

*First United Methodist Church of Salisbury
Child Development Center
Staff Handbook*



Five Star Licensed Center



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Mission Statement

First United Methodist Church Child Development Center, founded in 1968, is a non-profit organization committed to providing quality, Christian early education and childcare for the residents of Salisbury and surrounding areas. We endeavor to afford our young learners with a safe, nurturing, and stimulating environment that meets the social, intellectual, emotional, and physical needs of each individual child. By actively forging partnerships with caregivers, we support family goals and cultivate a sense of community that empowers our parents. We strive for each of our children to enter kindergarten with an awareness of self-worth and the tools to achieve their full potential.

Philosophy of Child Care

The First United Methodist Church Child Development Center regards each child as a unique individual created by God. Our goal is to provide high quality comprehensive child care in a hands-on learning environment so that the individual child's abilities and gifts are nurtured and developed. A partnership with the parents of our enrolled children is seen as essential in the successful development of each child in our center. We aim to provide support services to parents and guardians which would directly assist them in being more effective in caring for their children. Each staff person is expected to adhere to, contribute to, and support the center's goals, purposes, and the North Carolina Five-Star licensing regulations in a Christian and professional manner at all times.

Each child enrolled in our center is provided a variety of learning opportunities daily, including both structured activities and supervised free choice activities. Upon enrollment, teachers will screen each student to determine developmental areas of strength and need. All children are encouraged to explore and experience their world in a safe and supportive environment. All activities and materials are designed to be age-appropriate and to meet the social intellectual, emotional, and physical needs of the child. Each classroom provides learning centers based on approved curriculum, which include the following areas: books, housekeeping/dramatic play, blocks, manipulatives, art, science, music and structured outdoor activities. *The Creative Curriculum for PreSchool* serves as a guide for lesson development for all classes.

As a church-based childcare center, we also make every effort to teach and to model Christian values. The children in our program are introduced to Biblical teachings to help instill in them a sense of self-worth and caring for others. Our weekly chapel services, conducted by church staff, give children an opportunity to hear stories, sing songs, and learn Bible verses that will enhance their spiritual development.

Employment and Employee Status

Non-Discrimination Policy

The First United Methodist Church Child Development Center does not discriminate because of age, race, religion, creed, sex, or national origin in the:

- Recruitment and selection of new employees;
- Promotion, training, professional development, demotion for fiscal purposes, and/reduction in staff;
- Administration of disciplinary policies or termination
- Establishment of rates of pay and/or salary adjustments.

Definitions of Employment Status

Full-Time Employment: Any established position continuous in duration which requires the individual to work at least 37.5 hours per week.

Part-Time Employment: Any established position continuous in duration which requires the individual to work fewer than 37.5 hours per week. The individual may or may not be required to work the same number of hours or schedule each day per week. This position may require the individual to be flexible within the center to best meet the center's needs at the time.

Temporary Employment: Employment in a temporary position for the duration of a specific project/circumstance. The individual may or may not be required to work the same amount of time and/or hours each day per week for the duration of the temporary position.

Substitute: In the event that an employee has to be out, an approved substitute will be called in for as long as needed.

Trial Period

A trial period of 90 days will apply to all new employees. During this period, employees will be expected to perform all duties of the position. If a trial employee's work is not satisfactory during this period, he or she may be discharged; whereas, if the employee has performed satisfactorily and has met all requirements, he or she may become a regular employee. However, an employee may be terminated during this probationary period for any reason.

The employee will receive a performance evaluation at the end of the 90 days or if needed, as soon as possible, and again annually. The evaluation will be discussed fully with the employee and each employee will be asked to review it. A copy of all reviews will be kept in the employee's file. Additional evaluations may be done periodically, if needed.

Termination of Employment

Although the church hopes its relationships with employees are long-term and mutually rewarding, the church reserves the right to terminate the employment relationship at any time, with or without cause or notice. Positions may also be eliminated or redefined.

If an employee decides to resign his position, the church requests at least two weeks notice in writing to the Lead Teacher/ Director and Executive Board of the Child Development Center.

Hiring Practices

Application Requirements

FUMC Child Development Center promotes the hiring of qualified individuals without regard to race, color, creed, sex, age, religion, or national origin, provided they meet the requirements established by the state of North Carolina and the Child Development Center Board. Employment Application Forms must be completed in full by each applicant and submitted to the Lead Teacher/Director. The Lead Teacher/Director and two board member will review the applicants, conduct interviews, check references and authorize background checks.

Pre-Employment Screenings

Applicants will be required to submit a Qualification Letter from NCDHHS Division of Child Development and Early Education to be considered for employment. Conviction for child abuse, child neglect, physical assault on a child, evidence of illegal drug use, or other illegal infractions will disqualify the applicant for employment. Employees are required to have fingerprint cards made for a state background check. If an employee has lived in North Carolina for less than five years, he/she will also be required to have a fingerprint card made for a federal background check. In addition, the applicant must have screening tests for TB, drug use, and other health factors determined by the rules and regulations governing child care centers before he or she can begin employment. Prospective employees are required to pay for the pre-employment physical, drug test, and TB test.

Offer of Employment

Final selection will be determined by the Lead Teacher/Director and Child Development Board. After physical results and background checks have been received, an official offer of employment may be made by the board. The offer will include the following information:

1. Title of Position
2. Employment Status (Part-time, Full-time, Temporary, or Substitute)
3. Effective Date of Employment
4. Amount of Salary or Hourly Wage
5. Summary of Benefits
6. Name of Lead Teacher/Director

Employment under false pretenses or untruthfulness on the application will result in immediate termination of employment.

Required Documentation

The documents listed below are required before or at the point of employment and will be maintained in the employee's records for the entire length of employment.

- Application
- Three references - non relatives
- ***NC Criminal History Check for Childcare Workers - (re-check every three years and/or as deemed necessary by employer)**
- Fingerprint card
- Current physical (signed by authorized physician)
- ***Current TB test (with negative results)**
- Drug test (negative results)
- Medical questionnaire (filled out by employee)
- Emergency information
- W-4, NC-4
- *** Effective First Day**

The documents listed below are required the first Day of employment.

- Official transcript , training certificates be maintained in the employee's records for the entire length of employment
- NC Qualification Letter
- CPR & First Aid Documentation
- Safe Sanctuary Training
- Staff Development Plan
- Documentation of orientation
- Documentation of receipt of job description, policy review, and enhanced standards review

Orientation, Training, and Education

Staff Orientation

New employees are required to receive 16 hours of orientation training, which should be completed within the first two weeks of employment as outlined by North Carolina. A checklist of staff orientation topics is provided for the employee to use in documentation of training. All employees are required to attend Blood-borne Pathogen in-service and Safe Sanctuary training during employee orientation and annually thereafter.

In-Service Training

First United Methodist Church Child Development Center supports the growth and continued development of all staff.

All Full-Time employees are required to complete a minimum of 8 - 20 hours of in-service training annually. These hours are based on education. These hours must be pre-approved by the lead teacher/director. While the lead teacher/director will post information about training opportunities, obtaining the hours of training is the responsibility of the individual employee.

For part-time employees, the annual in-service training requirements are prorated as follows:

Hours Worked Per Week:	Training Hours
1-10	5
11-20	10
21-30	15
31-40	20

Employees who have no previous center-based child care experience need 40 hours of training the first year of employment. After the first year, 20 hours of approved training are required annually or the employee may wish to pursue requirements to receive North Carolina Early Childhood Credential with the director's approval. Financial support for employees for obtaining these credentials may be available through state funding. The employee is responsible for developing a professional development plan with the lead teacher/director. **If an employee fails to obtain the required number of in-service training hours, he or she will be subject to disciplinary action which may result in termination of employment.**

First Aid CPR AED

All employees are required to obtain and maintain current certification in First Aid CPR AED. The Lead Teacher/Director will arrange training opportunities; however, obtaining the certification is the sole responsibility of the employee.

Continuing Education

All employees are expected to develop and annually review a Professional Development Plan with the Lead Teacher/Director or other appropriate consultant. The plan is to include the employee's educational goals and a strategy to achieve those objectives.

