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Welcome to Our Team

Welcome, New Teacher!

Congratulations and welcome to K-Prep Learning Center! You have been hired as part of our teaching team. All positions begin with a 90 day training period and end when that training period is complete. This position begins on your first scheduled day and ends 90 days from the start. At that time, you may be hired as a permanent employee based on your performance during your training. Prior to beginning at K-Prep, your paperwork must be completed and on file. This includes a health assessment, documented child-care experience, child abuse clearance, criminal record check and FBI clearance. Additional paperwork and trainings will be required within the first 90 days and each year thereafter. After meeting with Ms. Ann Kritzer you will have all the paperwork and information you need to complete your file.

Your starting salary is based on your position, education and experience working with children. Schedules are posted every 2 weeks. Due to the dynamics of childcare, scheduled work hours may change throughout the school year and in the summer.

We look forward to having you as a part of the K-Prep team!

Sincerely,

Ann Kritzer and Claire B. Flinchbaugh

New Employee Paperwork Checklist

Please bring to orientation:

Photo Identification
HS Diploma/GED
SS Card
VOIDED check for direct deposit

Items to be filled out at orientation:

Policies and Procedures
Job Description
Teacher Expectations
Sexual Abuse Policy
Emergency Management Training

Items to be completed prior to first day:

Written Reference 1
Written Reference 2
AGS Documentation- 2500 hours of experience
GS Documentation- College diploma/transcripts
Health Assess with TB
PA W-4 Form
Local Tax Form

Signed on first day:

Disclosure Statement

Items to be returned within 30 days of hire:

Clearance MUST be completed withing first 30 days of work. Please complete immediately and return as soon as possible. The state does not allow a teacher to work for more than 30 days without ALL of these clearances. The cost will be reimbursed to you after your first 90 days once you have submitted receipt of payment with your completed clearance.

Criminal Record Clearance- cost: approximately \$10
can be completed online <http://epatch.state.pa.us>

Child Abuse Clearance- cost: approximately \$10
can be completed online www.compass.state.pa.us/CWIS
create and account or login and follow steps. Print

FBI Clearance- cost: approximately \$30
Register at <https://uenroll.identogo.com/>
Enter code: 1KG738
Click on 'Schedule/Manage Appointment' & follow directions.
Complete at Identogo location

New Employee Training Checklist

Items to be completed within 30 days of hire:

New Staff Orientation

Found at www.betterkidcare.pse.edu/

1. click on the (On Demand Web Lessons) blue button on the left and enter Log In information
2. Look for the New Staff Orientation videos. It will be in 2 parts, but should total 15 hours. You must complete 'Get Started'. Then, you may choose either 'Working with Infants and Toddlers' or 'Working with Preschoolers'.
3. Pay for your training video using the prepaid code **EYQUJK** or **6SN8SK** or **NZC6CX**
4. Don't forget to print your certificate!

BIG Ideas Framework

Directions to update Self Assessment in your Professional Development Plan:

1. go to www.pakeys.org
2. create a new account with a login and password
3. If you already have an account, click on the red [login] button at the top right and enter your login and password
4. Once logged in, click on the grey [PD Registry] button along the left side
5. click on the grey [My Learning Path] tab
6. click on the yellow box that says 'My Professional Development Plan'
7. click on each section and answer questions about your interest areas
8. Print screen shot to show your self assessment expiration date

Clearances

Criminal Record Clearance-

cost: approximately \$10
can be completed online <http://epatch.state.pa.us>
complete and print clearance

Child Abuse Clearance-

cost: approximately \$10
can be completed online www.compass.state.pa.us/CWIS
create and account or login and follow steps. Print clearance

FBI Clearance-

cost: approximately \$40
Register at <https://uenroll.identogo.com/>
Enter code: 1KG738
Click on 'Schedule/Manage Appointment' and follow directions.
Complete at Identogo location

Items to be completed within 60 days of hire:

Mandated Reporter Training

This training can be accessed through the University Of Pittsburgh School of Social Work. They have released a free, online course that has been approved by the PA Department of Human Services (formerly DPW) and the Department of State to meet mandated reporting (Act 31) license requirements. You may register for this course: **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania** at www.reportabusepa.pitt.edu After completing the course, a "Certificate of Completion" is available for you to print. A copy of the certificate must be kept in each employee file.

Items to be completed within 90 days of hire:

Center Scavenger Hunt

Meet with director to complete training process

Training Items to be completed annually thereafter:

Pediatric First Aid and CPR and Health and Safety Basics: Requirements for Certification

Fire Safety and Emergency Management

PAKeys Trainings, as required by DHS

Additional trainings, as required by STARS

K-PREP LEARNING CENTER
STAFF POLICIES AND PROCEDURES

updated 5/2017

I. MISSION AND GOALS

A. Mission

At K-Prep Learning Center, we believe in creating a special relationship with each family. K-Prep is committed to educating parents and teachers in appropriate early childhood practices. We maintain high expectations while encouraging creativity, independence, natural curiosity and respect for authority in all children.

