

St. Paul Community Preschool

2019-2020

Policies and Procedures Handbook

2019-2020

St. Paul Community Preschool
8221 Miami Road
Cincinnati, Ohio 45243
www.stpaulns.com
513-891-8187

PHILOSOPHY

St. Paul Community Preschool, as part of the whole church, gives the nursery-aged child a beginning Christian education through group experiences. Development of the entire child – physical, intellectual, emotional, and social – through a stimulating, caring and enjoyable atmosphere is the goal of the St. Paul Community Preschool program. Experienced, well-trained teachers, under the leadership of a full-time director, guide each child to function at his or her own level, as a productive, and consequently, happy and confident member of a group. In addition, our curriculum enables children to get to know everyday phenomena in many first-hand, sensory ways. We also strive to have the child question thoughtfully and to think for him or herself, and have the satisfaction of solving problems and learning a variety of skills. We encourage each child to express his or her feelings and sense of self through dramatic play, music, art and literature. Most importantly, we wish to have the children enjoy themselves as they meet new friends, play and have a positive first school experience. We accept each child as a unique person, and because our emphasis on the individual, our class size is limited. St. Paul Community Preschool provides a secure, comfortable environment for every child to develop a positive-image through rewarding personal and group activities.

ADMISSIONS

A child is considered to be enrolled in the center only after the registration form and fee have been received, the administrator confirms availability of space, a contract has been signed and a summer payment has been made. Any changes to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or a certified nurse practitioner is required to be submitted within 30 days of admission. A copy of the student's immunization record must

accompany this form. Students who do not provide documentation of these immunizations are subject to exclusion from school. The medical form must be updated every year.

ENROLLMENT REQUIREMENTS

For a child to enter the toddler enrichment program, he/she must be thirty months old on or before September 30th of the year. To enter the nursery program, he/she must be three years old by September 30th of that year. One child per nursery classroom may be toddler aged, turning three years old by October 31st. To enter the pre-kindergarten program, the child must be four years old by September 30th of the enrolling year. All children in the nursery and pre-kindergarten classes must be toilet trained. Children in the toddler enrichment program may wear a diaper or “pull up.” Disposable pants will be checked every 2 ½ hours. If there is a dirty diaper, parents will be called for changing.

All children are to have a current enrollment and health information form on file with the nursery school office no later than the first day of school. These forms are required by the state for admission.

In addition, the school must be granted permission to transport in case of emergency. Failure to give permission may result in exclusion from the program.

REGISTRATION

Priority registration for the following year opens the Monday after we return from winter break for current school families, families of former students and church members. Registration for the general public begins the week after. A non-refundable fee is due at the time of registration.

SCHEDULE OF OPERATING TIMES

Our program operates nine months a year, beginning the day after Labor Day and ending two weeks before Memorial Day. The sessions are one day, three days and four days according to the child’s placement. The morning session runs from **9:00 – 11:30 a.m.** The optional enrichment program, Dynamic Discoveries, for nursery and pre-kindergarten students runs from **11:30 a.m. – 1:30 p.m.** The school is closed on Friday. A calendar of the school year is distributed at Meet the Teacher. Additional copies are available in the school office. Please take note of dates of school breaks.

ARRIVAL, DEPARTURE AND SUPERVISION

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety of needs of their children, anticipate hazards and take necessary appropriate precautionary and preventative measures.

Arrival/Departures: Parents are required to bring their child(ren) into their classroom. Any special messages, medications, special pick up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, teachers will dismiss each child one by one to their parent or guardian. Please wait for the teacher to dismiss your child so there is a clear transfer of care. Children should arrive no sooner than five minutes before school begins and should be picked up no later than five minutes after school dismisses. If delayed, please inform the school. A fine may be imposed if you are chronically late in picking up your child. The fee will be \$1.00 per child for every minute you are late. A child will not be released to anyone except his designated carpool, unless we have been notified by the parent. If there is a custody agreement or issue, we must have a legal document on file and specific instructions for the release of the child to a parent or guardian. All children are supervised at all times.

