



# *EMPLOYEE HANDBOOK*

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## *Welcome to Parker Landing!*

This handbook has been prepared so that you may be better informed about policies, procedures, benefits and other issues concerning your employment. We appreciate you! Starting a new job is as important to you as to us. Whatever position you hold on our team, it is important. We cannot provide good daycare to our parents and children without employees who are interested in doing good work.

This handbook serves as a guideline only, and is not a contract of employment. Modification of the handbook is at the owner's discretion and can be changed at any time without notice.

I hope you find this handbook useful as you become part of our family.

### *Mission*

- Care for child as our own.
- Retain clients by meeting their needs with quality service.
- Attract and reward quality employees.
- Be flexible, innovative, and responsive to change.
- Treat others as we wish to be treated.
- Honesty

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# Benefits

## Health Insurance / Cobra:

All employees that work at least 36 hours a week are eligible for benefits after 90 days of employment. Coverage becomes effective the first of the month following your 90 day probation. You will be responsible for half the monthly premiums, the other half will be paid by the employer. Dependents are at employees expense. Cobra benefits are available upon termination providing you already have existing coverage. All premiums will be covered by you and due the first day of the month. Failure to pay will be cause for dropping you from the policy.

## Vacation:

All full time employees are eligible for one week of vacation after completion of one year of employment. The same will apply for the employee's second year of employment. The third year and there after each employee will receive two weeks paid. Any other time off will be given if we are able to cover your position.

## Holidays:

After the 90 day probation period, paid holidays are as follows:

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

In order to receive holiday pay an employee must be available to work the day before and the day after each holiday.

## Leave of Absence:

FMLA (Family Medical leave Act) (unpaid) Any employee with at least six months employment will be granted up to to 90 days off work for employee illness, injury, pregnancy, serious illness to a dependent child, spouse or parent. A military leave is allowed in accordance with applicable laws (unpaid), if an employee is called up for active duty or to honor reserve duty obligations. A personal leave of absence will be given at the discretion of the director.

## Pregnancy:

Any pregnant employee may work as long as during her pregnancy she is able to fully and efficiently perform all duties with the consent of her physician. She may take upto six weeks unpaid and may return to work to an available like position and pay. Hiring and anniversary date will remain the same.

## **Sick Days:**

All full time employees will be eligible for paid sick days upon completion of their 90 days probationary period. Each employee will earn 3.33 hours per month, which is equal to 40 hours per year. An employee must work at least 152 hours during any given month in order to earn their sick or comptime.

## **Bereavement:**

After 90 days of employment, employees working 36 hours or more per week are eligible for two scheduled days off with pay for the loss of an immediate family member. Immediate family is defined as spouse, child, parent, father or mother in-law, grandparent; grandparent in-law, brother or sister or brother/sister in-law .

## **Jury Duty:**

Employees summoned to serve as a juror may take time to honor this commitment. Jury duty is paid up to a maximum of two weeks.

## **Voting:**

Time off will be given (unpaid) if employees work schedule does not allow the employee time enough to go to the poles.

## **Tuition Discounts for Children of Staff Members:**

Staff children enrolled at Parker Landing will be eligible for a tuition discount rate of half off provided their child is not in our infant or toddler program. Infant and toddler programs are not eligible for any tuition discount.

## **Professional Staff Development:**

All First Aid, CPR classes and the required 15 hours per year of on going training are a necessity to meet state requirments. These classes are at your expense.

## **Compensation:**

**Rate of Pay:** Position, experience, education, job responsibilities and shift worked determines how you are paid. We are committed to paying a fair and competitive wage for all jobs. Each employees salary is not to be discussed with any staff member except for the director.

**Raises:** A raise will be given at the end of one year of employment contingent upon performance and economic circumstainces. The amount will be determined by the director.

**Time Records:** Every employee is required to clock in and out each day worked including lunch breaks. It is illegal to do this for another employee.

