

This manual can also be found on our center Dashboard.



JEFFERSON'S EARLY LEARNING CENTER
Opening Doors

STANDARD OPERATING PROCEDURES AND EMPLOYMENT POLICIES

TABLE OF CONTENTS

Culture	4-5
Who We Are	
The Founders	
What we Believe In (Mission, Vision, Motto)	
Teamwork & Communication	
Growth Opportunities	
Minimum Licensing Standards	
Employment	5-9
Center Information	
General Qualifications	
Types of Employment	
Essential Functions	
Demeanor	
Compensation	
Evaluation	
Curriculum	
Professional Development Plan and PDR	
Onboarding	9-10
Orientation	
Training Period	
Mentoring	
Attendance	10-11
Clocking In & Out	
Workday & Breaks	
Punctuality & Absence	
Planned time-off	
Lesson Plans	
Long-Term Leave	
Center Expectations	12-13
Coaching and/or Progressive Disciplinary Action	
Dress Code	
Grooming & Hygiene	
Personal Items	
Phone Policy	
Use of Center Materials/Equipment	
Basic Computer Guidelines	
Network Usage While on Premises/Social Media	
Alcohol/Drugs/E-Cigarettes Etc.	
Team Member Conduct	13-15
Abuse Prevention	
Definitions of Abuse	
Protection of Children	
Mandated Reporter	
Confidentiality	
Employee/Volunteer Screening Expanded	
Response to Allegations	

Caregiving Policies & Strategies.....	15-17
Appropriate Contact with Children	
Arrival & Departure	
Welcoming Parents & Children	
Open Door Policy	
Departure General Rules	
Recording/Reporting Absenteeism	
Guidelines of Speech	
Rest Time	
Bathroom Policies	
Handwashing	
Outdoor Supervision	
Nutrition	
Family Style Meals	
Meals at Jefferson's Early Learning Center	
Rest Time	
Supervision/Licensing Ratio	
Guidance and Discipline of Children.....	18-20
Discipline Policy	
Behavior Documentation	
Handling Specific Behaviors	
Aggression	
Biting	
Tantrums	
Facility Health & Safety in Our Building.....	21-22
General Safety	
Accidents & First Aid	
Cleaning & Sanitizing	
Illness & Infection Control.....	22
Miscellaneous Items	22
Signature Page.....	23

Welcome to our Family!

Culture

Who we are

Believers- We believe in our Lord and Savior Jesus Christ!

Professional- We are skilled and hold ourselves to high standards.

Safe- We are safe and secure and hope to spread that to others.

Responsive- We take great pride in listening and providing effective solutions.

The Founders

Jefferson's Early Learning Center, LLC is solely owned by Reginal and Keisha Jefferson, both of whom are actively involved in the Center. Keisha (Dr. J) is involved in the daily operations and management of the center. Both determine all governing policies, procedures and guidelines for the center.

Dr. J has spent decades in education and has allowed herself to follow God's lead in this new endeavor. The Opening Doors slogan has deep roots in the beginnings of this Center. It's easy to live with what's comfortable or easy but that sometimes isn't the final part of our story. Opening this Center is a step of faith and a following of what's been in the making longer than she knew! As retirement commenced the legwork began in opening her very own center. This is an opportunity for her to continue in a field she loves and yet one that she can support and promote others to walk through trials and begin...Opening Doors!

What we believe in

Mission

To provide hands-on learning that elicits individual curiosity and supports the child while building a foundation for life-long learning.

Vision

To deliver the best care and education for the children entrusted to us daily.

Our Motto

Opening Doors embodies our commitment to ensuring that every child is heard and empowered. We equip them with the skills and confidence to "open doors" through their lives!

This manual is a non-inclusive guide for your understanding of the expectations of the company. Its provisions DO NOT create or reflect a contract between Jefferson's Early Learning Center, LLC and any employee. The provisions in the handbook may be changed, supplemented, or deleted at the owner/director's sole discretion. This handbook is not a contract of employment nor is employment with the Center for a definite term. Jefferson's Early Learning Center or you may terminate employment at any time, for any reason although this is not the intended outcome.

Jefferson's Early Learning Center is a Center that is rooted on the basic principles of Jesus Christ and will strive to be a Center known for the kindness, a welcoming spirit and respect for all. It is the responsibility of each employee to read and understand this manual as well as understand and implement the philosophies from the mission and vision statements above.

Teamwork & Communication

We don't want to just speak about our mission and values but we want to live them. It is our top priority to create a warm community for families and just as importantly, our staff. We want to foster a positive and joyful work environment and pray to acquire a long-term staff. We appreciate and support our staff and prayerfully our compensation packages and everyday love is just what you need to be a part of our team. Communication is key in any family or business and the Center is no different. We want to encourage you to always speak to administration and co-workers and work on differences so well that those differences will make you unique and appreciated! Open communication builds a stronger team and that is essential at Jefferson's Early Learning Center.

Growth Opportunities

To provide equal employment and advancement opportunities to all individuals, employment decisions shall be based on merit, qualification and ability. We do not discriminate on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

For some, this position is a stepping stone to bigger things and for others you will find yourself right at home for years to come. Whichever is on your journey, paved by God, will be nurtured and supported here! As you learn and grow, we encourage you to visit with administration about your plans whether those plans are for a future here or continued education in the area of Early Childhood Education. Let's visit and perhaps we can help to Open Doors into your future!

Minimum Licensing Standards

All team members are expected to be knowledgeable in the Minimum Licensing Requirements for Child Care Centers. Failure to adhere to these policies may result in disciplinary action up to termination.

- ❖ Each team member must earn/keep CPR and First Aid Certified, reimbursable after 90 days of employment.

EMPLOYMENT

The center hours of operation are 7:00-5:30 Monday-Friday. Parents may drop children off at 7:15 and most will be picked up by 4:30 with the 5:30 closing being for those needing a little extra time. Team members will be scheduled on a staggered basis so that we maintain a healthy work-life balance. We ask for flexibility in the scheduling as everyone employed has a life outside of the Center and we plan to honor those other responsibilities.

General Qualifications

Early childhood teachers bring their own unique strengths to their teaching. The most important qualities that all our educators share is their love for children and their passion and commitment to education. We choose educators who are interested in and responsive to children's needs and share our educational philosophy and commitment. This includes creating a warm and comfortable environment where the well-being of children, their families and staff is the primary focus. We select team members based on their knowledge and experience in the field of Early Childhood, and because their core values, personal educational philosophy and teaching style are consistent with our core values and company culture. Each team member meets strictly enforced state standards and their qualifications are in keeping with the standards. All potential team members will complete an application, interview, reference check, criminal record clearance, protective services screening and fingerprinting (as required by the State of Arkansas).

All team members must be at least 18 years of age in order to supervise children. We may at times hire a team member that is 16 years of age to assist teachers but they may never be left alone with children. Each team member will have an employee file with the following documents within it:

- ❖ Employment Application
- ❖ Protective Services Clearance Check
- ❖ Clearance check of criminal records thru the Arkansas State Police Department and/or a full national fingerprint check
- ❖ Signature page acknowledging receipt and understanding of employee manual and all employee policies and procedures within.
- ❖ Federal, State and Local Withholding Tax Forms, and I-9 Immigration Employment Eligibility Form

Types of Employment: All team members are probationary for 90 days. During the first 90 days you will be evaluated and if your work meets the requirements and you are the best fit, you will be moved from probationary status.

- ❖ Full Time Employee: A team member that works at least 32 hours per week and is assigned a regular work week.
- ❖ Part Time: Anyone who is not assigned a regular work week or who is working less than 32 hours per week on a regular basis.
- ❖ Temporary Employee: A team member who is employed for a specific job or time period. They may/may not work 40 hours per week for a specified period.
- ❖ Probationary/Disciplinary Process: Any team member who is placed on probation as a result of a disciplinary action. Benefits are not received while on probation.

Essential Functions: In addition to the job description, all team members must be able to perform these essential functions:

- ❖ Able to observe, see, hear and respond to children's needs, emergencies and conflicts that might occur in a classroom, on the playground, in the restroom and common areas.
- ❖ Able to lift 30 pounds.
- ❖ Able to crouch to a child's height, maintain eye contact at the child's level, sit on the floor and get up from the floor easily.
- ❖ Able to stand tall enough to reach children on the highest piece of equipment.
- ❖ Able to determine cognitive, social and physical needs of children and communicate in writing and verbally in the English language at a level that 90 to 95% of parents and other staff are able to understand and respond.
- ❖ Able to handle the stress, tension and exasperation that contact with many children and parents can bring every day.
- ❖ Able to run to a child in an emergency, move at a fast pace as needed, quickly respond to situations to assist children or staff.
- ❖ Able to participate in all daily activities including water activities, singing and reading stories.

Demeanor: Demeanor involves your verbal and nonverbal tone and gestures. People get a "feel" of an environment often based first on the demeanor of its team members. Team members will strive to remain conscious of the emotional undertones that exude from themselves during the day. Be mindful that while outside life is "real" it must also be compartmentalized. Pleasant smiles, gentle approaches and a simple greeting will go a long way!

Compensation

There are numerous reasons people choose a place to work and we believe that a pleasant work environment is one important factor while compensation is just as important. We strive to assure

our compensation packet with benefits shows that we value the contribution of our employees. Team members will be evaluated on a yearly basis for raises. Some things that merit a pay increase:

- ❖ Job Performance
- ❖ Attitude
- ❖ Attendance
- ❖ Additional Training
- ❖ Preparedness
- ❖ Mandatory training aligned with goals and complete
- ❖ No more than two written disciplinary infractions

Wages: Starting hourly wage for each team member is determined on an individual basis before hiring. It is based upon qualifications, experience, training and education.

Payday: Employees are paid on a bi-weekly basis. New team members will receive a paycheck the second Friday after their first day of employment.

- ❖ *In the rare event that there is an error in calculation of pay, bring it to the attention of the administration so that corrections can be made quickly!*
- ❖ *Loss Check: If a team member loses his/her paycheck, the center will put a Stop Payment on the check and rewrite the check. A deduction of \$25 (cost of stop payment) will be made before the new check is given.*

Direct Deposit: You may elect to have your paycheck directly deposited into a checking or savings account. The funds are available at the start of business on the payday. You must submit a direct deposit authorization form to begin this.

Late Pick-Up: The late fee rate of \$1 per minute per child is determined by the time the center closes. The parents will pay this fee with their following tuition payment and this is paid directly to the Teacher (minus taxes) with the next paycheck. Teachers are also paid their hourly wage for the additional time.

Professional Development/Training: Team members are paid for Professional Development at their regular hourly rate. Pay for travel and overnight accommodations are on a case by case basis. Time attended must be documented on the TimeSheet. The team member must work the day BEFORE and AFTER training to be eligible for pay. Teacher Assistants are required to maintain a minimum of 30 hours per year to maintain employment. Teachers are required to maintain a minimum of 60 hours per year to maintain employment.

Staff Meetings: Team members are paid for attending Staff Meetings at their regular hourly rate IF the meeting is outside of the work day.

Benefits: After 90 days of employment, a team member is eligible to enroll in benefits including medical, dental, vision and life insurance with other areas of consideration. After one year of employment all team members are eligible to enroll in a retirement account.

Sick leave: Sick leave is earned AFTER a 90-day probationary period. It is accrued at the rate of 8 days per year excused. Team members can carry over up to 15 days. These are not accumulated during probationary status. *Team members may take up to two (5) days unpaid annually.* This must be requested in advance.

Bereavement Leave: Bereavement time will be paid to members for up to two (2) consecutive days for scheduled time lost due to death of an immediate family member (parent, spouse, child, brother, sister, or a spouse's parent). **You MUST have a bereavement form on file in the office.**

Paid Vacations: Administrative team members are those who work an average of 45-50 hours per week and are considered salaried and will receive 3 vacation days upon completion of probation. After one year (anniversary date) the member will earn one (1) week of paid leave. A week is added each year up to the fourth year but only 4 weeks can be carried over. No more than one (1) week of vacation may be taken within a month unless extenuating circumstances lead to approval from the administrative team. All Vacations must be requested on a leave authorization form and approved by administration. **Any member who leaves in good standing with proper 2 week minimum notification can have pay in lieu of taking the accrued time off.**

Hourly Members: Vacation pay is earned after six (6) months of service. Vacation count begins after the sixth month anniversary date of hire and one day will be awarded each month for the duration of the first year (total of six (6) at the completion of the year). These days will be available for use after the one year anniversary date of hire. All Vacations must be requested on a leave authorization form and approved by administration. **Any member who leaves in good standing with proper 2 week minimum notification can have pay in lieu of taking the accrued time off.**

Childcare Benefits with Voucher: If team members receive childcare vouchers, we will take what the vouchers pay weekly for your child. No additional fees will be charged.