Absent: If your child will not be at school, please call or email the office. If your child is missing due to illness, please let us know symptoms or diagnosis. In addition, if the student was signed up for Dynamic Discoveries, please let us know. We will want to notify teachers to his/her absence.

Child Abuse Reporting: All staff members are mandated reporter of child abuse. If staff suspects that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

CURRICULUM AND SAMPLE CLASS SCHEDULE

We have a semi-structured program that provides a loving and creative environment for cognitive, self-help, language, small and large motor and socialization skills to be learned. An example class schedule is below. The schedule for child's class can be found posted in their classroom. Teacher will also go over daily schedule with parents at Meet the Teacher.

9:00-9:45	Free Play/craft activity/games
9:45-10:10	Music and Musical games/dramatic play
10:10-10:30	Restroom/daily jobs/snack
10:30-11:00	Story time/flannel board/language time/sharing
11:00-11:30	Outdoor/indoor play

PUPIL – TEACHER RATIO

The state requires that we notify parents of the required staff/child ratios and maximum group sizes. In order to provide a higher quality of care and instruction we keep class sizes below state required ratios

State Staff/Child Ratios

1:8 Toddlers (30 months to 36 months)

1:12 Preschoolers (3 years – 4 years)

1:14 Preschoolers (4 years – until eligible for kindergarten)

Maximum group size is defined by the number children in one group that may be cared for at any time. Limitations do not include outdoor play or special activities.

Maximum Group Sizes

16 2 ½ - 3 ½ years old

24 3 year olds

28 4-5 years old

SNACKS

Daily snacks are provided. If your child requires special food, please discuss this with your child's teacher. Some snacks will be the result of a cooking activity by the children. Snack time is also an excellent time for socialization. An optional enrichment program (Dynamic Discoveries) is offered for children in the nursery and pre-kindergarten classes. Parents with students signed up for Dynamic Discoveries are to provide a nutritious lunch including food from the meat, dairy, bread and fruit and vegetable groups along with milk. St. Paul Community Preschool will not be supplementing milk if it not provided by the parent. Please no Lunchables. All food items must be stored in a lunch box/bag clearly marked with your child's name. Lunches will be stored in the classroom. Please be sure to include an ice pack in your child's lunch.

GUIDANCE AND MANAGMENT POLICY

All children will be handled with love and respect. The staff is here because they care about children and believe in an approach of positive reinforcement. When negative behavior occurs, intervention and redirection techniques (such as conversation) will be utilized. If necessary, a "time-out" period (withdrawal from group/activity) will be used. If inappropriate behavior becomes a major problem, the teacher and parents will discuss possible course of action. We do not use any type of verbal or physical punishment. The specifications of the Guidance Management rule apply to all employees of the preschool.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents to correct the behavior. However, the safety of children is always out primary concern. The administrator would be in communication with the parents prior to this occurring.

CLOTHING AND INDOOR/OUTDOOR PLAY

Students should be dressed in simple, washable play clothes and comfortable, sensible shoes, preferably gym shoes. Please no flip flops or play dress up shoes. We play outside when the weather allows, so please dress your child(ren) appropriately. Generally, if the sky is clear and the temperature is above freezing, we will go outside to play. If a child does not have appropriate outerwear, we will try to find something or place the child in the care of the director during outdoor playtime. When there is inclement weather, we have a large indoor muscle room for play.

Please provide an entire extra change of clothing to be kept at school for emergencies. Please bring the clothes in a plastic bag, clearly marked with your child's name.

PARENT PARTICIPATION

We welcome you to visit the school during regular hours of operation. Please notify the school office of your presence. Our liability insurance does not permit us to have siblings, friends, cousins, etc. to attend with our enrolled children.

Meet the Teacher: These brief visits with the teacher by the parent and child in the child's classroom to become familiar with the school surroundings. Teachers will schedule visits prior to school opening.

Birthdays and Celebrations: Birthdays may be celebrated at school. Discuss your plans with the teacher. She will notify you of any food allergies in the class. Remember, simplicity is best! We ask that cupcakes not be brought as treats.

Holiday parties will be held in each class and arranged by the teachers with parent assistance. These parties celebrate the seasons. We request all costumes, party favors, etc. focus on non-violent aspects of the holiday.