B. Goals

At K-Prep Learning Center, our goals are to encourage parents and teachers to...

1. Meet children's individual needs and create a special relationship with each family and with the community.
2. Positively communicate with parents, directors, and teachers to promote consistency, unity and education.
3. Allow children to be as independent as possible while remaining developmentally appropriate.
4. Foster creative thinking in children through modeling, encouragement and experience.
5. Allow children to explore their natural curiosity within reasonable limits.
6. Ensure that children follow the guidelines of the teacher/parent while respecting that authority.
7. Maintain a safe and healthy environment.

II. HIRING PRACTICE

A. K-Prep Learning Center is an equal opportunity employer. Applicants shall be considered for staff positions without regard to race, color, religion, sex, age, disability, or national origin.

B. Due to the sensitive nature of working with young children, K-Prep has an extensive hiring process. In order to allow for proper supervision and evaluation of applicants, all new employees are initially hired for a 90 day period only. If management feels that the employee is not meeting the requirements of the position, s/he may be asked to leave at any time during the 90 day temporary period. If this happens, K-Prep is NOT responsible for loss of wages due to unemployment. At the end of the 90 days, employees MAY be eligible to be hired as a permanent employee. No one is guaranteed a permanent position of any kind until after they complete the 90 day training period.

C. Each employee file must include the following information:

1. Photo Identification- age verification (must be over 18 years old)
2. Two written references from non-relatives
3. Health Assessment (upon hiring with TB test & bi-yearly thereafter, at employee's expense)
4. W-4 and other required tax forms
5. Signed Disclosure Statement
6. Child Abuse and Criminal Record Clearances (paid at employee's expense)
7. FBI Clearance (paid at employee's expense)
8. Certified copies of credentials required for position. (as per DPW 3270.34—37)
9. Signed Policies, Job Description and Teacher Expectations
10. Signed Abuse and Emergency Management Policies

III. EMPLOYEE STATUS AND RESIGNATION REQUIREMENTS

A. Employee Status

1. Probationary Employee- An employee in the 90 day probationary period does not qualify for benefits and may be dismissed at any time for any reason.
2. Permanent Employee- A permanent employee has completed the 90 day probationary period, but still may not qualify for benefits.
3. Part-time Employee- A part time employee is scheduled for and works less than 37.5 hours worked per week and does not qualify for all benefits.
4. Full-time Employee- A full time employee is scheduled for and consistently maintains at least 37.5 hours worked per week and does qualify for benefits after 6 months of employment.
5. Substitute- A substitute employee falls under the part-time employee status.

B. Resignation Requirements

1. K-Prep requires a 3 week written notice of resignation in order to find proper staffing. If an employee fails to fill out a resignation form giving proper notice, fails to arrive for a scheduled shift with no prior notice or an employee leaves during their shift without prior approval, it will be considered a voluntary leave without cause of necessitous and compelling nature. In this situation, K-Prep will NOT be responsible for loss of wages due to unemployment.
2. No accumulation of personal days or vacation days may be used or compensated for after a letter of resignation has been submitted.
3. Any training provided/paid for by K-Prep within 6 months of resignation date will be deducted from employees last paycheck in order to reimburse the company for training expenses.

