



Tiny Tigers Learning Center 2019 PERSONNEL POLICIES

WELCOME

Dear New Team Member,

Thank you for accepting a position at the Tiny Tigers Learning Center. We are independently owned by LaShon Carter & Andrea Austin, but we are collectively operated by you. As you can see your help is vitally important to the success of our school. Please take a moment and read the following policies and feel free to ask questions.

Thank You and Welcome to Tiny Tigers Learning Center!

LaShon Carter, Andrea Austin and Ami Henley

PURPOSE OF HANDBOOK

This Employee Handbook has been prepared to introduce you to our company, Tiny Tigers Learning Center. It will acquaint you with the policies, rules, guidelines, and procedures. You are encouraged to familiarize yourself with each of the policies in the Employee Handbook: these policies are designed as a guideline and will answer many of the concerns about working for Tiny Tigers Learning Center.

John 15:13 NIV Greater Love has no one than this, that he lay down his life for his friends.

OUR HISTORY

Since March of 2015, Tiny Tigers Learning Center has been in the heart of LaShon Carter. I have always wanted to provide quality childcare services and environments for parents to feel safe and secure and for children to have their needs met. I have also wanted to employ quality people to partner with me, make Tiny Tigers Learning Center a success, and help staff members realize their goals and dreams. Although this may be easier said than done, I have created this handbook to make the “doing it” a lot easier than just saying it.

MISSION STATEMENT

“Teaching Today’s Kids for Tomorrow Success”

VISION STATEMENT

“Getting your child ready for the next phase of life”

EDUCATION PHILOSOPHY

Tiny Tigers Learning Center exists to educate students and parents excellently in a Christ-Centered environment. Their hearts, minds and souls are challenged through God’s wisdom, knowledge and understanding.

ACADEMIC FOCUS

Our program concentrates on techniques that enhance the student’s academic growth. We believe that children will learn by doing. We emphasize content mastery in alphabets, numbers and phonics. We also concentrate on building strong social and emotional skills, independent play and teacher-initiated activities. We believe that in achieving these goals we will help build strong families by working cooperatively with parents in teaching, learning and pursuing excellence which is a part of the plan of God for their child.

OPEN DOOR POLICY

An open-door philosophy is an essential part of maintaining strong communication and a positive work environment. We are interested in knowing our employees’ ideas, questions, suggestions, problems or concerns. In most instances, your immediate supervisor is the person best qualified to solve a problem or answer a question. Therefore, we urge you to initially contact your supervisor the first opportunity to resolve any questions or conflicts you may have before taking it to the next level of supervision.

However, there may be times when you wish to discuss a concern or problem with someone other than your immediate supervisor. You are encouraged to bring these matters to another member of administration/management. Where feasible, you should still advise your immediate supervisor that you wish to meet with another member of management.

GROWING INTO PURPOSE

Since our business is constantly changing, Tiny Tigers Learning Center expressly reserves the right to change any of the policies, procedures, or rules, including those covered in this handbook at any time. You will be notified of the changes by posting them on the bulletin board or by other appropriated means. Changes will be effective on dates determined by the company. You should not rely on policies that have been superseded. No supervisor or lead teacher has any authority to alter the company's policies, procedures, or rules other than an authorized company officer.

The Executive Director of Tiny Tigers Learning Center has the responsibility for administering written personnel policies, which have been provided to you. To handle situations not covered by written policies, the Executive Director may take problem-solving action not written within this handbook.

The information contained in this handbook applies to all employees and student trainees of Tiny Tigers Learning Center. It is presented as a matter of information only, and its contents should not be interpreted as a contract between the company and any of its employees and or student trainees. All employees of the company are employed at will. As a result, either you or the company may terminate your employment at any time, for any reason, with or without cause, and with or without notice. (Prefer a two-week notice.)

PLEASE READ THIS HANDBOOK CAREFULLY AND KEEP IT HANDY FOR FUTURE REFERENCE. ONE OF YOUR FIRST RESPONSIBILITIES IS TO BE FAMILIAR WITH ITS CONTENTS. PLEASE REVIEW THIS HANDBOOK WITH THE CENTER DIRECTOR.

RESPONSIBILITY

All employees are expected to be prepared and focused for work. Weekly lesson plans are prepared based on the objectives and vision of the Executive Director and also lesson plans are made based on the yearly and monthly themes. All lesson plans are due to the Assistant Director no later than 2:00pm on Thursdays. If Thursday is a holiday, lesson plans will be due on the Wednesday before the holiday.

ORIENTATION, TRAINING AND EVALUATION

When you begin your employment with Tiny Tigers Learning Center, you will be introduced to our company and our policies by participating in an orientation session. In this 90-day period, each month you will be trained on three aspects of the company. The first month will go over policy and procedures, the second month will cover milestones and development, the third month will cover Center Forms. During your first 30 days here at Tiny Tigers, you will be given a Teacher Training Checklist (**TTC**) to be completed and turned into Mrs. Carter or the Administrator. This checklist is for cross training in the entire classroom. It is **YOUR** responsibility to turn in this checklist with all required signatures.

We offer programs to promote professional growth. We provide you with:

- ❖ Weekly staff meetings
- ❖ Online class support
- ❖ Transportation to childcare training
- ❖ Staff evaluations
- ❖ Staff coaching

Regardless of your previous education or experience, employees will be expected to continue studies and training in early childhood education practices in order to keep abreast of new developments in the field. This continued study and training may take place on the employee's own time outside of regular working hours and as recommended by management. Methods employed may include in-service training, attendance at a recommended professional conference or meeting, membership in a professional organization and attendance at its monthly meetings and or enrollment in pertinent courses offered online or locally.

Employees are evaluated every January and August of each year. If you have been employed with Tiny Tigers for 90 days or more this evaluation will be given to you as well. Pay raises and job security is based on your performance in the following areas:

1. Biannual Evaluation-Brief explanation of criteria
 - a. Classroom Management - Is your: room clean, students independent, classroom work completed, clear directions given to assistant teacher, room organized, parents happy?
 - b. Punctuality - Are you on time for work, from lunch and your breaks?
 - c. Attendance - Are you here? Do you come to work when scheduled?
 - d. Dependability - Do you do what you say you will do? If you are not here on time, it is hard to be considered dependable.
 - e. Cooperation - Do you agree to take on extra tasks from time to time without complaining? Do you help others?
 - f. Job attitude - Are you generally happy and have a friendly disposition?
 - g. Initiative - Do you see something needs to be done and do it?
 - h. Job knowledge - When examining what you are to do, do you complete these tasks correctly the first time or do you find yourself have to redo tasks?
 - i. Timeliness - Are you completing your work in a timely manner?
 - j. Professional Appearance - Is your uniform neat, clean, and ironed? Is your hair always combed and styled neatly, and have proper body hygiene?

2. Coaching and progressive counseling- Is where we document what we observe and discuss areas of improvements and award you for professional actions. We encourage meeting participation to gain knowledge and skills in the childcare field.

3. We keep you informed with policy and ECE hand outs during our meetings so that you can maintain, to the extent feasible, a library of self-instructional programs and materials for your use.

4. It is your responsibility to obtain the required 30 clock training hours established by CC&RR.

LICENSING REQUIREMENT

All employees must meet current licensing requirements for their positions. For example: current CPR and First Aid and required hours of training to remain employed in the childcare field. The employee must pay for these classes. This is a state requirement. www.tccots.com & www.tnelds-training.com (Please only do the classroom that you are in the most)

**Before You Begin: New Caregivers- 4.5 HR Training
Shaken Baby Syndrome/Abusive Head Trauma - 2 HR Training
Eat, Play, Rest- 3 HR
And a few more**

Our high-quality online Child Development Associate (CDA) program includes:

- One-hundred and twenty training hours in eight key competency areas
- Guidance in the creation of the CDA resource file; including collection of the 17 resource items
- Mentoring in the completion of field advisor observation materials
- Assistance in completion of the autobiography statement
- Support in proper collection procedures of parent opinion questionnaires
- Careful review of competency goal statements
- Informative online chat sessions

Participants will receive the coursework needed to receive any one of the following CDA credentials:

- Center-based Infant/Toddler (English)
- Center-based Preschool (English)
- Family Child Care (English)

During CDAClass.org coursework you will learn about the Child Development Associate (CDA) Credential Competency Goals including:

- Planning a safe, healthy learning environment
- Steps to advance children's physical and intellectual development
- Positive ways to support children's social and emotional development
- Strategies to establish productive relationships with families
- Strategies to manage an effective program operation
- Maintaining a commitment to professionalism
- Observing and recording children's behavior
- Principles of child development and learning

Additionally, you will learn about the following exciting subjects and much, much more:

- Child growth and development
- Types of childcare programs
- Observing young children
- Classroom environments
- Child nutrition
- Daily routines
- Curriculum planning
- Parental involvement

STAFF-CPR/ FIRST AID

At least fifty percent (50%) of the caregiver staff shall have current evidence of first aid training and cardiopulmonary resuscitation. There must always be an employee with current evidence of first aid training and CPR on the center premises whenever children are present and, on any center-sponsored field trip.