Father's Night: This is a special evening for the father or a special friend and their nursery or pre-kindergarten child to participate in school activities. Children attend school during the day as normal. If a father cannot attend, please make arrangements with the teacher for another person to come.

Special Friend's Day: This is a special day in our toddler enrichment program for the students to bring in one adult friend to school with them and share the excitement of school. As the date approaches, teachers will send home more detailed information.

Mother's Day: In the nursery program, the Christmas parent is for the student and their mom. Mothers of pre-kindergarten students have their chance to come in closer to Mother's Day. Both days offer a special time for moms to spend part of the school day with their child.

PARENT – TEACHER COMMUNICATION

We encourage every parent to have frequent communication with the child's teacher and to address any problems promptly. The director is also readily available. A parent newsletter and notes from the teachers are sent home regularly. Monthly themes are posted outside the classrooms. Conferences are arranged once a year in January and any time it is felt advisable. We welcome parents or guardians to be a part of the school. You may want to read a story, make a special project or assist with an activity. Please contact the teacher to make arrangements for a visit. Specific procedures to be followed by parents or employees who need assistance with the center may be obtained by contacting the administrator.

FORMAL ASSESSMENTS

Teachers will conduct a series of assessments before conferences to aid in discussion about your child's strengths and growth. These are shared with you and any necessary personnel. Reports of child level data are not reported to the Ohio Department of Job and Family Services. St. Paul Community Preschool will share assessment information and observation with other schools for admission and /or placement purposes per a parent request.

ILLNESS

Please keep your child home if he/she appears to be sick in any way. A child who has been actively vomiting the night before or has had a temperature in the past 24 hours should not come to school. We do not provide care for the mildly ill child, so please keep him/her home. If a child gets ill at school, we will isolate him/her within sight and hearing of the director, a teacher or assistant teacher at all times in the school office. The parent or designated adult will be notified to pick him or her up. A mat will be provided, if necessary, for the child's comfort. Please contact the school if your child will be absent or if he/she develops or has been exposed to a communicable disease (i.e. chicken pox, head lice, hepatitis, meningitis, measles, etc.). If this occurs, a notice will be sent home to the parents to let them know their child has been exposed to a communicable disease. If the child requires medication, it must be administered for 48 hours before the child will be readmitted to school. Procedure for re-admittance to school depends on the illness. A communicable disease chart can be found in the director's office. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or a person designated by the parent or guardian:

1. Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of lice, scabies or other parasitic infestations
11. Sore throat or difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness

Any child demonstration signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member.

Children will be admitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

MEDICAL EMERGENCIES

Copies of the medical/dental emergency procedures are posted in each classroom and in the office. The staff, trained in first aid, treats minor bumps and scrapes. An incident/injury report will be completed if any of the following occur:

1. Illness which requires first aid treatment
2. Accident which requires first aid treatment
3. Injury that requires first aid treatment
4. Emergency transport
5. Unusual or unexpected event which jeopardizes the safety of children or staff
6. Bump or blow to the head

MEDICATION POLICY

We will administer medication only in an emergency situation, such as an allergic reaction. We must have written instructions from a licensed physician and the parent or guardian or certified professional to perform the medical procedures. Medication, including epi-pens or inhalers, may be kept at school for the use by your child and must be in its original container with the original label attached. The full name of your child must be on the label. Special medical forms must be filled out by the parents, dated and signed and on file at the school.

EMERGENCY TRANSPORTATION

In the event of an emergency, every attempt will be made to contact you. Should you be unavailable or the situation requires immediate medical attention, 911 will be called. Assuming you have given written permission to St. Paul Community Preschool to transport your child in an emergency setting, paramedics would transport your child to the hospital with care giver from the school, who would stay with your child until your arrival.

TUITION/FEES AND PAYMENT POLICIES

A non-refundable, one month's tuition will be due in the spring/summer preceding the school year to confirm the child's placement in the program. This sum will be applied to the tuition for the month of May. If the payment is not received by the deadline, the child's place will be filled with those on the wait list. Tuition is due in the 1st and payable through the 10th of each month. Checks are to be made out to St. Paul and can be mailed or deposited in the basket outside the director's office. If payment is not received by the 10th, there will be a \$25.00 late assessment fee. A non-sufficient fund (NSF) check fee of \$35 will be assessed for a check returned by the bank. If payment is not received by the end of the month, the child will be subject to dismissal from school.

