



# Employee Handbook

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## **NOTICE**

This handbook is not a contract, but is solely intended to give eligible employees a short description of the guidelines for working at Angels of Tomorrow Child Development Center. If at any time there should be a conflict between a description in this handbook or a personnel policy, or both, the terms of the actual personnel policy will govern in all cases. Human Resources policies are applied at the discretion of management and may be withdrawn, applied or amended at any time. Employees and/or the employer have the right to terminate employment at any time. However, under normal circumstances discipline procedures as outlined in this document will be followed.

## **PREFACE**

This edition of the Angels of Tomorrow Employee Handbook is intended to give new staff members procedures for personnel policies, practices, benefits and services. The Administration reserves the right to revise the handbook at any time.

As a progressive organization, Angels of Tomorrow must occasionally change, add or delete certain practices and procedures. Employees will be notified as these changes occur and as new procedures become effective. The handbook will be available on the Angels of Tomorrow Internet web site where the employee can view and/or print the handbook. A hard copy of the handbook is also available in the teacher's lounge area for employees to review and/or copy.

All employees are expected to become familiar with current personnel practices and to abide by the policies and regulations of the center. Concerns or questions regarding the information in this handbook, or about an employment situation, should be directed to one of the members of Administration. Administration is here to serve employees in any way possible and to assist in making employment at Angels of Tomorrow safe, fulfilling and productive.

## **Section 1 Welcome to Angels of Tomorrow**

### **1.1 Philosophy and Mission**

In order to accomplish the mission of Angels of Tomorrow Child Development Center, the following goals have been established:

- Improve student development.

- Improve student proficiencies in critical thinking, quantitative skills, communication, and information literacy.
- Build internal and external partnerships to secure additional resources.
- Expand learning opportunities.
- Enhance global, multi-cultural perspectives.
- Apply tested and merging processes and technologies toward the improvement of teaching and learning.

To fulfill our mission and achieve our goals, we commit to:

- Improving access to information and enhancing both internal and external communications.
- Assessing institutional effectiveness to enhance excellence.
- Developing an accessible student reporting system.
- Providing staff development to address areas of need indicated by the institutional effectiveness process.

Angels of Tomorrow believes education provides an important means for each person to grow toward greater self-fulfillment as well as a means by which societies preserve and interpret their culture and global heritage. Angels of Tomorrow strives to foster creativity and flexibility in its center, providing the highest quality care and services to the community it serves.

Consistent with the philosophy held by Angels of Tomorrow Child Development Center THE MISSION OF ANGELS OF TOMORROW IS TO:

**ASSIST CHILDREN AS THEY DEVELOP PHYSICALLY, SOCIALLY, EMOTIONALLY, COGNITIVELY, AND SPIRITUALLY**

**PROVIDE ACCESSIBLE QUALITY EDUCATION AND TRAINING**

**PROMOTE OPPORTUNITIES FOR LIFELONG LEARNING**

## **1.2 You Are Angels of Tomorrow**

Employees of Angels of Tomorrow represent the center both on and off the job site. Every employee is expected to be willing and able to represent the center in the most positive manner with prospective, former and current students, colleagues, clients, suppliers, visitors and the community served.

Courtesy and cooperation are essential to the successful operation of our center. Since an employee's conduct influences the general public's opinion of the

center, Angels of Tomorrow asks that all employees serve as a proud and positive ambassador for Angels of Tomorrow and the services we provide to the community. Community relations are everyone's responsibility and we thank employees for doing their part!

## **Section 2 Employment Policies and Procedures**

### **2.1 Equal Employment Opportunity/Affirmative Action (EEO/AA)**

Angels of Tomorrow Child Development Center declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, sexual orientation or marital status in its educational programs, activities, admission procedures or employment practices. The center affirms its commitment to comply with all applicable federal and state laws, regulations and orders.

The center is firmly committed to prohibiting harassment or discrimination on any basis. It is the center's policy to employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of qualifications and competence. The center considers discrimination of any kind to be serious and will take prompt action when it is discovered.

### **2.2 Sexual Harassment**

Faculty, staff and students at Angels of Tomorrow Child Development Center have a right to be free from sexual harassment in the center's environment. Angels of Tomorrow does not condone actions, words, jokes or comments that a reasonable person would regard as sexually harassing or coercive. Anyone feeling it necessary to discuss what may appear to be a sexual harassment or discrimination problem should refer to the Discrimination and Sexual Harassment Complaint Process in [Section 2.3](#).

#### **Definition of Sexual Harassment**

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission is made an express or implied term or condition of employment or status program or activity.
- Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or evaluating an employee).
- The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating,

hostile or offensive environment for work or learning, including harassment in the Angel's of Tomorrow environment from an outside party, such as a vendor.

Sexual harassment may take many forms, for example:

- Physical assault.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or evaluation.
- Direct propositions of a sexual nature.
- Comments of a sexual nature.
- Sexually explicit statements, questions, jokes or anecdotes.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.

### **2.3 Discrimination and Sexual Harassment Complaint Process**

Any Angels of Tomorrow employees, students or persons who have submitted applications for employment who feel they have been denied equal opportunity on the basis of sex, race, age, creed, color, national origin, religion, sexual orientation, marital status or disability may seek remedy through an internal complaint process. This process also pertains to those who feel they have been the subject of sexual harassment (see definition in [Section 2.4](#)). Angels of Tomorrow assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. The Administrator will advise the complainant of the necessary steps in the complaint process. If the complaint involves alleged discriminatory or harassing behavior by the Administrator, the Director should be contacted in lieu of the Administrator wherever referenced in the following procedures.

#### **Informal Inquiry**

Individuals are encouraged to make informal inquiry to the Administrator as soon as possible following the date of occurrence of the event giving rise to the complaint communication. The staff member contacted will report the incident to the Administrator for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time.

#### **Formal Complaint Process**

The Administrator should be contacted immediately following the event giving rise to an alleged discrimination or harassment complaint or at the time the complainant becomes aware of such an event or situation. If a resolution has not been reached or is not possible through the informal process, the following steps may be taken.

### **Step One**

Angels of Tomorrow requires that aggrieved persons who believe they have been the subject of sexual harassment or discrimination because of sex, race, age, creed, color, national origin, religion, sexual orientation, marital status or disability submit a written complaint to the Administrator within 30 calendar days of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint and the category (age, sex, disability, etc.).

### **Step Two**

The Administrator will conduct an investigation based upon the complaint. The investigation will be conducted per the following process:

- a. Meet with the person against whom the complaint is made and provide them with complete information of the complaint. The alleged perpetrator will have the opportunity to respond to the complaint at that time or may respond within the next five days.
- b. After the response has been made, the Administrator will conduct the investigation through interviews with others who may have witnessed the incident or been in the vicinity where the alleged behavior occurred.
- c. The Administrator will provide a written summary/report to the complainant and alleged perpetrator within 30 calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination or harassment occurred.

### **Step Three**

The Administrator will make recommendations for resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file. In the event the complaint is found to be valid and involves an individual's behavior, that person will receive appropriate counseling or disciplinary action. Ultimate dismissal is included in any disciplinary actions that may occur.

## **2.4 Employee Complaint Procedure**

Any employee may pursue a job-related complaint. Complaints should be brought to the attention of the Administrator within ten working days from the date of the occurrence of the event giving rise to the complaint, or ten working days from the date that the employee should have reasonably become aware of the event. Within five working days after presentation of the complaint, the Administrator and Director shall respond to the complaint in meeting.

In the event the complaint has not been satisfactorily resolved at this meeting, the employee may pursue the process in written form to the Division of Child Development.

## **2.5 Alcohol and Drug Policy**

The use or possession of any alcohol, narcotic, dangerous drug or controlled substance by any person who does not have a legal license or valid prescription is strictly prohibited at Angels of Tomorrow Child Development Center. The unlicensed distribution or sale of any narcotic, dangerous drug or controlled substance by any person is strictly prohibited. Any employee of Angels of Tomorrow that is found to be in possession of any alcohol, narcotic, dangerous drug or controlled substance will be immediately terminated. Angels of Tomorrow reserves the right to randomly drug test our employees.

## **2.6 Smoking Policy**

The use of tobacco products, which includes smokeless and smoking tobaccos, within the premises of Angels of Tomorrow facilities and vehicles is prohibited. This includes offices, lounges, parking lot, restrooms, entryways and any other property owned by Angels of Tomorrow..

This policy applies to all employees, parents, and visitors.

Persons willfully refusing to comply will be dismissed from the center.

## **2.7 Handling of Confidential Information**

Many employees will be exposed and have access to information which is of a confidential nature. Such information should not be shared with unauthorized personnel. All staff will be required to sign a confidentiality agreement which will be kept in their personnel file.

## **2.8 Personnel Files**

An official file for each employee will be kept at all times within the file room. All employment documentation such as contracts, evaluations, educational attainment records and application materials will be kept in this file. Employees may have access to their file (except for confidential letters of reference) at any

time by submitting a written request to the Administrator. In addition to the hard copy file, an electronic file is maintained for each employee on the Angels of Tomorrow Information System.

Medical information, such as sick leave verification forms and physician return to work forms, will be kept in a "Medical File" separate from the employee's general employment file. Only the Administrator and Director will have access to an employee's confidential medical file.

Release of personnel file information would be executed only through court order, employee signed release or on a "need to know" basis as determined by the Director and Administrator.

Upon completion of college course work, employees should forward a copy of the transcript to the Administrator office to be maintained in the employee's personnel file.

The center will maintain personnel records for the period of time as required by law.

### **Changes in Personal Data**

In order to maintain accurate records, it is necessary that the Administrator or Director be notified promptly of any changes in name, address, phone number, and name and phone number of the individual to contact in case of an emergency. Please fill out a Change in Information Form and return to Administration if you have changes in address, phone number, etc.

### **2.9 Employment of Relatives**

Angels of Tomorrow will employ relatives as long as the employees can maintain a professional relationship and employment does not interfere with their duties and responsibilities at the center.

### **2.10 Immigration Act Compliance Procedures**

All employees are required to personally present documents verifying identity and eligibility to be employed in the United States. Acceptable documents can be a(n):

- Valid driver's license (with picture) **and** a social security card or birth certificate.
- U.S. passport.
- Certificate of U.S. Citizenship.
- Certificate of Naturalization.
- Alien registration card.

The employee must complete and sign an "Employment Eligibility Verification Form" (Form I-9) within three business days of his/her hire date. This form will be held confidentially as part of the personnel file.

## **2.11 Responsible Use of Technology**

In pursuit of its mission of educational excellence, Angels of Tomorrow provides access to computers for students and staff.

The policy for Responsible Use of Technology at Angels of Tomorrow establishes the general principles regarding appropriate use of equipment, software and networks. By adopting this policy, Angels of Tomorrow recognizes that all students and staff are also bound by local, state and federal laws relating to copyrights, security and other statutes regarding electronic media.

### **Policy**

All students and staff of Angels of Tomorrow who use computing resources are responsible for the integrity of the resources. All users must respect the rights of other users and respect the integrity of the physical facilities and controls. Users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone) mail boxes, text (electronic mail and file transfer) and image (graphics and television). Access to the center's technology and resources is a privilege granted to students and staff.

Angels of Tomorrow reserves the right to extend, limit, restrict or deny computer privileges and access to its information resources. Angels of Tomorrow e-mail accounts are to be used for the center related activities for which they are intended and authorized. Center resources are not to be used for commercial purposes or non-center related activities without written authorization from the Administrator. This policy applies equally to all center-owned computers.

Employees must schedule use of the computer in the break room by the sign up sheet which is posted. The Carpenter's Kids Curriculum notebook is available in the Director's Office. Teachers must log in and out any pages taken out of this notebook and return promptly.

### **Enforcement**

Alleged violations of this policy shall be handled according to the Disciplinary Processes outlined in this handbook. Angels of Tomorrow treats access and use violations of computing facilities, equipment, software, information resources, networks or privileges seriously.

## **2.12 Workplace Violence**

Angels of Tomorrow believes that all students, staff and visitors to the center are entitled to learn and work in a safe environment, free of fear for their personal safety and well-being. Therefore:

It is the policy of Angels of Tomorrow that verbal harassment, threats of aggression, or acts of physical violence will not be tolerated.

Employees who have been the object of such a threat or act must immediately report the incident to the Administrator. In most instances, a signed statement will be required. Any employee who observes or overhears verbal harassment, threats of aggression or acts of physical violence, must immediately report to the Administrator, or in his/her absence, to the Director.

Any harassment, threats, or acts of violence will be taken seriously. Upon receiving such a report, an immediate investigation will be undertaken. Reasonable steps will be taken to protect employees, students, visitors, and personal property from harm.

Any employee who is found to have harassed or threatened anyone at or from the workplace either in person or using telephones, fax machines, computers, or other communication devices, will be subject to disciplinary action up to and including termination.

If necessary, local law enforcement officials will be contacted to assist in handling a threat or act of violence.

## **2.13 HIPAA Notice of Privacy Practices**

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. These privacy rules apply to entities such as health insurance carriers, medical providers (physicians, hospitals, clinic, etc.) and employers. It is designed to ensure that Protected Health Information is protected during its collection, use, disclosure, storage and destruction within these entities, including your employer, Angels of Tomorrow Child Development Center.

### **Protected Health Information**

Protected Health Information means all information, recorded or exchanged verbally about an identifiable individual that relates to:

- The individual's health, or health care history, including genetic information about the individual or the individual's family.

- What Angels of Tomorrow has learned or observed, including conduct or behavior that may be a result of illness or the effect of treatment.
- Payment for healthcare provided to the individual, and includes:
  - Ø The Protected health identification number and any other identifying number, symbol, etc. assigned to the individual.
  - Ø Any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment of health care.

Protected Health Information does not include employment records held by the employer for medical information needed for an employer to carry out its obligations under:

- Family and Medical Leave Act
- American with Disabilities Act
- Occupational injury/Worker's Compensation
- Disability insurance eligibility
- Sick leave requests and justifications
- Drug screening results
- Workplace medical surveillance
- Fitness-for-duty tests

### **Policy**

All Angels of Tomorrow employees and persons associated with Angels of Tomorrow are responsible for protecting the security of all Protected Health Information (oral or in recorded form) that is obtained, handled, learned, heard or viewed in the course of their work or association with Angels of Tomorrow.

Protected Health Information shall be protected during its collection, use, storage and destruction with Angels of Tomorrow.

Use or disclosure of Protected Health Information is acceptable only in the discharge of one's responsibilities or duties (including reporting duties imposed by legislation) and based on the need to know. Discussion regarding Protected Health Information should not take place in the presence of persons not entitled to such information or in public places (elevators, lobbies, cafeterias, off premises, etc.).

Employees who have access to Protected Health Information will be required to execute a Protected Health Information Pledge of Confidentiality, as a condition of employment with Angels of Tomorrow.

Unauthorized use or disclosure of confidential information will result in disciplinary action up to and including termination of employment.

## **2.14 Americans with Disabilities Act 1990 (ADA)**

Angels of Tomorrow does not discriminate against qualified individuals with disabilities. The center provides reasonable accommodation(s), as required by law, to otherwise qualified applicants, employees, and students with disabilities in all work settings, education programs, activities, services, and practices.. Educational, employment, or promotion opportunities will not be denied to an employee or students because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

### **Disability Accommodations for Employees**

Any employee of Angels of Tomorrow who has a disability for which an accommodation is needed should follow these procedures.

The employee will meet with the Administrator/Director. The employee will supply documentation of the disability and the Administrator/Director will evaluate the documentation to determine if a disability exists. If so, the implications and impact as it pertains to the job/position and the accommodation needs of the employee will be considered.

## **2.15 Reporting Child Abuse and Neglect**

North Carolina requires reporting of suspected child abuse or neglect: "Any person or institution who has cause to suspect that any juvenile is abused, neglected or dependent or has died as the result of maltreatment, shall report the case of that juvenile to the Director of the Department of Social Services in the county where the juvenile resides or is found."

Angels of Tomorrow supports the philosophy that children be afforded the utmost protection in all suspected cases of child abuse and neglect. To facilitate maximum cooperation in the delivery of protective services to children, procedures for handling the reporting, investigation, confidentiality, and follow-up of reports of suspected child abuse or neglect will be adopted.

### **Reporting**

A. Local school personnel will be apprised of their duty and responsibility regarding child abuse and neglect. They will also be apprised of the capabilities of the Department of Social Services to receive reports of suspected child abuse and neglect on a 24-hours-a-day, 7-days-a-week basis, and where and to whom a report should be made during regular office hours or during nights, holidays, or weekends. In-service training for personnel will be provided each year as arranged by the Administrator/Director.

B. Reports made to the Department of Social Services should, at minimum, contain sufficient information to identify the juvenile; the name and address of the juvenile; the name and address of the juvenile's parent/guardian or caretaker; the

age of the juvenile; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse or neglect; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. The report can be made in person, by phone, or in writing. The person making the report shall give his/her name, address, and telephone number, at least at work. Personnel will collaborate and cooperate with the Department of Social Services in planning and providing services for a juvenile and the family in the treatment and prevention of abuse or neglect. Personnel will also take appropriate precautions in accordance with applicable law and regulation to ensure the confidentiality of all information disclosed, discovered, or maintained as a result of an investigation.

Legal References:

Legal Reference: G.S.110-116-20;

Legal Reference: G.S.115C-400 as provided in

Legal Reference: G.S. 7A-543 to 7A-552

## **2.16 Gossiping**

“**Gossiping**” is defined as “a conversation that spreads personal information about other people”. At no time should employees gossip about co-workers, parents, or any other persons. If an employee is caught gossiping, this will result in disciplinary action.

## **Section 3 Employment and Payroll Procedures**

### **3.1 Job Descriptions**

#### **Administrator**

##### **Work Hours:**

Fifty hours per week assigned

6:30 am-6:30 pm, Two hour unpaid lunch

##### **Duties and Responsibilities:**

- Supervising, evaluating, directing and training staff regarding teaching practices, implementation of center philosophy and policies, behavior management techniques, programming, and professionalism in their delivery of early childhood services.

- Communicating with staff to coordinate activities, give direction, classroom assignments, to schedule shifts and meetings, delegate tasks, to discuss problems with performance, children, to address general concerns, to exchange information about activities at the center, and to receive input about programming and policies.
- Determining the suitability of potential staff and potential clients
- Referring children who have been identified as needing intervention to the appropriate agencies.
- Communicating or ensuring communication with parents for the purposes of intake, to make aware of the center's policies, philosophy, programming, activities, events, fees, to inform of child's behavior/activities, or to address any concerns of the parents.
- Developing, implementing and evaluating the overall programming within center philosophy, policies and regulations.
- Ensuring information regarding staff members' medical, evaluation, compensation, discipline, terminations, and complaints is recorded.
- Ensuring that information regarding children's anecdotal, behavioral and medical information is recorded and stored.
- Developing, implementing and enforcing personnel policies, job descriptions, confidential information policies, program delivery policies, center philosophy, curriculum, tuition fees, health/safety/emergency policies, labor code, the child welfare act, the day care act, child care practitioner code of ethics and liability insurance policies.
- Assessing and inventorying available resources and purchasing needed resources for new and existing programs.
- Purchasing equipment and services for the facility. Supervising foodservices and janitorial services at the center.
- Ensuring information regarding enrollment, attendance and waiting lists is recorded and stored.
- Developing and evaluating annual budget, managing petty cash, accounts payable/receivable, collections, deposits and ensuring is recorded.
- Ensuring the center is clean, safe, efficient and a conducive environment for learning.
- Reporting on all financial aspects and all activities at the center to the owner/operator.
- Attending staff meetings, parent meetings, professional development workshops, open houses, and committee meetings.
- Providing information to the public, promoting the center to the community, promoting child care awareness, planning and implementing fundraising activities.
- Communicating with government agencies and other child care related agencies for the purposes of sharing information, for support, to report suspected incidents of child abuse, to inform of centers activities and for funding.

- Cleaning center's equipment, toys, bathrooms, kitchen, play areas, class rooms, staff rooms. Assisting in the assessment and purchasing of needed resources for new and existing programs.
- Maintaining current first aid certificate and medical checkups.
- Recording information regarding staff members' medical, evaluation, compensation, discipline, terminations, complaints, documenting fees, attendance, progress reports, intakes.
- Responsible for transportation of children to and from school.
- Completing playground inspection checklist monthly.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- Two years of experience in a licensed child care facility.
- Prior lead experience in the classroom preferred.
- Experience leading and planning/implementing a classroom curriculum preferred.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Administrative Credential I & II, AA or BA in ECE or related field.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

# Director

## Work Hours:

Fifty hours per week

6:30 am-6:30 pm, One two hour unpaid lunch

## Duties and Responsibilities:

- Preparing, evaluating, and implementing daily programming and activities within policies, regulations and philosophies of the center which foster the development of intellectual, social, interpersonal, physical, verbal, emotional and sensory abilities in children.
- Practicing appropriate behavior management techniques to guide children to appropriate behavior without using harsh treatment.
- Supervising children's activities at all times to ensure their safety and for the purposes of monitoring each child's progress, and to ensure child teacher ratios are met.
- Caring and providing for children's basic needs for eating, napping, affection, acceptance, dressing and undressing, toileting, hygiene, safety, protection, learning, social contact, emotional security, discipline, stimulation, comfort, privacy, medications and the rendering of first aid if necessary.
- Conducting parent teacher interviews and exchange information their child's progress, to address any concerns about the child, to inform of any injuries, accidents, behavior or developmental problems, to explain center policies and philosophies, to direct any complaints to the administrator, to receive fees, to notify of center activities and upcoming events.
- Attending committee meetings, parent meetings, staff meetings, open houses, workshops and seminars on professional development.
- Assessing children's individual progress, needs and behavior and make appropriate judgments on solutions and referrals.
- Assessing supplies and recommending what is needed for daily activities.. Organizing space, equipment and material prior to activities in a manner conducive to learning (i.e.. themes, displaying children's work).
- Cleaning center's equipment, toys, bathrooms, kitchen, play areas, class rooms, staff rooms. Assisting in the assessment and purchasing of needed resources for new and existing programs.
- Planning nutritional menus for children, preparing and serving meals.
- Practicing on a regular basis emergency measures such as fire drills.
- Maintaining current first aid certificate and medical check ups.
- Following policies and regulations set out by the center on behavior management, programming, and legal regulations concerning child welfare, and the day care act.

- Communicating with government and other agencies related to childcare for the purposes of cooperation and support.
- Reporting on center activities, children's progress and suspected incidents of child abuse, accidents, injuries, staff activities and any other problems.
- Providing information to the public, promoting the center to the community, promoting child care awareness, planning and implementing fundraising activities.
- Assisting the Administrator in the development of center philosophy, goals and yearly curriculum.
- Assisting the Administrator with the supervision of staff in their delivery of child care services. Communicating with staff to coordinate activities, to schedule shifts and meetings, delegate tasks, to liaison with the Director.
- Ensuring that information regarding children's anecdotal, behavioral and medical information is recorded and stored.
- Developing and evaluating annual budget, managing petty cash, accounts payable/receivable, collections, deposits and ensuring is recorded.
- Responsible for transportation of children to and from school.
- Completing playground inspection checklist monthly.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- Two years of experience in a licensed child care facility.
- Prior lead experience in classroom preferred.
- Experience leading and planning/implementing a classroom curriculum preferred.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Administrative Credential I & II, AA or BA in ECE or related field.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **Assistant Director**

### **Work Hours:**

Forty hours per week

7:00 am-4:00 pm, One hour unpaid lunch

### **Duties and Responsibilities:**

- Preparing, evaluating, and implementing daily programming and activities within policies, regulations and philosophies of the center which foster the development of intellectual, social, interpersonal, physical, verbal, emotional and sensory abilities in children. Observing teachers in the classrooms and monitoring daily schedules. Monitoring animal environments and ensuring that they are sanitary and supplies are available.
- Practicing appropriate behavior management techniques to guide children to appropriate behavior without using harsh treatment.
- Supervising children's activities at all times to ensure their safety and for the purposes of monitoring each child's progress, and to ensure child teacher ratios are met. Maintaining child/teacher ratio forms displayed in classroom.
- Caring and providing for children's basic needs for eating, napping, affection, acceptance, dressing and undressing, toileting, hygiene, safety, protection, learning, social contact, emotional security, discipline, stimulation, comfort, privacy, medications and the rendering of first aid if necessary.
- Review medication baskets and folders in each classroom once a week to ensure that permissions match medications.

- Direct any complaints to the administrator/director and to notify administrator/director of parent concerns immediately.
  - Attending staff meetings, open houses, workshops and seminars on professional development.
  - Assessing art supplies and recommending what is needed for daily activities.
  - Assist teachers in organizing space, equipment and material prior to activities in a manner conducive to learning (i.e.. themes, displaying children's work).
  - Cleaning center's equipment, toys, bathrooms, kitchen, play areas, class rooms, staff rooms. Assisting in the assessment and purchasing of needed resources (books, toys, and equipment) for program.
  - Assisting Food Preparation staff in planning nutritional menus for children, preparing and serving meals as necessary. Assist with unloading truck on Friday.
  - Collect trash after breakfast and lunch daily.
  - Maintaining current first aid certificate and medical checkups.
  - Following policies and regulations set out by the center on behavior management, programming, and legal regulations concerning child welfare, and the day care act.
  - Reporting to administrator/director on center activities, children's progress and suspected incidents of child abuse, accidents, injuries, staff activities and any other problems.
  - Providing information to the public, promoting the center to the community, promoting child care awareness, and giving tours of the facility if needed.
- 
- Assisting the Director/Administrator in the development of center philosophy, goals and yearly curriculum.
  - Assisting the Director/Administrator with the supervision of staff in their delivery of child care services. Communicating with staff to coordinate activities.
  - Conducting daily pledge/prayer time at 9:00 am.
  - Conduct music and art lessons in individual classrooms as indicated on schedule.
  - Distribute and collect cots with the assistance of other staff members.
  - Run errands as specified on daily and weekly task list (grocery store, bank, CPA, post office)
  - Ensuring that information regarding children's medical information (feeding schedules, allergies) is recorded and displayed.
  - Responsible for transportation of children to and from school.
  - Completing playground inspection checklist monthly.
  - Assist with rest and lunch breaks.
  - Fill in teaching positions as necessary when teachers call in sick or are on vacation.
  - Be in office as needed.

- Report any maintenance issues to Director/Administrator.
- Any other duties that may be deemed necessary.

**Qualifications:**

- Two years of experience in a licensed child care facility.
- Prior lead experience in classroom preferred.
- Experience leading and planning/implementing a classroom curriculum preferred.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Administrative Credential I & II, AA or BA in ECE or related field.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **Lead Teacher**

**Work Hours:**

Forty hours per week assigned as four, ten hour work days.

6:30 am-5:30 pm, Two paid 15-minute breaks, One hour unpaid lunch

**Duties and Responsibilities:**

- Responsible for carrying out primary care of children in assigned classroom.
- Prepare and implement activities for children with approval of Director.
- Promote a positive learning environment for children, focusing on self-help activities and social, emotional and cognitive development activities.
- Use appropriate child guidance and positive discipline techniques.
- Implement classroom management by effectively monitoring children's behavior and participation.
- Follow all center policies and procedures and communicate with Director/Administrator with questions, concerns or when clarification is needed.
- Provide information to parents as needed, including lesson plans, class newsletters, parent conferences, home visits, etc.
- Sanitizing toys, lesson planning, cleaning duties, and monitoring children during nap time.
- Provide input for quarterly assessment of children's development.
- Turn in incident reports for children's file.
- Maintain anecdotal records.
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Keep all appropriate records such as records, attendance and timesheets.
- Meet all applicable licensing regulations
- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- Two years of experience in a licensed child care facility.
- Prior lead experience working with similar age level preferred.
- Experience leading and planning/implementing a classroom curriculum preferred.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Credential I & II, AA or BA in ECE or related field.

- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

**Teacher**

**Work Hours:**

Forty hours per week assigned as four, ten hour work days.

7:00 am-6:00 pm, Two paid 15-minute breaks, One hour unpaid lunch

**Duties and Responsibilities:**

- Responsible for carrying out primary care of children in assigned classroom.
- Assist lead teacher in implementing activities for children with approval of Director.
- Promote a positive learning environment for children, focusing on self-help activities and social, emotional and cognitive development activities.
- Use appropriate child guidance and positive discipline techniques.
- Implement classroom management by effectively monitoring children's behavior and participation.

- Follow all center policies and procedures and communicate with Director/Administrator with questions, concerns or when clarification is needed.
  - Provide information to parents as needed, including lesson plans, class newsletters, parent conferences, home visits, etc.
  - Sanitizing toys, cleaning duties, daily communication reports and monitoring children during nap time.
  - Provide input for quarterly assessment of children's development.
  - Turn in incident reports for children's file.
  - Maintain anecdotal records.
  - Maintain confidentiality
  - Report any suspect abuse to supervisor
  - Assist lead teacher in arranging a classroom environment in accordance to program goals and philosophy
  - Maintain a safe and healthy environment
  - Inspect and replace damaged or lost materials
  - Attend in-service and staff meetings
  - Assist lead teacher in keeping all appropriate records such as attendance and timesheets.
  - Meet all applicable licensing regulations
  - Maintaining current first aid certificate and medical check ups
- Assist with rest and lunch breaks.
  - Any other duties that may be deemed necessary.

**Qualifications:**

- One year of experience in a licensed child care facility.
- Prior experience working with similar age level preferred.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Credential I & II, AA or BA in ECE or related field.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.

- Must receive criminal history clearance through the North Carolina Division of Child Development.

- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **After School Program Coordinator**

### **Work Hours:**

Fifteen hours per week, five, three hour work days.

