



# **EMPLOYEE MANUAL**

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## **INTRODUCTION**

### **1.1 WELCOME**

Welcome to Holy Family Child Care & Development Center, Inc. (hereinafter referred to as “HFCC&DC” or the “center”). We are pleased that you have chosen to seek employment at our center and we pride ourselves on hiring and retaining individuals who have a strong ethic of service. We hope that you will take pride in being a member of our team.

Meaningful, satisfying work is an important aspect of daily life. In return for your contribution of skills and service to the mission of HFCC&DC, we hope to make your work environment satisfying and meaningful.

Your job is important to us. What you do is essential to the welfare and the smooth operation of the entire HFCC&DC team. We believe that by the high standard of your work, you make a very special contribution to the development of the children entrusted to our care.

As an employee, you are important to us. This handbook has been prepared to provide you with information about your job and about the various relationships that are essential to the operation of HFCC&DC. Knowledge about your job and your relationships with others at HFCC&DC are the first steps to creating a satisfying work place experience. If you have questions or concerns about any of the material in this handbook, we urge you to discuss them with the center’s administration.

No handbook can anticipate every situation or question about all of the center’s policies and terms of employment. The executive director may tailor the policies set forth herein to specific situations. HFCC&DC reserves the right to add new policies set forth herein to specific situations. HFCC&DC reserves the right to add new policies and to change or cancel existing policies at any time. HFCC&DC will endeavor to notify employees of any changes to this handbook as they occur.

After reviewing this handbook, please sign both copies of the “Acknowledgement and Release” form included at the end of this document.

### **1.2 VISION**

HFCC&DC sets the standard for excellence in child care and early education.

### **1.3 MISSION STATEMENT**

HFCC&DC provides high quality early care and education in a nurturing environment that enables each child to grow in body, mind and spirit. HFCC&DC is Catholic Charities of West Virginia.

### **1.4 CORE VALUES**

1. Quality care and excellence in service.
2. Developmentally appropriate programming.
3. Safe, healthy, nurturing environment.
4. Christian values to prepare children for future challenges.
5. Partnership with employees and families.
6. Serving children and families regardless of income, education level, religion, race or gender.

## **1.5 BACKGROUND**

Holy Family Child Care Center, Inc. (as the center was formerly named) was established on September 4, 1985 under the sponsorship of the Diocese of Wheeling-Charleston. The Sisters of St. Joseph of Wheeling assumed sponsorship on February 21, 1996. Today, it continues to be a sponsored ministry of the Congregation of St. Joseph, under the auspices of the CSJ Ministries, Inc.

Sponsorship means that the Congregation of St. Joseph lends their name, their reputation and their influence to the center and its mission. It means that the mission of HFCC&DC is one that is consistent with the mission of the Congregation of St. Joseph. Their mission, founded on the words of Jesus, is stated simply as: "We live and work that all may be one."

As of November 2004, the name of Holy Family Child Care Center, Inc. was changed to Holy Family Child Care & Development Center, Inc. to more accurately reflect the work that is carried out at the center. The name change has been approved and registered with the Secretary of the State of West Virginia.

The governance of HFCC&DC is provided for by a two-tiered system. The president and council of the Congregation of St. Joseph serve as the sole member of the corporation and HFCC&DC is operated and managed by the board of directors. The executive director reports to the board and both of these make an annual report to the member.

The board of directors of HFCC&DC is responsible for establishing policies relating to the operation of this agency. Retaining final authority, the executive director has the responsibility to implement these operational policies. In so doing, the executive director may promulgate reasonable administrative rules and procedures and may delegate such authority.

The caring and professional environment which exists at HFCC&DC is the result of the combined efforts of the executive director, assistant director, floor coordinator, interim supervisor and all teaching staff. It is expected that a sense of mutual respect among all employees for one another, for the children and the families will be a hallmark of the atmosphere at the center.

HFCC&DC and its board of directors reserves the right to alter, suspend, amend, revoke, terminate or change any or all policies and procedures in whole or in part, at any time, and with or without any notice.

Unless otherwise provided in writing, employment with HFCC&DC is considered to be "at-will", so that either party may terminate the relationship at any time and for any or no reason. This handbook is not intended to create, nor is it construed to constitute, a contract between HFCC&DC, and any of its employees. The policies contained in this handbook apply only to employees working at HFCC&DC. This handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this Employee Handbook. No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with the executive director or assistant director.

## **SECTION 2 EMPLOMENT**

### **2.1 EEO STATEMENT AND NON-HARASSMENT POLICY**

#### **Equal Opportunity Statement**

HFCC&DC is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is the center's intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. HFCC&DC is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

HFCC&DC will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the center's Equal Employment Opportunity Policy in a confidential manner. HFCC&DC will take appropriate corrective action, if and where warranted. HFCC&DC prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the center's Equal Employment Opportunity Policy.

We are all responsible for upholding the center's Equal Employment Opportunity Policy and any claimed violations of that policy should be brought to the attention of the executive director.

#### **Policy against Workplace Harassment**

HFCC&DC has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any

other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, and clients are strictly prohibited and will not be tolerated.

### **A. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the center or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

### **B. Other Harassment**

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the center's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

### **C. Reporting Discrimination and Harassment**

Any employee who feels that he/she has witnessed, or been subject to; any form of discrimination or harassment is required to immediately notify the executive director.

HFCC&DC prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the center determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the center may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the center will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

## **2.2 AMERICANS WITH DISABILITIES ACT**

HFCC&DC complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform HFCC&DC of a physical or mental disability requiring accommodation in order for them to perform the essential functions of their jobs should inform the executive director of this so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises the executive director of the need for accommodation. Employee completes a Request for Accommodation form and gives it to the executive director.
- The accommodation request will be discussed with the employee.
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

HFCC&DC will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that HFCC&DC will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations -- including other employees -- when determining a reasonable accommodation.

## **2.3 ETHICS POLICY**

Ethics are integral to the successful achievement of our mission at HFCC&DC. Employees are expected to comply with this policy and to hold to the highest ethical standards. By understanding this policy, employees will recognize the situations and activities that must be strictly avoided and those that require disclosure or prior approval. Employees must treat all co-workers, clients, and external parties with honesty, integrity, and fairness in all regards.

**Confidential Information**



Rules pertaining to the use and disclosure of confidential information are listed below:

- Information entrusted to employees must be treated as confidential information and privileged, and must not be disclosed to anyone, either inside or outside. HFCC&DC, who does not have a legitimate need for the information.
- Confidential financial information about HFCC&DC must not be disclosed to outsiders.
- Using confidential information for personal gain is strictly prohibited.

“Confidential Information” is defined to mean confidential information of HFCC&DC, including but not limited to:

- Information pertaining to the creation, application, installation and operation of any computer software, vendor list, donor list, benefactor list or student roster.
- Financial information, including billing and payroll information.
- Client files and records.
- Marketing strategies.
- Pending projects and proposals.
- Any and all information regarding children, parents, or staff members.
- Conversations between any persons associated with HFCC&DC about the business of the center.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action.

### **Conflicts of Interests**

Employees must manage their personal financial and business affairs to avoid conflicts of interest or the appearance of a conflict of interest. A conflict of interest arises when an employee’s personal interest in a transaction, or an obligation he/she owes to someone else, comes into conflict with the employee’s obligation to HFCC&DC or its clients.

If an employee is confronted with a conflict of interest, he/she must disclose the conflict to the executive director, describe the facts giving rise to the conflict, and excuse him/herself from any deliberation or decision with respect to the transaction.

Employees must not accept anything of value from clients, suppliers, or others in return for any business, service, or confidential information of HFCC&DC.

## **2.4 SUBSTANCE-FREE WORKPLACE**

HFCC&DC is committed to providing a drug-free, safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol, drugs and tobacco have been established for all employees, regardless of rank or position, including full-time, part-time, casual-time and temporary employees. The rules apply during working hours to all employees of HFCC&DC while they are on the center’s premises or elsewhere on company business. Employees shall not share any type of prescription drugs. All prescription and over-the-counter drugs must be stored in employee medication boxes, conveniently provided for this purpose, in each room of the facility.

The manufacture, distribution, possession, sale or purchase of controlled substances of abuse on HFCC&DC property is prohibited.

Being under the influence of illegal drugs, alcohol or substances of abuse on HFCC&DC property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

If HFCC&DC has reason to believe that an employee and/or a volunteer is under the influence of alcohol or other substances of abuse, the center reserves the right to require the employee and/or volunteer to undergo a drug and alcohol screening or leave the premises.

Using, selling, purchasing, transferring, manufacturing or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment is prohibited.

HFCC&DC has the right to conduct a search of all property owned or controlled by the center (desks, computers, cabinets, etc.) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a violation of the substance abuse control policy has occurred. HFCC&DC may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

So that there is no question about what these rules signify, please note the following definitions:

HFCC&DC property: All HFCC&DC owned or leased property used by employees. This includes the entire HFCC&DC campus located at 161 Edgington Lane, Wheeling, WV.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional or behavioral change in the user.

Drug paraphernalia: Equipment, a product or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture or storage is illegal or regulated under any federal, state or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of HFCC&DC's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

HFCC&DC shall take all necessary precautions to ensure smoke-free environment for the children, staff members, and visitors to the center. Smoke-free includes vapors from electric cigarettes even when the vapor is not from a nicotine delivery system.

Smoking and tobacco products used by anyone are prohibited on the premises and everywhere in the presence of children. Smoking includes electronic cigarettes or any type of nicotine delivery system.

All tobacco products, lighters and matches shall be kept out of the children's reach and sight. This includes electronic cigarettes or any type of nicotine delivery system.

## **2.5 EMPLOYEE CLASSIFICATION/STATUS**

### **Pay Classification/Status**

- **Exempt employees** – employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.
- **Non-exempt employees** – employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

### **Work Status**

- **Full-time** – employees who have completed the ninety (90) day orientation period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for HFCC&DC's benefit package, subject to the terms, conditions and limitations of each benefit program.
- **Part-time** – employees who have completed the ninety (90) day orientation period and who are regularly scheduled to work less than 35 hours per week and more than 20 hours per week. Part-time employees are eligible for some benefits sponsored by HFCC&DC, subject to the terms, conditions and limitations of each benefit program.
- **Casual-time** – employees who have completed the ninety (90) day orientation period and who are scheduled to work less than 20 hours per week. Casual employees do not have to be scheduled, but should work a minimum of eight (8) hours per month to maintain this status. Casual employees can work more hours periodically to meet operational needs. Casual employees are not eligible for employment benefits. Casual employees may be considered for status change to either part-time or full-time when organization operations dictate or are appropriate.