In the event of the child's withdrawal from school for reasons other than moving from the Cincinnati area, or in case the child is certified medically unable to attend, the family is responsible for tuition payments until the child's space in school is filled. A financial contract, to be signed by the parents or the responsible party, will be distributed in the spring for the following school year and must be returned along with your summer payment.

For the 2018-2019 school year, the fees are as follows:

- Registration fee - \$75.00
- 1 Day Toddler Enrichment Program - \$810.00 per year
- 3 Day Nursery Program - \$1,755.00 per year
- 4 Day Pre-K Program - \$2025.00 per year

Note: Dynamic Discoveries, the optional enrichment program, are at an additional cost.

FIELD TRIP POLICY

Field trips are a special learning experience. The pre-kindergarten classes make one trip during the school year. Teachers will send information home along with the necessary paperwork to be signed and returned. Written parent/guardian permission is required for all trips. A child may not go on the field trip unless the required form is received, signed and dated. Limited parental participation is necessary, and we appreciate your assistance. Transportation is by private car. If driving, seat belts are mandatory for each child. If your child requires a car seat, we ask that you install it in the car before departing. A person trained in first aid, a first aid kit and all medical and emergency forms will accompany the classes on the field trip. All children will be assigned to specific adults during the entire course of the field trip, and will be accounted for at all times.

At times, scheduling problems arise and classes must be combined or assigned to do at times other than their regular school hours. We apologize for any inconvenience and ask for your support, as we feel the trips are enjoyable and enriching. We do not take toddler enrichment or nursery classes on field trips. We do, however, bring in special programs for the children.

SAFETY POLICY

No guns, weapons, ammunition, or an object capable of inflicting serious bodily harm are permitted at any time on or near the school premises. Possession of any of these will result in the immediate notification to the parents and the Madeira police. In addition, suspension and possible expulsion from the school will occur.

Please use only the main entrance off the parking lot during school hours, as the outer doors will be locked.

Our school has several procedures for fire, weather, chemical, or building emergencies. An evacuation plan, including a diagram and weather alerts, is posted in each classroom and the director's office. There are monthly provisions for fire and weather drill. Quarterly drills will be made for active shooter. We will discuss strangers in the building and what to do.

Parents will be called about any emergencies. Available for the use at all times is a phone in the director's office. Children will never be left unattended.

For weather emergencies: Everyone meets and stays in room #111 until an all clear signal has been given.

For active shooter: Students will practice ALICE (Alert, Lockdown, Inform, Counter, Evacuate). Parents may not pick up children until an all-clear signal is sounded or announced.

For general emergencies: In the event of loss of power, heat or water we would contact parents/guardians for immediate pickup, if school has already begun or cancel school, if known in advance.

For chemical disasters: All classes meet in the upstairs hallway located between the parlor/coat closet, the gym and the hallway. Boxes containing water, food, tape, etc. are located in the

closet off the parlor. A radio and medical kit will be transported upstairs by the director. The director will turn off the main switches in electrical boxes located in the school office. All interior and exterior doors will be closed. Parents may not pick up children until an all-clear signal is sounded or announced.

For building emergencies: In the event that we must evacuate the building while school is in session, we will walk with the students to the large fellowship hall at the Madeira Church of Christ across the street (7421 E. Galbraith, phone 791-8348). A message will be left on our telephone voice mail and every effort to reach you will be made via cell phone. In all cases, the teachers will have the children's emergency forms with them.

