may terminate the employment relationship at any time for any reason. In either case, you need to return any keys or property of LECCC.

Voluntary Termination: Notice of resignation, tendered by an employee, shall be in writing and delivered to a Before and After Care Supervisor or the Director at least fifteen days in advance of the effective date for hourly employees, thirty days in advance for salaried staff. A Before and After Care Supervisor or the Director shall provide at least a thirty days notice when tendering a resignation to the board of Before and After Care Supervisor or the Directors. A departing staff member is expected to bring all work up to date to permit a smooth transition.

Involuntary Termination: Generally indicates a serious behavior problem such as theft, unprofessional actions, drunkenness, drug or alcohol abuse, use of alcohol in or near the center, misappropriation of funds, willful damage to property, assault, commission of a criminal offense, or other acts of misconduct including , but not limited to , any form of child abuse or neglect including use of physical force in disciplining a child, providing false pre-employment information, sexual harassment or violation of discrimination policy, or violation of confidentiality. Release for these violations shall require no notice and the employ shall forfeit all vacation privileges.

Incompetence is measured in terms of such factors as:

- Inadequate personality match
- Relationships with others
- Lack of growth or progress on the job
- Inadequate skill in performing duties
- Lack of understanding or acceptance of the Center's philosophy
- Excessive absenteeism or tardiness
- Consistent failure to carry out assigned duties
- Failure to comply with licensing regulations
- Inappropriate treatment of children
- Unsuitable communication with parents
- Poor relationships in the professional community
- Failure to comply with Little Eagle's policies and procedures

When the work of a staff member appears to be unsatisfactory, a Before and After Care Supervisor or the Director will prepare a performance improvement plan, review it with the employee, and allow thirty (30) days for improvement. Following this period, it is at the discretion of the Before and After Care Supervisor or the Director to continue employment or terminate the employee.

Staff disciplinary actions may include, but are not limited to, the following options:

- A verbal warning by the supervisor to the employee with a dated note placed in the employee personnel file.
- A written reprimand with copies for the employee and employee's personnel file
- Probation with a written plan and time frame for improvement.
- Suspension without pay for up to 5 days
- Demotion or reassignment of duties if applicable
- Dismissal

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

- Physical discipline of a child
- Absence from work without authorization
- Acts indicative of lack of good morale character
- Use of intoxicants while on duty or reporting to work under the influence of intoxicants
- Illegal possession or use of drugs
- Conviction of any offense or crime involving moral turpitude
- Disclosure of confidential information regarding children, parents, or other staff.
- Falsification or omission of information regarding job qualification or information required on the employment application form
- Failure to comply with the WV license regulations and the NAEYC's code of Ethics
- Failure to treat children and adults with respect
- Repeated occurrence of failure to perform satisfactorily

Ethics and Conduct

Confidential Information

Little Eagle Child Care Center will maintain confidential records of staff and children. Active record will be locked at all times. Upon termination or resignation, staff's records will be maintained for three years then they will be placed in secure bins and transported to the IRS building for shredding.

Unauthorized Advice

It is important to remember that the child's medical care is the responsibility of his/her physician. You may not offer cures, remedies, or information that may be interpreted as medical advice. Avoid any statements, or comments that may be interpreted as recommending a particular physician, hospital, clinic, clergyman, private babysitting, or other services to LECCC families. All such inquiries should be deferred to the Before and After Care Supervisor or the Director. No over the counter medication may be administered by the staff at LECCC. Any prescription medication must be delivered to a staff member that is certified in medication monitoring and the proper forms must be filled out.

Authorized Children's Release Procedures

Under no circumstances shall any child be released to any individual who is not clearly identified as authorized on the official parent child pick up list. If an emergency situation arises and the parent needs an individual, not on the list to pick up the child, the Before and After Care Supervisor or the Director needs to be informed and a phone call to the parent (s) will be required. Proper ID will be required before any child is released.