Full-Time Teachers are required to obtain the North Carolina Early Childhood Credential or its equivalent within the first six months of being hired. Teachers are also required to have completed or be enrolled in an Early Childhood Associate Diploma/Degree program or have completed a higher degree with a minimum of 12 semester hours in Early Childhood Education or Child Development (not including North Carolina Early Childhood Credential coursework).

All other staff must obtain the North Carolina Early Childhood Credential or its equivalent within the first six months of being hired. Teachers must also have completed or be enrolled in at least 4 semester hours in Early Childhood Education or Child Development (not including North Carolina Early Childhood Credential coursework).

Reimbursement for Training and Education

The Lead Teacher/Director may schedule some training to be done on CDC time, while some will be completed on the employee's own time. Some training classes may be scheduled over the weekend. Any classes attended on non-work hours will be unpaid hours. The CDC will pay tuition or class registration fees up to the state required number of education hours and any training hours that the CDC makes mandatory as funds are available. Any hours over the necessary amount will be the employee's responsibility for payment. All training fees will be reimbursed to FUMC-CDC within the previous six months of an employee's end date, whether voluntary or terminated by the Board. **If an employee withdraws from or fails a paid course, he or she will be responsible for reimbursing the CDC for the entire cost of the class.**

All employees are required to attend classes, meetings, webinars, and in-service trainings scheduled by the CDC. **If the employee does not attend the class or training, then the cost of the event will be deducted from the employee's paycheck and the absence will be considered unexcused and subject to disciplinary action.**

Work Procedures

Hours of Operation

The Child Development Center is open Monday through Friday from 6:30am until 6:00pm. Parents are encouraged to have their children at the center by 9:00am in order to allow the teacher and child to carry out the daily instructional activities.

Inclement Weather Policy

If the Rowan-Salisbury School System is closed due to inclement weather, the FUMC-CDC will be closed. If the Rowan-Salisbury School System is on an abbreviated schedule (2-3 hour delay) the center will open accordingly (2 hour delay-8:30am, 3-hour delay-9:30). The CDC reserves the right to adjust its own schedule when the Rowan-Salisbury Schools have extended closures where safety allows. Staff should report at 8:00 or upon the discretion of the Lead Teacher/Director. Employees are paid for only hours worked on such days.

Schedules

All employees are expected to work their scheduled hours. The working hours of each employee will be determined by the Lead Teacher/Director and are subject to change at any time. Employee schedules are planned so that the center is in compliance with the child-staff ratios required by the North Carolina Division of Child Development and Safe Sanctuary policies. The following child-staff ratios must be maintained at all times:

Age of Children	License Ratio	Classroom Ratio	Safe Sanctuary Ratio
Three's	9:1	9:1	9:2
Four's/Five's	12:1	21:2	21.2

An employee may be asked to come in early, stay late, or work a shift other than that which is usually worked. Flexibility in working hours and job responsibilities is required.

Staffing is directly related to the number of children enrolled and in attendance. If enrollment decreases or attendance is low, it is possible that the number of hours worked by staff may be reduced. Employees are paid for hours worked, not the hours scheduled, based on each individual's pay rate.

Every employee must be willing to work with any group of children as requested by the Lead Teacher/Director. Although full-time employees will have a regular group of children to work with, occasionally an employee may be asked to assume responsibilities of another teacher, or to work with another group of children, or to assist in another capacity within the center.

Special Meetings

Employees are required to attend parent meetings, staff meetings, workshops, special programs, and **conduct** teacher conferences, etc., in addition to the regularly scheduled hours. Teachers are **required to conduct** at least **two** conferences with each parent per year. Conferences should reflect the child's area of growth and need based on *The Teaching Strategies Gold Report*. The Child Development Center also 6

practices an open-door policy. We encourage parents to visit the center at any time during the hours of operation for any length of time, announced, or unannounced.

General Work Procedures

Employees should arrive at work on time and have the room ready for the day. Staff should greet children upon arrival everyday. Employees are expected to remain on the school site during paid hours. First United Methodist Church is a non-smoking facility/property.

Safe-Sanctuary

The staff should receive training in Safe Sanctuary Policies of First United Methodist Church and follow all guidelines.