- **Temporary full and part-time** – employees whose performance is being evaluated to determine whether further employment in a specific position or with HFCC&DC is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for employment benefits.

## **2.6 AT-WILL EMPLOYMENT**

Employment with HFCC&DC is at-will, meaning that either the employee or HFCC&DC may terminate the employment relationship at any time with or without a reason or notice. Statements or promises, information in the Employee Handbook or in any other publications cannot modify this at-will employment relationship. Only a written and signed contract by the executive director or the board of directors can change an individual's at-will employment status.

## **2.7 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about HFCC&DC and prepared for their position. New employee orientation is conducted by the administration and/or lead teacher and includes an overview of the history of the center, an explanation of the center's core values, vision and mission; and the center's goals and objectives. In addition, the new employee will be given an overview of benefits, tax and legal issues, and asked to complete any necessary paperwork.

Employees are presented with all regulation codes, security key card and the procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to other employees throughout the center, reviews their job description and scope of position, explains the center's evaluation procedures, and helps the new employee get started on specific functions.

## **2.8 ORIENTATION PERIOD**

The orientation period for full-time, part-time and casual-time employees lasts up to ninety (90) days from date of hire for new or re-hires employees. During this time, employees have the opportunity to evaluate HFCC&DC as a place to work and administration has its first opportunity to evaluate the employee. Certain benefits that are available to all employees who have been employed for thirty (30) days or more are not available for employees that have been employed for less than thirty (30) days as outlined in Section 5 – Employee Benefits.

Upon satisfactory completion of the orientation period, a three-month's review will be given.

## **2.9 WAIVER POLICY**

The Secretary of the Department of Health and Human Resources may grant a waiver for a center to employ or use an individual who has entered a plea of guilty or no contest, or has been convicted of a felony, or two or more misdemeanor crimes.

HFCC&DC also may grant a waiver for the center to employ or use an individual who has entered a plea of guilty or no contest, or has been convicted of a felony, two or more misdemeanor crimes that are not mentioned in the above sections.

Waiver process – An employee who wishes to file a waiver may do so by submitting their request, in writing, to the executive director. The request for waiver must be submitted with the employee application for employment or within twenty-four (24) hours of being notified of a criminal offense, or within twenty-four (24) hours of an arrest, or conviction of any offense.

HFCC&DC will prohibit an employee who is accused of having sexually abused or otherwise injured a child from caring for or having contact with children pending the outcome of an investigation and until the Secretary of DHHR reaches a decision on the waiver.

Statement of support – any waiver must be accompanied by a statement of support from the executive director. The executive director reserves the right to refuse to write a statement of support for any individual.

## **2.10 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the executive director or assistant director of any changes in personnel data such as:

- Mailing address.
- Telephone numbers.
- Name and number of dependents.
- Marital status.
- Individuals to be contacted in the event of an emergency.
- Garnishments ordered by the court.

If an employee is enrolled in benefit plans, the employee needs to keep the provider and the executive director informed of relevant changes in marital status, dependent's information, beneficiaries and the like.

## **2.11 EMPLOYEE PERFORMANCE REVIEW**

Performance reviews and planning sessions will be conducted with all employees after three months of service, six months of service and then on an annual basis. Administration may conduct informal performance reviews and planning sessions more often if they choose. Performance reviews and planning sessions are designed for the purpose of discussing his/her current job tasks, encourage and recognize attributes and discuss positive, purposeful approaches for meeting work-related goals. Together, ways can be discussed in which the employee can accomplish goals or learn new skills. The planning sessions are designed to make and agree on

new goals, skills and areas for improvement. This is also a good time to discuss classroom equipment needs and desired continuing education training topics.

## **2.12 RESIGNATION**

Resignation is a voluntary act initiated by the employee to terminate employment. While the law does not require advance notice, given the importance of the ratio of childcare providers to child, HFCC&DC would request that employees give two (2) weeks written notice of their intention to terminate employment with the center. Employment at HFCC&DC is based on mutual consent and may be terminated by either party at any time for any or no reason. Since employment with HFCC&DC is based on mutual consent, both the employee and HFCC&DC have the right to terminate employment at-will, with or without cause.

Any employee who terminates employment with HFCC&DC shall return all files, records, keys and any other materials that are property of the center.

Employee's benefits that will be affected by employment termination are handled in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions and limitations.

## **2.13 PERSONNEL FILES**

Employee personnel files include the following: Criminal Record Statement, CIB Background Check with fingerprinting, Maltreatment Record Release, Verification of Sex Offender Registry Check form, Screening Release Form for Diocesan-required background checks, Physical and Risk Assessment or PPD test results, Emergency Card, Orientation Form, Application Form, resume, two (2) letters of reference, letter regarding position with job description, NAEYC Statement of Commitment form, Parent and Employee Handbook form, W-4 Withholding Allowance form, WV STARS Certificate, CPR & First Aid Certification, Food Handler's Certification, Medication Administration training, Child Abuse & Neglect training, Emergency Operations training, CACFP training, Dental Hygiene training, VIRTUS certificate, college/high school diploma, employee evaluations and miscellaneous information. I-9 forms for all employees shall be placed in a separate file, which shall contain only these forms so that this file can be produced in the case of an audit without exposing the remaining portions of the personnel file of the employees.

Personnel files are the property of HFCC&DC, and access to the information is restricted. Management personnel of HFCC&DC, board members, licensing specialists, and Child Protective Service workers who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact the executive director. With reasonable advance notice, the employee may review his/her personnel file in office and in the presence of the executive director or assistant director once (1) every twelve (12) months. The fact that the employee reviewed their file will be noted in the file.

An employee may take notes about their file, but nothing may be removed from the file. Documents in the file may not be copied or altered, unless authorized by the executive director. If an employee wishes to dispute a document or make a correction of any kind he/she may submit a written document to the file. Anything submitted by the employee becomes a part of the file and may not be removed at any later time.

## **2.14 USE OF UNCOMPENSATED PERSONNEL**

From time to time, HFCC&DC may have the opportunity to use uncompensated personnel in the daily operations of the center. This includes volunteers who may work with children, assist in food service, or perform other tasks. This mutually consenting relationship benefits the center as well as fulfilling various volunteer needs.

Uncompensated personnel must complete the following forms included in the Volunteer Packet:

- Application
- Fingerprint card
- Statement of Criminal Record
- Authorization & Release for Protective Services Record Check
- Screening Release for Diocesan Background Checks
- Health Care Assessment for Adults upon hiring and bi-annually after that if volunteers works more than 40 hours a month.
- Proof of a negative Mantoux method tuberculin test
- Emergency Contact Form
- Proof of Food Handlers' training
- Verification of receipt of Diocese of Wheeling-Charleston Policy Relating to Sexual Abuse of Children
- Proof of VIRTUS (Protecting God's Children) training

Uncompensated personnel are not counted in the staff/child ratio and are never permitted to be alone with children, administer any type of medication or perform CPR/First Aid.

## **SECTION 3 SCHEDULES, COMPENSATION & ABSENCES**

### **3.1 WORK SCHEDULES**

HFCC&DC retains the right to vary work schedules according to its needs. Staffing needs and operational demands may necessitate amendments in start and end times, as well as variations in the total hours that may be scheduled each day and week.

An administrator will inform the employee of their expected work schedule and when/if amendments are needed.

### **3.2 TIME KEEPING AND TIME SHEETS**

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

HFCC&DC does not pay for lunch/breaks or time spent on personal matters.

Your time sheet is a legal record. Altering, falsifying, tampering with time records or recording time on another employee's time record will result in disciplinary action, including termination of employment.

Any changes to an employee's time record must be approved and initialed by an administrator. Questions regarding timekeeping should be directed to administration.

Non-exempt employees will be issued a time sheet on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur. At the end of the pay period, employees must sign their time sheets and leave it with the executive director or assistant director.

### **3.3 BREAKS/LUNCH FOR HOURLY EMPLOYEES**

Employees working six (6) or more hours in a day are allowed a one (1) hour lunch/break. Breaks generally are taken between the hours of 9:30 a.m. and 2:30 p.m. on a staggered schedule so that an employee's absence does not create a problem for co-workers or clients. Employees must sign out for their break(s). Break time begins upon exiting your classroom.

Employees of HFCC&DC are not permitted to leave the premises during break periods. To maintain the safety of the children, all employees must remain on the premises to help in case of an emergency. This is a State Licensing Regulation (refer to: 10.5b.3.B.)

If employees have unexpected personal business to take care of, they must notify the executive director or assistant director to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

### **3.4 WORKWEEK AND PAYROLL**

HFCC&DC is open for business from 6 a.m. to 6 p.m. Monday through Friday except for Holidays (See Section 5 – Employee Benefits).

The standard work week is forty (40) hours of work. In the computation of various employee benefits, the employee work week is considered to begin on Monday and end on Friday. There may be an occasional exception when it is required to work during a weekend, which would make the work week begin on Monday and end on Sunday.



All employees are paid bi-weekly. Paydays are every other Thursday. In the event that a regularly scheduled payday falls on a holiday, the pay date will be amended, in compliance with the payroll processing company.

If a regular payday falls during an employee's paid time off, the employee's paycheck will be secured in the office and available upon his/her return from their paid time off.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be secured in the office through the rest of the payday. If an employee is unable to pick up his/her check on payday, the employee will need to see the executive director or assistant director to receive the paycheck.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization.

Direct deposit of employee paychecks is preferred using the Paylocity app.

### **3.5 PAYROLL DEDUCTIONS**

HFCC&DC is required by law to deduct from your paycheck, federal, state and local withholdings taxes, social security taxes and any court-ordered withholding such as garnishments or child support payments. These amounts, which are designated on the employee's paycheck stub, are forwarded directly to the appropriate entity.

HFCC&DC will also make other deductions that have been authorized by the employee, such as elected insurances or other benefits.

The employee must maintain a current, valid IRS W-4 form designating the number of exemptions for federal and state tax withholding.

### **3.6 OVERTIME**

HFCC&DC is open for business sixty (60) hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over forty (40) per week at a rate of one and one-half (1 ½) times the non-exempt employee's regular hourly rate or pay is based upon actual hours worked. Paid time off (PTO), holidays or any leave of absence will not be considered hours worked when calculating overtime.

