EMPLOYEE HANDBOOK

Updated 7/14/14

Bethesda Childcare Center

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Bethesdachildcare.com
Mission

Bethesda Baptist Child Care Center is a ministry of Bethesda Baptist Church that seeks to Love Jesus, Grow in Him, and Share His Love With All Peoples. The Center has two main missions: 1) To Grow the Kingdom of God through assisting our community by providing a Christian preschool, in order to “Train up a child in the way he should go” (Proverbs 22:6) and 2) To provide a quality Christian preschool that meets the child’s spiritual, mental, and physical needs so that they will be prepared for Kindergarten at Bethesda Christian Academy. We desire to assist the parents in leading their children to a saving knowledge of Jesus Christ at an early age; therefore, setting a foundation for a strong Christian walk and life.

The objective of our center is to personally educate each child through the use of a Christian curriculum, which prepares them for the elementary levels. An overarching goal is to train each child also according to I Corinthians 13: “Love is patient, love is kind, it does not envy, it does not boast, it is not proud, it is not rude, it is not self seeking, it is not easily angered, it keeps no record of wrongs, love does not delight in evil, but rejoices in the truth...” This center will be considered an extension of a godly and Christian home and therefore work with parents to meet the good and proper goals they have for their children. It is also to be an arm of the church, leading families into its fellowship. Bethesda Baptist Child Care Center is to be an ever-burning light for Jesus Christ, sharing His love with all who come in contact with us.

Lifestyle Statement

Bethesda Child Care Center is a non-profit Christian daycare representing Jesus Christ throughout the community. Bethesda Child Care Center requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, I Tim. 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Moral misconduct, including but not limited to homosexual or heterosexual, as defined by Scripture violates the bona fide occupational requirement of employees being Christian role models. Employees acknowledge that the unique roles of male and female are clearly defined in Scripture (Romans 1:21-32, I Cor. 6:9-20).
Personnel will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from Bethesda Child Care Center. It is the goal of Bethesda Child Care Center that each employee will have a lifestyle where “...He might have the pre-eminence.” (Colossians 1:8)

Employees

Bethesda Baptist Child Care Center hires born again Christians that exemplify the teaching of the Word of God in their lives. This includes, but is not limited to, refraining from sexual relations outside of marriage, pregnancy outside of marriage, and co-habiting. They are to be active members of a local Christian church and be serving the Lord in their life. Full time employees must be at least 18 years of age and have a high school diploma and/or a GED. Part time must be at least 16 years of age. All lead teachers must be 21 years of age. Full time staff (not including seasonal staff) must work at least 32 hours a week. All employees must have a criminal background check, fingerprints taken, and a physical and PPD test on file prior to their start date.

Paid Time Off (PTO) Policy

Paid Time Off (PTO) is designed to provide eligible employees with compensated time off. PTO is a combined program to provide our employees with flexibility for using time off for vacation, sick time, funeral leave and personal business.

Full-time employees (32 hours a week minimum or more, not including seasonal staff) accrue PTO from date of hire. Employees must complete the initial employment period of 90 days before they are eligible to use PTO. Part-time employees who become full-time must complete the initial full-time employment period of 90 days before they are eligible to use PTO. Requests for use of PTO (Bethesda Childcare Center Request for Paid Time Off Form) for vacation should be submitted in writing to your supervisor for approval as identified below, except in those cases where advance notice is not possible. Your supervisor will make every effort to honor your request. However, when more than one employee requests the same time off, staffing needs, frequency of requests for time off, fairness to the entire work group, and seniority will be considered in scheduling vacations. Listed below are the required days of notice for PTO requests:

1. 24 hour notice required for more than 1 hour fulfill
2. 5 days notice required for request of 1 day scheduled off
3. 2 weeks notice required for request of more than 1 day scheduled off

4. 30 days notice for planned vacations and/or requests for time off of one or more weeks.

**PTO Calculation**

PTO hours are calculated and updated each weekly pay period through the payroll system. PTO is calculated by multiplying the actual hours paid in the pay period (not to exceed 40 hours), exclusive of overtime and differential by the appropriate multiplier. The maximum PTO accrual is 96 hours. A staff member may roll PTO over from one calendar year to the next, though the maximum rollover amount is 40 hours. You may not borrow against future PTO accruals or carry a negative PTO balance. Non-exempt employees may not take PTO hours in increments of less than one hour.

The following charts give examples of PTO hours earned during the twelve-month period from one anniversary date to the next.