Safe Fundraising

All fundraising must be approved by the Board and the Finance Committee prior to any fundraising project. Parents should be involved and supervise their child's fundraising. Children are not to go door-to-door. The lead teacher/director should establish safety guidelines and share with all parents. Safety is always the first priority.

Classroom Procedures

Staff should always be actively involved with the children all times. Being active with the children on the playground during outdoor play and sharing in meals are also occasions for learning. Staff should always maintain visible sight of the children they are caring for, including the children's visits to the bathroom and water fountain. Never leave children unattended. The required ratio must be maintained at all times. Staff must be responsible for the children in their care, knowing exactly how many children are in attendance each moment throughout the day.

When appropriate, assist the children during clean-up, rather than doing it for them. Praise the children for appropriate behavior. Teachers should not direct all activities, but often act as a facilitator for learning. Never raise your voice to a child, unless they are in danger. Children must be taken outside to play daily, except when air quality is inappropriate. Demonstrate care and respect for all children. Keep communication on a professional level with staff and parents. Be mindful of confidentiality at all times. If a parent has a question or concern, please try to answer the question respectfully and appropriately. If concerns are not resolved, consult the lead teacher/director.

Employees may not eat or drink in front of the children. Employees should sit with students during lunch time. During the hours between approximately 12:30pm and 2:30pm, teachers may have time for planning, record keeping, conferences, and curriculum work.

Discipline Policy

The discipline policy at FUMC CDC is intended to encourage responsible and appropriate behaviors in a group setting. To accomplish this, staff should actively employ redirection with the child who is experiencing behavioral problems, followed by positive reinforcement and praise when appropriate behavior is observed.

Physical discipline is never allowed. Neither will a child ever be subjected to harsh language, shame, threats, bullying or any other treatment that belittles an individual. The need for food, rest, and toileting are basic human needs and will never be withheld in an attempt to compel appropriate behavior. When a child is engaging in inappropriate behavior, FUMC CDC uses the Three's Method:

1. Restate the Rule - Stay involved with the children at all times, by restating rules and expectations in a positive manner. Be clear and concise about rules, keeping them simple. Be consistent and loving when dealing with behavior. Avoid "no," "don't" and "stop it"

2. Redirect the Child - Verbally redirect the child to a different activity.

3. Reinforce Positive Discipline - Praise children who are appropriately playing and interacting. Compliment and provide positive feedback whenever possible.

When communicating rules to children, state directions in a positive form (i.e. "Remember to walk in the classroom boys and girls" rather than "Don't run.") Be consistent and fair with rules; be clear and follow through. Do not motivate children by comparing them to other children. Do not use negative words such as bad, naughty, spoiled rotten, etc. to describe or address children. Never allow children to discipline each other.

If the child continues to engage in the behavior after attempting all of the above, the teacher may place the child in time-out, which is not to exceed the child's age (three years = three minutes in time-out.) No child should be placed in time-out for longer than five minutes at a time. After sitting in time-out, the teacher is to discuss with the child why he or she was placed in time-out, restate the appropriate rule, and offer an alternative solution to the child's behavior.

The teacher should notify the parents if inappropriate behavior continues. If the behavior does not improve, the teacher should talk with the director. Should behavioral problems persist, the Lead Teacher/Director should meet with a board member to develop a plan of improvement with the parent.

Accident

If a child is hurt, the teacher should fill out the Accident Form and notify parents immediately. The accident form needs to be completed accurately and given to the director. All accidents need to be reported promptly to the Director of Children's Ministries and board chairman.

Cleaning Duties and Sanitation

It is each teacher's job to be sure that the room is clean, organized, and sanitized. Employees must wash their hands upon arrival, before serving or eating food, before/after changing soiled clothes, before leaving washrooms, after coming in from outside, and when departing the center. Children's hands must be washed upon arrival, before/after eating food, after using the restroom, and after coming in from outside. Staff and children's hands must be washed with running water and soap. Children and staff are expected to follow sanitation codes.

