

Our World for Children St. Mark

Staff Handbook



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Our World for Children's Staff Handbook

Teacher's Job Description.....	page 2
• lead teacher & assistant teacher	
Our World for Children's Staff Competency Goals.....	page 3
To establish & maintain a safe, healthy learning environment.....	page 4-8
• health, emergency, toileting, sanitizing, medication, biting policy, nap & release of children	
To advance physical & intellectual competence.....	page 9-10
• large muscle, fine muscle & intellectual	
To support social/emotional development & provide positive guidance.....	page 10-11
• social support & emotional support including discipline	
To advance spiritual growth.....	page 11
• modeling the power of prayer	
To establish positive relationships with parents.....	page 12-13
• procedures for solving problems & duty to report abuse & neglect	
To ensure a well-run, purposeful program responsive to participant	page 14
• evaluations, training & orange slips	
To maintain a commitment to professionalism.....	page 15-20
• educational requirements, phone calls, food & drink, dress code, hiring, full/part time staff, at will employment, salary information, absence, volunteers, yearly schedule, arrivals/tardiness, parking & smoke-free environment	
Emergency Numbers, DIAL DIRECT.....	page 21
God & Martin Luther.....	page 22

Our World's Teacher Job Description

Lead Teacher Job Description

The Lead Teacher is **responsible for:**

1. the Christian care & education of a group of children
2. supporting and guiding a TEAM of teaching assistants
3. MODELING Christian love & prayer
4. showing respect for individual children & families
5. adhering to Our World's Staff Handbook & Competency Goals:
 - a. healthy learning environment
 - b. physical & intellectual opportunities
 - c. social & emotional development
 - d. spiritual growth
 - e. positive & productive relationships with families
 - f. well-run, purposeful program
 - g. professionalism
6. upholding Our World's Positive Ethical Code
7. using the Philosophies, Principles, & Policies book

Accountability: The lead teacher reports to the Directors.

Qualifications:

1. Junior Kindergartens = Bachelors Degree
2. Preschool – Toddlers – Infants =
 - a. Bachelors of Associates Degree preferred
 - b. full time staff – 2 years allowed to receive CDA
3. CPR & First Aid
4. 2 seminars/conferences required per year
5. mandatory – monthly staff training meetings
6. minimum – 1 year of teaching experience

Assistant Teacher Job Description

The Assistant Teacher is **responsible for:**

1. assisting the Lead teacher & other assistants
2. modeling Christian love & prayer
3. adhering to the Staff Handbook & Competency Goals, Positive Ethical Code and Philosophies & Policies Handbook
4. taking the initiative with children – play with them often
5. assist in caring for the room & equipment

Accountability: Assistant teachers report to the lead teacher.

Qualifications:

1. Full time staff – 2 years allowed to receive CDA
2. CPR & First Aid
3. 2 seminars/conferences required per year
4. mandatory – monthly staff training meetings

Our World for Children Staff Competency Goals

- 1. To establish & maintain a safe, healthy learning environment**
 1. prevent & reduce injuries
 2. prevent the spread of illness
 3. use of hygienic, quality equipment with well planned space & routines
- 2. To advance physical and intellectual competence**
 1. plan a balanced, variety of activities & opportunities to promote development
 2. encourage curiosity, exploration & problem solving appropriate to the varied levels and learning styles of children
 3. Take the time to listen & respond to students, supporting their developing ability to communicate their own thoughts & feelings
 4. create plans & projects to stimulate children's own creativity & desire to learn
- 3. To support social & emotional development providing positive guidance**
 1. emotional development & security for each child in order to know, accept and develop self esteem– a growing sense of independence
 2. each child will sense they are accepted by the group, helping them learn to better communicate & associate with each other, encouraging feelings of empathy & mutual respect
 3. offer supportive environment & help children learn methods of self control practicing appropriate & acceptable behaviors
- 4. To enhance spiritual growth**
 1. children experience modeling of faith
 2. children are stimulated to want to learn more about God, pray to God, rely on God, and give thanks to God with all their heart, soul & mind
- 5. To establish positive & productive relationships with families**
 1. maintain an open, friendly & cooperative relationship with each parent
 2. encourage & respect each family
 3. warm greetings – always say “hello & goodbye”
- 6. To ensure a well-run, purposeful program responsive to participant needs**
 1. promotes quality child care services, uses good judgment based on knowledge of early childhood, taking advantage of opportunities to improve competence for the benefit of the children & their families
- 7. To maintain a commitment to professionalism**
 1. staff has chosen the early childhood profession for the right reasons. They are dependable, responsible, adhere to licensing standards and follow Our World for Children Board policies.