Paid Time Off Accrual Rates – Non-Exempt/Fulltime Employees (Calculated at a 40 Hour per week rate/Minimum 32 Weekly Scheduled Hours)

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate</th>
<th>Max. Hrs. Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1</td>
<td>1.077</td>
<td>56</td>
</tr>
<tr>
<td>1 – 2</td>
<td>1.847</td>
<td>96</td>
</tr>
<tr>
<td>2 – 10</td>
<td>2.616</td>
<td>136</td>
</tr>
<tr>
<td>10+</td>
<td>3.385</td>
<td>176</td>
</tr>
</tbody>
</table>
Paid Time Off Accrual Rates – Non-Exempt Part-Time Employees (Calculated at a 25 Hour per week rate/Minimum 25 Weekly Scheduled Hours)

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate</th>
<th>Max. Hrs. Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1</td>
<td>.673</td>
<td>35</td>
</tr>
<tr>
<td>1 – 2</td>
<td>1.154</td>
<td>60</td>
</tr>
<tr>
<td>2 – 10</td>
<td>1.635</td>
<td>85</td>
</tr>
<tr>
<td>10+</td>
<td>2.116</td>
<td>110</td>
</tr>
</tbody>
</table>

Jury Duty

Employees are encouraged to participate in civic responsibilities. An employee summoned to jury duty will receive full pay in addition to any compensation received through the judicial system. The employee will be expected to give notice if he or she is summoned and provide a note from the court stating his or her attendance during the days served.

Tuition Remission

All Full-time Bethesda Childcare Center Staff, (one who works a minimum of 32 scheduled hours), shall receive a fifty percent reduction in tuition for their children who are enrolled in the daycare.

Insurance

Effective January 1, 2014, due to the recent health care reform, BCC will no longer offer employee’s health coverage. An annuity retirement is available to employees working 20 hours a week or more after one year of employment.

Faculty Absences

A teacher who is too sick to teach his/her class should report, by phone, to both Directors by 6:30 am. **Failure to call in to report any absenteeism before the staff member’s scheduled start time can result in termination of employment.** You need to speak, not text, directly to a person, but when that is not possible, please leave a message and speak
clearly for the voicemail on director’s cell phones. Please mention any special events taking place in your classroom that day. All necessary teaching materials should be readily available to a substitute. Lesson plan books, attendance records and curriculum materials should be ready and easily accessible. In case of an extended period of illness, whenever possible, the teacher should do daily planning in cooperation with the substitute teacher. The Directors have the authority to ask for a doctor’s note at any time. If the absence is longer than two days, a doctor’s note is required upon return.

Team Cooperation

All the faculty and families are working toward the same goal of Christian education and child care for our children. We cannot do that if we are not in harmony with God and with our fellow workers. If you are concerned about a particular situation, then you should practice the Matthew 18 principle first. If nothing is solved with the one-on-one approach, then consult the director. Many problems can be worked out without involving anyone else, and possibly sparing some hurt feelings. Watch what you say about other employees and where you say it. We do not need to discuss our fellow workers in front of parents or our students. We need to be supportive of each other and build each other up. We will all make mistakes and we will all have a “bad day”, so we need to be willing to overlook each other’s faults and be patient with one another. Let’s pray for one another when a situation arises and try our best to act as Jesus would. Love one another. Philippians 4:8 and II Peter 1:3-7.

Meals

Employees may eat lunch and afternoon snack with their class. Please eat with your class and encourage manners and good behavior. All children must stay seated during the meal and then be taken back to their classrooms. Please help children with their food. Cut it into small pieces and help the child who is having problems. Thank you in advance for being a good example to the children! If you take your hour for lunch, eat your lunch during that hour. Do not bring food into the classroom without a Director’s approval.

Breaks

All employees who work 8 hours a day may take a ten minute break in the morning and a ten minute break in the afternoon. Each staff member will be informed of their specific lunch break due to napping in the classroom.
Hours

The center’s goal is to offer all full time employees a 40 hour week. If enrollment should drop for any reason, employees will be given the option to work shortened hours at the discretion of the Director. If the center is closed by the director for inclement weather 3 or more consecutive days, and the parents only pay ½ tuition, teachers will get ½ of their pay. Overtime hours must be pre-approved by the director.

Payroll

Pay days are every Wednesday at noon. All staff members are required to be set-up on BCC Direct Deposit. Your salary is confidential and should only be discussed between you and the director. Training, credentials, attendance and experience have a direct influence on your pay. Faithfulness to your job, being at work on time, working hard and displaying a Christian attitude can also affect your pay. Please do not offend your fellow employees by bragging about raises and salaries. If this does occur, it will result in automatic dismissal. A merit raise may or may not be given at the discretion of the Director at any time during the year.