Record Keeping

Teachers in the classroom are responsible for the following records: daily sheets for each child in attendance, weekly lesson plans, monthly attendance sheets, food program paperwork, and accident reports, as needed. Appropriate records should be submitted to the Lead Teacher/Director in a timely manner.

Dismissal

Children may be released only to those who are authorized in the child's file. Each pick-up person must have a photo-id and sign the child out daily. Teachers must verify that their name is on the pick-up list, which is located in the emergency folder in the classroom. If it is after closing and a child remains, the teacher/lead teacher/director should call the authorized pick-up persons from the child's file. There will be \$1.00 per minute charge for children picked up after closing time (6:00pm) to be paid at the time of pick-up. These monies will be turned into the Lead Teacher/Director the following morning. The Lead Teacher/Director will receipt and turn-in fees to the Business Administrator. Staff will be compensated for the late dismissal.

Administering Medication

Medicine can only be administered if a parent has fully completed a Permission to Administer Medication form. Parents are encouraged to administer medicine at home. Record all medication given at the center and file all information. The child's name must be on the container and the medicine must be in its original container. The medication must specify the age appropriate dosage or a doctor's note is required. Read all labels and become familiar with the medication and dosage. All medication must be stored in a locked cabinet (except refrigerated medication, which should be stored in the locked box located on the bottom shelf of the refrigerator). Medications must be sent home at the end of each week, when they have expired, and when usage is no longer authorized.

Emergency Procedures

FUMC CDC has an Emergency Medical Plan posted in each classroom. All staff members are responsible for being familiar with the plan and implementing it when needed. A floor plan showing all possible evacuation routes is posted in the office and in the main hallway.

Lockdown and Intruder Procedures

There are two common lockdowns used in the center. An internal lockdown is used when an intruder has entered the building. An external lockdown is when a suspicious person is on the church grounds or if a known criminal is in the area. The Lead Teacher/Director will review the procedures for handling a lockdown with all staff.

Outside doors should remain locked at all times.

Fire Drill Procedures

It is the responsibility of the lead teacher/director to conduct a fire drill each month, in each area used where children are assembled. Fire drills shall include all

children and center employees, and the use of various ways of egress to simulate evacuation of buildings under various conditions. A copy of procedures shall be kept posted in all areas used by children and staff.

The Lead Teacher/Director should inspect each area of the building at least twice each month. This inspection shall include classrooms, bathrooms, storage rooms, chapel, fellowship hall, playground and any other area that is used by children. This inspection shall be for the purpose of keeping the areas safe from the accumulation of trash and other fire hazards.

It shall be the duty of the Lead Teacher/Director to file two copies of a written report once each month with one copy given shared with the Board. This report shall state the date the last fire drill was held, the time consumed in evacuating each building, and that the building inspection was conducted.

Tornado Drill Procedures

Emergency evacuations of child care centers during tornadoes can be traumatic for children. Advanced planning becomes especially critical to children's well-being. Procedures for tornado drills require detailed plans that should be posted in all areas that are used by children. Mock tornado evacuations help keep children and staff calm and focused in the event of a true emergency. The National Weather Service issues a statewide tornado drill for North Carolina, which is part of the state's severe weather preparedness week that is set for the first week of March. The Lead Teacher/Director should establish procedures and conduct mock tornado drills with all children and staff. A note is sent home to parents describing the drill. Four Drills are planned during the year. **In the event of an emergency, it is crucial that all staff follow the procedures established for the safety of the children.**

Extended Learning Experiences

From time to time, the teachers may choose to take the children on a nature walk around the outside of the facility or may walk across the street for story time at the library. Permission forms are required each time a trip is planned with parent approval and signature required. All forms should be on file with the Lead Teacher/Director.

Personal Visitors, Telephone Calls and Internet Usage

Employees are not to have personal visitors while at work. In addition, the telephone is a business phone and is not to be used to make personal calls. If there is an emergency requiring the use of the phone, talk with the Lead Teacher/Director. Personal calls are not allowed during work hours. Messages will be taken by the Lead Teacher/Director for employees while they are supervising children. Cell phones are not allowed during working hours which includes the internet.

