



Staff Handbook

An Outreach of Calvary Chapel Central Phoenix
2831 West Glendale Avenue
Phoenix, Arizona 85051
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Calvary Central Day Care Staff Handbook

Staff Commitment

Our Purpose:

- To be a representative of Jesus Christ in our work and personal life. This includes a moral lifestyle.
- To provide a safe, loving, Christian environment in which children can joyfully grow and develop.
- To keep our first priority the children at all times.
- To minister to the fellowship and community through encouraging the whole family.
- To consistently have a Christ-like attitude toward the Calvary Central Day Care ministry, co-workers, children, and parents.
- To understand and reflect the vision that Calvary Central Daycare is an Outreach of Calvary Chapel Central

Our Responsibility:

- To meet or exceed all state and local regulations as defined by the Arizona Department of Health Services Office of Child Care Licensing.
- To be available and prepared to care for children during my pre-determined hours at the center.
- To courteously address parents' questions or concerns, or refer them to the director.
- To treat parents, guardians, and families and their children with care and respect.

As an employee of Calvary Central Day Care, I accept and agree to the above stated purpose and responsibilities. I have received the Staff Handbook, I have read the Staff Handbook and I agree to comply with all information therein. I understand that failure to abide by the terms of this agreement may result in dismissal.

Signature

Date

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Calvary Central Day Care Hiring Procedures

1. Applicant will fill out an application which includes work history and personal reference contact information and submit it along with:
 - Two letters of recommendation
 - Documentation of education (minimum of a high school diploma or general equivalency diploma)
 - Signed Statement of Purpose
2. Prior to consideration of employment
 - A National background check will be submitted by Calvary Central and must be returned clear
3. Upon Hiring, and prior to start date, employee will provide:
 - Criminal History Affidavit
 - Emergency contact information
 - Current immunization statement
 - Documentation of negative TB testing
 - Fingerprint clearance card or application
 - Employment eligibility verification (requires social security card and state identification; passport or permanent residency card)
 - DES central registry check application
 - W-4 documentation for payroll purposes
 - Other documents as necessary
 - Drug testing clearance
4. Calvary Central Day Care may also require at any time:
 - a. Additional background checks
 - b. Additional drug testing
5. Employees will attend new teacher training within 10 days of hire which is provided by the center, and attend at least 18 clock hours of continuing education each year as required by the state of Arizona. Training opportunities will also be provided by CCDC.
6. There is a 90-day probationary period beginning with the first date of employment. During this time the director will determine whether the employee will continue in their assigned position. If at any time during this

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period it is determined that the employee is not a suitable choice, they may be terminated.

7. Periodic evaluation will be held, as requested by employee or director, at least once a year.

Termination Procedures

By Employee

- Advance notice in writing of two weeks or more is required to remain in good standing and to be eligible for rehire.
- An employee may request an exit interview and letter of recommendation.
- All property belonging to CCDC must be returned prior to employee's final day.
- Final check will be disbursed as scheduled.

By Director

- During the 90-day probationary period, the director will determine whether the employee will continue in their assigned position. If at any time during this period it is evident that the employee is not able to maintain center standards, they will be terminated.
- Inadequate supervision of, or inappropriate interaction with a child, is grounds for immediate dismissal, and may be subject to CPS reporting.
- Any observation of inappropriate interaction with a child which is not reported is subject to dismissal. All staff members are mandatory reporters.
- Physical or verbal abuse of any kind to anyone at any time is not tolerated and is grounds for immediate dismissal.
- Any illegal act will result in immediate dismissal.
- Insubordination to any supervisor is not tolerated at any time and is grounds for immediate dismissal.
- These expectations extend to social media use.

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- Failure to adhere to an improvement plan if required will result in termination of employment.
- Final check will be disbursed as scheduled.

Supervision of Children

Definition:

- a) The physical presence of a facility director or staff member who has responsibility for and is within sight and sound of an enrolled child.
- b) The physical presence of a facility director or teacher-caregiver who is providing direct supervision to a staff member or teacher's aide.

