

Global Village International
**Preschool and
Early Childhood Center**



Employee Manual
2019-20

9.6.2019

Index

Welcome.....	3
Notice and introduction.....	4
Roles and Responsibilities	5-9, 16
Social media, Cell Phone usage.....	8-9
Drug Free Workplace	9-10
Confidentiality	10-11
Child Abuse.....	11
General employment policies.....	12-13
Roles and Responsibilities	14
Compensation	15
Grievance	15-17
Harassment	17
Benefits	17-19
Personal Behavior.....	19-22
Daily routine	22

Key Contacts

Direct Supervisor: Local Director or their appointed substitute

Payroll: Local Director who will work with payroll processing

Benefits: Local Director who will work with payroll processing and HR regarding issue

Human Resources, employment , records: Local Director who will work with HR regarding issue

Injury while at work : Local Director who will work with HR regarding issue

Leave time : Local Director who will work with HR regarding issue **Technology:**

Local Director who will work with IT regarding issue

Welcome to the Global Village Educational Network of Preschools,

We recognize that you will be playing a key role in the care and education of children and we hope that you will find your employment at Global Village International Preschools to be a professionally rewarding experience. We look forward to working together to create opportunities for children to be successful life-long learners.

Global Village International Preschools and Early Childhood Centers welcome you as an important member of our team. Our goal is to meet the challenging opportunity to serve the community by demonstrating excellence in quality early childhood education. This handbook is designed to inform you of the expectations our organization has of you as a participating employee. Global Village International is a 501(c) 3 non-profit organization. Policy has been established to be fair to both management and employees. Policies, procedures, **and** described in the booklet are subject to change and may be amended or deleted at the discretion of the organization. Nothing contained herein should be considered as a contract between Global Village International and an employee. We welcome recommendations in writing from employees for consideration.

You've joined an organization that has established an outstanding reputation for quality in language learning and quality preschool education. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of our team, you are expected to contribute your talents and energies to further improve the environment and quality of our schools.

This Employee Manual should provide answers to most of the questions you may have about our benefit programs and our policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor.

We extend our best wishes for your success and happiness at Global Village International.

Best,

Terry Gogerty

Terry Gogerty
Chief Executive Officer (CEO)
970-402-6898

Global Village International preschools are part of the nonprofit Global Village International organization and do not discriminate against employees or students on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, or political affiliation

Important Notice

This Employee Manual has been prepared to inform you of Global Village International practices, and policies, as well as the benefits provided to you as a valued employee. This Employee Manual applies to all employees and all employee classifications.

GVI relies on the accuracy of information contained in the Employment Application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The policies in this Employee Manual are to be considered as guidelines and do not include all individual preschool policies.

- Global Village International Preschool may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the Global Village International Board of Directors may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a supervisor, Director, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.
- Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.
- This Employee Manual replaces (supersedes) any and all other or previous GVI Employee Manuals, or other GVI policies whether written or oral.

Introduction GVI Preschools

The first GVI Preschool opened in Aurora in 2012 with 9 students. Today the network serves more than 160 students with a full-year program for ages 1 to 5. Most schools also provide before and after school care as well as summer and holiday passport camps for ages 5-12. All schools are licensed through the Colorado Department of Public Health and Environment. The Global Village educational strategy emphasizes the benefits of immersing children at a young, and developmentally important age, in an environment that incorporates Colorado's educational standards.

GVI Mission Statement

Global Village International will provide a safe, diverse, and nurturing environment where students will begin to learn a second world language, **excel academically** in preparation for kindergarten and will **acquire cross-cultural understanding**.

We are partners with parents

We are a parent-involved school. We encourage parents to serve as thinking partners and leadership colleagues in shaping and implementing our vision. We recognize the key role that parents play in their child's learning and we will support those efforts in every way that we can.

What You Can Expect From GVI

GVI believes in creating a harmonious working relationship between all employees. In pursuit of this goal, GVI's employee relationship objectives include:

1. Providing an exciting, challenging, and rewarding workplace and experience
2. Selecting employees on the basis of skill, training, ability, attitude, and character without discrimination against qualified individuals with regard to age, sex, color, race, creed, national origin, religion, sexual orientation, veterans status, disability or other grounds prohibited by law
3. Compensating all employees according to their effort and contribution to the success of our organization (within budget constraints)
4. Reviewing wages, employee benefits and working conditions annually with the objective of being competitive in these areas consistent with sound business practices
5. Providing benefits, sick leave, paid time off and holidays to all eligible employees
6. Taking prompt and fair action regarding complaints that may arise in the everyday conduct of our organization, to the extent that is practicable
7. Respecting individual rights and treating all employees with courtesy and consideration
8. Maintaining mutual respect in our working relationship
9. Providing buildings and classrooms that are comfortable, orderly and safe
10. Promoting employees on the basis of their ability and merit
11. Keeping all employees informed of the progress of GVI
12. Promoting a positive atmosphere in keeping with GVI's vision, mission, and goals

What GVI Expects From You

GVI needs your help to make each working day enjoyable and rewarding. Your first responsibility is to understand your duties and how to complete them promptly, correctly and pleasantly.

Secondly, you are expected to cooperate with management and fellow employees to help maintain an effective team. How you interact with fellow employees and those whom GVI serves, and how you accept direction can affect the success of your school. In turn, the performance of one school can impact the entire service offered by GVI. Consequently, whatever your position, you have an important assignment: perform every task to the best of your ability. You are encouraged to grasp opportunities for personal development offered to you.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management and are dedicated to making GVI a school where you can approach your Director or any member of management to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions in an appropriate manner to improve the quality of GVI. Remember, you help create the pleasant and safe working conditions that GVI intends for you. The result will be better performance for the schools overall, and personal satisfaction for you.

At-Will Employment - Your employment with GVI is at-will. This means that neither you nor GVI has entered into a contract regarding the duration of your employment. You are free to terminate your employment with GVI at any time, with or without reason. Likewise, GVI has the right to terminate your employment, or otherwise transfer or demote you at any time, with or without reason, at the discretion of GVI.