Social Media

Every employee has the responsibility to maintain and enhance the Child Development Center's public image and to use the Internet in a responsible manner. Employees must maintain professionalism at all times in all communications in-person, written, or online. Employees may be held responsible for any online behavior or

content that connects them to the Child Development Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Child Development Center. The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions. Employees must consider and respect the privacy of the students, faculty, staff, and director in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at the Center on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. Employees should not use social media during working hours. In no way does the Center wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

Solicitation

Staff will not solicit personal childcare business nor take or direct childcare business away from the center. Employees are also prohibited from soliciting parents, visitors to the center, fellow employees, or children for any business other than FUMC CDC. Such activity may result in termination.

Annual Evaluations

Employees will receive an annual evaluation. The evaluation will be discussed fully with the employee and each employee will be asked to review his or her performance based on their job description. The evaluations will include (but are not limited to):

- Fulfillment of job obligation, as stated in the job description
- Compliance with state standards
- Compliance with objectives, goals, and procedures set by the director/board
- Physical, mental, and emotional competence to care for children
- Reliability and dependability
- Willingness to share the workload, work as a team player, and show support to other staff members
- Positive attitude and teachability
- Confidentiality and professionalism
- Willingness to complete staff development goals
- Attendance and promptness
- Appropriate appearance
- Support of Center, Board, church, parents, and community

A copy of all reviews will be kept in the employee's file. Additional evaluations may be conducted periodically, if needed.

Resignation and Termination

A two week notice is expected. An employee may be terminated by the Lead Teacher/Director in consultation with the Board Chair for gross negligence in performing duties, failure to provide quality childcare, or serious breach of operating/licensing policies. Reasons for immediate termination include, but are not limited to:

- Corporal punishment
- Abuse or inconsiderate treatment of parents, children, staff, or visitors
- Unauthorized removal of food, property, records, etc.
- Leaving children unattended, inside or outside
- Dishonest charting of work hours
- Destruction of property
- Sleeping during work hours
- Excessive absence or tardiness
- Absence with false reason
- Consistent inability to perform job duties
- Falsification of application

The Lead Teacher/Director recognizes that adequate learning time is to be given to all employees and that guidance and instruction are a necessary part of staff training. Should a minor problem occur, the employee will receive the following with documentation:

1. Oral warning or formal discussion with the Lead/Teacher Director
2. First written warning and possible suspension without pay
3. Termination (In the event of termination, all benefits will be forfeited immediately.)

All employees will be counseled where there is a deficiency in performance and every effort will be made to help the employee solve the problem. FUMC CDC will not pay unemployment to any employee who resigns or is terminated.

Salary and Benefits

Rate of pay, with board approval, is based on experience, education, job performance, and length of employment at First United Methodist Church. Salary and benefits are to be kept confidential. Employees will be paid on the 15th and 30th of the month.

All time sheets are due two days before payday and must be verified and signed by the lead teacher/director. The Lead Teacher/Director is responsible for submitting 13 accurate time sheets to the Church Business Administrator using the established pay schedule.

Paid Holidays

New Year's Day - January 1
Martin Luther King, Jr. Day
Easter Monday

Memorial Day
Independence Day - July 4
Labor Day
Day Before Thanksgiving - Work Half-Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve - December 24
Christmas Day -Day 25
The Day After Christmas - December 26

All employees are eligible to receive 11.5 paid holidays at his/her regular rate for each observed holiday listed above. In order to be paid for the holiday, employees must be present at work the day **before** and **after** a holiday. Vacation leave **can not** be combined with **Paid Holidays**. A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday.

Vacation

Vacation is a time of rest and renewal and is provided as a benefit to the employees that work 37.5 hours weekly. The vacation year for employees is the calendar year, January 1 - December 31.

Vacation benefits shall accrue as follows:

After 1-3 years of continuous employment = 1 week of vacation

4 - 6 years of continuous employment = 2 weeks of vacation

Beyond 6 years of continuous employment = 3 weeks of vacation

A week shall be defined as an employee's normal working week. Vacation time may not be carried over to another year. Staff should submit requests for vacation using the approved form at least 2 weeks in advance of planned use. Vacation time may not be taken until earned. Vacation should be approved by the Lead Teacher/Director in consultation with the Board Chairman. Board Chairman should approve any absences of the Lead Teacher/Director. All vacation time will be scheduled in a manner which best suits the facility as a whole and follows rotation equitable to all staff.