IV. GENERAL REQUIREMENTS

A. Health/Physical Condition

- A physical examination is required upon hiring and every two years thereafter. TB tests are required upon hiring. All examinations are at employee's expense. A written doctor's notice may be required at any time at director's discretion.
- B. Documentation of Time
All employees must clock in and are to be settled in their classroom at the time their shift begins. Staff members will be paid for work reflected on their time card only, unless extra/overtime hours are approved by director in writing on timecard. Tardiness will not be tolerated and will result in disciplinary action. Any variation in scheduled hours must be approved and signed by a director.
- C. Salaries
Employees are paid every two weeks.
- D. Working Hours
1. The center is open Monday-Friday from 7am-6pm. Due to changes in enrollment, shifts are often modified to provide adequate coverage. Employees must be available and willing to work any shift within the hours of operation.
 2. K-Prep often has a mix of full time and part time positions available depending on the enrollment at any given time. Due to changes in enrollment, number of hours scheduled may change. All new employees are hired on a flex schedule, which means that the number of hours scheduled is based on the current enrollment and may change at any time.
 3. Employees are scheduled for shifts based on estimated enrollment. Sometimes enrollment is different than estimated and may change on a day to day basis. Occasionally, hours worked each day may need to be extended or shortened based on the enrollment numbers each day and the classroom needs.
- E. Work Assignment
1. K-Prep cares for children between ages 6 weeks – 5 years old. Classrooms are defined according to age. Due to changes in enrollment, classroom coverage needs may change. Staff must be willing and able to care for children in any classroom and any age between 6 weeks – 5 years.
 2. K-Prep does provide care and service to children and employees with special needs. Employees are asked for full cooperation and assistance in meeting each child's individual needs and the needs of his/her co-workers.
- F. Staff Meetings and Center Functions
Attendance is required at staff meetings and center functions to be held as needed.
- G. Baby-sitting
If employees choose to provide childcare services to customers outside of K-Prep's regular program, they are to do so at their own risk. K-Prep will not be responsible for employee or customer actions while these services are provided. These services should not interfere with the quality care being provided as part of K-Prep's program.
- H. Attire
Employees are expected to dress professionally and appropriately for working with young children, using good judgment. Employee dress should be conservative and not sloppy. All teachers in the classroom must wear simple tops with the K-Prep logo on them. Anyone not wearing a K-Prep shirt will need to wear a K-Prep smock while in the classroom. No tank tops or hoodie sweatshirts are allowed. Bottoms may include pants, skirts, shorts or capris that are long enough to reach your calf when kneeling. Bottoms must be worn above the hips and all shirts must be long enough to reach your pants so your mid section is never seen. If good judgment is not used by all staff, proper dress will be decided at director's discretion.
- I. Meals/Eating
Food served to children is not to be consumed by staff at any time. No food or beverage is permitted in the classroom during program hours, with the exception of children's rest time and meal times.
- J. Staff Lunch Breaks
Staff breaks may be taken in the kitchen, staff room or outside, but NOT in the classroom. Classrooms are to remain at a 'whisper-level volume' for the duration of naptime. (1-3pm) All phone calls are to be made during break. Cell phones and other personal items are to be left in teacher cubbies during working hours.
- K. Smoking/Vaping
Smoking/vaping is NOT PERMITTED in the building or surrounding area. Smokers re-entering building must be free from smoke odor.
- L. Phone Use
1. Cell phones should be kept in teacher cubbies during working hours.
 2. Staff may accept calls on center phone during work hours for emergencies only.
 3. Staff may use the center phone to make personal calls with prior permission from directors.
- M. Social Media/Photos
Staff will use social media in a respectful way that does not disparage the center, staff, parents or children. Staff may not post photos or information on any students in care at the center. Staff will not be allowed to store pictures or videos of children on their personal devices. Children's names or identifying information shall not be used in any publication with or without photos.
- N. Building Maintenance

1. Employees are to keep their classrooms clean and neat. Specific cleaning tasks are assigned to each classroom.
 2. Employees are to handle any simple repairs and report any other repairs to the director in writing.
- O. Child Discipline
- Employees shall always follow the posted child discipline policy. A firm tone of voice may be used when disciplining, but never yelling or shouting. Always communicate with children by getting down at their level and encouraging them to use words. Discipline shall never be associated with food, rest, or toileting. Immediate termination will be the result of any verbal or physical abuse/excessive force.
- P. Center Safety
1. The center doors must be locked at all times
 2. Access to the building is limited to approved persons only. (Those listed on emergency contact, etc)
 3. All visitors must be approved by a director BEFORE entering the building.
 4. Those who are not recognized as being an approved person must be greeted at the front door and under staff supervision at all times.

V. SALARY PLAN AND DESCRIPTION OF BENEFITS

A. Salaries

1. Base Salaries

Base salaries for employees will be paid on the basis of financial resources available within the agency and employee education, training, and related experience.
2. Salary Increases
 - a. Salary increments may be given annually each September after 1 year of employment or when employee receives a promotion/moves up the career lattice.
 - b. Rate increases shall be determined on the basis of:
 - Score received on the teacher requirements
 - Score received on the annual goal assessment
 - Budget of the agency and/or rate of inflation (cost of living)

B. Benefits

All benefits are subject to change at any time with written notice as policies are updated.

1. Holiday Pay-
 - a. After 6 months of employment, full time employees shall receive pay for the following holidays should the holiday fall during the work week and the center is closed.
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day (and the following Friday)
 - Christmas Day through New Years Day
 - Employee Birthday (date may be approved by director and used within same month as birthday)
 - b. K-Prep will also be closed on the following days that are considered UNPAID holidays.
 - Christmas Eve (closing at 1pm)
2. Paid Time off (PTO)
 - a. After 6 months of employment, full time and part time employees will begin accruing PTO at a rate of 1 hour PTO earned for every 40 hours worked. After 3 years of employment, full time and part time employees will begin accruing PTO at a rate of 2 hours PTO earned for every 40 hours worked.
 - b. PTO can only be taken if the employee has accumulated enough hours to cover the leave.
 - c. All PTO must be approved by a director.
 - d. A maximum of 40 PTO hours can be carried to the next calendar year. Employees will not be compensated for any unused PTO hours at the end of the calendar year.
 - e. Paid Time Off may be used for:
 - Illness or Family Emergency
 - Director must be notified at least 2 hours prior to shift for any absence or tardiness for illness, family emergency, or any other reason. More than 2 hours notice is appreciated when possible.
 - Staff must directly contact one of the directors in order to request a shift change. This may include calling the center when director is available, or calling listed cell phone numbers when center is closed or director is not at the center.
 - A physician's statement may be required at any time at director's discretion.
 - Personal time
 - All staff are encouraged to use their personal time between June 1 and September 1 when the 'school year' is not in session.

