

## St. Paul's Tender Care Nursery *Staff Personnel Policy*

### **SICK LEAVE**

Sick time is available for use after a 90 day waiting period. These days must be used within the school calendar and are not cumulative. After 3 days absence a note from a physician is required. The Director may send home any employee who is too ill to work. Employees are entitled to one paid sick day for each day per week worked.

### **FAMILY ILLNESS**

Employees will not be paid for time taken off due to an illness in the family.

### **BEFORE CARE/AFTER CARE**

Every Lead Teacher and Assistant Teacher must work a minimum of two BC or AC per week or any combination of the two.

### **OVERTIME**

Approved overtime must be granted by the Tender Care Nursery Committee and the Director. It will be paid by the Tender Care payroll.

### **BEREAVEMENT**

Employees will receive two paid funeral days for the death of a spouse, child, or parents.

### **SCHOOL CALENDAR**

Employees will follow the school calendar as determined by the Director. Any additional time off must be requested **in writing** and approved by the Director at **least two weeks in advance**. This request does not pertain to emergency or serious illness of an employee or family member, but to a personal vacation. If granted, the time off is unpaid.

### **PAID HOLIDAYS**

Employees will be compensated for Thanksgiving, Christmas, and Easter. Employees will receive 6 hours pay for each holiday.

### **WORKER'S COMPENSATION**

Employees who suffer on the job injuries are covered by Worker's Compensation. If you suffer an injury you must inform the Director the day of the injury. You must also report the circumstances to the church secretary for a report for the insurance company. You must cooperate with the insurance claim agents.

## **INCLEMENT WEATHER PAY**

When the school has been closed due to inclement weather or a building emergency, the employee will be paid provided they were scheduled to work that day.

## **JURY DUTY OR COURT SUMMONS**

Employees called for jury duty or court summons will receive their regular hourly pay. These days will not be counted as absences.

## **EMPLOYMENT**

St. Paul's UMC and Tender Care Nursery is an equal opportunity employer.

Employees are paid an hourly rate and are hired for the period of September through June.

All employees will obey posted policies and instructions of supervisory personnel such as: Pastor, Tender Care Nursery Chairperson, and the Director.

While it is difficult to anticipate every type of misconduct which calls for **immediate discipline or dismissal**, the following list is intended as an example. The Director and/or the Tender Care Committee reserves the right to decide which action is appropriate.

1. Theft or abuse of church property or employee's property.
2. Possession, sale, or consumption of, or being under the influence of illegal drugs or alcohol on church premises.
3. Abusive language, sexual harassment, intimidation of employee, or falsification of records.
4. Insubordinate conduct, refusal or failure to comply with job related order by the above mentioned supervisory personnel.
5. Unsatisfactory performance after efforts to improve employee's performance over a thirty day period will result in termination.
6. Inappropriate behavior toward the children in the program: employees may not use corporal punishment: examples, **hitting, shaking, abusive language, humiliating or frightening behavior, or engage in any form of child abuse.**
7. Excessive cell phone use.
8. If an employee is in violation of the aforementioned, he/she will be instructed to leave the building. This action will be followed up by disciplinary action, either termination or thirty day probationary period.

## **DISCIPLINARY ACTION**

The director and /or the TCN Committee may take disciplinary actions towards an employee to warn against and to stop unprofessional behavior and/or performance that violates policies and the safety of the children. Disciplinary action may include: verbal warning, written warning with a corrective action plan placed in the employee file, immediate suspension without pay which could result is dismissal.

## **DRESS CODE**

Employees are expected to dress in a professional manner. No mini skirts, tight fitting clothing, ripped jeans, one piece overalls, or shirts with alcohol logos are permitted. Skort skirts and walking shorts are acceptable. The Director may ask an employee to leave work to change clothing if not acceptable. Visible body piercings are limited to the ears. Tattoos must be covered.

## **EVALUATIONS**

Employees will be evaluated annually. Additional evaluations will be done at the discretion of the Director. They will be read and signed by the employee and placed in their personnel file.

## **SIGN IN PROCEDURE**

Employees are required to sign in and out each day. Employees must sign in and out **the actual time they report to work and leave work. Employees are responsible for turning in their time sheet by 9:00 on the Friday before pay day. If a time sheet is not turned in by the required time, the employee will not be paid until the following pay period.**

## **STAFF/PARENT RELATIONSHIPS**

Employees are **NOT** permitted to transport (in any form) children of TCN families, unless they are a relative. Employees may not be an emergency person for any TCN child. Employees may not baby-sit for TCN children during work hours.

## **CHILDREN OF EMPLOYEES**

Employee children who are not enrolled in TCN, may not visit their parent's classroom without prior permission from the Director. Tuition for one child is half price for employees.

## **REPORTING CHILD ABUSE**

Suspicion of child abuse is to be reported to the Director immediately. The Director will make a report in compliance with New Jersey law. **Please see the attached information from DYFS.**

## **SPECIAL EVENTS**

Employees are required to attend the following:  
Staff meetings

All major events and holidays in the TCN calendar including but not limited to: orientation, TCN Sunday, CPR class, educational workshops, Nativity Program, and the End of the Year program.

## **ACCIDENT/INCIDENT REPORTS**

Employees are required to fill out accident/incident reports and **make a verbal report to the Director**. These written reports must be done the day of the occurrence and given to the Director and parent by the end of the day. Head injuries must be reported immediately to the Director and the parent will receive a phone call within 10 minutes of the occurrence. These reports document the circumstances and action taken involving a child who becomes hurt or hurts someone.

