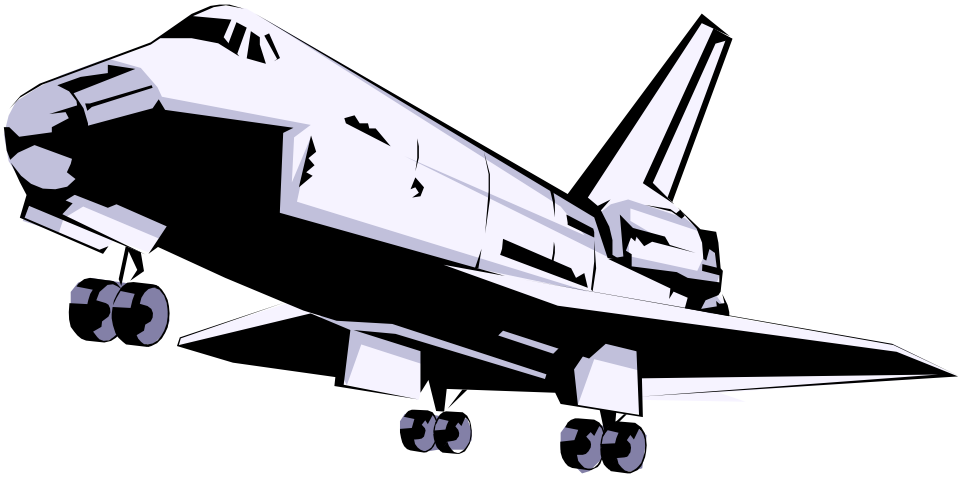
Aeronautical Center Employees Child Center, Incorporated

The Launching Pad



Employee Handbook

Revision D
March 2004

The Launching Pad
P.O. Box 810
Wheatland, OK 73097-0810
(405) 954-4901

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Teacher Pay Scale

	1	2	3	4	5	6	7	8	9	10
CC-01	$6.91	$7.44	$7.98	$8.51	$9.06	-	-	-	-	-
CC-02	$7.59	$8.12	$8.66	$9.19	$9.73	-	-	-	-	-
CC-03	$8.59	$9.12	$9.66	$10.19	$10.73	$11.26	$11.81	-	-	-
CC-04	$9.92	$10.47	$11.00	$11.54	$12.07	$12.61	$13.15	$13.68	$14.22	$14.75

Food Service Manager Pay Scale

	1	2	3	4	5	6	7	8	9	10
FS-01	$8.05	$8.39	$8.75	$9.10	$9.45	$9.80	$10.15	$10.50	$10.84	$11.20
FS-02	$9.91	$10.26	$10.61	$10.97	$11.31	$11.66	$12.01	$12.36	$12.71	$13.06

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INTRODUCTION

Welcome to The Launching Pad!

We are pleased you have joined us and hope that you will enjoy working here. This handbook explains and outlines your responsibilities as an employee.

You should read this handbook carefully and become aware of the Center's current policies, benefits, and procedures. This handbook is only a general guide to our policies, and is not intended to be a contract. The Center, from time to time, reviews its policies, procedures, and benefits, and makes revisions based on the need and desirability of changes. Thus, any policy, procedure, or benefit outlined in this handbook may be modified, increased, or decreased at any time.

If you have any questions, the Center Director will be glad to answer them.

The Aeronautical Center Employees Child Center, Incorporated, (ACECC, Inc.), is a private non-profit corporation that operates The Launching Pad. The corporation is represented by a Board of Directors ("the Board"). The Board is dedicated to the task of enhancing each child's development. The Board is committed to providing the highest quality childcare service in Central Oklahoma. You are very important to that commitment.

ACECC, Inc. is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, religion, sex, age, or national origin.

SECTION I. PHILOSOPHY

The Launching Pad Child Development Center is designed to provide a developmental program to foster the physical, social, emotional, and intellectual growth of young children. Space has been designed and the staff selected with the goal of providing an enriching environment. Parents are expected to participate in the ongoing activities of the center.

The most significant variable affecting the quality of the environment for young children is the training, experience, and commitment of the staff. There is agreement among early childhood educators and childcare practitioners that all persons who work in programs for young children should be trained for their work. Although working with young children can be very satisfying, the task is intellectually, physically, and emotionally demanding. While training is essential, the personal qualities of those people who work with young children is equally important.

The professional standards of The Launching Pad are intended to provide criteria for selecting the staff who can provide the highest quality of childcare to the children enrolled.

SECTION II. PROGRAM GOALS

The program goals, curriculum, structure, corporate organization, enrollment procedures, and operating policies are defined in the Parent Handbook. Each staff member will be provided a copy of that handbook, along with this handbook, and will be expected to read and become familiar with both. Each staff member will be expected to support the philosophy, curriculum, and operating policies of The Launching Pad, and to adhere to the policies and procedures.

Staff members are encouraged to make suggestions to improve the center as well as seek assistance when problems arise. Staff members are expected to conduct themselves in a professional manner and to continue training and professional development.

SECTION III. EMPLOYMENT REQUIREMENTS

A. **Application**

Persons wishing to apply for staff positions must submit a resume' or employment application to the Center Director. Resume' or application must include three (3) references with telephone numbers, addresses, and position titles. References may be contacted before an applicant is selected for an interview. Complete applications for qualified persons will remain in an active file for one (1) year, and applicants will be considered, as positions become available. When a staff vacancy occurs, the position may also be advertised in local newspapers, career development offices, etc. If an applicant is still available and interested in a position after one (1) year, a letter may be submitted to reactivate the application.

B. **Background Investigation**

Applicants are subject to a background investigation performed by the Federal Aviation Administration's Civil Aviation Security Division. The purpose of the investigation is to determine if the applicant is of suitable character and demeanor to deal with minor children and has not been convicted of any felony or misdemeanor, including, but not limited to, child abuse, molestation, indecent exposure, assault, rape, murder or any other criminal act involving force, violence, or moral turpitude. Applicants are required to submit fingerprints and criminal history background information, as well as any other information required by the federal, state, or local regulatory authorities.

C. **Nepotism Restrictions**

Family members of any member of the ACECC, Inc. Board of Directors are ineligible for employment in any capacity. Family members of any salaried employee of ACECC, Inc. are ineligible for employment as an hourly employee. For the purposes of this section, "Family Member" is defined as: Spouse, Child, Parent, Grandchild, Grandparent, Brother (including half brother), Sister (including half sister), Step Child, Step Parent, Step Brother, Step Sister, or Cousin.

SECTION IV. PAY GRADE ASSIGNMENTS, QUALIFICATIONS, AND WAITING PERIODS

A. Pay Grade Assignments

Employees are assigned a grade assignment based upon their level of education. Transcripts may be required in order to place an employee at the appropriate grade. An employee's progress to higher steps within the grade is dependent upon the employee's performance and the associated waiting period.

1. Teacher Grade Qualifications and Definitions

a. CC-01: High School Diploma, or GED
b. CC-02: Child Development Associate (CDA), Certificate of Mastery, or Associates Degree in an "Unrelated" field
c. CC-03: Bachelors Degree in an "Unrelated" field or an Associates Degree in a "Related field
d. CC-04: Bachelors Degree in a "Related" field
e. Definitions: "Related" field is defined as Early Childhood Education, and includes, but is not limited to Special Education, Secondary Education, Childhood Development, and Elementary Education. "Unrelated" fields are all others. An Associates Degree is a 2-year earned degree at an institution of higher learning. A Bachelors Degree is a 4-year earned degree at an institution of higher learning.

2. Food Service Manager Grade Qualifications and Definitions

a. FS-01: High School Diploma or GED
b. FS-02: Bachelors Degree in a "Related" field
c. Definitions: "Related" field is defined as Nutrition, and includes, but is not limited to Childhood Nutrition and Professional Food Service. "Unrelated" fields are all others. A Bachelors Degree is a 4-year earned degree at an institution of higher learning.

B. Waiting Periods

The waiting period between steps 1, 2, and 3 is 1 year. The waiting period between steps 3, 4, 5, and 6 is 2 years. The waiting period between steps 6, 7, 8, 9, and 10 is 3 years. Employees must "Meet" or "Exceed" the performance standards to be eligible for step increases. New hires are assigned step 1 within the appropriate grade. An employee who becomes eligible for a grade increase is placed in the next highest grade, at the lowest step that results in an increase in pay, at the beginning of the next full pay period.