Babysitting Policy

Babysitting for the parents on your time is permitted only after the parents and Before and After Care Supervisor or the Director sign a "hold harmless release" form. This will permit you to babysit but not hold LECCC liable for anything that may occur during your time with the child. Please see the Before and After Care Supervisor or the Director for a copy for the document. You will only need to have one filled out per family. The contract will be good until the child is no longer attending Little Eagle Child Care Center.

Sexual Harassment, Bullying, and Social Media

Sexual harassment of any type will not be tolerated. Any employee found to be sexually harassing another employee or family member will be subject to appropriate discipline, up to and including termination. Sexual harassment is defined as “unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that explicitly or implicitly involves an employment condition or creates an intimidating, hostile, or offensive working environment.”

Little Eagle prohibits any form of racial, sexual, religious/ethical, and disability harassment or violence or any bullying or intimidation by any student, center employee, or member of the public using the facility.

Bullying is described as an intentional gesture or any intentional written, verbal, or physical act of threat that a reasonable person under the circumstances should know will have the effect of harming another or their property. Cyber bullying is the use of an electronic device to intentionally demean, intimidate or humiliate another individual or group through any device of communication; at any time of the day or night that negatively impacts the center’s climate, creates conflict between two people, or contributes to a hostile environment.

Social media is prevalent in our world today but we must understand the boundaries when it involves the work place. Little Eagle Child Care Center has a Facebook page in which they post events and activities with the parent’s permission. You are not permitted to post any child enrolled at LECCC on your individual Facebook page or any other social media. It is suggested that you limit the parents you friend on social media and it is never a good idea to post any issues, concern, and/or problems that you have on the internet. Please see the Before and After Care Supervisor or the Director if you need assistance.

Little Eagle will not tolerate any acts of bullying from parents, children, and/or employees. If an incident is reported to us, we will take all the necessary steps to investigate the alleged event. We will speak with each party involved, parents, and school personnel, as needed, to ensure an accurate chain of events. Upon completion, Little Eagle administration will determine an appropriate course of action up to and including termination of child care services.

Fundraisers

Only those fundraisers approved by the Board of Before and After Care Supervisor or the Directors may be conducted on behalf of LECCC.

Smoking

There will be no smoking on or around Berkeley County school sites.

Parking

Designated parking is determined by each school. Check with your supervisor for more information.

Grievance Procedure

The purpose of the employee appeal procedure is to provide a means for employees to resolve their personnel concerns with management. All regular and temporary employees of the LECCC may file a grievance under this policy.

Definition of an appeal

A grievance shall be determined as alleged misapplication of LECCC personnel policies. This procedure represents intent to offer a dispute resolution mechanism to the employees of LECCC. Failure by LECCC to exactly follow this procedure does not subject the Board to a breach of contract claim.

Timing for appeals

thirty
In order to qualify for processing under this section, appeals must be filed no later than (30) calendar days after the date on which the aggrieved condition commenced.

Step One: Any employee who is eligible may present an appeal to his/her supervisor for discussion. The supervisor shall have five (5) business days in which to respond to the request. Should the supervisor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced in writing, clearly specifying the policy allegedly misapplied, and the relief requested. The appeal should be submitted to the Before and After Care Supervisor or the Director within five (5) business days from the time the answer from the first step is given. The Before and After Care Supervisor or the Director should respond in writing within five (5) business days of receipt and if the Before and After Care Supervisor or the Director fails to respond within this time or if the employee finds the response unsatisfactory, or in cases where the Before and After Care Supervisor or the Director is the immediate supervisor, the employee may proceed to Step two.