Lead Teacher and Assistant's responsibilities in 1st Competency Goal:

To establish & maintain a safe, healthy learning environment

1. supervise children at all times
2. never leave children unattended
3. be aware of numbers of students present at all times - BEFORE AND AFTER TRANSITIONS, COUNT
4. staff place themselves **strategically** in the classrooms, playground, hallways and gym
5. "clumping" – staff standing close to each other is discouraged
6. no personal talk is allowed during class, gym, or playground time
7. personal talk can take place in the staff lounge – not by the reception desk, hallways, or lobby
8. staff must be **ALERT TO THE BIGGER PICTURE** – even when playing or reading 1 on 1
9. all age levels will be involved in hand washing – independent hygiene will be promoted for preschoolers
10. staff promotes healthy eating habits:
 - a. 3-5 yr. olds – lunch as group & snack during center time or group
 - b. toddlers – group meals & snack
 - c. **AT LEAST 1 STAFF SIT AT THE CHILDREN'S TABLE FOR EVERY GROUP SNACK & LUNCH**
 1. shows interest in the children
 2. assist & develop table conversation
11. up-to-date CPR/First Aid training & certification
12. **injuries:**
 - a. minor injuries recorded on OWC form & copied
 1. original to parents
 2. copy in Director's box
 - b. major injuries immediately reported to Directors or desk
 1. Directors are called to child or child brought to them
 2. parents are contacted immediately – if unavailable, the emergency contact person is informed
 3. reports are written & reviewed by Directors
 4. a copy in Director's box & copy in child's box
 - c. extreme illness/Accident (*fast action required*)
 1. notify Directors or desk immediately
 2. call 911
 3. 2 or 3 people stay with child – other staff take remaining children out of room
 4. parents are called
 5. staff immediately fill out injury form, many details, to be sent with the child in case of an emergency

To establish & maintain a safe, healthy learning environment continued

13. if a child runs a temp or becomes ill, always inform the Directors or desk, parents are contacted, child is separated from the group – **A NOTE IS HANDED TO PARENT AT PICK UP EXPRESSING “24 HOUR RULE” of not returning**
 14. any contagious illness is reported to all classroom families – informative note in the child’s box
 15. treatment for injuries & illnesses must conform to OSHA std. blood borne pathogens – staff wear designated protective gloves
 16. emergency routes are posted & practiced:
 - Fire:** 1. evacuate following posted route by main classroom door
 2. carry the black book of children’s names
 3. assistant checks under lofts and bathrooms
 4. stand in designated area
 5. take role (preschool respond by saying “here”)
 6. wait in place until given “OK” by Directors
 7. once a month practice
 - Tornado:** 1. evacuate to the designated area posted by main door
 2. lights out – teacher takes flash light
 3. window or door opened in classroom
 4. children facing the wall with their hands over their head
 5. wait for “all clear” from weather band radio in lobby
 6. Directors give the “OK” for children to return to classroom
- Lock down:** 1. main doors to lobby are locked
 2. no one in & out of building unless authorized by Directors
 3. classroom doors are locked
 4. children sit on inside walls – out of site of windows
17. staff is required to immediately report suspected cases of abuse/neglect
18. parents receive daily reports thoroughly filled out by designated TEAM member- infants & toddlers - Forest, Wetlands, Marsh, Pond
19. **diapering**
 1. diapers are to be changed at routine time
 2. diapers are to be changed as soon as child is found to be wet or soiled
 3. a child is **NEVER** left in a wet or soiled diaper
 4. cloths & labeled creams will be used only for the specific individual
 5. a child will **NEVER** be left unattended on the changing table
 6. staff wear gloves wrapping diapers in glove for disposal
 7. staff wash their hands after every changing
 8. staff wash the child’s hands after every changing
 9. changing surfaces are sprayed with bleach water solution after every change
 10. all children are to be checked 15 minutes before pick up time

To establish & maintain a safe, healthy learning environment continued

20. toilet training: The lead teacher discusses this issue with each child's parent as their child approaches readiness for toilet training. The lead must discuss the plan & work together consistently with home as they proceed.

a. a child may begin toilet training when:

1. the child can retain bowel movements for short periods of time
2. the child shows interest
3. the child is willing to train
4. the child understands what is expected

b. the toilet training procedure:

1. put the child on the toilet at routine times, cues taken from parent
2. put the child on the toilet upon the child's request
3. NO toys in the bathroom while the child is on the toilet
4. rewards are immediate – hugs, cheers & praise
5. no material rewards – candy, stickers, etc.

