

TAMU Collaborative Learning Center CLC Personnel Handbook

WELCOME TO THE COLLABORATIVE LEARNING CENTER

Our goal for working together at the TAMU Collaborative Learning Center (CLC) is to establish positive relationships with children and their caregivers, and faculty, staff, college students, and volunteers, working in classrooms to provide high quality learning experiences in socially, emotionally, and physically safe classroom communities. Our teaching and practice activities engage children in age-appropriate learning activities that develop social-emotional skills and friendships, competencies as thoughtful decision-makers, and confidence as skillful young learners.

TAMU CLC, LLC, is a Texas limited liability corporation operating as a preschool and childcare that is licensed by the Texas Department of Health and Human Services (HHS). A copy of CLC's license for operation and other inspection reports are posted in the CLC office.

Additional information about CLC is available on our website, www.tamuclc.com

This handbook describes CLC's personnel policies and procedures.

The handbook does not include every employee expectation or responsibility.

Changes will occur over time and as state guidelines for childcare and employment are revised.

All employees will be notified in writing about any changes that are made to this handbook.

Questions about personnel policies and procedures should be directed to the Director.

TAMU Collaborative Learning Center (CLC)

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TABLE OF CONTENTS

Welcome to TAMU CLC 3

Hours of Operation, Tuition, and Fees. 4

Holidays and School Closures 5

Disclosure Statements. 6

Employment Opportunities. 7

Employee Roles and Responsibilities 7

General Requirements for Full- and Part-Time Employees 9

Required Documents for Employee Personnel Records 10

Expectations for Employee Appearance. 11

Expectations for Employee Performance 12

Work Schedules and Compensation. 13

Full-Time Employee Benefits 15

Request for a Leave of Absence. 16

Employee Professional Development 19

Employee Selection and Specific Responsibilities 20

Employee Relationships with Visitors, Volunteers, and Media 25

Employee Supervision, Support, and Evaluation 26

Employee Disciplinary Procedures 26

Dismissal or Termination of Employment 27

Sexual or Unlawful Harassment. 28

Procedures for Resolving Conflicts 28

Leave of Absence Request Form. 30

Organizational Flow Chart for Leadership and Communication. 31

Certificate of Receipt of TAMU CLC Personnel Handbook 32

WELCOME TO TAMU CLC

The following personnel guidelines, policies and procedures have been constructed to ensure our environment becomes a team effort and that we work cooperatively together and for others. The information in this handbook clarifies expectations for performance as an employee by TAMU CLC. Changes in the content are likely to occur over time. Employees will receive written notice of changes. This handbook is not a legal binding agreement or contract or commitment for any employment at CLC.

The CLC Personnel Handbook provides information to persons who may be employed by CLC as full-time or part-time administrators or instructional staff, and who may participate as TAMU faculty and staff, college students, and/or volunteers and visitors. The intent is to clarify expectations, explain expectations for performance, define benefits where they apply, and to ensure compliance with all laws and licensing regulations for childcare. The personnel handbook is not comprehensive; it does not include every job requirement and responsibility that may be performed by a CLC employee.

The information in the CLC Personnel Handbook should inform all persons regarding CLC policies and procedures for maintaining professional and personal relationships with adults and children. Understanding expectations presented in this handbook will help us work together and achieve three CLC missions.

- **CLC behavioral mission** is to help children acquire socially acceptable and age-appropriate skills for managing emotions and behaviors, and communicating respectfully with adults and children. CLC employees will model, teach, and practice ways for adults and children to cooperate by sharing space and materials, and to respectfully communicate and make responsible choices.
- **CLC educational mission** is to develop children's foundational skills for listening, speaking, thinking, and reasoning so they become competent and confident learners. Our daily activities are designed to enhance growth in all developmental areas: language and literacy, numeracy/mathematics, science and social studies, physical health, and fine arts. Children participate in age-appropriate instruction and play-based activities.
- **CLC community mission seeks** to become a collaborative resource for adults working with young children. CLC will provide professional development and support for parents, caregivers, local and state childcare providers, teachers and administrators, faculty and staff at TAMU, and TAMU students pursuing careers in child care and family support services, and senior citizens who are willing to share their time, wisdom and kindness to guide others.

Our Commitment to Families and Children

As a CLC employee, you will be expected to adhere to our commitment for providing high quality learning experiences and childcare for children and their families. It is a goal that we work collaboratively with each other and with families to ensure children and family needs are recognized and addressed. CLC employees need to be aware of and responsive to prior experiences and family preferences. We will honor and respect diversity and enjoy learning about others. We will welcome input from others and receive it as constructive feedback that enhances our performance.

HOURS OF OPERATION, TUITION, AND FEES

Licensed Hours of Operation 7:15 - 6:00 pm, Monday–Friday

CLC is open 12 months of the year except for holidays or inclement weather days.

Monthly Tuition

Monthly cost for tuition for children attending full-time is \$775.00.

- Tuition is due on the first of each month.
- Late fees for failing to pay monthly tuition will be \$10.00 per day.
- There will be a \$25.00 fee for any check or payment that is invalid.
- Tuition is NOT prorated or reduced due to absences, holidays, inclement weather, vacations, or sickness.

Supply Fees

Supply fees are due on the first day of each month that begins a new semester: August, January, and June. Supply fee cost is \$75.00 per child. Parents do not purchase or supply any materials other than your child's lunch. Once supply fees are collected each semester, a list that identifies items purchased with supply fee funds will be provided. If you have suggestions for purchases, please notify the Director.

Late Pick-Up Fees

CLC is state licensed and insured for operations from 7:15 am until 6:00 pm on Monday-Friday.

Our operational hours are regulated and monitored for compliance by licensing agents. Our insurance provides protection and coverage during hours of operation only. Therefore late fees will be assessed to ensure compliance with state regulations. CLC employees required to stay late for a child will be reimbursed for the time spent on the job after regularly scheduled hours.

- Late fees are \$1.00/minute for first 15 minutes and \$5.00/minute after 6:15 pm
- