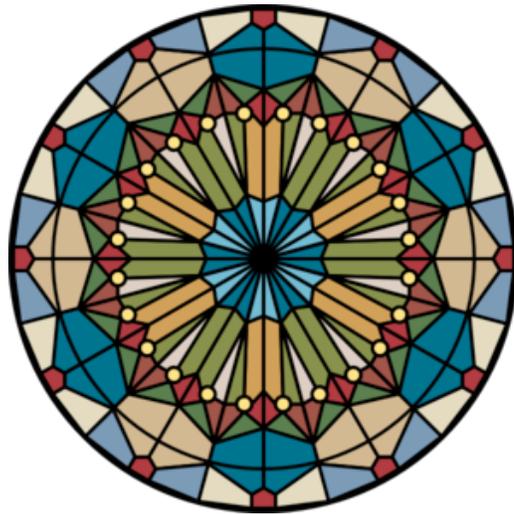


*After-School Child Care
and
Summer Camp Program
Staff Handbook*



*First United Methodist Church of Salisbury
217 Church Street, Salisbury, NC 28144*

*Approved by After-School Child Care and Summer Camp
Board
on April 8, 2014*

Table of Contents

Mission	1
Introduction	1
Expectations of Staff	1
Staff Responsibilities	1
Problem Resolution Procedures	2
Meeting Children's Needs	2
Employment of the After-School Child Care and Summer Camp Program	2
Staff Recruitment	2
Employment of Relatives	3
Hiring Requirements	3
Orientation	3
Change of Personal Information	3
Legal Infractions	4
Employment Classification	4
Pay Periods/Pay Process	4
Benefits:Vacation	4
Church Property	4
Program Hour	4
Time-sheets	5
Request for Absence	5
Meeting Attendance	5
Introductory Period for Employees	5
Performance Evaluation	6
Attendance and Punctuality	6
Absences and Substitutes	7
Smoking	7
Dress	7
Use of Cell Phones, IPODS, MP3s and other Electronic Devices	7
Personnel Records	7
Media and Public Inquiries	7
General Employment Policies	7
Equal Opportunity Employer	8
Non-Harassment and Non-Discrimination	8
Reporting Harassment and /or Discrimination	9
Investigation and Response	10
Confidentiality	10
Child Abuse and Neglect	10
Reporting Suspected Illegal Activity	10
Drugs and Alcohol	11
General After-School Child Care and Summer Camp Program	11
Child Attendance Record Keeping	11
Tuition and Payments	11
Child Drop Off and Pick Up Procedures	12
Classroom Maintenance and Supplies	12
Child Discipline Policy	12
Area Supervision	13
Field Trips	13
Inclement Weather	14
Lead Teacher Job Description	15
After-School Child Care Calendar	17
Summer Camp Calendar	18
Fee Schedule for 2014-2015	19
Request for Absence	20
Employee Acknowledgement Form	21

Mission

The mission of the First United Methodist Church of Salisbury is to make and nurture Christian disciples through the presence and power of God.

Introduction

The purpose of the After-School Child Care and Summer Camp Programs is to offer a safe, nurturing environment with a Christian emphasis offering Biblical values, stories, and experiential learning as an integral part of the programs.

Expectations of Staff

We are delighted that you are with us, and we value the skills, knowledge, and abilities that you bring. We know that you share our commitment to ensuring that the After-School Child Care and Summer Camp programs are safe and educationally sound with a Christian emphasis and nurturing atmosphere. The following principles constitute the major goals and responsibilities that we expect of all After-School Child Care and Summer Camp program employees.