Employee Background Check - All employees must comply with state requirements such as, but not limited to, fingerprinting, certification, Child Abuse Index, and Criminal Record Statement. Employees are also required to provide Criminal Background Checks and transcripts to verify units earned, in-service hours and certificates held. These requirements should be completed prior to beginning employment, and the information must be submitted to the Director or supervisor. Any cost is the responsibility of the employee including fees for criminal background checks. GVI reserves the right to require any employee to undergo a

post-employment criminal background check as a condition of continued employment. In addition, each employee must advise the Director of her/his school if s/he is arrested for, or convicted of, any offense, (other than a minor traffic violation) within 3 days of her/his arrest or conviction. Failure to give prompt notice is grounds for termination of employment.

Qualified Instructor and director compliance - All classroom instructors and directors must meet or exceed the Colorado Department of Public Health and Environment requirements regarding early childhood instruction and/or care. Most but not all, teaching certifications from other states are reciprocal and will meet the Colorado requirement within the restrictions of the certification. For details, teachers should contact their Director.

Immigration Law Compliance - All offers of employment are contingent on verification of your right to work in the United States. Prior to beginning your employment you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, GVI will terminate your employment.

Termination of Employment - GVI will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from GVI either verbally or in writing to your supervisor
2. Fail to return to work from an approved leave of absence on the date specified by GVI
3. Fail to report to work or call in for one (1) workday
4. Fail to return to work from a break without the approval of your supervisor

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of GVI or Colorado Department of Public Health and Environment policies. However, your employment is at-will, and you and GVI have the right to terminate your employment for any or no reason. GVI also has the right to discipline employees (including termination) at its discretion.

Duties. All employees are expected to perform the duties in accordance with the policies and rules of the Employer. Other employee work requirements may be established from time to time by the GVI Board of Directors or the C.E.O. Nothing contained in this Agreement or the policies or rules of the Employer shall alter the at-will nature of the employee's employment. The EMPLOYEE affirms he or she possesses the Physical Qualifications necessary to perform the Essential Functions of the position.

Standards of Performance - Employee shall fully comply with all applicable policies, rules, and laws of the Employer, the State of Colorado, and the United States of America, except to the extent waived. Under the federal Fair Labor Standards Act and Colorado law, ALL teachers are exempt from overtime compensation and are required to complete tasks, which may extend beyond the local school's daily schedule and calendar, as prescribed by their supervisor. All employees are required to be at their place of employment and in their respective assigned rooms at the times and hours prescribed by their supervisor. Each employee is expected to perform his or her duties in a trustworthy, ethical, legal, and diligent manner, using his or her best efforts to promote the goals of Employer, consistent with the standards for care and quality that accompany the highest norms of the profession. All employees are subject to a background check. A satisfactory background check is a condition of employment and return of an unsatisfactory check constitutes a failure of such condition and shall render employment null and void.

Confidential Matters- All records pertaining to children and families under Global Village International care are proprietary information and are confidential. Maintaining confidentiality is the responsibility of every person employed in any capacity in our organization. Information on individual children may be discussed only with that child's family and other employees directly involved with the supervision of that child. Breach of confidentiality or inappropriate use of information is cause for disciplinary action up to and including

immediate termination and/or legal actions.

Conduct

All employees are expected to conduct themselves as members of a professional organization. Consideration of children, parents, and fellow staff should be uppermost at all times.

Standards of Professional Conduct

Professional Attributes of Staff Members

- Never misrepresents or falsifies information and/or actions (i.e. cheating)
- Does not engage in other unethical behavior

Show respect for student's and parent's dignity and rights

- Make appropriate attempts to establish rapport with students and/or their families
- Show sensitivity to the students' or families' cultural perspectives, feelings, needs, or wishes
- Demonstrate appropriate empathy
- Show respect for student autonomy
- Does not lift, hold or touch students in an inappropriate manner
- Maintain confidentiality of student information

Maintain a professional demeanor

- Maintain a professional demeanor even when stressed: not verbally hostile, abusive, dismissive or inappropriately angry.
- Never express anger physically
- Accept professionally accepted boundaries for student relationships
- Never use his or her professional position to engage in romantic or sexual relationships with students or members of their families; never misuses professional position for personal gain
- Conform to policies governing behavior such as sexual harassment, consensual amorous relationships, hazing, use of alcohol, and any other existing school or GVI policy
- Is not arrogant or insolent to students, guardians, business partners, or any staff member
- Appearance, dress, professional behavior follow generally accepted professional norms.
- Shows professionalism at all times with both language and actions

Recognize limits and when to seek help

- Appear aware of own inadequacies and correctly estimates own abilities or knowledge
- Recognize own limits and when to seek help
- Refrain from initiating physical contact with students other than to protect their safety or assist them in a medical situation

Relationship to Others --- Respond to supervision

- Accept and incorporate feedback in a non-resistant and non-defensive manner
- Accept responsibility for failure and errors

Professional Attire

All GVI Preschool staff members are expected to dress professionally as models for students. An employee's appearance reflects not only on the employee as an individual, but also on GVI Preschool as a community. It is the intent of the school to establish general guidelines for dress. Employees are asked to comply with the following principles in choosing work apparel that is appropriate to the work being performed:

- Maintain a neat and clean appearance, keeping dress modest and moderately conservative. Clothing should be in good repair.
- Maintain a business/professional appearance and dress in a manner consistent with work responsibilities.
- Dress as perceived to be appropriate in an educational organization within GVI Preschool's defined

educational objectives.

-Examples of clothing not allowed include: jeans, hats, sweatpants or workout gear, military attire, cargo pants, t-shirts, athletic shoes, sandals, open-toed shoes, tank tops, muscle shirts, excessively short skirts, spaghetti strap dresses/tops, midriff tops. The omission of a specific item or appearance standard in this list does not automatically permit its wear.

-Employees whose work routinely requires that they perform physical activity may wear appropriate casual attire that is in good repair, including closed-toe casual shoes such as athletic shoes.

Employees should always consider safety when choosing their work attire. Given the culturally rich diversity of GVI Preschool, teachers are encouraged to wear their traditional home country dress at any time, for example saris. Traditional dress is not considered "costume," but rather global dress traditions, that enhance learning.