Supervision of Children in the Classroom

Our Purpose states, in part, "To keep our attention directed toward the children at all times." This requires a consistent, conscious goal of attending to and interacting with the children in your supervision. It also requires that you remain aware of children who are not primarily in your care, but who may need additional supervision at the moment.

Whether children are seated for a story, actively exploring the environment, eating, or playing at centers, you are to be interacting with, speaking to, and directing their play. You are their teacher--this is your profession. Merely being present in a room does not constitute supervision, interaction or teaching—we must be actively engaged with the children for this to happen.

Each teacher/caregiver position has requirements for qualification determined by the Arizona Department of Health Services Office of Childcare Liscensing. There is also a job description which outlines Calvary Central Day Care expectations. The director is available to answer questions, concerns, and to provide additional resources necessary for you to provide the best learning and play experience for both children and teacher.

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Supervision of Children on the Playground

Circulate—teachers must move around on the playground to effectively supervise. Do not stand in one place. Teacher proximity will help to eliminate problems such as fighting and injuries. Teachers should be engaged with the children at all times on the playground.

Ratios—Teacher: student ratios must be maintained at all times. Therefore, if a teacher needs to leave to change a diaper, or to take a child to the bathroom, he/she may need to take additional children with him/her to maintain ratios. Example: there are 9 one-year-olds on the playground with 2 teachers. A teacher needs to take a total of 3 children to maintain ratio (1:6). Two-years-old=1:8; 3-5 years old= 1:13.

Water and ice—these must be available to the children at all times. Teachers should supervise the children and teach them the appropriate use of water.

Security

- Children must be supervised at all times.
- Teachers should have an up-to-date roster with them at all times.
- Parent must sign their child(ren) in and out each time on the appropriate date, listing the time and including a full signature. This includes staff children. The teacher is responsible to maintain individual sign-in records as well as the classroom roster.
- Unfamiliar adults including CPS and other agency personnel should be sent to the director or assistant director to verify identification. A child may not be released to an individual who is not listed on their emergency information sheet. Please ask to see identification to verify the identity of an unknown emergency contact.
- Any and all suspicious persons or activities must be reported to the director immediately.

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Summer Sun Policy (June through September)

- Teachers will generally limit outside activity time to 15 minutes between the hours of 10:00am and 4:00pm. When the temperature reaches 100 degrees or more, we will stay inside.
- Water will be available for children to drink.
- If requested and provided by the parent, sunscreen should be reapplied each time a child goes outdoors.
- Children may wear hats on the playground.
- Children who show any signs of illness must be brought inside immediately.

Communication with Parents

Our responsibility is to "courteously address parents' questions or concerns, or refer them to the director". Our goal is that parents feel that leaving their children with us is the best decision they could have made. Please make every attempt to make their experience with us a pleasant one. This includes giving positive reports of their child's day whenever possible. Keep comments encouraging and brief to assure that child supervision is not compromised. Do not engage in a controversy with a parent/caregiver—even if you are sure you are right. Any conversation that is uncomfortable to you should be referred to the director, assistant or lead teacher present regardless of topic.

Always refer a parent/guardian to the director if a parent:

- is questioning policy
- is rude to you
- asks billing questions
- says or does anything that makes you feel uncomfortable.

Employee Benefits

Tuition: Staff members are currently allowed to register two children for attendance free of charge if space allows and does not incur added cost to the center. Additional children may be registered at a 50% discount.

Registration fee upon start of a staff child will be \$25.00 per child, and \$25.00 per child annually in August.

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Holidays: Staff members will be paid for the following holidays when they fall on a weekday that the employee customarily works: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and Independence Day. In order to be paid, the employee must be available to work the school day before *and* the school day after the holiday. If an employee chooses to extend a long weekend with an absence, he/she will not be paid for the holiday. An employee will not be paid for a holiday that falls on their usual day off.

There is currently no paid vacation or sick leave.

Continuing Education

From time to time continuing education may be provided or arranged by the center at no cost to the employees. Although these opportunities are voluntary and unpaid, the *employee is responsible* for obtaining 18 hours of continuing education per year. Everyone is encouraged to take advantage of these occasions.