Staff Responsibilities:

- The staff is under the Director of Children's Ministries who oversees all First United Methodist's child care and education programs.
- All staff is to ensure the health and safety of the children in your charge as well as any other children when they are entrusted to your care. It is expected that staff will always be alert to any safety hazard.
- Staff is also responsible for the positive development of each child, which means helping children in their social-emotional, physical and intellectual development as well as encouraging good habits and positive attitudes.
- Safe Sanctuary training will be provided for each staff member prior to the first day of work.
- Opportunities for ongoing professional development will be provided for each staff member. After-School Child Care Staff will participate in 10 mandatory in-service hours and Summer School Staff will complete 5 mandatory in-service hours
- Staff will operate in a professional and confidential manner at all times.
- Staff will demonstrate a nurturing attitude towards all children.
- Staff will maintain clean and organized classrooms.
- Staff will plan and implement a wide range of cultural and enrichment experiences.

Problem Resolution Procedures:

- Mutual respect and professional behavior is expected of all staff.

- Issues or concerns with a staff member, student, parent, or any part of the program should be brought to the confidential attention of the Lead Teacher.
- Issues that cannot be resolved at this level should be directed to the Director of Children's Ministries for discussion and pursuant of efforts for resolution. The Director of Children's Ministries may consult with the Chairman of the Board.

Meeting Children's Needs

Every effort will be made to place children in the best possible environment for nurturing and attending to their unique and particular needs. When a child consistently has difficulty functioning in the environment in a positive manner.

Staff will consult the Lead Teacher for assistance with new/different strategies of intervention. Together they will develop a plan of intervention and allow reasonable time to bring about resolution. If improvement does not occur, the Director of Children's Ministries will contact the parents in an effort to gain insight from those who know him/her best for suggestions to enable the child to function in the environment in a more positive manner. Together they will propose a plan for positive results in a reasonable time. The next step would call for the Director of Children's Ministries to contact the family to set a meeting with the Lead Teacher and the parents to develop a plan. If the issues persist such that there are safety concerns and/or the environment for the other children in the program is hindered, the Lead Teacher, the Director of Children's Ministries, and a member of the Board shall meet with the parents for another attempt at improving the functioning of the child in the environment in a positive manner. A plan of action will be put in place for resolution of the problems within a reasonable time frame. If these efforts are not successful, dismissal from the program may be necessary.

EMPLOYMENT OF THE AFTER-SCHOOL CHILD-CARE/SUMMER CAMP PROGRAM

Staff Recruitment

The Board shall recruit and hire the Lead Teacher. For all other staff openings, the Lead Teacher will, with Board input, develop and post job announcements. The Lead Teacher, Director of Children's Ministries, Chairman of the Board and at least one addition board member will interview candidates and make recommendations to the full Board about hiring of the staff. All employment must be approved by the Staff Parish Relations Committee of First United Methodist Church of Salisbury.

Employment of Relatives

The After-School Child Care and Summer Camp Program Board does not permit the employment of relatives of employees to avoid actual or perceived conflicts of interest.

Hiring Requirements

All After-School Child Care and Summer Camp staff are required to complete/present the following paperwork prior to the commencement of employment:

- Resume or application
- Criminal Background Check (fill out forms and FUMC will pay for and file) The results of any background check will be kept strictly confidential
- Driver Screening Form (if driving church vehicles)
- Employment Eligibility Verification (I-9) Form and related verification documentation.
- W-4 State and Federal Tax Forms
- Personal Data Sheet (including contact and emergency contact information)
- TB test results
- Physical signed by a doctor.

Orientation

New staff will attend an initial orientation with the Director of Children's Ministries to review Staff Handbook, general information, Safe Sanctuary Policy and expectations of the Program.

Change of Personal Information

Employees are required to inform the Director of Children's Ministries Christian, in writing, of any changes to their name, address, phone numbers, driver's license, and phone numbers of emergency contacts.

Legal Infractions

Any and all legal infractions or traffic violations must be reported to the Director of Children's Ministries, in writing, within 72 hours. A copy should then be given to the Church Administrator. Employment may be terminated based on the severity of the infraction. Failure to report legal infractions may also result in termination.

Employment Classification

Staff of the After-School Child Care and Summer Camp Program are per-diem employees who are paid for the hours they work at a rate agreed to at the time of hire. Absences, including planned absences, sick days, school holidays/vacations, inclement weather etc., are not paid.