## **EXPENSES**

Employees will be reimbursed for classroom related expenses if the purchase has been pre-approved by the Director and receipts are submitted within 30 days of the purchase.

## **BACKGROUND CHECK**

Employees must complete a CARI check form and be cleared for work by NJ DYFS. Employees must complete a CHRI hand scan and be cleared for work. Employees must be screened for TB.

## **PLAY YARD/CLASSROOM**

Persons who are permitted into the play yard and classrooms are: employees of St. Paul's, TCN Committee members, and parents of children currently enrolled in TCN.

## **CELL PHONE USE**

Employees are permitted to use cell phones to: communicate with parents, answer an emergency phone call, or look up educational resources. Excessive cell phone use for personal reasons will result in disciplinary action.

## **DISCIPLINE OF CHILDREN**

TCN follows the NJ State Manual section 10:122-6.7. SEE ATTACHED

# **GUIDELINES AND POLICIES**

## **BATHROOM**

A teacher or assistant must accompany children to the bathroom and remain with them inside the bathroom until they are finished.

Boys and girls will be taken to the bathroom separately according to gender except when just washing hands. (Pre-k classes)

Teacher or assistant must have another staff member in the bathroom with them when changing a child who has had an accident. (Pre-k classes) Soiled clothing will be removed and clean clothes from a child's basket will be put on. If a child has diarrhea, inform the Director and their parent will be called to pick them up.

Gloves must be worn: when changing a diaper, when changing a child who has had an accident, for an occurrence that involves blood, or when a child vomits.

Teacher or assistant will not assist a Pre-k child in cleaning themselves in the bathroom except for washing and drying hands, or assisting with zippers, buttons, or snaps.

Teacher or assistant will make sure each child has washed hands after going to the bathroom, when coming in from outdoors, and before eating.

Staff members must use a staff bathroom and may not use bathrooms if occupied by children.

## **SCHOOL SAFETY**

Children must not be left unattended anywhere on church/school property.

It is the responsibility of the teacher and assistant to make sure that children using scissors are supervised.

It is the responsibility of the teacher to make sure that the parent/guardian, or other approved adult has signed the child in and out on the daily attendance sheet.

Teacher and assistant will not release a child to the parent/guardian or any other person who appears under the influence of drugs or alcohol. Director should be called to the classroom immediately.

Teacher is responsible for posting a student allergy list in a prominent place in the classroom. No pick up lists are to be kept in a discrete place.

Teacher and assistant will be responsible for checking all outlets in the classroom for covers. If covers are needed inform the Director. Fans and dehumidifiers must be kept away from the children and playing areas. Electrical cords are to be kept secured and not enticing to children.

Cleaning products must be kept in closets on high shelves.

Hot drinks are permitted in the classroom by staff only when they are contained in a cup with a lid and kept out of reach of the children.

Teacher and assistant are responsible for conducting head counts before leaving an area and conducted again when the destination is reached. A head count must be noted on the sign in sheet twice a day, morning and after 12:00 pick up.

## **FIRE DRILLS**

It is the responsibility of the teacher and assistant to have the children exit the building quickly, but safely upon hearing the fire alarm. You will exit according to the established exit route that is posted in the classroom. Turn off lights, shut windows and doors of the classroom. If in Fellowship Hall you are to exit on the Webb Ave. door. Attendance sheets will be taken outside and attendance will be taken by calling each child's name. Children and staff will reenter the building after the Director has advised you to. Teacher and assistant will conduct a **head count upon arriving back into the building.**

## **CHURCH BUILDING**

Art work may be displayed in the hallways using masking tape or fun tack only.

Nothing can be hung by the sprinkler system.

Tape cannot be used on the ceilings.

Windows in classroom doors must remain **completely free** from any artwork, signs, stickers, or any items which would obstruct the view.

## **LUNCH**

It is the responsibility of the teacher or assistant to make sure that grapes and hot dogs are cut into small pieces.

The following lunch items are unacceptable for the children; foods or drinks with pop-top metal lids, candy, soda, fast food items.

## **SICK CHILDREN**

The teacher or assistant will notify the Director if a child exhibits any of the following conditions and the parent will be called to pick them up: contagious disease, fever over 100.5, vomiting, reddened eyes, sore throat, ear ache, abdominal pain, or yellow or green discharges from the nose.

## **MEDICATION**

A teacher or assistant cannot administer medication to a child except for first aid antibiotic creme unless there is an ongoing medical condition where the parent and the child's doctor have completed the necessary forms. The parent may come into school to administer medication.

## **COMMUNICATION**

Staff members must receive **prior** approval from the Director before they hand out any written communication to children, parents or people picking up children. This may include, but not limited to the following; personal communications, communication from another parent, or communication from anyone not affiliated with Tender Care Nursery.

## **TENDER CARE NURSERY SOCIAL MEDIA POLICY**

Every employee has the responsibility to maintain and enhance Tender Care Nursery's public image and to use the Internet in a responsible manner. Employees must maintain professionalism at all times in all communications (in-person, written, or online) with the TCN community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within TCN, as well as others outside the TCN community. Therefore, all information disseminated will be consistent with the professional standards of Tender Care Nursery as expressed within this Social Media Policy and the Center's Handbook.

Employees may be held responsible for any online behavior or content that connects them to Tender Care Nursery or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with Tender Care Nursery's mission and philosophy.

Some families at Tender Care Nursery have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the Center in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at TCN on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does Tender Care Nursery wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to the Center and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (Tender Care Nursery's website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

I have read and agree to abide by the St. Paul's Tender Care Nursery .Staff Personnel Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_