SECTION V. PROBATIONARY PERIOD

Employees are initially hired for a 90-day probationary period. During this period, the employee's performance on the job and his/her potential ability will be carefully evaluated to determine his/her suitability to the assigned work. Factors, including, but not limited to attendance, satisfactory job performance, cooperation with co-workers, and adherence to policy, will be considered in this evaluation. A probationary employee may be terminated during this period without applying the grievance procedures outlined in this handbook. Successful completion of the probationary period does not change the employee's "at-will" status.

SECTION VI. PERFORMANCE APPRAISAL

A. Purpose

The evaluation of employees performance is intended to be a continuous process of communication between employees and the Center Director to serve several purposes: (1) to evaluate each employee's effectiveness in performing assigned duties and responsibilities, (2) to identify factors which can improve job performance, (3) to clarify performance standards as they relate to the current job description as defined in the appendices of this handbook, (4) to assist employees in developing knowledge, skills and abilities to achieve additional qualifications, (5) to recognize exceptional performance, (6) to document shortcomings or substandard performance, (7) to identify training and development needs.

B. "At Will" Employment

The performance appraisal procedures do not imply nor establish a contract between the Launching Pad and the employee. The Launching Pad retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or practices of the Launching Pad, without advance notice, in its sole discretion, without having to give cause or justification to any employee. Recognition of these rights and prerogatives is a term and condition of employment and continued employment. As such, the contents of this handbook do not constitute the terms of an employment contract. Therefore, a satisfactory rating during a performance appraisal is not a guarantee of continued employment, but rather, employment with the Launching Pad is on an "at-will" basis. This means that the employment relationship may be terminated at any time, with or without cause, by either the employee or the Launching Pad, for any reason not expressly prohibited by law. Any oral or written statement to the contrary by any agent of the Launching Pad is invalid and should not be relied upon by any prospective or existing employee.

C. Method of Evaluation

Once an employee has completed the probationary period, as outlined in the “Probationary Period” section of this handbook, the Center Director will evaluate the employee during the month of July each year, on how well they fulfill the duties and responsibilities of the job to which they are assigned. A rating scale method of performance evaluation is used to determine an employee’s work performance. The rating scale consists of five (5) levels of performance: outstanding, exceptional, meets standards, below the standard, and unsatisfactory. The evaluation factors to which this rating scale will be applied are the critical elements derived from the job description contained in the appendices of this handbook. An “meets standards” or better on each of the critical elements indicates that an employee is performing at a satisfactory level. A rating of “below the standard” or “unsatisfactory” on a critical element indicates that an employee is not performing at a satisfactory level, and at the discretion of the Center Director said employee may be terminated, or a course of corrective action may be outlined by the Center Director defining a specific time frame in which the employee must correct the deficiency. After the Center Director has completed an evaluation, it is discussed with the employee. The employee is asked to sign the evaluation acknowledging that it has been discussed. The employee’s signature on the evaluation report does not mean the employee agrees with the evaluation; only that the employee is aware of, and has been informed of the evaluation. The employee will receive a copy of the evaluation report and the original will be placed in the employee’s file.

D. Interim Performance Evaluations

In addition to the regular performance evaluations described above, an interim performance evaluation may be conducted, whenever necessary, to document poor performance and/or outline corrective action to be taken by the employee, or to recognize noteworthy performance. An interim performance evaluation may also be conducted if there has been a major change in an employee’s job description, or an employee has been assigned to a new job, and the Center Director determines it is warranted given the changed conditions.

E. Performance Evaluation Appeals

Employees who believe they have received an unfair or inaccurate performance evaluation may prepare a written response to the evaluation and request it is placed in their personnel file. Employees may also present their concerns as an employee grievance by following the established "Grievance Procedure" described in this handbook.

SECTION VII. LEAVE

1. **Accrual**

Full time employees accrue leave at the following rates:

From 0-12 months of service, 4 hours per pay period.
From 13-48 months of service, 8 hours per pay period.
From 49 months-15 years of service, 9 hours per pay period.
After 15 years of service, 10 hours per pay period.

For the purposes of this section, employment service must be consecutive. For example, an employee works for 2 years, then relocates for a year, then returns to The Launching Pad. The year away is not counted, and the employee would continue to earn leave at a rate of 8 hours per pay period until the employee has achieved 48 months of total service time. Employees on leave without pay (LWOP) during any portion of a pay period do not accrue leave for that pay period. Additionally, employees on LWOP are not credited for service time during the pay period for which they are on LWOP. Part-time employees accrue leave on a prorated basis. Employees who resign, are terminated, or are involved in a Reduction-in-Force (RIF), are not entitled to the cash value of accrued annual leave. Employees involved in a RIF, who are subsequently rehired, shall have their annual leave balance restored to the level at which it existed at the time of the RIF. Employees may carry-over no more than 240 hours of leave per year. At the end of each year, unused leave in excess of 240 hours is lost, and no compensation will be provided.