GREIVANCE PROCEDURES

In the event that a parent feels that action taken by the school is unfair and wishes to appeal for review, the following procedure should be followed:

Rules

1. The parent(s) will first seek a resolution of the grievance with the teacher.
2. Should a satisfactory result not be achieved, the parent(s) may, within ten (10) days, submit a written request, that includes a statement defining the grievance, for review through the supervisory chain-of-command. The supervisory chain-of-command is:
School Director, School Board, Pastor, and Leadership Council
3. The supervisor(s) in the chain-of-command and the Leadership Council will, supervisor(s) and the Committee and invite a person to accompany him/her. If the grievance remains unresolved, the Leadership Council will then make a decision. The action taken by the Leadership Council will be final.
4. These are the same steps a teacher or staff member would take when addressing a concern or grievance with the program.

WITHDRAWAL POLICY

Enrollment is for the full school term. However, in the event the family must move from the Cincinnati area, or in the event that the child is certified medically unable to attend school the parent may withdraw the child from school by written notice to the director of the school. The parent will pay the full monthly tuition for every calendar month the child is enrolled. The school does reserve the right to recommend the withdrawal if a child needs are not met by the program.

CLOSING OF SCHOOL

School may be closed if the driving conditions, temperature or condition of the parking lot become dangerous. Please listen to your radio or TV during inclement weather. If area schools districts, we do not follow any one district's plan. For information regarding our school specifically, please check our website, call the school office and or look for an email or text message from the school.

TEACHERS, ASSISTANTS AND SUBSTITUTES

Our teachers are well qualified and highly capable to provide daily programs for pre-school children. The staff is trained in first aid, recognition of communicable diseases, CPR, child abuse, hand washing and disinfectant procedures by the American Red Cross, a registered nurse, an emergency medical technician, or by qualified trainers approved by the State of Ohio. We are very proud of our teaching staff and assistants and know that they will enrich the lives of each student in their class.

SCHOOL DIRECTOR

Our director is highly qualified in early education and works cooperatively with the parents teaching staff, school board and the church.

SCHOOL BOARD

School policies, budgets and procedures are set by the school board, comprised of church and lay members, the director and a teacher representative. It is presided over by the school board chairman.

NAPPING AND RESTING

We do not have regularly scheduled nap time during school. However, if a student seems unusually tired, they can put their head down on a table for a few minutes.

BREASTFEEDING

From time to time a mother may need a private place to nurse or pump. Should the need arise, please let the director know. There is a church nursery that is not in use during school hours that would be a comfortable space offering a new mother privacy.

WATER ACTIVITIES AND SWIMMING

Students will have the opportunity to play in water in their class sensory table from time to time. We do not, however, offer sprinkler or swimming at St. Paul.

Appendix C to rule 5101:2-12-07

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm> EXISTING Appendix 5101:2-12-07 A

St. Paul Community Preschool

EMPLOYEE HANDBOOK

Dear St. Paul Community Preschool Employee:

The purpose of this handbook is to serve as a reference guide and to assist you in understanding the school's personnel policies and procedures. Many of the policies in this manual apply to the school as well as areas of the church. In some instances, this handbook may not provide you with answers to all of your questions or completely describe the church's policies and procedures. If at any time you desire information that is not included in this handbook, please contact your supervisor, the chair of the nursery school board or the Senior Pastor.

The policies and benefits described in this handbook may be changed, modified or eliminated at any time. Neither this handbook nor the individual provisions contained herein constitute a contract of employment. Either party may terminate the employment relationship at any time and for any reason. All employees are specifically employed by St. Paul Community Preschool at will. This Employee Handbook remains the property of St. Paul Community Preschool and shall be returned to the school upon termination of employment.

Our continued success, both as individuals and employees of St. Paul, depends on how well the organization works together to enhance the spirit of this dynamic church and school.

Sincerely,

Julie Rammacher, Director

Please sign and date this letter to acknowledge that you have received this Employee Handbook.

Employee

Date signed

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EMPLOYEE HANDBOOK

100 – EMPLOYMENT

101 -- EQUAL OPPORTUNITY EMPLOYMENT - All Staff

Part-time employees of St. Paul Community Preschool are selected on the basis of their qualifications for the job without regard to race, color, sex, age, marital status, national origin or ancestry. A handicapping condition or disability, as defined by the Americans with Disabilities Act (ADA), shall not disqualify someone if the essential functions of the position, as defined in the applicable physical conditions chart, can be performed. This includes recruitment, selection, placement, promotion, transfer, compensation, and termination. St. Paul Community Preschool recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and similar state laws which are designed to eliminate discrimination against qualified individuals with disabilities. St. Paul is committed to making reasonable accommodations for qualified individuals as required by law.