Pay Periods/ Pay Process

All employees are paid semi-monthly on the 15th and the last day of the month (or the closest working day prior to each of these dates.)

Benefits: Vacation

Vacation time through paid holidays is provided as a benefit to employees. The following vacation days are granted with pay: Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, and New Years Day.

Church Property

All vehicles and church equipment are authorized for use only during the program to support the program planning and activities. Inventory must be maintained for all property of the After-School Child Care and Summer Program by the Lead Teacher. A copy should be given to the Director of Children's Ministries.

Program Hours

The hours of operation for the After-School Child Care Program are Monday through Friday, from 2:00 pm to 6:00 pm. On school workdays and student holidays the hours will be 7:00 am to 6:00 pm. Summer Camp hours are Monday through Friday, from 7:00 am to 6:00 pm. The Director of Children's Ministries will inform staff of any changes to the calendar that occur throughout the year. Staffing will be planned accordingly to meet the enrollment and schedule needs of the participants.

Staff are expected to leave the premises after completing their workday. This rule is necessary to help ensure the safety of all staff and to comply with the church's insurance policies.

Time-sheets

All employees are required to note their accurate arrival and departure times daily prior to the start and end of each program day. The Lead Teacher will review all time sheets before turning them to the Director of Children's Ministries who will submit to the Business Administrator.

Request for Absence

Teachers are expected to plan ahead for times of absence when possible. A **Request for Absence Form** must be completed one week prior to absence. Teachers will submit the form to the Lead Teacher. The Lead Teacher is responsible for securing an approved substitute. The Lead Teacher will submit a **Request for Absence Form** to the Director of Children's Ministries and secure an approved substitute.

Meeting Attendance

Employees may be required from time to time to attend certain meetings or events and will be paid their regular pay rate for that time. If this time is away from campus, it is to be approved by the Director of Children's Ministries.

Introductory Period for Employees

All new employees and all present staff transferred or promoted to a new position are to be evaluated for an initial introductory period soon after having completed ninety days of employment. After satisfactory completion of the introductory evaluation, the employee will be evaluated on an annual basis as provided for in the annual job performance evaluation. If the Lead Teacher and/or the Board, in consultation with the Director of Children's Ministries, determine that the introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Performance Evaluation

After completion of an employee's introductory period of employment, job performance appraisals are conducted annually with each employee by the Director of Children's ministries and the Chairman of the Board. Copies of these evaluations will be maintained in personnel files. The Board is responsible for evaluating all employees. Additional evaluations may occur if an employee is promoted or if there are problems with an employee's job performance. Between scheduled evaluations, the Director of Children's Ministries and the Board Chairman should discuss with employees any performance issues that warrant attention and should keep records of any significant incidents in the personnel file.

When performance is inadequate, the employee shall be counseled about performance and Board members should ascertain his or her understanding of job requirements. Board members should ascertain whether there are any issues contributing to the employee's poor performance that are not immediately obvious. These issues should be resolved, if possible. A Performance Improvement Plan should be established with performance goals. Failure to improve performance in a timely fashion will lead to termination.

Attendance and Punctuality

Consistent attendance and punctuality are vital for the smooth operation of the program and are required by every staff member. Employees are expected to be in their place of work and ready to work at assigned times. Excessive absences or tardiness will lead to dismissal. Personal matters should be taken care of prior to reporting for work. This

includes but is not limited to: errands, eating, phone calls or texts. Staff should not eat or drink any food that is not available to all the staff and children unless the employee has a documented medical condition.

Staff should not leave during working hours. Once staff is on campus, they are not to leave (unless they are on a planned field trip) until they clock out at the end of the day.

Absences and Substitutes

Employees are not paid for their absences. The Lead Teacher maintains a list of approved substitutes. When a staff person knows in advance that he or she will be out, they are expected to inform the Lead Teacher immediately. The Lead Teacher will secure an approved substitute. When the Lead Teacher is absent, she should request leave with approval from the Director of Children's Ministries.