Childcare Benefits without Voucher: Full time team members are eligible for a discount for childcare for the **first child** (birth, by marriage or adopted). The discount scale is as follows:

- ❖ 0-90 days of employment (10% discount per week)
- ❖ 91 days-180 days of employment (20% discount per week)
- ❖ 181 days- 1 year of employment (25% discount per week)
- ❖ 1.5 years of employment (35% discount per week)
- ❖ After 2 years of employment (50% discount per week)

Additional children will be as follows:

- ❖ 0-90 days (at the discretion of the director and owner)
- ❖ 91-180 days (15% discount per week)
- ❖ 181-1 year (20% discount per week)
- ❖ After 2 years (25% discount per week)

We consider this discount accommodating and since it is given to team members FOR CHILDCARE we ask that you only bring their children when you are working.

Holidays: Full time employees are paid at their regular rate for holidays when the center is closed. Team members must work the day before and after a holiday to receive pay for the holiday. Jefferson's Early Learning Center will be closed for the following holidays:

- ❖ New Year's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Veterans Day
- ❖ The day prior to Thanksgiving Day, Thanksgiving Day and the day following Thanksgiving Day

- ❖ The week of Christmas
- ❖ Two (2) days in August for professional development

Holiday compensation will be based on your typical work schedule. If you work 8 hours, you will be compensated for 8 hours. **NOTE: If you have accrued vacation days you may request, in writing, in ADVANCE to use those days prior to or after the holiday.**

Emergency Closing: Full-time employees are paid at their regular hourly wage for hours scheduled to work when the Center has an emergency closing such as severe weather or other emergency (loss of water).

Evaluation

All employees will receive formal written evaluations quarterly and annually as guided by both individual professional growth plans and the Center guided vision plans. Employees will receive informal observations at least monthly with feedback opportunities.

Curriculum

Jefferson's Early Learning Center will incorporate elements of a faith based curriculum along with a research based state approved curriculum. Teachers and assistants will be provided time to work with the curriculum and be provided ongoing coaching as appropriate.

Professional Development Plan and PDR

Professional development is a very important part of impacting children. As children change, so does the research and studies regarding what is best practice, especially in academic instruction. Assistants are required to earn 30 hours of professional development each year while Teachers are required to earn 50, both are exclusive of CPR/First Aid. Those with a teaching license are held to the standards of DESE. These hours will vary in topic but will be suited to fit your needs individually and the Center collectively. Many of these will be offered online while some will be completed during the day or during planned professional development sessions. As an employee, you will be required to create an account on the professional development registry (PDR) which will house your coursework.

Onboarding

Prior to hiring, each candidate must pass a check of personal references and state-mandated background checks including a criminal check. Each candidate is interviewed by multiple team members and is supervised for a period of time once hired.

Orientation: After the employment offer has been agreed to, the Director schedules an orientation. No person can supervise or be solely responsible for children until the orientation is completed. The New Team Member Orientation happens over the first 30 days and includes the following:

- ❖ Tour of the center
- ❖ Employee Handbook, Parent Handbook and Discipline Book
- ❖ Review of job description and personnel policies
- ❖ Review of children's records and Confidentiality Training
- ❖ Mandated Reporter
- ❖ PDR Set-up
- ❖ Suspension/termination policy
- ❖ Emergency Plans and Procedures
- ❖ Overview of Licensing Regulations

- ❖ Meeting with appropriate team members to discuss a plan for transition into the program and an overview of the training period.
- ❖ Introduction to all team members as well as children in the relevant classroom(s)
- ❖ Review of the relevant classroom(s) curriculum and daily schedule
- ❖ A Staff Contact List
- ❖ Emergency Calling Card

Training Period

All new team members undergo a 90 day-on-the-job, probationary training period. The period provides an opportunity for both of us to determine whether it's a good fit. The first two weeks of the training period are used as an orientation period in which the team member works closely with the director and team members to help them become families with the center and its policies/practices. During the training period, new employees are not eligible to accrue PTO, holiday pay, and health/dental insurance coverage [see Benefits].

At the end of the 90 day period, the director will conduct a written evaluation and meet with the employee to discuss strengths and growth areas. Completion of the training period does not imply any change to the employee-at-will status.

Mentoring

At inception, mentoring will be provided by the owner/director and the assistant. Once we've gained some experience as a family team and are acclimated to the facility and the protocols, you will be paired with an experienced team member and/or asked to become one for new employees. Take this opportunity to learn our dairy routines and ask any questions that you have.

Attendance

All team members will have a schedule and are asked to be flexible to meet the needs of our families. Any requests for days off must be given **in writing two weeks** in advance of approval.

Clocking In & Out: Each team member should clock in/out using the digital system. Please review your weekly time sheet and correct any errors. All time sheets must be turned in by the Friday prior to the pay day to be paid in a timely manner.

Workday and Breaks: All teachers will work an 8 hour work day with a 30 minute paid lunch. Assistants will work a 7 hour work day with a 30 minute lunch. Once weekly teacher planning will occur and all teachers are expected to attend.

Punctuality and Absence: As in any business, dependability of our team members is essential to the operation of the center. We need YOU. Our policy is to make fair and reasonable allowances for an absence and realize that emergencies arise. With this, please realize that team members who are consistently late or absent place a burden on all of us and especially the children. Excessive tardiness or absenteeism, regardless of notification may lead to disciplinary action up to and including dismissal.

There is a MAXIMUM OF (5) UNEXCUSED ABSENCES (unpaid) allowable in (12) twelve-month period.

- ❖ **Excused:** requested time off within 2 weeks of the needed days
- ❖ **Unexcused:** Time off that is not requested in advance and not documentation provided (doctor's note)

In emergency situations of tardiness or sickness you must follow the procedure below:

- ❖ You must provide at least two (2) hours' notice for a same day absence. If you are awakened with illness and won't be reporting (1) Call a supervisor by 5 am (2) Call your room partner and update them by 6am. DO NOT TEXT.
- ❖ Complete an Unscheduled Absence form within 24 hours of your return.
- ❖ If you are running behind, contact one of the administrators at least 30 minutes prior to your report time. If you are more than 30 minutes late, you must submit a Partial Absence form.
- ❖ Absences of more than 3 days will require a doctor's note to be excused.