102 -- RIGHT TO SEARCH

St. Paul Community Preschool reserves the right to search, manually or electronically, church or school property such as lockers, cabinets, desks, work benches, computers, e-mail transmissions and mail boxes, voicemail boxes and other similar areas. St. Paul also reserves the right to search an employee's person and property that is brought onto church property such as lunch boxes, tool boxes, purses, backpacks and vehicles. The employee's supervisor, second level supervisor or Business Administrators are authorized to carry out such searches. Refusal to consent to a search request may result in discipline, reference checks and documentation including termination.

103 -- CRIMINAL BACKGROUND CHECKS

Employees must have fingerprints taken and have a criminal background check done before their first day of employment with St. Paul Community Preschool as required by rule 5101:2-12-

25 and 5101:2-12-26 of the Ohio Child Care Center Code, and continue to have background checks every 4 years while they are employed.

104 -- CONFIDENTIALITY OF PERSONNEL RECORDS

All employee personnel records are confidential and will be available only to authorized personnel. Authorized personnel include the: employee's supervisor, Senior Pastor, and the preschool board president. An employee may inspect his/her personnel file up to two times per year. The request must be submitted in writing to his/her supervisor who will then be responsible for arranging a convenient time to review the file. Contents of the file may not be altered or deleted, but the employee may add comments on a separate piece of paper and have it entered into the file by the supervisor.

It is the policy of St. Paul that employee records are divided into a personnel file and a finance file.

The Personnel File includes: application, resume, Employee Handbook Acknowledgement, Background Check Report, performance evaluations, letters of commendation, disciplinary information, letter of resignation, and dispute resolution documentation

The Finance File shall include: Federal and state W-4s, direct deposit information, and copies of annual W-2s, and Workers' Compensation information/claims. All employees' files will be kept indefinitely.

105 -- CONTENT AND INSPECTION OF PERSONNEL FILE

The personnel file normally contains the following items which are subject to inspection: letter of employment, educational records (i.e. diplomas and transcripts vacation days, personal days taken, accumulated sick leave days, performance reviews (annual, interim and/or special).

Preschool files will contain all documentation as required by law.

Documents which may be included in a personnel file but are not open to inspection include: letters of reference; records that may be produced in a judicial proceeding as a part of a pending claim between the school and the employee; information used for management planning except when such material relates only to the employee in question; and information from or about a person other than the employee which might be construed as an unwarranted invasion of privacy.

106 -- CHANGES IN PERSONAL STATUS

Each employee shall promptly advise St. Paul Community Preschool of the following:

1. Change of address and/or telephone number;
2. Change in marital status;
3. Change in name of person to be notified in case of emergency;
4. Birth or death in the immediate family: spouse, child, parent or other dependents;

107 -- RESIGNATION AND TERMINATION OF EMPLOYMENT

Prior to leaving the employment of St. Paul Community Preschool, staff should submit a two-week written resignation. Employees being terminated must turn in all church and school keys and any other church or school property in their possession. Final paycheck will be held until all keys, handbooks and other church and school property is returned.

200 – ATTENDANCE

201 -- WORK HOURS & SCHEDULE

Mandatory Events Attendance

During the course of the school year, there are certain days that should not be missed for non-emergent reasons by staff. The administration reserves the right to mandate these days but in general they are: staff meetings and professional development meetings; father's night, mother's day parties. Mandatory attendance days are days that may only be missed due to illness or other emergency. .

Director –During the school year the director will be expected to be at the preschool no later than 8:30am and stay until 1:00pm or until all of the children have been picked up.

Lead Teacher– Lead Teachers (half day) are paid for 2.5 hours of classroom time and .5 hours of planning time per day.

Teacher Assistant– Teacher's Assistants (half day) are paid for 2.5 hours of classroom time per day.