Computer Access

Employees are free to use available computers to prepare for lessons, do research, or check email during breaks or before and after their shift begins and ends. Please limit computer use to those times and purposes.

Fellowship

Christian fellowship including collaborating on ideas, special events and potlucks is strongly encouraged, providing it does not interfere with the supervision of children, or completion of duties such as housekeeping tasks. Potlucks during business hours must be approved by the director and all preparation and cleanup must be confined to the naptime/lunch hour. Fellowship outside of business hours is also encouraged.

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Sign-in Procedures for Staff

1. Upon arrival, employees must indicate the date and time of arrival* on the time sheet in the staff notebook. Include a full, legible signature.
2. An employee who arrives on schedule, but is not immediately needed due to low ratios may be asked to delay signing in until needed.
3. If employees have children, they must be signed in on their student attendance record as well.
4. Upon leaving campus for any length of time, indicate the date, time and signature on the following row. Use the comment column if necessary.
5. Each time an employee arrives or leaves, a new line must be filled in.
6. If the employee returns for a second shift, the process is repeated.
7. It is not necessary to sign out for breaks unless leaving the campus.
8. An employee's shift may be shortened or lengthened if ratios warrant a change in staffing. An employee will not be forced to stay beyond their assigned time.
9. At the end of each two-week pay period, employee must sign and date their timesheet.
10. The director will verify the hours worked, sign and submit time sheet for payment.

*All times should be as displayed on the center clock at the sign-in desk, and should not be more than 5 minutes prior to scheduled shift. Employees may arrive early, but will not assume duties until their scheduled time unless asked to go "on the clock".

Employees may stay "on the clock" beyond their scheduled time if asked to remain due to need. A staff member should ask the supervising teacher if he/she is unclear about what to do. Our goal is smooth transitions of shift changes while not encumbering the center with unnecessary staffing.

Tardiness Policy

All employees are expected to arrive on time, and to notify the director or lead teacher if they are running behind schedule. Employees must record their actual arrival time, and may not stay late to make up time unless previously arranged.

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Excessive lateness (3 per month or more) may result in a decrease in scheduled hours, or dismissal.

Absence Policy

One absence per month due to illness or personal obligations is considered prudent. In addition, an employee may request time off for vacation or special events. A “Request for Time Off” form should be submitted to the director in advance of scheduled absences. Other staff members are not endorsed to authorize time off. Excessive, unscheduled absences beyond this will be grounds for dismissal.

Employee Dress Code

Overall dress should be business casual. The goal is to look professional. Colored denim, including dark blue is acceptable. Jeans may be worn on Friday.

Leggings should not be worn as pants—Leggings, tights, or other type of hosiery must be accompanied by a fingertip length or longer top or dress to insure that the posterior is appropriately covered.

Skirts, dresses, skorts and shorts should be at or below the knee. Slacks and capris are fine. Scrubs may be worn in any room.

Shirts and blouses may be long or short sleeved. Sleeveless tops including modest tanks may be worn as long as no underclothing can be seen—this includes multiple straps, i.e. sundresses. No bare skin should be seen around the midriff area, nor should cleavage be visible. T-shirt graphics must be appropriate for a child care and church environment.

No tattoos may be visible. No facial piercings or gauges may be worn. Extreme hair coloring or other presentations that may be frightening to children are not allowed.

Shoes should be comfortable and close-toed appropriate for working with children. Tennis shoes, mules, Crocs, huaraches may be worn. No flip-flops.

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Cell Phones

- Calls and text messages may be made and received during breaks only. If it becomes necessary to make a call, please arrange for a break.
- Employees may wear a phone while on duty as a communication device within the center and may communicate with the director or one another. They may not be carried in the hand.
- Please keep phone on vibrate or silent mode at all times.
- Cell phones may be used for lesson planning during appropriate times.
- Failure to comply will result in loss of cell phone privileges.

Personal Items

Handbags and other personal items must be stored and inaccessible to children. They may be kept in the director's office, if desired. All medications should be left in the director's office, or locked in the employee's car. Do not bring them into the center.