BACKGROUND CHECKS

Tiny Tigers Learning Center requires that you have no record of felony criminal convictions or other record of criminal activity, which may affect your suitability to care for children. All offers of employment and continued employments are contingent upon the outcome of a criminal background check. Post-employment arrest or convictions for crimes that affect your suitability to care for children may result in termination of employment.

Pre-employment:

We may ask/require a pre-employment drug screen. You must be drug-free to be employed by Tiny Tigers Learning Center. Drug and alcohol screens may be required as necessary to promote the goal of having a work environment free from the illicit use, possession, or distribution of controlled substances or alcohol. You are required to be drug and or alcohol free when reporting to work and while on company premises (including parking lots and the client's grounds). If there is "reasonable suspicion" that you may be impaired, using, or have used illegal drugs and or alcohol, you may be required to be tested immediately by a certified testing facility.

90 DAY PROBATIONARY PERIOD

If at any time during the probationary period it becomes obvious to either the employee or director that the employment relationship is unsatisfactory, separation from employment will occur without regard to reason. **During this period, all staff will be required to wear a staff badge that has their name on it each and every day.**

INITIAL EMPLOYMENT PERIOD

If you are a new employee, you will be evaluated at the end of three months of employment. The purpose of this review period determines through actual practice; if your performances meets the standards for the assigned position and if the job meets your needs and expectations.

WHEN TO COME TO WORK

Tiny Tigers Learning Center serves working parents therefore; we rarely close due to weather and environmental conditions. It is important that we always remember our commitment to providing service to parents. Tiny Tigers Learning Center follows the opening and closing schedule 6:00 a.m. to 11:00 p.m. We will follow this schedule unless other wise notified by management.

WORK SCHEDULES

When you are hired, you are assigned to a classroom and given an initial schedule that meets the requirements of the center. Due to the critical importance of proper staffing in our field, supervisors may change your assigned schedule to meet the programmatic requirements of each classroom; **Staff shall not regularly be scheduled to perform childcare duties for more than 12 hours within any 24 hour period.**

SUBSTITUTE EMPLOYEES

Substitute employees are required when regular staff is absent from work. All substitute employees shall be at least (18) years of age. Substitute caregivers' staff shall be informed of these rules and the center's policies for the age group for which they will be providing care. Substitute service staff shall be informed of the center's policy and procedures necessary for the proper performance of their job duties in compliance with these rules.

Because of the critical importance of consistent care giving to children, regular attendance is essential to each classroom and to the success of the center. Faculty absences require special adjustments to cover the absent employee's job duties and responsibilities. Therefore, it is your responsibility to maintain satisfactory attendance record.

If you are unable to report to work, will be late, or know that you must leave early, notify your supervisor 24 hours in advance. In case of an Emergency, notify your supervisor no less than one hour before the schedule change.

PROFESSIONAL APPEARANCE

Tiny Tigers Learning Center is committed to treating early childhood providers as professionals. Tiny Tigers Learning Center requires all staff to wear closed toe shoes (some exceptions apply). We prefer this uniform style to present you in a manner that allows comfort and flexibility. This will ensure safety as you perform your job, while at the same time allowing you to be viewed with credibility by a parent, client, or visitor.

Ladies and Gentlemen, wisdom says: Appropriate clothing, jewelry, and nail length will allow you to bend, stretch, and get down on the floor. This will allow you to work with a variety of materials, while in close contact with young children without causing error. Please use wisdom when preparing to come to work. We are all adults and your judgment in your appearance should represent Tiny Tigers as a professional organization. What you wear to work should be professional, clean, in good repair, comfortable, and washable. Your apparel, jewelry, or nail length must not inhibit your choice of activity or compromise the health and safety of the children.

Hair Specific Guidelines

Your hair must be neat and combed. If you choose to wear a ponytail, it must be neat and well groomed. If you come to work as if you just woke up out of your bed, you risk going home and losing your position. If your hair is short, it must look as though you have styled it that day.

UNIFORM SPECIFIC POLICY

EFFECTIVE 12/15/2018 until Further Notice:

Here at Tiny Tigers our standard of professionalism requires that we adorn ourselves appropriately. Therefore, in order to secure your position here at the academy a uniform standard is required. You will get a shirt with the school logo and you can wear scrubs. We are to use a new shirt and pant each day. If you decide to leave Tiny Tigers and you decide not to submit a two weeks' notice, your last check will be held as security for your uniforms until they are all accounted for. This process can take up to two weeks depending on the holidays and weekends. Therefore, in our experience if you decide to leave Tiny Tigers, turn in your uniforms with your two weeks' notice to get your check as expected and on time.

If your uniform has not arrived by your start date, you are to wear scrubs or any color shirt with no writing it, black or khaki pants and your new hire badge.

We are to wear our uniform each day based on the uniform standards ordered form. Violation of this policy can result up to termination.

If your attire is not appropriate you may be asked to go home and change.

A SPECIFIC UNIFORM GUIDELINE WILL BE ENFORCED

EMPLOYEE CONDUCT

All aspects of Tiny Tigers Learning Center computers, technology, and communication systems are the property of Tiny Tigers Learning Center and are provided by the company for use in the conduct of the company's business- or work-related matters. Personal use of electronic systems are expected to be incidental and kept to a minimum. Tiny Tigers Learning Center reserves the right to periodically review or inspect any employee by observation. Violations of electronic communication (Television, Telephone, and Internet) policy that contain derogatory, offensive, or harassing content, or content that is sexually explicit or other wise deemed inappropriate by Tiny Tigers Learning Center will result in disciplinary actions, up to and including termination of employment.

EMPLOYEE DISCIPLINARY PROCESS

1. Verbal Warning – The problem will be discussed verbally with the employee. Document the discussion. Be sure to counsel the employee on how to correct the action, and inform employee of next disciplinary steps.
2. Written Warning – This is basically handled the same as the verbal warning. The problem is discussed with the employee. It is documented in the work history and is a written warning. The employee signs the document acknowledging confirmation that the issue was discussed.

3. 2nd written warning or written warning plus suspension- This can be either of these, depending on the infraction. Written Warning is handled as the same as step two. Suspension could be from 1 to 5 days without pay. Document and sign
4. Termination- See Director

REASONS FOR TERMINATION AND OR DISCIPLINARY ACTIONS

The following are specific examples that may result in disciplinary actions up to and including termination of employment.

1. Unsatisfactory attendance or failure to give satisfactory notice to supervisor for absence, tardiness, leaving before the end of the shift or change in schedule hours. Failure to return a doctor's excuse for absence will be determined by employee action in the particular case and will depend upon its consideration of the particular circumstances of the case.
2. Unsatisfactory or inadequate job performance.
3. Improper use of company telephone, fax, or computer.
4. Watching movies and T.V. shows not approved by the Director.
5. Inappropriate tone and attitude with supervisors.
6. Failure to follow instructions or directions from a supervisor.
7. Failure to attend any mandatory company conference, training session, meeting or engagement.

REASONS FOR IMMEDIATE TERMINATION

The following are specific examples that will result in **immediate termination of employment**. This list is not intended to be all-inclusive. Other conduct not specifically mention in this list that is inconsistent with company standards or policies may be considered as cause for disciplinary action up to and including immediate termination of employment.

1. Inappropriate discipline and or punishment of a child, including but not limited to spanking or any kind of physical punishment.
2. Failure to report behavior that caused a child to be removed from a classroom to the Director or Assistant Director in written form.
3. Negligence or carelessness in caring for children
4. Leaving children unattended.
5. Conviction of a crime involving violence or sexual misconduct
6. Using, possessing, distributing, or being under the influence of illegal substance or alcohol during working hours or on the premises
7. Damage, destruction, unauthorized use, removal of any property, records, reports, or documents of Tiny Tigers Learning Center, our children, parents, and faculty. Replacement of items will be deducted from whichever employee is found guilty from the employee's check.
8. Use of profane or abusive language
9. Possession of any type of weapon and or explosive on or near premises.
10. Falsification of employment information or company documents including employment application
11. Embezzlement or misappropriation of funds

12. Conduct that is detrimental to the children of Tiny Tigers reputation in the community
13. Failure to follow company time-keeping policies, including clocking in for another employee or falsifying records
14. Violations of the confidentiality policy
15. Actions or behavior that is disruptive to the operation of the business
16. Physical violence in the workplace
17. Threatening conduct, including verbal abuse
18. Failure to participate in any company internal investigation

CELL PHONES AND PERSONAL CALLS

NO CELL PHONES ARE ALLOWED TO BE USED IN THE CLASSROOM. STAFF MUST USE THEIR CELL PHONE ON THEIR OFF TIME AND NOT ON THE CLOCK!

Any employee observed using their cell phone while on the job will lose 30 minutes off their work schedule. This is the minimum consequence but the action can lead up to termination. For personal phone calls at work, a message will be taken and given to you so that the call may be returned when you are not responsible for caring for children. **Personal cellular telephones and pagers are not allowed in the classroom.**

The telephone in the workplace is a business telephone. It must be easily available for business use and must be kept clear in the event of an emergency for communication with parents and company business. Incoming calls should be answered immediately. The portable business phone is to remain up front at all times unless it is needed for an emergency call, once the call is made, the phone should be returned to the front desk.

LUNCH BREAKS

Lunch breaks are defined as non-work time without responsibility for caring for children and are unpaid. Employees are given an (one) 1 hour to 1 ½ hours lunch break for any one working 35 hours or more per week, and a 30 minute to 1-hour lunch break for any one working 34 hours or less per week and this lunch time can be on or off Tiny Tigers Learning Center premises. All employees are required to report back to their station on time. This will change if we see that people cannot return back to work on time.

PAY PROCEDURE/OVERTIME

You will normally be paid the 15th and 30th of each month. On each payday, you will receive your paycheck notice and a statement showing gross pay, deductions and net pay. Local, state federal, and Social Security taxes and court-ordered withholdings are deducted automatically. Tiny Tigers Learning Center does not provide advances or loans.

Overtime pay will not be paid unless the overtime has been approved by Mrs.Carter or Mrs. Austin. Each employee shall work their assigned schedule unless it is changed by Mrs.Carter or Mrs. Austin. If you no longer work for Tiny Tigers, you will have to bring all items that belong to Tiny Tigers Learning Center back or it will be deducted from your check.

PAYROLL PROCEDURES

Time sheets will be printed out every Monday. They will then be handed out to the staff. Any corrections that need to be made will be highlighted. The staff will make corrections, if any need to be made and return them to Mrs. Austin by 11:00 am. All corrections will be made and then returned to Mrs. Austin no later than 12:00 pm (noon). There is a new time sheet binder that will be in effect, if the power goes out or the time clock is off line you are to pull the binder out, locate your time sheet and fill it in. The time sheet summary will be turned in to Mrs. Carter on Tuesday morning, she will sign it then it will be handed to Mrs. Austin no later than 12:00 pm (noon).

TIME CLOCK

You are required to sign in and out based on your schedule. The workweek begins Monday and ends on Sunday. Overtime is not authorized unless approved in advance by your supervisor. Sick day, personal leave and holidays are not considered hours worked and are not paid. When you have been with the company for one year you can have a vacation, which will be paid by Tiny Tigers.

You are responsible for clocking in and out based on the schedule given to you. You must arrive on time and leave on time. We cannot pay over the scheduled time that was given to you. Failure to sign in and out would affect your time record, which could result in a delay in the payment process or in a partial check.

Any staff that does not clock in and out of the system will lose 15 minutes of time off of their sheet. This does NOT include if the time clock loses power or is off line.

BENEFITS: Effective after 6 months of employment

Tiny Tigers Learning Center can offer staff:

Paid Teacher Planning Days

1 Week Paid Vacation

* Full time workers only

*After one full year of satisfactory employment

If you quit and come back your year starts over.

***Part-time workers (those that work less than 34 hours a week) will not receive a paid week vacation. Thanksgiving and Christmas Day will be the only holidays that will be paid.**

Vacation Procedures:

When you request personal time off, those days will count towards your paid vacation days. Ex: with this year if you take a day off a month for 7 months, you have used all your PAID vacation days. You can still take a vacation, but it will not be a paid one.

Staff Meetings:

If you miss three staff meetings you will be suspended for three days without pay. These three days will count towards your 7-day vacation time.

Doctor's Appointments and Court Dates:

If you have a doctor's appointment, you will have to bring in a doctor's note so that this day will not be counted against you, as well as if you have a court date.

DRUG-FREE WORKPLACE

Tiny Tigers Learning Center is firmly committed to providing an ongoing learning environment for employees and students. In doing so, it is important to provide a safe, productive, and quality-conscious work environment. Tiny Tigers Learning Center has established a drug-and alcohol-free work environment.

PROHIBITED SUBSTANCE

Staff, chaperones and students in training shall not be under the influence of or consume alcohol, marijuana or other controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible.

SMOKING LIMITATIONS

Tiny Tigers Learning Center recognized that smoking in the workplace might adversely affect employees and children. Accordingly, smoking is prohibited on all center premises. Smoking policy applies to employees, parents, and visitors while on the center's premises or using the center's property.

Tiny Tigers Learning Center reserves the right to ask if a person smokes to ensure that infants and toddlers are not exposed to third-hand smoke.

OUTSIDE EMPLOYMENT

Tiny Tigers Learning Center requires that your conduct away from your job must not compete, conflict, compromise, or adversely affect your job performance and your ability to fulfill all responsibilities as a **Tiny Tigers Learning Center** employee. Absences due to schedule conflicts with outside employment will be considered unexcused. Nothing herein shall be construed or interpreted to constrain the employee from exercising any right or obligation under any state, local, or federal law.

BABYSITTING

In an effort to maintain the professional status of **Tiny Tigers Learning Center** faculty and staff and prevent any potential conflict of interest, babysitting by center employees for center children is strongly discouraged by **Tiny Tigers Learning Center**. However, if you decide to baby sit, services must be outside the center premises and with the understanding that such arrangement

and payment for services are solely between you and the child's family. All parents will be notified in the Parent Handbook Enrollment Agreement that **Tiny Tigers Learning Center** specific policy prohibits babysitting by **Tiny Tigers Learning Center** employees.

CONFLICT OF INTEREST

We believe that it is the best interest of the children that the employees maintain an appropriate teacher-child relationship with each child in their care. It is **Tiny Tigers Learning Center's** policy that faculty must not enter into relationships with parents and family members that may impair your effectiveness in working with children. In addition, your children may not be enrolled in a classroom where you are located. You also must ensure that you do not have a relationship with any customer or vendor in which you or your family have a personal or financial interest or stake that may interfere with your ability to serve the best interests of the company.

CONFIDENTIAL INFORMATION

You may be exposed to information regarding children, families, and other employees that may be sensitive and confidential. Such information should never be discussed casually. You should keep discussion with parents and staff on a professional level. In addition, you should not discuss confidential information concerning the company, refer all such inquires to your Executive Director or as employees are not authorized to speak on behalf of the company concerning legal matters.

WORK ENVIRONMENT/ NO DISCRIMINATION

Tiny Tigers Learning Center is committed to providing a work environment free of unlawful harassment and discrimination. Tiny Tigers Learning Center prohibits sexual harassment, harassment or discrimination because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, and sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

HOW TO REPORT DISCRIMINATION OR UNLAWFUL HARASSMENT

If you believe you have been subjected to discrimination or unlawful harassment, or have witnessed it, you should report these acts immediately, verbally or in writing to the Executive Director. Your complaint should include the following: incident or incidents, name of the individual involved, and names of any witness.

WORKPLACE SAFETY

We will not condone any acts or threats of violence against employees, clients, children or parents on Tiny Tigers Learning Center property at any time.

Tiny Tigers Learning Center mission is to provide a reliable, safe, educational, and professional environment to care for the employees, children, and parents. In keeping with the spirit and intent of this mission, Tiny Tigers Learning Center is committed to:

- Providing a safe and healthful work environment, in accordance with our safety policies
- Taking prompt remedial action up to and including termination against any employee who engages in any threatening behavior or acts of violence.
- Prohibiting employees, former employees, or any other visitors from bringing firearms or other weapons onto **Tiny Tigers Learning Center** premises or vicinity.

You have a duty to make your supervisor or security personnel aware of any suspicious workplace activity or situations you observe. This includes threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Employee reports shall remain confidential.

Codes:

We will go over these codes in the morning meeting as well

Code 1= State in the building

Code Blue = Angry Parent

Code Red= Gun lock down

Code Green = Angry Staff

INTERACTIONS WITH CHILDREN

Teacher-child interactions are most developmentally appropriate when the teacher responds quickly, directly and warmly to children, provides a variety of opportunities to engage in two-way communication, and identifies and elaborates on the feelings, interests, and activities of children. Teachers who engage in sensitive and responsive interactions with children are more likely to develop nurturing relationships key to children's security, increasing the likelihood that children will explore their environment, and giving them more opportunities to learn.

EDUCARE FOR CHILDREN

Here at Tiny Tigers, we want for our children to remain safe and clean to the best extent possible. Therefore, we ask parents to bring at least two pairs of changing clothes and six diapers; we check/change our children every hour while they are in our care. Parents are to supply diapers, wipes, and ointments they use for their children. If none of these supplies are provided, the center will call parent to bring some and/or use our supplies and charge the parents

account up to one dollar per diaper. If wipes are not supplied, we can only use clean water and a rag.

Our infant children are fed when the need to be fed arise. If a parent sticks strictly to a daily plan, these thoughts must be in writing and on the child's infant feeding plan. The infant feeding plans are to be posted on the child's play pen and any special notes: such as allergies, class work, doctor notices for lying on stomach. Monthly, we must show something new the infant is doing with the date posted. All infants must lie on their back when in the crib.

In our toddler program, the children are fed on the schedule as stated on the parent board for the toddler schedule. We encourage them to wear bibs, and eat with their spoons and start using open mouths cups.

Sippy cups are to be used sparingly and put in the cup holder that is provided for you in the class room. Sippy cups cannot be used when put anywhere other than the cup holder or found on the floor. We must manage the class in such a way that the cups are used sparingly. We do allow pacifiers in the infant class, however when children arrive to the toddler class we do not allow pacifiers from that class forward. When a parent brings the child with one, ask for someone in administration to assist you when you speak to the parent about the concern. Never discuss touchy issues alone. Always have a second person to vouch for you.

When the children are 15-18 months/ or show signs of readiness, we can begin to allowing them to use the toilets for potty training. Be sure no hazards are in their reach. Otherwise we diaper change, bring the children close and keep them in sight so the class can be monitored while you are diaper changing.

Infant/ Toddler Program: during departure we are to have the children watching the **Your Baby Can Read Program** and have a homework assignment that relates to the video. Take photos for parents, so they can see what their children are doing.

We are to assist the children in their class work and not do it for them. We talk to the children about the assignment, we display the assignment that we completed and then we allow the children to do their own work. We are here to show them how to do it without doing it ourselves. If this is done, staff can lose their position.

In our Preschool/ Toddler Classroom, we are responsible for classroom management. When children arrive, we are to have an assignment ready and available for them; not television but a coloring sheet or pre-writing sheet. There should be open centers in the class and allow only 2-3 people in that area at a time. The time for centers is no more than 15-30 minutes. Children are to learn how to put items back where they belong, so we must be sure to talk about items in the class during circle time and the rules concerning the toys. During morning circle time: we sing songs, teach alphabets, numbers, ordinal numbers, sequence numbers, calendar, months of the year, days of the week, shapes, colors, ex: talk about who is wearing what color shirt. During departure circle time we go over sight words, read our sight words book, teach the children to count objects, and sing songs.

Staff is responsible for making a Welcome Board each month, which includes allergies, monthly newsletters, birthdays, curriculum, and staff accomplishments. This board must be noticeable where parent information is displayed.

POSITIVE DISCIPLINE

Caregivers shall use positive discipline, which shall include the following:

1. Communicate to children using positive statements.
2. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
3. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

INAPPROPRIATE DISCIPLINE

Any person, while on child care premises, shall not engage in any of the following actions toward children:

1. Inflict corporal punishment in any manner upon a child's body.
2. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.
3. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
4. Placement in a locked or dark room.
5. Public or private humiliation, yelling, or abusive/profane language.
Staff shall not associate disciplinary action or rewards with rest, food, or toileting.
6. Child Abuse, Neglect or Deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.

Caregivers shall not:

1. . Use time out for any child less than three (3) years of age.
2. . Use time out for any purpose other than to enable the child to regain control.
3. . Physically restrain children except:
 - a. When it is necessary to ensure their own safety or that of others;
 - b. Only for as long as it is necessary for control of the situation.

DISCIPLINE DOCUMENTATION/COMMUNICATION TO PARENTS

1. This Policy shall be distributed to parents and staff.
2. Caregivers shall have ongoing communication between home and daycare regarding all aspects of the care of the child.
3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues, the Executive Director may place the child on a

two-week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from the Day Care.

FOOD PROGRAM

All children are served nutritional snacks and meals as specified with the USDA approved food program. Each child must have the appropriate serving size.

Each child must have the following component:

Breakfast: Fruit, Bread, and Milk

Lunch: Fruit, Bread, Meat, Veggie or No Fruit and 2 Veggies and Milk

Snack: Fruit and Bread or Milk and Bread or Meat and Milk

Supper: Fruit, Bread, Meat, Veggie or No Fruit and 2 Veggies and Milk

EVALUATING, LABELING, STORING AND MONITORING SACK LUNCHES FROM HOME

When food is bought into the Academy it shall be evaluated by staff members and if the child's lunch does not meet the nutritional requirements of 591-1-1.15, Tiny Tigers must provide the child with the additional food necessary to meet the requirements.

Individual lunches shall be labeled with the child's first and last name.

We must monitor the children while eating to ensure no swapping of home-prepared food.

All staff must use the proper storage and refrigeration of sack lunches; all perishable and potentially hazardous foods (means any perishable foods) shall be refrigerated at temperatures of 40 degrees or below.

Each child shall be served at least 4 ounces or more (based on child's age) of milk each day if not contraindicated by special diets.

We must keep our head count and write it down for the person who is keeping track of the meals. Be sure to turn it in at the end of the meal. If by some reason a child arrives late be sure to give that number to the staff member as well.

When the cook brings the food on the cart be sure to remove all items that belongs to your class and when lunch is over be sure to have all items ready for pick up.

Teachers will set out the plates in front of the child, then put each component on each plate then add the next component then the next until every plate is full. Warning: do not make a complete plate and hand it to children; it will only be a mess. Once all plates are prepared and the children have said their prayers they begin to eat, then we pass the milk out. Milk must be served during the meal.

FOOD

When working directly with children, no food or coffee or soft drinks are allowed. Exceptions during center snack time and lunchtime, employees are encouraged to eat with the children in order to foster good eating habits. Drinking water is allowed at all times in a plastic cup that has a lid. Be sure to fill your pitcher daily and place in the freezer and remove every morning to ensure cold water throughout the day.

All drink and food items must be stored in an area when children cannot reach and also away from the diaper changing area.

DINNER PROCEDURES FOR TINY TIGERS LEARNING CENTER

During the Holiday Periods or whenever school is out, any student that comes to the center for a full day (school age) will NOT be served dinner.

When school is in the ONLY students to receive dinner are the Afterschool Children, Extended Care and our Night Care

HEALTH AND SAFETY

Administering Medication

Tiny Tigers Learning Center is governed with certain policies regarding the administration of medication to children. We adhere to these policies for the protection and safety of your child.

1. Before meds can be given you must first fill out an Authorization for Medication form. Each type of medication needs a separate form. Use this form for 5 doses only.
2. Meds must be in original containers. Prescriptions must contain the following information: date, child's name, type of medication expiration date, administration instructions
3. Sign a medical release form
4. Written parental permission and instruction are required to administer non-prescription meds and a written parental permission form to apply ointments.
5. New Meds must be monitored at home at least 24 hours before you bring the child to school.
6. If noticeable reactions are shown we will notify the parent by phone for immediate pick up.
7. Staff must have CPR and First Aid Certifications and at least 50% must have current CPR and First Aid

HYGIENE/CONTAGIOUS DISEASES

Staff or any other persons being supervised by the staff, shall not be allowed in the center who knowingly have or present symptoms of a fever or diarrhea.

REQUIRED REPORTING

Tiny Tigers is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

INFANT/TODDLER SLEEP POSITION, FEEDING, DIAPERING AND POTTY-TRAINING PROCEDURE

Infant Sleep Position Practices

- Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant.
- All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.
- If a blanket is required for the comfort of the infant, the infant's feet shall be placed at the foot of the crib and the infant shall be covered with the blanket only to chest level with the blanket tucked firmly under the crib mattress.
- The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season.
- If the child suffers from acid reflux and requires alternate sleeping positions, we must have a doctor's note from the child's pediatrician and it must be posted above crib for viewing.
- Babies on jar food must be fed from a bowl and use a spoon. We cannot feed children from the jar nor can we put baby food in the milk bottle.
- All jar foods must be kept in the kitchen until time for meal.

