Employee Handbook

2026

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Christian Based Education

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1 OUR VISION

Living Word Early Learning Center, as a ministry of Living Word Church, exists to nurture a love for learning in all children; prepare students for success in their future academic life; and build relationships with families in the community by sharing God's truth and love.

2 OUR MISSION

The mission statement of LWELC is to nurture the "whole child" in areas of academic, social, physical, emotional, creative, and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizing the individual needs and differences of all children. Through Christian principles and teacher directed activities, children are encouraged to be independent thinkers and life-long learners.

3 OUR CORE VALUES

- As a Christian preschool, we believe that God has an active part of all aspects of our lives. Therefore, we lead all activities with this in mind.
- Our professional staff models the school's Christian philosophies to the children and families.
- Children and families of all faiths are accepted and loved unconditionally.
- We foster a family environment where every student/family/staff member is cared for.
- We are committed to providing an affordable program which includes financial assistance for those in need.
- The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. We accept the New Covenant as recorded in the New Testament as our infallible guide in matters pertaining to conduct and doctrine. (2nd Timothy 3:16, 1st Thessalonians 2:13, 2nd Peter 1:21)

4 GENERAL EMPLOYMENT INFORMATION

Welcome to our team! This manual is a non-inclusive reference guide. Its provisions DO NOT create or reflect a contract between Living Word Early Learning Center or the Living Word Church and any employee. These provisions may be changed, supplemented, or deleted within the Living Word Church or childcare center's sole discretion. Living Word Early Learning Center is a ministry facilitated by the Living Word Church (herein referred to as the "Church") and is a Christian center. All rules and regulations of the Church apply to the employees as well. Employees understand that it is their responsibility to learn and respect Church policies while

working at Living Word Early Learning Center (LWELC). It is also the responsibility of each employee to read and understand this employee manual. Employees are also expected to understand and implement the philosophies from our mission statement. We have prepared this handbook to provide you with information about our policies, rules, and present benefits. After your initial orientation, please set aside time to review these policies more thoroughly. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your question in this Handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director.

5 THE ROLE OF THE TEACHER

1. Co-constructors: partners, guides, nurturers
2. Researchers: learns, observes, revisits
3. Documenters: listens, records, displays, revisits
4. Advocates for children: involved in the community, politics relating to children, speaks for children.

6 THE ROLE OF THE PARENT

Parents are an essential component of LWELC. They are an active part of their children's learning experiences and help to ensure the welfare of all the children in the school.

7 SMALL CLASS SIZES

The LWELC ratio is 1 teacher for 12 children ages 2.5 to 6. The ratio for toddler children, ages 12 months to 2.5 years, is 1 teacher for 6 children. This small class size gives us the ability to focus on your child's individual needs, accommodate your child's unique learning styles, and respect his/her learning pace. We have a second full time educator in our classrooms for extra support which often lowers our ratio to 1 teacher for 6 children in our preschool classrooms and 2 teachers for 8 children in our toddler classroom.

8 HOURS OF OPERATION

LWELC is open from 7:00 a.m. to 5:30 p.m. Monday-Friday, year-round. We are closed on most holidays. These dates will be marked on the staff calendar. Please observe that notices

regarding parking, special events, and other important information will be posted in the breakroom, or will be verbally communicated, or emailed out to the staff.

9 ORGANIZATIONAL STRUCTURE

Board Of Directors: The Board of Directors is the governing body of this nonprofit. Individuals who sit on the board are responsible for overseeing the organization's activities. Board members meet periodically to discuss and vote on the affairs of the organization.

Center Director: The Center Director oversees the operations within LWELC, manages groups, coordinates with management, and engages in planning according to the needs of the center. The Director makes all the decisions for the school on all matters, at times conferring with the Board of Directors and administration first, based on position limitation guidelines to ensure that LWELC operates in full compliance with DHS licensing policies, and church policies. The Center Director is responsible for all enrollment, tuition, financial, and office matters and tasks. The Center Director coordinates and communicates daily with the Pastor of LWC.

Assistant Director: The Assistant Director is responsible for maintaining consistent communication with the admin team. The Assistant Director assists in maintaining a positive environment and managing staff and student groups. In the event of the Center Director's absence, the Assistant Director oversees the daily operations of LWELC, maintaining center policies. The Assistant Director is responsible for completing tasks given by the Center Director at any time.

Lead Teachers: Each classroom has a Lead Teacher, who has either a minimum of a Child Development Degree, a minimum of an associate degree in early childhood education, a minimum of an associate degree with some experience in working with that age group, or a current ELC teacher with extensive training by LWELC.

Teacher Assistant: Teacher Assistants are a part of the program planning and implementation in cooperation with the Lead Teacher. Teacher Assistants are encouraged to have at least a two-year degree in Early Childhood Education or a Child Development Associate.

Teacher Aides. The Teacher Aides are part-time employees. They work as needed in all areas of the Center. They assist the Teachers and Teacher Assistants in the classrooms as assigned.

10 UNEMPLOYMENT BENEFITS

Living Word Church and Living Word Early Learning Center are a 501c3 non-profit.

11 Essential Functions

- Able to observe, see, hear, and respond to children's needs, emergencies and conflicts that might occur in a classroom, on the playground, in bathrooms and common areas.
- Able to lift 30 pounds from the floor to a waist high table 10-15 times daily.
- Able to reach a child 20-30 feet away within 30 seconds without danger to the staff person's health.
- Able to crouch to a child's height, maintain eye-contact at the child's level, sit on the floor, and stand tall enough to reach children on the highest piece of equipment.
- Able to determine cognitive, social, and physical needs of children and to communicate both in writing and verbally in the English language at a level that the parents and other staff can understand and respond.
- Able to handle the stress and tension that contact with many children and parents brings every day.
- Able to embrace teamwork and strive for excellence.
- Able to be respectful and supportive of families at all levels.
- Able to communicate openly and productively.
- Able to represent LWELC in a professional manner both within the facility and in the community.
- Able to abide by State of Kansas Child Day Care Licensing Rule requirements.

12 At-Will Employment

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between LWELC and you, the employee. Since Kansas is an at-will employment state, you are not under contract for employment. Thus, employment with LWELC is not for a definite term. LWELC or you may terminate employment at any time, for any reason.

13 Statement of Policy

LWELC strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, or training based on qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

14 EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and advancement opportunities to all individuals, employment decisions at LWELC will be made based on merit, qualifications, availability, and ability. LWELC does not discriminate in employment opportunities or practices based on race, color, religion, gender, national origin, age, physical disability, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful act and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

15 STATE LICENSING RULES AND REGULATIONS

All staff must be knowledgeable of the State of Kansas Department of Human Services Licensing Rules for Childcare Centers. Failure to adhere to these policies may result in disciplinary action, up to and including termination. All staff are required to be at least 18 years of age, have a high school diploma or its equivalent, preferably a college degree in Education or a related field. Each staff member must be able to relate well to both children and adults in a positive professional manner. Each staff member must have current training in CPR for infants and children, as well as First Aid with rescue breathing and choking. State ratios are important indicators of quality. The center is required to always maintain state ratios. All staff are required to ensure that they adhere to the state ratios at all times. Make sure that you receive additional help when the number of children exceeds the ratio limit. Adherence is a dual responsibility between teachers and management. Staff must never leave their group out of ratio ensuring there is always emergency assistance available. Staff are to notify the director for assistance when they need to leave the group and the total number of children in attendance exceeds the state ratio.

16 JOB QUALIFICATIONS

Any hiring or positional promotion of an employee is based on the employee's qualifications as determined by the sole discretion of LWELC. All employees working with children must be at least 18 years of age to comply with the childcare center's own requirements. In some instances, minors may be employed as part of a school internship program when the individual meets all requirements of the school district, or in areas other than the direct care of children. We are licensed by the State of Kansas. It is important to note that we are subject

to agency regulations and our own policies that require every employee to have the following forms on file at the time they start work:

- Employment Application.
- Background Check/Fingerprints filed with KDHE (fingerprints will need to be renewed every five years).
- Employee Health Status (maintained yearly and renewed when changes occur).
- T.B. test.
- Signature page acknowledging receipt and understanding of employee handbook and all procedures within.
- Federal, State, and Local Withholding Tax Forms, and I-9 Immigration Employment Eligibility Form.
- Work references.
- Health assessment.
- Orientation.
- KCCTO Trainings required by KDHE.
- Proof of education high school diploma, GED, college transcript or degree.
- Proof of work-related experience.

*These forms must be completed and given to LWELC prior to every employee's first day of work or within the KDHE 30 day guidelines. These forms will be kept in the employees' personnel file and will be subject to review by the State Licensing Agency. All employees are required to go through an orientation and training process.

17 EMPLOYEE EVALUATIONS

Employees will be evaluated annually or more frequently for performance by the director and/or other administrative staff. Records of performance, evaluation and other accomplishments will be chronicled in personnel files.

18 PUNCHING IN AND OUT (TIMEKEEPING PROCEDURES)

Accurate recording of time worked is the responsibility of every full-time, part-time, salary, and non-salary employee. We use an iPad App for our clock in/out system. Employees must record hours worked using the timekeeping system identified by the Director. Federal and state laws require LWELC to keep accurate records of time worked in order to calculate pay and benefits. The Director will determine the hourly schedule for each employee. Employees should be sure to review any changes noted on the schedule. Employees are to record the beginning and ending time of all work shifts, and any split shifts or other departures from your

workstation for personal reasons. Staff are expected to take care of personal business, before and after they clock in or out.

If you are requested to come to work early or work after your regular scheduled hours, notification of this event must be indicated on your timesheet (app). All employees must receive prior written approval from your supervisor to work time outside of their scheduled time. This constitutes clocking in more than five (5) minutes before the start of scheduled shift or five (5) minutes after the end of scheduled shift. This also includes clocking in and out for break time. (Exception: all staff members who are openers with a key are allowed to clock in 10 minutes early, if they choose to, in order to open the building for the remaining staff members. All other openers and staff without a key will follow the above clock-in policy) Staff will receive pay at their regular hourly rate for the time spent training at mandatory company meetings and trainings. Travel or mealtime while attending these trainings will not be included in the hours identified as training time hours. The director will record your time in attendance on the app. Please comply with our procedure to ensure that you are paid accurately and on a timely basis. Note: Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

19 Compensation and Direct Deposit

LWELC pays an hourly rate, or salary, which is determined at the time of hiring. This amount is based on ability, education, training, experience, expected job responsibilities and other factors as determined in the childcare center's sole discretion. Any wage increases are determined at the sole discretion of the Church and/or Childcare Center. The LWELC pays every other Friday. Pay will be calculated for the two weeks prior to the week of payroll and deposited via direct deposit. Direct deposit is required at LWELC. Paper checks are not offered. To initiate direct deposit, each staff will need to complete the direct deposit information sent via email. If the online version doesn't work, then a direct deposit slip must be filled out and returned to the office. To view your check stubs, you will use the online payroll system provided by the Church after creating an account with your email address. For details, please see the Director.

20 Overtime and Overstaffed Classrooms

All overtime needs to be approved by the director BEFORE being worked by the employee; this includes overtime worked before or after a scheduled shift. Overtime is not encouraged for anything other than unusual circumstances, ratio guidelines, and staff meeting/training requirements. LWELC calculates overtime based on a 7-day work week, beginning on Sunday. Hours that exceed 40 will be compensated at time and a half (1 ½ times) the employee's

hourly rate. Every employee is expected to work overtime when it is scheduled or required by the director. Occasionally, overtime may be required on less than 24-hour notice. If a classroom is overstaffed, please make the supervisor or director aware so that workers can be moved around accordingly, sent home early, or begin end of the day clean up duties. Before beginning or leaving a shift early, employees must check with a supervising staff member to ensure that all rooms are properly staffed.

We respectfully ask for there to be no more than two teachers working in a classroom for an extended period. If you find all the classrooms are fully staffed, please see the Director for special projects, see the extra duties list or kitchen/closing list.

21 REQUEST FOR TIME OFF

Request for time must be made through the proper request form. “Time Off” request slips are labeled and located in the copy room and in the classroom binders. Once filled out, they are placed in the Director’s office. Employees should understand that other workers will have to change their shifts to accommodate their absence; therefore, advance notice is necessary. If more than one employee requests the same dates off, the earliest request will control. If the requests are submitted simultaneously, seniority will control. In order to keep care consistent in the rooms, no more than one caregiver in a room will be permitted to take vacation at a time, so employees are encouraged to coordinate their vacation schedules.

Employees requesting leave related to any medical condition concerning the employee or family members will be required to provide: a physician’s statement verifying the condition, the beginning and expected ending date of the requested leave, the need for the leave must be clearly stated, and the estimated time required prior to returning from leave must be outlined. This means a signed doctor’s note must be provided on the day the employee returns to work.

Note: Foreseeable absences with a length of between 1 and 4 days must be requested off at least 2 weeks in advance. Requests for 5 days or longer must be requested at least 4 weeks in advance. **All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Any staff member that has a denied request and still failed to show up to their shift will be considered abandoning their job.**

Completing a request form does not guarantee time off. Please keep in mind if you have planned a trip before you have turned in or received an approval request from the director, there is no guarantee your request will be approved just because you already planned your, or purchased your trip. We suggest communicating a possible request need with the director beforehand for help.

It is your responsibility to notify the Director personally BEFORE your starting time if you anticipate arriving late or will be absent. State the reason for your lateness/absence and when you expect to arrive at work. Failure to call in personally to report absences or lateness is a violation of Center rules, and the absence or tardy will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or lateness; you may be required to submit evidence verifying the reason for your absence or lateness. Failure to provide the requested documentation may result in discharge.

Staff are required to attend the regularly scheduled staff meetings, workdays and training sessions, and all events put on by LWELC. If you do not attend staff meetings and training sessions, it will be considered a no call/no show and appropriate sanctions will be taken. Agendas for these staff meetings and trainings will be kept on file for licensing to review. Staff will be paid for the time they spend at the mandatory staff training sessions and meetings. LWELC expects each member of the staff to conduct themselves in a professional manner as a mature adult, respecting each member's contributions. Comments and complaints should be made to the Director, not other staff members. Remember that employment record, family records, and conduct at the center are confidential.

All non-emergency requests should be communicated to the director during the workday (7:00 am to 5:30 pm, Monday-Friday by placing the request form in the Director's office.

Please Note: All absences will be monitored. Excessive absences or patterns of absence that are beginning to occur will be addressed by the Director and could be grounds for termination. It is important to understand that when we are short on staff, it is not only stressful for the other staff members but affects the children as well. We have developed a policy that allows employees to take time off for legitimate reasons when necessary. This policy is also designed to address employees whose absences become excessive.