**Paycheck:** Payday varies from month to month. Payday is bi-monthly(middle & end).

**Overtime:** It may be necessary for you to work overtime in order to meet Social Service staff to child ratios. Overtime will be paid at time and a half if more than 40 hours is worked that week or more than 10 hours in one day. There is no overtime unless specifically requested by the director.

**Workmen's Compensation:** State law requires that Parker Landing carries a workmen's compensation insurance policy. This is to cover medical bills and loss of wages if you are hurt on the job. If you are injured while working please notify the Director immediately. Failure to do so can result in delay of benefits paid.

## **Personnel Policies**

### **Equal Opportunity Employer:**

We expect every person at Parker Landing to be treated with fairness, respect and dignity. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, marital status, disability, or ethnic background is in violation of this policy and will be treated in a disciplinary manner. Harassment includes, but is not limited to; slurs, offensive remarks, jokes, graphic material verbal or written.

### **Staff Records:**

Each staff member is responsible for completing and maintaining all forms given to them upon accepting their position.

### **Work Schedule:**

Each employee will work the schedule they were hired. All staff are hired with the understanding that their work hours are subject to change based on the needs of the center and changes in enrollment. Any requested time off needs to be approved by the director and written in the office planning book before it will be considered authorized.

### **Probation Period:**

To help you adjust and learn your responsibilities adequately, the first three full months of employment are a training and probation period (90 days). After satisfactory completion of the probationary period, staff members will be considered for permanent staff.

## **Attendance:**

Your regular attendance is essential to the smooth operation of Parker Landing and shows respect for the co-workers who provide support during your absence. Therefore, it is necessary to report to work regularly and on time. If you are going to be late or absent for some unforeseen circumstance, please notify the director one hour or more before the scheduled start time. Excessive absenteeism and tardiness will not be tolerated.

## **Dress Code:**

In order to represent Parker Landing and convey our professionalism, you are expected to dress professional, but at the same time be comfortable. Your appearance should be neat, clean, and clothes should fit properly. It is unacceptable to report for work in clothing that are torn, dirty, overly wrinkled, low-cut and revealing. No cut offs, halters, spandex leggings unless covered with a long shirt or sweat pants. Actual sweat outfits with matching jackets are fine. Jeans are acceptable on Fridays only and as long as they are not dirty, ragged or dragging on the ground. The only visible pierced body part that may be seen by the children is ears. No visible tattoos. nose, tongue or any other piercings are not acceptable. T-shirts are okay as long as it is not religious, or having to do with bad language, liquor, etc. Shorts need to be at least 3" below your cheeks and not spandex. Shoes must be worn at all times. In infant rooms please wear booties over your shoes or bring in a pair of shoes or slippers that are to be worn only in that room. Personal hygiene is a must! Please use deodorant, toothpaste, and clean clothes are a must. If in doubt DON'T WEAR IT or check with director. Remember the kids love you, they want to be like you and YOU are their roll model.

## **Cell Phones / Personal Phone Calls:**

All cell phones must be turned off while working and may not be worn on clothing. Your attention needs to be with the children. The company phone is available to every employee for your use. Please use your discretion when using the company phone. Please limit all calls incoming and outgoing.

## **Smoking:**

Smoking not permitted on the premises at any time. This conforms to the Department of Labor and Industries policy designed to protect employees and clients from secondhand smoke. There will be no smoking allowed on any field trips.

## **Grievances:**

Any grievance or complaint should be resolved, in private, between the parties involved. If you are unable to work things out, you may take the the grievance or complaint to the Director.

## **Staff and Client Interaction Outside the Center:**

We would appreciate and highly discourage family and staff involvement outside the center. This includes baby-sitting, house sitting, dating etc. This often effects the relationship between Parker Landing and its cliental.

## **Appointments:**

We would prefer that if at all possible, each employee make any necessary appointments during their off hours. If it is necessary, please see the director for the best time available.

## **Address and Name changes:**

Employees are responsible for reporting all changes of names, marital status, and number of dependents in order to deduct proper tax withholdings.