Communications

Social Media, Internet, and Online Communication and Use

While the rules applicable to staff, students and parents vary in some particulars, a common code of conduct in the use of social media should be observed by all.

With Parents, Students and Staff

- Be transparent. Do not misrepresent who you are. Never assume the identity of another person. Do not attempt to hide or conceal online interactions with members of the school community.
- Be reflective. Think before you communicate online. If you are upset or angry, give yourself time to calm down. Consider whether a negative communication you receive even requires a response. If it does, respond factually, not emotionally.
- Be respectful. Employees, parents and students are a diverse group of people with many different customs, viewpoints and beliefs. Communications that are racist, pornographic, threatening, derogatory, discriminatory, harassing, or bullying are never appropriate. Broad generalizations ("all teachers"; "all students") are almost never accurate. If the time, manner or content of a communication is not something you would share with others, consider whether it is appropriate to share with anyone.
- Be factual. Add to the information available to others, not just the noise.
- Write well. In a school environment, everyone should try to express himself or herself effectively. Re-read your posts or emails for form and content. Check spelling, avoid slang and do not use excessive abbreviations. Use proper grammar, capitalization and punctuation.
- Own your mistakes. If you make a mistake, correct it. If another calls you on a mistake, own up to it. Apologize, if an apology is due.
- Keep confidences. Do not violate the privacy of others. Social media may seem private, but it is both public and durable.
- Make proper attributions. Follow copyright law and fair use protocols. When quoting or relying on another's work, make a proper citation to your source. When using a hyperlink, double check that it goes to the correct place and to appropriate content.
- Be smart. People share too much information electronically. People who reveal the names of their pets, parents, children or other details may give hackers the clues to passwords. Burglars can use information about planned vacations. Think about how information can be used and misused.
- Do Not Spam. Meaningless messages, mass messages (addressed to uninvolved persons), and repetitive messages are not appropriate.
- Computers in the classroom may only be used for class purposes; no personal use is allowed on school computers. Personal laptops, notebooks, tablets or other similar electronic devices are not allowed in the classroom.
- It is unacceptable to use any photographic, video or audio recording device including cellphones, cameras or tablets, or electronic notebooks, for the purpose of recording or photographing while on the school premises without the express permission of the school director.

Rules regarding use of social media.

You Are Always a School Employee. Regardless of the electronic media you are using; whether you are using it at school or home; what equipment you are using; and whether or not you make a disclaimer, all electronic communications and posting may be regarded by the School as reflecting upon you as a school employee.

Social media seems private, but is public. Teachers may be fired for “private” postings that reveal sexual behavior or use of alcohol, even when behavior is “legal,” putting it online for the world to read about or se can be highly unprofessional. The School reserves the right to treat anything you post or do online as a communication or behavior that reflects directly upon the School.

Use Disclaimers. While a disclaimer may not always be sufficient, it can be very helpful. When you are communicating in a personal capacity and not representing the School, clearly say so.

DO NOT Use School Media to Communicate with parents and students. One of greatest threats to appropriate teacher-student and teacher-parent relationships is confusing a professional relationship with a personal one. Teaching is a caring profession, and this boundary can be difficult to maintain. Staff is expected to only communicate with parents and students using the school’s social media systems. Staff may not “friend” students and should take appropriate steps to confirm that “friend” requests they receive are not from a student.

Get Permission. Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students or any post that discusses students with any third party without written, current administrative and parent consent. Do not use email addresses disclosed to the School for private communications.

FERPA is fully applicable to online information about students and families, and much of the information they provide the School is private as a matter of law.

Monitor Assigned or Suggested Content. Services such as YouTube, Great Schools, Facebook, and Twitter have no capacity to monitor everything posted on their site. URLs can be reused, so a link to an appropriate site or activity may be replaced by something completely inappropriate. Make sure references you give students, even in class, are current and appropriate.

Behavior that is unacceptable in person is unacceptable online. If you would not say it or do it in person, do not say it or exhibit it online. Do not circulate unsubstantiated information or rumors. You are responsible for what you post and do online. Consequences for behavior inconsistent with this policy can range from warnings or counseling, through requiring a written apology, all the way to termination of employment, expulsion of students, or barring parents from school media and grounds.

Drug-Free Workplace

Purpose and Goal - GVI is committed to protecting the safety, health and well-being of all employees and other individuals in our school. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. As a condition of employment, GVI requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.

Applicability - Our Drug-Free Workplace Policy applies whenever anyone is conducting business on behalf of the organization. Therefore, this policy applies during all working hours, while on call, paid standby, while on school premises, and whenever representing the Global Village organization or conducting school business.

Prohibited Behavior - It is a violation of our Drug-Free Workplace Policy to make, use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. Prescription and over-the-counter drugs are allowed when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or

pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., request leave, request change of duty, notify supervisor) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Drug and Alcohol Testing - If a Drug Test Is Requested - To ensure the accuracy and fairness of our testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records.

All employees will be subject to post-accident, reasonable suspicion, return-to-duty, and follow-up testing upon selection or request of management. Any employee who tests positive will be immediately removed from duty. An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in a way that prevents completion of the test. Any personal property of employees brought on to the School's premises or work sites such as cars, lunch pails, purses, and packages are subject to inspection. Employees are expected to cooperate in any inspection. Failure to do so will result in disciplinary action up to and including termination.

Marijuana and Smoking - While Colorado law allows use of marijuana, it remains a schedule 1 controlled substance under federal law. This means use of marijuana, under any circumstances, is a violation of federal criminal law. Absent further guidance from the courts or Congress, GVI will continue to classify marijuana as a controlled, illegal substance. Smoking on school property is prohibited by law.

Confidential Information - Upon accepting employment with GVI, you may not disclose or use any GVI confidential information, either during or after your employment. Your employment with GVI assumes an obligation to maintain confidentiality, even after you leave our employment. If you are questioned by someone outside the Academy or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your Director, supervisor or designee. No one is permitted to remove or make copies of employee, parent, or student files nor is anyone permitted to remove or make copies of reports, documents or GVI Curriculum without prior written approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Student Records - Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools that receive federal education funds, including GVI Preschool. Non-compliance can result in the loss of those funds.