Any employee who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Childcare Licensing for NEGLECTFUL SUPERVISION. This action results in the employee's inability to work in childcare again. This also applies to employees who simply do not show up for work and do not call or give notice of their decision to quit. If any employee plans to terminate their employment with LWELC, a two-week written notice is required.

A time-off request is considered approved once the employee receives a signed copy of the request from the Director. The Director will also keep a copy of the approved time-off for their records.

Employees must not leave their assigned duties until their scheduled employment day is completed or they have been dismissed from work by the Director. Infractions of this rule may result in discharge or other disciplinary action and loss of pay.

LWELC does not grant extended unpaid time off requests for non-medical or non-emergency reasons. Individuals must terminate their employment to be removed from the schedule for a period of time for non-medical or non-emergency reasons and are welcome to re-apply subject to LWELC's usual hiring policies. If the individual is rehired, their length of employment will be based on their new hire date. Length of employment will not be cumulative from any prior employment period.

An employee absent from work without notifying the Director or obtaining permission for such absence, unless a reasonable excuse is offered, is considered to have abandoned his/her job.

22 CURRICULUM

LWELC provides a preschool curriculum that focuses on academic, social, physical, emotional, creative, and spiritual development. Each month we focus on a letter, number, shape, color, theme, and bible story.

23 CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher or provider of young children, it is imperative that you keep sensitive information confidential. All information about children or their families must be shared on a "Need to Know" basis only. All staff must be very sensitive about discussing children's developmental needs and family information in public places. This also includes off premise discussion and /or conversations. All questions of major concern should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Staff must also strive to be supportive of the center's efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great childcare and education for our children and families. Remember to stay positive and focus on the needs of the children in your care. Any gossip directed towards church/ELC staff, admin, parents, and students will not be tolerated and could result in, but is not limited to, immediate demotion or termination of employment. (Please see section 108 regarding what LWELC classifies as gossip).

24 FAMILY AND COMMUNITY RELATIONS

The success of LWELC depends upon the quality of the relationships between LWELC, our employees, families, and the general public. Our families' impression of LWELC, their interest, and their willingness to stay with us is greatly formed by the employees who serve them. In a sense, regardless of your position, you are LWELC's ambassador. The more goodwill you promote, the more our families will respect and appreciate you, LWELC, and our services.

Below are several things you can do to help give clients a good impression of LWELC. These are the building blocks for our continued success.

- Act competently and deal with families in a courteous and respectful manner.
- Always communicate pleasantly and respectfully with other employees.
- Follow up on orders and questions promptly; provide business-like replies to inquiries and requests and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.
- Remember parents are welcome in the Center at any time, unannounced.
- Teachers and parents are partners. We all work together in a climate of trust and honesty to provide the children with a happy, healthy environment.
- It is not our job to "judge" anyone's parent's "parenting" techniques or other personal traits. Do not discuss parents in a negative way – they are doing the best that they can with what they have to work with – just as we are! We need to be supportive, honest, and helpful.
- Encourage parents to visit the Center: for example, during Snack Time, Lunch Time, to play in the afternoon, or for another part of a day.
- Plan activities and other social events to involve parents.
- Communicate frequently with the parents of children in your group. Some suggested ways are:
    - Face-to-face at the beginning and end of each day.
    - Newsletters, thank-you notes, special events, reminders, etc.
    - Communicate using the Attendance App with parents that you do not see frequently.
    - Conversations via telephone are welcome for quick updates and for notification of emergencies. All parents should receive an Attendance App message from their child's teacher during their first day of attendance at the center, sharing positive events about their child's day, along with receiving a photo of their happy child in our program. Use the Attendance App/parent communication system to send notices, weekly photos of children engaged in activities, daily child reports, and lesson plans, along with other classroom events to individual parents regarding their child.
- Greet all parents who are known to you by their name. If you do not know the parents name, greet them with "Good Morning" or "How are you today?"
- Be an ambassador of the Center while working with the public.

Remember – We are a service business. Our paychecks come from parent fees. Treat parents the way you would like to be treated.

Whatever is said must convey the message: this is a friendly place and I care about your child and you, as a client.

25 Parent Open Door Policy

Our open-door policy allows parents to visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities.

26 Parent/Staff Relationships

Relationships between parents/guardians and our current teaching staff are to always remain professional. We ask parents/guardians and staff to refrain from connecting on social media such as Facebook, Instagram, or other social media outlets.

27 Parent Helpers

Parents are welcome to visit our center to show a special trade/skill to the children. Parents must schedule these visits with the Director.

28 Our Volunteers

We encourage volunteers and appreciate the time donated from individuals that love working with children. We have a variety of projects that an individual or group can help us with. A volunteer is considered an individual who is not a parent/guardian of a current LWELC student. Volunteers who are not a parent/guardian need to fill out a Volunteer Application.

29 Kansas Preschool Standards

We follow the Kansas Early Learning Standards.

Link: https://www.ksde.org/Portals/0/Early%20Childhood/KsEarlyLearningStandards.pdf

30 Assessments

At LWELC we use a variety of assessment procedures to get to know each child and plan an active curriculum based on the results. Assessments guide our planning and our conversations with parents about their children. Children may be assessed in the classroom and outdoors by teaching staff using observations, checklists, and anecdotal notation. Lead Teachers will individually provide tests to gain a more detailed picture of their skills. If you have concerns about an individual child's assessment, please speak with the Director before conferencing with parents.

31 PARENT/TEACHER CONFERENCES

Each year, LWELC Teachers will hold individual conferences for each child. During these conferences, teachers will go over assessment results and any concerns/questions parents may have. We understand children learn at different paces and in different ways. Our goal for these conferences is to provide both teachers and parents with a chance to meet and discuss the best avenues to help each child reach their full potential.

32 DROP-OFF POLICY

Children and parents are not allowed to enter the building before the facility opens at 7:00am, or before the child is to begin his/her selected program. Under no circumstances are children allowed in the building without an adult. For each child's safety, parents are asked to park, then walk their child into the preschool entrance and into their classroom. LWELC requires parents to check-in their children via our attendance app on a tablet located in each classroom.

33 PICK-UP POLICY

Parents and guardians need to pick up at least 5 minutes prior to their child's program ending. LWELC is required by law, and for the safety of our children, that all students that leave our facility are to be with the parents that have custody rights to their child and individuals that have been listed on their child's "allowed" pickup list. LWELC will ask for personal identification of individuals picking up children to confirm that is the correct individual. LWELC reserves the right to not allow a child to leave our facility with an individual that is not properly listed as a safe pick-up person for a child. Each child's safety is extremely important to us, so we ask parents and staff to cooperate with this policy.

Any non-enrolled child (including siblings of enrolled children), under the age of 18 years, needs to be accompanied by a parent/guardian, at all times.

Parents/guardians need to be out of the building by 5:30pm, in order for our staff members to leave at the scheduled time. We ask parents/guardians not to linger after hours; this includes gathering items or in the bathrooms.

Living Word Early learning Center Bus Policy:

Living Word ELC does not currently provide any onsite ELC Bus services.

Parents and guardians MUST contact the Center Director in the event they would like to request an approval for an outside source to bus their student for a special need from a USD 383 school.

We respectfully ask all parents to please keep in mind that we are not a public school, and we do not have public school resources or staffing numbers. While we do understand having special programs offered by outside sources can be important to a child's developmental goals, we cannot promise that we will be able to assist students on and off the bus. LWELC MUST always maintain licensing ratios for the safety of all our students and continue to follow licensing state rules and guidelines. We will do our best to accommodate this need. One Lead qualified staff member can take the ELC student that is scheduled to be dropped off and, on the bus, ONLY if we have the resources and staff numbers to do so that day. There is no guarantee that LWELC can accommodate another school's bus schedule or will be able to assist in bus drop off or pick up each time. To clarify, just because we can do it one day does not mean we will be able to do it every time as our schedules are always changing based on the needs of the center. We also may be able to accommodate taking the child too the bus but not able to take them off the bus, we will do our best, but we cannot promise this service all the time.

LWELC will do our best to inform a parent as early as we can if we are unable to assist a child on or off a bus through Brightwheel.

The ELC is not liable for any missed appointments or bus pickups or drop-offs.

A student that is picked up or dropped off around lunchtime needs to be back to eat with the ELC students at 12:00 pm when our lunch time starts. If they are dropped off after 12:15 pm, a parent will need to check them out and bring them outside of the room or school to have the student finish eating lunch.

Parents are responsible for communicating directly to the bus drivers/other schools in regard to their child attendance that day.

Your student will be checked out of Brightwheel by the ELC staff and checked back in by ELC staff. During the time that your student is on the school bus or at another school the ELC is not responsible or liable for any lost/stolen items that might be missed placed during the bus ride or transition to the other school. LWELC can decline bus services at any time. The ELC is not liable for anything that happens on the bus while outside our care. The ELC reserves the right to discontinue this service at any time.

34 HAND WASHING

All children and staff are required to wash their hands upon arrival, to maintain licensing regulations. We kindly ask visitors and parents to wash their hands, as well, when entering the building. Frequent handwashing is encouraged at LWELC as a conscious effort to minimize the spread of germs.

35 HOLIDAYS

LWELC has a yearly listing of all paid holiday so please refer to our yearly calendar. Full Time Staff (who are past their 90-day introductory period) will be paid on the following Holiday's.

- New Year's Day Observance
- Memorial Day
- Independence Day Observance
- Labor Day
- Thanksgiving Day
- Christmas Day Observance

36 MEALS PARENTS PROVIDE

Parents provide a cold healthy lunch from home for their child if he/she attends our Full Day (7:00am-5:30pm) program. We ask parents to be mindful when packing their child's lunch that we would prefer that parents only send healthy foods. We highly and strongly recommend packing fruit, vegetables, dried fruit, yogurt, cheese sticks, sandwiches, etc. We will provide families with a healthy food list option at the time of enrollment. If a child has ongoing beverage needs, we ask parents to bring in what the child needs with their name indicated on the beverage (milk). Parents are to label a child's lunch boxes and water bottles. LWELC will provide 2% milk with all lunches.

37 SNACKS LWELC PROVIDE

LWELC will follow the guidelines below for meals/snacks for children:

<u>Length of Time at Center Food Served</u>

8 to 10 hours: 2 snacks & 1 meal.

Living Word Early Learning Center will provide both AM and PM snacks for children enrolled in our Full Day Programs. We require parents to send their child with a sack lunch if they will be attending school between 4-8 hours per day.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack	Granola bar & ½ banana	Applesauce & Animal Crackers	Fruit & Pretzels	Yogurt & Granola	Cucumbers & Cream Cheese
PM Snack	Saltines & Celery pieces	Rice Cakes & Carrots	Raisins & Cheese Sticks	Cheerios & OJ (toddler) Chips & Salsa (pre-k)	Crackers & Mixed Fruit

**This menu is an example and is subject to change.*

38 MEALTIME ATMOSPHERE

The atmosphere at mealtimes is made comforting and relaxing for children. We sometimes play soft music in the background. Mealtimes create a sense of community but most of all it creates a sense of togetherness—a sense of family. At the end of mealtimes, children will help teachers with clean-up. Also, teachers will not indicate in what order children should eat their food. We routinely send home un-eaten portions of sandwiches and food in each child's lunchbox. We believe this enables parents to see what their child has eaten during lunch. **Teachers will be expected to clean/sanitize tables before and after meals/snacks and help children put away any leftover food.**

Note: Teachers are welcome to bring a sack lunch to eat with the children during lunchtime.

39 MEDICATION ADMINISTRATION

GUIDING PRINCIPLES and PROCEDURES:

- Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
- Medication will only be given when parent/guardian has filled out an "Authorization for Dispensing Medications to Children and Youth Form (Long or Short Term, Prescription or Non-Prescription) and turned it in to the Director. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be requested from the Director.

- Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacists phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
- Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.

All medications will be stored:

- Inaccessible to children
- Under proper temperature control
- A small lock box will be used in the Director's Office to hold all medication.

Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

40 Sign-In and Sign-Out Procedures (for parents)

All parents are required to sign-in and sign-out children at the beginning and end of each day. LWELC uses an attendance app on a tablet for signing-in/out each child. Instructions for using the app will be given upon enrollment. Teachers and younger siblings under 18 years old are not permitted to sign-out children. Only parents/ guardians and approved pick-ups will be permitted to sign children out of the center. If a parent is abusing this policy, please inform the Director immediately.

41 Teeth Brushing

Teeth brushing is an option for children that have been served a meal or are in care for at least four hours or more (Full Day Program). The children will brush their teeth just after lunchtime. Parents will send their child with a toothbrush and toothpaste labeled in a plastic baggie in their lunch box. Parents are responsible for checking their child's toothbrush/toothpaste and deciding when to replenish. Please note that the parent has the option to opt their child out of teeth brushing in writing. We do not force children to brush their teeth. Please inform the Director if a child is having difficulties with this task. The ELC has extra toothpaste and toothbrushes for the students who have forgotten.

42 Toy Policy

Although we understand that children want to share their toys with their friends, we ask that toys from home not be brought into school. Staff will not accept responsibility for any personal toys that are broken, lost, or damaged in any way. It is our strongest recommendation that items remain at home. Teachers and parents can work together on deciding if the child is having separation or attachment difficulties, and in these circumstances, we can have a child use a toy to help with the new transition to school. If the child is not experiencing separation or attachment difficulties, then we do have a "No Toy" policy. We do allow children to bring a special toy for "Show-n Tell", which will be indicated by the child's teacher several times throughout the year. We will make this day extra fun and extra special!

43 Diapering Policy and Toilet Learning

<u>Diapering and Toilet Training Policy—Toddler Program (12 months – 2.5yrs)and our youngest Pre-k Woodland Room (2.5 yrs – 3.5yrs):</u>

1. Diaper Policy: Toddler
    a. It is the parent's responsibility to provide diapers and wipes for their child. Each child has his or her own clearly labeled cupboard to hold their change of clothes, diapers, etc. Diapers are checked frequently and changed every 2-3 hours or more often if required. The diaper changing mat is cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.
2. Potty Training Policy (Toddlers/Youngest Pre-k room Woodland Only):
    a. Potty training is a big step in a child's development. Children generally achieve this between ages 2 to 3 years old. Some signs are:
        i. Your child announces when a wet or soiled diaper has occurred and/or requests to have it changed.
        ii. Your child can express and understand one-word statements, including such words as "wet", "dry", "potty" or "go".
        iii. Your child shows an interest in the toilet or potty seat by asking to use it or wanting to watch mommy or daddy use it.
        iv. Your child tends to wet or soil their diapers about the same time each day, and often remains dry for longer periods (2 hours or more) during some parts of the day.
        v. Your child shows facial expressions when wetting or soiling their diaper and may even hide in a corner or behind a piece of furniture or squat when soiling a diaper. This shows awareness of bodily functions.
        vi. Your child can undress without assistance to some degree. This shows the child has some physical coordination needed to do the work of toileting.
        vii. Your child is cooperative and shows an interest in pleasing parents and caregivers.

To allow for smoother move up transitions and to keep the flow of the new classroom to remain as calm as possible, our goal is to have the toddler students who are ready to move up potty trained or almost potty trained by the time the students move up into their new pre-k classroom. We understand that each child develops at different paces and will continue to help work with each student at their individual needs while transitioning into the first pre-k classroom (2.5 years-3.5 years). *We will **assist** in potty training with the understanding that it will only be successful if teachers/parents work together*. If there's a method of working at home, we ask parents to please let us know and we will try to adopt it for their child. We use a low-key approach with lots of praise.

Parents enrolled in Toddler room (Jungle) and our youngest Pre-k Room (Woodland) are notified: *Once their child is ready to be moved up to the next pre-k classrooms (3 years and up, these classrooms include Nature, Panda and Ocean room.) The students will be expected to be*

fully potty trained. Once in their new pre-k classrooms we will follow the policies stated in our handbook. More information on this policy can be found under the "Toilet Learning-Preschool Program" section of the handbook.

Clothing should be easy to manage to encourage self-help skills. Buckles, belts, onesies, and suspenders, overalls when in a hurry to use the bathroom may create a problem and we ask that parents do not dress their child in these types of clothing. We request that each potty-training child have at least 2-3 changes of clothing. Sending a bag daily for the extra supplies works best and then we can quickly grab the bag when changes are required. Best practices state that we should have the least amount of contact with soiled clothing, so these items will not be rinsed out or laundered and will be sent home in a plastic bag. We ask parents to please replace any soiled clothing sent home with a clean set the next day.

Toilet Learning Preschool Program: We do require children enrolled in our preschool program (ages 3-6 years) to be toilet-trained prior to enrolling. We are happy and willing to support children in the process with infrequent accidents, so parents must provide an extra change of clothes just in case! Soiled clothing will not be washed at LWELC but will be tightly bagged and sent home with the child for laundering.

A toilet trained child is a child who can do the following:

- Be able to TELL the adult they must go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Teachers will ask the students many times throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment.

LWELC Staff are aware of this and will assist the children when necessary. We ask parents to please dress their child in clothing that can be undone and changed easily. Parents are required to send a complete change of clothes appropriate for the season. Parents

will be notified if a child has a toileting accident. We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school/pre-k transition day *(students moving to 3 and up pre-k classrooms)* for their child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

44 WORKSHOP DAYS

KDHE requires employees to acquire ongoing training hours each year. LWELC will use these days as educational workshops for teachers. These days give us the opportunity to review CPR and First Aid, sanitize the building, or attend training sessions. Workshop Days will be marked on the yearly calendar and updated each year. Workshop Days are mandatory, and teachers will be compensated for their time.

45 ABUSE AND NEGLECT POLICY

LWELC is "required" by the State of Kansas Law, if we as teachers have a strong reason to suspect child abuse or neglect, the situation will be reported to the Department of Health and Human Services as well as Child Protective Services without giving parental notification. Please discuss with the Director if you have concerns regarding abuse and neglect with a child.

46 GUIDANCE POLICY

Child Guidance (Discipline) Policy

During the early childhood years, children are learning to be "in charge" of their own behavior. We believe in establishing consistent, easy to understand limits and in having teachers who respond to inappropriate behavior with sensitivity and skill. When clear, consistent, and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of a variety of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to re-direct behavior and model appropriate responses. Children are encouraged to verbalize their feelings so they can learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. Under no

circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting.

We believe that it is our responsibility to provide children with positive guidance and in our experience most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers, or their teachers at risk of physical harm or if the child damages Center property, we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language which other families consider offensive.

Note: All staff will follow this guidance policy. Failure to do so may result in demotion or dismissal.

47 Confidentiality of Children's Records

LWELC teachers are the only personnel that have access to children's files. LWELC will not release a child's record to anyone or to any organization without written permission from the parent or guardian. The only exception would be a court order by the Department of Human Services for the State of Kansas or when Licensing and Regulatory Services for the State of Kansas reviews our program to make sure our program is meeting standards, record keeping, state policies, and is in good compliance.

48 Non-Discrimination Policy

LWELC welcomes children of any race, color, nationality, religion, or ethnic origin to all the rights, privileges, programs, and activities of the childcare center.

49 Storm Delays/Closings

LWELC understands that parents do not like to travel with their children in severe inclement weather. In case of severe weather conditions, or possible closings, we will alert families by posting our closing on our Attendance App, Facebook page, and through email. Typically, we follow Manhattan School District 383 for weather closures; however, LWELC reserves the right to make our own informed decision while keeping the staff, children, and parents' safety in mind. LWELC also considers what the surrounding community decides to do for weather closures. Staff are expected to stay at the Center until dismissed by Director.

50 Extracurricular Babysitting/ Relationship with Parents

While there is no prohibition regarding employees babysitting during off hours for our customers, it is imperative the employee informs parents in such arrangements that the employee is not acting as an employee or agent of the center in doing so. The employee must also inform the parents that the center expressly disclaims any involvement, interest, or responsibility, for such arrangements. The employee further agrees not to engage in babysitting or nanny services for our customers which results in withdrawal of any children from the center throughout the term of their employment and for six months. Parents and employees should refrain from making arrangements during center business hours. If a parent habitually calls, texts, or contacts an employee during business hours or during inappropriate hours of the day, the director should be notified. In the interest of professionalism, and for the employee's protection as well as our own, it is against policy for an employee of LWELC to begin a dating relationship with a parent whose children attend the daycare. Employees are also strongly advised against entering into a social relationship with parents. If you feel uncomfortable about the manner in which a parent approaches you socially, immediately inform the director.

51 Co-Worker Relations

Employees are expected to keep a positive work environment at all times. In the event that a situation arises with which you disagree, please discuss it directly and professionally with the person involved. We ask employees to surface problems or conflicts as soon as possible. Focus your concern on the behavior that is bothering you, not the person. Concentrate on positive feedback and constructive criticism over negativism, personal attacks, gossip and/or slander. LWELC staff will refrain from gossiping about any ELC student, staff, parent, or LWC staff member. Employees are expected to work through the concern with their co-worker first. If you are unable to jointly resolve the problem, approach the Director to help you work through the concern. Employees are expected to conduct themselves in a professional manner and refrain from discussing their concerns with co-workers, customers, or the general public. Failure to do the above could result in demotion, loss of pay, or termination.

52 Orientation

All new employees are oriented to LWELC's policies and procedures; orientation will begin on the first day of employment and continue throughout an employee's first 30 days. Each employee will be assigned a mentor (director or assistant director) to make sure that all procedures are explained and demonstrated. Any employee may ask their mentor or the Director for further explanation or clarification of policies and procedures at any time. It is

each employee's responsibility to ensure all center expectations are upheld at all times. The 90-day review evaluation of an employee's performance is explained during orientation.

53 STAFF DEVELOPMENT

In addition to orientation, you will be expected to complete certain hours of training depending on current licensing requirements. All new staff must be trained in the requirements of the Kansas Department of Human Services.

Policy Manual: the facilities childcare policies found in the Employee Handbook. Emergency Maps and Exits will be displayed throughout the Center.

LWELC holds mandatory group training throughout the year to help you develop the skills needed to perform your job. It will be your responsibility to make all necessary arrangements for you to attend. Staff will be reimbursed at their regular rate of pay for attendance at mandatory training sessions. While LWELC provides training for our employees, it is your responsibility to ensure that you have what you need to perform your job appropriately.

Staff must attend and document their training file, a minimum of 16 hours of professional growth training each calendar year. Out of the 16 hours, all staff need 4 credit hours of Health & Safety; Center Directors and Assistant Directors need 6 hours of Professional Development in addition to the Health & Safety credit hours.

Training topics may be selected from the following areas:

- Child Development
- Adult and Child Safety
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of Ill Children
- Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of Reporting Incidents
- Professional Development
- Parent Relations
- Licensing Policies
- NAEYC Guidelines
- QRIS Guidelines
- American Sign Language
- Health & Safety

Staff are required to maintain a current Infant/Child and Adult CPR certificate along with a current First Aid Certification.

54 Grievance Policy

Grievances will be handled through the employee's immediate supervisor, and/or the Director. If the grievance has not been resolved, an employee has the right to approach the Administrator or Board of Directors. The decision of the board of directors in conjunction with the director is final.

55 Accident or Injury in the Workplace

Report any personal accident or injury to the Director immediately. Please note that even minor injuries must be reported. To ensure that your emergency information is valid, be sure that contacts are current in your employee file. Employees will be treated by medical professionals immediately when it is necessary.

56 Absence/Tardiness

Employees must be on time every day. Absenteeism is a failure to be present for a scheduled shift, exclusive of approved leaves. We define lateness as the failure to arrive at your post at the scheduled time. Absence and lateness could result in lost wages or termination. Absence and lateness causes difficulty in meeting the required adult/child ratio. Employees must be IN at their station by their designated time. Tell the director if you will be late or absent. If you are going to be absent, please notify the Director no later than TWO hours before your shift. An employee must also call each day if the situation persists otherwise their extended absence will not be excused. Failure to do so may result in demotion or dismissal. Reoccurring lateness may result in a loss of scheduled hours, and/or a later scheduled time, and/or dismissal.

**Attendance Policy Signature Page and Attendance Policy Reward System explanation will be handed to each employee at orientation. Signatures are required. The attendance policies (including the reward system) are subject to be changed at the discretion of the Center Director.*

57 Alcohol/Drugs/E-Cigarettes/Smoking/Vaping

Possessing or being under the influence of alcohol, illegal drugs, or abusing prescription drugs while on the centers premises is absolutely forbidden and will result in immediate dismissal. Employees understand and accept that drug tests may be given at any time without warning. Employees understand and accept that there will be no smoking on the Church's premises, nor

attached premises. Furthermore, smoking cigarettes, e-cigarettes, or vaping is prohibited during your shift at LWELC. Smoking is dangerous to the children's health. Smoking on break puts the children at risk for 2nd hand smoke. The particles that cling to a smoker's hair and clothing can linger long after that person has finished their cigarette. This is a risk to the children. Employees smelling of smoke or other strong odors, including perfumes, may be asked to leave and their employment may be in jeopardy.

58 RIGHT TO INSPECT

Employee understands and accepts that LWELC reserves the right to inspect all containers, purses, lunch boxes or bags, etc., of any employee leaving or entering its premises if we suspect suspicious activity that may be potentially harmful to children or staff.

59 CRIMINAL CONVICTIONS/CHARGES

Employees accused, investigated, charged, arraigned, or convicted of a felony, or misdemeanor, or other crime, may be dismissed.

60 SALES/SOLICITATIONS

Employees understand and accept that there will be no sales or solicitation on the Church's premises, nor on attached premises.

61 VISITORS AND VOLUNTEERS

Visitors are not allowed in or around the center without the knowledge and permission of the Director. This includes the employee's family members and friends, as well as former employees. All visitors must identify themselves as such at the office and/or with the Director or LWELC administration. If you have a visitor or family member stopping at any time, you must let the office know in advance. Volunteers must be approved by the administrative staff and may include students, interns, parents, visitors, grandparents, church members, etc. All volunteers will be visible to LWELC employees at all times and are not to be left alone with any children. Volunteers are to remain with a hired staff person at all times. Volunteers will respect the privacy of children and are not allowed to help in restroom areas including toileting, etc. Volunteers are not to handle emergencies, injuries, or dire situations of any sort, such as a behavioral issue with a child. Volunteers who are present at the center regularly will need to meet the following requirements:

- Criminal history check and a protective services check.
- TB test and health form on file.

- All other guidelines noted above.

Young volunteers or students must also meet the following requirements in addition to those above:

- Students may help in classrooms with children ages two and over only.
- Student helpers must be 13 years of age (7th grade or older).
- Students may not assume a care taking position. The only volunteers who do not need to submit to a criminal check are those who are here to attend a function, i.e., a Christmas party, as they would not be considered a regular volunteer. However, any student or adult who is not a hired employee will abide by all other guidelines for volunteers mentioned above.

62 Enrollment for an Employee's Child(ren) and Childcare Discounts

Enrollment and tuition discount guidelines for employees and their children may be subject to change at any time. Employees may use LWELC services as long as there is availability in their child's age group. Employee's children must be enrolled with all proper paperwork completed before attendance. Employee's children are not guaranteed a spot based on parent employment. Employee's children must stay with their class if they are signed in. Children may not "hang out" in their parent's classroom or workspace. It is also important that employees choosing to enroll their children at LWELC understand that they are to respect the same ethical guidelines that are expected of all parents at the center. This means respecting the lead teacher and classroom space and creating consistent drop off and pick-up routines. Observing the privacy of other students in the classroom, particularly during conflict or illness, is essential to these ethical guidelines. It is not appropriate to ask questions that violate LWELC privacy policies such as, "Who was it that bit my child?" or "Who had the fever first?"

Not only do those types of inquiries infringe upon our policies, but they place uncomfortable pressure on your child's teacher to give "preferential treatment". This is stressful for employees and may also be upsetting for other parents in the classroom. Additionally, unannounced, or frequent visits to your child's classroom, as well as lingering drop-offs, may be distressing for both the child and your child's teachers and classmates. These actions may also prove to be a distraction for you as an employee.

- Full Time Employees (35 or more hours per week) shall receive 25% off regular full priced tuition on our Full Time Program Only (7:00am-5:30pm).
- Part Time Employees (35 or less hours per week) shall receive 15% off regular full priced tuition on any Part Time Program (part-week session).

Note: Discounts will only be available to employees who have passed the 90 Day Introductory period which begins on the first day of employment. Employees are welcome to enroll their child before the 90-day period is over but will not receive any discounts until the 90-day introductory period has passed.

Other rate discounts do not apply to employee tuition. All employees pay for their child's regularly scheduled days regardless of attendance.

Note: There are no tuition discounts given for employees' grandchildren or other relatives.

63 USE OF FACILITIES

LWELC and its surrounding properties are owned by Living Word Church. Staff members are welcome to use the Activity Room and LWELC Storage Facilities. All teachers and age groups will observe and help prepare the given church schedule and respect all facilities at all times.

64 EMPLOYEE USE OF PARKING LOT

Employees understand that they are required to park on the office side parking lot, away from constant flow of parent traffic. This allows easier access to parents juggling babies, diaper bags, toddlers, etc. Employees also understand that during Church activities, gatherings and funerals, employees must park off site or as otherwise directed by Church staff or Director. Notice of these circumstances will be posted in the classrooms or breakroom.

65 PERSONNEL FILES

The Center keeps a personnel file for each employee. The file may contain employee's job application, police clearance, federal, state, and local tax forms, medical forms and records, education records or transcripts, resume, letters of recommendation and other records of prior training and previous experience, assignments, schedules, compensation, annual evaluations, disciplinary action, and correspondence relating to employment, and other legally permitted information. Employees are required to report any changes in their personal status promptly, so that the Center can maintain complete and accurate personnel records. This includes any changes of address or phone number, changes affecting tax-withholding status, legal change of name, change of persons you wish us to call in case of an emergency and changes affecting any benefits. Employees are given access to their personnel files by submitting a request to the Director.

66 Revisions to Policies/Manuals

This manual outlines many of the policies, rules, procedures, and expectations of LWELC and Living Word Church. It is not exhaustive by any means. Outside of this document, there is additional training, guidelines, and requirements that LWELC employees are expected to meet. Our center retains an absolute right to make any changes, and to add or delete from the contents of this manual at any time during employment. Amendments will be made periodically and filed in the appropriate sections of the employee manual. Employees are expected to read and acknowledge these changes which will later be added as revisions to the employee manual. Employees may not be notified about all changes or revisions made to the manual. Employees are encouraged to contact the Director with any questions or concerns regarding any information covered in this manual.

67 General Guidelines

Because we care for small children, it is imperative that you be nurturing and patient. We also require that you interact with your students and fellow employees with the following qualities: respect, flexibility, maturity, and a cooperative attitude. Additionally, we expect that you are able to put aside any personal issues at the start of your workday here at LWELC until your shift has ended, and that you always use appropriate language. You are expected to interact in a cheerful and welcoming manner with our children, families, and staff. At no time will any employee yell or use aggressive or rude behavior towards children or staff. If you feel you are losing your temper, ask a supervisor for relief. If you witness this behavior from a parent, or another staff member, please let the director know right away. It is important that all staff members at LWELC be a positive reflection of the center at all times, modeling calm and respectful behavior. Your first responsibility is to interact with the children. Unless you are required to clean/straighten, or do paperwork, you should be caregiving, playing games, reading, singing, and supervising activities. LWELC employees will participate in periodic training at both seminars and at staff meetings or other events. It is expected that employees not only participate in these activities but also reflect growth as adequate childcare professionals and maintain an attitude that promotes continued professional development.

68 Dress, Grooming, and Name Badges

Employees will arrive at the Center with a neat appearance. Employees will be well groomed and appropriate clothing will be worn. No clothing with holes, lettering, or logos (controversial or otherwise) should be worn. Exception: LWELC T-shirts and teacher t-shirts are allowed along with Christian t-shirts (director approved). If the director feels your dress is inappropriate, you will be asked to go home and change, with loss of pay. Name badges will be worn when required by the director. If at any time a staff member leaves employment at LWELC (at will or

by termination), the employee will be required to return name badges and clips before leaving the building on their last day. If the employee fails to return name badges and clips before leaving on their last day, the cost of the badge and clip will be deducted from their last paycheck.

69 DRESS CODE POLICY

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image that LWELC presents to parents and their children, visitors, and guests. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism in public. We expect you to accept the responsibility of dressing appropriately for your position or situation. With that, the following dress code will be implemented and enforced at all times.

Jewelry should be conservative. Shoes must be neat and in good repair at all items. Clothing should always be clean and in good repair. You are hired to work with children and being down on the floor frequently is part of the job's responsibility. Shorts are allowed during the warmer months only; they must be longer than your fingertips, fit loosely with no holes or lavish accessories. Athletic/sport shorts are not allowed, unless worn for water play only. Use a conservative outlook when deciding upon apparel. Clothing that allows you to interact with the children while looking professional is required. Hair color should be conservative in color, clean and well groomed. Nails should be maintained in a conservative length to prevent any unintended scratching of the children in your care and to help prevent the spread of germs or bacteria potentially found in longer nails.

Acceptable Attire: Jeans (no holes), khakis pants or capris, dress pants, skirts (longer that fingertips), polo shirts, dress shirts (appropriate necklines), dresses (appropriate neckline and length- longer than fingertips), LWELC T-Shirts, comfortable shoes.

Unacceptable Attire: Jeans with holes, shorts (exception: during Summer and must be longer than fingertip length), leggings (exception: shirt must be long enough to cover bottom), yoga pants, gym shorts, tank tops, belly shirts, etc.

Note: Employees who report to work not appropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

LWELC gives staff members one LWELC t-shirt at orientation. Staff members are welcome to purchase more LWELC t-shirts if they choose. Staff members are welcome to wear the LWELC t-shirts at any time. If a staff member leaves before their 90-day introductory period ends (at will or by termination), they will need to return the one LWELC t-shirt that was given to them at the time of orientation in wearable condition. If the shirt is not returned to LWELC within 24

hours of the employee's last day, or if the shirt is unwearable, the amount of the t-shirt will be deducted from their last paycheck to reimburse LWELC.

70 Employees' Trustworthiness and Honesty

At LWELC, we expect that employees be trustworthy and honest. Dishonesty of any kind will not be tolerated and will result in immediate dismissal. Falsification of information during the hiring process, including that which is contained in the employment application, will also result in dismissal. Any employee observing unauthorized use, misuse or theft of any Church or daycare property is required to tell the Director. No one is permitted to use or take supplies or equipment without clear permission from management.

PERSONAL ITEMS: LWELC/Living Word Church is not responsible for personal items brought to the center by individual staff members. Please take care to tuck your purse and any valuable items in a secure place, such as a file cabinet or inside a cupboard, and note that your personal items are your responsibility to protect from breakage, misuse, or theft. All personal items must be in a locked cabinet or outside of the classroom in an area where students are not allowed to go. (No personal items should be outside classroom doors, on classroom counters, or in the hallways).

71 Contact with Media

Employees are not authorized to give information to the media. If contacted by the media, an employee should record the name of whoever has contacted them and report it to the Director immediately. Employees are not to release any information regarding fellow employees, family members from the center, or children, including phone numbers or other private information. No media is allowed on the premises without clearance from the Director.

72 Professional and Personal Phone Policy

Employees must follow the professional and personal phone policies when making work-related or personal phone calls. Regarding Communication with Parents, Privacy and Use of Business Line, it is expected that any matter regarding LWELC or one of its clients/parents be discussed either using a company phone on the premises, or during business hours through a professional email address. At no time should clients/parents be contacted by employees using personal phones or email addresses. Telephone lines at LWELC are not to be used for long-distance phone calls. Employees understand that the employee telephone list is for work related matters and is not to be republished or redistributed outside of the church childcare or to parents. Parent's phone numbers are not to be shared with other parents at the childcare center.

When you answer the telephone, you represent LWELC to the caller. We expect you to speak to the caller in a courteous and professional manner.

- When answering the telephone, give the name of the center and your name.
- When taking a message reassure the caller by saying "I'll deliver the message," or another response that is appropriate.
- If you do not understand what the caller is saying, ask him/her to repeat the message, keeping in mind your telephone manners.
- We want to be as service-oriented as possible. Therefore, please make every effort to assist the caller or refer the caller to the appropriate individual for assistance.
- The LAST WORDS ARE to all phone conversations are: "Thank you for calling."

PERSONAL PHONES:

Employees are welcome to use their cell phones during their break time ONLY. If you receive a non-emergency personal call while you are with the children, the Director will take a message and relay it to you. You may return the call during your break time unless it is an emergency. Emergency calls/messages should go directly to the Director who will then relieve the person involved so that he or she may respond. Personal telephone call privileges are subject to change or termination at any time.

Personal cell phones must be left in purses/bags upon arrival. You may retrieve your cell phone at the end of your shift or during your scheduled break. This applies to all staff, including kitchen helpers. The only exception to this rule is if you are accompanying children off the premises of the property. (Examples: field trip, emergency evacuation). The playground does not count as off the property. A school landline will be brought out to the playground in case of emergencies.

Personal use of the phone or during scheduled hours should be limited to emergencies and only allowed if given prior approval by the director. The use of personal cell phones during working hours for phone calls or text messaging is prohibited. Pictures of the children shall not be allowed on personal devices unless authorized by the Director, or on an off the property field trip. Pictures must be downloaded onto a school device and deleted off personal cell phone within the next business day. All electronic and telephone communication systems at LWELC (including voicemail) and all communications and information transmitted by, received from, or stored in these systems are the property of LWELC, and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, computers, and copy machines for private purposes is strictly prohibited. The use of the company computers for sending or receiving personal email or utilizing the internet for personal research or any other personal use is not allowed. The use of employer paid postage for personal correspondence is prohibited.

73 USE OF CENTER MATERIALS AND EQUIPMENT

All center equipment is the sole property of Living Word Church/LWELC. If your employment at LWELC is ceased or terminated for any reason, you will be expected to immediately return all loaned materials to the center (digital cameras, laptops, USB drives, etc.) Periodically, LWELC reserves the right to inspect or survey any borrowed materials. If the items are not being cared for as outlined in our responsibility contract, lending privileges may be suspended or revoked.

74 COMPUTER POLICY

The following policy outlines guidelines to be followed when using LWELC/Living Word Church computers and accessing our secured network. Employees acknowledge that while using a LWELC computer, they are not allowed to: run password checkers on system password files, run network sniffers or communication monitoring programs, break into other accounts, disrupt service, abuse system resources, misuse e-mail, examine other users' files unless asked to do so by the file owner, download PC programs, or copy licensed or unlicensed software. Employees further acknowledge that it is against policy to use company-owned resources for personal gain, including printing personal materials without prior permission. Terminated employees are not entitled to data created using LWELC resources. All LWELC computers are to be used by authorized employees only. Employees understand that the browsing history of the computer should remain intact and is checked periodically by the director and LWELC/Church tech support. Any suspected abuse or misuse of computers will result in a loss of ability to use company computers, or personal computers at work. Personal laptops are only to be used during appropriate scheduled times (i.e., break time, classroom planning).

Employees understand that personal laptops cannot be connected to the church wireless system. For security purposes the wireless system is password protected. Laptops may only be connected to the LWELC wireless system with prior approval. All policies apply to personal laptop use, when used on the LWELC internet system. Employees understand that they do not possess administrator rights to any LWELC computers. The only people granted administrative rights, configuration and hardware change access, and installation and de-installation rights to a system, are the tech employee and the director. Any software acquisitions are to be handled with the approval of the tech employee or the director.

Employees of LWELC should not assume any personal privacy when using center devices. LWELC reserves the right to monitor activity or content of activities performed by any individual using technology hardware owned by LWELC without prior notification. Individuals should not expect results of any such monitoring to be considered confidential. Anyone using LWELC equipment consents to and understands that activity may be monitored and is advised that if such monitoring reveals possible criminal activity, policy violation or unethical activity, the evidence may be used to support legal and/or disciplinary action. LWELC reserves the right

to investigate suspected violations of the agreement. An investigation may be initiated; that includes examination of any materials or logs for our servers without prior notification to the associate being investigated. Investigations can be initiated by the tech employee and the director. LWELC may be required by current or future law or regulation, to access, monitor, store, take copies of, or otherwise do with the data stored on computers or transmitted by any computer program. Without limitation, you expressly authorize us to use your data and other account information in connection with any such investigation. We will disclose evidence to any third-party authority that we consider has a legitimate interest in any such investigation or its outcome.

While on premises employees understand that they are expected to execute reasonable internet etiquette. Employees will comply with the rules appropriate to any network to which LWELC may provide access. The employee must not post, transmit or permit internet access to information that the center, parents, and other employees' desire to keep confidential. Employee understands that the internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, gambling, soliciting, and computer tampering (i.e., spreading computer viruses). LWELC prohibits internet use for mass unsolicited mailings, non-employees' access to LWELC resources or network facilities, competitive commercial activity, and the distribution of chain letters. An employee is not permitted to post, access, or exchange any material that is illegal, libelous, or indecently depicts children or adults in a fashion which may result in retaliation against LWELC by offended users. Each employee understands that he/she is responsible for the activity that occurs while he/she is accessing the computer. LWELC reserves the right to terminate employees at any time for violation of the Internet Policy.

75 INTERNET AND SOCIAL NETWORKING POLICY

At LWELC, we expect that employees will always reflect our school in a positive way, even when they are not at work. Because of the nature of the service we provide, it is important that teachers maintain the respect and integrity that clients expect from professional caregivers. For this reason, we strongly urge staff to avoid social networking relationships with parents, whether it is on Facebook, Instagram, Twitter, or any other online method, such as personal email addresses. While it is understood that pre-existing relationships (such as a family relation or friendship prior to client enrollment) may be considered on a case-by-case basis, employees are expressly urged to decline the invitation to interact with parents on a social level via networking sites or email. If a parent approaches you with a friend request or message, please refer them to this policy. This protects both employee and center privacy. In conclusion, understand that any defamation of LWELC, including one if its clients or employees, or the inappropriate sharing of workplace information on the internet may result in employee termination. Be aware of these expectations as you network with friends and

coworkers and remember that your professionalism and conduct are always a reflection of our center.

76 DIGITAL CAMERAS/TABLETS

LWELC digital cameras/tablets are to be used for classroom purposes, such as activities in the room or field trips. When not in use, they should remain in a secure location in the classroom (inside file cabinet, drawer, etc.) unless pictures are being transferred from the memory card to a computer. Lead teachers and assistants may use the camera/ tablet at any time. Lead teachers are responsible for making sure that digital cameras/tablets are being cared for properly and that all photos are being used for classroom purposes at the center (please see our privacy and social networking policies in the employee handbook). LWELC will provide batteries for the camera/chargers for tablets. If something is wrong with the camera/tablet assigned to your room, or the camera/tablet becomes damaged, please report this to the office right away. A damaged or missing camera/iPad/electronic may become the financial responsibility of the teacher(s) assigned to its care. Employees should not use their cell phones to take photos of children in their care at any time. Any photos of children will be taken with a camera/tablet kept at the center or preapproved by the director. Pictures of students at LWELC are not to be shared or stored in any way that is not preapproved by the director. Pictures of students are never to be shared (online or otherwise), posted or used for any personal purposes by any employee, in any way.

LWELC students are not permitted to hold or use an electronic device used by the LWELC Staff. This includes but is not limited to an iPad, a computer, a walkie or a personal staff cell phone. A damaged or missing camera/iPad/electronic may become the financial responsibility of the teacher assigned to its care if this policy has been abused.

77 USB AND EXTERNAL HARD DRIVES

USB and external hard drives are to be used for the transfer of center related materials. Teachers may choose to store them with laptops in a laptop bag or in another convenient location, but care and responsibility of these materials are the exclusive responsibility of the teacher. A damaged or missing drive may become the financial responsibility of the lead teacher assigned to its care.

78 LESSON PLANNING AND INTELLECTUAL PROPERTY GUIDELINES

When lesson planning on center premises, it is expected that time is spent in the following ways:

- Researching, reading, and planning for classroom activities.

- Creating classroom materials to be used in conjunction with lesson plans.
- Creating and printing classroom calendars, newsletters, and other publications.
- Professional development or meetings

Any materials that are created using LWELC resources or planning time, including printed materials, planned calendars, and other items, are considered property of LWELC. If for any reason employment ends, you will be asked to provide adequate examples of lesson plans, calendars, and newsletters so that new teachers may transition more easily into your teaching position. Printable materials, resources, books, and any other materials purchased with LWELC funds are the sole property of the center and will remain on premises should employment end or be terminated.

Lead Teachers will be given designated times throughout the week to plan lessons. Planning periods are not guaranteed and may be terminated at any time. During these times, the teachers are allowed to use the extra computer/copy machines in the offices for classroom purposes. Personal computers are allowed during planning as long as they are being used in the office, activity center, supply room, or area where no children are present.

- Lead teachers are expected to be present in teaching and engaging the children at all times, other than designated planning periods.
- Lead Teachers will not use classroom time to plan lessons, work on computers, etc. unless otherwise approved by the director.

79 SEXUAL MISCONDUCT/SEXUAL HARASSMENT

The following guidelines and definitions for sexual harassment apply to adults only. (For information regarding child abuse prevention and appropriate interaction with children, please refer to the Child Abuse and Neglect Policy in the handbook.) LWELC is dedicated to providing an environment that is free from the threat and injury that is attendant to sexual misconduct and/or sexual harassment. Sexual Misconduct could mean sexual harassment as defined below, or refer to inappropriate behavior that may or may not be intended as a sexual advance or of a harassing nature: i.e., inappropriate language, revealing clothing, or manner of acting that is deemed inappropriate for the center (for example, listening to explicit music or viewing inappropriate websites on school grounds, etc.) see our Internet Etiquette and Social Networking Policy in the Employee Handbook. Sexual Harassment is defined as unwelcomed sexual advances, requests for sexual acts, and other verbal or physical conduct of a sexual nature. Constituting sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Anyone witnessing sexual misconduct or experiencing sexual harassment should immediately report the incident to the director, Senior Pastor, Administrator or Board of Directors. Reports of inappropriate behavior

will be immediately investigated. Involvement in sexual misconduct or sexual harassment may be grounds for immediate dismissal. Involvement in the alleged abuse of a child in any way will be immediately reported to the authorities and warrant immediate suspension of employment or services.

80 Employee and Volunteer Screening

To ensure protection for minors and prevent abuse from happening, all adult positions at LWELC (both paid and volunteer) will be screened for previous abuse offenses. This may include one or more of the following: completing a volunteer profile form, obtaining references, criminal record clearance, protective services screening, fingerprinting (as required by the State of Kansas), and an interview. Information obtained by LWELC regarding the background of applicants, prior to or during their service, will be kept confidential. All potential staff people, including volunteers, will complete an application for employment or volunteer application and interview. All references will be checked along with applicants' past work history. Prior criminal convictions will be checked through the Kansas State Police, and we will ask about prior convicted crimes other than traffic violations. Applicants will be asked about involvement in child abuse of any kind both in writing on our employment application and verbally through an interview. No person will be allowed to work with children if he or she has ever been involved in abuse, neglect, or criminal activity.

81 Reporting Obligations

All staff, administration, leaders, teachers, or anyone in a position representing LWELC is required to report any suspected or alleged incidents of abuse within the school setting. It is not the responsibility of the reporting person to substantiate the alleged abuse, but only to report it. LWELC requires all staff, administration, leaders, teachers, or any representatives to report alleged abuse cases involving minors to Social Services and Law Enforcement Agencies. Records of reported incidents shall be maintained by a designated staff person. All matters pertaining to the accusation will be kept confidential by LWELC. Please contact the Director if you suspect abuse or neglect of a child.

82 Handling Specific Behaviors

Young children who are learning how to function with their peers and manage their emotions have a variety of common, developmentally normal behavior problems. Listed below are some of the most typical problems and how LWELC handles them:

<u>Aggression and Bullying</u>

When children display aggressive behaviors at LWELC, such as yelling, hitting, or any other form of destructive physical behavior, the first concern for staff is to discover what is motivating the aggression. Using Conscious Discipline methods, staff members will attempt to help a child recognize and label emotions and motivations for his or her behavior, and coach the child through conflict, enabling them to use other methods to resolve their problems in the future. Clear expectations are given to children regarding appropriate physical and social behaviors, and the use of modeling/teaching appropriate social behaviors is also used. LWELC is a bully-free zone. We encourage our students to treat each other with love and respect and encourage/expect those same behaviors from their peers. Student –handled conflict resolution is considered optimal. If a behavior becomes a repeated concern, parents or guardians will be included in creating a behavior plan for the student. Staff will notify the Director if they feel a meeting with parents is needed.

Biting

First and foremost, LWELC immediately treats a bite by focusing on and caring for the child who has been bitten. Any visible injury is always cleaned and assessed while comforting the child who has been hurt. After the biting injury is handled, the behavior itself is then handled. Biting is documented using incident report forms. For the child who bites out of aggression or as an attention seeking behavior, self-calming strategies will be approached. A child who is repeatedly biting other children may be separated from the group for the safety of all students when issues occur, and parents of both the biting child and the bitten child(ren) will always be informed in a timely manner of incidents as well as how the situation was handled. A behavior plan with both positive reinforcement and approved consequences may be used. Staff will notify the Director if they feel a meeting with parents is needed.

Below is the biting policy we give to parents:

LWELC Biting policy

We want to support all our children in their developmental journey which sometimes can include a short period of biting, a plan is needed when biting has become excessive. We define excessive as biting that occurs at least once every two weeks or three times or more in a day. While we understand regular short periods of biting can occur that might be developmentally appropriate for a child in this stage of life, we cannot place one individuals' need over the safety of the group.

LWELC's Behavior Improvement Plans (BIP) are used to help support students as they learn to acclimate to the class environment and to replace unsafe behaviors. BIP's are also used to limit how much the other students in the room are subject to unsafe or disruptive behaviors.

Below are plans that we follow but are not limited to:

Toddler: ages 12 m- 2.5 years.

When the **first bite occurs,** we will inform both parents of the parties involved. Teachers will follow our support plan and monitor triggers and look out for more physical aggressive behaviors. **If a second bite occurs** that child's parents will be informed that if a **third bite occurs**, we will send that child home for the day. This is being done to allow all other students in the center a safe learning environment.

If **four or more bites occur,** we will schedule a BIP meeting with the parents and send the child home each time they bite.

If the child is sent home before 4:00 pm they will be sent home and can return the following day. If a child is sent home after 4:00 pm they will be sent home and will be suspended for the following day. If biting occurs three times or more in a day that is considered excessive and a BIP will be set up with the parents with a possible dismissal.

Preschool age: 2.5 years to 6 years.

When the **first bite occurs,** we will inform both parents of the parties involved. Teachers will follow our support plan and monitor triggers and look out for more physical aggressive behaviors. **If a second bite occurs** the child that bit would be removed from their play environment and the parents would be called to pick up the child and send home for that day. If the bite happens at 4:00 pm or after or if pick up happens after 4:00 pm that child will be suspended for the following day. When the child returns, **if a third bite occurs** that child will be sent home that day and suspended for the following day and a BIP meeting will be set up with the parents.

The ELC is not limited to these policies and will move forward with the safety of all staff and students in mind. It is our goal to work respectfully alongside parents to help support each student as they work through developmental milestones or difficult transitions.

Tantrums

For most young children, tantrums are a normal part of development. The young child is still learning to manage overwhelming emotions and our job as early childhood caregivers is to help them recognize, process and deal with those emotions in a constructive way. This progression takes time. When a child has a tantrum at LWELC, the first step is noticing the behavior and validating the reason behind the outburst. Once the behavior has been labeled and explained, ("It looks like you are upset. You threw the lunch plate on the floor. You seem angry about what we are eating today."), the next step is to help the child to regain their composure through calming techniques, such as utilizing the "Safe Place" and the teaching of coping mechanisms that will help them to make a better choice the next time that they are upset. ("The next time you are upset about what is on your plate, you can say 'no thank you'.") If a child has repeated tantrums or is causing a danger to themselves or others, they may be removed from the group to regain composure. Parents will be notified if tantrum behavior

becomes an issue repeatedly and continued severe tantrums or refusal/inability to rejoin the group may result in the requirement of a pickup from a parent or guardian.

Daily behaviors are reported to parents through the Attendance App or Incident Report Form. LWELC always includes parents or guardians in the development and implementation of strategies and behavior plans for their child. If a child's behavior does not respond to these methods or it becomes apparent that a child's needs are not consistent with what our program offers, disenrollment may be considered. At LWELC we also strive to report positive behaviors for children as well.

83 Appropriate Physical, Emotional, and Verbal Contact with Children

Appropriate interactions and expectations are outlined below.

Physical Interaction:

All staff and volunteers will be aware of appropriate physical contact at all times. Never at any time will a staff member or volunteer interact with children or youth in a manner that could be interpreted as inappropriate or sexual. This extends to verbal sexuality or insinuations, as they are considered to be sexual abuse and misconduct even when physical contact is not present. Acceptable physical contact is welcomed hugs, pats on the back, high fives, infant and toddler holding and rocking, holding a child on your lap, and holding hands. With the exception of a child who is posing harm to themselves or others as a result of a behavioral incident, children will not be restrained using physical force at any time or forced into physical contact of any kind, including hugs or seemingly friendly contact. For both sanitary reasons and the difficulty of distinguishing between appropriate and inappropriate contact, all staff will refrain from kissing children. When assisting in the bathroom, please refer to the bathroom and policy for appropriate contact with children.

Emotional Interaction:

All staff and volunteers will be aware of appropriate emotional contact with children at the center. All staff will use accepted disciplinary techniques and methods as outlined in the Guidance Policy. Children will be treated with respect and never humiliated, bullied, scapegoated, or targeted for emotional harassment of any kind. All children will receive adequate and equal attention, praise, and positive interaction.

Verbal Interaction:

All staff and volunteers will speak to children maintaining a reasonable volume and positive tone. Never should any derogative language, name calling or yelling be used. Caregivers should

never use harsh tones, volumes or create alarming noises to intentionally stir or terrorize children. If at any time these guidelines are not followed or a situation is deemed questionable, the Director will be immediately informed, along with the proper authorities. Failure to report an incident will result in employee termination and possible prosecution.

84 Caring for the Children of Fellow Employees

The same measures of care that are taken to respect parent and teacher relations with all other students should also be taken with students whose parents are LWELC employees. It is important that all parents, including those that are employed by LWELC, receive the same quality of care and professional interactions from teachers that are expected in all teacher/parent and teacher/student relationships at the center. All caregiving policies (including methods of communication regarding a student) will be observed when caring for the children of fellow employees.

85 Bathroom Policies

All children must be supervised, at all times, while using the restroom or during changing procedures. Adults are to use adult facilities only and should wait to enter until any children have cleared the restroom area. Children will be assisted in using the restroom at regular intervals throughout the day but must also be assisted on demand. To protect oneself and our center, employees should take care to make sure that proper conduct is followed when assisting children in the bathroom.

NEVER:

- Place yourself out of visible sight or audibility. Being seen and heard when you are assisting children in the restroom ensures that everyone is aware of your proper conduct. Bathroom doors are to remain open in adult facilities when assisting children. Bathroom stalls may be closed when a child is using the stall; however, an adult should not be enclosed in a bathroom stall with a child at any time.
- Leave children unattended.
- Rinse any clothing soiled with biohazardous materials (feces, blood, vomit, etc.), including underwear, in sinks or toilet. **This is a licensing violation**.

ALWAYS:

- Use gloves when handling soiled clothes, or any bodily fluid.
- Place soiled clothing in a bag (double bag if needed) and tie shut, marking child's name on bag.
- Ensure that child has properly washed hands after using the bathroom facility.

- Scan facilities for cleanliness or possible safety hazards such as puddles of water, etc.
- Wash your hands immediately after assisting each child.
- Use Universal Precautions when handling biohazardous materials.

86 SUPERVISION OF CHILDREN/LICENSING RATIO

Children must **always** be supervised. Mandatory State of Kansas Licensure must be observed for caregiver to child ratio.

Ages 12 months & walking: 1 Teacher per 6 Children

Ages 2.5-6: 1 Teacher per 12 Children

When more than one age group is combined, the ratio for the whole group is determined by the youngest. Ratio will sometimes change with special activities such as field trips. Ratio is determined by staffing changes/needs but will never exceed State of Kansas Licensing standards. Employees will position themselves in an evenly distributed manner and allow for unobscured vision beyond obstacles in the classroom and/or on the play facilities. If you must leave for any reason, ask your supervisor/lead teacher first.

Lead teachers, assistant teachers, student volunteers and volunteers in a large group setting shall:

- Provide and rotate activities.
- Become actively involved and encourage children to participate.
- Quickly intervene if there are problems.
- Display an interested/engaged and pleasant demeanor.

87 OUTDOOR SUPERVISION

Children must have scheduled time outside each day, unless it is raining, or the wind chill is in the danger zone. Employees will plan structured and unstructured play that utilizes the outdoor equipment, addressing indoor and outdoor large motor time. All areas must have an employee stationed at them. Employees must participate in the activities, just as in the classroom. Personal conversations should be very limited.

Specific outdoor rules include, but are not limited to the following:

- Before entering the play yard, always scan for hazards, broken equipment, and dangers.
- Continue to watch for dangerous items for the duration of outdoor play.
- If you notice something dangerous, tell a lead teacher or Director right away.

- Keep the children away until the danger is resolved.
- Staff must be adequately spread around the play yard areas at all times.
- If you are within an arm's length of another staff member, it is your responsibility to move away. Supervision from all angles will ensure all the children's safety.
- Make sure equipment is age appropriate and not too large/small, too high, etc.
- Make sure to encourage turn taking amongst children.
- Make sure the rule of "one child per toy" is utilized on riding equipment.
- Traffic control must be directed- "no crashing."
- Sand stays in the sandbox, throwing sand is prohibited.
- Outdoor water play is only allowed in hot weather and must be VERY CAREFULY SUPERVISED. It must also be pre-approved by the Director.
- Use outdoor facilities age appropriately.
- Make sure that the children have sunscreen on if it is above 75 degrees.
- Special care must be taken when going in/out of doorways - watch out for fingers!
- All non-stationery equipment such as balls, jump ropes, bikes, sidewalk chalk, etc. must be put away in their proper place after use.