2. **Usage**

Leave must be scheduled and approved by the Director in advance. At the beginning of each year, staff members should identify their planned vacation time. In the event duplicate vacation requests are received, seniority will determine the priority that the requests are granted. In all cases, the approval of vacation time will be based on the staffing requirements for the center. Leave must be used in 15-minute increments. Leave shall not be scheduled or used at any time during the week of Memorial Day.

Leave may only be used for absence due to illness of the employee, the employee's child, or the employee's parent. A health care provider's note is required when more than two (2) consecutive days of leave due to illness are used. A health care provider's note may be required in other cases as determined by the center director. Part-time staff are expected to make medical appointments outside of working time. Full-time staff may use leave for such appointments if necessary, and approved by the center director in advance.

C. **Leave Without Pay (LWOP)**

Leave without pay is discouraged and should only be taken in times of emergencies. Requests for such leave must be submitted in writing and must be approved by the center director. Leave without pay for extended periods may be taken upon the approval of the center director and the Board of Directors. An employee on leave without pay shall not accrue leave. An employee on leave without pay shall not receive other benefits as described in this handbook.

D. **Absent Without Leave (AWOL)**

Employees absent without leave receive no pay, accrue no leave, receive no benefits, and are subject to immediate dismissal.

E. **Award Leave**

Employees may be granted Award Leave based upon the employee's performance. Employees may not be granted Award Leave in excess of 16 hours per year without approval of the Board of Directors. Award Leave shall be used by the employee prior to the end of the following calendar year.

F. **Holiday Leave**

The Center is closed on all Federal Holidays. An employee scheduled to work on the workday before AND the workday after the holiday shall be compensated for the hours that the employee would have normally worked, as indicated by the posted schedule. Employees on scheduled Leave or Award Leave during either of these workdays are eligible for holiday leave. Employees on sick leave must provide medical

documentation in order to be eligible for holiday leave. Employees on any other type of leave during either of these workdays are not eligible for holiday leave, and will not be compensated for it.

G. **Bereavement**

Up to one (1) day of leave with pay may be authorized when a member of the employee's or employee's spouse's immediate family dies. "Immediate Family" is defined as spouse, child (including stepchild), sibling (including step brother/sister), parent (including stepparent), and grandparent (including step grandparent).

H. **Leave Transfer**

An employee may transfer up to 16 hours of accrued leave to a fellow employee. All requests for leave transfer must be made in writing to the Center Director and approved by the Board of Directors.

SECTION VIII. TIME AND ATTENDANCE

Hourly employees shall record their time and attendance using the method determined by the center director. Employees scheduled for 70 hours or more per pay period are considered "Full Time." Employees scheduled for less than 70 hours per pay period are considered "Part Time."

SECTION IX. SHIFT COVERAGE

A. **Schedule**
Employees are notified of their assigned schedule upon hire. Should operational needs dictate, the Center Director may change the shift of an employee as necessary.

B. **Lunch Break**
Each employee shall be allowed to take a minimum 30-minute lunch break each day subject to operational requirements. The employee shall not be compensated during this lunch break.

C. **Early Departure**
Should circumstances arise, such as a reduced facility attendance, that would allow facility staffing to be reduced, an employee may be sent home prior to the end of the scheduled shift. The employee is not compensated for this time.

D. **Shift Swaps**
Employees wishing to swap shifts should make the request to the Center Director at least one (1) week in advance. Approval is at the sole discretion of the Center Director.

E. **Floater Assignment**
"Floater" employees do not have a regular classroom assignment, and may be either full or part time. The Center Director may change the shift and classroom assignment for floaters at any time, depending on operational requirements.