Staff Meeting and Workshops

All staff meetings are mandatory unless special arrangements are made with the director. You will be informed about workshops as the information arrives. CPR, first aid and fire safety classes are required and will be offered at the center. These workshops will be paid for by the center. Other workshops will be paid on a case-by-case basis.

Dress Code

Staff uniform shirts are provided to the staff at their cost. They are required for all work shifts unless it is a special event approved by the Director. Jeans, khakis, slacks, or shorts, are all appropriate. Skirts, dresses, leisure suit pants, warm-up pants, and sweat pants are not permissible. No clothing should be tight or immodest. Shorts must be no shorter than four (4) inches from the middle of the knee. Please wear comfortable shoes, which are closed-toed and closed-heeled. Male faculty’s hair should be neat and not below the collar. Earrings for male staff are not permissible.
Fire Training

The center will hold fire drills every month. The evacuation route for your class is posted in the classroom. In case of a fire, do not panic. Line your group up quickly. Be sure to count, have your emergency notebook, and have another teacher check the bathrooms nearest your room. Exit in an orderly fashion. Do not allow the children to run or push. All persons must leave the building, even for a drill. Mandatory fire extinguisher classes are held once a year.

Holidays

All major holidays are paid for full-time employees, (one who works a minimum of 32 scheduled hours.) In order to receive holiday pay, you must work the day before and the day after the holiday, unless you have a pre-planned PTO request submitted and approved. Holidays are paid to employees who have completed their 90 day probationary period. Pay is based on the number of hours you work during the year.

Health/Safety

Teachers should stay in good physical and emotional health. Get plenty of rest and eat well. Expect to get all of the illnesses that are passed throughout the center. You will build up immunity to most of them if you stay in good health.

Bad Weather

You will receive text messages, emails, or phone calls via Directors if weather affects our hours of operation. Please watch News Channel 5: WRAL and Channel 11: WTVD for delays and closings. In addition, our website (www.bethesdachildcare.com) will have this updated information.

Duties and Responsibilities

Each teacher is responsible for his or her own teaching room. This also includes, but is not limited to, delegating duties to assistants and lead teachers, and setting up the Center weekly. All rooms are shared with the church. Please take care of personal items on Wednesdays and Fridays that need to be removed or covered for church on Sunday. Let us all work with the church in a cooperative spirit as this is the Christ-like way. The
teachers are responsible for staying with their class at all times. This includes bathroom time. No child should be allowed to travel anywhere in the halls or go to the bathrooms alone. It is also the teacher’s or the assistant’s responsibility to make sure that each child flushes and washes their hands - making sure water is turned off and trash is in the appropriate place. No letters to parents should go home without approval from the Director.

Cleaning

Please make sure that your chairs are put up at the end of the day for cleaning purposes. Floors should be swept at the end of the day and bookshelves neat. Your room should look inviting to visitors and should be a room that you would like to enter the next day. Please take care of furniture, books and other items in your classrooms. Although, things may not belong to you, they are still your responsibility. Sanitizing and disinfecting should occur regularly according to the cleaning check list posted in every classroom. After completing tasks, initial completed item on check list.

Lights

During the school day, if your class leaves the room, turn off the lights. At the end of the school day, as you leave, please turn off all classroom and bathroom lights. When your class visits the restroom, please make sure that the lights are turned off when your class leaves that area.

Illness

When a student becomes sick during the school day, the teacher should take them to the office. If they have a temperature over 100.0 degrees the Director will call their parents. All the children’s emergency numbers are located in their folder in the top drawer of the file cabinet. If a child vomits and/or has diarrhea two or more episodes within a 12 hour period the Directors will ask parents to pick up student. If the parent brings the child in before their 24 hours are up, please send them to the Director or remind them that the child may not return until they are fever free, diarrhea free or vomiting free for 24 hours.
Injury

If a student is injured during the course of the school day, notify the office immediately. If office personnel are not immediately available, then get another faculty/staff person to assist you. Follow standard first aid procedures. Blood related accidents should never be dealt with until you are protected. Do not expose yourself unnecessarily. Treat each blood related accident as a potential threat. Please dispose of bloody items by placing them in a plastic bag. Parents will be called, by a Director, if an injury is severe and needs medical attention. Fill out an incident report immediately and it is the teacher’s responsibility to have the parent sign it the day of the incident.

Phone

All personal phone calls should be made on breaks and lunch hours. Cell phones are not to be used during the day in any fashion. Your responsibility is to the children under your care. Your family and friends should know that you are working and should respect your time at work. Please do not tie up the phone lines unless it is extremely necessary. If you receive a phone call, the office will take a message unless we are informed that it is urgent.