88 HANDLING THE APPROACH OF A STRANGER/UNKNOWN PERSON

Strangers or unknown people should exclusively be addressed by adult caregivers and are not allowed to interact with children in the group in any way. This excludes supervised and approved experiences like field trips wherein caregivers are overseeing an event, such as a trip to the library, or visits from approved volunteers at school. At no time will any child be left unsupervised with a volunteer or non-parent or guardian.

- A staff person will immediately gather children away from unknown person.
- A second staff person will address the individual, saying, "Our students aren't allowed to interact with people they don't know. Can I help you?" If possible, take a picture of the suspect person with a phone or camera.
- Any suspicious behavior (individual is lingering or continuing contact) or threatening behavior will be immediately reported to 9-1-1, and caregivers and children will return to the center right away.
- The incident will be reported to the office immediately. A caregiver who is alone with a group of children will need to follow all steps on his or her own. While away from the center (playground included), caregivers should have a land line phone for emergencies.

89 Missing or Abducted Child

Follow these exact steps should a child under your care ever become missing or suspected as abducted:

- Staff person who has witnessed abduction calls 9-1-1 immediately. Make note of description of person and especially vehicle plate number.
- If an abduction was not directly witnessed but a child is still missing, staff members will begin to search the area extensively for child, maintaining supervision of other children in their care and keeping students calm, following the rest of steps below.
- After searching grounds for 10 minutes, a staff person will call 9-1-1. Searching for the child will continue.
- The office will be immediately informed of situation and designated staff will call parent or guardian and inform them of the situation. Steps will be taken to safely return the remaining group to the center, and staff will continue to look for child until authorities arrive. Additional staff may be called upon for search efforts.
- Caregivers and parents or guardians will meet with the authorities.
- Incident will be reported using the State of Kansas Incident, Accident, Illness, Death, or Fire Report.

Once the incident has been reported and/or issue is resolved, the Director and childcare staff will hold a meeting to evaluate procedures and discuss follow-through steps. Please refer to the Media Contact Policy regarding privacy and disclosure of information to the media.

90 Quiet Time & Safe Sleep

LWELC provides sleeping mats for children who attend our Full Day (7:00am-5:30pm) program. Soft music is played in the background to help the energy of the room to become still, quiet, relaxing, and overall comforting for the children. This gives children the opportunity to slow down and unwind. Naps are not required; any child is free to read books, do puzzles, coloring, or any quiet activity after laying down for 15 minutes. The state of Kansas requires, by law, to provide quiet time for any child in a program over four hours. We ask parents to bring in one twin sized cot sheet or twin sized fitted sheet and one small blanket with your child's name on it if they will be staying at LWELC for quiet time. We send home sheets and blankets every Friday to be washed and we wash all mats on a weekly basis as well.

Here at LWELC we stive to provide a calm environment for quiet time and we are committed to help maintain safe sleep practices during our quiet time/nap time routine. In addition to following the quite time regulations required by KDHE, our staff members will continue to monitor safe sleep practices by providing quiet time safety checks, ensuring each classroom has enough light to allow for the teacher to visibly see each student, and will continue to

provide weekly mat safety checks for any unsafe conditions. All mats will be placed in safe areas around the room.

91 WEATHER GUIDELINES

All children must wear appropriate clothing during outdoor play and sunscreen protection in warm spring and summer weather. Kansas State Licensure requires that outdoor play be in an environment that is suitable in temperature. During very hot weather (high temperatures and/or combined humidity) or very cold weather (low temperatures and/or wind chill factor) children will need to use indoor facilities for gross motor time. Observe weather guidelines posted in your classroom. LWELC will inform teachers in the event of any emergency weather situation, but all teachers are expected to observe general temperature and outdoor conditions before taking students outside. Use common sense and practical judgment when assessing the weather; go outside and observe our immediate conditions yourself. At times, the best judge of weather is simply checking things out.

92 GENERAL SAFETY

The LWELC employee manual is intended to both create a safe and healthy atmosphere for all employees and to educate and facilitate the quality care of children. Of paramount importance to safety are general everyday practices such as, but not limited to, Hand Washing and Supervision of Children. Please review the entire employee manual regularly and carefully to prevent accidents and illness for both students in your care and yourself. Though the items are presented in different order, all policies are the same regarding the care of sick children, prevention of illness, handling of biohazards and cleanliness/safety in our center.

93 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their new position meets their expectations. LWELC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or LWELC may end the employment relationship at-will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire or rehire. Any significant absence will automatically extend an introductory period by the length of the absence. If LWELC determines that the introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period. Upon satisfactory completion of the

introductory period, employees enter the established employment classification for their position.

Note: Employee Tuition Discounts, Lead Teacher Staff PTO Accrual, and Full Time Staff Paid Holiday Benefits do not go into effect until the 90 Day Introductory Period is noted as completed by the Director.

94 FINGERPRINTING AND BACKGROUND CHECKS

The State of Kansas requires all childcare employees to receive a background check and fingerprinting packet to be mailed to the state. LWELC will pay the cost of the background check and fingerprinting fees for each new hire. It is the responsibility of the new hire to follow the instructions on the background check packet and complete all tasks by the date assigned by the state. Licensing requires renewed fingerprints every 5 years.

If the new hire leaves employment at LWELC (whether voluntarily or by termination), before the 90-day introductory period is through, the employee will be required to reimburse LWELC for the amount of the background check and fingerprinting fees. The amount will be taken out of the employee's final paycheck.

If an employee chooses to leave after the 90-day introductory period, the background check and fingerprinting fees will not need to be reimbursed.

If an employee leaves LWELC (whether voluntarily or by termination) within 90 days of their 5-year fingerprint renewal, the fingerprint fee's will be reimbursed to the LWELC by deducting the amount off their final paycheck.

If a new employee fails to follow the correct steps to obtain the background check and fingerprinting fees by the date listed on the forms, the employee will be responsible for any costs needed to re-do the background check or fingerprinting.

95 TRAINING REIMBURSEMENT

LWELC may reimburse any staff member for registration fees paid to professional workshops or conferences. Approval must be obtained in advance. Employees are responsible for reimbursing the company for training registration fees paid for the employee in the event the employee fails to attend the training for any reason. It is the employee's responsibility to locate another employee to attend in their place to waive the repayment policy. Employees are not paid for time in attendance to attend non-mandatory training sessions.

Every new employee will be required to take the Health and Safety Training Online Courses offered by KCCTO.org. Every employee will be required to take annual training courses in order

to stay in compliance with Licensing. LWELC will pay the fee for each new hire to obtain these courses, as well as the annual required course fees. If an employee fails to pass or complete the course that LWELC has paid for, they will be required to retake the course and pay for it themselves. If the new hire leaves employment at LWELC (whether voluntarily or by termination), before the 90-day introductory period is through, the employee will be required to reimburse LWELC for the Health and Safety Trainings and for the CPR class (if sent by LWELC). The amount will be taken out of the employee's final paycheck. If an employee leaves LWELC (whether voluntarily or by termination) within 90 days of their annual renewal KCCTO class start date or CPR renewal the cost of the class/classes will be reimbursed to LWELC. The amount of the classes will be deducted from the employee's final paycheck.

96 PROFESSIONAL RESPONSIBILITIES

The following is a list of the activities that the regular employees are required to prepare for and attend each year. The Director will provide advance notice of the dates to allow adequate time to make necessary arrangements to ensure your participation at the event. Events may be added to this list at any time.

- Parent Teacher Conferences
    - All teachers will prepare approved assessments of the children in their class. Conferences will be held once each year, based on the schedule set for age groups to discuss these assessments and results with parents. Parent Teacher Conferences are scheduled after Teachers' working hours.
- Center Fundraising Events
- Meet the Teacher Nights
- Holiday Programs
- Graduation
- Open House
- Workshop Days

97 IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. On your first day of employment, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, LWELC may be required to terminate your employment and take other action as required by law.

98 COMPENSATION

A pay range is established for each of the center jobs. Each employee whose performance is "proficient" or better will receive a rate of pay that corresponds with the pay range that has been established for his/her job.

The position of each employee's rate of pay within the range that has been established for his/her job will be determined primarily by the employee's relevant experience and job performance.

99 WORK SCHEDULE

Operational demands may make it necessary for occasional changes to scheduled "in" times, scheduled "out" times and/or in the total hours that may be needed each day and week, in order to meet the varying demands of our business. Staffing is directly related to the number of children enrolled. The determination of the daily and weekly work schedule is afforded to the Director. The Director may make such changes at their sole discretion. The Director will inform you of your hours by posting a weekly or monthly schedule. It is the responsibility of the employee to check the posted schedule for any necessary schedule changes based on enrollment needs.

If enrollment or income decreases, it is possible that the number of hours worked by the staff will be reduced. In such a case, the employee would be paid only for the actual number of hours worked. If the employee has any questions concerning their schedule, she/he may consult the Director who will make the final decision on the employee's hours of work while meeting the individual center licensing ratios along with payroll budget guidelines.

All employees must be willing to accept and expect variations in their schedules as required by the needs of the children and the business. Management promises to make variations in scheduling fair and equitable. If you feel the burden is not fair, please discuss it immediately with the Director.

To maintain efficiency, you are expected to be ready to start work in your designated work area at your scheduled start time and remain at work for the entire work period, excluding your meal period. Changing scheduled hours worked without prior approval will result in disciplinary action up to termination of employment. This includes changing scheduled ending or starting times or scheduled break periods.

Should an unavoidable circumstance cause you to be late, notify the Director of your anticipated arrival time or if it is necessary for you to leave work because of a personal emergency, you must inform the Director before leaving.

100 BREAK PERIODS

Lunch periods and breaks will vary. You are expected to cooperate with the Director in taking lunch periods and breaks at a time when there will be no interference with the children. Hourly employees will receive a minimum of an hour unpaid meal break in a shift of 7 hours or longer. The director may modify the break schedule to meet the requirements of licensing, at their discretion.

101 OVERTIME PAY

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time, unless otherwise provided in a valid and enforceable collective bargaining agreement. All overtime or time worked outside of your scheduled hours (more than 5 minutes before or after scheduled hours) must be approved by your supervisor prior to working these hours. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. All overtime must be approved by the Director in advance.

102 COACHING AND/OR PROGRESSIVE DISCIPLINARY POLICY

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or needs guidance for optimal performance of teaching duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but are not restricted to the following:

- Verbal coaching or warning, written warning, written improvement plan, administrative leave with or without pay, up to termination. (Nothing in this policy or in the handbook is intended to limit in any way the center's right to terminate at any time, with or without cause and with or without advance notice.)
- If the Director finds that repeat occurrences of coaching is required in the same area for an employee without reaching the desirable performance outcomes, the employee will be removed from the position.

103 PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At LWELC every staff member must be conscious of the emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant Smile

- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

Note: All employees at LWELC will greet every parent and family with a smile and by their name; to let them know that you are truly happy to care for their child.

104 PERFORMANCE EVALUATIONS

DAILY SUPPORT – Employees are strongly encouraged to discuss job performance and goals with the Director on an informal, day-to-day basis.

COACHING MEETINGS –LWELC will also support all employees with ongoing and regular coaching meetings to address any employment issues, performance concerns may be addressed (on an as needed basis). Coaching Meetings may also come in the form of staff meetings after regular work hours have ended. All employees are required to attend all staff meetings when announced.

ONE MONTH MEETING – All new employees may be subject to meeting with their immediate supervisor at the end of their first month of employment for an informal review. Questions will be answered, and additional support will be provided, as needed.

All LWELC employees are reviewed at the discretion of the Director. Annual reviews are comprised of several factors, including:

a) Self-evaluation
b) Evaluation by manager
c) Goal setting
d) Achieving planned goals

During the formal performance review process, the Director is encouraged to cover the following areas:

- The quality and quantity of your work.
- Strengths and opportunities for growth.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving.
- Ongoing professional growth and development.

A performance appraisal gives you a chance to discuss your duties and responsibilities with your manager and to learn how your manager perceives the quality of your work, your progress in attaining department goals and what will be expected of you during the next appraisal period. It gives you the opportunity to ask questions, learn about the objectives to be achieved, and explore directions for your career.

105 MATERNITY LEAVE

Maternity leave will be treated in a manner consistent with the Federal and State Laws as defined by the courts and applicable to Kansas.

106 TEAMWORK AND SERVICE TO THE FAMILIES

Our success is a result of consistently performing beyond our clients' expectations.

To perform at this level, it is essential that all LWELC employees operate as a team. Whatever your job functions, you are a member of the team that services families because all our jobs are related to and dedicated to that end.

As a member of a team, you must understand that the quantity and quality of the work you do affects your co-workers and, ultimately, the child. We expect you to set high standards for yourself, in the job you do, the way you communicate and the manner in which you interact with others.

107 ETHICAL STANDARDS

LWELC strives to maintain the highest standards of personal and business ethics and corporate conduct. As an employee, you are required to do the same. Your daily activities on behalf of LWELC should always be carried out in an ethical and legal manner, and conflicts of interest should be avoided.

108 GUIDELINES FOR CONDUCT

Employees of LWELC are expected to accept certain responsibilities, adhere to accepted business and professional principles in manners of personal conduct, and exhibit a high degree of personal integrity, at all times.

When an employee violates any departmental standards, the Director/Board of Directors is responsible for acting promptly to correct the situation and to prevent further occurrences for mutual benefit. Often, disciplinary actions are taken in a progressive manner in order to provide the opportunity for the employee to correct his/her behavior and to meet work

standards. Examples of progressive steps in this process are verbal counseling, written counseling, suspension, and/or discharge. Documentation of all counseling, suspension and discharge will be written in duplicate by the supervisor and countersigned by the employee and placed in his/her file. The director and employee will retain copies of any disciplinary action taken.

Written reprimands are issued to ensure important correction of any employee's attitude or job performance. A total of three reprimands within a twelve (12) month period may result in immediate dismissal.

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. <u>The following actions may result in immediate termination:</u>

- Inappropriate behavior toward parents. (All staff are expected to be always professional and courteous. If a parent is rude to you, please allow the Director to handle the situation.)
- Neglect of physical abuse of a child.
- Withholding food, nap, or other comfort from a child.
- Failure to report to work two consecutive workdays without proper notification.
- Falsification of center records (i.e., employment application, time clock, and your records).
- Cursing/rude talk/foul language of any kind inside or around LWELC building or it's students.
- Working under the influence of alcohol or illegal drugs.
- Smoking in prohibited areas.
- Conviction of a felony for any offense committed while employed by the center.
- Fighting, threatening violence or disruptive activity in the workplace.
- Leaving a child unattended (inside or outside).
- Allowing a child to leave the center with an unauthorized person.
- Sleeping while supervising children.
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday (leaving assigned work area without prior approval or adequate coverage).
- Sexual or other unlawful or unwelcome harassment.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Insubordination that shows gross disrespect, such as threatening, profanity, or yelling at the Directors.
- Unauthorized use of telephones, mail systems, or other employer-owner equipment.

- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty.
- Use of any form of social media to defame the company or its customers or employees.
- Unsatisfactory performance or conduct.
- Sharing confidential information about the center or any of its employees.
- Promoting and sharing rumors or negative information about LWELC.
- Gambling on center property.
- Unauthorized posting or removal of bulletins or notices.
- Disregarding one's appearance, uniform, dress, or personal hygiene.
- Dishonesty.
- Violation of any, and all, safety rules.
- Failing to be ready to work prior to clocking in at the start of your shift and remaining prepared to work until after you have clocked out at the completion of your shift.
- Leaving one's work area without authorization or interfering with the work of other employees.
- Immoral, indecent, or disorderly conduct of any nature, or lending money for interest on LWELC's premises.
- Threatening, intimidating, coercing, fighting or the inability to work effectively with another employee or a customer by word or deed, whether on or off LWELC's premises.
- Any discourtesy, unkindness or impatience with customers or with any member of the public visiting LWELC.
- Possession of firearms or any other type of weapon while on LWELC's property.
- Unauthorized possession of property belonging to LWELC, another employee or of a customer or visitor to LWELC.
- Negligent or deliberate destruction of or misuse of property belonging to LWELC or to a customer or visitor to the school.
- Failure to follow the rules concerning solicitation and/or distribution of literature.
- Unauthorized possession, use, copying or reading of LWELC's records, or disclosure of information contained in such records to unauthorized persons.
- Poor attitude or disrespect to management, your supervisor, the customers, or visitors to LWELC.
- Talking or gossiping to another staff member spreading issues of any kind. We classify gossip as **ANY** talk about another staff member, employee of the church, ELC parent or student that in anyway spreads true/untrue issues, situations, slander, miscommunications or dishonest conversations. Any talk that does not pertain directly to the employee you are talking to is considered gossip. Whether the conversation being had was true or untrue. If you have any concerns or issues, please contact the Center Director.

- Any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action and/or termination of employment.
- Failure to complete regularly assigned tasks in a timely fashion or refusal to perform assigned work.
- Unapproved change of scheduled hours of work.
- Receives repeated complaints from parents.
- Use of personal cell phone/electronics without prior permission from the director.
- Refuses to carry out orders of supervisor or is insubordinate.
- Has received three reprimand slips signed by the director or the board and filed in the employee's personnel file within any (12) twelve months after the three-month probationary period.
- Failing to perform in a manner that ensures the safety of the children in your care.
- Failing to demonstrate awareness of the location or the number of children assigned to you.

All employees will be counseled where there is deficiency in performance. The following is one exception to this rule: Any employee who strikes a child or subjects a child to corporal punishment shall be subject to IMMEDIATE DISMISSAL. Examples of this behavior include slapping, pushing, shoving, sitting a child down with force, pulling a child's arm, jerking a child's head, molestation, or any other physical harm. IMMEDIATE DISMISSAL also results from subjecting a child to humiliation, ridicule, depriving a child of a snack or meal, or using abusive language toward a child. THIS LIST IS NOT MEANT TO BE ALL INCLUSIVE.

109 SOCIAL MEDIA POLICY

The following principles apply to professional use of social media on behalf of LWELC as well as personal use of social media when referencing LWELC.

- Employees need to know and adhere to LWELC and the Employee Handbook, and other company policies when using social media referenced to LWELC.
- Employees should be aware of the effect their actions have on their image, as well as LWELC's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that LWELC may observe content posted to their personal Social Media accounts. Individuals must use their best judgment in posting material that is neither inappropriate nor harmful to LWELC, its employees, or families.
- Although not an exclusive list, some specific examples of prohibited Social Media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Director.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks, or other intellectual property.
- Social Media use shouldn't interfere with employee's responsibilities at LWELC. LWELC's computer systems and iPad devices are to be used for business purposes only. Using LWELC's computer or iPad devices for business purposes is allowed by authorized individuals only (ex: Facebook, website). Personal use of Social Media networks or personal blogging of online content is discouraged and could result in disciplinary action.

110 ATTENDANCE APP

Teachers will only use the Brightwheel App (or other attendance app as noted by Director) on the school iPad during work hours. Staff will NOT use their personal cell phones to update the Brightwheel App (or attendance app) during work hours. This alleviates the problem of parents/supervisors questioning whether you are using the cell phone for personal use or for the app.

When communicating on the parent communication app, staff will use respectful text and positive language. Always choose communicating in person rather than the app over any major issue in the child's day. Lead or Assistant teachers will post at least 1 note per day for each child detailing a positive interaction/new concept learned. Lead or Assistant teachers will post at least 1 picture per week to send to parents. Any inappropriate or rude communication by staff on the Brightwheel App may be cause for a write up or termination. Ask the Director for guidance on any situation you are unsure of how to handle.

111 PURCHASING

LWELC will make every effort to provide you with the supplies, materials and support needed for you to do your job in a professional manner. Staff purchasing supplies for their classroom must submit a completed "Purchase Request" form for approval from the Director, prior to purchasing classroom items to receive reimbursement for the classroom purchase. There is no guarantee it will be approved. A receipt and the approved purchase request form must accompany all reimbursements.

112 HOUSEKEEPING

The foundation for a safe, healthy, and pleasant place to work is good housekeeping. LWELC provides safe and suitable working conditions for all employees. You are urged to cooperate in every way to maintain this environment. Workstations and classrooms should be left in an orderly condition at the close of the day; windows, equipment, and lights, i.e., copy machines, computers, should be turned off. All areas of LWELC should be free of litter. It is the teacher's responsibility to ensure their classroom is daily meeting the center's housekeeping guidelines daily. We should treat our facility as though it were our home.

- Materials and equipment will be kept out of hallways and walkways.
- Materials will not be stored against doors or exits or fire extinguishers.
- Materials and other equipment will be returned to their proper storage area after use.
- Areas will be kept dry, spilled liquid will be cleaned immediately (employees are responsible for scrubbing carpets, immediately, to avoid stains).
- Trash and scrap will be thrown into proper waste containers.
- Good housekeeping practices will be exercised within each employee's work area.
- Every day – every employee is responsible for making sure that items are not stacked on top of cabinets, shelves, etc., ANY PLACE THAT MIGHT CAUSE A HAZARD TO CHILDREN/STAFF.
- All toys and equipment must be collected on the playground and returned to their proper storage area at the end of the recess period.

Closing procedures are completed in each classroom as the number of children reduces during the day, eliminating the need for use of the classroom. Teaching staff are responsible for the removal of garbage, cleaning of the floors, tables, sinks, cabinets, and storage areas prior to closing the room for the day. Cleaning is not to be completed while staff members are scheduled to maintain ratios, as the full attention of the classroom staff should be given to the children in their care.

113 FIRST-AID BOXES/CLASSROOM BINDERS

Each classroom has a first aid kit/box. The classroom first aid kits must be taken with the group each time they leave the classroom. Outings include recess time on the playground, field trips and nature walks in the neighborhood.

Each classroom also has their own "Class Binder" with emergency information for each child. It also includes our policies and procedures for illness and other emergencies. The iPad is to be taken with the Lead Teacher whenever the class leaves the classroom. In the event of an emergency, the classroom binder is to be taken wherever the class goes. Please notify the Director if any information in the binder needs to be updated.

114 KITCHEN POLICY

When cooking/preparing food in LWELC's kitchen, staff will wear gloves when in direct contact with food that will be served to children. All safety precautions outlined by the state of Kansas will be followed.

115 SEPARATION OF EMPLOYMENTS

Termination of Employment:

Unless otherwise provided in a valid and enforceable collective bargaining agreement, LWELC operates under the principle of employment at-will. This means that neither you nor LWELC has entered into a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Likewise, LWELC/Living Word Church, has the right to terminate your employment, or otherwise discipline, transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law.

An employee wishing to resign in good standing shall submit to their Director a resignation letter dated and signed stating the effective day of the resignation and reason for the termination of their employment. LWELC expects that you will give notice of at least 2 weeks in the event of your resignation. An employee who is discharged for disciplinary reasons will be ineligible for rehire. The Director is responsible for the documentation of the discharge and the disciplinary action. This documentation will be filed in the employee's personnel file. Employees terminated by the company may not have access to the center without supervision from the Director.

If an employee is in a position that receives accrual of Paid Time Off, PTO will stop accruing from the time they submit their 2-week notice, and up to 40 hours off PTO will be paid out on the employee's final paycheck. If an employee is terminated by LWELC or fails to give a full 2-weeks resignation, then the accrued PTO will not be paid out on the employee's final paycheck.

Note: Upon termination of employment, you are required to return any materials that are school property. **(See section 93, 94, 95 for more details).**

116 EMERGENCY PREPAREDNESS POLICY

When this policy applies: At varied times and places, using all building exits, and during all types of activities (meals and nap times included) and weather conditions throughout the year while childcare is being provided.

What this Emergency Preparedness Policy Includes:

- Communication with parents
- Evacuations
- Relocation
- Emergency closing
- Safe place (sometimes called “Lock Down”)
- Shelter-In-Place
- Continued operations
- Reunification
- Planning for vulnerable children
- Providing support after a crisis

After the Emergency: After the emergency is the time to REAP the benefits: Recover, Evaluate, and Plan.

Recovery: Recovery means to return to normal operations. This may be a long-term process depending on the damage incurred. However, it is important to get back up and running as quickly as possible. We would need to be aware of the physical and mental health and safety of children and staff.

Evaluate: We put a lot of time and thought into preparing for an emergency. Now that we would have survived one, we would evaluate how our plan actually worked, and what would work better next time.

We would meet with our original planning partners and assess how each step in the plan worked for children, parents, staff, and local emergency officials.

Plan: Now is the time to plan for the next emergency.

- We would update and revise our emergency plan if our evaluation shows the need.
- We will restock the emergency supplies you used.
- We would involve parents in the planning process to update communications, reunification, and contact information.
- We would continue to stress that family preparedness is the best way to plan for the next emergency!

Code Green/Evacuation Plan

***Practiced annually with no kids**

Notification: As soon as any staff member becomes aware of any situation with the potential for significant violence (bomb threat), or any unsafe situation that would result in an

evacuation, the staff member shall immediately notify the Director and Lead Teachers by the fastest means possible (phone, radio, direct contact) and isolate the incident.

Staff Members: Signal and announce evacuation: Code GREEN

- Emergency Kits/Emergency Information will be taken when the safety of children is not compromised.
- All children are safely evacuated; in case of the need to evacuate children through windows, children will be placed out of windows first, using any items available to place on ground.
- Call 911, identify yourself, identify crisis.
- Take attendance to make sure all children are accounted for.
- Contact evacuation sites (Neighborhood, Out-of-Neighborhood, Out-of-Town)
    - Neighborhood: Fire Department Station 3
        - Address: 2727 Amherst Ave, Manhattan, KS 66502
        - Phone: (785) 587-4504
    - Out-of-Neighborhood: Lee Elementary School
        - Address: 701 Lee St, Manhattan, KS 66502
        - Phone: (785) 587-2050
    - Out-of-Town: St. George Elementary School
        - Address: 200 Blackjack Rd, St George, KS 66535
        - Phone: (785) 494-2482
- Parents will be notified of the evacuation.
- Announcements will be made, when possible, on radio/tv/phone.

Transportation to evacuation locations: children will walk, or children will be driven by all staff members in a crisis. All transportation safety measures will be taken to the best of our ability, but getting children to safety is our priority.

Evacuation Response Assignments: Classroom Binders, Emergency Medical Bags, Backpacks, iPads

Parent Reunification: Reunification is the process of reuniting children with their parent, guardian, or other person listed on the emergency pick-up list. Reunification is conducted after an emergency disrupts the normal dismissal process and regular dismissal procedures cannot be followed. Parents/guardians will be directed by LWC or public officials by phone, tv, radio, website, or other social media as soon as it's SAFE. Parents/guardians will be provided information to evacuation site.

Contact information for Miss Rachel: 785-844-0992 (cell phone). Parent/guardian phone numbers are stored in Classroom Binders and on iPads.

Release: Children will only be released to parents/guardians and to emergency contacts on their pick-up list (proper identification will be needed).

CODE RED/Lockdown/Safe Place Plan

Our mission is to provide safe childcare and preschool for our children, employees, and volunteers. Code Red outlines a procedure that is employed in the event of an intruder attempts to invoke harm to children, staff and volunteers at Living Word Early Learning Center.

How to Respond: The first person that is aware of the situation immediately directs nearby children/staff into their classroom or work areas that can be locked and then notifies the Director by phone, radio, cellphone, etc.

The Director or designated staff member announces, “Code Red”. This will signal the activation of LOCKDOWN. Director or designated staff member notifies police by calling 911 or direct line (785) 537-2112 for police department.

Indoor crisis: If doors are open, bring all children inside, lock all doors, and quickly move to the innermost classroom bathroom. (Classroom 1)

- LOCK all doors to classroom and bathroom, close all windows, draw all shades, close all lights. (if it doesn’t scare/ cause the kids to panic)
- Children, staff, and visitors should remain in safe areas away from windows and doors without talking until lockdown has concluded.
- Staff can use shelving, bookcase, or any other heavy furniture to put in front of locked door to add additional barrier.
- Staff should take attendance to account for all students.
- Keep children calm.
- If any children or staff member is unaccounted for, notify the Director or other designated staff member upon completion of lockdown.
- If a staff member was helping a child in the bathroom, we ask that the staff member tries to help the child and themselves and move quickly to the safe place room or to remain quietly in the bathroom with door shut until it is safe for them to exit.
- If children and staff members are on the playground and hear “Code Red”, we ask that staff gather children and take them to the fire station next door. Staff will stay with children until the “all clear signal” directive is given.

Communication plan for parents

In Case of School Emergency: We will make sure that parents know children are safe, what the nature of the emergency is, any changes in our relocation plan, or schedule if communication is available to us.

Parents that have children with special needs or infants will be called first.

Although your first reaction would be to call or rush to your child, please follow the tips listed below:

- Do not call or rush to your child's childcare or preschool. Phone lines and staff are needed for emergency response efforts.
- Tune in to the local TV/radio stations for official news alerts.
- Check LWELC's website and social media sites for updates.
- Rely only on official communication from childcare/preschool or public safety officials.

Listen for official communication regarding reunification with your child.

All parents will receive a copy of this policy in the Parent Handbook upon their child's enrollment. Written notification will be given of any updates.

A copy of the Emergency Evacuation Drills Log will be posted where parents and staff can see Evacuation Drill Log.

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work.