## **Resignation/Termination:**

All employees will be on a probationary status during the first 90 days of employment. At any time during this 90 day period if management does not feel that your skills meet our needs, termination without cause can occur. An employee beyond provisional status may be terminated by his or her supervisor for cause. Possible reasons include, but are not limited to: staff cutbacks, serious negligence of duties, striking a child, subjecting a child to cruel or humiliating treatment, depriving a child of a meal, use of drugs or alcohol that affect work performance, continued tardiness, (more than 20% of working days in a thirty day period), and absence from work without notice.

Steps that will occur is as follows; 1) discussion with staff member regarding problem. 2) Verbal reprimand. 3) Written warning. 4) Termination letter stating reason.

We feel employees are our most valuable resources. We also hope that our working relationship is long and prosperous. However, in the event that you decide to leave your position at Parker Landing we would very much like to discuss matters with you. In the event of voluntary resignation, we request the courtesy of receiving two weeks notice.

## **Re-Employment:**

Rehiring is done on or at the sole discretion of the director and the needs of the center.

## **State and Social Service Requirements:**

It is each employees responsibility to provide Parker Landing with the necessary paperwork that is required by the Department of Social Services. This includes: employment application, educational requirements, work experience, employment training, proof of a 1st aid and CPR classes, immunization records, social security number, statement of good health, emergency names and phone numbers, finger prints and CBI checks. These requirements must be on file within 30 working days of the first day of employment.

## **Meetings:**

Employees on occasion will be asked to participate in staff meetings, open houses, and/or other occasional center functions beyond regular scheduled working hours. Participation is mandatory and will be paid accordingly.

## **Snacks / Meals:**

Each employee is welcome and encouraged to eat with their class. No food should be taken from the kitchen. This includes milk, fruit, crackers etc. This is due to the food being available for planned snacks or lunches.

## **Illness:**

All staff is expected to work, unless they are incapacitated or contagious. Any ill staff member needs to contact the director daily at least one hour or more and prior to starting time. The sooner the better.

## **Second Jobs:**

Due to the physical and emotional requirements that your job as a full time employee requires, a second job is discouraged. If a second job is necessary it will be with the understanding that your job with Parker Landing will come first. Job performance must still meet our standards of excellence quality.

## **Snow Days:**

It is rare to find Parker Landing ever closed. If weather dictates that we must be closed your wages will be paid. (If not on 90 day probation)

## **Policies Regarding Children:**

### **Discipline:**

Disciplinary techniques are used to teach children to internalize rules and become self directed in their behavior. The methods we might use include giving choices, problem solving, ignoring, redirecting, natural and logical consequences, and/or a cooling off or time out period ( time out is structured at one minute for each year of the child's age). The child must remain in sight of the teacher who is invoking the time out method. Never use the words "shut -up, nor shout at the children. Last resort, if a child is aggressive and you have tried everything you can think of and nothing seems to be working, tape off a square on the carpet and have the child play by themselves. If a child is unmanageable and constantly disruptive, discuss the problem with the director and not with the parent . This is the directors responsibility.

The use of verbal or physical abuse is cause for **immediate dismissal**. If you need help or assistance, please ask for it. No harsh, humiliating or frightening methods of discipline will be tolerated. Discipline will not be associated with food or rest. Yelling at a child is not permitted. Under no circumstance shall the children under your care ever be left unattended.

If we are unable to care for a child and we feel the need to terminate services the director will give the child's family a two week notice provided the welfare and safety of the children and you are not at risk. If need be, immediate withdrawal may be necessary.

### **Snacks / Meals:**

At snack time please use good judgment when passing out seconds. This means sweets. Please don't over do. At meal time children should be allowed to eat as much as they would like. Please start out with small portions in case a child does not like what we are serving. If we should run out of a specific item a substitute item will be made available. Please discuss with the director any concerns that you might have regarding a child's well being. (weight, dislikes, etc.) Please be aware and notify any new staff member of any food allergies that a child in your class might have.