If an employee is ill or otherwise unable to work without advance planning, He/she is expected to inform the Lead Teacher of the absence as soon as possible. If the Lead Teacher is going to be absent, the Director of Children's Ministries should be notified as soon as possible.

Smoking

Smoking anywhere in the building, on the grounds, or in the course of Program activities is prohibited.

Dress

Employees are expected to dress neatly and appropriately.

Use of Cell Phones, IPODs, MP3s and Other Electronic Devices

Use of cell phones (either receiving or sending calls/texts) or other electronic devices during program hours is strictly prohibited. The Lead Teacher should have a cell phone for emergency reasons. The use of cell phones and other electronic devices are prohibited on church vehicles. There are no exceptions. All phones should be turned off during program hours.

Personnel Records

All personnel records will be maintained in the office of the Director of Children's Ministries. This information is the property of the First United Methodist Church of Salisbury and will be treated the same as any other confidential organization information. Employees do have the right of access to their own personnel file with proper prior notification.

Media and Public Inquiries

Any media and/or public inquiries must be referred to the Director of Children's Ministries and Senior Minister.

GENERAL EMPLOYMENT POLICIES

Equal Opportunity Employer

The After-School Child Care and Summer Camp Program is an Equal Opportunity Employer. No employee or applicant shall be discriminated against because of actual or perceived race, creed, color, religion, national origin, alien status, citizenship status, marital status, gender, sexual orientation, veteran status, disability, or other classification protected by law.

Non-Harassment and Non-Discrimination

First United Methodist Church of Salisbury has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment and discrimination. The Church does not tolerate illegal harassment, discrimination or mistreatment in the workplace or in situations which are work related, whether due to sex, race, religion, national origin, ancestry, age, disability, or other basis protected by federal, state, or local law. Retaliation for reporting or threatening to report such harassment, discrimination or mistreatment is also prohibited.

While it is not the purpose of our policy to regulate an employee's personal morality or opinions, we consider illegal harassment and discrimination to be acts of misconduct. An employee found guilty of such misconduct shall be subject to disciplinary action, up to and including discharge, depending on the nature and severity of the acts. FUMC will also take appropriate action against non-employees guilty of such misconduct.

Reporting Harassment and/or Discrimination

A report of harassment may be made to the Lead Teacher, any Board member or to the Director of Children's Ministries. All reports of harassment must be forwarded immediately to the Director of Children's Ministries. All reports of harassment will be thoroughly investigated by the Board. The person to whom the grievance is reported will document the conversation in writing, asking the employee to be as specific as possible about particular incidents. The employee will be requested to read and sign a statement from the notes that are taken by the person conducting the investigation. The employee should make any necessary changes or revisions to the statement before signing it. All information regarding the grievance will be held in strictest confidence. The employee will be instructed not to share this information with any other employees.

The employee will be asked if there is another person or persons who can verify his/her story. If there is, this person or persons will be interviewed individually and privately. After interviewing other employees, the person conducting the investigation and a witness will meet with the alleged harasser to hear his/her side of the story.

The Board in consultation with the Director of Children's Ministries and with the Church Attorney and other appropriate professionals, will make a determination of whether the accused is found responsible for harassment. The Board will also determine the appropriate corrective action ranging from a warning to termination for the person found responsible. Any church employee who retaliates against the accuser or makes that person feel uncomfortable for issuing the grievance will be subject to discipline. Filing a false report of harassment is subject to disciplinary action by the Board up to and including unpaid suspension or termination.

Investigation and Response

The Director of Children's Ministries will work in conjunction with the Board to investigate any reports/complaints and will take whatever corrective action is deemed necessary, including disciplining, or discharging any individual who is believed to have violated these prohibitions against harassment and/or retaliation. The investigation will remain confidential to the extent practical and appropriate under the circumstances. All employees have a duty to cooperate in any investigation of alleged harassment. Failure to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, up to and including termination.