In instances where an insufficient number of employees volunteer, an administrator may require employees to work over time. All overtime work performed by an hourly employee must receive the administration's prior authorization. Overtime worked without prior authorization may result in disciplinary action. The administration's initials on a time sheet authorize pay for overtime hours worked.

Exempt employees are not eligible for overtime pay.

### **3.7 EXPENSE/EXPENDITURES/REIMBURSEMENTS**

Only authorized persons may purchase supplies in the name of HFCC&DC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of HFCC&DC or bind HFCC&DC by any promise or representation without written approval.

Expenses incurred by an employee must have prior approval by the executive director. Reimbursements of \$10.00 or under will be reimbursed to the employee by petty cash. An example of such an expense would include teaching supplies. If the amount is more than \$10.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to the executive director.

Employees must maintain accurate documentation of any business-related expenses incurred on behalf of HFCC&DC that need to be reimbursed.

*Any purchased items that are reimbursed by HFCC&DC are HFCC&DC property and remain at the center.*

### **3.8 ERRORS IN PAY**

If an employee becomes aware of an error in their pay or deductions, bring it to the attention of the executive director immediately so that it can be corrected as soon as possible.

### **3.9 ATTENDANCE/PUNCTUALITY/ABSENCES**

HFCC&DC expects that every employee will be regular and punctual in attendance. This means being in the classroom, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on HFCC&DC.

If you are unable to report for work for any reason, notify administration one hour before regular starting time regarding the absence.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when an employee sees that they need to work some hours other than those for which they are regularly scheduled between 6 a.m. and 5:30 p.m., notify administration at least two (2) weeks in advance. All pre-approved paid time off and absences are limited to one person per day. All change of schedule requests will be on a first come first serve basis. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of HFCC&DC. Such requests may or may not be granted. The first priority is to maintain state regulated staff-to-child ratios and the safety of the children.

If an employee becomes ill while at work or must leave HFCC&DC for some other reason before the end of the workday, the employee must inform administration of the situation and stay in their assigned group until coverage can be arranged to meet the required staff/child ratios.

If the employee does not report for work and HFCC&DC is not notified of their status, it will be assumed after one (1) unreported day of absence that the employee has resigned, and will be removed from the payroll.

### **3.10 WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires or power failures can disrupt HFCC&DC's hours of operation. The executive director or assistant director will make the decision to close HFCC&DC and is responsible for notifying the proper authorities. If HFCC&DC closes due to inclement weather or other emergency, employees should monitor local television and internet sites WTRF Channel 7 and WTOV Channel 9 and the Remind one-way text messaging system.

If an emergency arises during working hours and the decision is made to close HFCC&DC, employees will receive official notification from the executive director or assistant director. Parents will be notified and appropriate numbers of employee will remain on duty until children have been dismissed. If it is necessary to close the center for an emergency, parents will be notified by telephone when possible and/or will be informed by announcement on television and internet sites WTRF Channel 7 and WTOV Channel 9 and the Remind one-way text messaging system.

In case of building evacuation, the children will be taken to the Good Shepherd Nursing Home until they can be picked up or the emergency is over. Parents will be informed by telephone contact after the move to the Good Shepherd Nursing Home.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use paid time off (PTO) if they have accrued it.

### **3.11 SAFETY**

HFCC&DC provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Staff meetings
- Bulletin board postings
- Memoranda
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Do not engage in horseplay or pranks that may create unsafe conditions. Employees must immediately report any unsafe conditions to administration. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the administration as soon as possible and complete a workplace injury form.

## **SECTION 4 EMPLOYEE BENEFITS**

HFCC&DC offers a benefits program for its full-time and part-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. Please see the executive director or the assistant director for information regarding these benefits.

### **4.1 PAID HOLIDAYS**

HFCC&DC observes the following paid holidays per year for all eligible **Full-time** and **Part-time** employees:

Labor Day  
Thanksgiving Break (Nov. 22-24)  
Christmas Break (Dec. 25-Jan. 2)  
Good Friday  
Easter Monday  
Memorial Day  
Independence Day

**Holiday pay will be calculated based on the employee's straight-time pay rate times the number of hours the employee would have worked on that scheduled day.** If a recognized holiday falls during an eligible employee's paid absence (e.g. paid time off, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise had applied. If a recognized holiday falls during an eligible employee's unpaid absence, no holiday pay will be provided.

Employees are eligible to receive holiday pay the first of the month, following the date of hire. **Employees may be eligible for holiday pay as long as they work their last scheduled shift before and their first scheduled shift after the holiday.**

### **4.2 INSURANCE**

HFCC&DC offers the following health insurance options to employees who are eligible:

- a. **Health insurance** - HFCC&DC makes available Group Health and Medical Care Coverage which enables employees to participate at a lower premium than individual policy holders. Partial payment will be made by HFCC&DC toward the premium of

those full-time and part-time employees who participate. Participation is through payroll deduction.

- b. **Dental insurance** - HFCCC&DC makes available Group Dental Care Coverage which enables employees to participate at a lower premium than individual policy holders. Full premium payment will be made by the employee who chooses to participate. Payment is made through payroll deduction.
- c. **Vision insurance** - HFCCC&DC makes available Group Vision Care Coverage which enables employees to participate at a lower premium than individual policy holders. Full premium payment will be made by the employee who chooses to participate. Payment is made through payroll deduction.

### **4.3 WORKERS' COMPENSATION**

HFCC&DC provides a workers' compensation program to our employees. The program reimburses certain out-of-pocket costs and may provide reimbursement for lost wages sustained as the result of injuries or illnesses sustained in the course of employment.

If any employee is injured or think they have been injured while working, no matter how slightly, the employee must report the injury immediately to administration to protect the employee's eligibility for compensation and alert HFCC&DC to any potential workplace hazards.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither HFCC&DC nor the program will be liable for the payment of workers' compensation benefits for injuries that might occur outside of work or during employee's voluntary participation in off-duty recreational, social athletic or community-based activities, even if sponsored by HFCC&DC.

### **4.4 UNEMPLOYMENT COMPENSATION**

HFCC&DC voluntarily participates in the provision of the West Virginia Unemployment Compensation Fund.

Employees may request information about their full rights under law from the executive director.

### **4.5 LEAVE PROVISION**

#### **A. Family and Medical Leave of absence**

##### **General**

We recognize that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, HFCC&DC will provide eligible employees up to a combined total of twelve (12) weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA:

- **Parental Leave:** For the birth or placement of an adopted or foster child;

- **Personal Medical Leave:** When an employee is unable to work due to his/her own serious health condition;
- **Family Care Leave:** To care for a spouse, child, or parent with a serious health condition;
- **Military Exigency Leave:** When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and
- **Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty. **Note:** A leave of up to twenty-six (26) weeks of leave per twelve (12) month period may be taken to care for the injured/ill service member.

### **Key Policy Definitions**

- **Eligible Associates** under this policy are those who have been employed by HFCC&DC for at least twelve (12) months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the twelve (12) month period immediately preceding the date leave is to begin. Employees, who work in small locations with fewer than fifty (50) employees within seventy-five (75) miles, are not eligible for leave. However, employees should contact the executive director to discuss other types of leave that might be available for the reasons listed in this policy.
- **Leave year** for the purposes of this policy shall be a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave.
- A **spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage arose.
- A **son or daughter** for the purposes of parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood in loco parentis to, who is (1) under eighteen (18) years of age or, (2) eighteen (18) years of age or older and incapable of self-care because of physical or mental disability. A son or daughter for the purposes of military exigency or military care leave can be of any age.
- A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.
- A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not

serious health conditions under this policy. If you have any questions about the types of conditions which may qualify, contact the executive director.

- A **health care provider** is a medical doctor or doctor of osteopathy, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special child care needs created by a military call-up including making alternative child care arrangements, handling urgent and non-routine child care situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for the military service member, the employee, or the military service members' son or daughter who is under eighteen (18) years of age or eighteen (18) or older but is incapable of self-care because a mental or physical disability;
  - Rest and recuperation (**Note:** Fifteen (15) days of leave is available for this exigency per event);
  - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events is available during a period of ninety (90) days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
  - Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g. arranging for alternative care or transfer to a care facility); and
  - Other exigencies that arise that are agreed to by both HFCC&DC and the employee.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

### **Notice and Leave Request Process**

Foreseeable Need for Leave: If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, the employee must give at least thirty (30) days' notice. If thirty (30) days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. ***Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.***

Unforeseeable Need for Leave: If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. ***Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.***

**Leave Request Process:** To request leave under this policy, employees must obtain and complete a leave request form from the executive director and return the completed form to them as well. If the need for leave is unforeseeable and the employee will be absent more than three (3) days, the employee should contact the executive director by telephone and request that a leave form be mailed to their home. If the need for leave will be fewer than three (3) days, the employee must complete and return the leave request form upon returning to work.

Call-in Procedures: In all instances where an employee will be absent, the call-in procedures and standard established for giving notice of absence from work must be followed.

### **Leave Increments**

Parental Leave: Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within twelve (12) months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### **Paid Leave Utilization during FMLA Leave**

Employees taking parental, family care, military exigency, and/or military care leave must utilize available paid time off, and/or sick time days during this leave. Employees on personal medical leave must utilize available sick time and paid time off days during this leave. Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to utilize these benefits. However, employees may elect to utilize accrued benefits to supplement these benefits.

### **Certification and Fitness for Duty Requirements**

Employees requesting family care, personal medical or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within fifteen (15) days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. In the center's discretion, employees may also be required to obtain a second and third certification from another health care provider at the



center's expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active duty orders and subsequent information concerning particular qualifying exigencies involved.

Employees requesting personal medical leave will also be required to provide a fitness for duty certification from their health care provider prior to returning to work.

### **Scheduling Leave and Temporary Transfers**

Where possible, employees should attempt to schedule leave so as not to unduly disrupt operations. Employees requesting leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave.

### **Health Insurance**

HFCC&DC will maintain an employee's health insurance coverage during leave on the same basis as if he/she were still working up to a maximum of twelve (12) weeks and would cease at the end of the month in which the twelfth (12<sup>th</sup>) week exhausted. If health insurance ceased, then employees may be eligible to continue coverage under COBRA, mini COBRA, or state provisions as applicable.

Employees must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within thirty (30) days of when they are due may result in a lapse of coverage. In this event, HFCC&DC will notify the employee fifteen (15) days before the date coverage will lapse that coverage will terminate unless payments are promptly made. Alternatively, at the center's option, HFCC&DC may pay the employee's share of the premiums during the leave and recover the costs of this insurance upon the employee's return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if an employee does not return to work at the end of leave, HFCC&DC may require the employee to reimburse HFCC&DC for the health insurance premiums paid during the leave.