SECTION X. DRESS CODE AND SMOKING POLICY

A. **Clothing and Appearance**

Employees shall dress in a manner suitable for the nature of his/her job at the center. Clothing shall be clean and neat, and without holes or wrinkles. Shirts that expose midriff are not acceptable. Shirts that advertise alcohol, tobacco, or contain slogans that are not suitable for the nature of the profession, are not acceptable. Faded jeans are not acceptable. Shorts may be worn, but must not be shorter than 6 inches above the knee. High heels and sandals without back straps are not permitted. Body tattoos must be completely covered. Pierced earrings or studs are permitted, but employees may not display other body piercing jewelry. The Center Director is the sole interpreter of the provisions of this paragraph, and has the authority to send an employee home without pay for non-compliance. In the event an employee has a continuing difficulty with the concepts defined in this paragraph, the Center Director may direct the employee to wear a designated uniform, purchased by the employee, as a condition of employment.

B. **Shoe Covers**

All staff and parents entering an Infant Room are required to remove their shoes or use the shoe covers provided prior to entry.

C. **Federal Contractor Identification**

The Contractor Identification badge provided upon employment shall be displayed at all times. Loss or destruction of this badge will result in a fine of $200.00.

D. **Portable Electronic Devices**

Employees are prohibited from wearing portable electronic devices such as pagers, cellular telephones, stereos and CD players. These items may be stored in the employee's assigned locker while on duty.

E. **Smoking Policy**

Smoking is prohibited in all areas of the building, the playground, and the picnic table outside. Employees wishing to smoke should do so in their personal vehicles, not visible to any child or parent, during an approved break.

SECTION XI. TRAINING

The Center will provide staff with training on various topics throughout the year. Training dates will be announced as soon as they are determined. Annual training is normally conducted the week of Memorial Day, with portions held off-site. Some training will be conducted outside normal center hours of operation, and may be considered mandatory. Mandatory training will be compensated. Upgrade or optional training will not be compensated.

SECTION XII. STAFF MEETINGS

Attendance at staff meetings is mandatory. If staff meetings occur outside normal center hours of operation, the meeting time will be compensated.

SECTION XIII. COMMUNICATION

The Launching Pad encourages open, constructive communication. There may be times when parents or other staff members come to you with concerns. When handled appropriately, we view concerns, suggestions and complaints as important tools to constantly evaluate and improve our program.

Suggestions and complaints are of little value when they are misdirected. We discourage gossip and other damaging conversation. Please encourage concerned individuals to approach the Center Director personally. If you need support or assistance to ensure effective communication, please request assistance from the Center Director.

SECTION XIV. GRIEVANCE PROCEDURE

A. Eligibility

Employees who are issued a performance appraisal rating lower than "Meets Standards", or who have been terminated, demoted, issued any other disciplinary action by the Center Director, or are concerned about any employment related issue may utilize the grievance procedure described in this section. Nothing in this section changes the "at-will" employment status of the employee.

B. Procedure

Eligible employees must first contact the center director regarding their grievance. These employees have a right to appeal a decision of the Center Director to the President of the Board of Directors by presenting the appeal in writing within 5 working days of the Center Director's decision. The Board President will respond to the employee within 5

working days of the employee's written notification. If the employee wishes to appeal the decision of the Board President, the employee must request a hearing before the full board, in writing, within 3 working days of the Board President's decision. A hearing date will be set for the Board to meet in Executive Session. The decision of the Board is final.

SECTION XV. CONDUCT

Employees of The Launching Pad are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that in both your professional and personal life, you refrain from any behavior that might be harmful to you, your co-workers, the children, or The Launching Pad, or that might be viewed unfavorably by current or potential customers, or by the public at large. Whether you are on duty or off, your conduct reflects on The Launching Pad. You are, consequently, expected to observe the highest standard of professionalism at all times.

There is certain conduct, however, that will result in an employee's immediate termination. Such conduct includes, but is not limited to, the following:

1. Making a false statement about a relevant fact in the application for employment, and/or information required for a background investigation.
2. Causing The Launching Pad to violate any law by the employee's continued employment.
3. Being convicted, given a deferred sentence, granted a conditional discharge, or sentenced to probation for an offense that would make it unsuitable for the employee to continue employment at The Launching Pad.
4. Insubordination.
5. Corporal punishment of a child.
6. Physical, verbal, or emotional abuse of a child.
7. Leaving a child or group of children unattended.
8. Disorderly conduct (fighting, working under the influence of alcohol or drugs).
9. Unprofessional behavior relating to parents.
10. Endangering the health or safety of a child or coworker.
11. Abuse of leave.
12. Misuse or theft of property.
13. Failure to report child abuse, exploitation, neglect, or illegal activity.
14. Retaliation against any person who, in good faith, reports child abuse, exploitation, neglect, or any illegal activity.
15. Falsifying time and attendance records.
16. Sharing controversial employment issues with parents.

