

Agape' Learning Center
STAFF HANDBOOK



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Welcome to the Ministry!

Agape' Learning Center is a ministry of the Foursquare Gospel Church and you have just joined our team. We are excited that you want to be a part of reaching our community with the Gospel by loving kids, teaching kids, and ministering to their parents and families.

As an outreach ministry of Foursquare, we support Agape, in many ways. We supply the place for you to be . We do not charge rent or utilities for use of the facility. This means that Agape' share the building with Children's ministry, Youth ministry, Senior Saints, funeral dinners, church events, ect. Sometimes we cross paths and have to make some concessions on both sides but we do it with a grateful heart and smile on our face. The important this is that we are reaching people with the Gospel and giving God all the glory.

We also pay all the property insurance, liability insurance and worker's comp insurance. This allows Agape' to only have the expense of paying their employees and buying their supplies. Everything that comes into Agape' financially stays in Agape'. We as a church do not financially benefit from Agape' but we certainly do spiritually.

Thank you for sharing our vision to reach our community. We hope you grow spiritually, feel valued and enjoy your new job with us.

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This handbook is intended to familiarize staff members with current Agape' Learning Center policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at www.agapeforkids.com. A print copy of the handbook is available upon request. Agape' reserves the right to revise its policies, practices and standards as deemed appropriate by the Director.

LETTER TO EMPLOYEES:

It is with utmost confidence that we place this book in your hand and employ you as one of us. We intend to maintain a true Christian atmosphere to work in. There are definite scriptures which will aid to benefit you.

1 Corinthians 1:10 "Now I beseech you brethren, by the name of the Lord Jesus Christ, that ye speak the same thing, and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment."

Hebrews 13:17 "Obey them that have the rule over you, and submit yourselves; for they watch for your souls, as they must give account, that they may do it for joy, and not with grief: for that is unprofitable for you."

We realize that no organization is perfect, and in remembering this we can all learn to work better together.

Agape' Learning Center

MISSION STATEMENT:

Agape' Learning Center is first a ministry to the community. We pride ourselves on providing a Christian environment where children can grow through God's love and His teachings.

We put the child's safety first at Agape'. Our goal is to provide an environment where parents feel comfortable leaving their children knowing that their needs will be met by loving teachers who truly care about each child.

We want to nurture the love of learning through activities that captivate and challenge children to grow intellectually as well as spiritually.

DISCRIMINATION POLICY:

Agape' shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children. To enroll a parent must complete the application forms and pay a registration fee.

Agape' prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior.

The logo for Agape Learning Center features the word "Agape" in a large, stylized, red-outlined font. The letter "A" is uniquely designed as a heart shape. Below "Agape", the words "LEARNING CENTER" are written in a smaller, black, all-caps, sans-serif font. Underneath that, the phrase "Our Values" is written in a larger, bold, black, sans-serif font.

Agape

LEARNING CENTER

Our Values

FAITH (*Jesus Is FIRST*)

We will live a lifestyle that is Christ centered.

INTEGRITY (*Transparency, Humility and Don't be a Jerk*)

We will pursue a lifestyle of purity, walk in honesty, and serve with humility in a spirit of excellence.

GENEROSITY (*Don't Be Selfish or Stingy*)

We embrace a lifestyle of extravagant giving expressed through the stewardship of our time, gifting, and resources.

ATTITUDE (*Don't Be Sour*)

We aspire to be kind to one another, tenderhearted, forgiving one another, and carry an attitude of joy and an uplifting nature.

SPEECH (*Words Matter*)

We strive to say everything in love; full of honor, respect and encouragement to others.

NEXT GENERATION (*Don't Stop Thinking about Tomorrow*)

We are passionate about reaching and raising up emerging generations of children and youth who become committed and mature followers of Christ.

TEAM MINISTRY (*Do Something that Matters, with People that Matter*)

We endeavor to create an environment of unity through servant-oriented teamwork for the release of God's giftings in His people.