Step Two: The employee may submit and appeal the Personnel Committee of the Board of Before and After Care Supervisor or the Directors if Step One has not resolved the issues. This written appeal must be received within five (5) business days of unsatisfactory resolution in step one. Upon receipt of a written appeal, the Personnel Committee will inform the Executive Committee and the Board Chair of Appeal. The Personnel Committee shall also convene a meeting wherein statements shall be taken from the appealing employee and the employee's immediate supervisor, as applicable, either separately or jointly at the discretion of the Personnel Committee chair. The Personnel Committee may also request statements from other employees. The Committee may refuse to grant the employee's request for appeal when the issue involved are minor in nature, and involve evaluations or judgments by management, unless they appear to be contrary to policy, malicious or vindictive. The Personnel Committee shall have twenty (20) business days in which to respond to the employee in writing concerning the relief requested. If the Personnel Committee fails to respond within the time limit, the employee may petition the Chair of the Board of Before and After Care Supervisor or the Directors. Failure on the part of the employee to petition the Chair of the Board of Before and After Care Supervisor or the Directors within the thirty (30) calendar days of the result of Step Two shall result in the appeal being waived.

Step Three: The Chair of the Board shall convene a meeting with the aggrieved employee, the Personnel Committee chair, the Before and After Care Supervisor or the Director, and the immediate supervisor, as applicable, either separately or jointly at the discretion of the Chair. The Chair may convene an Executive Committee meeting and within (10) business days shall respond to the grievant in writing with the final decision. In all instances, a thorough and fair inspection will take place, giving careful consideration to the rights and dignity of the people involved. The Chair will report the grievance and the result at the next regularly scheduled Board meeting.

Safety and Security

Accident prevention is everyone's responsibility. If you observe a condition which is or may be hazardous to children, parents, visitors, or employees make sure to let the Before and After Care Supervisor or the Director know. Incident reports: If any accident or injury of employee's and/or visitors must be reported to the Before and After Care Supervisor or the Director immediately. All witnesses of incidents must complete a witness statement. By following these procedures, all circumstances surrounding an incident will be properly recorded, and corrective action can be taken to prevent further mishaps. Workers' Compensation regulations require the filing of all incident reports immediately after the occurrence of an injury. Any accident involving a child must be reported

to the Lead Teacher or Before and After Care Supervisor or the Director immediately so appropriate action can be taken. Any time a child hits his/her head, the parents must be contacted and an incident report must be completed and filed. Staff will check for any loose or dangerous drawstrings on children's coat, hoodies, and sweaters before going outside. We will inform the parents of this hazard and ask that they provide additional clothing to prevent any accidents.

Little Eagle maintains files on all pest control programs associated with the IRS and Terminix. Little Eagle will keep all inspection reports on file. No chemicals or sprays will be used during the hours the children are present. It is very important that Little Eagle maintain the cleanest environment possible.

Fire Prevention and Emergency Evacuation Plan

Any situation which may cause a fire or other disaster must be reported immediately to the Before and After Care Supervisor or the Director. You are required to be familiar with the school's evacuation plan. One fire drills will be held monthly to insure you understand your role should a fire or other emergency occur. Various other drills will be conducted throughout the year, including but not limited to shelter-in-place, and a full evacuation. Please check with your supervisor for the specific locations.

Security

Due to the nature of the work we perform at our Before and After Care Program, the utmost security awareness and adherence is necessary. In addition, the safety of our children and staff is of paramount importance. Accordingly, no unauthorized persons are allowed in the school at any time. If you are unsure about the purpose of a visitor, it is your responsibility to inquire and ask for ID. The following measures are necessary to ensure the safety of children and employees:

Attendance and Punctuality

Regular attendance and promptness for work are essential to both successful employment and to providing quality childcare. If you know you are going to be absent or tardy, regardless of the reason, you must call the Before and After Care Supervisor or the Director and your assignment classroom as soon as possible in advance (at least 2 hours) of your scheduled starting time. More than 3 (three) occasions of absence during any ninety (90) day period, or nine (9) occasions in a year, is considered excessive. More than one instance of tardiness in a pay period is considered excessive. If this behavior continues, the Before and After Care Supervisor or the Director will, if necessary, pursue disciplinary actions up to and including termination. You are to miss zero (0) amount of time during your initial ninety (90) days.