SECTION XVI. OUTSIDE EMPLOYMENT

Employees are prohibited from being employed by parents of children enrolled at The Launching Pad in any capacity outside of their normal jobs. This prohibition includes volunteer work. This section expressly prohibits employees from working as “baby-sitters” for center children regardless of compensation.

Employees are prohibited from outside employment in professions that are not consistent with the high standards of a childcare professional. This includes, but is not limited to, employment in bars and liquor stores, and employment at any “adult entertainment” establishment.

SECTION XVII. LESSON PLANS

Team teachers, working cooperatively, are responsible for completing and submitting lesson plans to the center director. Lesson plans shall contain the required age-appropriate components specified by NAEYC. For most classrooms, this will include work with fine and gross motor skills, music and books, group activities, and independent play activities. Developing and implementing lesson plans will be included as a portion of a teacher’s performance appraisal.

SECTION XVIII. MEALS

Teachers, other than Infant Room teachers, are expected to eat with the children during mealtime in a group setting. Meals are provided to employees, but are normally limited to one adult serving.

SECTION XIX. CHILD CARE BENEFIT

The Launching Pad provides a 75% discount to full-time teachers with children enrolled at the Launching Pad. Part-time employees receive a prorated childcare discount. The number of enrollments available for the children of teachers is limited and is determined periodically by the Board of Directors. Employees participating in this benefit are expected to remove their children from the center while on leave (annual, sick, or other) unless prior arrangements have been made with the center director. Special situations and arrangements are subject to the sole discretion of the center director.

SECTION XX. EMERGENCY PROCEDURES

In the event of an evacuation, the lead teacher of each class shall secure the daily sign-in sheet, and account for each child under his/her supervision. When children are moved or classes combined during normal operations, the lead teacher shall reflect the changes on the sign-in sheet. Infants and Young Toddlers are normally evacuated using the evacuation cribs. All other children walk, with one teacher leading the group and one teacher following the group. After the children arrive at a designated meeting place, a check is made of all sign-in sheets, and attendance taken. Children not accounted for will be reported to the center director.

A. Fire.

In the event of a fire or fire alarm, Infants and Young Toddlers shall be evacuated to the south parking lot. Other classes shall be evacuated to the fence to the north playground.

B. Bomb Threat.

In the event of a bomb threat, all classes shall evacuate to a point west of the center on Denning, about one-quarter mile west, and await further instructions.

C. Severe Weather.

Severe weather watches and warnings are received via NOAA Weather Radio from the National Weather Service Forecast Office in Norman, Oklahoma. When a Severe Thunderstorm or Tornado Watch is received, the center director will notify all staff members. When a Severe Thunderstorm Warning is received, the Infants and Young Toddlers are evacuated to the staff break room. All other classes are relocated to the media center, away from windows. When a Tornado Warning is received, and there is no evidence of high winds or precipitation, all classes may be evacuated to the tunnel entrance ½ block east of the center. When a Tornado Warning is received and high winds or precipitation is evident or imminent, the Infants and young Toddlers are evacuated to the staff break room. All others are evacuated to the media center.

SECTION XXI. RANDOM DRUG AND ALCOHOL TESTING

The Launching Pad is a drug and alcohol free environment. All employees are subject to random drug and alcohol testing. When it is known or announced that random drug or alcohol testing has commenced, all unscheduled leave, both annual and sick, shall be disapproved until the testing has been completed.

Drug Testing

The use of illegal drugs is absolutely prohibited, both on and off the job. Some substances are known to remain in the body for weeks after a single usage, so strict adherence to the "zero tolerance" policy is required by all employees at all times. Employees who test positive for illegal drugs or refuse to submit to drug testing are subject to immediate dismissal. **Employees taking any prescription medications shall advise the Center Director prior to duty, as some medications may impair an employee's cognitive and reflexive abilities, or may be reflected in a "false positive" drug test result.**

Alcohol Testing

Employees shall refrain from consuming any alcoholic beverage within eight hours of duty. Employees who test positive for alcohol or refuse to submit to alcohol testing are subject to immediate dismissal.

SECTION XXII. RESTRICTED AREAS

The staff break room is provided for employees to rest or plan lessons and activities. The door to the staff break room should be left closed to keep noise levels low. Parents and children should not be allowed to enter the staff break room. Teaching staff, parents, and children are prohibited from entering the kitchen area. All transfer of food and dishes should occur through the window on the north wall of the kitchen.