Confidentiality

Maintaining confidentiality in a childcare setting is the responsibility of all staff. In the childcare setting all parents and child's information must be stored in a locked place where only care staff can access. Information should not be shared with any other people unless there is an emergency where medical practitioners may need crucial information.

Child Abuse and Neglect

If you see any unexplained bruises, cuts, burns, etc. on a child or if you witness or observe anything else that may suggest child abuse, you must report such instances to the Director of Children's Ministries and NC Department of Social Services. **North Carolina law requires any person who suspects abuse or neglect to report the case to the county department of social services.**

Reporting Suspected Illegal Activity

All staff members are also required to report to the Lead Teacher any illegal activity – or belief or such activity – occurring on church property or by an After-School Child Care and Summer Camp employee. If necessary, the Lead Teacher will follow through with the Director of Children's Ministries who will contact law enforcement officials. The Program will make every reasonable effort to protect the privacy of person who make reports and others who participate in such investigations. However, under certain

circumstances, the Board may have to release names to law enforcement officers and/or the Program's insurance carrier. There shall be no retaliation against any employee who, in good faith, reports suspected illegal activity, or who otherwise participates in an investigation of such activity, even if the report is found to be mistaken. If any employee feels they are being subject to any form of retaliation, they should immediately discuss the situation with the Director of Children's Ministries.

Drugs and Alcohol

All use or possession of any illegal substance on church property or in function of the After-School Child Care and Summer Camp Program or reporting to work while under the influence of intoxicants or drugs is prohibited and will not be tolerated. The use, dealing, or possession of any illegal substance would constitute grounds for immediate dismissal. Any observed or possession is to be reported immediately and directly to the Director of Children's Ministries. The failure to report such activity may also be cause for immediate dismissal.

GENERAL AFTER-SCHOOL CHILD CARE AND SUMMER CAMP PROGRAM

Child Attendance Record Keeping

Staff are required to take attendance daily. Absences, without notification by parents, are to be brought to the attention of the Lead Teacher. The Lead Teacher will contact the parent/guardian after **two consecutive** day absences.

Tuition and Payments

The Lead Teacher is responsible for keeping accurate records regarding student tuition on a daily basis. Payments are expected on the 5th day of the month for the current month when payment is submitted on a once per month basis. Payments may be made twice a month for the current month and are expected on the 5th and 15th of the month for the current month. The Lead Teacher will collect and record payments each day before money is submitted to the Church Business Administrator daily. If payment has not been received by the eighth day of the month and/or the eighteenth of the month (twice per month payments) the Lead Teacher must contact parent for non-payment and inform parent that the child may no longer attend the program after the payment is five days past due. In the case of extenuating circumstances, the Lead Teacher will consult the Director of Children's Ministries and Chairman of the Board for making an appropriate plan. Recurring late payments (more than two times) will result in a late fee of \$10.00. Summer Camp tuition payments must be paid **in full** prior to week of attendance.

Child Drop Off and Pick Up Procedure

Staff should record daily the arrival and departure time of each child. In addition, staff should keep a daily record of the bus drop off time. If a staff member is unsure if the person picking up the child is authorized by the parent (anyone who does not usually pick up the child,) it is the staff member's responsibility to check the formal documentation submitted by the parent and ask the person for identification. Do not depend on the child for verification!

This information is located in the main classroom closet in the red binder labeled emergency information. The staff member needs to inform the Lead Teacher if a circumstance occurs where an unauthorized person appears to pick up a child. The Lead Teacher will contact parents or emergency contacts to verify the pick up. Students who are picked-up after 6:00 pm will be charged an additional \$10.00 the second time and \$25.00 thereafter. The Lead Teacher should record the time of pick-up and record payment. Payment should be submitted to the Church Business Administrator the following day.