POTTY TRAINING–See Potty Training Policy

While we are potty training our toddlers, they must be at least 15 months of age and show signs of readiness (talking, walking, and eating without help).

We will not potty train if parents are not potty training at home first.

Parents must put their child on potty training friendly clothing (no buttons, crotch snaps, and overalls). Children will begin pulling their clothes up and down by themselves.

When the child is 15 months old and showing signs of readiness and you and the parent feels the child is ready for potty training. We ask that you let the parents know what to do to begin this teaching at home during a weekend.

Teachers must follow through and encourage the child while in our care. The child must be kept in pull-ups at all times. When you as the teacher or the director recognize the child is ready for panties or underwear, we must schedule a time to speak with the parents that we are ready for undergarments to be worn to school. We want the child to be able to announce that (s) he must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. Parents need to supply pull-ups, plus wipes and extra pair of change of clothing.

User-Friendly Clothes

During potty training, the child needs to be dressed in “user-friendly” clothing as much as possible. The best items are pants and shorts with elastic waists. ***Please avoid really tight clothing, shirts that snap in the crotch, pants with snaps and zippers and overalls as often as you can to make potty training a success. If the parents do not put the children in potty training friendly clothes then you must notify the director/assistant director.***

Tiny Tigers Policy Requires the Following:

- **Child must and will wear loose fitting clothing (easy to pull up and down)**
- **No overalls, onesies, or T-Shirts with snaps between the legs.**
- **No pants with belts or one-piece outfits.**
- **A minimum of 2 changes of clothing**
- **Positive reinforcement must be continued at home**

Wearing Panties and Underwear

Children cannot be brought to school in panties or underwear until **the parent has spoken to the Director or Lead teacher.** And also be sure to discuss that if in fact the child has naptime and bedtime bladder/bowel control established with the parent.

We will only continue helping the child potty train if parents have successfully began training at home and agree to follow the rules as stated above.

Toilet Learning Readiness

Verbal Stages of Readiness:

- Basic verbal skills: The child is able to speak in three- or four-word sentences.
- Stage 1: The child tells you he/she has a wet diaper, recognizes when he/she is wet.
- Stage 2: The child tells you he/she is wetting, recognizes the sensation of being wet.
- Stage 3: The child tells you he/she is wet can control him and use the potty.

Physical and Psychological Signs of Readiness:

- Stays dry for a long time
- Can recognize when pull-up is soiled or wet
- Has bowel movements at regular times
- Can undress and pull up his/her own pants. (Important because this is the work of the child not the caregiver).

- Initiates interest in using the toilet and ask to wear underwear.
- Wants to be independent
- Child is emotionally ready and is open to learning
- Can follow small directions
- Can use consistent words or gestures to communicate.
- Is able to physically get to the potty and sit on it without help

*****Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties. *****

EMERGENCY PLANS-See Emergency Plans Posted

A fully operational fire extinguisher shall be kept in the kitchen area. All staff members shall be instructed how to use the fire extinguisher. Fire drills shall be conducted at least once each month to familiarize staff members and children with the procedures to be followed. In the event of a fire, the staff member who first discovers the fire shall sound the alarm by using the emergency pull down fire alarm, which is located by each exit. The children shall be removed from the building, evacuated to the playground or Orchard Knob Middle and we will call parents and 911.

FIRE/ FIRE DRILL PROCEDURES

Each classroom has an evacuation plan on the wall.

In the event of a Fire or a Fire Drill these are the procedures that shall be followed:

Once the alarm goes off, the teachers are to stop what they are doing, grab your emergency file with all the children's emergency information by the door and your attendance sheets. Get the children out of the building in a calm, orderly fashion. **YOU ONLY HAVE TWO MINUTES FROM THE TIME THE ALARM GOES OFF TO EXIT THE BUILDING!!!**

The administrator shall quickly move from class to class to make sure everyone is out of the building and assist those that may need help getting their children out.

Rooms: Pre-K, infants, and Toddler are to use the exit door near the toddler classroom. Pre-K and Infants are to go all the way to the "grassy" playground area farthest from the building. The infants, because they are in the rolling play pens should stop at gate leading to the "grassy" area. If you happen to be outside on the big playground with your children, you are to escort them to the far back fence area and wait for the all clear.

ALL children should be counted going out and then immediately upon coming into the building. PLEASE do not stop to put on shoes or anything else as this may cause someone to get hurt or lose their life.

SEVERE WEATHER/TORNADO

Children will not be accepted for care at any time in which this area is under a tornado warning. Should a severe weather condition occur while care is being provided, the following procedures shall be followed:

The director or other staff member in charge shall sound the alarm to gain the attention of children and other staff members by physically telling each teacher. The children will be evacuated to the "safety room" and instructed to sit on the floor head down, hands behind their head with a protective cover placed over them. All parents will be telephoned to have emergency pick up.

PHYSICAL PLANT PROBLEM

When Tiny Tiger has a physical plant problem, it can include: loss of heating, cooling, water, electrical or structural damage. We will call parents once the children have been evacuated to Orchard Knob Middle School.

ALTERNATIVE EMERGENCY SHELTER

In the event that an alternative shelter must be provided temporarily for the children, the following location is designated at Miracle Missionary Baptist Church. This location will be reached by transporting the children across the street one block down.

LOSS OF A CHILD

In the event of the loss of a child from the premises, the director or other staff members in charge shall assemble all available members of the staff and back up persons for a (2) minute search of the entire building and playground. If the child is not immediately located, the director or other staff members in charge will call "911", and the parents of the child will be contacted.

LOSS OF A CHILD ON A FIELD TRIP

In the event of the loss of a child on a field trip, the person in charge will notify the managers at the place of the field trip and start a search for the child. After 5 minutes of looking for the child the parents will be notified and we will call 911.

SERIOUS INJURY TO A CHILD

The staff member who is first aware of the injury shall alert the other staff members and administer first aid, while the director or other staff member in charge calls "911" for assistance and notifies the parents. The staff shall keep other children calm and away from the injured child. The director or other person in charge shall call back-up staff, if necessary. The director or other person in charge shall accompany the child to the medical center, taking with her the child's Emergency Medical Information.

DEATH OF A CHILD

The first staff member who is aware of the death of a child shall notify the director or other staff member in charge who will follow the same procedure as for serious injury to a child.

EMERGENCY TRANSPORTATION POLICY

Because we do not provide emergency transportation we will call 911 for emergency transport of children off site.

- We also provide transportation for field trips. Any additional children must be transported by their parent.
- We do not provide transportation to and from the schools at this time.
- At this time we do not provide drop sites for childcare pick up and drop off areas.

Please remember to take your classroom binder with you at all times

GENERAL INFORMATION

1. The first day of work, you need to have the following
 - a. The complete hire packet
 - b. Proof of background check
 - c. Proof of CPR and First Aid
2. Training
 - a. You will be required to complete at least 20 hours of on the job training.
 - b. You will be required to train at ___ per hour until training hours are over. *see AMI*
 - c. You will be required to attend staff meetings
 - d. You will be required to complete the following classes with your first 90 days of employment: CPR, First Aid, Communicable Diseases, Reporting Child Abuse and Neglect, Hazardous Communications and Safety
3. Procedures for being absent
 - a. Be sure you leave clear instructions to substitute or asst. teacher on lesson plans when you are absent for any reason
 - b. If you are absent for more than 3 days, you need to have a doctor's note.
 - c. You need to notify Mrs. Carter or Mrs. Austin @ 423-803-9750, 24 hours before your shift is to start or 24 hours in advance.
4. Procedure for personal time off
 - a. Times off request are just that --request. Please clear any time off with your supervisor before making plans.
 - b. A minimum for personal time off is a week (7days) during the full school year.
5. Biannual Evaluation-Brief explanation of criteria for your biannual evaluation
 - a. Punctuality- Are you on time for work, from lunch and your breaks?
 - b. Attendance- Are you here? Do you come to work when scheduled?
 - c. Dependability-Do you do what you say you will do? If you are not here on time, it is hard to be considered dependable.
 - d. Cooperation- Do you agree to take on extra tasks from time to time with out complaining? Do you help others?
 - e. Job attitude- Are you generally happy and have a friendly Disposition?
 - f. Initiative-Do you see something needs to be done and do it?

- g. Job knowledge- when examining what you are to do, do you complete these tasks correctly the first time or do you find yourself have to redo tasks?
- h. Timeliness-Are you completing your work in a timely fashion?
- i. Cleanliness of your area.