SECTION XXIII. SANITARY PROCEDURES

In all cases, any staff member changing a diaper shall wear latex gloves provided by the center. A new pair of gloves shall be worn for each child changed. The changing area shall be disinfected after each child is diapered. A 45-second hand wash is required after diapering children.

Teachers serving food in rooms that participate in "family style" meals shall perform a 45-second hand wash and then wear serving gloves while serving

food. Any intervening childcare duties require that sanitary procedures be repeated prior to serving food.

Any staff member tending to a child or staff member with blood visible shall wear latex gloves at all times.

SECTION XXIV. CHANGES TO THIS HANDBOOK

The purpose of this handbook is to convey information about center policy. The Board of Directors may, from time to time, amend certain sections of this handbook. When changes are made a change description sheet and updated replacement pages will be provided for each employee. It is your responsibility to maintain an updated copy of the handbook with any subsequent changes. This handbook supercedes any and all previous copies of the Employee Handbook.

APPENDIX 1. JOB DESCRIPTION, CENTER DIRECTOR

Position Title: Child Development Center Director

Reports to: President, ACECC, Inc. Board of Directors

General Function: Perform administrative and management duties for The Launching Pad. Hire, train, and retain staff considering budgetary requirements. Comply with all regulatory bodies.

Knowledge: Bachelor's Degree in child development, early childhood, or a closely related field; a working knowledge of the NAEYC accreditation process; previous experience as a center director.

Principal Activities:

Staff Development: Train and orient staff as required by all regulatory bodies. Maintain training records and update training as required for license. Promote professional growth of staff. Create a cooperative team that addresses the needs of the children in their growth and development.

Supervise staff and volunteers to ensure a safe and healthy environment, both physically and mentally, and to ensure the operation of a quality program.

Program Development: Maintain high standards of operation allowing for licensure and compliance with all regulatory bodies. Maintain a safe and clean environment. Coordinate with FAA Childcare Coordinator to ensure janitorial duties are performed on a scheduled basis. Coordinate with appropriate FAA personnel to ensure that repairs to facilities are performed promptly and that broken or worn equipment is repaired or replaced. See that environment is well organized and aesthetically pleasing.

Plan and supervise curriculum and program that meets developmentally appropriate criteria for each age of child served and the guidelines of all regulatory agencies. Conduct, along with staff, yearly developmental assessments on each child.

Encourage and promote open communication with parents. Conduct effective parent relations by addressing needs and concerns in a prompt and professional manner.

Organize the environment within the guidelines set forth by all regulating bodies concerning food, medication, chemicals, and any other items for which storage regulations are mandated.

Promote safety through staff training on first aid, CPR, and emergency procedures, and through regular fire, tornado, and bomb threat drills.

Survey and monitor facility program to comply with the revocable permit by attaining and maintaining accreditation by NAEYC.

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APPENDIX 2. JOB DESCRIPTION, ASSISTANT CENTER DIRECTOR

Position Title: Assistant Center Director

Reports to: Center Director

General Function: Perform administrative and management duties for The Launching Pad in the absence of the Center Director.

Knowledge: Bachelor's Degree, or equivalent level of experience.

Principal Activities:

Program Development: Maintain high standards of operation allowing for licensure and compliance with all regulatory bodies. Maintain a safe and clean environment. See that environment is well organized and aesthetically pleasing.

Encourage and promote open communication with parents. Conduct effective parent relations by addressing needs and concerns in a prompt and professional manner.

Organize the environment within the guidelines set forth by all regulating bodies concerning food, medication, chemicals, and any other items for which storage regulations are mandated.

Advise the Center Director of any noteworthy events, activities, and staff performance issues.

Provide input to the Center Director for staff's annual performance appraisal.

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APPENDIX 3. JOB DESCRIPTION, BOOKKEEPER/OFFICE ADMINISTRATOR

Position Title: Bookkeeper/Office Administrator

Reports to: Treasurer, ACECC, Inc. Board of Directors

General Function: Perform administrative and financial duties for The Launching Pad. Maintains fiscal accountability and compliance with all applicable regulatory bodies.

Knowledge: Knowledge and experience in accounting and office administration.