Rules

1. All Preschool Teachers and Assistants are expected to arrive early enough to prepare for the day's lesson and greet each parent and child as they arrive.
2. Teachers and Assistants are excused after all children are picked up and the classroom is cleaned and reset for the next day.
3. Planning time for teachers may take place either outside of class time or at home.

202 – ATTENDANCE

Teachers and Assistants should not leave the building during the day without first notifying the administrator. If you have an obligation that will require you to leave early you must clear this with the administrator as early as possible. Please schedule an absence three days in advance in writing. In the event of an emergency or illness, call the director on her cell phone between 6:00 and 6:30 in the morning to report your absence.

300 – COMPENSATION

Preschool staff members receive a minimum of two reviews during the first academic year of employment, then annually thereafter. Reviews shall be conducted by the director and/or his or her designee.

The director shall receive an annual review conducted by a member of the preschool board.

301 -- SALARIES AND WAGES

The Preschool reviews salaries annually. Teachers are advised of the next year's salary after their budget is approved. Wage changes are effective August 1st of the school year in which they will be employed.

302 -- PAYDAYS

Policy Statement -- All salaries and wages are paid at the end of each month for the time from the 16th of one month to the 15th of the next. If a payday falls on a holiday, the payday will be the working day prior.

In case of termination, the final paycheck will be available at the next regularly scheduled payday following the date of termination, or as provided in contract.

400 – PERSONAL CONDUCT

401 -- PERSONAL CONDUCT

All staff members are expected to function responsibly in their work. Behavior such as, but not limited to the following may result in disciplinary action up to, and including termination of employment.

1. Falsification of employment information;
2. Unsatisfactory work performance of any kind;
3. Refusal to work;
4. Refusal to complete assigned tasks;
5. Insubordination;
6. Habitual tardiness or absenteeism;
7. Endangering the health or safety of other people on St. Paul Community United Methodist Church property or in conjunction with church and or school activities;
8. Physical, verbal or emotional abuse of others;
9. Contributing to unsanitary, unclean, or unsightly conditions;

10. Smoking on church/school property or at any church/school function;
11. Distributing written or printed matters of any type without supervisory approval;
12. Misusing, destroying or damaging St. Paul Community United Methodist Church property;
13. Possession, sale or use of intoxicants, illegal drugs, non-prescription controlled substances while on church/school property or while working. Furthermore, being under the influence or having any odor of the above on their breath, person or clothing while on church/school premises or while working at St. Paul Community Preschool;
14. Conviction of a felony, major misdemeanor or any crime that would disqualify an employee from working for a child care provider;
15. Theft, pilferage, conversion or unauthorized use of St. Paul Community United Methodist Church property or the property of any member, guest, employee or group;
16. Violation of St. Paul Community United Methodist Church policies.

402 -- CONFIDENTIALITY OF CHURCH AND SCHOOL RECORDS

In the course of employment at St. Paul Community Preschool, employees may have access to confidential information contained in the records of students and/or their families. As a condition of employment, each employee with access to confidential information is expected to maintain its confidentiality and not communicate it to anyone.

403 -- CARE OF PERSONAL PROPERTY

St. Paul Community Preschool does not accept responsibility for nor provide insurance coverage for any employee's personal property.

404 -- KEYS

Employees are to exercise care of church/school keys. Duplicate keys shall not be made unless approved by the Business Administrator. All keys must be turned in to the administrator upon termination of employment. Final paycheck will be held until all keys are returned.

405 -- USE OF TELEPHONES AND COMPUTERS

The telephones are to be used for school business. In the event it is necessary to make a local personal call, it should be limited to five minutes. In cases of emergency, the telephones can be used for personal long distance phone calls. Abuse of telephone use may result in disciplinary action up to or including termination.

The use of cell phones for personal calls is permitted on breaks or during the lunch time. The use of headsets ("Bluetooth" etc.) is permitted only during breaks and lunch time. Wireless headsets should not be worn otherwise during working hours.

406 – PERSONAL APPEARANCE AND DRESS CODE

In all human relationships, first impressions are lasting, and how we represent St. Paul Community Preschool is often reflected in our appearance. To that end, all clothing should be neat, clean, in good taste, and appropriate for the task at hand. Clothing should be modest, including neckline depth and skirt length. Jewelry should not interfere with activity or safety (as in the case of long dangling earrings, necklaces or bracelets). For females, ear piercing should be limited to two per ear. No other exposed piercing or tattoos are permitted. Employees who in the opinion of their immediate supervisor violate the school dress code may be sent home to change without pay.