General Information:

Director: Megan Watters

megan@agapeforkids.com

Office: (765) 529-8774

Hours of Operation:

Agape' is open Monday through Friday from 7:00am to 5:00pm. The center is closed for the following holidays.

- | | |
|---------------------------|---------------------|
| <i>Labor Day</i> | <i>Good Friday</i> |
| <i>Fall Break</i> | <i>Spring Break</i> |
| <i>Thanksgiving Break</i> | <i>4th of July</i> |
| <i>Christmas Break</i> | <i>Memorial Day</i> |
| <i>New Years Day</i> | |

Programs:

Daycare:

Our state licensed day care serves children ages 6 weeks to 6 years old. We best serve these children by separating them by age. We practice continuity of care in our infant/toddler classrooms. Research has shown that consistency in care is important to the appropriate growth and development of children, especially for infants and toddlers.

Pre-Kindergarten/Kindergarten:

K-3 Morning 8:00 am - 12:00am: Must be 3 years old by Aug 1 and potty trained.

K-4 Morning 8:30am - 11:00am: Must be 4 years old by Aug 1 and potty trained.

K-4 All-day 8:30am – 3:00pm (Room 15)

K-5 Morning 8:30am-11:00am: Must be 5 years old by Aug 1 and potty trained.

This is our Kindergarten program.

K-5 All day 8:30am - 3:00pm (1/2 day option available)

Ratios:

6 weeks to 12 Months _____	5 per teacher
12 Months -17 Months _____	5 per teacher
18 Months - 23 Months _____	6 per teacher
24 Months - 29 Months _____	8 per teacher
30 Months - 35 Months _____	9 per teacher
3 years old _____	11 per teacher
4 years old _____	13 per teacher
5 years old _____	17 per teacher
6 years and older _____	20 per teacher

Children of different age groups may be combined if the following guidelines are followed:

- For the purpose of maintaining continuity of care, we may mix children 6 weeks to 36 months of age in the same classroom under the following conditions:(1) A child/staff ratio of 4:1 is maintained (2) The maximum group size is eight.(3) Each group shall have no more than three children under twelve months of age.
- Children 2.5 years old may be combined with children who are 3 years old as long as the ratio of 1 to 9 is maintained.
- Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the youngest child in the group.
- During the rest period for children toddler age and older, caregivers may supervise children at fifty percent (50%) of the required child/staff ratio provided that the required child/staff ratio is maintained on the premises and required caregivers are immediately accessible and a minimum of fifty percent of the children in the class are asleep.

Ratios must be maintained at all times, including when emergency procedures are in effect.

Licensing:

Agape is a private program voluntarily licensed by the State of Indiana. A copy of the licensing rules are available on the web at http://www.in.gov/fssa/files/BCC_Centers_Interpretive_Guide.pdf

Weather-Related Closings:

Should Agape' be closed due to inclement weather, this information will be posted on our Facebook page. The administrator will attempt to make the closing decision prior to 6:30am. Agape' also uses a text alerting system. If you want to receive text alerts for cancelations, you may enroll on your phone. This program is free of charge, however your normal texting rates will apply. You may opt out at any time. In order to receive text alerts from Agape', please follow these steps:

1. Begin a text message to the number 81010
2. In the message area type: @agapenc
3. Press send.
- 4.

Professionalism:

Each Agape' staff member is a child care professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

- Arrive on time and stay entire shift, if needed.
- Is not absent from work on a regular basis and finds a substitute when necessary.
- Dress appropriately for interaction with children.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire center (the program, children, families and co-workers).
- Attend staff meetings and other Center events.
- Complete Indiana State licensing required training courses in a timely fashion.

Dress Code:

Christian modesty should be exercised in our daily dress. Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

- **COMFORTABLE** – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Flip-flops and sneakers are appropriate footwear.
- **CLEAN** - All clothing should be clean with no stains, and must smell appropriate. This also applies to personal hygiene.
- **COURTEOUS** - Staff members interact with children and parents on a daily basis and should dress professionally. Any inappropriate or rude tattoos should be covered at all times.

Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including: spaghetti straps, halter tops, strapless "tube" tops, short skirts/shorts, sweatpants, and low-rise jeans/shorts which expose undergarments.

It is expected that all staff members will present themselves and Agape' Learning Center in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

Cell Phones:

It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted to be used unless for specific reasons as follows:

It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children. It is expected that when leaving the center for any reason (walk, field trip, playground, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform both the Lead Teacher and Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be maintained at all times.

Social Media Policy:

Social media includes but is not limited to Facebook, Twitter, Instagram, Snapchat, Tik Tok, ect.

While we cannot restrict what you post, your post can lead to disciplinary actions.

We advice our employees to:

- Be careful and adhere to confidentiality standards of our students, their families, our employees and our facility.

- Avoid any defamatory, offensive or derogatory content. It will be considered a violation to post about Agape' or any of its employees.

Time Cards and Payroll:

Each hourly staff member is responsible for clocking in and out each scheduled workday using a time card and the time clock. Staff members may not clock in more than 10 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. If a staff member forgets to clock in or out, the Director or Secretary must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay processing of a staff member's payroll check until the following pay date. Direct deposit is required for all employees.

Personal Belongings:

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. Agape' is not responsible for lost or stolen items.

Required Training:

Research indicates that formal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. Therefore, the state of Indiana has set the following requirements for staff training and development:

Required training within the first six months of employment, for ALL staff members working in classrooms:

- 1 hour of Child Abuse and Neglect training is required of all employees in the first 2 weeks of employment. (Updated annually) New Employees will be given a list of mandatory trainings to begin working on immediately.
- Each day care employee is required to have Universal Precautions and CPR training. (Updated Annually)

Each year, employees working in a classroom must receive **20 hours** of training annually relevant to the age group for whom the employee primarily provides care. Training may include attending conferences and workshops (paid for by Agape'). Training may also include reading journal articles or watching training videos and summarizing them (maximum of 2 training hours per year may be earned by this method).

If a staff member is interested in participating in training courses after his/her annual requirement for training has been met, Agape' may pay the course fee only if it is approved by the Director.

Staff Meeting:

All Agape' staff members are required to attend staff meetings. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified as far in advance as possible. If you cannot attend it must be approved in advance by the director. You will then meet personally with the Director to go over missed information.

New Staff Orientation:

All new staff members will be asked to read the Agape' staff, student, and orientation handbooks. Prior to working in the classroom, the Director will schedule an orientation meeting to complete required paperwork, and review center operation and policies. Staff will be required to watch 4 training videos and review the Child and Youth Protection Manual presented by the Foursquare church on safety issues while working with children and staff.

Evaluations:

All new employees will be placed on probationary status for 90 working days.

At the end of the probationary period, staff members will be evaluated by the Director to determine if Agape' is a right fit for the employee.

After the probationary period, evaluations of a staff member's performance will be conducted by the Director annually. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Staff members will be required to complete a self-evaluation prior to meeting with the Director.

Personal Policies:

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Agape' staff members are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties, including the use of positive words and actions.
- Respectful, thoughtful, and considerate of other people.
- Courteous and helpful when dealing with children, parents, visitors, and other staff members

Confidentiality:

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, address, phone numbers, etc. with the exception of distribution to Agape' employees. Personal information should never be used for personal purposes. You must seek written parental consent before consulting with an outside agency about a child.

Child Abuse and Neglect:

All Agape' staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

CHILD ABUSE HOTLINE, Henry County Child Protective Services 1-800-800-5556

Staff members may directly report suspected incidents of child abuse or neglect to the Indiana Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director of the report and together decide whether or not to inform the parents of the report. If an Agape' staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Child Services (DCS). Agape' will cooperate with any DCS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

Grievance Procedure:

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director in resolving the conflict. Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member's personal time.