Teacher Workdays/Staff Development

Two teacher workdays are provided each year for Professional Development and Curriculum Planning. All staff should be present on the two days (Veterans Day and Good Friday). Workday hours are 8:00 - 4:00 or at the discretion of the Lead Teacher/Director and board chair. Teachers may have the opportunity to attend one conference per year. Staff should be paid for only the hours works.

Personal/Sick Leave

Full-time employees (37.5) are allowed 4 personal/sick days per calendar year starting after the first full year of employment. Part-Time employees (less than 37.5) are allowed 2 personal/sick days after first full year of employment, Reasons may include

illness, medical appointments, illness of the immediate family, death of an immediate family member, and/or other family matters. Any employee requiring sick leave of more than 3 work days in a row should be under the care of a medical doctor. A signed doctor's statement should be submitted when returning to work. Employees are expected to request personal/sick leave to the lead teacher/director in advance using the approved form. The Lead Teacher/Director can request personal/sick leave to the Board Chairman. Employees will not be compensated for any unused personal/sick leave upon termination/resignation. Personal/sick days may not accrue or roll over from one year to the next. Unused days of personal/sick leave are not convertible into cash or other forms of compensation.

Worker's Compensation

Under the rights and benefits established in the provision of Worker's Compensation Act, it is essential that the employee promptly report all job related accidents, illnesses, and injuries immediately to the Lead Teacher/Director. Once this is done the Church Business Administrator should be notified immediately by the Lead Teacher/Director.

Leave of Absence

Full-time employees having completed one year of service are eligible to apply for a leave of absence from work without pay due to sickness, maternity, injury, or compelling personal reasons. All requests for leave of absence must be in writing and submitted to the Lead Teacher/director two weeks in advance. Requests will be approved or denied by the board. The written request must show the following:

1. Reason for the request
2. Length of leave of absence
3. Expected return date

If the absence was due to sickness or injury, a medical release must be furnished in order to return to work. At least two weeks notice shall be given to the lead teacher/director prior to returning to work from a leave of absence. Failure on the part of the employee to indicate a desire to be reinstated or request an extension to an approved leave prior to the expiration of the leave will be considered as voluntary resignation.

Excessive Absences/Tardiness

Excessive absences or tardiness are disruptive to the care of the children and create a burden on the other staff. All absences must be approved by the Lead Teacher/Director. Non-approval of absences will result in disciplinary action. Documented disciplinary action will be as follows:

1. Verbal warning after first day of unapproved absence
2. Conference with written warning after second/third day of unapproved absence
3. Termination on the fourth day of unapproved absence with approval of the board

Notification of Absence

Attendance is very important to the operation of the Child Development Center. If you feel that you may not be able to attend work or if you are ill, you must notify the lead teacher/director immediately. The sooner we know, the sooner we can schedule a qualified substitute.

Child Abuse and Neglect

If an employee sees any unexplained bruises, cuts, burns, etc. on a child or witnesses or observes anything that may suggest child abuse, he/she must report such instances to the director. The Lead Teacher/director must report such instances to the Board Chair immediately. **North Carolina law requires any person who suspects abuse or neglect to report the case to the county department of social services.**

Confidentiality

Maintaining confidentiality in a childcare setting is the responsibility of all staff. In the childcare setting, all parent and child information must be stored in a locked place where only staff has access. Information should not be shared unless there is an emergency where medical practitioners may need crucial information.

The Board of First United Methodist Church of Salisbury reserves the right to amend these policies. All amendments will be presented to staff in writing and may be effective immediately.

For additional information refer to the First United Methodist Church of Salisbury Employee Handbook

Employee Acknowledgement Form for First United Methodist Church of Salisbury

I hereby acknowledge and confirm that I have received and read the First United Methodist Church of Salisbury Child Development Center Employee Handbook. I understand that if I have any questions about any policy, I should immediately consult with the Board.

Signed_____ Date_____