### **Return to Work**

Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

### **Spouse Aggregation**

In the case where an employee and his or her spouse are both employed by HFCC&DC, the total number of weeks to which both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to twelve (12) weeks per leave year. Similarly, a husband and wife employed by HFCC&DC will be limited to a combined total of twenty-six (26) weeks of leave to care for a military service member. This twenty-six (26) week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

### **General Provisions**

**Failure to Return:** Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment.

**Alternative Employment:** No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by HFCC&DC. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated.

**False Reason for Leave:** Termination will occur if an employee gives a false reason for a leave.

### **B. Bereavement leave**

Eligible employees may be granted up to three (3) days paid leave, inclusive of the day of the funeral, due to the death of an **Immediate Family** member. HFCC&DC defines **Immediate Family** as the employee's spouse, mother, father, children, brothers, sisters, mother-in-law, father-in-law, daughters-in-law, sons-in-law, grandparents, and grandchildren. Immediate family members also include current step relations for spouse and children. A copy of documentation is required for the personnel file and to be submitted within the same pay period as the request.

Eligible employees may be granted up to one paid day to attend the funeral of a relative other than **Immediate Family** including sisters-in-law, brothers-in-law, aunt, uncle, niece, nephew, great-grandparents or other close relatives not residing with the employee. A copy of documentation is required for the personnel file and to be submitted within the same pay period as the request.

### **C. Jury leave**

Full-time employees will be granted time off to serve on jury duty. Full-time employees are eligible for jury duty pay the first of the month, following date of hire or status change to full-time. In addition, full-time employees are eligible to receive the difference in payment for serving on jury duty had they worked their regularly scheduled shift for that day(s). This paid jury duty will be limited to three (3) days. Paid jury duty will be paid once all documentation from serving and payment for serving has been received by the executive director or assistant director and will be processed in the next payroll process. However, all full-time and part-time

employees will keep on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file, including documentation of payment received. When the court obligation does not demand services for a full day, the employee must return to work.

#### D. Military leave

Employees will be granted time off to serve military leave without pay in accordance with applicable law. However, all employees both full-time and part-time will be kept on the active payroll until their civic duties have been completed.

#### E. Personal leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, paid time off, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the executive director.

All personal leave is unpaid. An employee will earn no paid time off (PTO) or sick time during an unpaid leave of absence.

### 4.6 SICK TIME

HFCC&DC provides paid sick leave benefits to all eligible employees for periods of temporary illness of the employee and absence to care for a child, spouse or family member residing with the employee and who is dependent upon the employee for his/her care. This includes time off for Family Medical Leave or any other required leave of absence or time off, with the exception of Worker's Compensation. It is provided for the purpose of allowing employees to take time off for medical reasons only.

**Full-time** employees (exempt and non-exempt) will accrue sick leave benefits at the rate of 7 hours a month, (one day for every full month of service).

**Part-time** employees will accrue sick leave benefits on a pro-rated basis according to the typical average hours worked.

**Casual-time** employees do not accrue paid sick leave benefits

Employees begin to accrue sick leave on the first full month after the hire date.

Employees can request the use of earned paid sick leave after completing one full month of employment. Paid sick leave can be used in increments of one-half days. Sick leave is not granted in hours.

Employees who are unable to report to work due to illness or injury should notify administration before the scheduled start of their workday. The administration must also be notified for each additional day of absence.

An employee may be asked to furnish medical certification of their illness or injury before sick leave benefits are paid. Further certification may be necessary before returning to work. If the required documentation is not presented within a week, sick time will not be paid and your sick time allotment will be deducted as applicable from your total.

**Full-time** (exempt and non-exempt) employees can accrue sick leave until the employee has accrued a total of thirty (30) calendar days' worth of sick leave. The maximum accrued sick leave days for **Part-time** employees are determined on a prorated basis according to typical hours worked. If the employee's benefits reach this maximum, further accrual of sick leave will be suspended until the balance falls below the maximum.

Once an employee has used accrued sick leave and accrued paid time off, a special leave of absence without pay may be applied for. Unused sick leave will not be paid to employees while they are employed or upon separation from employment. Abuse of the sick leave policy may be grounds for disciplinary action and termination.

Employees may not take time off without pay in lieu of using earned sick leave, or paid time off (PTO).

Employees who separate from HFCC&DC will forfeit any unused sick time, unless state or local law requires otherwise.

#### **4.7 PAID TIME OFF (PTO)**

Paid time off (PTO) is a combination of previously paid vacation and personal time. PTO is available for full-time and part-time employees. Casual-time employees are not eligible for paid time off.

##### ***PTO Time Effective as of 7/1/2023***

**Adjustments will be made on anniversary date for the following years of service:**

##### **PTO (Full-Time) # Hours**

Up to 3 years 84

After 3 years 119

After 8 years 154

After 13 years 189

**Sick – 5 days a week – 7/month – max 455**

##### **PTO (4 days/wk) # Hours**

Up to 3 years 67.2

After 3 years 95.2

After 8 years 123.2

After 13 years 151.2

**Sick – 4 days a week – 5.60/month – max 364**

##### **PTO (3 days/wk) # Hours**

Up to 3 years 50.4

After 3 years 71.4

After 8 years 92.4

**Sick – 3 days a week – 4.20/month – max 273**

After 13 years 113.4

PTO depends on start date. If start after January 1 then subtract 7 hours per month missed. Ex. If the employee starts in May. May is the 5<sup>th</sup> month so there are 7 months left in the year therefore the employee will have 7x7hours = 42 hours of PTO.

**NEW EMPLOYEES** begin to earn paid time off on the last day of the first full month of employment. Full-time employees accrue paid time off (PTO) days at a rate of 7 hours each month or 1 day each month or 12 days per year. Part-time employees accrue paid time off (PTO) days at a rate of 5.60 hours each month or 8.4 days per year. A day of paid time off (PTO) used is to be equal in hours to an average day worked by the employee. Paid time off (PTO) may not be taken until the employee has successfully completed the first full month of employment. This accrued paid time off must be taken before December 31<sup>st</sup> of the first calendar year of employment.

Paid time off (PTO) requests are to be submitted in ConnectTeams app to the executive director and assistant director with a minimum of two (2) weeks in advance notice and are subject to approval. Paid time off (PTO) must be taken in at least one-half (½) day increments. Preference will be given to employees who have requested consecutive days off. (ex. Employee A has requested paid time off (PTO) for five (5) consecutive days in July. Employee B requests one day off during the same period. Preference will be given to Employee A.)

Paid time off (PTO) is approved based on a number of factors including business needs and staffing ratios.

Paid time off (PTO) time does not carry over from one year to the next. Time not taken in a calendar year will be forfeited by the employee.

Employees may not take time off without pay in lieu of using earned paid time off.

The executive director may authorize paid time off (PTO) in an amount equal to the total number of paid time off (PTO) days for the current calendar year.

Paid time off (PTO) will be calculated based on the employee's straight-time pay rate (in effect when PTO benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence.

Paid time off pay does not include bonuses or other special forms of compensation.

Paid time off benefits for exempt employees is based on their normal wages.

Upon termination of employment, employees will be paid for paid time off benefits which have accrued through the last day of work or as required by state law.

## **4.8 CHILD CARE FOR STAFF**

HFCC&DC offers its employees reduced fees for child care services.

100% fee waived for Full Time employees.

100 % fee waived during scheduled shift for part-time employees. \$37.50 per day for non-scheduled days.

## **SECTION 5 EMPLOYEE CONDUCT**

### **5.1 STANDARDS OF CONDUCT**

The work rules and standards of conduct for HFCC&DC are important, and HFCC&DC regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting HFCC&DC's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of center-owned or client-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in the workplace. Smoking and spit tobacco use is prohibited on the premises and everywhere in the presence of children. Staff shall ensure that children will not see anyone smoking or using any tobacco products on the center property. All tobacco products, lighters and matches shall be kept out of the children's reach. Employees must thoroughly wash their hands after use of all tobacco products before giving care to children at the beginning of their scheduled shift.
- Sexual or other unlawful or unwelcome harassment.
- Excessive absenteeism or any absence without notice.

- Unauthorized use of center telephones, or other center-owned equipment.
- Using center equipment for purposes other than business (e. g. playing games on computers or personal internet usage).
- Using personal electronic equipment (cellular telephones, iPod, MP3 players, and hand-held video games. etc.) is prohibited for use in all areas of the center and playground except for the area of the staff break room.
- Sleeping while being paid to work.
- Taking staff breaks in any of the classrooms.
- Unauthorized disclosure of business practices or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

## **5.2 CORRECTIVE ACTION**

HFCC&DC holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, corrective action will be taken.

Corrective action at HFCC&DC is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning and finally termination of employment. In deciding which initial corrective action would be appropriate, administration will consider the seriousness of the infraction, the circumstances surrounding the matter and the employee's previous record.

Though committed to a progressive approach to corrective action, HFCC&DC considers certain rule infractions and violations of standards as grounds for immediate termination of employment. When and if a rule infraction (and/or violation of standards) constitutes grounds for immediate termination of employment is at the discretion of the center. Furthermore, employment at the center is "at will" and the center reserves the right to terminate for any or no reason at any given time.

Upon the occurrence of non-compliance with this code, the following steps will be followed:

### **Step 1: Verbal Warning**

If an employee is given a verbal warning, he/she must sign and date a statement acknowledging that he or she was given a verbal warning. Failure to do so will result in immediate termination. This statement must also be signed by administration.

### **Step 2: Written Warning**

If an employee is given a written warning, the warning must be signed and dated by employee. Failure to do so will result in immediate termination. The written warning must also be signed by administration.

### **Step 3: Termination**

All written terminations must be signed and dated by employee. Written terminations must also be signed by administration.

### **5.3 COMPUTER USE**

Use of HFCC&DC's computer and telecommunication resources and other center equipment by a person who is not properly authorized is not permitted. All employees have the responsibility to use their assigned computer and telecommunication resources in an efficient, effective, ethical and lawful manner.

Employees may not install software onto their individual computers or the network without management authorization to do so. Any duplication of copyrighted software, except for backup and archival purposes, is a violation of organization policy and federal law. HFCC&DC may delete unlicensed and personal software without notice.