Planned time off: We provide a nice PTO plan so that you earn some time off with pay for the enormous amount of work that you put in to make the center successful. For planned time off follow the following:

- ❖ Check the center calendar to assure that coverage will not be an issue on your needed days.
- ❖ Visit with administration regarding your days requested so that arrangements can be made if someone else is needing the same time off. **TWO WEEKS PRIOR**
- ❖ Once the above is covered, complete a Planned Leave Form and have it signed by administration.
- ❖ Your days requested will be added to the center calendar if available.

Not returning after lunch/break: Any team member who chooses to walk off of the job or does not return after leaving for break and/or lunch will be reported to Child Care Licensing for Neglectful Supervision. Please know that this action may result in not being eligible to ever work around children again.

Lesson Plans: Lesson plans should always be available for a substitute to conduct your class.

- ❖ Each classroom should have at least 3 days of work of emergency sub plans. Emergency sub plans will be used when both teachers are out of a classroom on the same day.
- ❖ Daily lesson plans are required. These will be developed as a team and then adjusted to meet the needs of the individual teacher team and students. Lesson plans for the week are due the Thursday prior to the week of use.

Long-Term Leave: The center can not operate effectively without YOU! Team members requesting leave related to any medical condition concerning the employee or immediate family members will be required to provide a physician's statement verifying the condition, its beginning and expected ending date, the need for the employee to be given off to provide care, and the estimated time required.

Center Expectations

Jefferson's Early Learning Center is one that holds team members to the highest regard and expectations. We look at each team member as an asset to the Center and families.

Coaching and/or Progressive Disciplinary Action: In most instances, the director will work with a team member in an attempt to correct problem behavior and solve misunderstandings by corrective discipline. You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. With that being understood, everyone occasionally makes mistakes or needs guidance for optimal performance of their duties. When a team member needs guidance, progressive discipline procedures will be follow including but not restricted to the following:

- ❖ Warning and correction
- ❖ Verbal coaching/modeling

- ❖ Written warning
- ❖ Documented improvement plan
- ❖ Leave with our without pay
- ❖ Termination

The director has the authority to move through the steps as the action of the team member warrants (depending on the severity). **This policy does not alter the at-will nature of employment at Jefferson's Early Learning Center, LLC.**

Dress Code: We want you to be comfortable and yet professional while working at the center and have chosen to provide shirts/sweatshirts for employees to wear. Because of this, we have a fairly firm dress code. Remember that you are more than a child care worker, you are Pre-K Teachers and Assistants. While it is important to wear comfortable clothing that allows you to fully engage with children, it's also important that your appearance reflect the professional that you are.

- ❖ Logo shirts (provided) must be worn each normal operating day.
- ❖ Pants, slacks or jeans may be worn on any day. All must be free of holes!
- ❖ You must wear closed toe shoes or sandals with a protective ankle strap.
- ❖ Body piercings, other than a modest nose stud, must be taken out before your shift begins.

Grooming & Hygiene : Team members should arrive at the center with a neat, groomed appearance. No clothing with holes is allowed.

Personal Items: Jefferson's Early Learning Center is not responsible for personal items brought to the center by individual staff members. You will be provided a locker and a key/code to keep your personal items not needed in the classroom once the addition is completed in the building. For now, it is important to keep personal belongings in a drawer/cabinet.

Phone Policy: Team members will not conduct any personal activities during working shifts. Break periods should be used for personal phone calls and personal tasks. Actively "texting" for personal reasons, checking voicemails etc. with cell phones while working is not tolerated under any circumstances. The FIRST offense will lead to a written reprimand. The SECOND and subsequent offenses will lead to probation up to termination. This is not simply a center policy but a MINIMUM LICENSING policy. It is understood that personal cell phones can/will be used in the case of an emergency to contact the director or to call 911. Per MLR, employees may not hold personal conversations on cell phones at any time while supervising children or working elsewhere.

Use of Center Materials/Equipment: All Center equipment is the sole property of Jefferson's Early Learning Center, LLC. Please do not assume personal privacy when using Center equipment. Periodically, we reserve the right to inspect or survey any borrowed materials. Laptops provided by the Center will require mandatory maintenance. If the items are not being cared for as outlined in our responsibility contract, lending privileges may be suspended or revoked.

Basic Computer Guidelines: Lead teacher laptops and laptop accessories (such as mouse and removable usb drives) are only to be used by lead teachers for planning and educational purposes. Laptops are the exclusive responsibility of the lead teacher they are assigned to. They may be taken home or to other locations (such as a library or Wi-Fi location) to be used for work purposes and are to be cared for properly at all times, which includes these guidelines (in addition to all guidelines posted above):

- ❖ No food or beverages are to be near laptop or accessories.
- ❖ All original parts (cord, battery, etc.) are to be used with the laptop.

- ❖ Extreme temperatures are to be avoided (please do not leave laptop in car to be exposed to either excessive heat or cold). The employee assigned to the laptop is responsible for ensuring this.
- ❖ Any disrepair (viruses, breakage, etc.) caused by an unauthorized use by a third party (child, spouse, etc.) may become the financial responsibility of the team member.
- ❖ **Only appropriate internet sites are to be visited. (Please avoid known problematic websites, betting sites, coupon sites, etc. as they are highly infectious zones)**

Network Usage While on Premises: Team members understand that they are expected to execute reasonable Internet etiquette. Employees will comply with the rules appropriate to any network to which the Center may provide access. The employee must not post, transmit or permit internet access to information that the Center, parents and other employees' desire to keep confidential.

Team member understands that the Internet may not be used for social media posts, illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, gambling, soliciting, and computer tampering (i.e. spreading computer viruses).

Alcohol, Drugs and E-Cigs (All other Products)

Jefferson's Early Learning Center is an alcohol, drug, and E-cig free campus. These policies are established to assure a safe and healthy working environment for all its employees and children. Our goal is to ensure the reputation of the center and its employees is of a high degree, to reduce accidental injuries and to reduce absenteeism and tardiness. All of which will improve productivity.