Confidential education records include student registration forms, parent and student contact information, academic records (including report cards), discipline files, social security numbers linked to names and student information displayed on a computer screen. All school employees are required to keep student information secure and confidential, and to protect the rights of students. The essence of this act is that:

- Parents have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. GVI is committed to responding to parental requests for student information only when they have been put in writing, and then within three-business-days. GVI retains the right to charge families an administrative fee of \$.25 per page to cover the expense involved in providing such records.

- Parents have the right to request that GVI correct records believed to be inaccurate or misleading.

-GVI and its employees may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

Practically speaking, FERPA prohibits all employees from discussing confidential student information with third parties. For instance, should two students engage in a disciplinary act together, you are prohibited from naming or discussing the other involved student in conversations with the parents or other staff members not involved in the incident. Similarly, should a parent request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in his/her child's classroom, you are not permitted to disclose any names or details of event, nor disclose the resultant consequences. FERPA also requires that in discussions with other school employees, details of student behavior or performance are only discussed if all the employees in the conversation have a "legitimate educational interest" in the information. Failure to comply with FERPA will result in disciplinary action, up to and including dismissal.

Reporting suspected child abuse - The Colorado Child Protection Act specifically requires school officials and employees to immediately report known or suspected cases of child abuse (including emotional, physical, or sexual abuse) or neglect and circumstances which might reasonably result in abuse or neglect. As an automatic reporting agency, it is our legal obligation to report any reasonable suspicions.

Definition of Child Abuse - Child abuse is considered to be a non-accidental physical or mental injury caused by the acts or omissions of a child's caretaker (parent, guardian, teacher, childcare supervisor, etc.).

Definition of Neglect

Neglect is considered to be failure on the part of a child's caretaker to provide adequate food, clothing, shelter, supervision or medical treatment.

Definition of Sexual Abuse

Sexual abuse is considered to be any physical contact or verbal attack of a sexual nature with or without physical force or violence.

Reporting Procedures

If any teacher or staff member suspects abuse or neglect, s/he must report it immediately to the Director or the Assistant Director. If there is reasonable suspicion of abuse or neglect, the Director will immediately notify the appropriate authorities and record and report the incident as required by the CDPHE. If the Director is not available, the obligation to report "reasonable suspicion" rests on each "mandatory reporter," including all school employees. Such reporting must be done in writing, and should be documented and in all cases the administration must be informed. The Director or Assistant Director will use the data you provide to file the appropriate report; please be as specific and detailed as possible. All reports must be filed with the local County's Department of Human Services or an appropriate police agency within 24 hours of their suspicion. Failure to report immediately may result in civil and/or criminal liability. Upon receiving information about a suspected abuse or neglect case, the Director or Assistant Director must report to the appropriate local official.

GVI - Aurora Arapahoe County Department of Human Services (ACDHS) **303-636-1130** or <http://www.co.arapahoe.co.us/Departments/HS/index.asp> .

GVI Preschool in Fort Collins Larimer County Government: Community Health Services 1525 Blue Spruce Dr., Fort Collins, CO (970) 498-6700 · co.larimer.co.us

Be prepared to provide the following information:

- a. Identity of the caller
- b. Location of school
- c. Phone number of school

- d. Identifying data for the student
- e. Description of suspected abuse or neglect

Ask if the Department of Health and Human Services (DHHS) social worker will be responding to the report (usually in severe cases only).

Complete any file requested by DHHS, send it by fax, and provide copies for:

- a. The local Director's file
- b. The Area Manager
- c. The Chief Executive Officer (CEO)

In the rare case that neither the Director nor the Assistant Director is available, and the student is afraid to go home, refuses to go home, or is deemed to be in imminent danger, call the local police department. Remain with the student until the police or social worker arrives and notify the parent/guardian that the student is being detained. Should the child be taken into custody, the police will notify the parents.

Referrals

Every report is reviewed by a supervisor and an appropriate level of response is determined. Upon receipt of a child abuse/neglect report, a Crisis Intake caseworker will conduct an initial assessment and determine the level of risk to the child or children.

High Risk - Factors present indicate the child's safety may be at risk and there is a potential for further harm, investigation begins within 24 hours.

Moderate Risk - Factors present indicate the child's safety is not at inordinate risk, and the potential for further harm is minimal; investigation begins within 48 hours.

Low Risk - Factors present indicate that the child's safety is not of imminent concern and the potential for further harm is slight; investigation within 72 hours.

EMPLOYMENT POLICIES AND PRACTICES

As an affirmative action-Equal Opportunity employer, we are committed to abide by all laws pertaining to fair employment practices. GVI is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Coinciding with these rules is our policy banning sexual harassment and/or intimidation, including verbal harassment or abuse jokes, demands, or subtle pressure for sexual activities or favors. Employees are selected on the basis of character, ability, experience and training. The minimum age of an employee is 16 years with the maximum age being governed by the employee's physical condition and requirements of the job to be filled. Employees must furnish a Social Security number and complete an Employment Application. Falsification of information on the application form may be cause for dismissal.

Physical Examination

State license requirements for child care centers / pre-schools require that every employee submit a dated annual report of satisfactory health. The report of such an examination shall attest that the employee is physically and mentally capable of performing satisfactorily in his/her job.

Salaried Exempt: An employee who has completed the initial review period and who is an executive, administrative, or professional category whose salary level exempts him/her from payment of overtime. This employee may perform job performance reviews. Hourly employees are non-exempt.

Full Time 30 hours a week. With the exception of compensation for paid holidays and the personal leave days described in the benefits section, full time regular and part-time regular employees are only paid for the days and hours worked when the preschool is open. Any exception to this policy requires advance approval of the director and C.E.O. of Global Village International.

Part Time Regular: This is an employee who has completed the initial review period and who works less than 30 hours a week. With the exception of compensation for paid holidays and the personal leave days described in the benefits section, full time regular and part-time regular employees are only paid for the days and hours worked when the preschool is open. Any exception to this policy requires advance approval of the director and C.E.O. of Global Village International.

Substitute or Temporary Employees: This is an employee who has completed the physical examination requirements and is available to substitute for either part-time or full-time regular employees. Substitutes are not eligible for benefits.