### **5.4 ELECTRONIC COMMUNICATION**

All communications transmitted by, received from, or stored in HFCC&DC computer systems are considered to be the property of HFCC&DC. The following apply to use of HFCC&DC's computer and telecommunication resources and services:

- Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
- Employees should not alter or copy files belonging to others without first obtaining permission from the owner of the file.
- No personal right of privacy exists in any file contained within or transmitted by HFCC&DC's computers. HFCC&DC reserves the right to monitor the operation of these systems, to access all records within them, and to retain or dispose of those records as it deems necessary.
- Electronic communication (e-mail, voice mail, internet, etc.) should not be used in any way that is a disruptive, offense to others, harmful to morale, fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful. Specifically prohibited are sexually explicit materials, ethnic or racial slurs, or anything that may be construed as disparaging of others based on race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, genetic information, pregnancy, or any other basis prohibited by applicable state, federal or local laws. This also applies to downloading, displaying or storing of such materials in HFCC&DC's computers.
- The computer and telecommunication resources and services of HFCC&DC may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and self-replicating code), religious or political material.
- While HFCC&DC understands that employees occasionally use their computer and the internet for personal use on break times, such use should be kept to a minimum and should not interfere with the performance and completion of their job responsibilities.
- Employees are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Employees are responsible for all transactions made using their passwords.



- The rules in this Employee Handbook on confidentiality and electronic communication extend to social media to the extent it is used on our equipment or with identification of HFCC&DC as your employer. Please be mindful and careful when engaging in exchanges of social media with other employees, and our families, vendors, sponsors, customers, and the like, so that you do not disclose out confidential information to outsiders or the general public, and so that the employee represents the center in a positive light. Even seemingly harmless posts on social media sites (including but not limited to Facebook, Twitter and Instagram) can violate the privacy of children and families. Social media comments that are playful or teasing in a personal setting may be out of place when identified with us. If an employee identifies themselves as an employee of the HFCC&DC in social media, the employee may be subject to the applicable portions of this Employee Handbook with respect to that conduct.

## **5.5 PHONE USAGE/CELL PHONE**

HFCC&DC's telephones are intended for the use of serving our families and in conducting company business.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

Personal calls should be kept to a minimum and should not interfere with the employee's work. Excessive use of the phones during work time will result in discipline.

In order to maintain a safe and professional workplace, cell phone use for personal phone calls, answering personal email, texting, taking photographs or surfing the web is not permitted. HFCC&DC maintains a ZERO PERCENT CELL PHONE TOLERANCE POLICY (please see attached)

However, there may be times when a cell phone or walkie-talkie will be required for safety when off-site during playground time or trips outside of the premises. These instances will be evaluated on a case-by-case basis.

## **5.6 OUTSIDE EMPLOYMENT**

Employees may hold outside jobs in non-related businesses or professions or attend college classes as long as the employee meets the performance standards of their job description with HFCC&DC. Employees will be subject to HFCC&DC's scheduling demands, regardless of other outside work assignments.

Employees may provide private baby-sitting services to the families enrolled at HFCC&DC if requested to do so by the family. All center-related information must remain confidential and is not to be discussed while performing baby-sitting services. Employees shall not solicit or advertise such services on HFCC&DC premises. Confidential information such as names, addresses and phone numbers of families registered at HFCC&DC may not be used to solicit or advertise private baby-sitting services. HFCC&DC's office space, equipment and materials are not to be used for outside employment.

## **5.7 DRESS CODE**

What we wear will identify that we are staff members of the center. We are presenting a professional appearance to the parents and community that we serve, as well as, being role models to the children in the center. All clothing must be neat, clean, and absent of holes and absent of frayed or rolled up hems. Refrain from wearing anything that would impede your work of giving safe and quality care to the children. Your choices should provide you with appropriate body covering for the work you are doing. In addition, remember to smile—it increases your face value!

It is understandable that working with children requires comfortable clothing. It is required that clothing worn at the center be clean and neat and provide you with the ability to bend, reach, run, jump, stoop, crawl, and sit on the floor while maintaining a professional appearance.

### **Printing on Clothing**

All staff should not wear clothing with any form of printing on it other than the HFCC&DC logo, positive affirmation/quote and/or the employee's name.

### **Jewelry**

All staff should limit jewelry to stud earrings (stud earrings are ear jewelry made up of a small component that fits onto the perimeters of the earlobe and does not dangle down), finger rings that are small enough that they do not scratch children, and a wristwatch. Necklaces must be worn under clothing.

Medical identification necklaces are acceptable when worn under clothing and medical identification bracelets are appropriate when worn like a wristwatch.

### **Body Art**

Any body art that may be considered offensive must be covered.

The food service staff is required to wear HFCC&DC hats or hair nets that are provided by the center. Food service staff is allowed to only wear a plain wedding band for jewelry, unless there is a medical reason. All fingernails must be kept short and clean with no nail polish. Aprons will be provided by the center and must be worn.

### **Attire**

Capri pants and knee length shorts are permitted to be worn April 1<sup>st</sup> through October 31<sup>st</sup>. Capri pants and shorts must not be shorter than the length of the staff's middle finger when standing with your hand against your outer thigh. Capri pants are in denim, corduroy, scrub (uniform) or cotton material pants in the colors of navy blue, dark grey, brown color line (tan, stonewash, khaki, and brown), green color line (olive, hunter and forest)black or denim. Low-rider or cargo capris are not permitted.

### **Shirts**

All staff may only wear HFCC&DC logo t-shirts, sweatshirts or zip-up jackets. T-shirts can be short or long sleeved. All shirts must be either tucked in or long enough to cover the hips.

### **Shoes**

All staff shall wear shoes that have enclosed toes and heels and rubber soles for safety reasons.

### **Perfume and Makeup**

Perfume is not acceptable due to allergies and sensitivities of the children and other staff members. Makeup should be limited to a moderate amount. Fingernails should be kept clean and cannot exceed the end of the fingertip in length to prevent the accidental scratching of children. Nail polish must be well maintained with no chips or peeling and limited to the colors of clear or pale pink that looks natural. The center is following the Standards of Caring for Our Children National Health and Safety Standards which states that nails should be kept short and acrylic nails are not permitted.

### **Hair and Facial Hair**

Hair must be clean and controlled so that it does not fall into food or onto children as we are giving care to them. Beards and moustaches must be neat and trimmed. If working in the kitchen area, a beard net must be worn. Shoulder length to long hair must be pulled back and secured.

Consequences of breaking dress code

1. Consequences dealing with all items above, with the exception of Capri pants or skirts, will result in:
  - a. First time offences will be written warning.
  - b. Second time offense will be sent home to change and must return back to work.
2. Consequences dealing with the length of Capri pants or skirts will result in:
  - a. First time offense will be a written warning.
  - b. Second time offense will be no longer permitted to wear Capri pants or skirts.

## **5.8 PARKING**

Employees are to park their cars in the parking lot. All spaces designated by reserved signage are for family pick-up and drop-off. Please do not park in parent designated spaces. All staff receive a parking pass and will be allotted certain time to park in the designated spaces.

## **5.9 VISITORS IN THE WORKPLACE**

To provide for the safety and security of children, employees, visitors and the facilities at HFCC&DC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects the children, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors must enter through the main reception area. Employees may not open the door to any visitor. All visitors must be admitted by the administration that is on duty. Authorized visitors must sign in on the clipboard located in the office and will be escorted to their

destination and must be accompanied by an employee at all times. When leaving the center, all visitors must sign back out on the clipboard located in the office.

## **5.10 WEAPONS**

Pursuant to the West Virginia Child Care Licensing Regulations and for the safety of the children, weapons of any kind are absolutely forbidden on the premises of the center. If a weapon of any nature is discovered on the person of a parent or other caregiver (which shall include any person that has been identified as a responsible person for retrieving a student of the center); discovered on the person of an individual accompanying a parent or caregiver; or discovered on the person of a child that is a student at the center (the term "person" shall include the belongings of the people identified above), the executive director shall take immediate and appropriate action to secure the immediate and future safety of all children at the center. Such action may include, but is not necessarily limited to, asking the person possessing the weapon to vacate the premises, calling law enforcement officials, and/or expelling the student.

HFCC&DC has the right to conduct a search of all property owned or controlled by the center (desks, computers, cabinets, etc.) and employee property on the facilities, such as handbags and briefcases, if there is reasonable suspicion to believe that a safety concern or imminent danger exists, or that a violation of the weapons policy has occurred. HFCC&DC may, but is not required, to obtain the employee's consent when property belonging to or used by an employee is to be searched.

## **5.11 SECURITY CARDS/BUILDING SAFETY**

For the safety of the children and staff at the facility, HFCC&DC uses a secure entry system. Each employee is issued a security key card for entering the building. The first issued key card is free. There will be a \$10 fee charged if key cards are lost or broken. Employees are responsible for bringing the key card to work each day. Employees may not lend their security key card to anyone or use any other employee's key card to enter the building. If an employee forgets to bring his/her key to work, the employee must notify the executive director or assistant director immediately.

Lost security keys must be reported to the executive director or assistant director immediately.

Employees may not open the door to anyone who does not have a security key card. A closed-circuit monitoring and buzzer system are in place in the office. Anyone coming to the door without a security key card must ring the buzzer and wait to be given entrance or met by administration.

Employees are not allowed in the building during non-business hours without prior permission from the executive director.

## **5.12 PERSONAL PROPERTY**

Personal items and property of any value should be carefully safeguarded. Purses, wallets and valuables should not be left unattended. All employees should be sure that their own personal

insurance policies cover the loss of anything occasionally left at the office. HFCC&DC assumes no risk for any loss or damage to personal property.

### **5.13 HEALTH INFORMATION**

Employees, who become aware of any health-related issue which may affect his /her ability to perform the functions of his /her job, should notify their supervisor of their health status.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

### **5.14 EMPLOYEE REQUIRING MEDICAL ATTENTION**

In the event an employee requires medical attention, whether injured or becoming ill while at work, and if it is necessary for the employee to go to the hospital, a call will be made to 911 to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. A physician’s “return to work” notice is required.

Reasonable Accommodation will be made for employees who have a temporary illness, injury or medical condition, including pregnancy, which allows them to return to work but prevents them from performing their required duties. In such cases the employee will be required to provide a letter from their doctor certifying specifically what duties the employee can and cannot perform. Whenever possible, HFCC&DC will reassign the employee to duties that are more suitable. Reasonable accommodation may not be possible in all cases.

### **5.15 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with an administrator immediately. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. Employees should receive a response to his/her complaint within forty-eight (48) hours. If the employee does not receive a response from administrator within forty-eight (48) hours, the employee should contact the executive director. Furthermore, if the employee and administrator do not solve the problem, HFCC&DC encourages employees to contact the executive director, who will promptly investigate the complaint and respond to the employee within fourteen (14) days.