Work Schedule

Length of shifts may vary among schools or other areas of responsibility. The work schedule is determined by the Before and After Care Supervisor or the Director according to the staffing requirements of the school you work and other work areas during the pay period. The schedule may be changed from time to time to meet special needs or the children's schedules. Requests for days off must be in writing and at least two (2) weeks in advance of the requested annual leave. The Before and After Care Supervisor or the Director reserves the right to change schedules and move staff wherever or whenever the need presents itself.

Overtime

It may be necessary on occasions for you to work overtime. If this occurs, you will be given as much advanced notice as possible. Overtime must be authorized in advance by the Before and After Care

Supervisor or the Director. Overtime payment will not be given unless the Before and After Care Supervisor or the Director approves. Overtime is paid for time work in excess of forty hours in one week. Paid leave status is included in overtime calculation.

Brightwheel

Brightwheel is the on-line program that we use throughout LECCC. The program allows for staff to sign in and sign out and keeps an accurate record of work time in order for you to receive correct payment of wages. The Before and After Care Supervisor or the Director will download the time cards from the program every week and review. You are not allowed to sign another employee in to the system or out of the system. If you forget to complete this task, you are asked to write a note to the Before and After Care Supervisor or the Director explaining the situation. If you used sick or annual leave during the pay period, you are asked to fill out a slip and turn it into the Before and After Care Supervisor or the Director. If you forget to turn in your leave, you may forfeit your right to use your leave to make up hours. All classrooms use Brightwheel to communicate with the families. You will be taught how to use the program to send or receive message, send pictures to the parents, document the daily activities, etc. All tablets in the classroom are to be used for the purpose of the children and their families. You cannot use the tablets for social media or for any personal reason.

Wages

Wages for professional, supervisory, and administrative employees are individually based on the current pay scale, which incorporates such factors as length of service, education, and training. Employees are hired at the entry rate for their position and are considered for a wage increase after they complete their 90 introductory period (pending budget restraints).

Length of Service

Your length of service is calculated beginning with your first day of employment at LECCC. This date is important in relation to fringe benefits and wage reviews. If you leave LECCC, whether voluntarily or involuntarily, and return within a year, your prior service time will be used to calculate length of service. However, if you return after one year, you must begin a new length of service. If an employee is in a substitute role, he or she must work for at least 8 hours every quarter to maintain prior service time. For other than full-time employees, length of service is determined on a pro-rated basis.

Performance Reviews

The Before and After Care Supervisor or the Director will offer guidance and counseling whenever it is needed in order to help you succeed. You are encouraged to call upon your Before and After Care Supervisor or the Director to discuss your achievements or to help with job related issues. Your job performance will be formally reviewed by the Before and After Care Supervisor or the Director on an annual basis. New employees will received a 30 day and 90 day review. Your evaluation can be used to determine your salary increase, if possible.

Work Period/Payday

The Before and After Care Supervisor or the Director is responsible for all matters related to paychecks. You should see the Before and After Care Supervisor or the Director if there are any problems, and questions, or suspected error on your paycheck. A lost paycheck must be reported to

the Before and After Care Supervisor or the Director immediately. Employees are paid on every two weeks on Friday.

Advances/Garnishments

Salary advances are normally not permitted. If there is an emergency situation, please see the Before and After Care Supervisor or the Director. You should attend to your financial obligations so there is no need to process garnishments submitted against you. Garnishments will be treated in accordance with Federal, State, and Local laws.

Leave

All requests for planned leave must be made in writing to the Before and After Care Supervisor or the Director. Requests must be submitted at least two weeks in advance of leave taken, unless an emergency arises. LECCC offers two types of leave, annual and sick leave.

Annual leave: Regular full-time and part-time employees are eligible for paid annual leave.