- During the school year (September 1 – June 1) personal time will only be approved IF EMPLOYEE HAS ACCUMULATED ENOUGH PTO HOURS TO COVER THE LEAVE.
 - Personal days may not overlap other employee personal days.
 - All personal days must be approved. Previous work attendance and advanced notification will be taken into consideration before approval.
 - Written requests for personal days shall be submitted to director for approval one (1) month prior to the date of request.
3. Unpaid Time Off
Unpaid time off typically can not be scheduled between September 1 and June 1. There are times of the year, usually summertime, when enrollment is typically low and employees may request less/no hours to be scheduled. IF enrollment allows, the schedule change may be approved. However, during these times, K-Prep will NOT be responsible for the loss of income, as it was at the employee's request. Any unpaid time off must be approved by a director.
4. Childcare
After one (1) year of employment, full time employees shall be eligible for ½ off tuition for up to two of his/her own children (biological, step, adopted or foster children).

VI. DISCIPLINARY ACTION

Disciplinary action of any kind and for any reason is to be taken with extreme care to assure fairness for all parties involved. Disciplinary action is defined by one of the following actions: corrective action (oral/written); suspension without pay, demotion, and termination. As warranted by circumstances, an employee may be terminated at any point in the disciplinary process.

- A. Unsatisfactory Work Performance or Work-Related Behavior- Unsatisfactory work performance or work-related behavior includes failure to comply with license regulations, carry out job responsibilities/requirements, abide by center policies and classroom rules and failure to contribute to a harmonious work environment. Every reasonable effort should be made to secure acceptable work performance and work-related behavior by employees. Should an employee fail to attain a satisfactory level of work performance or work-related behavior, disciplinary action will be dependent on the nature of the unsatisfactory work performance or work-related behavior, the past record of the employee, and the appropriate penalties. Depending upon the nature of the unsatisfactory work performance or work-related behavior, warnings prior to disciplinary action may be inappropriate. When these actions involve employee error causing or threatening to cause loss of life, serious bodily injury or significant property loss, or when continued employment is otherwise not in the best interest of either party, termination without written warning is appropriate.
- B. Gross Misconduct- Gross misconduct includes the following: physical or verbal abuse of the children, failure to secure the children's safety at all times, theft or dishonesty; gross insubordination, willful destruction of center property, unauthorized entry onto property and/or director's office; falsification of records; acts of moral turpitude; reporting for duty under the influence of intoxicants; the illegal use, manufacturing, possessing, distributing, purchasing or dispensing of controlled substances or alcohol; disorderly conduct; provoking a fight; and other similar acts involving intolerable behavior by the employee. In a case of gross misconduct, immediate disciplinary action up to and including discharge may be taken.

VII. EMPLOYEE EVALUATION

Employee evaluations will be given upon completion of the 90 day probationary period and in August each year thereafter. Other evaluations may be given at director's discretion. The purpose of these evaluations is to determine employee's level of performance of assigned tasks and classroom management as well as to identify employee's strengths and goals.

VIII. GENERAL STAFF TRAINING

Yearly staff training will include the following:

- Pediatric First Aid and CPR Training (every 2 years)
- Fire Safety Training
- Emergency Management Training
- Mandated Reporter Training (every 3 years)
- Six (6) Hour Development Training- state approved seminars/workshops/college classes
- Additional training to meet STARS requirements.
- Additional trainings as required by director.

Teacher Expectations

UPDATED 7/2016

A K-Prep Teacher is...

PASSIONATE about <i>teaching, loving and educating children.</i>	YES	NO
Meet children's individual needs and create a special relationship with each family.		
Ensure that children follow K-Prep expectations and the guidelines of the teacher/parent while respecting that authority.		
Be comfortable and competent being alone with children, running the classroom without assistance.		
Be competent in calmly handling emergencies while monitoring all children.		
Competently fill out detailed accident reports and appropriately handle every accident or injury.		
Incorporate special events throughout the year. (birthdays/holidays/fun days/etc)		