Non-Compete and Non-Solicitation Clause:

Agape' Learning Center invests significant time, money and resources in screening, educating and training employees. Employees have access to confidential business information and proprietary methods that the sole and exclusive property of Agape' Learning Center.

With this non-compete and non-solicitation clause it specifically prohibits employees from solicitation of daycare opportunities or acting as nannies for Agape' Learning Center for a period of one year after leaving the employment of Agape' Learning Center.

Employees are specifically forbidden from:

1. Opening home daycares within 30 miles of the center
2. Accepting nanny positions from current clients of Agape' Learning Center during their employment.
3. Soliciting other daycare centers for work within a 30 mile radius for one year after employment ends.

Since such acts could have a damaging impact on Agape' Learning Center, employees who violated this policy face legal action and a Temporary Restraining Order forcing them to give up such positions or jobs.

In addition, former employees who violate their agreements are financially responsible for any losses Agape' Learning Center may incur as a result of their actions.

Personnel Files:

Agape' maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents. Personnel files will include, but are not limited to, application, health form, training records, copy of high school/college diploma, driver's license, Social Security card, criminal history check and evaluations

Tobacco Use:

Cigarettes and smokeless tobacco products are prohibited on Agape' premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Agape' vehicles or in personal vehicles being used for the transportation of Agape' children, and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time.

Attendance:

Consistency is crucial to creating a successful program. We make every attempt to put as few staff members as possible in each classroom while maintaining student/teacher ratios and what we feel to be a safe ratio above and beyond the state ratio standards. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Instances of absenteeism and/or tardiness will be documented in the staff member's personnel file. Recurring absences or tardiness are subject to the Disciplinary Procedure. Other attendance procedures include:

- All absences must be reported to the Director.
- All dates for approval must be turned in at least 2 weeks in advance.
- There will be a limit of how many people can be off in one day. It will not be approved for more than one closer, opener, or teacher to be out at a time.
- In addition to your paid days and unpaid days you will be allowed 7 doctor note excused days. Doctor notes will count as an excused absence with no pay if the employee has already used all of their current unpaid days. COVID is the only exception. State guideline will be the requirement for how long you have to be out of work.
- If you do not have an approved day off before or after a paid holiday and you call in then you do not receive pay for that holiday.

Absence Due to Illness:

If a staff member is ill and unable to work, the Director should be notified immediately, by phone. Texting is an acceptable means of informing the Director of an absenteeism, AS LONG AS the Director texts back that the text was received. If no text is received back from the Director, it should be assumed that the Director did not receive the text. In this case, call the office at (765) 529-8774. It is acceptable to leave a message in this situation. In the event that the Director is not in the office, it will be the responsibility of the Floor Manager and teacher to find a substitute from the list of approved substitute teachers. When possible, a staff member may assist in making arrangements for a substitute. In some cases, the Director may request a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

Bereavement Leave:

All employees are entitled to bereavement leave for the death of an immediate family member. An immediate family member is a spouse, parents, children, siblings, in-laws, grandparents, grandparent in-law and sibling in-law. Employees may take up to 3 days off. You will be paid only for the day of the funeral.

Jury Duty:

Any full time teacher called to serve on Jury duty shall be paid their regular wages.

Schedules:

Agape' is open Monday through Friday, 7:00am to 5:00pm. All scheduling requests should be submitted in writing to the Director. Schedules will be created based upon the needs of Agape' and the children, as well as staff member availability. Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily carry out Agape' responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.).

Voluntary Resignation:

Lead Teachers and Assistant Teachers should submit a letter of resignation to the Director when resigning from a position. Agape' appreciates at least four weeks' notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

Unacceptable Job Performance:

Agape' uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because all Agape' employees are "at will" which means an employee can be terminated at the will of Agape' for any reason or no reason. The following are the steps, which are taken using progressive discipline.