21. disinfecting:

1. a solution of bleach water (1/2 bottle of water + 4 to 5 drops bleach) made up every AM
2. tables are immediately disinfected before breakfast
3. teachers spray – children love to wipe
4. finish with a fine misting of tables to air dry
5. Forest & Wetlands use bleach soaking tubs for mouthed toys
6. all classrooms need a regular schedule for bleaching and disinfecting furniture, doors, lofts, chairs and equipment
7. the TEAM will share responsibility for taking home soiled doll clothes, dress up clothes, dolls, puppets and stuffed animals
8. the TEAM organized each child's bedding to go home EVERY week to be laundered

22. hand washing policy:

1. All staff **MUST** wash their hands thoroughly before & after:
 - a. handling & serving food
 - b. changing diapers, assisting with toileting
 - c. every time wipe noses
2. All children **MUST** have their hands washed or wash their own:
 - a. before every snack or lunch
 - b. every time they use the bathroom or are diapered
 - c. after dirty playground play

To establish & maintain a safe, healthy learning environment continued

23. medication:

1. **prescription** medication will be NOT be dispensed if it is not in it's original pharmacy prescription bottle labeled with child's name
 - a. parent **MAY NOT** leave a child unless 1st dose was given minimally 12 hours prior to child's attendance
 - b. parent fills out OWC's provided prescription medication form **AND SIGNS IT** leaving instructions
 - c. **NO FORM – ABSOLUTELY NO MEDICINE GIVEN!**
 - d. staff fill out specific times & amounts as administered
 - e. Epy pen requires a signed form
2. **non prescription** medication form must be on file in the room
 - a. if the medication, lotion, etc., is not listed, or no form present, absolutely no application given
 - b. parent should be called to inform them of the necessity for administering a fever reducer - even when form is on file
 - c. every container must be labeled clearly with child's name

24. toddler parents receive **“Biting Policy”** every 6 months – Staff's policy:

1. staff give much attention to victim
2. staff firmly (not loud-no emotion) says “no bite”
3. staff models a gentle touch saying, “nice, friend”
4. staff has the biter help wash the victim's bite
5. staff decides which TEAM member will “shadow” the biter & involving them in play, often sitting in their lap
6. staff takes victim to the Directors if the skin is broken
7. both parents are called when the skin is broken
8. staff writes accident report, makes a copy, has the report reviewed by the Directors (1 copy in victim's box – 1 copy in Director's box)
9. parent's biting policy – includes more detailed information “why toddler's bite”

25. lead teachers will ask TEAM staff to “shadow” certain children in need of support – reasons could be: behavioral, emotional or safety issues

26. lead teachers and assistants **MAY NOT** leave the classroom during scheduled work time – **NOT SAFE FOR THE CHILDREN & UNFAIR TO REMAINING STAFF** unless:

1. **TEAM member informs the other staff in the room** and:
 - a. needs to use the bathroom (no more than 5 minutes)
 - b. a child is sick or hurt needing to be taken to office
 - c. you are asked to contact a parent
 - d. called to Director's office
 - e. staff emergency or illness
 - f. you need desk support

To establish & maintain a safe, healthy learning environment continued

27. naptime:

1. staff will assist the children in preparation for nap
 - a. diapering
 - b. toilet reminder
 - c. removal of shoes & uncomfortable clothing
2. children bring their blanket or roll with a stuffed animal
3. when the meal has been served, no earlier, 1 staff may set out cots
4. licensing regulations:
 - a. furniture is not moved in the room
 - b. cots are placed with furniture used as a barrier
 - c. cots may not be placed in front of any door
 - d. cots are placed so children are head to toe – cuts down on spreading illness
 - e. an effort should be made to place them 3 ft. apart
5. staff help children relax by rubbing their backs
6. a group story works well for the start of naptime
7. when children are unable to sleep for an hour or so, a small pile of books should be offered
8. while the children sleep, the staff supervision ratio remains
9. when disruptive issues arise, brainstorm issue with other lead teachers or Directors
10. the gym or the 1 on 1 area is available in the hall for children who are too loud to allow others to rest – a staff supports that child
11. physical force may never occur to hold a child on a cot – ask for assistance

28. release of children:

1. a child will never be released to anyone other than a person designated by the parent
2. if someone non-familiar arrives, even with a parent's note, **their driver's license** must be checked
3. If there is a question about the pick up person:
 - a. ask the person to wait in the hall
 - b. immediately check the black book's permission line for the person's name
 - c. if it is not there, call the main desk 100 or the Director's office 101 for them to contact the parent for permission
 - d. explain to the person waiting, "just a little time" for approval
 - e. parents must go through the main lobby to drop off and pick up children
 - f. parents may not leave from the playground – they must go through the lobby

Lead Teacher and Assistant's responsibilities in 2nd Competency Goal:

To advance physical & intellectual competence

1. physical competence:

a. large muscle

1. Children are required to go outside at least once a day.
2. Special permission may not be granted to allow a child to stay inside from outdoor play
"If a child is well enough to attend for the day, they are well enough to go out. All the teachers are needed outside to watch over the children."
3. staff is willing to apply extra bundling
4. winter playground temps: 25 degrees for toddlers
15 degrees for preschool
5. Weather conditions should be monitored by staff: awareness of wind chill or extreme sun/heat
6. classes should not be combined in gym or outside
7. children **MUST** be urged to pick up toys every time
8. staff should help children learn to respect the toys & equipment
9. gym is part of each child's daily schedule
10. gym is never taken away for behavioral issues
11. teachers should begin each time with a short organized skill activity such as dance, ball practice, balancing, games, or follow the leader
12. background music helps with the noise; not radio
13. early warning every time – "few minutes" until time to pick up
14. staff should bring out new & interesting equipment from time to time
15. broken equipment should be removed by staff immediately – inform Directors
16. any safety hazard should be reported immediately

b. fine muscle:

1. all ages benefit from tactile experiences
2. **PROCESS RATHER THAN THE PRODUCT**
3. avoid teacher models for art – NO ditto projects
4. art easels set up for paint every day
5. shelves full of variety of mediums available
6. writing –Denelian (capital followed by lower case)
 - a. staff constantly write children's words on their papers
 - b. children encouraged to write their own initials
 - c. dot method on the left corner of the paper for their first initial – result: can't write backward off the page

To advance physical & intellectual competence continued

2. intellectual competence:

- a. children receive planned “hands-on” involvement opportunities
- b. children are involved with stimulating educational materials
- c. **creativity** stimulates the love of learning
- d. exploration is stressed – reach all the senses
- e. children become specialists in their area of interest
- f. television is not a part of the program
- g. teachers give the children time to express themselves – patient listeners

Lead Teacher and Assistant’s responsibilities in 3rd Competency Goal:

To support social/emotional development & provide positive guidance

1. social support:

- a. divide children into small groups as often as possible – fosters closer relationships between each other & staff
- b. encourage & expect good manners & respect for each other
 1. staff models friendly, calm, smiling interactions
 2. never make a child say they’re “sorry” instead, “I’m sorry you did that”
- c. allow children to “work out” their differences on their own if possible
- d. staff’s timing is all important for intervention
- e. simple words deem children competent:
facilitator could say:
 1. “look at their face”
 2. “how do they feel?”
 3. “next time what could you do?”
 4. and to the other child, “you could put your hand up and say STOP – let’s practice”

2. emotional support:

- a. children will not be pressured by staff
- b. individual growth & development is respected
- c. there is a reason for every behavior
- d. staff are facilitators who build on even small success
- e. staff promotes consistent rules & follow through
- f. children are given simple, precise choices
- g. expectations are age appropriate – don’t over rule

To support social/emotional dev.& provide positive guidance continued

2. emotional support continued:

- h. only positive methods of discipline are used
 - 1. time out is referred to as “thinking times”
 - 2. “thinking times”:
 - a. NOT USED OFTEN
 - b. must be very short
 - c. “thinking time” is not used at toddler levels
 - d. point is not made in front of other children
 - e. teacher shows no emotion
 - f. teacher uses calm voice
 - g. during “thinking time” there is no talk or eye contact
 - h. quick, simple reasoning occurs at completion of sitting time
 - 3. re-direction follows “thinking time” (finding something interesting to become involved)
- i. teachers use age appropriate routines & transition techniques
- j. children sense they are respected for their individual God given gifts
 - 1. walk over to the child making eye contact at their level
 - 2. hugs acceptable – NO kissing (not professional)
 - 3. teacher’s calm body language & ability to listen
 - 4. staff voices should not be heard over the room
 - 5. don’t repeat a child’s name over & over
 - 6. avoid empty praise – instead of “wonderful picture – tell me about your picture?”