Initial Review Period: All employees are hired on an initial review period of days. During this period, your work attitude, ability and potential value to the organization will be carefully evaluated by the school Director. Near the completion of your review period, the center Director will prepare an evaluation performance and review to determine if you will be placed on regular employment status.

Performance Reviews: A review of your performance provides a systematic and regular opportunity for you to discuss the broader aspects of your work with the school Director, to know what is expected of you and to know how well you are progressing in your job. It is the responsibility of the school Director to review the performance of each employee annually. A written review will be discussed in confidence with you and signed by you and the school Director. A copy will be given to you for your records and the original will be placed in your permanent file.

It is important that personnel records contain accurate and up-to-date information about each employee. Any changes in your address, telephone number, marital status, or number of dependents in your immediate family should be reported immediately to the school Director and are confidential. The files are property of Global Village International. Employees may request review of their personnel folders at any time.

Tardiness: Employees are expected to report to work on time. Habitual tardiness (Two times or more in one month) is cause for disciplinary action up to and including dismissal. The record of tardiness will be placed in the employee's personnel folder. The Director or his/her assignee must be notified by direct contact, text, or email at least 12 hours in advance of any anticipated tardiness or late arrival. If the tardiness is the result of an emergency, the emergency must be explained in writing and the director may require written substantiation of the emergency.

Training: The Colorado Department of Human Services requires specific training for all GVI employees working at a preschool and/or daycare center. It is the responsibility of the employee and the respective Director to be aware of the current required training and to successfully complete said training and record it as required by State policy and code.

Absenteeism: Employees unable to report to work due to illness **must notify the school Director 24 hours in advance of scheduled work time** (do not call anyone at work; you can only call the Director) except in the cases of sudden illness or emergencies. Employees are cautioned that recurring unexcused absences is cause for disciplinary actions and eventual dismissal. Unexcused absences in excess of one in any given month, or abuse of the absenteeism policy may be cause for immediate termination.

Requesting Substitutes: When taking a planned or unplanned personal day, each employee must arrange with his/her local director for a substitute teacher, when applicable. If an employee arises in the morning sick,

s/he is responsible for contacting the Director immediately to ensure that a substitute is aware of their responsibilities for the day. Teachers are also required to leave a substitute teacher's folder, with lesson plans and activities for three days of instruction with the director in case of emergencies.

Disciplinary Actions: Your job carries with **in** certain responsibilities, including observing reasonable rules of conduct essential for successful operation of our organization. Disciplinary actions may involve a written warning with documentation and/or termination. Immediate termination may be deemed necessary depending upon the circumstances involved. When an employee is counseled regarding unacceptable performance, acceptable behavior is expected to begin **immediately** and continue throughout the individual's employment.

Work Schedules: Work schedules are assigned in advance by the school Director. Employees are responsible for recording their hours accurately. This applies for start times, lunchtime, breaks and end time for each day. Work schedules are subject to change at the discretion of the school Director. The Director will adjust schedules in response to attendance by children. The Director may shorten or extend a work schedule in any given day if deemed necessary.

Roles and Responsibilities

Board of Directors - GVI is governed by an appointed volunteer Board of Directors.

Administration - The GVI CEO has charged each school's Director with overseeing the day-to-day implementation of the school's vision and mission.

The **Director** is directly accountable to the GVI CEO, who is ultimately responsible for ensuring the successful fulfillment of the school's goals. The Director is responsible for all day-to-day decision-making concerning management, teaching and learning, site operations, strategic planning, finances, fundraising, legal compliance and facilities.

The Director serves as the school's instructional leader with an explicit mandate to continuously improve teaching and learning for all members of the school community and to ensure that the school's enrollment is sufficient to provide the revenues needed for a quality program. As such, the Director hires, trains, manages, and evaluates all instructional staff as well as any Assistant Directors and administrative staff. Each director is responsible for identifying persons on their respective staff who is to serve in the leadership role during all times that the director is absent. If a substitute director is assigned to a school to fill in for an absent director, the substitute director will be in charge of all operations while he/she is substituting for the assigned director.

Faculty and Staff - GVI's faculty and staff perform the core of the school's work - they facilitate teaching and learning. In addition they serve as key members of the school's leadership structure. Through joint planning, peer observations, and peer feedback, GVI's instructional team mentors and supports one another. In addition, through school-wide collaboration, faculty and staff also share responsibility for school wide leadership.

Personnel Records and Administration

The task of establishing policies for handling personnel records and related administration at GVI has been assigned to each individual Director and the designated GVI Human Resources Director. **Your Personnel File** Keeping your personnel file up to-date can be important to you with regard to pay, deductions, benefits and other matters. This information is stored at each local school. It is the responsibility of the employee to submit a copy of all certifications and renewals to the HR department within 30 days of receipt.

If you have a change in any of the items listed below, notify your Director and the Director of Human Resources immediately:

1. Legal name
2. Home address

3. Home and/or cellular telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any GVI vehicles (student fieldtrips)
9. Military or draft status
10. Immigration or visa status
11. Exemptions on your W-4 tax form or state form where applicable
12. Training Certificates for continuing education
13. Degree transcripts or degrees

Upon experiencing a change in family status, notify your Director and the Director of Human Resources within 31 days for benefit modifications, if necessary. You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Contact your director in writing to schedule an appointment to review your personnel file.

Your Medical Records File - All medical records, if any, will be kept in a separate confidential file. GVI maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Compensation

Wage and Salary - It is our intent to maintain a wage and salary structure that compares favorably with rates being paid for similar work in like organizations and employers in the immediate Denver area. We have established wage ranges, which provide adequate differentials between positions of varying responsibilities. The wage ranges allow each employee to be paid in accordance with responsibilities and performance. Our compensation policies, procedures and pay scales are periodically reviewed to ensure that they are current with respect to employee job duties and responsibilities, and current economic conditions which might affect the general operation of the organization. Deductions from payroll will occur for non-authorized leave or PTO (paid time off days) and for absences for salaried employees who do not meet schedule expectations of an 8-hour work day, Monday through Friday or exceed allowed PTO benefits.

Your Wages - When you start to work in our organization, you will be paid a wage related to the budget of your respective GVI preschool, your immediate responsibilities and previous experience. From then on, your pay progress depends on how successfully you apply yourself and meet the standards of your job. Your salary will be reviewed periodically. Merit increases will be granted in recognition of job performance.

Pay day is the 13th and 27th of each month with the hourly cutoff date being the first and fifteenth of each month. Salaried employees are paid up to the pay date.

Payroll Deductions - Government laws require that certain deductions be made from your earnings such as Federal and State income taxes and Social Security tax. The amounts deducted for income taxes are according to your earnings and the number of dependents you claim on the W-4. Both the organization and you are taxed an equal percentage of your pay to provide Social Security benefits. Shortly after the end of each calendar year you will receive a W-2 statement of your earnings and the amount of taxes withheld.

Overtime Pay - If there is a need for overtime, the Director may ask you to work longer than the normal 40 hour work period. Overtime may ONLY be worked if approved in advance by the Director. Hourly employees are paid at the rate of one and one-half times a calculated base rate for time worked in excess of 80 hours per pay period. Salaried exempt employees receive no compensation for overtime worked.

NOTE: Overtime work that is not specifically approved by your supervisor is a violation of GVI policy and such actions, if repeated, will be subject to disciplinary action.

Open Communication and Grievance Policy

GVI Preschool values open and proactive communication among and between stakeholders, including parents, students, faculty, staff, administration and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of students. As professionals, GVI staff members must model for students a willingness to address conflict directly. As such, GVI's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

Please remember it is counterproductive to maintaining a harmonious workplace for employees to create or repeat rumors. It is more constructive for an employee to consult his/her supervisor.

All members of the school community have a right to be heard and to be assured the opportunity for an orderly presentation and review of complaints and concerns without fear of reprisal. The administration and Board expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, should resolution not be obtained at the lowest faculty or administrative level, each member of the school community has a legitimate voice and can be heard.

Grievance Procedures

Explicit and direct grievance procedures are necessary to uphold the integrity of the organization. Streamlined procedures with the fewest possible points of contact enhance positive conflict resolution. Please note that in cases involving discriminatory harassment, procedures under that policy may be used.

1. Address The Issue First With Those Directly Involved - The grievant brings the concern to the attention of those directly involved. If a parent or student has a concern they must begin a dialogue with the classroom teacher or director with whom the conflict exists. Likewise, if a faculty member has a conflict with another faculty member or with a member of the administrative team s/he must bring the concern to the attention of those involved. Should a parent, student, or faculty fail to begin the process at the lowest possible level, and instead come directly to the Director, the Director will re-direct the grievant to address the issue directly with those involved.

2. Address Issue with Appropriate Supervisory Administrator - Director - If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation must be brought to the attention of the supervising administrator. The supervising administrator and the conflicted parties will address the situation and develop goals for conflict resolution. Such a grievance would need to follow these procedures sequentially, beginning again with step one.

3. Address Unresolved Issue with the GVI Area Manager - If the complaint remains unresolved after step two, the grievance would move up the chain of command to the Area Manager; at this point a meeting with the CEO of GVI can be arranged. Ultimately, the appropriate board of directors may serve as an appeal body for any formal grievance. Appeals regarding unresolved grievances must be presented in written form to the Board.

4. Submit Written Grievance Notice to Appropriate Director- If the grievant is not satisfied with the response received via steps two or three, the grievant should submit a formal written grievance to the appropriate GVI Director, CEO.

This written grievance should:

- 1) describe the incident, decision or practice that gave rise to the complaint
- 2) cite the contract, policy, or procedure that has been violated and/or rationale for concern
- 3) describe what conflict resolution strategies were attempted via steps 1 and 2;
- 4) explain what corrective action is being requested.

It is not appropriate to bring issues directly to the CEO without first following the protocol described above.

Nondiscrimination/Harassment Policy

(Compliance with Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act)

Workplace Harassment Policy

GVI works to provide a work and school environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work/learning performance.

Harassment of any sort verbal, physical, and visual will not be tolerated, including those against any student and students and employees in protected classes. ***Should a harassment issue arise the CEO must be notified immediately.***

What Is Harassment? Workplace harassment can take many forms. It may be, but is not limited to, words, signs, gestures, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical contact or assaults, or violence. Harassment is not necessarily sexual in nature. It is also against GVI policy to download inappropriate pictures or materials from computer systems.

What Is Sexual Harassment? Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It is important to note that sexual harassment crosses age and gender boundaries and will not be stereotyped.

Employee-to-student harassment Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome conduct of a sexual nature. In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Student-to-Student Harassment. It is also possible for students to engage in sexual harassment of other students. The standards for assessment of student conduct are similar to those for adults, taking into account the age, maturity, intentions and reactions of the students. Employees are obligated to report any instances in which they believe such behavior is occurring. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact their Director or supervisor.

Employee Benefits

Sick Leave and Paid Time Off

All hourly employees working more than 30 hours per week considered to be full time employees. Personal and/or vacation days begin to accrue following the initial 6 month employment period and are based on months of continuous employment. No more than 3 personal or vacation days can be carried over from one calendar year to the following calendar year. Full time staff members qualify for paid holidays after six months.

Full time regular staff members are only paid for personal or vacation days used, paid holidays, and work days and hours completed when the school is open. Unused personal/vacation days will not be paid for employees who are terminated, resign or otherwise have their employment discontinued. No more than two personal days are allowed for the month preceding resignation.

The Director may require a doctor's note for any employee who misses two consecutive work days due to illness or injury.

Deductions from payroll will occur for non-authorized leave or PTO (paid time off days) and for absences for salaried employees who do not meet schedule expectations of an 8-hour work day, Monday through Friday or exceed allowed PTO benefits.

Requests for non-illness related Paid Time Off and Vacation Time All employees must request in writing at least four weeks prior to such time off, to their Director or the CEO, for approval of paid time off. Sometimes due to staffing requirements, paid time off for a specific date or dates, may be denied and other dates will have to be submitted for review.

Paid time off days for full-time hourly employees, during their first year of employment, are earned after six months of continuous employment at an accrued rate of one day per every two months up to a maximum of 6 days per calendar year. No more than 3 PTO or Vacation days may be carried forward into the next calendar year if not used in the prior calendar year. Employees will not be paid for unused vacation and/or paid time off days following employment termination for any reason.

After one year of continuous employment with GVI, full time hourly employees will be entitled to accrue one day paid time off per month during each calendar year, up to a maximum of 10 days per calendar year, with up to 3 days carried forward in to the next calendar year. Employees will not be paid for unused vacation and/or paid time off days following employment termination for any reason.

Paid time off days for full-time directors are earned at a rate of 1.25 days per month of employment, after six months of continuous employment, up to a maximum of 15 days per calendar year. Up to 3 days may be carried forward into the next calendar year. Employees will not be paid for unused vacation and/or paid time off days following employment termination for any reason.

Discounted rates for children of employees – Full time employees may receive up to a 25% discount in GVI fees for their child(ren) based on availability. Based on availability, the employee's child can receive care for any day that the employee is in attendance. Upon resignation or termination of employment, an employee loses this discount benefit.

Paid Time Off or Vacation Request Procedures

When an employee plans to take a personal day or vacation day, the employee must complete a Staff Absence Request to their supervisor for approval at least two weeks prior to the planned day off. Permission for more than 3 consecutive days off is required from both the local director and the CEO. An exception to this rule in the case of illness may be allowed by the supervisor if the employee presents a physician's note identifying illness as the cause for the specific days of paid timeoff.

The supervisor will review each request and make a recommendation for approval or denial based on a number of factors. In the case of an unplanned personal day (such as when sick), it is the employee's responsibility to complete a Staff Absence Request/Notification Form immediately upon return to the school and submit it to the appropriate administrative coordinator. The director is responsible for reporting all paid time off in their monthly compensation report for their respective preschool.

Paid Time Off Days may not be used for the day before or after a paid holiday or break.

Holidays

GVI Schools are closed on the holidays listed below. In some cases, the Monday following a Saturday or Sunday holiday the school will remain open. **Full time hourly and salaried employees must have worked for GVI for at least six months before qualifying for Holiday Pay.**

**New Year's Day
Thanksgiving Day**

**Memorial Day
Day after Thanksgiving**

**Independence Day
Christmas Day**

**Labor Day
Presidents Day**

Leave without Pay

Both full-time and part-time regular employees may schedule leave without pay with the approval of the school Director. No more than five (5) days of leave without pay are allowed in a calendar year for full-time employees, including jury duty, funerals ... etc.

Health Care Benefits - Health care benefits are provided to directors and asst. directors in accordance with company policy and the employment offer that is provided to these employees.

FMLA (Family Medical Leave Act) Employer responsibilities – Due to the organization size, the employer is not required to provide FMLA benefits.

Staff Meetings - Staff meetings are conducted by the school Director and attendance is mandatory for all part-time and full-time employees. Employees will be paid regular wage for attending since staff meetings are considered working time.

Attendance when ill or taking specific medications

Employees are **NOT** to be in the workplace if:

1. Employee has just begun taking an antibiotic for a contagious illness within 24 hrs,
2. Temperature is over 100.5 degrees within last 24 hours,
3. Experiencing more than one episode of vomiting within the last 24 hrs,
4. Experiencing acute diarrhea.

Personal Behavior

Telephone and Cell Phone Usage- Calls by employees may be made ONLY during an individual's scheduled break time. Calls for you that go to the school's main phone will be taken by the Director and a note will be made for your later response during your break or lunch. No long distance calls are allowed to be made at any time. **State Policies require that Cell phones may not be used during your scheduled work time, unless you are on break or lunch.** Using cell phones, tablets or laptops for all other activities is also prohibited unless you are on your scheduled break or lunch. You are advised to inform family/ friends, etc. to call the local center's public phone rather than your personal cell phone in case of any emergency. Violation of this policy may result in immediate termination of employment.

Tardiness - If an employee is late 4 or more times in a rolling 90 day period he/she will be considered to be excessively tardy, which will result in a personnel write up. Three write ups can result in additional action up to and including termination.

Alcoholic Beverages and Drugs - The use of alcoholic beverages or recreational drugs is not allowed. Prescription drugs may be acceptable, provided that the school Director is made aware of their use and the prescription drug will not affect the employee's ability to provide responsible care to the children under her/his supervision. If the Director suspects that an employee is under the influence of drugs or alcohol, the Director or CEO may require an immediate drug test.

Smoking - Smoking is not permitted at any time within the facility. This is for the health and safety of the children and staff.

Nepotism – Immediate family members (mother, father, son, daughter, stepson, stepdaughter, grandmother, grandfather, grandson, granddaughter, niece or nephew is not allowed to be employed within the same preschool under the direct supervision of the immediate family relative.

One on One contact with children attending GVI Preschools – In order to avoid even an appearance or impression of potential child abuse, staff members are prohibited from being in a one-on-one situation with a GVI child, either on or off campus. If there is a situation where one-on-one counseling is required with a child, this shall be done in an open area of the school in clear view of the security cameras throughout the school. Violation of this policy will lead to administrative action up to and including termination.

Vehicle Usage - Personnel specifically assigned by the Director and who are qualified to drive the school's vehicle are the only ones permitted vehicle usage. All drivers are required to complete the Colorado state-required preschool driver's training program. The vehicle may be used solely for the purpose of transporting the children or for specific business related to the center. Employees must notify the Director immediately if their license becomes invalid or suspended. Employees must notify the Director immediately if they are involved in any school motor vehicle accident or receive a ticket for any traffic violation.

Break Periods - The school Director schedules all break periods, which are determined by the availability of other staff members and the number of hours worked in a day. This pertains to lunch breaks as well.

Nap Time - It is expected that nap time will enable classroom personnel time to prepare lesson plans and worksheets for the upcoming day and week.

Accidents to Children - The school Director must be notified IMMEDIATELY of any accidents or illnesses of children at the Center. A written account must be filed on serious accidents requiring medical treatment and/or hospitalization or death to the State Department of Social Services.

Accidents to Employees - All accidents occurring on the premises are to be reported to the school Director within 72 hours of the incident and the director is responsible for reporting these incidents immediately to the CEO or HR manager. This is your responsibility and any delay in reporting may cause complications for insurance coverage. Insurance forms are to be completed by you as soon as possible after the accident has occurred.

Record Keeping of Child's Progress - Record keeping is helpful to maintain a record of the child's progress. You can do this as a progress report.

Familiarity with Colorado Department of Human Services Policies and Procedures - All new employees will receive comprehensive training on child care rules and regulations. This training should be done during your orientation. A copy of the CDHS child care rules and regulations is always available to all employees.

Students and Volunteers Policy - While on the placement, students and volunteers will be both allowed and expected to participate in all aspects of work, unless otherwise instructed. Students and volunteers must read and sign the employee's policies and procedures before accepting or making a commitment. Students and volunteers must pass the background check as well.

Disinfecting Toys - Toys should be washed weekly. Every classroom has a tub for washing dirty toys.

Parent / Staff Communication

1. Communication rules clearly and comprehensively to all involved in the program
2. Parents / guardians are given a copy of the Parents' Handbook
3. Daily report is available at the end of every day
4. Monthly or weekly newsletter is provided.
5. Notify director of anything on the website or local facebook page that requires attention or editing

Playground Duties

1. Presence and attentiveness
2. Student behavior monitoring and intervention
3. Hazard surveillance and intervention
4. Responding appropriately to emergencies
5. Employees take turns to check playground before taking the kids out
6. Clean the playground after use

Van Rules / Emergency Van Procedures

1. Seat belts must be buckled at all times. 1 child per belt. Children must remain in seat belts as long as the van is in motion.
2. Quiet voices while riding in the van
3. All traffic safety rules are to be obeyed at all times.
4. Hands stay inside of vehicle at all times
5. Only the driver may open and close the door. Children are to wait for the driver to get out and walk around to the door before exiting.
6. Be extremely cautious.

Vehicle Failure

1. Get the vehicle as far off the road as possible and keep everyone inside
2. Operate emergency flashers
3. Remove keys from ignition, raise the hood and wait for help
4. Get in touch with the center's director
5. Stay with the vehicle and children

Accidents - Keep calm. Do not leave the children for any reason

Meal Preparation and Serving Procedures - Global Village International provides breakfast, lunch and snacks for all students in accordance with the federal nutrition guidelines. Schools either employ a cook or have meals delivered to the school. The staff will deliver breakfast, lunch, and snacks to all classrooms. The cook and/or caterer and the school Director will work together to create the school's menu. The school does not provide meals for staff members.

Child Supervision:

You will be directly supervising children to ensure their safety while in our care. You will also be keeping track of the children in your care using a Face To Name tracking sheet. When each student arrives in your care, you must write down their first and last names on the tracking sheet and their time of arrival. When each student leaves for the day, or leaves to join another classroom, you must write down their departure time and with whom they left. Throughout the day, you will be doing Face to Name checks and recording them on this tracking sheet. You must run these checks every 30 minutes and also at transitions. When transitioning to the playground or another room, you must do a Face to Name check right before you leave the classroom and again when you arrive at your destination. Likewise, when you leave the playground to come back to the classroom, you must line up on the playground, do an FTN check, go to the classroom and do another FTN check to make sure everyone made it back to class.

You must be trained in the Face to Name Attendance tracking method as a part of your Preservice Training and Orientation, and fully understand how it is used and completed. You are responsible for properly completing this daily form. Failure to run these FTN checks, or correctly use the FTN form, can result in a child getting lost or left behind.

Special Events:

From time to time, Global Village International Preschools will hold special events, such as Family Night, Open

House, Preschool Graduation, Harvest Festivals, etc. During these times, children will remain in the care of their parents. Parents are asked *not* to sign in their children at the center as “in attendance” during events held after the closing of the center.

If the special event is held after the closing of the center, parents must first pick up their children and sign them out of the center, then join the event with their own children safely in their care.

When a special event is held after the closing of the center, some parents will opt to have their children stay at the center much longer than usual. This will create an unusual situation wherein students are present which normally are not. Some parents will want to come early and volunteer. This can add further confusion. To protect children during these occasions, closing teachers will stay in their own rooms, with their own students, until closing, instead of combining into one room. **Each teacher will be directly responsible for the students of their classroom, and use their classroom’s Face to Name Tracking sheet to keep track of their student’s attendance.** Be sure that parents have signed their child out of the school’s care before they take their child out of your classroom.

When parents decide to volunteer at a special event, they must sign in as a volunteer at the front office. They can expect to be given clear tasks by the director or person -in-charge. The tasks must be appropriate to their abilities. Those tasks can never include the direct supervision of children.

Volunteers, other adults or older children are not ever permitted to discipline children in our care, physically or verbally, or to be with children without the supervision of a qualified ECT. Volunteering parents must sign their children out of our care before taking their children anywhere. It is important you understand a volunteer’s level of responsibility as compared to your own as a qualified staff person. During a special event, children are supposed to be signed out of our care and considered in the care of their parents. If you have a child that has not been picked up by the agreed upon time, notify your director, immediately.

Even when children are in the care of their parents, they should not be unsupervised in our center. If you come across an unsupervised child you should consider them lost and take them immediately to your director.

Food Program Forms and Paperwork - The center Director will train all employees to properly serve meals and prepare the required DAILY Food Program (ROMs) paperwork.

ADA in Child Care Center/Pre School

1. Title I – Privately operated program that employs 15 or more employees may not discriminate on the basis of disability in employment and must provide reasonable accommodations.
2. Title II centers receiving any state or local government funds must be operated in such a manner that enables the government to merit Title II obligations
3. Title III – Privately operated child care centers and family child care homes must provide equal opportunity for children, parents and others with disabilities.

Opening Procedures / Morning Opener

1. Open center
2. Unlock front door
3. Turn off alarm
4. Turn on lights
5. Set up breakfast charts
6. Spray disinfectant in and around tables
7. Check room temperature

On the Job Training Requirements

1. Safety and training
2. Health and First Aid
3. Administration Policies and Procedures
4. Child Nutrition and Hygiene
5. Child Development Observation and Training

6. Child Supervision
7. Activity Supervision and Direction
8. Consultation Techniques

Goals for a school Director

1. Increase enrollment and maintain financial sustainability
2. Improve staff qualifications
3. Become accredited
4. Parent involvement