

K-PREP LEARNING CENTER
STAFF POLICIES AND PROCEDURES

updated 7/2023

I. MISSION AND GOALS

A. Mission

At K-Prep Learning Center, we strive to create an environment where ALL are loved and feel connected.

B. Values

We specialize in the care and education of young children where we...

1. Display a LOVE of each child and family.
2. Show awareness and RESPOND to the children and the environment.
3. ENGAGE with children through personal interactions.
4. Demonstrate RESPECT towards families and coworkers.

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. During the first 90 days of hire, scheduled hours will be based on classroom needs while the employee is being evaluated. Scheduled hours are not guaranteed. Also, during this time employees must complete the required trainings inside and outside of work hours. If the administration 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 who have completed all required trainings will receive a bonus and 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 letters of recommendation 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
7. FBI Clearance
8. National Sex Offender Registry
9. Certified copies of credentials required for position. (as per DPW 3270.34—37)
10. Signed Policies, Job Description and Employee Expectations
11. 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. Part-time Employee- A part time employee is scheduled for and works less than **30** hours per week.
3. Full-time Employee- A full time employee is scheduled for and consistently maintains at least **30** hours worked per week and does qualify for benefits.
4. Substitute Employee- A substitute employee can accept shifts at any participating center. Any employee can work as a substitute, in addition to hours scheduled at K-Prep. However, employees working as a substitute must be scheduled for or accept at least 1 shift/month on the substitute schedule in order to remain employed.
5. Seasonal- A seasonal employee is scheduled on an as-needed/as-available basis and does not qualify for benefits.

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. Promote/Model Strong Work Ethic

1. All employees must clock in and are to be settled in their classroom at the time their shift begins, remain focused and work entire shift each day. Tardiness will not be tolerated and will result in disciplinary action. Any variation in scheduled hours, including extra/overtime hours, must be approved by an administrator.
2. Staff should clock out anytime s/he is out of classroom for personal reasons. Breaks may be taken in the staff room or outside, but NOT in the classroom. Classrooms are to remain at a 'whisper-level volume' for the duration of naptime. (12:30-3pm)
3. The center is open Monday-Friday from 6:30am-6pm. Full time employees must be available and willing to work any shift withing the hours of operation. All employees are scheduled for shifts based on estimated enrollment. Shifts and number of hours scheduled may be modified based on the enrollment numbers each day and the classroom needs. Staff are asked to change/work extra hours, when needed. 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.

B. Provide Support of Team/Center

1. The care and safety of the children should be an employee's top priority. Employees must follow all DHS and STARS regulations in regard to ratios, sanitation, emergency information, etc.; follow all K-Prep policies, procedures, job requirements and employee expectations; promote/model the center's mission and values; maintain confidentiality regarding children, staff and/or center; and promote/model a harmonious work environment regardless of personal differences, as an example to the children.
2. 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 are expected to support coworkers by assisting in other classrooms and be willing and able to care for children in any classroom and any age between 6 weeks – 5 years.
3. 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. Employees are asked to meet each student's individual needs; show love, offer support, engage emotionally, lift/carry children (weighing up to 40lbs), as needed.
4. Substitute Staffing Program-
 - a. K-Prep has developed a Substitute Staffing Program in effort to support other centers with staffing. Through the program, shifts will be posted at any of our participating centers. Any employee can be added to the Substitute Staff schedule in order to accept extra hours of work, in addition to hours scheduled at K-Prep. All staff are encouraged to participate in the program.
 - b. Substitute Staff are intended to serve as an Aide. A substitute should never be left alone in a classroom, when working at another center.
 - c. Substitute Staff must be sure that their work hours at another center match the scheduled hours on When I Work. Failure to fulfill an accepted substitute shift will result in the employee reimbursing the invoiced amount charged to the participating center for the shift. This payment will be deducted from the employee's paycheck.
 - d. Substitute Staff agree to release and indemnify K-Prep, it's affiliates, employees, agents and representatives from claims, demands and damages (actual and consequential) of every kind and nature, known and unknown, suspected and unsuspected, disclosed and undisclosed ("claims"), arising out of or in any way connected with use of the services, and to hold them harmless, from any and all claims, losses, liabilities, damages (including, without limitation, consequential, special, incidental, and punitive damages), costs and expenses, which may arise from its use of K-PREP Substitute Staffing Program, including negligence.

C. Promote/Model Appropriate Appearance and Behavior

1. 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 display the K-Prep logo, either by wearing a provided smock/apron or purchasing K-Prep attire. 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 administrator's discretion.
2. Healthy Habits-
 - a. Staff are to promote/model healthy eating practices in front of the children. 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 mealtimes.

b. Smoking/vaping is NOT PERMITTED in the building or surrounding area. Smokers re-entering building must be free from smoke odor.

3. Social Behaviors-

a. 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.

b. Phone Use- All phone calls/texts are to be made during break and not in the classroom. Staff may accept calls on center phone during work hours for emergencies only. Staff may use the center phone to make personal calls with prior permission from directors.

c. 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.