Emergency Closure: There will be times when it is not safe for the children to come to the childcare program, such as severe weather (see section 6.9 for more detail), power outages that occur before we open for the day, or unsafe circumstances due to an emergency that may occur while the children are already at the childcare program. In order to reduce confusion when closing, it is important to have an emergency closing plan with which everyone is familiar. The Director will make the decision. If a non-weather emergency happens, the director will decide how to provide proper communication to the parents/guardians in the most efficient and effective manner possible for that specific situation. The director and teaching staff will start reaching out to families as soon as possible using our emergency contact list that families provide us. If we are unable to provide communication through phone calls, we ask each parent to also check our attendance app, Facebook page, and email to receive information. We will take into consideration when it's most wise to close, such as listening to road reports, listening for severe weather updates, watching for local school closings, and monitoring for any other local emergency situations.

Emergency "Missing Child": Teaching staff immediately conduct a thorough search of the immediate surroundings. Call 911 or Emergency Number. Notify parents. The Department of Human Services/Licensing Regulations will also be notified.

Emergency Transportation Permission Agreement: Parents will have an Emergency Transportation Permission Agreement Form inside their child's enrollment packet giving

LWELC permission to have staff and teachers transport your child to an emergency relocation site if children were unsafe and couldn't remain at the childcare facility. Parents will need to understand that normal safety rules will be followed as much as possible, but the highest priority is to relocate to a safe location.

Fire Drills: We hold fire drills once a month to prepare for emergency evacuations. Children are escorted out either the main entrance or by alternative exit needed to evacuate safely. In case of a split group, we meet in the grassy area in front of the ICE building. The teacher takes the classroom binder, epi-pen bag, first aid kit, the land-line phone or cellphone, and makes sure everyone is accounted for by taking attendance. In the event of a real fire or disaster, children will be taken to an off-site location or wherever instructed by Public Safety Personnel. Parents will be notified immediately or as soon as it is safe to do so.

Medical Emergencies/Accidents: All educators and staff at LWELC are trained in infant/child CPR and first aid. All accidents or injuries requiring more first aid such as a band-aid or ice pack will be reported on an Accident Report Form. Parents are required to read, sign, and return forms to their child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps treated with ice. Immediate care for more serious injuries will be referred to a childcare Health Consultant or Rescue 911 will be called to transport a seriously injured child. Parents or their emergency contacts (in the event the parents cannot be reached) will be notified.

Please make sure your emergency phone numbers are up to date. You MUST have an alternative adult who can pick up your child if you cannot be reached. Parents must make arrangements to pick up a sick or injured child within a half hour. If your child is transported by rescue and 911 is called, we ask parents to fill out an Emergency Medical Form, which is in the enrollment packet.

To help ensure safety, staff will:

- Make sure the play area is free of hazards.
- Always supervise children closely.
- Keep toxins and hazardous materials where children cannot see or reach them.
- Have a cell phone or landline when outside or on a field trip.
- Make sure that the first aid kit is always well-equipped.
- Employees are first aid and CPR certified.
- Have emergency numbers posted at all times in outdoor emergency kit and inside classrooms.
- Know how to respond to allergic reactions, including food allergies and bee stings.

Tornadoes/Hurricanes: If children are on the premises in the event of severe weather, we will proceed to the foyer (outside sanctuary doors). In the event of needing to take shelter from a tornado, all children will be moved to the women's bathroom. A teacher will take the

classroom binder with emergency numbers, a landline or cellphone, the walkie, the first aid kit, and epi-pen bag if applicable. Attendance will be taken, and parents will be notified immediately or as soon as it is safe to do so.

117 ILLNESS POLICY

Illness is always a concern in any preschool environment. Since children are susceptible to disease, we as teachers are always looking out for the best interest of all the children at Living Word Early Learning Center (LWELC), therefore, for the protection of all the children and staff, children should be kept home and will be sent home if he/she displays any of the following signs or symptoms below:

Chickenpox: Chickenpox is a very highly contagious disease caused by varicella zoster virus. A vaccine against chickenpox is now available for those who might consider the vaccine. Some signs and symptoms of chickenpox are little red bumps on the scalp that spreads to the stomach or back before spreading to the face. Patterns can vary depending on the individual. Chickenpox is usually spread from person to person when a susceptible person is exposed to respiratory tract secretions or directly to fluid from the open sores of an infected person. Pregnant women can also have more severe health problems and complications. Child is excluded until blisters have formed scabs, child is fever free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Conjunctivitis (Pinkeye): Conjunctivitis can be caused by bacterial or viral infections or by allergic reactions to dust, pollen, and other materials. A child will be considered to have conjunctivitis when there is white or yellowish pus that accumulates in or around the eye. If the physician has determined the cause of the conjunctivitis to be infectious and requires treatment, the child is excluded until medication has been administered for 24 hours.

Coxsackie virus (Hand, Foot & Mouth Disease): Hand, Foot and Mouth Disease is a common childhood illness caused by coxsackievirus A16. Infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus and symptoms may last for 7 to 10 days. The virus can be passed through saliva from blisters in the mouth and through the fluid from blisters on the hands and feet. Child is excluded until fever- free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in the program.

Diarrhea: Diarrhea can be triggered by a variety of different causes such as germs, bacteria, viruses, and parasites. Children can also have diarrhea without having an infection, for instance food allergies and antibiotics can result in diarrhea as well. As teachers at LWELC we will monitor a child's bowel movements and if they are more frequent (twice per day) and

looser/watery than usual, children will be excluded until symptoms have disappeared (at least 24 hours of symptom free before returning).

Fever or fever accompanied by behavioral changes or other symptoms: Any child or teacher with an elevated temperature of greater than 101°F orally or 100.1°F (axillary, tympanic, or under arm thermometer) is excluded until fever-free without acetaminophen or ibuprofen for 24 hours and can comfortably participate in all program activities.

Head Lice: Head Lice are tiny insects that live primarily on the head and scalp. Lice is primarily spread through direct head-to-head contact. Sharing personal items such as hats, brushes, combs, and linens may also play a role in the spread. Although small, adult head lice may not be seen with the naked eye, head lice suck blood and the rash caused by their feeding may be more noticeable than the insects themselves. Lice attach their eggs at the base of a hair shaft. These eggs, or nits, appear as tiny white or dark ovals and are especially noticeable on the back of the neck and around the ears. Adult head lice cannot survive for more than 48 hours apart from the human host. Staff or parents who notice children with head lice will notify LWELC immediately. Child is excluded until he/she has been treated with lice-specific medicated shampoo, rinse, or lotion as directed. Child will be checked daily for up to 2 weeks for evidence of new infection.

Impetigo: Impetigo is a skin infection that is usually caused by one of two types of bacteria. Impetigo appears as a blistery rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts, and adheres to the skin. Impetigo is spread among children in close contact. Child is excluded until blisters are gone, rash is dry, and he/she has been on medication for at least 24 hours. Both oral antibiotics and antibiotic cream may be prescribed.

Influenzas and Infectious Disease Policy:

- **Purpose:** To prevent the spread of infection when the flu vaccine is not available, or the present strain of the flu is not covered in the current vaccine.
- **Policy Statement:** This facility will institute a plan to help protect the preschool children and staff from contracting the flu.
- **Signs or Symptoms of the flu in the building:**
    - This facility will isolate the children as needed if signs and symptoms arise and send children home until signs and symptoms have ceased for 48 hours.
    - Staff that have signs or symptoms are required to stay home until signs and symptoms have ceased for 48 hours.
    - Group activities will be suspended as needed to prevent the spread of the virus.
    - A Health Consultant will be notified for further direction if needed.
- **Positive Case in the Building:** This facility will restrict all visitations, activity visits, volunteers, from coming into the building.

Infection Control Policies and Actions:

- Handwashing is promoted when children enter the facility, after playing outside, before and after sensory play, before eating and after toileting.
- Toys and dress-up clothing are washed/sanitized weekly or when visibly soiled.
- We encourage parents of sick children to keep the children home and away from the childcare setting until the children have been without fever for 24 hours, to prevent spreading illness to others. Similarly, we encourage sick care providers to stay home.
- We encourage children and staff to use soap and water to wash hands when hands are visibly soiled, or an alcohol-based hand rub when soap and water are not available, and hands are not visibly soiled.
- We encourage children and staff to wash their hands between contacts with infants and children, such as before meals or feedings, after wiping the child's nose or mouth, after touching objects such as tissues or surfaces soiled with saliva or nose drainage, after diaper changes, and after assisting a child with toileting.
- We keep a good supply of things we need to help control the spread of infection (for example, keep on hand plenty of soap, gloves, and tissues).
- We ask parents to let us know if their child is sick. We keep accurate records of when children or staff are absent.
- We emphasize that any child or adult who is ill will not be admitted into the program that day.
- We observe children for symptoms of respiratory illness and have a plan for keeping children who become sick at the program away from other children until the family arrives.
- We require staff members to stay home if they think they might be sick. If they become sick while at the program, we require them to go home and stay home.
- Tables washed after each activity, before and after breakfast, lunch, and snack.
- Silverware, plates, cups, all sanitized appropriately.
- Water bottles are sent home every Friday to be washed.
- Each child has his/her own individual resting mat. Individual sheets and blankets washed weekly, and mats sanitized monthly.
- Classroom surfaces are cleaned and sanitized daily.

Reportable Illnesses: The Kansas Center for Disease Control maintains a list of diseases that must be reported to them when they occur. The list includes such diseases as Chickenpox (Varicella), Diphtheria, Hepatitis, Influenzas-associated pediatric death, Lyme Disease, Measles, Meningitis (bacterial), Mumps, Pertussis, Smallpox, Streptococcus pneumonia, and Tetanus. The number for reporting diseases is 877-427-7317.

Ringworm: Ringworm is a fungus infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave a flaky patch of baldness on other

areas of the skin; ringworm causes a reddish ring like rash that may itch or burn. The area could be dry and scaly or moist or crusted. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can also be spread indirectly through contact with articles (such as combs or clothing) or surfaces, which have been contaminated with the fungus. A child is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion begins to shrink. Child is excluded until treatment from pediatrician has begun and infected area begins to shrink.

RSV (Respiratory Syncytial Virus): RSV causes infections of the upper respiratory tract (like a cold) and the lower respiratory tract (like pneumonia). It is the most frequent cause of lower respiratory infections, including pneumonia, in infants and children less than two years of age. RSV is highly contagious and is spread through direct contact with infectious secretions. Child is excluded until fever-free without acetaminophen or ibuprofen for 24 hours, is free of any breathing difficulties, and can comfortably participate in the program.

Strep Throat/Scarlet Fever: Strep Throat is easily spread and is caused by A Streptococcus bacterium. It is spread when an infected person coughs or sneezes contaminated droplets into the air and another person inhales them. A person can also get infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat may include sever sore throat, fever, headache, and swollen glands.

If not treated, strep infections can lead to scarlet fever, ear infections and pneumonia. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever. Child is excluded until he/she has received at least 24 hours of antibiotics, has been fever-free without acetaminophen or ibuprofen for 24 hours, and can comfortably participate in the program.

Thrush: Thrush is an oral infection that appears as creamy white, curd-like patches on the tongue and inside of the mouth. Outbreaks may be the result of increased antibiotic use. The infection can be passed through nasal and oral secretions. If a physician has determined that treatment is required, the child will be excluded until treatment begun.

Vomiting: Children who experience two or more episodes of vomiting per day will not be able to attend LWELC or will be sent home until there is no sign of vomiting for 24 hours. Exception: if the child has one episode of extreme vomiting, they will be sent home.

If a child exhibits any unexplained rashes, complaints or ailments, parents will be notified, and the child sent home accordingly. Parents are asked to report any known exposure to a contagious disease for the protection of others, especially pregnant mothers.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. If your child has been knowingly exposed to a contagious disease, such as chickenpox or fifth disease, please contact LWELC before bringing your child.

For the safety of all children, if your child is put on medication of any kind, please allow 24 hours for symptoms to subside and medications to take effect.

Please keep in mind that this is only a guideline. If we feel that your child cannot fully participate in the program and requires a level of care that could jeopardize the health and safety of others in the classroom, you will be notified to pick up your child. We ask that you do so within *one hour* of our request.

The Illness Policy will be provided along with the enrollment packet at the time of enrollment. *LWELC requires an Illness Policy to be signed and returned when enrolling your child. Thank you for helping make our environment healthier and safer!*

Documentation: In the event of an accident, injury, or emergency, LWELC will have documentation available to parents and legal guardians. As guides/providers, we are trained in CPR and basic first aid. Please notify us if your child has preexisting medical conditions so we can achieve the training and guidance needed for your child.

118 CLOSING STATEMENT

The Management of Living Word Early Learning Center thanks you for taking the time to thoroughly read our Employee Handbook.

The Management expects everyone to abide and follow the policies as set forth and described. However, all employees are encouraged to bring forward their suggestions and thoughtful ideas about how LWELC can be made a better place to work, our jobs improved, and our services to our families enhanced. When you see an opportunity for improvement, please share it with the Director so that they can help you bring your idea to the attention of the people who will be responsible for possibly implementing it. All suggestions are valued and will be listened to.

(785) 776-2162 | 2711 Amherst Ave. Manhattan, KS 66502 | livingwordchurchelc@gmail.com

Video and Audio Surveillance Notice

In order to promote the safety of employees, children, and visitors, as well as the security of its facilities, Living Word Early Learning Center/Living Word Church may conduct 24-hour video and audio Security/ Surveillance Cameras with 7 days recording of any portion of its premises at any time, the only exception being private areas of restrooms and diaper changing areas. Video cameras will be positioned in appropriate places within and around Living Word ELC / Living Word Church and used to help promote the safety and security of people and property. Cameras will be located in classrooms, by exterior doors, and in hallways. Living Word ELC has installed the cameras as per state regulations.

I hereby acknowledge and have been notified of the video and audio Security/Surveillance.

Signature _____ Date: _____

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RECEIPT AND ACKNOWLEDGMENT OF LWELC EMPLOYEE HANDBOOK

Please read the following statement, sign below, and return it to the Director.

Acknowledgment and Receipt of Employee Handbook:

I have received and read a copy of LWELC's Employee Handbook. I understand that the policies and benefits described in it are subject to change at the sole discretion of LWELC at any time, unless otherwise provided in a valid and enforceable collective bargaining agreement.

At-Will Employment:

I further understand that, unless otherwise provided in a valid and enforceable collective bargaining agreement, my employment is at will, and neither I nor LWELC has entered into a contract regarding the duration of my employment. I am free to terminate my employment with LWELC with or without reason. Likewise, LWELC/LWC has the right to terminate my employment, or otherwise discipline, or demote me at any time, with or without reason, at the discretion of the Director and Board of Directors. No employee of LWELC can enter into an employment contract for a specified period of time or make any agreement contrary to this policy without the written approval from the Director and Board of Directors.

Employee's Printed Name and Position **Date**

Employee's Signature **Date**

(Return signed form within one week of hire date.)