Lead Teacher and Assistant’s responsibilities in 4th Competency Goal:

To advance spiritual growth

- a. pray regularly: Circle time, individually, all meals & snacks, when children are sad or glad
- b. assist children in learning to talk to God – give them opportunities to pray their own words & thoughts
example: “Would you like to say the prayer for us?”
- c. model depth of Christian love referring to how Jesus would be or do things
- d. assist children in learning to be thankful for their blessings – pray silently and out loud giving thanks
- e. open communication so children will be comfortable
- f. refer to God’s Word in the Bible often – make Bible study come alive
- g. Be enthusiastic about chapel & visit Jesus often
- h. Sing songs of praise – make simple memory work fun

Lead Teacher and Assistant's responsibilities in 5th Competency Goal:

To establish POSITIVE & productive relationships with families

1. Our World recognizes each parent as being their child's first teacher
2. **treat parents the way you would want to be treated & treat the children the way you would want your child treated.**
3. offer daily support for parents – teachers & parents are partners
4. parents need to sense your appreciation of their child
5. it is not the staff's job to judge parenting techniques or personal traits
6. staff keeps Directors informed of all issues
7. remember: Our World is a service business. If one family is unhappy or has a negative experience, approximately 50 families will hear about it.
8. procedures for solving issues:
 - a. staff describes the concern
 - b. list 7 positives
 - c. list the concerns
 - d. what are the goals?
 - e. list the action plan
 - f. the plan is in place for a week
 - g. a review meeting
 - h. the details of what was successful or not are shared at a meeting with the parents
 - i. daily notations or calls are offered for parents
9. parents are encouraged to visit & participate any time
10. it is appreciated when parents, relatives or friends share talents, professions or interests
11. when parents come to stay a while – staff continues interacting & playing with the children as always inviting the parents to “enjoy being involved reading, blocks, art”
12. personal or intimate relationships with parents are discouraged outside of school:
 - a. this may cause a conflict of interest at work
 - b. it sends unprofessional messages to other watchful parents
 - c. it also makes for a difficult transition to the next level
13. consider 1st impressions being made as parents drop off and pick up – minimally look up & smile – if not involved in play with a child, walk over to greet the parent

To establish POSITIVE & productive relationships with families cont.

14. separation anxiety – in a cautious, tactful way it is suggested:
 - a. “quick” separation is less difficult on children
 - b. shorter time gives children less time to get themselves worked up
 - c. parent can watch outside the room or watch the video
 - d. lead teacher always calls (within the hour) if there was crying
15. parents phone calls are returned the same day
16. parents may request a conference at any time
17. when parents tour:
 - a. **remember:** parents are forming a 1st impression
 - b. staff is asked to look up smile and say “hello”
 - c. if someone looks lost, please, “can I help you?”
 - d. if a parent asks a question and staff doesn’t know the answer, staff should NOT say, “I don’t know” – instead, “I’ll find out for you & let you know”

18. Duty to Report Child Protection Law, Act #238, the State of Michigan

1. A teacher or child care provider who has reasonable cause to suspect child abuse or neglect shall make an oral report (Directors), immediately by telephone or otherwise, or cause a report to be made.
2. Within 72 hours the reporting person shall file a written report as required by this act. The reporting person shall notify the person in charge of his or her finding, that the report has been made and make a copy of the written report available to the person in charge.
3. A member of the staff of an agency or school shall not be dismissed or otherwise penalized for making a report required by this act.
4. The department shall inform the reporting person of the required contents of the written report at the time the oral report is made by the reporting person.
5. The identity of a reporting person shall be confidential subject to disclosure only with the consent of that person by judicial process.
6. Within 24 hours after receiving a report, the department of social services shall commence an investigation of the child suspected of being abused or neglected.
7. Schools and other institutions shall cooperate with the department during the investigation. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the child’s parents or guardians shall be notified of the departments contact with the child at the time or as soon afterward as the person can be reached and no child shall be subjected to a search at school which requires the child to remove his/her clothing to expose his/her buttocks or genitalia unless the department has obtained a court order.
8. Upon completion of the investigation by the department, the department may inform the person who made the report as to the disposition of the report.
9. A person required to report an instance of child abuse or neglect who fails to do so is civilly liable for the damages proximately caused by the failure.
10. A person who knowingly and maliciously makes a false report of child abuse or neglect under this act is guilty of a misdemeanor.