3:00 pm-6:00 pm

### **Duties and Responsibilities:**

- Responsible for overseeing group leader and carrying out primary care of children in after school program.
- Planning and implementing field trips.
- Approving activities for children.
- Promote a positive learning environment for children, focusing on self-help activities and social, emotional and cognitive development activities.
- Use appropriate child guidance and positive discipline techniques.
- Implement classroom management by effectively monitoring children's behavior and participation.
- Follow all center policies and procedures and communicate with Director/Administrator with questions, concerns or when clarification is needed.
- Provide information to parents as needed, including lesson plans, class newsletters, parent conferences, home visits, etc.
- Sanitizing classroom and other cleaning duties.
- Provide input for quarterly assessment of children's development.
- Turn in incident reports for children's file.
- Maintain anecdotal records.
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arranging a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment.
- Inspect and replace damaged or lost materials.
- Attend in-service and staff meetings
- Keeping all appropriate records such as attendance and timesheets.

- Meet all applicable licensing regulations
- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- At least 18 years of age.
- HS Diploma
- Two years of experience working with school age children in a group setting.
- Completion of BSAC training.
- Coursework in School Age Degree program.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **After School Group Leader**

**Work Hours:**

Hours will vary depending on school schedule, etc.

**Duties and Responsibilities:**

- Responsible for carrying out primary care of children in after school program.
- Planning and implementing field trips.
- Implementing activities for children with approval of Director.
- Promote a positive learning environment for children, focusing on self-help activities and social, emotional and cognitive development activities.
- Use appropriate child guidance and positive discipline techniques.
- Implement classroom management by effectively monitoring children's behavior and participation.
- Follow all center policies and procedures and communicate with Director/Administrator with questions, concerns or when clarification is needed.
- Provide information to parents as needed, including lesson plans, class newsletters, parent conferences, home visits, etc.
- Sanitizing classroom and other cleaning duties.
- Provide input for quarterly assessment of children's development.
- Turn in incident reports for children's file.
- Maintain anecdotal records.
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arranging a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment.
- Inspect and replace damaged or lost materials.
- Attend in-service and staff meetings
- Keeping all appropriate records such as attendance and timesheets.
- Meet all applicable licensing regulations
- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- At least 18 years of age.
- HS Diploma
- Two years of experience working with school age children in a group setting.
- Completion of BSAC training.
- Enrolled in coursework related to school age education preferred.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

### **Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
  - Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
  - Must receive criminal history clearance through the North Carolina Division of Child Development.
  - Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.
- \*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **After School Assistant**

### **Work Hours:**

Hours will vary depending on school schedule, etc.

### **Duties and Responsibilities:**

- Responsible for carrying out primary care of children in after school program.
- Assisting group leader in planning and implementing field trips.
- Promote a positive learning environment for children, focusing on self-help activities and social, emotional and cognitive development activities.
- Use appropriate child guidance and positive discipline techniques.
- Implement classroom management by effectively monitoring children's behavior and participation.
- Follow all center policies and procedures and communicate with Director/Administrator with questions, concerns or when clarification is needed.
- Provide information to parents as needed, including lesson plans, class newsletters, parent conferences, home visits, etc.
- Sanitizing classroom and other cleaning duties.
- Provide input for quarterly assessment of children's development.
- Turn in incident reports for children's file.
- Maintain anecdotal records.
- Maintain confidentiality
- Report any suspect abuse to supervisor

- Assist group leader in arranging a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment.
- Inspect and replace damaged or lost materials.
- Attend in-service and staff meetings
- Keeping all appropriate records such as attendance and timesheets.
- Meet all applicable licensing regulations
- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- At least 18 years of age.
- One year of experience working with school age children in a group setting preferred.
- Completion of BSAC training.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

**Teacher Assistant**

**Work Hours:**

Hours will vary depending on school schedule, etc.

**Duties and Responsibilities:**

- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain daily open communication with parents
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable licensing regulations.
- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- One year of experience in a licensed child care facility.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Credential I & II preferred.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.

- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **Floater/Housekeeper**

### **Work Hours:**

Hours will vary depending on school schedule, etc.

### **Duties and Responsibilities:**

- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain daily open communication with parents
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Keep all appropriate records such as records, attendance and time sheets.
- Assist Food Server/Preparer during meal time preparation/clean-up
- Clean bathrooms, take out trash, mop floors and complete any other cleaning duties assigned.
- Meet all applicable licensing regulations.
- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

### **Qualifications:**

- One year of experience in a licensed child care facility.
- Training and experience in Early Childhood Education (ECE) such as:
- Early Childhood Credential I & II preferred.
- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.

- Enjoys children and has demonstrated successful abilities in working with children.
- Participates in the serving of food
- Performs related duties as required

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

## **Food Preparer/Server**

**Work Hours:**

Forty hours per week

6:30 am-3:30 pm, One hour unpaid lunch

**Duties and Responsibilities:**

- Organizes, supervises, and assists in the preparation of food in large quantities; meeting established sanitary standards and time requirements
- Coordinates operational work flow, assigning and monitoring the work of others
- Develops and prepares menus; determining portion specifications in accordance with general nutritional principles
- Determines quantities of foodstuffs and kitchen supplies needed and places orders; oversees the proper storage of foods and supplies

- Inspects food service facilities and operations for compliance to established safety, sanitation, and food service standards
- Adjusts recipes and formulas to conform to quantities needed as required
- Oversees and may participate in the effective cleaning of dishes and kitchen equipment; meeting established health and sanitation standards
- Maintains records and prepares routine reports related to kitchen operations, outputs, and inventory
- Inspects kitchen equipment to insure proper functioning and sanitary standards; performing minor maintenance and repairs as required and initiating requests for equipment repair and replacement
- Oversees and participates in maintaining kitchen, kitchen equipment, storage facility, and serving areas in a sanitary and orderly condition
- Oversees and participates in the serving of food
- Assists in the development and control of assigned food service operation budget
- Maintains records and prepares routine reports related to kitchen operations, outputs, inventory, reduced/free meal application, reimbursement claims
- Keeps floors clean, mopping every day.
- Takes trash out daily.
- Maintaining current first aid certificate and medical check ups.
- Any other duties deemed necessary.

**Qualifications:**

- Experience preparing food in a licensed child care facility preferred.
- Basic computer skills such as Microsoft Word and Internet Explorer preferred.

- Ability to work harmoniously with people from varied backgrounds and ethnic groups.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
- Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
- Must receive criminal history clearance through the North Carolina Division of Child Development.
- Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.

\*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

**Substitute**

**Work Hours:**

As needed basis; hours determined by position substitute is needed

**Duties and Responsibilities:**

- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain daily open communication with parents
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend in-service and staff meetings
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable licensing regulations.

- Maintaining current first aid certificate and medical check ups.
- Assist with rest and lunch breaks.
- Any other duties that may be deemed necessary.

**Qualifications:**

- Experience in a licensed child care facility preferred.
- Proficient in the English language in both written and verbal communication.
- Enjoys children and has demonstrated successful abilities in working with children.

**Licenses, certificates, & other requirements:**

- Each employee must have the results of a one step TB skin test prior to starting work.
  - Certified in First Aid and CPR preferred. Must be completed within 30 days of hire.
  - Must receive criminal history clearance through the North Carolina Division of Child Development.
  - Work is performed in an environment requiring walking, standing, and lifting of objects weighing up to 60 lbs. on a semi-regular basis.
- \*An equivalent combination of education, experience, and training that provides the required knowledge; skills and abilities may be acceptable.

**3.2 Work Hours**

It is the policy of Angels of Tomorrow that the center will be staffed from 6:30 a.m. to 6 p.m. Employees are expected to be at their work site at the time arranged with the Director/Administrator. If it is not possible to be at the work site on time, it is necessary for the employee to call the Administrator/Director.