Leave will be accrued based on the following:

Length of Time	Earned Time Per Pay Full time	Part time
0-3 years of service	4 hours per pay period	2 hours
3-15 years of service	6 hours per pay period	3 hours
15+ years of service	8 hours per pay period	4 hours

Part-time employees' benefits will be calculated on a pro-rated basis. The Before and After Care Supervisor or the Director will approve your annual leave on a first-come, first-serve basis and in the event of a conflict; the leave of service will prevail. You are not permitted to go into the negative when using leave. Your annual leave request must be made in writing at least two weeks in advance. No more than 160 hours of annual leave may be carried over from year to year. As long as one week's vacation has been taken for the current year, you may elect to receive payment in lieu of not more than one week of your remaining balance of annual leave. In the event you leave employment, you will be entitled to payment for accrued annual leave.

Sick Leave: You will accrue 4 hours of sick leave per pay period. Sick leave will be paid for the first sick day of absence. You will receive full pay until your accrued sick leave is used up. You are required to bring a physicians certificate if requested to do so. You are required to call LECCC as soon as possible if you are not going to make it to work due to illness. Failure to notify the center of your inability to work for the day will disqualify you for sick leave benefits. In the event that you leave employment, you are not entitled to payment for unused sick leave.

Holidays

All employees receive 9 paid holidays. They include New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Black Friday, Christmas Day, and Martin Luther King Day. Upon completion of 90 days worked, regular full and part time employees are eligible for holiday benefits. All additional holiday time off is subject to the work requirements of the facility. In order to receive holiday pay, you must be in pay status the full scheduled day of work immediately preceding and following the holiday. Employees who are eligible for holiday benefits will be paid as follows. If a holiday falls on your regular day off, you will be paid an equivalent workday's pay at straight time. If a holiday falls while you are on vacation, one day will be added to your vacation time or you will be paid at an equivalent workday's straight time. If the

holiday falls on a Saturday, it will be observed on Friday. If the holiday falls on Sunday, it will be observed on Monday. All other requested holiday off must be approved, in advance, by the Before and After Care Supervisor or the Director. Individual choices are subject to staffing needs as determined by a survey of parents regarding their need for childcare on the holiday. Volunteers to work will be solicited first and the Before and After Care Supervisor or the Director will assign staff only in the event there are insufficient volunteers. Please check with the Berkeley County web site for days off during the school year.

Leave Without Pay

Leave without pay will be granted at the discretion of the Before and After Care Supervisor or the Director.

Leave of Absence

If you have at least one year of service, you may request of absence without pay of up to 30 calendar days. Such leave is granted at the strict discretion of the Before and After Care Supervisor or the Director. Such requests must include the reason for the leave, the date the leave is to begin, and the date you plan to return to work. Approval of the requested leave will be based on the totality of the circumstance including, but not limited to, individual reason, scheduling, staffing needs of the center, and your overall work record.

If you have completed your probationary period, you may request a medical leave of absence without pay. It requires a written statement, in advance, from your physician stating the reason for the leave as well as the expected duration. Medical leave will be granted for a maximum of 30 days at a time. After the initial 30 days, a new physician's statement will need to be obtained. If medical leave exceeds the length of time stated by your physician or exceeds a continuous six-month period, you may face termination.

Anyone on a leave of absence of any type will be responsible for payment of full monthly premiums, in advance on a monthly basis, for continuation of health insurance coverage. Other benefits and length of service will not accumulate during the leave. It will be your responsibility to give notice of your return to work at least two weeks in advance. This notice must also include a statement from your physician stating that you are physically able to work. The Before and After Care Supervisor or the Director will attempt to schedule you back to work as soon as possible, however, no guarantee is made concerning returning to the same position previously held. Family Medical Leave Act (FMLA) is available for employees that are eligible.