Breaks

- Employees working 6 hours or less are entitled to one 15-minute break if needed.
- All breaks will be taken so as not to compromise ratios.
- Employees working more than 6 hours will be given an unpaid 30 minute lunch break.
- Employees working more than 8 hours a day will be given a paid 30 minute lunch and breaks as needed.
- Lunch breaks may be taken in the classroom (i.e. nap rooms). An employee will be given 30 minutes without childcare responsibilities when doing so.
- It is not necessary to sign out for lunch unless you leave the campus.
- Employees are free to use the surrounding campus areas, bookstore area, youth building and director's office prep area for lunch and breaks.
- Lunch breaks may be taken off campus.

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Food and Beverages

- Employee may bring food to eat with the children at snack or lunch time. Otherwise, no food should be eaten during instructional times.
- Drinks should be in a covered container.
- Soda cans and fountain drink cups are not permitted in the classroom.
- Chewing gum and candy are not permitted in the classroom.
- All staff food and drink must be labeled with first and last name.

Shift Changes

Please be considerate of others when you arrive for or leave after your shift. When arriving, please ask for direction from the staff already on duty in order to assume any task that might still be undone. When leaving, do not stay longer than necessary, but be sure that the new shift is prepared for you to leave.

In general, convey an attitude of teamwork with your fellow employees. The children are all “ours” not “yours” or “mine”.

Drug-Free Workplace Policy

Purpose and Goal

Calvary Chapel Central Phoenix (Calvary Central) and Calvary Central Day Care (Day Care) (collectively, the Organization) are committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Covered Workers

All employees or employee applicants (collectively, Covered Workers) are covered by our drug-free workplace policy. Our policy includes, but is not limited to, supervisors, full-time employees, part-time employees and employee applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever Covered Workers are representing or conducting business for the Organization. Therefore, this policy applies during all working hours.

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Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, be under the influence of and/or offer for sale alcohol, illegal drugs or intoxicants during working hours. Further, any positive testing for the presence of illegal drugs or intoxicants, including physician recommended marijuana, is a violation of this policy.

Notification of Arrests or Convictions

Any Covered Worker arrested or charged with any criminal charge involving any drug or alcohol violation shall report the matter to the Day Care Director on the next business day. Failure to make such report is a violation of this policy.

The Day Care Director shall forward the Covered Worker's notification to the Calvary Central Senior Pastor within one business day of receiving the notification from the Covered Worker.

Drug Testing

Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident, reasonable suspicion and follow-up (confirmation) testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP) and Alcohol.

All testing shall be conducted in conformance with testing procedures established under ARS 23-493.03. Covered Workers subject to testing may provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information. Testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists or the Department of Health Services.

Drug testing shall include confirmation of any positive drug test results for Covered Workers. Confirmation of positive drug test results for Covered Workers shall be by use of a different chemical process than was used in the initial test.

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The second or confirmatory drug test shall be a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.

Tests for current employees shall be considered work time for purposes of compensation and benefits. All testing shall occur during, or immediately before or after, a regular work period. Current employees shall be reimbursed for transportation costs at the current IRS mileage rate, or other reasonable transportation costs as authorized by the Day Care Director, upon submission of the employee's written documentation.

The Organization will pay all costs associated with testing and retesting.

An employee will, upon written request, be provided with a copy of the written drug test results and, in the case of a positive test result, has the right to provide, in a confidential setting, an explanation of the results.

All drug-testing information and test results will be maintained with the Covered Worker's employment records by the Day Care Director.

Initial testing for the presence of alcohol will be conducted by analysis of breath.

Initial testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Confirmation tests may be conducted through other types of analysis and may require one or more blood or other samples.

A Covered Worker will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

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In the case of applicants, if he or she violates the drug-free workplace policy, any offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test.

If an employee is determined to have violated the policy, he or she will be terminated from employment.

After conducting due inquiry, the Calvary Central Senior Pastor has sole responsibility for determining if the policy has been violated.

Assistance

The Organization recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.

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Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program, all employees will receive a written copy of the policy.

Should you have any questions regarding these policies, or those not specifically addressed, please speak with the director.