To enforce Jefferson's Early Learning Center's Drug and Alcohol Abuse Policy it may be necessary to require an employee or applicant to submit to an alcohol and/or drug test. Under reasonable cause, the employer at its discretion may add additional types of testing. If testing is necessary, the Center will take reasonable precautions to preserve each employee's privacy and to ensure that fair, accurate and reliable results are achieved. Upon establishing reasonable cause, the employee's supervisor will promptly detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the testing. If an employee has tested positive, the employee will be terminated.

Team Member Conduct:

Many things are out of our hands as providers but one thing that we all can do is be observers. Observers must not jump to conclusions, overreact, be afraid to talk about uncomfortable things or report mistreatment/abuse when suspected.

Abuse Prevention

Definitions

- ❖ Emotional Abuse- The National Center on Child Abuse and Neglect defines emotional abuse as: "acts or omissions by the parents or other caregivers that have caused, or could cause, serious behavioral, cognitive, emotional, or mental disorders.
- ❖ Sexual Abuse- The National Center on Child Abuse and Neglect defines child sexual abuse as: "Contacts or interactions between a child and an adult when the child is being used for sexual stimulation of the perpetrator or another person when the perpetrator or another person is in a position of power or control over the victim."
- ❖ Physical Abuse-The National Center on Child Abuse and Neglect defines child physical abuse as: "The physical injury or maltreatment of a child under the age of eighteen by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby".

- ❖ Verbal Abuse- Verbal abuse, a facet of emotional abuse, is defined as any language or form of verbal harassment that may belittle, scare, emotionally harm or terrorize a child. Examples of verbal abuse include, but are not limited, to:
 - Sarcasm-Children do not understand sarcasm or sarcastic tones, and interpret language literally. Sarcastic language or tones when speaking to students is unacceptable and considered verbal abuse at our Center.

Protection of Children

Mandated Reporter: Per MLR 100, we are all mandated reporters. If you suspect child maltreatment then YOU are required to call the hotline at 1-800-482-5964. You are not required to report the incident to administration before reporting it to the hotline however, this would be appreciated afterwards so that the information is not a surprise to them. You are NOT required to report it to administration before calling/sending in the report.

Confidentiality: Team members must assure that the rights of confidentiality afforded to parents and children are not compromised. Any and all records must be kept confidential. Any team member who releases or reveals confidential information will be in violation of State, Federal, and Company policies. If you become aware of anyone attempting to gain access to this information, notify the director or assistant immediately. **Posting anything concerning Jefferson's Early Learning Center, its team members, staff, parents or children to ANY SOCIAL MEDIA platform will be considered a breach of confidentiality and will result in disciplinary action up to immediate termination.**

- ❖ Confidentiality also deals with incidents in the classroom. For example, if a child bites another child, care should be taken to prevent conflict between both sets of parents. The identity of the aggressor should be kept anonymous when relaying that information.

How to Report Child Abuse and Neglect

<https://humanservices.arkansas.gov/divisions-shared-services/children-family-services/how-to-report-child-abuse-neglect/>

- ❖ Arkansas Child Abuse Hotline
1-800-482-5964
- ❖ Arkansas Mandated Reporter Portal
<https://mandatedreporter.arkansas.gov>

Employee & Volunteer Screening: In order to assure protection for minors and prevent abuse from happening, all adult positions at Jefferson's Early Learning Center (both paid and volunteer) will be screened for previous abuse offenses. This may include one or more of the following: completing a volunteer profile form, obtaining references, criminal record clearance, protective services screening, fingerprinting (as required by the State of Arkansas), and an interview. Information obtained by the Center regarding the background of applicants, prior to or during their service, will be kept confidential.

All potential staff people, including volunteers, will complete an application for employment or volunteer application and interview. All references will be checked along with applicants past work history. Prior criminal convictions will be checked through the Arkansas State Police and we will ask about prior convicted crimes other than traffic violations. History of child abuse or neglect will be checked through a Child Maltreatment screening. Applicant will be asked about involvement in child abuse of any kind both in writing on our employment application and verbally through an interview. No person will be allowed to work with children if he or she has ever been involved in abuse, neglect or criminal activity.

Response to Allegations: When the allegation is made of abuse, the alleged offender must be informed of these allegations and must be suspended from participating in all service roles at Jefferson's Early Learning Center until an investigation is done by the proper authorities (Protective Services and/or local law enforcement agencies). Employment may or may not be reinstated.

Caregiving Policies & Strategies

Appropriate Contact with Children: Appropriate interactions are expected at all times. Remember that all team members should be aware of appropriate contact and refrain from any behavior that might be interpreted as inappropriate. Acceptable contact includes:

- ❖ Hugs
- ❖ Pat on the back
- ❖ High five
- ❖ Holding a child's hand while walking
- ❖ Holding a child in your lap for comfort or reading
- ❖ Comforting a child with a quick embrace and reassurance

**FOR BOTH SANITARY REASONS AND THE DIFFICULTY DISTINGUISHING BETWEEN
APPROPRIATE AND INAPPROPRIATE CONTACT, ALL STAFF WILL REFRAIN FROM KISSING
CHILDREN, EVEN ON THE CHEEK.**

Encourage Independence and Self-Accountability: A large piece of our mission is that we do our part to instill needed skills in children within our care. We seek to encourage independence as early as possible while fostering that security of knowing the adult is supporting them. In class, at meals and on the playground, use positive praise and open ended questions that guide students to use thinking and problem solving skills. Children ultimately who are self-regulated and confident in their own learning is our goal!

Arrival & Departure: Always be aware of who is in the classroom. Everyone must sign in/out every day. This will be electronically by parents and on paper by a staff member.

- ❖ Upon pickup of a child, the parent/guardian must electronically check them out and the staff will then sign them out on the sign-out sheet
- ❖ Before leaving for break or lunch, staff should write on the sign-out sheet how many children they are leaving with the staff member providing the break

Welcoming Parents & Children:

- ❖ Parents will be greeted daily
- ❖ Children will be given the option of choosing a greeting from the CD poster
- ❖ The adult signing the child in will have a personal code to do so

Open Door Policy: Parents and legal guardians are welcome in the center! We do ask that you use discretion in regards to the time of your visit to not disrupt learning. Your child's classroom daily schedule will let you know what to expect when you arrive to visit or observe your child.

- ❖ Parents will contact/stop by the front office and sign in with their code
- ❖ The admin will escort the parent to the classroom window to view their child
- ❖ Teachers will not be pulled out to visit with parents during this time, but instead, we will guide the parents to set up a conference.