Remember in order to be considered for a monetary raise you must meet the basic criteria:

- 1. A good or better on your evaluation
- 2. Be up to date on your training hours
- 3. Current First Aid and CPR
- 4. Accident reports on file (how many)

Raises are also considered based to the child care center's ability to provide appropriate compensation.

BASIC TEACHER RULES

- 1. Please keep all drinks in plastic containers, high and away from the children. Do not snack in front of the children.
- 2. We encourage open communication among all personnel. If a conflict should arise, please discuss the matter with your supervisor before it escalates.
- 3. We strongly discourage gossip and gripe sessions. Keep unnecessary socializing to a minimum.
- 4. Please be respectful of all material used at the center. Items used should be returned to their proper place in good condition.
- 5. Remember to maintain all paper work, i.e. sign in sheets, accident/incident forms, timecards, etc. Perform your clean-up duties in a timely manner.
- 6. Review Responsibilities for each room assignment
- 7. Review and know snack procedures such as preparing and cleaning up and be familiar with any of the children's allergies.
- 8. You are responsible for taking dirty dishes to kitchen and washing what you have after the cook have left for the day
- 9. You may store your lunch or snack in the kitchen refrigerator; please label your items. Be sure to remove your personal items each day.
- 10. Wipe out microwave, wash plate from microwave and clean appliances in your class
- 11. During down time work on bulletin boards projects and any other work that needs to be completed

Additional Job Duty Descriptions

How to conduct your self during a tour:

- 1. Greet the person with a smile and happiness
- 2. Come to a stopping place and move towards the person/parent and shake their hands say hello!
- 3. If the child is there kneel down to their level and tell them your name and say hello.
- 4. Ask the parents pertinent questions and welcome them to come back at any time.
- 5. Give them your business card with your name on it and suggest they call so you can answer any questions they may have.

Kitchen Responsibilities:

1. Bins need to be placed on their side under the counter never placed in the sink.
2. Wipe down all counters, stoves, dishwasher, and refrigerator with bleach spray at the end of each day and throughout the day.
3. Wipe out the inside of the refrigerator with bleach every Friday and make room for new food delivery.
4. Sweep kitchen daily and as needed.
5. Clean sinks daily.
6. Wash cloth items weekly and as necessary.
7. Wash items too big for dishwasher with hot soapy water, rinse, sanitize, finally spray with bleach water and let air dry.
8. Please turn on the fan when you use the stovetop, oven, or broiler.
9. Every night pour the contents of bleach water out.

PANTRY

1. Wipe down and organize the shelves in the pantry.
2. Make sure to sweep under the pantry shelves once a week.
3. Pots, pans, storage containers, etc. need to be turned upside down.
4. Make sure that all opened food is in a plastic or glass container and the container is closed. Do not put food in plastic bags!
5. Keep pantry door closed.

FRONT DESK RESPONSIBILITIES

1. Employee working at the front desk should greet everyone coming in the door and observe those who leave.
2. If someone comes to pick up a child and you are not familiar with him/her or he/she are not the person who usually picks the child up, you need to check their picture photo I.D.
3. People will either call or come in to learn about the center. When people call, give them the information they request as best as you can. You should refer to the brochure for information about current fees. If you don't know or feel uncertain about what you are being asked, please ask the person for their name and number and explain that the Director will call them back.
4. Remember you are in the front to make the parents feel welcomed. You are to invite them to come and take a tour of your center and that we are here to help them in any way.
5. Make parents feel welcome to come and pick up an application, explain the application and be sure to give them your name and the center's business card.
6. Visitors (people we give a tour) are welcome without an appointment to see the center. Visitors must sign in at the front desk. Be sure to give them a brochure. Visitors must be accompanied around the center. Make an announcement over the intercom to teachers that a visitor is coming through. Everyone is to be on their best behavior!!!
7. When a parent calls to check on the child's well-being; put them on hold, check with the teacher and relay the message and then enter the note in the child's account.
8. Front Desk Personnel may not confirm employment for anyone employed at the center. Refer such inquires to LaShon Carter. You must not give out any personal information about anyone at the center. If someone asks if any employee is here or wants to know

when they are off, take their name and phone number and tell them you will give it to the employee.

9. When a call is for a teacher or student worker, please take a message unless it is an emergency. If the call is for LaShon or the Assistant Director, find out if we are able to take the call. If not, then take a message and tell them she will get back to them as soon as possible. Deliver messages to teachers at your first available opportunity.

JOB DESCRIPTIONS/ EMPLOYEES ASSIGNED DUTIES AND RESPONSIBILITIES

Each employee must attend orientation prior to being assigned to children.

A job description is written for each position at Tiny Tigers Learning Center. During the hiring, process you will receive a copy of the job description detailing the job requirements and physical demands of your position. You are expected to familiarize yourself with the requirements of your position and meet the performance guidelines outlined in the job description. If you have any questions regarding these requirements, please inform the Executive Director.

PLEASE REMEMBER THAT OTHER DUTIES WILL BE ASSIGNED AS DEEMED NECESSARY.

Tiny Tigers Learning Center

POSITION TITLE: _____

DEPARTMENT: _____

REPORTS TO: **Staff Supervisor, Director**

PRIMARY DUTIES AND RESPONSIBILITIES:

1. The teacher will create a positive learning atmosphere, making certain to meet the needs of individual children age three to five related to their social, emotional, and intellectual development.
2. Provide positive guidance techniques to promote the development of self-control, independence, problem solving and social skills.
3. During the summer months the lead teachers are to make certain that when school age children are intermingled with the different age groups, that age appropriate work is readily available and included on the lesson plans.
4. The lead teacher is responsible for planning, implementing, and supervising the classroom program, establishing curriculum and developing units, and for cultivating cooperative relationships with parents. The lead teacher is accountable to the Director and Assistant Director.
5. The teacher makes certain that the classroom and playground are safe before allowing the children to play, inviting, orderly, stimulating spaces, conducive to constructive interaction and learning. The teacher makes available age-appropriate learning materials, establishes and maintains creative learning/play centers within the classroom, changing out materials periodically.
6. The teacher is responsible for arranging and implementing field trips.
7. The teacher conducts a parent orientation meeting and student open house prior to the beginning of the class year. The teacher provides, and will update accordingly, a parent handbook for the class, and other forms as necessary. Parent participation is encouraged and promoted.
8. The teacher is available to parents to discuss concerns and/or to dialogue regarding the child's abilities or progress. A parent conference is scheduled for each child. The teacher will use standardized tools to assess developmental milestones, readiness and to screen for delays.
9. The teacher will maintain files for each child, keeping a record of all signed paperwork, permission slips, screenings, incident documentation, etc., and insures the confidentiality of the files.
10. The lead teacher supervises the assistant teacher, who takes an active role in the implementation of the curriculum. The lead assigns and delegates accordingly, so that the assistant is qualified to substitute in the lead's absence. The lead is responsible for having the lesson plan and materials available and arranging for additional substitutes.
11. The lead teacher will establish a reliable means of communicating plans, expectations, and general staffing matters with the assistant teacher. The lead teacher is responsible for evaluating the assistant teacher.

12. The teacher will work together with the director to promote the program, seasonal enrolment, and to fill any vacancies.
13. The teacher works to facilitate cooperative sharing of the classroom, and is aware of the multiple use aspect of this room.
14. The lead teacher communicates to the director/assistant director/front desk any concerns requiring additional resources/assistance or director action. The front desk will be notified first, when possible. The teacher makes a regular report at parent/staff meetings.
15. The teacher submits newsletter requirements on classroom activities for the newsletter on a monthly basis.
16. The teacher is responsible for the operational duties of the classroom, i.e. purchasing, correspondence, inventory, maintenance requests, record keeping, etc.
17. The teacher will communicate all classroom related scheduling to the front office manager for the purpose of calendar coordination and publicity.
18. Teach a class of 12-29 students.
19. Plan daily activities and lessons that correspond with the curriculum and material available in classroom center areas.
20. Use creativity and create items for the centers.
21. Maintain a safe and healthy environment.
22. Display children art work daily.
23. Monitor classroom behaviour, recognize, document, and discuss with the director your strategy to solve the problems.
24. Attend weekly staff meetings.
25. Attend trainings as necessary.