Visitors

Visits with friends and family should be conducted after hours. A short visit with your spouse is acceptable. It is understandable that you may want your family to meet your class at sometime. At no time should there be visitors in the pull up changing area. Visits should be limited to no more than 5 minutes.

Curriculum

All teachers are required to teach their curriculum daily. This will be ABEKA curriculum for the all ages. We will supplement ABEKA with outside sources. As of Aug. 12, 2014, we will integrate a new supplemental curriculum in our classrooms. This curriculum is a teacher engineered and kid friendly resource designed to line up with the various learning styles of young children. In addition, to supplement and enhance our Bible instructions, will use The Gospel Project curriculum. Any and all curriculum takes time for preparation and planning. Every school day lesson plan should be pre-planned, clear, and available to a substitute, parent, or Director at any time. Lesson plans are due each Friday for the following week.
Discipline Policy

Bethesda Baptist Child Care Center is an extension of the home and we wish to work with the parents in training their children in the way of the Lord. The following discipline policy will be used in each classroom. The teacher has the authority in the classroom to administer discipline according to this policy. Children must obey their teachers. In the event that a student is disobedient, we elect to implement a Positive Behavior Support “Color” System (PBS). Our PBS system operates as follow:

At the end of each day, this will directly correspond to the students’ daily communication log. Consistency is vital in the success of this program!

Purple = 1* = “Very Good *” – The student has consistently went above and beyond the call of duty for that day.

Green = 1 = “Very Good” – Students will start on green each and every day. By following directions and making good choices, students may remain on green all day.

Yellow = 2 = “Satisfactory” – After a verbal warning and a replacement behavior has been taught, students will have their color changed to yellow.

Red = 3 = “Needs Improvements” – After another verbal warning and the acceptable replacement behavior is retaught, the teacher will change the student’s color to red. AT this point, a formal write up for challenging behavior will be completed.

Positive Redirection Order:

1. At yellow, the students may be given a “break” with explicit explanation of the challenging behavior and re-teach the replacement behavior calmly w/positive words (the student may break for age appropriate times: 2s – less than 2 minutes, 3s – less than 3 minutes, 4s – less than 4 minutes)

If the student returns to normal play allow student to earn green status. IF BEHAVIOR DOES NOT IMPROVE, PROCEED TO #2.

2. Bouncing student to another (same age) classroom for five (5) minutes (at the other teachers’ discretion the student may join in their classes’ activities or “take a break”)

UPON RETURN – student will be on green for a fresh start.

IF BEHAVIOR DOES NOT IMPROVE cycle back through #1 AND #2 ….. AND THE LAST RESORT WILL BE #3 (NO REDS OR 3S IN FOLDERS UNLESS A WRITE UP DOCUMENT IS COMPLETED)
3. Teacher may complete a formal “write up” documentation to directors. This may or may not result in contacting the parents.

**Physical aggression from a student toward a teacher will result in automatic dismissal (this includes hitting, kicking, spitting, cursing).**

**Weapons of any kind, whether toy or real, will result in automatic dismissal.**

**Hiring/Dismissal**

The hiring/dismissal of staff is the responsibility of the Director. You will have a minimum of one interview before employment. At the discretion of the Director, employees may be given four (4) disciplinary notices for any infraction of the handbook and various other regulations as follows:

1. **1st** warning is a verbal warning
2. **2nd** warning is a written warning
3. **3rd** warning is a written warning with a suspension with no pay
   (length of suspension is at the Directors’ discretion)
4. **4th** warning is dismissal from the center

Consistent tardies, (in the mornings, back from lunch late, or back from 10 minute breaks late,) and/or absences, (when all of your PTO has been used,) may lead into the above stated disciplinary process. As teachers, it is important for your students that you are in on time, and that you are in your classroom promptly.

The suspicion of child abuse, sexual abuse or neglect will cause your immediate suspension without pay until further investigation and resolution. Each incident will be treated on a case-by-case basis.

Insubordination may result in automatic dismissal. The Director reserves the right to accept two week notices. The employee must submit these in writing. Please realize that if your position can be filled before that date, your position may be terminated. Please let the Director know if you feel that you are not able to fulfill your duties.

Employment at Bethesda Baptist Child Care Center is on an at-will basis pursuant to the North Carolina Employment Commission.
CONFIRMATION OF RECEIPT OF INFORMATION

The staff handbook outlines the daily operating procedures adhered to by Bethesda Child Care Center. These procedures include but are not limited to dress code for the staff and responsibilities of the staff. By signing the form below, I acknowledge that I have read the handbook and agree to abide by the policies set forth in it.

Date: _____________________________________

I, ________________________________________, have read the staff handbook and agree to abide by and to implement the policies and procedures set forth in this handbook.

________________________________________
Signature