STEP 1 & 2 Verbal Warnings

If a staff member's job performance is not meeting Agape's standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings will be given for violation of Agape's policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by both the staff member and Director. After two (2) verbal warnings have been issued for any reason a written warning will be issued. Written warnings will be discussed and signed by the employee and the Director. Corrective Plans of Action will be discussed.

STEP 3 Written Warning

A written warning is given if a problem/s identified by two (2) verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member. Corrective Plans of Action will be written.

STEP 4 One Day Suspension

A one day suspension will be implemented following a third violation (incident) and a meeting will be held between the staff member and the Director to develop an additional plan of action to improve attendance and avoid termination.

STEP 5 Termination (possible)

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse under Indiana law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination
- Not adhering to company value statements

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

Staff Physicals and Tuberculosis Screening:

Each staff member must receive a pre-employment physical (may use a previous physical as long as it is dated within 12 months of hire date) and tuberculosis (TB) skin test. TB test must be updated every year. Staff members will have a “grace period” of 30 days to turn in physical and TB test. After 30 days, staff members may be suspended for a period of time at the discretion of the Director.

Access Policy:

Any person in the center who is not a staff member, substitute, or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Person who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, see the Director to get approval for the person to be on site. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Indiana sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

State Criminal History Checks:

Each staff member must succumb to a national Criminal History background check every three years. The cost of this is covered by Agape’. See the Director to make an appointment to be fingerprinted.

Visitors:

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members should notify the Director if expecting a visitor.

Lead Teacher Job Description:

General Job Description

Plan and implement a full-day, year-round, developmentally appropriate lesson plan including the weekly themes, Bible verses and stories that are provided to them in a calendar form. Classroom Biblical Standards must be posted in the classrooms and updated often. Staff must rotate toys and equipment on a regular basis and provide a safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationship with parents and families. Daycare Teachers conduct one parent-teacher conference per year with each family. K-3, K-4 and K-5 teachers will conduct 2 parent/teacher conferences.

Lead Teachers are responsible for supervision and direction of Assistant Teachers, Maintain all certifications as required. Ensure compliance with all Indiana State Licensing requirements.

Qualifications

Child Development Associate (CDA) credential or degree in Early Childhood Education preferred. B.A./B.S. in another field will be allowed however you must complete 20 additional hours of yearly training and enroll in a CDA or ECE degree seeking program within a year of hire date. Two years experience working with children birth to two years in home or center setting preferred. Must be at least 18 years of age. Lead Teacher in the Infant/Toddler room must be at least 21 years of age.

Assistant Teacher Job Description:

Job Description

Assist the Lead Teacher in planning of weekly themes, lesson plans and daily activities. Observe, record and assess each child's individual growth and development. Maintain a safe, healthy environment for children at all times. Actively engage in daily activities and routines with children. Ensure compliance with all Indiana State licensing rules and regulations.

Required Qualifications

Must be 18 years of age. High school diploma or equivalent. Experience working with children birth to five years, or school age, in a home or center setting.

Preferred Qualifications B.A./B.S. in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential/equivalent. Two or more years experience working with children birth to five years, or school age, in a center setting.

Benefits:

Eligibility for benefits is determined by the amount of time you have worked at Agape' and other factors. Our benefits package is designed to benefit employees that show loyalty and a strong work ethic and dedication to the field of Early Childhood Education through continued education. Benefits will kick in after the 90 day probationary period. Benefits include:

- Vacation and sick leave
- Paid holidays
- Discounted child care
- School Breakfast and Lunch free of charge to employees and children of employees.
- All employees are covered by Workman's Compensation as required by law. (All self-inflicted injuries are exempt.)

Agape' shall contribute 7.65 of employees' Social Security Tax

**Agape' uses a bi-weekly pay period. We can only pay with direct deposit, so you must have a checking account to be paid. No paper checks will be cut for payroll.*

Paid/Unpaid Leave:

Vacation and sick leave will be disbursed in a lump amount on June 1st of every year, and must be used by May 31st of the following year. Only 15 hours of vacation time for full time staff members (Those scheduled an average of 30 hours per week during the school year June through May) may be carried over into the next year; any other unused leave will expire on July 31st .