All lead teachers and teachers will be required to work four, ten hour days per week with one specified day off to be determined by the Administrator/Director. Lead Teachers and Teachers will receive two paid 15 minute breaks and one hour unpaid lunch break. All other employees will receive a one hour unpaid lunch break. If an employee calls in on a day that is not their scheduled day off, they may be required to come in on their scheduled day and work depending on staffing.

### **3.3 Absences**

Prior to taking a leave of absence for purposes of vacation, personal leave, military or jury duty, or other planned absence, an Employee Leave Report, available in the resource room, should be submitted to and approved by the Administrator/Director. Employee Leave Reports should be submitted at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency or non-scheduled center closing. The nature of the emergency should then be shared with the Administrator/Director.

Employee Leave Reports to request paid leave for an absence due to personal illness, family illness or bereavement leave should be completed upon return from the absence.

Employees should notify the Administrator/Director at the center no later than 6:00 am on a day when they will not be at work due to illness or bereavement.

All employees are expected to work on a regular and consistent basis, completing their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following review of the employee's absentee and overall work record.

Any employee who does not call or report to work after two consecutive work days will be considered to have voluntarily resigned employment at Angels of Tomorrow. An employee who does not have a doctor's note after missing two consecutive days of work will receive a written reprimand.

### **3.4 Overtime Provisions**

Employees are eligible to receive overtime compensation at the rate of one and one-half times their regular rate of pay for hours in excess of 40 in any one week period, which runs Monday through Friday.

Overtime worked by employees must be approved in advance by the Administrator/Director. Employees are not permitted to work beyond 40 hours in one week without approval; nor is it permissible for employees to voluntarily work through lunch breaks.

The center does not have a compensatory time policy. Employees working overtime must be paid overtime as noted above. This is not optional.

### **3.5 Payroll Period and Pay Dates**

Employees are paid bi-weekly at an hourly rate. Payroll is processed on Monday following the last day of the two week pay period. All requests for paid leave are due by the last Friday of the pay period. If a request for paid leave is not turned in by the last Friday of the pay period, an employee will not be paid for this time.

Employees need to clock in and out each day at the time of arriving, breaks, and leaving. Tampering, altering, or falsifying time records or recording time on another employee's time record is not allowed and may result in disciplinary action, up to and including termination.

### **3.6 Payroll Deductions**

Deductions from an employee's gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required by law, court order or other legally compelling influence on payroll. Angels of Tomorrow is required by law to make the following deductions from an employee's check:

- Federal income tax
- Social Security tax (FICA)
- State tax
- Court-ordered garnishments (when required by law)

The amount of tax deductions depend on the employee's income level, marital status and number of allowances the employee claims on the W-4 form.

Voluntary deductions are those requested by employees to be made on their behalf and may include family medical, dental or vision insurance, tax-sheltered annuities, etc. Voluntary deductions will not be made without the employee's written request or authorization, and advanced approval from the Administrator.

- Child Care
- Training
- Pre-Paid Legal Service
- Aflac
- Retirement program (IRA)

### **3.7 Employee Separation/Termination Procedure**

In the event that an employee chooses to terminate his or her employment with the center, they are asked to submit a letter of resignation to the Administrator stating their last date of employment and reason for leaving. A two-week notice of resignation is requested. When the letter of resignation is received by the

The employee should make every effort to return all center-owned property and settle any indebtedness to the center prior to their last day. Only the following information will be provided to prospective employers seeking information on Angels of Tomorrow employees:

- Date hired
- Last day worked
- Last position held
- Final salary

Release of any other information will require written permission from the employee, which can be provided on the exit interview questionnaire.

Reference check calls should be directed to the Administrator.

The Administrator will hold a termination meeting if employee discharge is determined by the center. Center termination will follow the same procedures outlined above.

## **Section 4 Employee Benefits**

### **4.1 Group Health, Dental, and Vision Coverage (NOT AVAILABLE AT THIS TIME)**

Group health, dental and vision coverage shall be provided as one of the benefits extended by the center for employees. Coverage is effective 30 days after the first day of employment and continuing until the last day of the month in which employment is terminated.

The employee will pay the annual premium cost for single health, dental and vision coverage. Participants may elect to have family coverage for health, dental and/or vision coverage. The fee for family coverage for group health, dental and vision coverage and any employee premium costs will be deducted from the employee's paychecks.

#### **Adding Dependents to Your Plan**

Upon hire, employees will receive information regarding the specific health, dental and vision plan available and the necessary enrollment forms that must be completed and returned to the Administrator. At this time, employees have the opportunity to enroll dependents in the health plan.

If an employee declines to enroll a dependent or dependents (including spouse or domestic partner) because the dependent has other health insurance coverage and the dependent later loses eligibility for this other coverage, the employee may enroll the dependent(s), following a qualifying event, provided that the request is made within 30 days after the other coverage ends. Employees

adding dependents with a qualifying event must provide the proof of creditable coverage from the prior carrier.

If an employee acquires new dependents as a result of a qualifying event, such as marriage, birth, adoption, or placement for adoption, they may enroll new dependents provided the request is made within 30 days of the qualifying event.

Examples of events that qualify for a special enrollment are listed below.

A loss of eligibility for group coverage under another plan may be due to:

- Legal separation of marriage.
- Divorce.
- Death.
- Termination of employment.
- Reduction in hours.
- Employer contributions towards coverage terminates
  
- Termination of COBRA benefits.

A change in family status due to:

- Marriage.
- Birth of a child.
- Adoption or placement for adoption.

A change in job status:

- Part-time to full-time.
- Full-time to part-time.
  
- Significant change in employer contribution
  
- Employee returns from a leave of absence.

## **4.2 Continuation of Coverage (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), a federal law, entitles employees and their eligible dependents continuation of health care coverage after it would otherwise end.

Individuals who are eligible for COBRA continuation coverage are described below.

- An employee (and any covered dependents) whose coverage ends due to termination of employment for a reason other than gross misconduct.
- An employee (or any covered dependents) whose coverage ends due to a reduction in work hours.
- An employee's former spouse (and dependent children) whose coverage ends due to divorce or legal separation.
- An employee's surviving spouse and/or dependent children, whose coverage ends due to the employee's death.
- An employee's spouse and/or children whose coverage ends due to the employee's election to drop out of the group health plan upon entitlement to Medicare.
- An employee's child whose coverage ends because the child ceases to be a dependent child under the terms of the plan.

Employees or their eligible dependents, if applicable, should notify the Human Resources office immediately if any of these events occur. A Continuation of Health Coverage Notice will be sent to the eligible individual(s) explaining COBRA coverage.

Employees who choose continuation due to any reason listed above are afforded the opportunity to maintain coverage for 36 months, unless the employee lost group coverage because of termination of employment or reduction in hours. In that case, the required continuation is 18 months.

Upon receiving the Continuation of Health Coverage Notice, eligible individuals must apply for COBRA within 60 days after the date of the notice or within 60 days after coverage would otherwise end, whichever is later. If application is not made within the 60-day period, the continuation option expires.

An individual who elects continued coverage under COBRA is required to pay the full monthly premium plus an administrative fee. The individual's continued coverage through Angels of Tomorrow would cease when he/she becomes covered for similar insurance under another group plan due to re-employment, re-marriage, etc., or for failure to make monthly premium payments in a timely manner.

### **4.3 Retirement**

New employees may elect to participate in a Simple IRA Retirement Program. A Simple IRA is a defined contribution plan. The employee and the center contribute a certain percentage of the employee's salary each month into individually owned retirement annuity accounts. The results of the employee's

participation in this program will determine the size of their overall accumulation and the amount of retirement income they will receive.