Family Medical Leave Act

FMLA is a federal program that grants family and temporary medical leave under certain circumstances. The use of sick leave is expanded to permit employees to use their own personal sick leave to care for an ill family member or self. A family member may be a spouse, parent of a spouse, child and their spouses, parents, brothers, sisters, and their spouses, and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. In addition to family care, an employee may use sick leave to make arrangements necessitated by the death of a family member or to attend the funeral of a family member. Although the sick leave provisions apply to all employees who earn sick leave, there are limitations to the use of sick leave for these purposes. These limitations, which are established to ensure that an employee has enough sick leave to cover his/her, own illness. An employee will be able to use a total of 40 hours of sick leave a year for family care or bereavement purposes. Employees who wish to use

more than 40 hours for these purposes may use us to 84 additional hours, but only to the extent that their sick leave balance does not fall below 80.

Leave Sharing Policy

The leave sharing program allows you to transfer to an approved leave recipient up to one-half of the amount of annual leave you will accrue during the leave year. To donate leave to another LECCC employee, you will be required to complete the leave transfer form and return it to the Before and After Care Supervisor or the Director. Sick leave cannot be share/donated. To qualify as a recipient under the Leave Sharing Program, you must have a personal or family medical emergency which will result in an absence from duty of at least 24 hours without any available paid leave. Leave transfer and participation is a voluntary procedure. No LECCC employee donating or receiving the leave shall be directly or indirectly intimidated, or threatened for participating in the Leave Sharing Program. Any transferred by unused leave remaining to the credit of a leave recipient when the medical emergency affecting the leave recipient ends shall be restored, on a prorated basis, by transfer to the respective leave donors.

Military Leave and Jury Duty

Military leave will be treated in accordance with state and federal law. If you are summoned for jury duty, notify the Before and After Care Supervisor or the Director immediately. You have the option to request annual leave or to be paid straight time pay. If you elect to use annual leave, you may retain your jury duty pay. If you elect to receive straight time pay, upon release from jury duty, promptly contact the direct who will instruct you on whether to return to LECCC for the balance of your scheduled hours.

Insurance

New full time employees are eligible to go on the group health insurance plan the 1st of the month following 1 full month of employment. Employees with the desire to have coverage must complete an enrollment card at the time of employment. Employee group health benefits insurance is offered to any employee who is deemed eligible by the insurance carrier and who may choose to enroll in our group insurance program. The employee is responsible for paying 50% of their policy premium and 100% of any premium for their spouse and/or family. Employees who choose not to utilize the health insurance benefits must sign a waiver of insurance which is filed with the insurance company. LECCC also offers dental insurance with the same responsibility to the employee as health insurance and full-time employees are eligible for life insurance. Little Eagle will pay 100% of the employee's coverage for this benefit.

Childcare Services

Regular full-time and part-time employees, substitutes, and employees hired specifically for the summer camp program may be eligible for reduced childcare tuition. Eligible employees will pay half of the current rate for care on days which fall within their scheduled hours. Children of employees will be assigned to other rooms in the building whenever possible at the discretion of the Before and After Care Supervisor or the Director. You may visit your child on your own time only. Your child will be treated no differently than any other child at LECCC. Do not expect preferential treatment.

IMPORTANT PHONE NUMBERS

Tricia Sheely, Before and After Care Supervisor or the Director	304-264-7551
Lisa Berry, Assistant Before and After Care Supervisor or the Director	304-264-7184
Ruth Jones and Brittany Dwyer B/A Care Supervisor and Assistant	304-264-7752
Front Office/Main Line	304-264-7132
Kitchen	304264-7180

LITTLE EAGLE CHILD CARE CENTER PARENT HANDBOOK

ACKNOWLEDGE OF RECEIPT

I have met with the Before and After Care Supervisor or the Director or Assistant Before and After Care Supervisor or the Director and discussed the Center's statement of purpose including the Center's policies on reporting of abuse and neglect, health and medication, confidentiality and information disclosure, discharge policies, and grievance procedures. I have received a copy of the Center's policies. I am aware of my right to grieve without retaliation against myself. I have been informed of my right to make a complaint to the State, related to the Center's compliance with the provisions of the WV Code 49-2B-1 et.seq. and the requirements of the Child Care Center Licensing Regulations.

Employee's Name (Please print)

Signature