EXCITED about lessons and activities.	YES	NO
Foster creative thinking in children through modeling, encouragement and experience.		
Allow children to explore their natural curiosity within reasonable limits.		
Plan/Implement/Support a variety of activities that promote physical, academic and social development, are engaging and follow the written lesson plan outline.		
Teach/model appropriate healthy habits, self care tasks and social behaviors.		
Lead a small group circle/learning/story time and other small group activities that are engaging, follow the written guidelines, and meet children's needs.		
Take children outdoors twice a day, as scheduled. (Infants, when possible)		

ENTHUSIASTIC when <i>interacting with the children.</i>	YES	NO
Allow children to be as independent a possible while remaining developmentally appropriate.		
Communicate with children at their developmental level.		
Engage and participate in various play activities including dance and movement, singing, pretend play, rainy day activities, etc.		
Prepare and feed bottles and food, assist children in eating, and promote healthy eating practices.		
Change diapers, assist in potty-training, and monitor children in the bathroom following health and safety practices. This includes cleaning messes, assisting in undressing/redressing and assisting in children's hand washing.		
Occupy/entertain children during down time and transitions.		

POSITIVE when interacting with parents and staff, actively working towards a solution to any situation.	YES	NO
Positively communicate with parents, directors and teachers to promote consistency, unity and education.		
Support regular communication with parents through daily conversations, classroom dailies, lesson board, written progress notes and/or parent conferences.		
Cooperate with and support other teachers and volunteers working in the classroom.		
Contribute to and build a harmonious work environment regardless of personal differences.		
Greet/welcome parents and assist with drop-off and pick-up.		
Keep doors locked at all times and only allow building access to approved persons.		
Offer support to parents for dealing with children at different developmental stages.		

A K-Prep Teacher is...

DETAILED and CONSISTENT in planning and teaching so everyone is on the same page and aware of what is going on in the classroom.	YES	NO
Keep room neat, clean and organized maintaining an orderly learning environment.		
Plan/Implement/Support detailed lessons that are completed at least one week in advance Keep updated infant schedules according to the parents requests		
Plan/Implement/Support lessons that follow the curriculum, standards and lesson plan outline or assists infants in progressing to their next developmental level.		
Assess program supplies and materials needed prior to use		
Establish/Maintain/Support consistent classroom routines and transitions		
Follow classroom schedule and be aware of what comes next. Follow individual infant schedules as set by the parents.		

HARD WORKING and shows initiative in completing extra tasks.	YES	NO
Consistently work entire scheduled shift, remaining focused and hard working during entire shift.		
Arrive on time and prepared each day, remaining focused and hard working during entire shift.		
Lift and carry children weighing up to 40lbs.		
Complete assigned classroom cleaning tasks including vacuuming, light housekeeping, bathroom clean-up, etc. while being aware of all children.		
Follow all state regulations in regard to ratios, sanitation, emergency info, etc.		
Make use of down times by doing extra cleaning, organizing, and preparing.		
See, hear, assist and direct all children at all times per PA state requirements.		

SELF MOTIVATED to learn and grow through experiences and feedback.	YES	NO
Engage in ongoing staff development to improve personal and professional skills.		
Accept feedback and work to improve in areas that would benefit classroom and/or center.		
Attend center activities, staff meetings, workshops, and training as instructed by the director.		
Assess/Support children's needs and developmental progress on an ongoing basis.		
Use results of assessments to plan/implement/support activities.		
Support the professional growth of colleagues by sharing materials and information from trainings.		

RESPECTFUL of others- their position, opinions, requirements and requests.	YES	NO
Follow teacher expectations and all of K-Prep policies and procedures.		
Promote the center's philosophy and goals		
Maintain confidentiality regarding children, staff and/or center.		
Assist in other classrooms when needed.		
Change/work extra hours as needed. (within hours of operation 7am-6pm)		
Adhere to time off request policies- requesting PTO ahead of time and saving unpaid time for summer.		
Follow K-Prep dress code.		

Job Description

TITLE:

Classroom Teacher

DESCRIPTION:

Teachers are responsible for the care and education of a group of children as part of a teaching team. Lead and Assistant Teachers work together to plan and implement the scheduled activities and, with active participation of all members of the teaching team, work with parents and assess the needs of individual children.

ACCOUNTABILITY:

The Teachers report to the Program Director.

MINIMUM QUALIFICATIONS:

High School diploma or general educational development certificate and one of the following:

- 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field.
- 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children. (1250 hours documented)
- 2 years of experience with children. (2500 hours documented)

RESPONSIBILITIES/DUTIES:

To establish and maintain a safe and healthy environment

1. Follow state regulations in regard to ratios, sanitation, emergency info, etc
2. Be comfortable and competent being alone with children, running the classroom without assistance
3. Be competent in calmly handling emergencies while monitoring all children
4. Maintain an environment that is free of health hazards and safety concerns
5. Keep room neat, clean and organized maintaining an orderly learning environment
6. Teach/model appropriate healthy habits, self care tasks and social behaviors
7. Complete tasks including vacuuming, light housekeeping, bathroom cleaning, etc