### **Naps:**

Nap time is from 12:30 to 2:30. ( Infants are on their own schedules). Please do not let any child sleep past 2:30. That way they will be on a schedule and parents will be able to get their child to sleep at bed time. If you are concerned about a child's rest please see the director. (Each child must have his own cot marked one time, on one leg, with a permanent marker). Cots should be spaced two feet from each other on all sides. Each child should lie on his cot so that his head corresponds with the feet of the child next to him.

## **Child Abuse Reporting:**

Any marks or suspected abuse must be reported immediately to the director. At that time together we will evaluate the circumstances and decide if the evidence is cause for concerns of a child's safety or well being and if authorities need to be notified.

## **Hand Washing:**

Children should wash hands before and after every snack or meal. A pleasant reminder when a child asks to use the potty, to flush the toilet and wash hands encourages each child to develop good bathroom habits.

## **Illness:**

Please notify the director immediately if a child is brought to the center ill or becomes ill during the day. This includes fever, red puffy eyes, green nasal discharge, complaints of ear aches, sore throat, vomiting, diarrhea, flushed cheeks or any other medical concerns that you may encounter. If a child is sent home, please make sure the parent understands the child must be symptom free for 24 hours before returning to the center.

## **Medications:**

All medications can only be administered by a staff member who has taken the Colorado Medication Class. This duty will be assigned to a specific employee due to the records that must be kept. All medications are checked in at the front desk and locked up in a designated area.

## **Allergies:**

Please be aware of any allergies to food, medication etc. that each child in your classroom might have. For some children being given the wrong food could be life threatening.

## **Birthdays:**

Each child's birthday is very important to them. I would like each teacher to make a birthday crown and make sure that the class sings Happy Birthday at pm snack. If a family brings in a special treat to share I would prefer that it is given along with or in place of pm snack.

## **TV/ DVDS / Videos:**

TV viewing is limited. Early morning (6:30 to 7:30) along with tub toys, coloring etc., before and after nap approx. 15 minutes and after 6:00 pm. Each age group will have a special movie day. Cartoons and G-rated movies will be shown to pre-k and younger children. On occasion the school age children will view a PG movie at the center directors discretion otherwise TV's should not be on.

## **Injury and Accident Procedures:**

Any injury or accident/incident (biting etc.) should be written up and given to the director along with a copy made for the child's parent. The Director or Assistant Director will determine to contact parents as well as make the call. This is not only to inform the parents of what happened but, also for possible insurance reasons.

## **Safety Drills:**

Fire drills are conducted once a month by the director and periodically by the Fire Department. Know how many children are in your group at all times. Take your roll sheet with you when you exit the building. Instruct the children to line up calmly. Check primary exit route to ensure it is safe, if not proceed to secondary route.

The Assistant Director will assist Infant room 2 and the Director will assist Infant Room 1 with evacuation of the children. Only five infants per evacuation crib is permitted.

The cook and any extra available teachers or floaters will assist the toddler rooms starting with the youngest first.

After assisting the Infant Rooms the Director will walk back the building to ensure doors are shut and no child has been left in the building. The Assistant Director will remain outside to check attendance for each class and confirm back with the Director and any Fire Safety staff.

Only once the "All Clear" is given by Fire Safety personnel, will classes be permitted to re-enter the building.

## **Emergency Conditions:**

In an event of an emergency, teachers must remain calm. The director will take charge and will notify staff of what to do. This is in regards to fire drills, allergic reactions, accidents, tornados, etc.

If a Tornado is spotted or we are notified, all children will remain in an enclosed area away from windows until the threat has past. Under extreme snow conditions, and a closure is eminent a message will be left on the school answering machine and the director will notify parents.