Principal Activities:

Fiscal Management: Accountable for fiscal budget and overall financial condition and day-to-day financial operations. Submits financial reports to the Board of Directors as required. Maintains all financial records. Collects, records, and makes timely deposits of all revenue. Prepares checks for signature by the appropriate authority.

Resource Management: Maintains employee time and attendance records. Prepares payroll checks for signature. Maintains employee records of sick and vacation days. Purchases program supplies within the fiscal budget. Maintains staff records according to the policies of the Board of Directors, and according to all laws and regulations that apply to the Center.

Regulatory Compliance: Submits all government paperwork, fees, and taxes to the appropriate agency in a complete and timely manner. Maintains all children's records (enrollment, immunization, medication, transportation, attendance).

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APPENDIX 4. JOB DESCRIPTION, LEAD TEACHER

Position Title: Lead Teacher

Reports to: Center Director

General Function: Plans, supervises and implements a program of learning activities and care for young children in accordance with the goals and philosophy of the ACECC, Inc. Board of Directors, and the NAEYC.

Knowledge: Bachelors Degree in Early Childhood Education or related field, or, Child Development Associate (CDA) Degree, or, actively enrolled and attending a CDA degree attainment program with the expectation of graduation within one year of enrollment.

Principal Activities:

Plan the program to meet the needs of the individual child, with concern for the child's safety, interests, handicaps, special talents, style, and pace of learning.

Develop, evaluate and adjust goals for each child and the total program, preparing weekly lesson plans for both indoors and outdoors.

Review and maintain attendance records for the children, completing and submitting all forms and data as required by the Center Director.

Be responsible for the arrangement, décor and learning environment of the children.

Participate in and supervise daily activities with the children, including meals and outside play.

Plan and implement effective methods of establishing positive relationships with the parents of the children.

Implement methods of effectively utilizing the services of teachers and teacher assistants.

Work cooperatively with all staff to maintain Oklahoma State licensing regulations and NAEYC accreditation standards.

Assume an equal share of the joint housekeeping responsibilities of the staff.

Attend Center activities, staff meetings, parent functions, and assist in public relation events sponsored by the center.

Participate in recommended training programs, conferences, courses, and other aspects of professional growth.

Treat each child with dignity and respect and help each child become aware of his/her role as an integral member of a group.

Perform other duties as assigned.

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APPENDIX 5. JOB DESCRIPTION, TEACHER

Position Title: Teacher

Reports to: Center Director

General Function: Assists Lead Teacher in planning a program of learning activities and care for young children in accordance with the goals and philosophy of the ACECC, Inc. Board of Directors, and the NAEYC.

Knowledge: Bachelors Degree in Early Childhood Education or related field, or, Child Development Associate (CDA) Degree, or, actively enrolled and attending a CDA degree attainment program with the expectation of graduation within one year of enrollment.

Principal Activities:

Implement learning activities and provide custodial care for children using safe procedures.

Assist in the evaluation of each child and the total program, preparing weekly lesson plans for both indoors and outdoors.

Provide input for the arrangement, décor and learning environment of the children.

Participate in and supervise daily activities with the children, including meals and outside play.

Develop a positive relationship with the parents of the children.

Work cooperatively with all staff to maintain Oklahoma State licensing regulations and NAEYC accreditation standards.

Assist in maintaining children's records and submitting all forms and data as required by the Center Director.

Assume an equal share of the joint housekeeping responsibilities of the staff.

Attend Center activities, staff meetings, parent functions, and assist in public relations events sponsored by the center.

Participate in recommended training programs, conferences, courses, and other aspects of professional growth.

Treat each child with dignity and respect and help each child become aware of his/her role as an integral member of a group.

Perform other duties as assigned.

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APPENDIX 6. JOB DESCRIPTION, FOOD SERVICE MANAGER

Position Title: Food Service Manger

Reports to: Center Director

General Function: Prepares Breakfast, Lunch, and Snacks. Maintains kitchen inventory.

Knowledge: HS Degree (or GED). Sanitary Food Preparation Certificate.

Principal Activities:

Prepare a well-balanced meal or snack, in accordance with the menu provided by the Center Director.

Order all food and supplies, including milk.

Maintain sanitary conditions in the kitchen and any other food preparation and delivery area at all times.

Adhere to local sanitary regulations and “Good Health” Handbook guidelines specified by the Oklahoma Department of Human Services.

Restrict access to the kitchen and any food service preparation area.

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