To promote developmentally appropriate practices

1. Plan and implement weekly lessons that follow the curriculum and standards or updated infant schedules according to the parents requests
2. Plan and implement a variety of activities that promotes physical, academic and social development
3. Assess program supplies and materials needed prior to use
4. Lift and carry children up to 40lbs
5. Communicate with children at their developmental level
6. Engage and participate in various play activities including dance and movement, singing, pretend play, etc
7. Establish and maintain classroom routines and transitions
8. Assess children's needs and developmental progress on an ongoing basis
9. Use results of assessments to plan activities
10. Follow teacher expectations and KP policies and procedures

To strive to grow as a professional and support the team

1. Promote the center's philosophy and goals
2. Engage in ongoing staff development to improve personal and professional skills
3. Accept feedback and work to improve in areas that would benefit classroom and/or center
4. Attend center activities, staff meetings, workshops, and training as instructed by the Center Director
5. Communicate regularly with parents through daily conversations, classroom dailies, lesson board, written progress notes and parent conferences
6. Coordinate and help supervise aides, assistants, and volunteers working in the classroom
7. Harmoniously cooperate with fellow teachers in the center regardless of personal differences
8. Maintain confidentiality regarding children, staff and/or center

SALARY SCALE:

Salary is based on 3 factors- Placement on the Career Lattice, Years Experience and Position in the classroom. All positions have a base salary between \$8.50-12/hr with increases for experience and position. Raises and bonuses are not guaranteed or included in this calculation.

Career Lattice Level	Base Pay		Years Experience		Position		Total Pay
IV below + GS Certification	\$12.00/hr		\$0.15/hr increase for every year experience AT KPLC \$0.10/hr increase for every year experience OUTSIDE KPLC		\$0.25/hr increase for Lead Teacher position		
IV 30 credits including 12 ECE credits or ASB/AST in ECE	\$11.50/hr						
III CDA Certificate or 6 ECE credits	\$10.50/hr						
II 45 PQAS training hours or 3 ECE credits (includes the 15 hour orientation)	\$9.50/hr	+				+	
I below + AGS Certification	\$9.00/hr						
I High School Diploma/GED and 15 hours New Staff Orientation	\$8.50/hr					=	

AGS Certification

High School diploma or general educational development certificate and one of the following:

- 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field.
- 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children. (1250 hours documented)
- 2 years of experience with children. (2500 hours documented)

GS Certification

High School diploma or general educational development certificate and one of the following:

- A bachelor’s degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field.
- A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children. (1250 hours documented)
- An associate’s degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, and 2 years of experience with children. (2500 hours documented)
- An associate’s degree from an accredited college or university, including 30 credit hours in in early childhood education, child development, special education, elementary education or the human services field, and 3 years of experience with children. (3750 hours documented)

New Staff Orientation Information

Front Door Procedure- The doors are always locked. Parents/visitors will buzz at the front door. Teachers can remotely unlock the door to let them in. All persons must be identified prior to access to the building. Only individuals listed on Child's Emergency Contact Form are allowed access to the classroom/have contact with the student. Any person with proof of custody (or other legal document) of a child is allowed access to child. New teachers should not unlock the door for anyone until they begin to recognize authorized persons. Please rely on your other teachers to help you learn familiar faces.

Child Release Procedure- Children are only released to a parent or individuals included on their Emergency Contact Form. If an unfamiliar person comes to the door for pick-up, immediately ask for the person's name and check to see if they are on the child's release list. If the person is on the list, ask for photo identification. (They must have this in order for child to be released) Once the person shows proper ID that matches the emergency form, it is safe to release the child. Make note of the release and drop it in the office mailbox to be included in the daily journal. If the person is not on the child's release list, check with the director to see if the parent left a written or verbal release for the child. In the case of a written or verbal release, check the photo ID to the name on the written or verbal release form. **NEVER RELEASE A CHILD TO A PERSON IF...** The person's name does not appear on the child's release list, written release form, or verbal release form OR if the person does not have photo ID. In these situations, immediately contact the director.

Child Sign In/Out Procedure- Parents will need to sign the time and their initials on the roster at drop-off and pick-up each day. Each student also has an ID card that needs to be given to the classroom teacher at drop-off and given back to the child/parent to put in the basket at pick-up. Each teacher wears a clip holding the cards of the students she is responsible for. The number of students in each teachers care must coincide with the ratio for the classroom. Teachers should always know the number of students in their care, have the appropriate cards on her clip, and make sure the roster is correct.

Staff Binder- The Staff Binder is located on the parent table in the front hallway. It contains all Emergency Contact Forms for students and staff. It also contains a detailed Emergency Management Plan for the center, copies of the center's sick policy and forms to be filled out for late or alternative pick up.