Lead Teacher and Assistant's responsibilities in 6th Competency Goal:

To ensure well-run, purposeful program responsive to participant need

supervision, training & evaluation of staff:

1. the Directors are on site to open & close the center
2. lead teachers daily communicate & model quality age appropriate procedures to assistant teachers
3. bi-annual evaluations for staff kept in personal file
4. lesson plan evaluations due from leads for file each month
5. orange slips are written & filed to remind staff of required standards:
(collected orange slips will factor into pay raise consideration)
 - a. Positive Ethical Code
 - b. Philosophy, Principles, & Policies Book
 1. Communication with TEAM
 2. Communication with Directors
 3. Communication with Children
 4. Communication with Parents
 5. Discipline
 6. Christian Ethics
 7. Curriculum
 8. Schedule
 9. Room Responsibilities
 10. Written Communication
 11. Meetings
 - c. Staff Handbook
 1. Teacher Job Description
 2. Competency Goal #1 – to establish & maintain a safe, healthy learning environment
 3. Competency Goal #2 – to advance physical & intellectual competence
 4. Competency Goal #3 – to support social & emotional development providing positive guidance
 5. Competency Goal #4 – to support spiritual growth
 6. Competency Goal #5 – to establish positive & productive relationships with families
 7. Competency Goal #6 – to ensure a well-run, purposeful program responsive to participant needs
 8. Competency Goal #7 – to maintain a commitment to professionalism

Lead Teacher and Assistant's responsibilities in 7th Competency Goal:

To maintain a commitment to professionalism

1. full time staff are required to achieve minimally CDA education
 - a. hours in education are monitored & filed
 - b. 2 years are suggested goal for accomplishment
 - c. some CDA courses offered at Our World
2. personal file includes:
 - a. yearly contract
 - b. yearly confidentiality agreement
 - c. emergency information
 - d. resume, references, interview
 - e. completed W-4's, employment verification forms
 - f. CPR/First Aid
 - g. Licensing health form
 - h. lesson plans & monthly review
 - i. parent communication – newsletters
 - j. compliment listing sheet
 - k. orange slips
 - l. copies of certification & degrees
 - m. certificates of seminar/course attendance
 - n. evaluations
 - o. absence or medical notation
3. **NO cell phone usage for personal calls** in classrooms, halls, lobby, closets, playgrounds, walks
 - a. Directors give occasional permission for emergency situations
4. **lobby desk phone for emergency calls only**
 - a. ask permission for use of main phone
 - b. teacher lounge has a phone for personal call
 1. reasoning: not professional impression for parents to hear personal talk going on at main desk
 2. appears staff is not caring for children
5. **food & drink for staff NOT allowed** where there are children
 - a. teacher lounge/break area provided for lunch
 - b. **NO coffee/pop** where there are children!
 - c. bottled water acceptable on counter – **NOT** carried around
 - d. **DO NOT** carry pop, food, coffee through the halls
 - e. Directors will make exception of quick snack for medical reasons – permission and explanation required
6. gum chewing
 - a. children are not allowed gum
 - b. staff should not chew gum in their presence

To maintain a commitment to professionalism continued

7. dress code

*orange slips will automatically be added to staff file for non-compliance to dress code

- a. no blue jeans – black, tan jeans acceptable
- b. no messy shoes – clean nice tennis shoes acceptable
- c. no high heels – the need to move quickly & safely
- d. no holes in clothes
- e. no low-cut shirts
- f. no short shirts – skin may not show in mid section
- g. no t-shirt with collegiate or “cutesees” logos (church logo OK)
- h. no sweatshirts with hoods
- i. no sweatshirts with logos (church logo OK)
- j. no short skirts – need to be up & down from floor often
- k. Summer – shorts **MUST TOUCH** lower thighs
capris OK – jean OK (can’t be cut-off jeans)
NO plastic pool sandals – need to move quickly
NO mid section skin showing

8. hiring policy

- a. paperwork, including background check approval must be filled out
- b. staff will sub for two weeks prior to signing a contract
- c. Positive Ethical Code, Staff Handbook and Philosophies & Policies book are sent home to be studied
 1. staff will be given a form for listing any questions on reading
 2. they are asked to bring the list next time to be reviewed with Director
 3. after 2 weeks the position is offered if all goes well for the children & with the TEAM– contract & confidentiality signed

9. full time staff: personal, sick, vacation & holiday time

- a. definition of full time staff:
 1. 12 months
 2. 5 days/week
 3. 8 hour days (paid for 7.5 hrs)
- b. 1st year, year round staff are paid for 5 personal, sick, or vacation days
- c. 2nd year, & so on, year round staff are paid for 10 personal, sick or vacation days
- d. Year round staff are allowed 5 additional days unpaid
- e. Year round staff will receive pay for all week day holidays – if a holiday falls on the weekend, either the Friday before or Monday after will be off & paid
- f. once 15 days are missed in addition to holidays, full time status will be lost for 1 year from the date lost