### **5.16 STAFF MEETINGS**

Staff meetings will be held once a month and attendance is mandatory. These informative meetings allow employees to be informed on current trainings, recent center activities, changes in the workplace and employee recognition. Each employee is responsible for the content of all staff meetings.

### **5.17 STAFF BREAK-ROOM POSTINGS**

The employee is responsible for reading necessary information that is posted in the break-room.

## **5.18 SUGGESTION BOX**

HFCC&DC encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the suggestion box located in the hallway outside the office. If this is done anonymously, every care will be taken to preserve the employee's privacy.

## **SECTION 6 WORKING WITH CHILDREN**

### **6.1 STATEMENT OF PURPOSE**

HFCC&DC offers high-quality; developmentally appropriate early care and education for young children ages 6 weeks through beginning kindergarten. The center is open Monday through Friday, 6 a.m. to 6 p.m.

We offer programs for infants, toddlers, twos, preschool and pre-kindergarten age children. The goals and objectives for each of these programs are listed below:

### **6.2 PROGRAMS**

The programs at HFCC&DC will focus on five major areas of development: social/emotional skills, language skills, cognitive skills, motor skills, and creative expression. A schedule for daily activities and a weekly lesson plan is available for each age group. Activities will include academics, special projects, field trips, etc. Each classroom follows a consistent schedule that joins routines such as eating and resting with learning activities. Outdoor and large motor activities are always included in the daily routine. Children will develop a variety of skills such as singing, listening, building, sharing, reading, discovering, negotiating, problem-solving, role playing, counting, and sorting. A monthly newsletter will be made available to you either by hard copy or electronically to help keep you informed of center activities and news.

The children will be grouped by age and developmental level. Expected entrance date into Kindergarten will also be considered. Activities and learning expectations will be adjusted to the age, maturity, and abilities of the children in the group. The center serves children with special needs by consulting parents, appropriate professional health consultants, and employees to develop lesson plans (including sufficient staff and equipment) that encourage growth for each individual child.

Transition from classroom to classroom is based on each child's individual growth, development, and age. Parent consultations promote communication about each child's readiness to move to the next classroom. Parents are encouraged to visit the new classroom and get to know the teachers prior to the move. Each child will begin visiting their new classroom prior to moving into the group. The visits will be monitored by the floor coordinator and adjustments made according to the child's needs. The process of transition from one class to another may be

difficult and/or exciting for children and parents. The HFCC&DC employee works to make a smooth transition for everyone involved.

### **Infants**

The infant program is for children between the ages of six (6) weeks and nine (9) months with the capacity of eight (8) infants. The program follows your child's established schedule. Each baby is assigned to one teacher as a primary caregiver. This allows the teacher and children to form deep, enduring relationships. That teacher partners with the child's family and facilitates the child's relationships with the other children and adults in the setting. Two infant care teachers may work as a team, with each taking primary responsibility for certain children and using the other as back-up when necessary. Each baby has her/his own crib, eats in a highchair when developmentally ready, weekly lesson plans include enjoying floor time, outdoor time traveling in a stroller to the playground, stories are read to the children and music is played for their listening enjoyment.

### **Wobblers & Toddlers**

This program is for children nine (9) months to twenty-four (24) months with the capacity of eight (8) children in each group. Each child is assigned to one care teacher as a primary caregiver. This allows the teacher and children to form deep, enduring relationships. That teacher partners with the child's family and facilitates the child's relationships with the other children and adults in the setting. Two teachers may work as a team, with each taking primary responsibility for certain children and using the other as back-up when necessary. The children have floor play, eat in low highchairs, sleep in cribs or on low cots, have art experiences, hear stories, sing and dance, and enjoy outdoor playground activities.

### **Two-year-old Class**

This program is for children twenty-four (24) to thirty-six (36) months of age with the capacity of twelve (12) children. The program is comprised of specific long-term and short-term goals, taking into consideration the changing needs, interests and special characteristics of the children and their families. Within our goals are target objectives based upon NAEYC (National Association for the Education of Young Children) and Creative Curriculum to ensure the children learn about themselves, their feelings, communicating, moving, and doing and to acquire thinking skills. All of our program goals and objectives work towards supporting families in their role as primary educators of their child.

### **Preschool Care**

Children age three (3) and four (4), two (2) years prior to entering Kindergarten is in a classroom on the second floor of the facility. This classroom is identified as Preschool 1; with the capacity of 10 students this program follows a weekly lesson plan and use Creative Curriculum. Creative Curriculum is a play-based curriculum with activity centers that include dramatic play, sand and water, art, toys and games, blocks, library, discovery, music and movement, cooking and computers. It is teacher facilitated and flows on child-choice. An after-lunch rest period, snack, and choice of play round out the day. Progress reports are given at parent teacher conferences which are offered twice a year.

### **Pre-Kindergarten Class**

HFCC& DC is joined in a collaborative effort with the Ohio County School System in providing two (2) West Virginia pre-kindergarten classes in our center. These classes are for children who will enter Kindergarten with one (1) year. A variety of pre-kindergarten experiences will be offered by a teacher who is certified by the State of West Virginia in pre-kindergarten education. The goal of the class is to support each child to reach the outcomes of the West Virginia Early Learning Standards. It is a high-quality, developmentally appropriate program designed to meet the social, cognitive, linguistic, emotional, cultural and physical needs of 4 year olds and 3 year olds as mandated by the state and federal law.

This is a free service offered to families who are Ohio County residents. The class is in session Monday through Friday, 8:30 a.m. to 1:30 p.m. Wrap-around care is also, offered to this age group Monday through Friday, 6 a.m. to 8:30 a.m., 1:30 p.m. to 6 p.m. for a cost of \$115/week.

An additional feature of this collaborative program is that children can receive free OT, PT and speech services if needed for developmental delays.

Daily ongoing observations are documented with anecdotal notes, photographs, audio clips, and children's work samples. Parent teacher conferences are offered twice each year to review these observations. Children are evaluated three times per year; fall, winter and spring. Evaluations include physical development and health and safety practices.

If you are interested in enrolling your child in this program, you will be required to complete all documentation required by HFCC&DC, as well as documentation for the Ohio County school system.

### **6.3 ADMISSIONS AND DISCHARGE**

It is our goal that each child has a friendly and fun early childhood experience while at HFCC&DC. A pre-admission visit is required before a child may enroll. At this time, the family can visit the center for a tour of the facility, meet with the staff, and have interaction time with the child's particular class group. A one (1) to two (2) hour visit is encouraged to help in the transition process.

The parent and/or guardian will discuss the child's developmental history, personal characteristics, and special needs with the executive director. Policies, fees, and expectations will be discussed, as well as an overview of the program in which the child will participate.

Parents will receive an extensive information packet that will include many forms including the center application, a parent handbook, and a health assessment record. The pre-admission conference will be documented in the child's file.

There is a \$50.00 non-refundable registration fee payable prior to attendance.

Discharge from child care can be done by either the parents or the center. Parents who no longer need HFCC&DC's services must give a minimum of five (5) business days' notice. If a child has one (1) week of non-attendance without payment, that child will be removed from the roster



and the child's space will be filled. This one (1) week of tuition fee will be charged to the customer's account. Collection proceedings may be used to collect outstanding debts.

Chronic late picking up of a child will result in the discharge of the child from the center.

Behavioral problems not resolved through our behavior management policy may also result in the discharge of a child. Because parents are involved from the beginning in the behavior management process, they will certainly be informed in advanced when the center requests the discharge of a child for behavioral reasons, except in cases of emergencies or investigations related to child abuse and neglect.

HFCC&DC strives to ensure safety and reduce the risk of harm for all children, parents, employees and visitors that participate in our program.

To this end, we have created an Emergency Operations Plan Manual. A copy of the emergency procedures can be provided to any parent, custodian, or guardian of a child or an employee upon request. Copy of the emergency procedures plan will be provided upon request to any parent, custodian or guardian of a child at the time of the child's enrollment in the center and at the time the plan is updated. A copy of the plan will be provided to an employee upon request.

Safety is of utmost importance to all employees in the center and mandatory annual safety trainings are provided for employees. These include, but are not limited to: fire safety and the use of fire extinguishers, CPR and First Aid, Safe Sleep for Infants, Food Handlers, Medication Administration, Dental Hygiene and Child Abuse and Neglect.

The center carries general, directors and officers liability insurance coverage. Additional information will be provided upon request.

A copy of this Statement of Purpose will be available to staff members and parents upon request.

#### **6.4 DHHR REQUIREMENTS FOR WORKING IN A CHILD CARE FACILITY**

The Department of Health and Human Resources requires that anyone working in a child care facility meet certain requirements. Specifically, employees are required to comply with the following conditions for employment in a child care facility:

1. Be trained in CPR, first aid and the Heimlich maneuver. Training is offered by local hospitals and community organizations. Employees will be compensated with payment of wages for the time spent participating in the training. The center will be responsible for the costs of approved trainings. A copy of the employee's CPR and First Aid cards will be kept in the employee's file. CPR and First Aid must be renewed when the employee's certification card expires.
2. Have a recent health assessment performed not more than ninety (90) days prior to the date hired and signed by a licensed health care provider. The results must be on file no later than 30 days from the first day of employment and must include a physical examination including vision and hearing screening and significant health history and have the results on file, no later than thirty (30) days from the first day of employment.

The licensed health care provider must include a statement that the prospective staff member has not known condition or disease which will interfere with the proper care of children. The employee must obtain a tuberculosis risk assessment that is repeated annually or a tuberculosis screening by the Mantoux method, if a screening is indicated by the tuberculosis risk assessment. The cost of the health assessment is the responsibility of the employee. All employees must have a health assessment at least every two (2) years. HFCC&DC will cover the cost of annual TB testing for current employees. The cost incurred for this annual TB test will be reimbursed (\$30 maximum reimbursement), upon producing a receipt of the charges. New employees will be required to pay for their initial TB test. The cost incurred for this initial TB test will be reimbursed (\$30 maximum reimbursement) after ninety (90) days of employment, upon producing a receipt of the charges. Employees must be able to perform the required functions of a worker in a child care facility in order to be eligible for and to remain employed. The executive director may request a record of immunizations. All of these test results must be provided to the center by the employee's health care provider. All results will be held in strict confidence. Copies of employee's health information will be maintained in the employee's personnel file. Access to these files is restricted to the executive director, assistant director, board members, or licensing specialists.