Paid Sick/Personal Leave:

- Full time staff members will receive 5 days of scheduled hours pay for sick/personal leave after the 90 day probationary time period.
- Part time staff members will receive 3 days of scheduled hour pay for sick/personal leave after the 90 day probationary time period.

Vacation (Full time Employees only):

After the first year of service, full time employees are eligible for up to 5 days of paid vacation leave time per year. After three year of service, full time employees are eligible for up to 10 days of vacation leave time per year.

Vacation leave must be scheduled at **least 2 week** in advance using the absence approval form. Only one staff member per classroom may be absent at a time, unless there are unusual circumstances or sickness. The Director must be notified in advance of all absences. Full-Time and Part-Time Assistant Teachers should also notify the Lead Teacher of any absences. Vacation days for paid time are allowed to be taken during times the Agape' facility is closed (ex. Christmas or Spring Break).

Upon termination, voluntary or involuntary, you must give at least a two week notice. When you leave, your vacation pay will be paid and pro-rated based on the amount of the year you have worked. It will be paid at the end of your two weeks. It cannot be used during that last two weeks.

Unpaid Leave:

All employees are allowed 10 days of unpaid leave. These days are to be approved by the Director at least 2 weeks in advance.

**A staff member is determined to be "Full Time" if he/she is scheduled 30 hours per week during the school year. If a staff member drops to part time in order to help staffing in our slower summer months, they will not be taken off full time status assuming they return to 30 hours per week the next Fall. If after school starts the following year, the employee wishes to remain part time, they will forfeit their full time benefits starting August 1.

Holidays:

Agape' is closed in observance of the following holidays:

<i>Labor Day</i>	<i>Good Friday</i>
<i>4th of July</i>	<i>Memorial Day</i>
<i>Thanksgiving Break</i>	<i>New Years Day</i>
<i>Christmas Break</i>	

After the 90 day probationary period, all full time staff members will receive pay for the following holidays: Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, July 4th, and Labor Day.

Discounted Child Care:

All part time (minimum of 20 hours per week, max 34 hours per week of scheduled hours) and full time employees (minimum of 35 hours per week of scheduled hours) are eligible for discounted childcare. In order to receive discounted child care, the employee must be the primary caregiver to the child with the exception of the Grandparent Discount. Staff Daycare payments will be made each payday and staff must set up and pay through an Automatic Check Withdraw account to pay their bill bi-weekly.

Discount Rates:

Grandparent discount (Maximum of 1 Grandchild)	10% discount
Child in Infant/Toddler Room or Two Year Old Room	60% discount
Child in All Other Day Care Rooms	70% discount
K-3, K-4, K-5	75% discount

All registration fees (tuition) and book fees are to be paid at 100% by the employee.

Staff members cannot alter their hours without the approval of the Administrator.

Employment and Child Care Policy

When hired with Agape' Learning Center and enrolling your child(ren), they have jumped to the top of our waiting list. If your child(ren) is/are able to enroll as you are hired in, you must be employed with Agape' Learning Center for six months in order to keep your child(ren)'s spots on our roster in the event you resign or are terminated.

In Times of Pandemic:

The program shall not admit children who are ill upon arrival. During the CoVid-19 pandemic temperature will be taken at the door. Parents will be asked to stay during temperature checks. No child or staff member will be admitted with a temperature of 100.4 or has symptoms of illness. Parents must take their child home if they are ill or have a temperature of 100.4

If a child in our program has a close family member such as a sibling or parent with a fever or any other symptoms of CoVid-19, that child must stay at home. The well child may return when a diagnosis is made and it is deemed safe for the child to return to class.

If a child becomes ill during the day, caregivers shall immediately isolate the child from other children and notify the parent to arrange for other immediate care of the child.