The employee determines the amount of their contribution of gross salary (on a pre-tax basis) and the employer will match one percent of the employee's salary into the IRA. The contributions will increase on the following scale:

<b>Years Employed</b>	<b>Employer Contribution</b>
<b>1 Year</b>	<b>1%</b>
<b>2 Years</b>	<b>1%</b>
<b>3-5 Years</b>	<b>3%</b>
<b>5+ Years</b>	<b>5%</b>

#### **4.4 Personal Liability**

The center provides all employees with personal liability insurance for activities related directly to the terms of their employment by Angels of Tomorrow with limits of risk and in such amounts as maintained in the office of the Administrator.

#### **4.5 Worker's Compensation**

Worker's compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the center. An employee who is injured on the job, or whose injury or illness is directly related to the performance of job duties, regardless of severity of the injury or illness, should:

- Seek appropriate medical attention.
- Report the occurrence to the Administrator/Director.

Should an employee experience a disabling work injury or illness, the nature of which necessitates an absence from work, the Administrator will provide the injured or ill employee with information concerning his/her lawful benefits. The appropriate form(s) should be obtained, completed and returned to the Administrator as soon as possible following the injury or illness. If, as a result of this injury or illness, the employee is absent from work and/or receiving worker's compensation payments, the following procedures will go into effect:

- An employee must be out of work for five consecutive days for the same injury before they can receive Worker's Compensation. Beginning on sixth day the employee is absent; he/she receive their daily rate of pay.

Employees are to submit an Employee Leave Report for days absent due to worker's compensation.

If the employee does not feel that medical treatment by a physician or registered professional is needed for a work-related injury or illness, it will be documented as such. Injuries must be reported to Administration within 24 hours of the time of illness or injury in order to receive Worker's Compensation benefits.

#### **4.6 Vacation**

After an employee works one consecutive year at Angels of Tomorrow, they are entitled to one week of paid vacation. After four years of consecutive employment, employees will receive two weeks paid vacation. Request forms (Employee Leave Reports) for vacation are available upon request from the Administrator and are to be submitted to the Administrator and approved prior to utilization of vacation leave. Employees are asked to submit requests for vacation at least two weeks prior to the scheduled vacation date. Efforts will be made to grant vacation time as requested, but business needs may require an employee to adjust his or her vacation time. Vacation/personal leave does not roll over from one year to the next.

#### **4.7 Paid Holidays**

The following holidays will be paid after one consecutive year of employment if the holiday falls on a weekday. You will not be paid for holidays that fall on your regular day off:

1. New Year's Day - January 1
2. Easter – Monday after Easter
3. Memorial Day - Last Monday in May
4. Independence Day - July 4
5. Labor Day - First Monday in September
6. Thanksgiving Day - Fourth Thursday in November
7. Friday following Thanksgiving Day
8. Two days at Christmas determined by what day it falls on.

#### **4.8 Family and Medical Leave (FMLA)**

Notwithstanding any other provisions under Paid or Unpaid Leaves in this handbook, an employee who has been employed for at least 12 months and for at least 1,250 hours of service during the previous 12 months, may be granted unpaid leave for one or more of the following reasons:

1. Birth of son/daughter and in order to care for such son/daughter.
2. Placement of son/daughter with the employee for adoption or foster care.
3. To care for a spouse, son, daughter or parent who has a serious health condition.
4. A serious health condition that renders the employee incapable of performing the functions of his/her position.

A total of 12 work weeks of leave during any 12-month period may be granted under this policy. Such leave must be taken on a sustained or uninterrupted basis, except that intermittent leave may be taken for serious health care of the employee, child, spouse or parent. The employee shall provide as much prior notice as reasonably possible.

When the leave is related to a serious health condition, the employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt their job responsibilities. The employee is required to first use their available sick days, accrued paid vacation and/or personal days for any part of the 12-week period. FMLA will run concurrent with all paid leave options - after the fifth consecutive day of absence. If such paid leave is available, Angels of Tomorrow provides enough additional unpaid leave to total 12 weeks. Where paid leave is available, the total FMLA absence (paid and unpaid) shall not exceed 12 weeks.

For Family and Medical Leave taken for reasons other than employee illness, paid leave time may be utilized prior to unpaid leave. Family and Medical Leave will run concurrent with this paid and/or unpaid leave.

The employee will be allowed to return to the same job or an equivalent position with equivalent pay and benefits. Previously accrued benefits will not be forfeited; however, additional benefits or seniority will not accrue during the absence.

Group insurance benefits will be continued during an approved absence, as applicable, provided the employee continues to remit the premium.

Medical certification of a serious health condition of the employee, spouse, parent or child may be required, and/or the center may request a second opinion. If a second opinion is requested, it will be at the expense of the center.

“Serious health condition” shall mean an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity, or incapacity which includes continuing care by a medical provider or incapacity due to a chronic serious health condition.

### **How to Apply for Family and Medical Leave/Illness or Injury Leave**

Any illness or injury of duration of more than five consecutive work days should be reported to the Administrator. A Personal Illness/Injury Verification form will be forwarded to the employee. The Personal Illness/Injury Verification form must be completed by the attending physician and will serve as verification of the employee's illness/injury under FMLA or for family illness/injury leave.

If FMLA is for the employee's illness or injury leave, he or she must provide a Verification of Return to Work release from the attending physician before returning to his/her regular duties. There may be cases where the physician has released the employee to return to work, but with limitations or restrictions. This information is requested on the Verification to Return to Work form. This form is to ensure that employees do not return to work without permission from their physician to do so. It protects both the employee and Angels of Tomorrow from contributing to continued or further disability.

If the employee is released to return to work, but with limitations or restrictions, the form should be forwarded to the Administrator five days prior to the employee's anticipated return to work. The Administrator and Director will then determine if an accommodation can be made. If the physician has released the employee to return to regular duties without restrictions or limitations, this form should be returned to the Administrator at the time of the employee's return to work.

### **4.9 Sick Leave**

After an employee works one consecutive year at Angels of Tomorrow, they are entitled to 40 hours of paid sick leave. Request for paid leave are available in the resource room. Employees are asked to submit requests for paid sick leave no later than the last Friday of the pay period. One half of *accumulated sick leave* may roll over to personal leave as of January 1 of each year.

### **4.10 Personal Leave**

One half of all unused sick leave will roll over into personal leave as of January 1 of each year. An Employee Leave Report must be filed with the Administrator at least two-weeks prior to date of personal leave. Employees have one day off each week. We encourage employees to make use of this day for personal matters.

### **4.11 Military Leave**

Military leave of absence shall be granted to employees under provision of the Selective Service Act. Employees requesting military leave should send a copy of their orders along with a memo requesting military leave or an Employee Leave Report form to the Administrator.

#### **4.12 Jury Duty**

Employees may be excused from work duties to serve on jury duty. Employees will receive full pay for jury duty. Employees retain any mileage paid to them by the Court. Court paid per diem checks should be forwarded to Administrator upon receipt by the employee. A copy of the jury duty notification should be forwarded to Administrator along with a completed Employee Leave Report specifying leave for jury duty.

#### **4.13 Bereavement**

Employees are allowed one week for bereavement. They may use accumulated sick or personal days for the purpose of bereavement leave. If no sick time is accumulated these days are without pay.

#### **4.14 Employee Discount for Childcare**

Any employee who has a child enrolled in Angels of Tomorrow will receive a 25% discount on the weekly cost of childcare. This discount only applies to the parent of the child enrolled. Weekly tuition must be deducted from an employee's paycheck on a bi-weekly basis to qualify for a discount. An employee must work a minimum of thirty hours during any given week or be enrolled in school during working hours to receive an employee discount for that week.