3. Submit to a criminal background investigation by the West Virginia Department of Military Affairs and Public Safety, Criminal Identification Bureau, the Department of Health and Human Resources and any authorized agency of a previous state of residence or the state of the employee's residence. The investigation will include fingerprinting. It also includes a check of the West Virginia State Police on-line Sex Offender Registry prior to employment. All employees must have a high school diploma or GED and be at least eighteen (18) years old. Directors, assistant directors and lead teachers must be at least twenty-one (21) years old.
4. Provide at least two (2) letters of reference from non-relatives who have known the employee for more than one year. Directors must have three (3) letters of reference.
5. Attend a food-handlers class sponsored by the Ohio County Health Department. A copy of the employee's food-handler card will be kept in the employee's personnel file. The card must be renewed every two (2) years or upon expiration.
6. Protect all confidential information regarding children, parents and staff.
7. Meet with the executive director for a formal evaluation. New employees will be evaluated at the end of three (3) months, six (6) months and then at the end of one (1) year of employment. Employees must be evaluated annually thereafter.
8. Attend training and in-service and employee development programs on discipline and child development. ALL qualified employees are required to register with the West Virginia State Training and Registry System (STARS) program.
9. Report any criminal arrest, charge, indictment or conviction for a criminal offense to the executive director within twenty-four (24) hours of the event. The executive director will notify the local DHHR licensing representative of the employee's report within twenty-four (24) hours.

## **6.5 PROTECTING GOD'S CHILDREN/SAFE ENVIRONMENT**

VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. HFCC&DC is a

sponsored ministry of Catholic Charities of WV and is housed in a building that is owned and operated by the Diocese of Wheeling-Charleston. All diocesan employees who are in contact with children are required to attend VIRTUS training as part of the Diocese's plan for "Protecting God's Children". Holy Family joins the Diocese of Wheeling-Charleston in maintaining the highest possible standards to ensure the safety of our children. All employees and volunteers of the center are required to attend VIRTUS training. Employees must also complete a questionnaire to receive a copy of the Diocese of Wheeling-Charleston Office of Safe Environment policy relating to sexual abuse of children and complete a Background Screening Release form for that same office.

## **6.6 BEHAVIOR MANAGEMENT**

It is the policy of HFCC&DC to implement and maintain policies and procedures that ensure the guidance and discipline practices are constructive, educational in nature, and appropriate to each child's age and circumstances.

The behavior management plan for all children at the HFCC&DC will ensure that employees are aware of behavior issues relating to an individual child, while treating the behavior problem individually and in private. The behavior management is delegated to trained staff members who have an ongoing relationship with the child. A qualified, trained staff member is defined by the WV DHHR Licensing Regulations as an employee who meets the requirements under the WV DHHR Licensing rule for the position of executive director, assistant director, lead teacher, teacher, assistant teacher, or teaching assistant. The employee will report to the executive director and the child's parent when it appears that a child is developing a pattern of unacceptable behavior.

At all times, employees are responsible for providing guidance that is appropriate to each child's age, understanding and circumstances. Employees will teach by example, recognize and encourage acceptable behavior, make eye contact with the child and kneel or sit beside the child whenever possible when speaking to the child, supervise with kindness, understanding, and firmness. Employees will define clear limits and set fair and consistent rules. It is our goal as quality care providers and early educators to help children develop self-control and to assume responsibility for their own actions. Employees will guide children's activities in an orderly manner, prepare a child for the next activity a few minutes ahead of time, and allow for a brief transition time before beginning the new activity. Employees will help children avoid long waiting periods when they have nothing to do by ensuring that the environment includes materials and activities that hold their attention. Employees will help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.

When a behavior problem arises, staff members will incorporate the following techniques:

- Redirect the child to alternative behavior or other activities.
- Encourage the child to control their own behavior, cooperate with others, and solve problems by talking things out.
- Speak so that the child understands that feelings are acceptable, but inappropriate behaviors and actions are not.

- Use appropriate time-out periods, only as necessary and persistent and unacceptable. It will not be used for over one minute for each year of a child's age up to a maximum of five minutes for a five year old child. Time-out may be used only for children over the age of three (3) years. It will be used by a qualified employee familiar to the child. The employee must explain to the child how time-out works before it is first used and be clear about the behavior that will result in time-out. The employee will assume that time-out ends in a positive manner and helps the child explore their options that would have resulted in a different outcome.
- Ensure that during a time-out period the child is within sight and hearing of an employee in a safe, lighted and well-ventilated space.
- Maintain perspective about the minor misbehavior of the child and recognize that every infraction does not warrant employee attention or intervention.
- Take action that relates to inappropriate behavior and ensure that any action that is taken is without bias and in proportion to the child's act.

Employees and other adults, who include parents, guardians, family members, volunteers, and support staff at HFCC&DC, shall not handle behavior problems by:

- Subjecting a child to physical punishment of any kind, including, but not limited to, shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spitting, biting, hair pulling, yanking, slamming, excessive exercise or any cruel treatment that may cause pain.
- Putting anything in or on a child's mouth as punishment.
- Restraining a child by any means other than, a firm grasp around a child's arms or legs and then for only as long as is necessary for the child to regain control.
- Subjecting a child to psychological punishment of any kind, including but not limited to, ridicule, humiliation, or negative remarks about the child or the child's family, including remarks about race, gender, religion or cultural background.
- Using harsh or profane language, or actual or implied threats of physical punishment.
- Forcing or bribing a child to eat.
- Using food as a reward or punishment.
- Punishing or threatening a child in association with food, rest or toilet training.
- Isolating a child without supervision or placing the child in a dark area such as a box, closet or similar confined space.
- Permitting a child to discipline other children.
- Punishing an entire group for the actions of a few children.
- Seeking or accepting parental permission to use physical punishment or other actions that are prohibited.

When a child's behavior problems continue over time, the executive director and employee(s) with delegated responsibility shall develop and implement a plan for managing the difficult behavior. HFCC&DC will ensure that when possible, a parent participates in the development of the plan and, in all cases, the center shall provide the parent with a copy of the completed plan and regular written reports of the child's progress. When necessary and appropriate, other professionals will also participate in the development and implementation of the plan and, when necessary, receive written reports of the child's progress. Employees will cooperate in

implementing the plan and keep on file at the center, a copy of the plan, a record of the steps taken during implementation, and the child’s progress in meeting the goals of the plan.

### **6.7 NON-SEPARATION**

No employee shall be alone with a child behind closed doors. Sometimes a child needs a “time out” or an employee may need to separate the child from the group for any number of reasons. In no case shall a child be taken to a room with a closed door or a part of the building isolated from view. Another employee or administrator must be present if any situation arises that necessitates a child being separated from the general population.

### **6.8 STAFF/CHILD RATIOS**

HFCC&DC is licensed by the Department of Health and Human resources to serve 115 (115) children; capacity of thirty-five (35) children age: six (6) weeks to two (2) years and eighty (80) children age: two (2) to thirteen (13) years.

We are required by law to maintain certain staff/child ratios as follows:

Age of Children	Maximum number of children to be cared for by one qualified staff member	Maximum number of children in a group
6 weeks – 12 months	4	8
13 – 24 months	4	12
25 – 35 months	7	14
36 – 47 months	10	20
48 – 59 months	12	24
60 months – school age	12	24
WV PreK	10	20

During nap time, one (1) adult may supervise each room of sleeping children over twelve (12) months old (with the exception of the WV PreK classrooms, in which two (2) staff are required to supervise the children during all WV PreK operating hours,) provided additional qualified staff required to meet the staff/child ratio are on the premises and within calling distance of the area where the children are napping.

### **6.9 LESSON PLANS**

Lesson plans are prepared by classroom teachers for a specific age group. These plans are part of a flexible daily routine that is created to be developmentally appropriate enjoyable learning.

Lesson plans must be an appropriate balance of indoor and outdoor activities and must include activities that:

- Use both large and small muscles.
- Provide quiet and active play periods.
- Offer active and passive learning experiences.
- Offer individual and group activities.
- Provide teacher-initiated and child initiated activities.

Daily observations of children reveal their strengths and weaknesses. Lesson plans are created to support children in these elements of their development. Lesson plans are to be submitted to the administration for review, prior to implementation in the classroom.

## **6.10 FOOD PROGRAM**

HFCC&DC participates in the Child & Adult Care Food Program (hereinafter “CACFP”) administered by the West Virginia Department of Education. This program mandates that HFCC&DC follow meal requirements established by the United States Department of Agriculture (“USDA”). Breakfast shall include milk, a fruit or vegetable and grains or bread. A meat or meat alternative can be served in place of a grain for breakfast only three times in a week. Lunch shall include milk; meat or meat alternate; grains or bread; and two (2) different servings of vegetables or a vegetable and fruit. Snack shall include at least two (2) of the following five (5) groups: milk; meat or meat alternate; grains or bread; fruit; and vegetable.

HFCC&DC will only serve items listed on its monthly menu except that it will follow written direction provided by the parent or a licensed health care provider about a child’s special dietary needs, including special needs because of a medical condition or allergy. HFCC&DC will ask parents to provide a special dietary need plan from the licensed health care practitioner stating any foods to be avoided, any foods to be substituted, and any need for special utensils. HFCC&DC shall ensure that no more than four (4) hours elapse between meals and snacks, unless a child is asleep. HFCC&DC employees will encourage a child to eat the food served, but will not coerce or force feed a child.

All meals and snacks will be served in a setting that encourages socialization, where the children and staff members are seated when eating. Employees will provide supervision and model positive eating behaviors and social interactions.

A monthly menu for breakfast, lunch and snack can be found on the center’s website. A printed copy of the menu will be provided upon request. A copy of the monthly menu is posted in the foyer. HFCC&DC will follow written menus as planned and write any changes on the posted menu in the foyer. To assure each child receives healthy, freshly-prepared nutritionally balanced meals; our center does not allow foods to be brought from home.

An exception to the guidelines of this food program is the WV Pre-K program. Children enrolled in this collaborative program through Ohio County Schools are considered enrolled in public education by the West Virginia Department of Education. Because a child is enrolled the

county public education system, the parent/guardian cannot be forced to pay a meal bill by that system. Therefore, these WV Pre-K students have the option to bring their breakfast and lunch from home. In order to bring meals from home, parents/guardians are asked to practice healthy, nutritional guidelines that support positive growth and brain development for young children. HFCC&DC will feed children twelve (12) months of age and under according to a plan developed in consultation with the parent and may include advice from the child's licensed health care provider. HFCC&DC shall offer solid foods to infants six (6) months of age and younger only upon the recommendation of the parent.