Classroom Maintenance and Supplies

After-School Child Care and Summer Camp Staff are expected to make sure program spaces are, at all times, clean, orderly and sanitary. Classrooms and spaces used by the Program are to be left in a neat and orderly condition at the end of the day. Lead Teacher may purchase necessary supplies through the Director of Children's Ministries. Before a purchase can be made a Request Form must be completed and given to the Director of Children's Ministries. Staff are expected to regularly inspect all equipment and supplies used in the program to ensure that they are in working order. Any unsafe condition must be reported to the Lead Teacher immediately.

Child Discipline Policy (taken from the North Carolina NCAC Standards - #10A 09.1722)

- (a) The operator shall provide a written copy of and explain the operator's discipline practices to a parent of each child at the time of enrollment. A parent must sign and date a statement which attests that a copy of the discipline policy was given to, and discussed with them. If an operator changes discipline practices, the parent must sign and date a statement acknowledging that they received written notice of and discussed the new policy at least 30 days prior to the implementation of the new policy. The signed statement shall be kept on file in the home available for review.
- (b) No child shall be subjected to any form of corporal punishment by the family child care home operator, substitute caregiver, or any other person in the home, whether or not these persons reside in the home.
- (c) No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- (d) No child shall ever be placed in a locked room, closet, or box, or be left alone in a room separated from staff.

- (e) No discipline shall ever be delegated to another child.
- (f) Discipline shall in no way be related to food, rest or toileting:
- (g)
 - (1) No food shall be withheld, or given, as a means of discipline.
 - (2) No child shall ever be disciplined for lapses in toilet training.
 - (3) No child shall ever be disciplined for not sleeping during rest period.
- (g) No child shall be disciplined by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms or floors, or emptying diaper pails.
- (h) Discipline shall be age and developmentally appropriate.

Area Supervision

There are three main areas for the After-School/Summer Program: the classrooms in the upstairs Education Wing, the Fellowship Hall and the yard in front of the church. When staff supervises a group, it is expected that staff will be talking or interacting with the children, not each other. At no time should staff be using a phone or other electronics while supervising a group.

When in the Fellowship Hall and the yard area outside the Fellowship Hall, staff are not to be sitting while supervising. For the front yard area there should be orange cones set up between the street and the play area and the staff should be spread out along the boundary (between the street and play area.)

Field Trips

With planned and structured activities implemented each day, occasional approved, related field trips will be offered from time to time to enrich and extend the program. While field trips provide valuable experiences for children, the safe transporting and supervising of children in new and different environments is a monumental responsibility and a priority concern. Field Trips away from the church campus will occur no more than **once per week**. It will be the responsibility of the Lead Teacher to obtain parental consent forms for **each** student prior to **each** trip. During the trip, children should be wearing name tags containing the following information: their first and last names, First United Methodist Church of Salisbury, N.C. After-School Child Care or Summer Camp Program, 704-636-3121.

Field trips should be planned with discussion and expectations of the new experience(s) and learning opportunities with the children prior to the trip and reflection/extension/discussion follow-up after the trip. Because transportation costs are high and we live in an area that holds a plethora of opportunities for children to experience firsthand, field trips taken should be **within** Rowan County and surrounding region for the most part. A schedule of desired field trips along with rationale for visiting those particular sites, should be submitted to the Director of Children's Ministries and Board for approval prior to any scheduling. The Lead Teacher should thoroughly investigate and visit the desired field trip site prior to scheduling to ensure a quality experience, work out details for the trip, and attend to safety concerns. Adequate supervision is required for the safety and enjoyment of everyone participating in the experience.

Summer Camp Program incorporates regular weekly activities as a part of their routine programming such as an age appropriate movie experience and supervised swimming. One other field trip experience, often a community service activity, per week may be approved to be included in the week's activities. Summer Camp does not operate the week of July 4.

Inclement Weather

The Program follows the Rowan Salisbury School System procedures for closing during inclement weather. If RSS schools are closed, the After-School Program is closed. If school is dismissed early due to inclement weather, the After-School Program is closed. If inclement weather occurs on a teacher workday or holiday, the Director of Children's Ministries of chairman of the board will make a decision regarding opening or closing by 5:30 am. This information will be available via voice mail and e-mails.