To maintain a commitment to professionalism continued

10. part time staff:

- a. definition of part time staff:
 1. anything less than 8 hours a day
 2. anything less than 5 days a week
- b. 5 days unpaid allowed
- c. once 15 days are missed for part time staff, the following year pay raises are in jeopardy

11. at will employment:

- a. all employees are employees in an at will capacity. Either employee or Our World for Children may terminate the employment relationship at any time, for any reason, including merely a desire not to continue the employment relationship.
- b. a written notice of resignation must be presented to the Director two weeks in advance of resignation.

12. salary payments:

- a. pay days are the 3rd of each month – when pay day falls on the weekend, pay checks will be available the following Monday
- b. “auto pay” forms are available – turn in with a check stub
- c. new school year does not mean an automatic increase in pay
- d. any payroll deductions from paychecks must be authorized by staff themselves in writing
- e. if staff is not present on pay day, the check is mailed the following day

13. Worker’s Compensation Insurance:

- a. all employees are automatically covered
- b. any work related injury or illness **MUST** be reported immediately to the Our World Director before leaving work – complete forms

14. Unemployment Insurance:

- a. Churches & schools operating under the auspices of a church are not required to contribute toward the State Unemployment Fund. Separated employees of Our World are therefore not eligible to receive unemployment benefits.

15. absence:

- a. staff fills out absence request form placing it in Director’s box
- b. staff is requested to locate their own sub if possible – preferably Our World staff who is already familiar with children
- c. days missed are tabulated and recorded in personal files
- d. staff who are not consistent have an adverse affect on the quality of the children’s experience & may cause hardship on the TEAM

16. leave of absence:

- a. definition: a temporary non-pay status & absence from duty during regularly scheduled work hours
- b. administrative discretion to consider written request
- c. leaves of absence may not exceed 10 days – if more the staff member is subject to termination

To maintain a commitment to professionalism continued

17. medical leave:

- a. definition: a leave of absence at non-pay status for an employee's illness, disability or related medical condition
- b. required – a physician's written statement that certifies the need for the leave & estimates the employee will be unable to work due to the disability
- c. an employee will normally return to their former job classification – Our World is not always able to guarantee reinstatement to the same position

18. equal employment opportunity:

- a. Our World is committed to equal opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits. Because Our World is an ecclesiastical organization, certain positions are only open to those of Christian faith.
- b. Our World expects all employees to show respect & sensitivity toward all other employees, and to show commitment to Our World's equal opportunity.

19. Immigration Reform & Control Act of 1986:

- a. Our World is in full compliance & will not knowingly hire & employ anyone who does not have the legal right to work in the USA

20. employment of minors & relatives:

- a. minors (less than 18) are restricted from employment
- b. related employees may not be permitted to work in the same room
- c. children of an Our World staff may not have their relative as a caregiver

21. volunteers:

- a. any person volunteering must meet the following criteria:
 1. be at least 18 years of age
 2. FIA clearance
 3. physical form
 4. TB test
 5. emergency contact form
- b. prior to start, participation in an orientation session is required
- c. volunteers may not be left alone with a child
- d. greet each volunteer with a smile & welcome
- e. staff offers guidance expressing their desires of how best they can help
- f. a "thank you" is deserved & appreciated

To maintain a commitment to professionalism continued

22. yearly schedule:

- a. the new school year for students & teachers following Lakeview school's calendar
- b. conferences take place in February & March for preschool
- c. Holidays – days Our World is closed:
 1. Labor Day
 2. Thanksgiving Day & day after (2 days)
 3. day before Christmas, Christmas Day & the day after (3 days)
 4. New Year's Eve day & New Year's day (2 days)
 5. Good Friday
 6. Memorial Day
 7. Independence Day

23. arrival & departure:

- a. check in: staff must immediately sign in as they arrive on the clipboard on the main desk
- b. check out: staff must sign the exact time on the clip board
- c. * **staff will be paid for their contracted time each day unless:**
 1. The numbers of children are low & staff asks Directors permission to leave early
 2. A staff is specifically asked by Directors to stay over to fill a staff vacancy (refer to this request while signing out)

24. tardiness, late calls for absence or no-call absence:

- a. no call for 1 day = probation
- b. no call for 2 days = considered voluntary resignation
- c. 7:30-8:00 staff need to call Directors by 6:30 A.M. for sudden illness or contact their own TEAM to alter hours
- d. the day of – hour or two prior to scheduled time, is too late to call
- e. tardiness is difficult on the entire staff – continual tardiness will cause the staff's schedule to automatically be altered

25. security & key control:

- a. all closing staff are responsible for maintaining a locked building
- b. room keys may not be duplicated or loaned out
- c. school equipment may not leave the building without permission
- d. no staff in the building after 10:00 PM

26. employee parking:

- a. park in the second, or third row away from the building allowing the parents to park in the first row
- b. the church is not responsible for staff vehicles in the lot

To maintain a commitment to professionalism continued

25. smoke free environment:

- a. Our World is committed to maintain a safe & healthy environment
- b. smoking is not allowed inside or on the grounds of Our World

28. drugs & alcohol:

- a. presenting one's self to work under the influence of alcohol or other mood altering drugs is prohibited
- b. if it is determined that one is under the influence, sole discretion, the Our World Board will require the employee to immediately submit to testing at a facility selected by the Board
- c. positive testing results in immediate termination

29. calls & computer:

- a. all personal calls must take place from the staff break room at break time
- b. cell phones prohibited, unless permission in an emergency
 - 1. the main desk will transfer *occasional* emergency calls to the room
- c. the internet may not be used for personal use – only for school use – the receptionist will look up weather when asked

30. solicitation & distribution:

- a. **NO solicitation of any kind permitted on the premises**
- b. distribution of literature is prohibited (other than church related)

Emergency Numbers

In Case of Emergency, Dial Direct

When in sorrow.....	call John 14
When people fail you.....	call Psalm 27
When you have sinned.....	call Psalm 51
When you worry.....	call Matthew 6:19-34
When you are in danger.....	call Psalm 91
When God seems far away.....	call Psalm 139
When our faith needs stirring.....	call Hebrews 11
When you are lonely & fearful.....	call Psalm 23
When you grow bitter & critical.....	call 1 Corinthians 13
When you feel down & out.....	call Romans 8:31
When you want peace & rest.....	call Matthew 11:25-30
When the world seems bigger than God.....	call Psalm 90
When you need Christian assurance.....	call Romans 8:1-30
When you leave home for labor or travel.....	call Psalm 121
When you want courage for a task.....	call Joshua 1
When you think of investments & returns.....	call Mark 10
If you are depressed.....	call Psalm 27
If your pocket book is empty.....	call Psalm 37
If you are losing confidence in people.....	call 1 Corinthians 13
If people seem unkind.....	call John 15
If you are discouraged about work.....	call Psalm 126
If self pride takes hold.....	call Psalm 19
If you want to be fruitful.....	call John 15
For understanding of Christianity.....	call 2 Corinthians 3:12-For a
great invention/opportunity.....	call Isaiah 55
For how to get along with men.....	call Romans 12
For Paul's secret to happiness.....	call Colossians 3:12-17
Alternate Numbers	
For dealing with fears.....	call Psalm 34:7
For security.....	call Psalm 121:3
For assurance.....	call Mark 8:35
For reassurance.....	call Psalm 145:18

NOTE: Emergency numbers may be dialed direct....no operator assistance is needed. ALL LINES TO HEAVEN ARE OPEN 24 HRS. A DAY!

IT IS PLEASING TO THE DEAR GOD
WHENEVER YOU REJOICE OR LAUGH
FROM THE BOTTOM OF YOUR HEART. Martin Luther

In everything you do, put God first, and he will direct you and crown your efforts with success. Proverbs 3:6

God has given each of you some special abilities; be sure to use them to help each other, passing on to others God's many kinds of blessings. 1 Peter 4:10

So, chosen by God for this new life of love, dress in the wardrobe God picked out for you: compassion, kindness, humility, quiet strength, discipline. Colossians 3:12

Don't lose a minute in building on what you've been given, complementing your basic faith with good character, spiritual understanding, alert discipline, passionate patience, reverent wonder, warm friendliness, and generous love, each dimension fitting into and developing the others. 2 Peter 1:5

Give away your life; you'll find life given back, but not merely given back-given back with bonus and blessing. Giving, not getting, is the way. Generosity begets generosity. Luke 6:38

God is love, and all who live in love live in God, and God lives in them. And as we live in God, our love grows more perfect. 1 John 4:16

You're my place of quiet retreat; I wait for your Word to renew me...therefore I lovingly embrace everything you say. Psalm 119:114, 119