Departure General Rules: Children may only be released to their parent or legal guardian unless notification is made through a Change In Pick-Up form (available in office and/or classroom)

- ❖ Changes in pick up can NOT be done via messenger or telephone, we must have it in writing
- ❖ Changes approved shall be attached to the classroom clipboard so that all staff coverage will be aware
- ❖ Non-parent pick-up person MUST PROVIDE IDENTIFICATION. There is no exception, even if you know the family member/friend etc.

Do NOT be afraid or embarrassed to ask for someone's identification. Consider this, either ask now or find yourself on the news this evening!

Take Home Folder

Take-Home Folders are such a valuable tool and they serve as a way for to communicate with families throughout the year. The folders allow the team member to share children's work habits, behavior, and milestones on a weekly basis, while also sharing important school and classroom information. The folders should be prepped and sent home on Friday's of each week (or the last day attended that week).

On the LEFT SIDE of the folder, projects, milestone snapshots, helpful notes etc. Everything on the left side should be kept at home. On the RIGHT SIDE of the folder, include any important papers that need to be filled out or signed. Folders should be returned and cleaned out on Monday.

Recording/Reporting Absenteeism: Should any student be unexpectedly absent for three (3) consecutive days a report should be made to administration. Administration will contact the parent and report back to the team member.

Guidelines to Speech and Actions: One of the primary goals of early learning is to instill in children the concept of their unique individual selves and acknowledge their self-worth. Children will not be labeled or ridiculed at any time. Instructions should be given in positive terms with the teacher telling the child what he/should do or what is needed from them. Remember praise and encouragement will lead to a child's increase in self-esteem and eventually can build independence. Calm voices with expectant/assertive tones are required.

Rest-time: Children are required to rest but not to nap. During this time, you are to check on children every thirty (30) minutes. Once we have acclimated to the classes, we will offer children who do not sleep opportunities to work with teacher/para in a small group situation or work on an individual activity that is quiet in nature. A few things to remember:

- ❖ Rest time allows time for teachers to prepare for the next lessons
- ❖ You may sit on the floor and pat a child intermittently but you are not to lie down at any time
- ❖ There must be an individual mat, sheet and cover for each child.
- ❖ Please model and then allow children to take out and put away their bedding and mat.

Bathroom Policies: All children must be supervised at all times while using the restroom.

- ❖ Students must use age-appropriate restrooms, unless occupancy or urgency deems it necessary to use adult facilities.
- ❖ Child restrooms are clearly marked in the hallway
- ❖ Adults are to use adult facilities only, and should wait to enter until any children have cleared the restroom area.

- ❖ Children will be assisted in using the restroom at regular intervals throughout the day, but must also be assisted on demand
- ❖ In order to protect oneself and our Center, employees should take care to make sure that proper conduct is followed when assisting children in the bathroom.

NEVER:

- ❖ Place yourself out of visible sight or audibility
- ❖ Being seen and heard when you are assisting children in the rest room ensures that everyone is aware of your proper conduct
- ❖ Bathroom doors are to remain open in adult facilities when assisting children
- ❖ Bathroom stalls may be closed when a child is using the stall; however, an adult should not be enclosed in a bathroom stall with a child at any time
- ❖ Leave children unattended.

Handwashing:

- ❖ Turn on the water to a comfortable temperature between 60° and 120° F.
- ❖ Moisten hands with water and apply soap
- ❖ Rub hands vigorously until a soapy lather appears and continue for at least 20 seconds
- ❖ Rub areas between fingers, around nails/under fingernails, jewelry, and the back of hands.
- ❖ Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- ❖ Dry hands with a clean, disposable paper. Turn taps off with the paper towel.
- ❖ Dispose of the paper towel in a lined trash container.

Outdoor Supervision: MLS 301 Children must be supervised at all times. We must adhere to the caregiver to child ratio. In the center we have a requirement of:

- ❖ 2.5 yrs-3 1:12
- ❖ 4 yrs old 1:15
- ❖ 5 yrs old 1:18

Children ages thirty (30) to thirty-six (36) months may be placed in the group that most suits their social, emotional and developmental maturity. When students are mixed by age, the ratio must reflect that of the youngest children in the group. Specific outdoor rules include, but are not limited to the following:

- ❖ Before entering the play yard, always scan for hazards, broken equipment, and dangers
- ❖ Continue to watch for dangerous items for the duration of outdoor play
 - If you notice something dangerous, tell a lead teacher or director right away.
- ❖ Keep the children away until the danger is resolved.
- ❖ Team members must be adequately spread around the play yard areas at all times.
 - If you are within an arm's length of another staff member, it is your responsibility to move away
- ❖ Supervision from all angles will ensure all of the children's safety.
- ❖ Make sure equipment is age appropriate and not too large/small, too high, etc.
- ❖ Make sure to encourage turn taking amongst children
- ❖ Remember to use your Conscious Discipline Training and redirection skills to stop any unwanted behavior in the play yard
- ❖ All non-stationary equipment such as balls, jump ropes, bikes, sidewalk chalk, etc. must be put away in their proper place after use.

Nutrition: The Center offers breakfast, lunch and snacks for all children. All meals will be healthy and nutritious. A weekly menu will be posted, and is also available for download on our website. Meals are served in a “family style” so that children can begin to learn to serve themselves, interact with peers/teachers, make choices about their nutrition and learn self-help skills.

- ❖ Family Style Meals are meals when you sit together and individuals serve themselves. This will take time to organize and facilitate but with a growth mindset, it can be accomplished. The service may look a little different because some may choose seconds and others may eat very little. The idea is for the adult at the table to engage in dialogue and support healthy mealtime dialogue. Students will learn a few skills including the following:
 - Measuring/pouring from spoons/pitchers
 - Passing bowls and food items to peers and teachers
 - Using table manners and positive language/dining habits while eating together
 - Using proper utensils and napkins

Team members are expected to provide these developmental opportunities to children at all ages, at every meal.

Rest Time: Restime of a minimum of one hour is required. Children do not have to sleep but must remain quiet so others can rest/sleep.