Child Emergency Contact Form- A copy of each child's Emergency Contact Form is kept in the office, in the classroom binder with the roster, and in the Staff Binder on the Parent Table. The form contains information for the child including parent contact information, medical information and a list of persons to whom the child may be released. Children are only released to a parent or individuals included on their Emergency Contact Form. If a custody agreement regarding pick up procedures exists, an updated copy must be on file in the office. Any changes or additions to Emergency Contact Form must be done through a Director. *Parents can not be removed from Emergency Contact Form without an accompanying court document.*

Diaper/Potty Procedure- Diapers and potties must be done very two hours at a minimum. Some children may need to go potty more often, especially when training. Diapers may also need to be changed more often, at times. A child should never remain in a soiled diaper/clothing. The child and staff member must wash his/her hands after diapering/toileting. The changing table should be sprayed with sanitizing solution after each change. Our sanitizer has a 1 minute wait time to sit before being wiped clean. Gloves are provided for changing BM diapers or assisting a child who has soiled clothing. The soiled clothing should be sent home in a plastic bag that is tied closed.

Written/Verbal Release- If a parent requests for a child to be released to someone not listed on the child release area of the emergency contact form, a special form needs to be filled out. This form is located in the Staff Binder on the Parent Table. The form gives detailed directions on what to do in either situation depending on if the request was written (given in person) or verbal (given over the phone). Staff must complete ALL SECTIONS of the form to safely complete a change in child release. If staff are ever in doubt about how to handle these types of situations, immediately contact the director.

Late Pick-up- If a child has not been picked up by 6:00pm and the parent has not called to alert you that he/she is running late, a special form needs to be filled out. This form is located in the Staff Binder on the Parent Table. The form gives detailed directions on what to do. If staff are ever in doubt about how to handle these types of situations, immediately contact the director.

Staff Parking and Entrance- Staff are asked to park in the rear of the building closest to Rita's and may enter the building through either of the back doors. Teachers will need to knock on the door to be let in.

Time Cards- All employees must clock in and be settled into their classrooms at the time their shift begins. Please print your full name, dates of pay period and scheduled shift at the top of each card. Each time card records two weeks of work. Punch in at the start of your shift, out and back in for your break, and out when you leave for the day. To use the time clock, line up your card with the red arrow on the display window. Continue to push the card into the time clock until it prints. Any variation in scheduled hours must be approved and initialed by a director. At the end of the pay cycle, put your completed time card in the office mailbox for payroll.

Kitchen Use- Items available in the kitchen for staff to use include the refrigerator, freezer, microwave, plastic plates, mugs, and silver wear. There are also some unlabeled condiments and snacks that staff may share. Please label anything that is specifically for you and be mindful to clean up after yourself. Please take note to school food. This is not available for staff.

Teacher Cubby- Each teacher has a cubby to store all personal belongings. Cell phones and other personal items are to be left in teacher cubbies during work hours.

Staff Schedule- The staff schedule is posted on the refrigerator next to the time clock. Scheduled are posted every two weeks. Please look at the schedule regularly to see if there are any changes.

Lunch Breaks- Most staff members have scheduled lunch breaks each day. Staff breaks may be taken in the kitchen, staff room or outside, but NOT in the classroom. Classrooms are to remain at a 'whisper-level volume' for the duration of naptime. (1-3pm)

Staff Interaction with children- Teachers are encouraged to play with and talk to each child to get to know them on an individual level. Much of the day is child-directed activities where the children can learn through various forms of play. Teachers are encouraged to participate in these activities, but the child takes the lead in creating the play. Morning learning time is an academic focused circle time and fine motor development where the teacher directs the activities. This allows teachers to focus even more on each child's individual needs. The most important thing a teacher can do is to create an environment where *all children are loved* and parents are comfortable to leave their children knowing they are loved and welcomed every day.

Ordering Gear for KPLC:

Go to www.k-prep.com and click on “Shop”.



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You will be sent to another website that looks like this....

The screenshot shows the top of the K-Prep Learning Center website. At the top is a red banner for 'IMAGE WIZARD' with the text 'T-Shirts, Uniforms & Custom Apparel'. Below this is the K-Prep Learning Center logo and name. There is a 'View Cart' button and a search bar. The main content area is titled 'K-Prep Learning Center' and displays four product listings:

- ADT5000Y Youth Concert Tee - Choose from Eight Colors** - \$12.00 - [Select](#)
- BDM104L Ladies Crew Tee - Choose from Six Colors** - \$12.00 - [Select](#)
- C2400 Youth or Adult Long Sleeve T-Shirt - Choose from Seven Colors** - \$20.00 - [Select](#)
- DL217 Ladies Fleece Embroidered Jacket - Choose from 10 Colors** - \$40.00 - [Select](#)

Select your style, size and color! Continue as an online order! Wear your shirt proudly soon!

Welcome to ViewMyPaycheck!