All employees shall come dressed for appropriate work and play with small children. Since most learning in the early childhood years involves many sensory experiences, staff members should remain professional, yet be capable of getting messy. Comfortable clothing such as khaki pants, polo-style shirts, and nice tennis shoes are acceptable. Shorts are not permitted unless for a special event like field day or work days.

407 – SMOKING - All Staff

Smoking is not permitted on church/school property or at any church/school function.

408 – Drinking - All Staff

The consumption of alcoholic beverages on church/school property, or at any church/school sanctioned event is prohibited.

500 -- COMMUNICATION

501 -- STAFF MEETINGS

Employees shall participate in staff meetings as directed by his/her supervisor.

502 -- GRIEVANCE PROCEDURES

In the event that an employee feels that action taken by his/her supervisor is unfair and wishes to appeal for review, the following procedure should be followed:

Rules

1. The employee will first seek a resolution of the grievance with the supervisor.
2. Should a satisfactory result not be achieved, the employee may, within ten (10) days, submit a written request, that includes a statement defining the grievance, for review through the supervisory chain-of-command. The supervisory chain of command is: St. Paul Community Preschool Administrator, School Board, Pastor, and Leadership Council.
3. The supervisor(s) in the chain-of-command and the Leadership Council will, in turn, review the grievance. The employee may appear before the supervisor(s) and the Committee and invite a person to accompany him/her. If the grievance remains unresolved, the Leadership Council will then make a decision. The action taken by the Leadership Council will be final.

600 -- EMPLOYEE BENEFITS

Preschool staff members will earn paid days off according to the number of days worked on a typical work week. An employee receives twice the number of days of that they typically work in a week.

Rules

1. Requests for vacation time shall be made in writing and scheduled with and approved by the supervisor at least three days prior to the first day of the requested time.
2. Requests for vacation time should be submitted to the immediate supervisor.
3. Vacation time shall not be carried forward into the next calendar year.

601 -- SICK LEAVE

If you are not feeling well or need to miss work to care for a sick child, please contact the director no later than 6:30 am.

602 -- BEREAVEMENT LEAVE

When a death occurs in the employee's family (spouse, child, parent, brother, sister, father-in-law, mother-in-law, step-parent, step-child, grandparent or only if living in the same household, any other relative) the employee will be allowed two days paid leave. If additional leave is required, see vacations.

603 -- JURY DUTY

An employee shall receive the difference between the pay for being a juror and what he/she would have received in salary, not to exceed 30 days in any calendar year.

604 -- EMPLOYEE DISCOUNT

Employees that have been employed by St. Paul Community Preschool for a minimum of one year are eligible for an employee discount for their children, step children and grandchildren. The discount is 10% for each day the employee is scheduled to work in a regular school week.

605 -- WORKERS COMPENSATION

St. Paul Community United Methodist Church covers each employee under the Ohio Workers' Compensation Law. Benefits are provided in the event of injury to or death of an employee arising out of employment. Note: This is a general description only. Please refer to the applicable laws and expectations for actual provisions.

606 -- SOCIAL SECURITY

St. Paul Community United Methodist Church provides to all lay employees coverage under the Social Security Administration. The church pays the required employer amount in addition to what is deducted from the employee's paycheck for this government-managed program. Note: This is a general description only. Please refer to the applicable laws and expectations for actual provisions.

607 -- PROFESSIONAL DEVELOPMENT

All preschool staff members will be required to remain certified in first aid, communicable disease, CPR and child abuse according to the Ohio code for Child Care. Staff members will also be required to take 6 hours of early childhood education classes each year (July 1 – June 30 of that school year) to help maintain the credentials of St. Paul Community Preschool.

608 -- UNEMPLOYMENT COMPENSATION

St. Paul Community United Methodist Church is exempt from coverage under unemployment compensation acts and does not participate in these programs.