Guidance & Discipline of Children

At Jefferson's Early Learning Center our discipline philosophy is one that combines modeling appropriate behavior along with techniques used in the “Conscious Discipline” model. Everyone is to use the tools to promote self-control such as:

- ❖ Redirection and tools from CD
- ❖ Clear Expectations
- ❖ Positive Guidance *Use your walking feet*
- ❖ Consistency in methodology and consequences
- ❖ Self-evaluation as a teacher
- ❖ Assess and record extreme or ongoing behavioral concerns

A child who poses a risk to themselves or another child may be separated from the group as needed but time-outs are NOT considered an effective method for dealing with discipline at the Center. UNDER NO CIRCUMSTANCES are children to be disciplined with corporal punishment, verbal abuse, humiliation or withholding food/toys or activities. According to the MLR the following are unacceptable as behavior guidance:

- ❖ Restraints (Restraining a child briefly by holding the child is allowed when the child's actions place the child or others at risk of injury);
- ❖ Washing mouth with soap
- ❖ Taping or obstructing a child's mouth
- ❖ Placing unpleasant or painful tasting substances in the mouth, on lips, etc.
- ❖ Profane or abusive language
- ❖ Isolation without supervision
- ❖ Placing child in a dark area
- ❖ Inflicting physical pain, hitting, pinching, pulling hair, slapping, kicking, twisting arm, spatting or swatting etc.
- ❖ Yelling (This does not include a raised voice level to gain a child's attention to protect the child from risk of harm)

- ❖ Forcing physical activity, such as running laps, doing push-ups, etc. (This does not include planned group physical education activities that are not punitive in nature)
- ❖ Associating punishment with rest, toilet training, or illness
- ❖ Denying food (lunch or snacks) as punishment or punishing children for not eating;
- ❖ Children shall not be forced or bribed to eat
- ❖ Shaming, humiliating, frightening, labeling, physically, or mentally harming children; and
- ❖ Covering the faces of children with blankets or similar items.

Handling Specific Behaviors

- ❖ Aggression: When children display aggressive behaviors at Jefferson's Early Learning Center, such as yelling, hitting, or any other form of destructive physical behavior, the first concern for staff is to discover what is motivating the aggression.
 - Using Conscious Discipline methods, staff members will attempt to help a child recognize and label emotions and motivations for his or her behavior, and coach the child through conflict, enabling them to use other methods to resolve their problems in the future.
 - Clear expectations are given to children regarding appropriate physical and social behaviors, and the use of modeling/teaching appropriate social behaviors is also used.
 - Jefferson's Early Learning Center is a bully-free zone. We encourage our students to treat each other with love and respect, and encourage/expect those same behaviors from their peers.
 - Student handled conflict resolution is considered optimal. If a behavior becomes a repeated concern, parents or guardians will be included in creating a behavior plan for the student.
- ❖ Biting: We seek to immediately treat a bite by focusing on and caring for the child who has been bitten. Any visible injury is always cleaned and assessed while comforting the child who has been hurt. After the biting injury is handled, the behavior itself is then handled. Biting is documented using our *Biting Notification Forms* for either child.
 - Biting can be motivated by different emotions and developmental stages. Younger children who are still teething and oral may bite in an exploratory manner. In these instances, we offer redirection along with the teaching of appropriate teeth use.
 - For the child who bites out of aggression or as an attention seeking behavior, the same techniques may be coupled with strategies for self-calming. A child who is repeatedly biting other children may be separated from the group for the safety of all students when issues occur, and parents of both the biting child and the bitten child(ren) will always be informed in a timely manner of incidents as well as how the situation was handled. Depending on the age of the child, a behavior plan with both positive reinforcement and approved consequences may be used.
- ❖ Tantrum: For most young children, tantrums are a normal part of development. The young child is still learning to manage overwhelming emotions and our job as early childhood caregivers is to help them recognize, process and deal with those emotions in a constructive way. This progression takes time.
 - When a child has a tantrum the first step is noticing the behavior and validating the reason behind the outburst. Once the behavior has been labeled and explained ("You are so mad right now! You threw the lunch plate on the floor. You seem angry about what we are eating today.")

- The next step is to help the child to regain their composure through calming techniques (such as utilizing the “Peace Place”) and the teaching of coping mechanisms that will help them to make a better choice the next time that they are upset. “The next time you are upset about what is on your plate, you can say ‘no thank you.’”
- If a child has repeated tantrums or is causing a danger to themselves or others, they may be removed from the group to regain composure. Parents will be notified if tantrum behavior becomes an issue repeatedly, and continued severe tantrums or refusal/inability to rejoin the group may result in the requirement of a pickup from a parent or guardian.

Daily Behavior Documentation

We always want to include parents and guardians in the development and implementation of strategies and behavior plans for their child. We will communicate behavior concerns with parents with genuine concern and a place of encouragement. If a child’s behavior doesn’t respond to our interventions or it becomes evident that the needs aren’t being met, we will engage the support of the Office of Early Childhood by using the behavior support link on the web page.

Facility Health and Safety in Our Building

General Safety

This manual is intended to both create a safe and healthy atmosphere for all team members and also to educate and facilitate quality experiences. Please review this manual regularly to prevent accidents and illnesses for both children and yourself.

Locked Door Policy: As an added precaution the doors at Jefferson’s Early Learning Center, LLC. will remain locked at all times. This includes entrance, side door, and classroom doors entering the hall or the playground.

Accident Involving Children: See the office for the accident form to be completed and sent with children.

First Aid Procedure (No medical attention required)

- ❖ Care is administered by a qualified staff person(s)
- ❖ Remember that volunteers are not to assume care-taking positions, particularly in situations requiring first aid of any kind
- ❖ Put on personal protection equipment (gloves, etc.). Wound is cleaned and dressed
- ❖ No medication is given without parental consent and a medicine slip on file (with exception of general topical medications like antibiotic cream, diaper cream or anti-itch cream)
- ❖ Caregiver brings the child to the office and fills out the Injury Notification Form
- ❖ Parents or guardians are informed of injury by designated staff and notification is indicated on form.

First Aid Procedure (Medical attention required): For non-life threatening injuries such as minor cut that may require a stitch, ankle sprain, etc. please follow step #2 and then proceed to step #5. All other serious injuries will require ALL steps. ANY TIME a child or staff person loses consciousness, 911 should be called immediately.