Our caregivers shall directly observe and supervise all children who are ill until they leave the child care program.

The program may not readmit children who exhibit symptoms of the illness for which they were excluded until they are fever free for 72 hours (without medicine) and symptoms have improved.

The child care program shall make every effort to control the spread of communicable diseases and shall establish written health policies and precautions.

In most cases meals will be served in classrooms instead of the cafeteria. Summer Campers, K5, All-day K4 and Room 16 daycare children will eat in the gym.

We will not participate in family style meals and we will practice social distancing during meal times, ideally 6 feet apart. We will strive to maintain the same unit (group) of children during meal times as well. Prior to any meal service, all children will utilize hand washing or sanitizing to ensure safe eating practices.

Our child care program shall make every effort to control the spread of communicable diseases and shall establish written health policies and precautions. *Age grouping policies apply at all times throughout the day. This includes both inside and outside activities. Group size requirements found in Indiana Administrative Code (IAC) 470 are required to be followed. Our individual programs grouping policies must be followed. Limit the mixing of units, such as staggering playground times and keeping units separate for special activities such as art, music, and exercising.

We will clean the child care facility daily. We will keep the child care facility in a sanitary condition at all times. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated. Wash all soiled items prior to sanitization.

Staff shall not do major cleaning, except for spills after meals and art projects, while children are present in the area being cleaned. Staff shall sanitize cots daily after each use. Staff may sanitize cots weekly if the same child uses the same cot each day. If staff sanitizes cots weekly, they shall clearly identify assigned cots.

All food preparation surfaces and eating surfaces shall be sanitized. All articles that are used by infants or toddlers shall be sanitized daily and whenever soiled. All articles an infant chews on shall be sanitized after each child's use. Caregivers shall sanitize pacifiers when contaminated. Staff shall sanitize all cribs as often as necessary and at least daily.

The building used for child care programs shall at all times be maintained in a clean, safe, and sanitary condition and be in a good state of repair.

When diapering children caregivers shall do the following:

- Wash hands with soap and warm water and dry with disposable paper towel
 - Gather needed supplies and place on diapering area
 - Spread wax paper on changing table covering the entire length and width of the pad
 - If gloves are used put on gloves after placing the child on the changing table
 - Release the soiled diaper
 - Place soiled diaper and wax paper into a plastic bag
 - Wash the child's bottom
 - Remove gloves if used
 - Place clean diaper on child
 - Wash the child's hands
 - Take the child to a safe area where he or she can be supervised
 - The diapering waste is disposed of in a tightly covered, plastic-lined waste container
 - Sanitize diaper changing pad and table
 - Wash hands with soap and warm water and dry with disposable paper towel
- Additional diapering requirements can be found in Indiana Administrative Code (IAC) 470 and must be followed.

As a child care provider we shall provide for a safe environment by ensuring that no conditions exist in or on the grounds of the facility where the provider operates a child care program that would endanger the health, safety, or welfare of the children.

Infants, toddlers, and their teachers should have multiple changes of clothes on hand in the child care. Child care providers should change children's clothes if secretions are on the child's clothes.

Contaminated clothes should be placed in a plastic bag and sent home or washed in a washing machine.

As a child care provider we shall provide for a safe environment by ensuring that no conditions exist in or on the grounds of the facility where the provider operates a child care program that would endanger the health, safety, or welfare of the children. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child. Our program must store any item that states "keep out of the reach of children" in a place that is inaccessible to children. Ensure that employees, children and families have ready access to hand sanitizer, hand washing stations, or other disinfectant products.

During the COVID-19/or other Pandemic, Hand Sanitizers are temporarily acceptable products.

Conclusion

Please sign and return this form to document your understanding of the enclosed policies.

By signing below, employees and director agree to abide by the written policies as stated in this handbook.

Director's Name (print)

Director's Signature

Date

Employee's Name (print)

Employee's Signature

Date