LEAD TEACHER

1. The teacher will create a positive learning atmosphere, making certain to meet the needs of individual children age three to five related to their social, emotional, and intellectual development.
2. Provide positive guidance techniques to promote the development of self-control, independence, problem solving and social skills.
3. During the summer months the lead teachers are to make certain that when school age children are intermingled with the different age group that age appropriate work is readily available and included on the lesson plans.
4. The lead teacher is responsible for planning, implementing, and supervising the classroom program, establishing curriculum and developing units, and for cultivating cooperative relationships with parents. The lead teacher is accountable to the Director and Assistant Director.
5. The teacher makes certain that the classroom and playground are safe before allowing the children to play, inviting, orderly, stimulating spaces, conducive to constructive interaction and learning. The teacher makes available age-appropriate learning materials, establishes and maintains creative learning/play centres within the classroom, changing out materials periodically.
6. The teacher is responsible for arranging and implementing field trips.
7. The teacher conducts a parent orientation meeting and student open house prior to the beginning of the class year. The teacher provides, and will update accordingly, a parent

handbook for the class, and other forms as necessary. Parent participation is encouraged and promoted.

8. The teacher is available to parents to discuss concerns and/or to dialogue regarding the child's abilities or progress. A parent conference is scheduled for each child. The teacher will use standardized tools to assess developmental milestones, readiness and to screen for delays.
9. The teacher will maintain files for each child, keeping a record of all signed paperwork, permission slips, screenings, incident documentation, etc., and insures the confidentiality of the files.
10. The lead teacher supervises the assistant teacher, who takes an active role in the implementation of the curriculum. The lead assigns and delegates accordingly, so that the assistant is qualified to substitute in the lead's absence. The lead is responsible for having the lesson plan and materials available and arranging for additional substitutes.
11. The lead teacher will establish a reliable means of communicating plans, expectations, and general staffing matters with the assistant teacher. The lead teacher is responsible for evaluating the assistant teacher.
12. The teacher will work together with the director to promote the program, seasonal enrolment, and to fill any vacancies.
13. The teacher works to facilitate cooperative sharing of the classroom, aware of the multiple use aspect of this room.
14. The lead teacher communicates to the director/assistant director/front desk any concerns requiring additional resources/assistance or director action. The front desk will be notified first, when possible. The teacher makes a regular report at parent, staff meetings.
15. The teacher submits newsletter requirements on classroom activities for the newsletter on a monthly basis
16. The teacher is responsible for the operational duties of the classroom, i.e. purchasing, correspondence, inventory, maintenance requests, record keeping, etc.
17. The teacher will communicate all classroom related scheduling to the front office manager for the purpose of calendar coordination and publicity.
 - Teach a class of 12-29 students
 - Plan daily activities and lesson that correspond with the curriculum and material available in classroom center areas
 - Use creativity and create items for the centers
 - Maintain a safe and healthy environment
 - Display children art work daily
 - Monitor classroom behaviour, recognize, document, and discuss with the director your strategy to solve the problems
 - Attend weekly staff meetings
 - Attend trainings as necessary
 - Personal Qualities
 - Temperament and personality traits suited for work with young children and their parents
 - Well-developed organizational and communication skills and the ability to supervise
 - Need to be friendly, inviting, self-motivated, even-tempered and adaptable

PROFESSIONAL TELEPHONE ETIQUETTE

- Answer the phone in a friendly and helpful way
- Allow the customer to state what they need or are looking for
- Ask the age of the child
- Ask what is it that you expect from your childcare provider
- Talk about the key points of the center
- Ask for the parent's address to mail them out a thank you card
- Ask when can they come in for a tour Mon-Friday 9-11 am
- Offer our free childcare trial
- Get email for updates on coupons, discounts and updates

TRAINING/COMMUNICATION EXPECTATIONS

Supervise, train, and lead Preschool Aides by:

1. Going over the job description
2. Showing new member where items go in the classroom
3. Uniform standards
4. Mat/sleeping chart
5. Fire exit procedures
6. Explain in depth the classroom schedule
7. Go over the personnel policy and procedures
8. Ensure they are wearing their in-training badge
9. Train on the rules that are expected to follow with
 - a. Ratio
 - b. Hazardous items
 - c. Classroom cleanliness
 - d. Center-time management
 - e. Deep cleaning
 - f. Towel washing
 - g. Label system
 - h. Circle time
 - i. Morning arrival procedure
 - j. Homework system
 - k. Parent communications Tiny Tigers way
 - l. Bathroom management
 - m. Dress down Friday
 - n. Friday classwork goes home
 - o. Completed work on the wall goes home every Friday
 - p. Portfolio management and the items needed in the portfolio
 - q. Reporting broken items
 - r. How to fold the sheets and towels
 - s. Changing our classroom door monthly, playground rules and management
 - t. Child development assessments
 - u. How to conduct a parent conference
 - v. Creating a lesson plan, activity plan, ILP, curriculum web

- w. Naptime expectations
- x. How to address the parents during arrival and departure
- y. Train on ways to discuss issues using the sandwich technique.
- z. Discuss break times, how lunch is distributed etc.

All of this involves verbal communication with each other daily. Teachers who communicate well can run an orderly classroom even if the lead teacher is absent when the assistant is properly trained.

NEW STUDENT INTAKE AND ENROLLMENT PROCESS

During a tour we walk up to the parents and shake their hands while introducing ourselves with a smile. Then ask more questions about their child and ask for the enrolment.

Once the child has enrolled and you are given word that they are joining, either through the new child's arrival or the personal information forms complete the following steps:

- Pull your Classroom Enrolment Checklist Form
- Complete the Welcome Letter and send home at the end of the day
- Create a Portfolio File (Personal Information Folder) which contains
 - i. Photo of parent and child
 - ii. Personal Information Form
 - iii. Skills Assessment (completed within 72 hours of arrival)
 - iv. Items from Portfolio Checklist
- Turn in a copy of CECF form to front desk

PORTFOLIO EXPECTATIONS:

- Expected for each child in the class
- Implemented within the first day of the child's arrival in the class room
- Updated every two weeks with dated and completed worksheets, art, pictures of the child completing a task, behaviour log, pre-writing and writing samples, copy of report cards, assessments, notes, individual lesson plans etc.. see portfolio checklist

NEWSLETTER EXPECTATIONS

Newsletters are created at your workstation and saved on a thumb drive and turned into the front desk or they are sent electronically to tinytigerslearningcenter@gmail.com by the 20th of the month.

Newsletters are required to include but not limited to:

- Theme
- A What Your Child Will Learn This Month Section
- Volunteer Opportunities
- Donations Needed
- Learning Center Areas of Interest
- Birthdays
- New Additions

- Approved transitions
- Insight Section - ideas that can help the parents with the children in early child-care development
- Student Achievements
- Photos and Pics
- Vocabulary Words

CENTER TIME EXPECTATIONS

- Monitor center time by coordinating a rotation system for the children
- Place photos of the children engaged in that activity in that center area and change out every two months
- Promote the lesson through the center time by engaging in conversation with the children while they are in the center
- Use the curriculum planning web to add changes and involve the materials on hand in the centers to integrate with the lesson plan
- Use the activity plan worksheet to guide the teacher that is involved in the center time with the children to achieve the desired outcome

TABLE TIME EXPECTATIONS

- Children are not allowed to sit at a table without doing something
- When the teachers are working in groups, one group should be working on something different than the other group unless it is large group time

LESSON PLAN EXPECTATIONS

1. Lesson plans are complete every Thursday for the next two weeks and a copy turned in to the front desk along with a curriculum planning web.
2. Lesson plans are posted on bulletin boards along with the curriculum planning web.
3. Use paint, play dough or clay dough, scissors, water and sand, counting objects each week with a proven lesson to show on Fridays
4. Plan healthy snacks where the children can make their own snacks in the lesson plans. Coordinate with parents and kitchen for items needed well in advance.
5. Submit necessary supply list for material and supplies according to your lesson plans.
6. Help students learn classroom procedures daily by going over the rules each day in circle time.
7. Create a visual schedule by taking pictures of the children as they are engaged in the activity and post it for the visual schedule. Change photos every 60 days.
8. Plan art work, music, reading books and movement activities each day for the children.
9. Help students learn personal responsibility and respect for fellow students.

10. Help students explore the world around them requesting items from home, planning field trips, creating lesson plans that promote creativity and exploration.
11. Teach letters, numbers, colors, sight words, writing names and sight words and implement activities that integrate with the eight domains of a well-rounded lesson.
12. List three books that will be read during the week on the lesson plan.
13. List items that you are asking for volunteers to return back to school.
14. List sight words/your baby can read flash card words/ that are integrated in lesson for the two weeks. Have front desk type words list for each student and we send them home no later than Tuesday of that week.