Great news! You can now view your pay stubs online – anytime, anywhere.

ViewMyPaycheck (paychecks.intuit.com) is an online web site created by Intuit that lets you view your pay stubs and other payroll info.

Don't have a computer? Don't worry! You can also access ViewMyPaycheck from your mobile device.

Here's some info to help you get started with ViewMyPaycheck.

Get Started

To access ViewMyPaycheck, you'll need:

- **An Intuit account.** You may already have one if you use Intuit products like TurboTax or Quicken. If you don't have one, one will be created for you when you sign up.
- Your **Social Security number (SSN)** and the **net pay (your take home pay) from your last paycheck.** Be sure to have that handy – ViewMyPaycheck needs it to verify you are who you say you are!

Then, do this:

1. Open a web browser and go to **paychecks.intuit.com**
2. Click **Sign Up**.
3. Enter your email address. If you get a message that says **You already have an Intuit account associated with this user ID** then click the Sign In link and sign in to your existing Intuit account and skip to step 7.
4. Create and confirm a password you'll use when you sign in to ViewMyPaycheck.
5. Pick a security question. You may need this later if you forget your user ID and password.
6. Click **Sign Up**.
7. Enter your SSN and the net pay from your last paycheck. Your net pay is the amount of your paycheck after all of the taxes and other deductions have been taken out.
8. Click **All Done!**

Next Steps

When you sign in, explore a bit. Here are a few highlights.

- (1) ViewMyPaycheck itemizes your current and year-to-date earnings and deductions so you always know your paycheck was calculated and where your money is going.
- (2) Need a printed copy of your pay stub? No problem. Click **Save As PDF** to save a PDF copy of it to your computer and then print it for your records.
- (3) If you want to be notified any time a new pay stub is uploaded to ViewMyPaycheck, go to Preferences and click the **Send me an email when new pay stubs are available** checkbox.

Need Help?

If you have questions about using ViewMyPaycheck, click the question mark icons (?) available on the ViewMyPaycheck web site.

If you have questions about your paycheck, including how it's calculated, what shows up on the pay stubs, or when the money is deposited in your bank account (if you have Direct Deposit), please contact your employer.



Sign up for important updates from Ms. Claire.

Get information for K-Prep Learning Center right on your phone—not on handouts.

Pick a way to receive messages for **KPLC**:

(A) If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/fa4dab

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

(B) If you don't have a smartphone, get text notifications.

Text the message [@fa4dab](#) to the number 81010.

If you're having trouble with 81010, try texting [@fa4dab](#) to (973) 786-3214.

* Standard text message rates apply.

Don't have a mobile phone? Go to rmd.at/fa4dab on a desktop computer to sign up for email notifications.

Nondiscrimination Policy

SUBJECT: Nondiscrimination Policy Statement
Equal Employment Opportunity

TO: Staff

FROM: Ann Kritzer and Claire Flinchbaugh

An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age or sex.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

K-Prep Learning Center/ Ann Kritzer and Claire Flinchbaugh
3943 Columbia Avenue Columbia, PA 17512

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

Pennsylvania Human Relations Commission
River Front Office Bldg
1101-1125 So Front Street
5th Floor
Harrisburg, PA 17110

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Department of Public Welfare
Bureau of Equal Opportunity
Central Regional Office
223 Health and Welfare Bldg
PO Box 2675
Harrisburg, PA 17105

Employee Resignation Form

K-Prep requires a 3 week written notice of resignation in order to find proper staffing. In order to submit a notice of resignation, this form must be completed.

Resignation Notice

Name:	Today's date:
Position:	Last date of employment:
Reason for leaving: Received a position elsewhere Change in work field Salary Dissatisfied with center Other (please explain)	
Employee signature:	

Exit Interview

Please rate the following area using a scale of 1(poor) to 3(excellent). Please comment as much as necessary.

	1-poor		excellent-3
1. Quality of staff/Co-workers	1	2	3
2. Director's interactions with staff	1	2	3
3. Director's communication with staff	1	2	3
4. Director's visibility	1	2	3
5. Director's approachability	1	2	3
6. Quality of work environment	1	2	3
Would you recommend this center to others?	NO		YES
Would you consider returning to K-Prep?	NO		YES
Additional comments:			

Identify areas you feel K-Prep is doing well:

Identify areas of improvement for K-Prep:

Identify specific areas you would change:

Follow-Up

Item	YES / NO	Cost	Amount Owed to K-Prep
Did you complete any trainings within 6 months of last day that were paid for by K-Prep?			
Did you purchase any K-Prep shirts within 1 year of your last day that were paid for by K-Prep?			
Did you return your Employee Handbook in reasonable condition?		\$20.00	
Have you returned all K-Prep property to center?			
TOTAL AMOUNT TO BE DEDUCTED FROM LAST PAYCHECK →			