D. Maintain a Safe, Healthy, and Organized Environment

1. Employees are to keep their classrooms clean and neat and equipment well maintained. Specific cleaning tasks are assigned to each classroom. Employees are to handle any simple repairs and report any other repairs to the director in writing by way of the monthly site safety review.

2. The center doors must be locked at all times. Access to the building is limited to approved persons only. (Those listed on emergency contact, etc) All visitors must be approved by a director BEFORE entering the building. Those who are not recognized as being an approved person must be greeted at the front door and under staff supervision at all times.

3. Teachers in the classroom must be able to see, hear, assess and direct all students in the classroom. Classrooms must remain in ratio at all times to ensure proper supervision.

4. Employees must be able to manage emergencies calmly while monitoring all children. They must also complete detailed accident/behavior reports and appropriately handle every incident, requesting help as needed.

E. Display Care/Concern for Children/Families

1. Employees should meet children's individual needs and create a special relationship with each family and child.

2. 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.

F. Grow as a Professional

1. Employees should accept feedback and engage in ongoing professional development to ensure continuous quality improvement. Yearly staff training will include the following:

- Pediatric First Aid and CPR Training (every 2 years)
- Fire Safety Training
- Emergency Management Training
- State required Health and Safety Training
- Mandated Reporter Training (every 3 years)
- Twelve (12) Hour Development Training- state approved seminars/workshops/college classes
- Additional training to meet STARS requirements.
- Additional trainings as required by administration.

2. Staff Meetings and Center Functions are scheduled throughout the year. Employees will be paid a designated hourly rate for active contribution to staff meetings and required center functions.

V. SALARY PLAN AND DESCRIPTION OF BENEFITS

A. Salaries- Employees are paid every two weeks. Pay stubs can be viewed online.

1. Base Salaries for employees will be determined based on financial resources available within the agency and employee position, experience, and education.

2. Salary Increases may be given annually each September after 1 year of employment or when employee receives a promotion or increase in education level. Increases will be based on staff evaluation results, rate of inflation (cost of living), and budget of the agency.

3. Salary Adjustments will be made each quarter based on participation in the Substitute Staffing Program, progress in enrolled program, attendance history, and maintenance of training/goals.

B. Benefits- All benefits are subject to change at any time with written notice as policies are updated. Benefit details below apply to full time and/or part time teaching staff, as noted.

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 (or date observed)
 - Labor Day
 - Thanksgiving Day (and the following Friday)
 - 6 days from Christmas Day through New Years Day
 - Employee Birthday (employee shall request holiday date of their choice 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. Time Off

a. Uses

- 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 an administrator and receive a reply in order to request a shift change. This may include calling the center when director is available, or using extension 789 when the 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 15 and August 15 when the 'school year' is not in session. Personal days may not overlap other employee personal days. All personal days must be approved prior to schedule being posted. Previous work attendance and advanced notification will be taken into consideration before approval. Written requests for personal days shall be submitted to administration for approval one (1) month prior to the date of request.

b. Paid Time off (PTO)

After 6 months of employment, **full 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. A maximum of 40 PTO hours can be carried past September 1. Employees will not be compensated for any unused PTO hours at the end of the year or time of employment. PTO can only be taken if the employee has accumulated enough hours to cover the leave. All PTO must be approved by an administrator.

c. Unpaid Time Off

Unpaid time off typically can not be scheduled between August 15 and June 15.

3. Flexible Scheduling

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 the director. Should an alternate schedule be approved for this short period (<3 months) it will not change the status of employment.

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).

5. Insurance

After 90 days of employment, **full time** employees are eligible for health insurance benefits. K-Prep pays 50% of the cost of insurance and employee pays 50%. Open enrollment for insurance is during December or with a qualifying event.

6. Paid Trainings

All employees are eligible for paid trainings. **Full time and part time** employees are required to maintain a minimum of 12 revolving training hours each year. These trainings are to be completed on the employee's own time. The director will meet with employees quarterly to review training needs. Employees who maintain these training requirements throughout the year will receive a bonus annually. In addition, K-Prep will also pay the cost of the trainings up to \$100 per year. Trainings will be paid directly and must be approved in advance. Any training provided/paid for by K-Prep, but not attended by employee, will be deducted from employees' last paycheck in order to reimburse the company for training expenses.

VI. EMPLOYEE FEEDBACK

- A. Employee Evaluations- Employee evaluations will be given upon completion of the 90 day probationary period and at least twice per year, thereafter. The purpose of these evaluations is to determine employee's level of performance and to identify employee's strengths and goals. Evaluations may be given at the director's discretion and can include self-evaluations, peer-evaluations, evaluations by the director, and feedback meetings to discuss results and further training needed.

- B. Classroom/Teacher Observations- Regular observations are conducted at least twice throughout the year. Feedback will be provided to teachers regarding job performance, classroom management, and expectations. Further classroom support will be provided, as needed.

VII. 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 area; 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.

A copy of K-Prep Learning Center's Employee Handbook is available online to all staff and I can view/print a copy at any time. I have read and agree to abide by all of the Policies and Procedures listed on this form and everything stated in the Employee Handbook upon being hired by K-Prep Learning Center.

Employee Name

Signature

Date