## **Field Trips:**

All field trips and any group taken away from the center (including a walk) must be discussed with the director. On all field trips a note will be sent home to inform the parents of where their children are going. When boarding the vehicle a seating chart will be arranged and all children's safety belts will be checked for security. Children must be actively supervised at all times. This means involvement ! Not chatting with co-workers. We will always send treats, lunch or snacks if necessary. No child will be allowed to spend his/ her own money. Should any child bring money to the center, the money will remain at the center locked up for safety until the child is picked up for the evening.

## **Playground:**

This is where most accidents happen! Absolutely no cell phones are to be used. Staff should be active and watching the children at all times. Talking with co-workers is not acceptable. Never turn your back on the children. Watch to prevent accidents. One teacher should always be near the major play areas. The use of the restroom should be done with the class before going outside (gymnasium). This should alleviate children being in the building unsupervised. Use playground only at designated times. Make sure every child is dressed appropriately. This means coats on and zipped if necessary, also hats, mittens, etc. Please make sure shoes are tied'

## **Cuts and Injuries:**

Wash minor scrapes with clean running water and soap. Do not apply any medication. A Band-Aid can be used if a child desires, but is not necessary if it is not bleeding. Do not send a child in to wash scrapes without help no matter how minor. Please fill out an injury report to give to parents. We keep the original for the child's file and the copy goes to the parents. Please notify the Director or person left in charge so we can make the decision if the parent needs to be called.

## **Procedure For Unauthorized Child Pick-Up:**

Children will be released only to parents or authorized persons listed in child's enrollment packet. Always ask for Identification of anyone you do not know. If someone comes for the child and permission has not been given, do not release the child until the custodial parent has been contacted. If unable to contact parents or any authorized name on list, please contact the director. A last resort would be to call the police.

## **Conferences:**

Evaluations will be done twice a year by the lead teacher in each room. A form will be provided and each student will be tested to discuss the children's behavior, development as well as social and physical needs. Parents will then be given a copy and the opportunity to sign-up and talk with the teacher who did the testing, if the parent so desires. Parents or teachers may request a conference at any time the need arises. Please discuss the director any negative findings or concerns before discussing the matter with the child's parent.

## **Supervision of Children:**

All staff is required to know who and how many children are present in their group at any given moment during the day. This is a written count as well as a mental note taken throughout the day. No child is ever to be left unsupervised for any reason, inside the daycare or outside. Leaving a child unattended can result in termination.

## **Lesson Plans:**

All plans are due into the office no later than 2:30 pm on the last Thursday of each month.

## **Children's Grooming:**

Please check after every snack or meal to make sure each child has a clean face and hands. In the evening please make sure we are sending every child home with shoes tied and a look that says we care.

## **Children's Diapering and toileting:**

Children who are not potty trained will have regular diaper checks every hour and will be changed every two hours. Be sure to have all of your supplies available before placing child on table. Proceed with diaper changing procedure and follow by folding up diaper in changing table paper and wrapping in gloves for disposal. Always wash the child's hands before returning them to play. Sanitize changing table and wash your hands.

When taking care of special needs children, whom are not located in diapering classes and need assistance with diapering or toileting, assist them to a classroom with changing facilities if needed. Always assume a caring and positive role when assisting a child in this situation. Never make degrading remarks to, or about the child.

Children whom are training to use the potty will be reminded to do so every two hours, as well as, assisting them when using the potty. Remember to have them wash their hands as well as yours.

## Required Signature Page:

Every employee is expected to read and abide by all policies and procedures in this handbook. Any employee that does not comply with the above information will receive either a verbal warning, write up or possible termination. Any questions or concerns should be discussed with the director.

Cause for immediate dismissal:

1. Physical or verbal abuse.
2. Stealing
3. Refusing to do assigned work
4. Three write up slips
5. Failure to call in for work
6. Excessive Tardiness ( 4 Times a month)
7. Lack of respect and cooperation with director, fellow employees and parents

I \_\_\_\_\_ understand all the policies stated in the employee handbook and agree to abide by them. Please feel free to ask questions regarding your job and your future with us.

Signature \_\_\_\_\_

Date \_\_\_\_\_