When a child is being breast fed, HFCC&DC will ensure that the child's plan makes a provision for the mother to provide sufficient portions of breast milk or an alternative to satisfy the child throughout the day. HFCC&DC will not give commercial formula to the child receiving breast milk without written permission from the mother. Until a child is able to hold a bottle securely, HFCC&DC employees will hold the child while bottle feeding. When a child is no longer being held for feeding, HFCC&DC employees shall ensure that seating is age-appropriate and shall not prop bottles or allow the child to carry a bottle while moving about or walking.

HFCC&DC will store perishable food, formula and expressed breast milk in the refrigerator. Parents are required to clearly label each bottle of formula with the child's name, contents and the date received. Parents are required to clearly label each bottle of breast milk with the child's name, date expressed, date frozen if applicable, and date received. All bottles of formula or breast milk will have caps on them during storage. Parents are required to provide these caps and label them with the child's name or initials. Employees will wash their hands with soap and warm running water for at least twenty (20) seconds prior to preparing a bottle. All frozen breast milk will be thawed in the refrigerator or under cold running water and will not be refrozen. Employees will not use a microwave oven to warm a bottle of formula or breast milk and will not give any formula or breast milk to a child that is not labeled. Any unused breast milk will be discarded after each feeding. HFCC&DC will not accept previously opened baby food containers.

HFCC&DC will ensure that drinking water is available to children and employees and is freely accessible at all times to a child thirteen (13) months of age and over. HFCC&DC will ensure that a single service drinking cup is discarded after one use and/or that a non-disposable cup or glass is washed and sanitized after each use, except that glasses may be refilled with water for second servings during breakfast, lunch or snack.

HFCC&DC will assume that all children will attend five (5) days each week. If the child's schedule will not be five (5) days each week, HFCC&DC asks that the parent to call the center with their schedule changes by 8:00 a.m.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) FAX: (202) 690-7442; or
- (3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **6.11 FORMS**

There are a number of forms to be completed on a daily basis. Each employee will receive proper instruction about how and when to use HFCC&DC forms. All forms used by the center are considered legal documents and must be filled out properly.

All written communication is to be shown to the executive director before it is given to the parent.

## **6.12 ADMINISTERING MEDICATION**

Only employees who have completed Medication Administration training are qualified to administer medication.

Medication Administration procedures include:

HFCC&DC will only administer medication with a "Permission to Dispense" form completed by the child's licensed health care provider.



Medication will be stored in its original bottle or package in a locked cabinet or container that is inaccessible to children, away from food, and refrigerated or unrefrigerated according to instructions on the prescription, order or label. When the medication must be stored in the same refrigerator as food, staff will place the medication in a sealed plastic container. Medications that are designated for “Staff only” are to be stored in a separate container marked “Staff Medications” in a locked cabinet or container.

Medication will only be administered when the prescriptive medicine bottle or package has the original pharmacy label showing the prescription number, name of the medication, date the prescription was filled, the physician’s name, the child’s first and last names, specific, legible directions for administration and storage, and the expiration date.

Non-prescription medication will only be administered when the original non-prescriptive medicine bottle or package also has a label with the child’s first and last names, specific, legible directions for administration and storage, and the name of the licensed health care provider who wrote the order and the date of the order.

When the directions are not legible, employees will check with the child’s licensed health care provider or the pharmacy that filled the prescription.

When the child no longer needs the medication, its expiration date passes, employees shall return the medication to the parent, and document the date of its return. Employees will not administer medication after its expiration date.

Parents must sign the Medication Dispensing Form in ink for prescriptive and non-prescriptive medications to be given to their child. These forms are kept in the Medication Log Book. Employees will also sign this form with the child’s name, the date and time of the administration, the name and dosage of the medication, the child’s reaction, if any, and the name of the employee who administered it.

If a medication error is made, the employee who makes the error must inform the executive director and the parent of the child affected by the error. The executive director will contact the licensed health care provider of the child affected by the error. A Serious Occurrence Report will be completed by the employee who made the error. The employee(s) will observe the child for any reaction to the error. If a licensed health care provider has been contacted, the employee(s) will follow the provider’s instructions.

In the case of an incorrect entry in the medication administration log, the employee shall draw a line through any incorrect recording entry in the log, shall initial the error and shall write in the correct information.

Prior to the application of all hand lotion, sunscreens and lip balm, parents must sign a written permission form for these products to be applied. Employees will apply sun screen to a child up to four (4) years of age and a child more than four (4) years of age may apply his or her own sunscreen under the direct supervision of the employee.

## **6.13 ABUSE AND/OR NEGLECT**

**ALL STAFF AT HFCC&DC ARE MANDATED REPORTERS.**

Child abuse and neglect is defined as a physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or the attempted sale or negligent treatment or maltreatment of a child by a parent, guardian or custodian responsible for the child's welfare under circumstances which harm or threaten the health and welfare of the child.

All child care workers who reasonably suspect that a child at HFCC&DC is neglected or abused, or observe a child being subjected to conditions which could result in abuse or neglect, are required by West Virginia law to make a report of these suspicions or observations to the Department of Health and Human Resources (DHHR) immediately.

As a parent, WV Law (WV Code 49-6A-2) mandates that any person over the age of eighteen (18) who reasonably suspects that a child at HFCC&DC is neglected or abused, or if you observe a child being subjected to conditions which could result in abuse or neglect, you are required by West Virginia law to make a report of these suspicions or observations to the Department of Health and Human Resources (DHHR) immediately and not more than forty-eight (48) hours. The report can be made by telephoning the Child Abuse and Neglect Hotline at 1-800-352-6513.

Any staff suspected of child abuse and/or neglect will be reported to the Department of Health and Human Resources – Child Protective Services for a complete investigation. The staff member will be suspended pending the investigation. HFCC&DC fully cooperates with the Department of Health and Human Resources – Child Protective Services in child abuse and/or neglect investigations.

Because of the seriousness of child neglect and abuse, all suspicions and observations of it must be brought to light. Thus, if an employee is unsure whether a reasonable suspicion they have or an observation they have made really is abuse or neglect, that employee should still make the call and put the situation into the hands of the child protective workers at DHHR.

**Penalty for Failure to Report**

**Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine up to \$500.00 or up to six months imprisonment or both, and will face disciplinary action up to and including termination.**

**When an employee suspects another employee of child abuse or neglect towards a CCP enrolled child, the following procedure will be followed:**

1. Report the concern, which includes ANY suspicion of possible or intended harm to a CCP child, to the Center Director or Designated Person in Charge **immediately**. If the Center Director is not on site and the concern is reported to the Designated Person in Charge, the Designated Person in Charge will immediately contact the Center Director. The Center Director will report the concern to the Early Head Start Manager upon notification or within 12 hours. If the EHS

Manager is not available, contact the Executive Director or Assistant Director by phone. Do NOT let the incident go unreported.

2. Documentation of the incident will be completed by those involved and given to the Center Director who will forward the information to the Early Head Start Manager and/or Executive Director.
3. The Center Director and staff that are aware of the incident will report the incident to Child Protective Services within the same day that the concern is reported.
4. Confidentiality will be respected and maintained. Privileged information will only be share on an as needed basis with those needing to know.
5. Child Protective Services will conduct an investigation.
6. The Center Director will keep the Early Head Start Manager and/or Executive Director informed of all updates and provide the documentation as it is available throughout the investigation process.

#### **6.14 CHILD INJURY**

In the event that a child suffers a minor injury (ex. scrape, bump, or bruise) at the center, appropriate first aid and comfort will be given and a written report will be made to the parent at pick-up time. In addition to the written report, courtesy calls are given to parents for all head injuries and biting incidents. The written report is to be signed and one copy is provided for take-home and the other copy is made part of the child's record. In the event, that a child suffers a major injury, such as a severe cut, broken bone, etc. the parents and/or emergency contact will be immediately notified. The child will be transported by ambulance to the hospital listed on the "Emergency Card" or any hospital reasonably accessible. The center will send a teacher and the child's record with the child and remain with the child until the parent (or emergency contact) arrives.

In the attempt to keep our youngest children safe while sleeping and to help lower the risk of SIDS deaths, the center has a written safe infant sleep policy. Any employee, substitute employee or volunteer that care for infants up to one (1) year old are required to be trained and abide by this policy. This policy is located in the Administrative Manual, as well as, the Parent Handbook. HFCC&DC carries general, directors and officers liability insurance coverage. Additional information will be provided upon request.

#### **6.15 GROUP ASSIGNMENTS**

Employees are regularly assigned to the same group of children. However, sometimes it is necessary to move employees to meet the needs of the children, scheduled programs, and required staffing ratios. Changing teachers can be stressful for the children. To make transitions as easy as possible, employees should make it a point to get to know all the children at

HFCC&DC. It is the responsibility of the employee to know the location of the food restriction listings, emergency cards and first aid bags in each room that they work in.



## **ACKNOWLEDGEMENT AND RELEASE FORM**

*Employee Copy – Revision date January 2017*

I understand that I am an at-will employee, and I, therefore, understand that my employment may be terminated at any time, with or without prior notice, and with or without cause or reason by Holy Family Child Care & Development Center, Inc. Likewise, I understand that I am free to resign at any time, for any reason. No employee, agent, or representative of HFCC&DC other than its executive officers has authority to enter into any agreement guaranteeing employment for any specified period of time, or to make any representations, promises or agreements contrary to the foregoing. I further understand that any such agreement authorized by executive officers shall not be enforceable unless it is in writing and signed by both an executive officer and myself.

No employee handbook can anticipate every circumstance or question about policies. As HFCC&DC changes, the need may arise to change policies described in this handbook. HFCC&DC reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate in its sole and absolute discretion. As soon

as practical, HFCC&DC will notify all employees of such changes, and they will be applicable even if I have not signed a new Acknowledgement and Release form for them. This Handbook supersedes any previous Employee Handbook.

I understand and acknowledge that violation of the Employee Handbook or any other workplace rule may result in immediate disciplinary action against me, up to and including termination of employment.

My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

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Employee's Signature

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Date

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Employee's Printed Name



## **ACKNOWLEDGEMENT AND RELEASE FORM**

*Employer Copy- Revision date January 2017*

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My signature below indicates that I have read and understood this statement and have received a copy of the Employee Handbook. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

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Employee's Signature

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Date

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Employee's Printed Name