NAP TIME EXPECTATIONS

1. Children are to lay HEAD TOE /HEAD TOE
2. Children cannot remove shoes or clothes during nap time
3. The first 30 minutes of nap will include a quiet book read to the children
4. The next hour and 30 minutes will include quiet music playing
5. Children are up from nap no later than 2:30pm NO EXCEPTIONS unless authorized
6. During summer months only a sheet is needed
7. During winter months sheet and towel are given
8. Students are taught to wake up during nap time if potty training or the child wets themselves while they sleep.
9. Children who do not nap can sit quietly to a table with a quiet activity, or book
10. Children who need ILP, assessments, one on one help, can be completed during nap time

CLASSROOM ORGANIZATION EXPECTATIONS

1. Establish consistent communication with parents and children by completing daily notes to go home each day with the child before you leave each day.
2. Meet with the assistant every day to discuss the lesson plan/curriculum web/ ILP/Activity plan worksheet and materials needed for that day or next day. DO THIS EVERYDAY.
3. Label center areas.
4. Label where your supplies are on and in cubbies; keep clean and organized.
5. NO CLUTTER IN THE CLASSROOM—EVERY ITEM MUST HAVE A SPOT. DO NOT STORE ITEMS BEHIND SHELVES IT ONLY COLLECTS DUST.
6. Create an area for every item in the classroom to be nice and neat.
7. Send home wet items in a plastic bag.
8. Restock change of clothes every Monday morning.
9. Change/tape labels on cubby and coat racks often to keep neat and organized.
10. Use appropriate behaviour management and classroom discipline by separating the children into two groups working on each group's assigned lesson.

DEADLINES

- New Student Process:
- Welcome letters go home on the first day
- Day 1 Create cubby and jacket hook assignment
- Day 1 Assign carpet space
- Day 1 Assign Table space
- Day 1 Assign mat/crib and a mat/crib chart space
- Day 1 Assign a buddy for behaviour guide and communicate this to all teachers through pictures and writing
- Day 3 Assessment completed
- Day 3 Send home a conference form suggestion
- Photo of Parent and Child within 3 days of arrival
- Day 5 Complete conference
- Turn in Classroom Enrolment Checklist Form within seven days of the child's arrival.
- Lesson Plans submitted every Thursday along with the curriculum planning web
- Anecdotal Records completed by the 15th of every month or the 15th working day of the month.
- Portfolios updated every two weeks by that last Friday of the two weeks.
- Individual Lesson Plans created every first or the first work day of the month
- Completed work is sent home every Friday.
- Send home change of clothes notes every Friday.
- Newsletter created by the 20th of the month.
- Personal Information Forms updated every three months by handing out to parents to return with a due date.
- Change themes in the classroom monthly by the third day of the month; including, display area, and classroom doors, and window display.
- Place photos of the children engaged in that activity in that center area; change out every two months.
- Read a story each day during the first part of nap time, then play music the second half of nap time.
- Display children art work daily.

POSITION TITLE: Assistant Teacher
DEPARTMENT: Preschool Class
REPORTS TO: Lead Teacher, Staff Supervisor, Director

PRIMARY DUTIES AND RESPONSIBILITIES

1. When you arrive you will complete the morning attendance, hang classwork up, remove old classwork, and help children in circle time.
2. Help children get in their seats and stay in their seat by classroom control and management,
3. In accordance with teacher guidelines assists individual students and groups of students in performing their assignments. Review and explain lessons to them.
4. Help students go to and from the restroom; girls first then boys. Be sure to maintain only four children in the restroom at a time. Assist children by giving them direction to wash their hands, fix their clothes, and not play in the water.
5. Always be prepared before the children so that you can teach them what is next. For example: after restroom time the children should know that it is table time or time to line up to go outside.
6. Take the children outside daily weather permitting, review lesson plan and be sure to complete the outside lesson with the children. During the hot season 1 hour/cold season 30 min.
7. Bring the children in and allow the children to use the restroom, wash their hands and take a nap.
8. During the first hour of nap, you are to sweep and mop, clean chairs, tables, and restroom, and disinfect items on the shelves.
9. When children get up from nap, assist the girls first boys last to the restroom. Train them to bring you their mats, covers and sheets. Fold them and put them neatly in the child's cubby. Spray the mats with disinfectant, fold them and put up.
10. Any soiled item must be washed immediately and then put back in the child's cubby.
11. At 2:00-2:30 assist teacher in serving snack
12. While children are snacking, pick out their table manipulative or table assignment to be ready for when they return from outside.
13. At 3 pm you will take the children outside again for about 45 mins. When they come in tell them to sit in their chair and serve them water.
14. 3:45-4:00 Table Time activity-something quiet
15. 4:30-5:00 Bathroom Break - Wash hands and faces to be clean when parents arrive, hand out daily forms and communicate with the parents.
16. Maintains records of students' behavior and performance. Observe and record progress achieved. Implement positive behavior reinforcement by awarding points for good conduct and activities completed.
17. Instruct students in self-help skills.
18. Monitor student behavior in class and on the playground.
19. Implement behavioral modifications.
20. Monitor physical education classes and assist students in the development of motor skills.

POSITION TITLE: Floater
DEPARTMENT: Tiny Tigers Learning Center
REPORTS TO: Staff Supervisor, Director

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist in the supervision of children including playground activities, assisting with snack and lunch duties, general housekeeping duties and kitchen detail as assigned.
2. Maintain confidentiality about the families and co-workers associated with the company.
3. If working with infants, maintain daily activities with infants to include: changing diapers, feeding, playing, reading, keeping accurate charts, sweeping floors, mopping floors, daily cleaning of high-chairs, toys, play areas and disinfecting toys.
4. Employees shall be able to lift, hold or carry any enroller child who weighs up to 35 pounds.
5. Employees shall be able to speak clearly, able to communicate distinctly in emergency situations either in group situations and/or on the telephone.
6. Employees shall be able to communicate with parents and employees in writing at a satisfactory level to complete forms for documentation of accidents, first aid given and or/ other observation forms required by the center.
7. Employees shall be free of contagious illness, able to handle food service including, but not limited to snacks and meals.
8. Employees shall be able to read at a level high enough to read prescription and medicine labels, stories to children and be able to file records.

JOB WAGE SCALE FOR Tiny Tigers Learning Center

Job Wage Scale Tiny Tigers Learning Center

Position and Minimum Qualification Salary Range
LOW MID HIGH

Program Director- \$25,000 / \$27,040 /\$30,000
Yearly

2 Yrs. as classroom Childcare Provider
1 Yr. actual center as Assistant Director
And working towards BA of Arts or higher
And/or **\$25,000-27,000**
2-4 Yrs. progressively responsible experience
in childcare, human resources and BFTS Directors Training

ECE BA of arts or higher- All of the above
+ **\$27,040-30,000**
BFTS Director's Training
Current 10 Clocked Training Hours

Responsibility- Financial Management, Human Resource Management, Program Management.

Assistant Director/Administrator \$20,800/\$22,800/\$24,960
Yearly

2 Yrs. as classroom Childcare Provider- And Lead Teacher Qualifications **\$20,800**
1 Yr. actual work in a center as an Assistant Director –Plus all of the above and CDA or TCC **\$22,800**
BFTS Director's Training- All of the above
Current 10 Clock Training Hours-Everyone must have
Business and Office Tech Skills
Working towards Associate in Early Childhood **\$24,960**
**Responsibility-Administrative Coordinator, Office Manager, Teacher's Support, Coordinate
Calendar, Student and family liaison**

Lead Teacher

At least 18 Yrs. old
High school Diploma/GED
CPR First Aid
1 Year classroom Lead Teacher **\$7.25-7.60 per hour**

Or
2 consecutive year's assistant teacher
Current 10 BFS Clock Training Hours in the following:

- Infectious Disease
- Child Abuse/Neglect
- Positive Discipline
- Child Hood Injury Control
- Cleanliness \$7.65-\$7.70 per hour
- And TCC or CDA \$7.90/\$8.00/\$8.25
- And all of the above **\$7.90-\$8.25**

ECE Associate Degree \$8.25/\$8.50/\$9.00
ECE BA of the Arts \$10.00/\$10.50/\$11.25

Responsibility: Plans, conducts, evaluate daily age appropriate activities/lesson plans for children, parent conference, student evaluations, classroom management and organization, maintain clean and disinfected classroom

Assistant Teacher

\$7.25/\$7.35/\$7.50

At least 18 Yrs. old
High school Diploma/GED
CPR First Aid

Responsibility: Plans, conducts, evaluate daily age appropriate activities/lesson plans for children, classroom management and organization, maintain clean and disinfected classroom

Cook

\$7.25/\$7.35/\$7.50

At least 18 Yrs. old
High school Diploma/GED
CPR First Aid

Responsibility: Food Nutrition Planning, Food Shopping, List Planning, Menu Planning, Serving, Proper Dishwashing and food preparation.

Please sign the end of the book that you have read the Staff Handbook and you have a copy.

Sign _____

Date _____