### **Section 5 Staff Development**

#### **5.1 Orientation Training**

Each employee must complete at least sixteen hours of orientation training before they can be considered in the staff-child ratio. This training will be provided your first six weeks of employment with Angels of Tomorrow.

#### **5.2 In-service Training**

All employees who have responsibilities for planning and supervising a child care program as well as staff who work directly with children must participate in in-service training activities annually. Number of hours is determined according to education levels and experience. Employees will be responsible for fees associated with in-service training their first year at Angels of Tomorrow. After an employee's one year evaluation, they are entitled to reimbursement of the fees

provided they have all receipts and certificates on file. Angels of Tomorrow does reserve the right to make in-service trainings mandatory.

All staff working with school age children must complete the BSAC training.

### **5.3 Mandatory Staff Meeting**

Every employee is required to attend a monthly meeting which will be held the second Thursday of the month from 6:30-7:30 pm. You will only be exempt from this meeting if you have an emergency or situation beyond your control. You are only allowed to miss three meetings a year (excused or unexcused). After the third meeting missed an employee will receive a written reprimand.

### **5.4 Performance Appraisals**

The Administrator will complete an evaluation form for all employees every ninety days. The evaluation will be reviewed with the individual employee. The original evaluation form and the self-review, signed by both the Administrator and employee, will be retained in the individual's official personnel file.

The first and last evaluation for the year will be announced and the other two evaluations will be unannounced. Any material that serves as an evaluation of an employee's performance must be discussed with that employee and signed by both parties.

If an employee performs at a satisfactory level at the first 90 day evaluation they will be entitled to an increase in salary to be determined by the Administrator/Director. Subsequent pay increase will be annually and upon a satisfactory evaluation.

### **5.5 Employee Discipline Policy**

Employees shall perform their assigned job, obey center policy and the law. The Administrator/Director, will administer appropriate disciplinary action resulting from misconduct by employees during hours in which they are on the job. Such action will be fair and consistent and in accordance with established personnel procedures.

Each violation of employment policies, procedures or standards will be dealt with on an individual basis considering all the circumstances involved in the incident. Additionally, the impact on students, co-workers and the community as well as the general image of Angels of Tomorrow, will be considered in disciplinary actions. Therefore, there may be incidents which are deemed serious enough that immediate suspension or termination will take place. In other circumstances, the procedures listed below will be followed.

### **Oral Reprimand**

Given by the Administrator to the employee. This should be documented by the Administrator and filed in the employee's personnel file.

Prior to any of the next three steps taking place, the Administrator should schedule a meeting with the Director for review.

### **Written Reprimand**

A formal notice to the employee stating that if corrective action is not taken on a particular problem or efficiency within a certain time period, a recommendation for suspension from work will be made. A copy of this written reprimand will be placed in the employee's official personnel file.

### **Suspension**

The Administrator/Director is authorized to suspend an employee without pay pending investigation of charges against the employee or for disciplinary purposes. Suspension without pay may be used for disciplinary purposes provided no discharge proceeding has been initiated.

It shall be within the discretion of the Administrator and Director to suspend any employee with or without pay.

### **Discharge**

Before any employee will be discharged, a meeting between the Administrator, Director, and employee will be held to review the situation. Four written reprimands will result in an automatic termination of employment.

## **Section 6 Substitutes and Volunteers**

### **6.1 Training**

Each substitute and volunteer at Angels of Tomorrow will be treated as an employee. Substitutes and Volunteers will be required to participate in sixteen hours of orientation training.

### **6.2 Substitute Requirements**

Substitutes must be at least eighteen years of age.

### **6.3 Volunteer Requirements**

A volunteer who is at least 13 years of age, but less than 16 years of age, may work in a child care center on a volunteer basis, as long as he or she is

supervised by and works with a required staff person who is at least 21 years of age.

## **Section 7 Health and Safety**

### **7.1 Health Requirements**

All staff, including substitutes and volunteers, must have on file within sixty days of the first day of employment, a statement signed by a licensed physician or an authorized health professional under his/her supervision, that indicates that the person is emotionally and physically fit to care for children.

An updated health questionnaire is due to the Administrator by November 15 of each year. Failure to do so will result in disciplinary action.

### **7.2 Criminal Record Checks**

A criminal history check must be conducted on all persons who provide child care at Angels of Tomorrow. All employees must submit the following:

- Local Criminal History Check
- Authority For Release of Information
- Fingerprint Card
- Identifying Information Sheet
- Mandatory Notice/Prior Convictions Statement

Employees are hired contingent upon a clean criminal record and background check.

### **7.3 TB Tests**

All staff must have a test showing each employee, including Director/Administrator, to be free of active tuberculosis. This test is required prior to employment. TB test results must be on file the first day the employee begins work and must be updated every two years.

### **7.4 Emergency Information on Staff**

All staff must have emergency medical care information on file. Emergency information must be on file on the first day the staff member begins work at the center. The emergency information must include:

- Name, address, telephone number of a person to contact in case of an emergency.

- Healthcare provider of choice for the staff member.
- Hospital choice for the staff member.
- Chronic illness and medications currently being taken by the staff member.
- Other information that may impact safe medical treatment for the staff member in case of an emergency.

## **7.5 CPR/First Aid**

All staff members must have a current CPR/First Aid certification. CPR certification for an individual is required every year. Staff members should be certified for all age groups. Proof of appropriate CPR training is a copy of a certification card. Training for first aid is required to be updated every three years. The fees associated with these trainings are at the employee's expense.

## **Communicable Disease Training**

At least one staff person must have training on the common symptoms of illness and diseases. At least one staff member at the center is required to be knowledgeable of diseases and illnesses. Documentations of the type and date of the training must be on file at the center.

## **7.6 Medication**

Absolutely no medication is allowed in the classroom. If you feel you need to take medication, please do so during your scheduled breaks. If you cannot wait for your break, call the Administrator/Director and someone will come so you may go to the break room and take medication. Please do not take advantage of this policy.

Violation of this policy will result in disciplinary action.

## **7.7 Lockers**

No purses, cell phones, electronic devices, drink, candy, or any other personal items are allowed in the classroom. We have provided lockers in the break room for you to store these items. Employees are responsible for purchasing a lock for the locker if they choose to. Angels of Tomorrow does reserve the right to search an employee's locker at any time. This policy is written for the safety of the children and staff.

Violation of this policy will result in disciplinary action.

## **7.8 Personal Telephone Calls and Visitors**

Telephones provided in the classrooms are for work-related purposes only. Personal calls should be made in the break room during your scheduled break time. Employees will only be allowed to accept phone calls in an emergency situation.

All visitors must check in at reception and remain in the front lobby until the employee is on their scheduled break.

Violation of this policy will result in disciplinary action.

### **7.9 Eating, Drinking, and Sleeping in the Classroom**

Employees are not allowed to eat or drink in the classrooms or on the playground. Eating and drinking should be done in the break room.

There should not be any employees sleeping at any time while on the clock or in the classroom.

Violation of this policy will result in disciplinary action.

### **7.10 Dress Code**

All employees of Angels of Tomorrow are required to wear scrub shirts or Angels of Tomorrow t-shirts to work every day. No sweatpants, skirts, or shorts above the knee should be worn to work. Jeans, khakis, or dress pants are appropriate.

No open-toe or slip-on shoes are allowed. Kitchen and housekeeping staff is required to wear tennis shoes.

No jewelry is allowed with the exception of stud earrings and band-type rings. No tattoos should be visible at any time.

Please try to maintain a professional appearance when at work. Administration reserves the right to define "professional".

Violation of this policy will result in disciplinary action.