- ❖ Team member will immediately be designated for the 3 responsibilities listed below (Team member #1, #2, #3)
- ❖ **Team member #1 (qualified to perform first aid and CPR) stays with the child and administers first aid and/or CPR as needed. Remember personal protection equipment as needed (gloves, etc.)**
- ❖ Team member #2 calls 911
- ❖ Team member #3 takes the remaining children away from the incident to redirect them to another activity and reassure them.
- ❖ Child is transported by ambulance or other means to the emergency room or to necessary care. TAKE CHILD INFORMATION RECORD.
- ❖ Parent, guardian or emergency contact listed on the Child Information Record is contacted by phone through designated office personnel. Once care is secured for the child and parent/guardian/emergency contact has been notified, a State of Arkansas Incident, Accident, Illness, Death or Fire Report is filed in the office.
- ❖ Any biohazardous materials are cleaned using Universal Precautions. Heavily soiled disposable materials or waste will be double bagged and removed from the center (to outside dumpster) immediately.

Assessing a child's Overall Health: The best way to assess the health of a child in the classroom is to be observant of children. Please attend to their behavior and energy level at all times. If a team member suspects a child is ill please follow these steps below:

- ❖ Take the child's temperature. Record the temperature and any symptoms and behavioral concerns (lethargy, no appetite) if there is no fever. If there is fever of above 99.0, call the office for assistance
- ❖ Obvious symptoms of illness (such as vomiting or any other severe symptom) will require immediate segregation of a child to the office "sick" area, where a child can be further assessed.
- ❖ Team members and Children are not allowed to be at the center if the following symptoms are present:
 - Contagious Rash
 - Fever
 - Earache with fever
 - Temperature above normal
 - Vomiting
 - Excessive eye irritation (red, watery, mattery, weepy)
 - Diarrhea
 - Head lice
 - Open sores
 - Excessive coughing
 - COVID, Flu or RSV symptoms

Cleaning and Sanitizing: We must do our due diligence in maintaining a clean and sanitized building.

- ❖ Toys, equipment, and surfaces in each classroom and common areas will be cleaned and sanitized regularly as needed.
- ❖ Soiled items children chew on will be placed in a bin immediately after being soiled
- ❖ Toys played with by older children will be sanitized as they become soiled or earlier if staff feels necessary (due to illness, older children who are still oral)

- ❖ Mats will be used by one child only, and will be sanitized between uses for different children.
- ❖ Mats will be sprayed weekly with disinfectant.
- ❖ Nap items will be stored in a plastic bag and placed in the child's cubby.

Three Step Method: Tables will be cleaned and sanitized using a 3-step method before and after meals, and as needed throughout the day. Larger equipment will be cleaned and sanitized by hand as needed.

The following steps are to be followed for cleaning and sanitizing (the "Three Step Method"):

- ❖ Wash the surface or article vigorously with warm water and detergent
- ❖ Rinse the surface with clean water
- ❖ Submerge, wipe, or spray the surface or the article with a sanitizing solution (1 SaniTab/1 gal water)
- ❖ Let the article or surface air dry

Illness and Infection Control

Please note: team members will adhere to the same policy as students regarding exclusion during illness.
Parents and guardians will be expected to keep a child at home if displaying any of the following

Illness: All employees are required to receive a flu shot annually.

All illness must be reported to an administrator. Team members are not allowed to work if they are experiencing any of the following systems:

- ❖ Diarrhea
- ❖ Vomiting
- ❖ Fever
- ❖ Jaundice
- ❖ Sore throat with fever

Or if any employee or any member of their household has been diagnosed with an illness due to:

- ❖ *Salmonella* spp.
- ❖ *Shigella* spp
- ❖ *E. coli* 0157:H7 and 0157:NM
- ❖ Hepatitis A

If an employee or any member of their household has been diagnosed with the above illnesses, that employee may not return to work without a written doctor's release. **An administrator must also report the diagnosis to the local health department.**

Miscellaneous Items

Employment Termination: Termination of employment is an unfortunate part of personnel work within any business. Below are a few examples of some common circumstances under which employment is terminated at Jefferson's Early Learning Center.

- ❖ Absence without leave authorized by the administration
- ❖ Failure to return from breaks/lunch
- ❖ Failure to return from leave (will be considered a resignation)

Note: Such resignation may result in immediate termination and will render you ineligible for rehire.

Visitors & Team Member Guests: A variety of visitors enter our building each day and we must be accountable for the safety of children at all times.

- ❖ Guests must sign in at the front office.

- ❖ Any unfamiliar person or unaccompanied person should be brought to the office immediately.
- ❖ Suspicious activity at or around the center should be mentioned to administration immediately.
- ❖ Team member's guests must visit during break or lunch time.
- ❖ Team member's guests must wait at the lobby until the team member is available.

JEFFERSON'S EARLY LEARNING CENTER, LLC

SIGNATURES AND VERIFICATION & UNDERSTANDING

OF THE STANDARD OPERATING PROCEDURES

NAME OF EMPLOYEE _____
ALL DOCUMENTS REFERRED TO IN THIS MANUAL CAN BE FOUND IN THE FRONT OFFICE AND
OR BY REQUEST OF THE ABOVE EMPLOYEE.

EMPLOYEE MANUAL

I have read and understand the employee manual and agree to abide by all guidelines and regulations contained within. I understand that it is my responsibility to both read and understand all areas of the manual. I fully understand that employment and compensation are at will of the center and that I can be terminated with or without cause or notice, at any time, at my or the center's discretion.

EMPLOYEE SIGNATURE

DATE

ABUSE PREVENTION POLICY

I have read and understand Jefferson's Early Learning Abuse Prevention Policy and agree to abide by all guidelines and regulations within the document. As a staff member, I am aware of the following:

1. Child abuse and neglect is against the law.
2. I am informed of the center's policy regarding abuse and neglect.
3. I am mandated by law to report child abuse and neglect.

EMPLOYEE SIGNATURE

DATE

DEFINITIONS OF ABUSE & MANDATED REPORTER OBLIGATION

I have read and understand the Jefferson's Early Learning Center's Definitions of Abuse.

EMPLOYEE SIGNATURE

DATE

ESSENTIAL FUNCTIONS & JOB DESCRIPTION

I have read and understand the expectations and required skills as outlined in the "Essential Functions" policy and have received a job description relevant to my position. I certify that I am capable of meeting the requirements.

EMPLOYEE SIGNATURE

DATE

EQUIPMENT/TECHNOLOGY AND BUSINESS ITEMS

If your employment is ceased or terminated for any reason, you will be expected to immediately return all loaned materials to the center (digital cameras, laptops, usb drives, etc.)

EMPLOYEE SIGNATURE

DATE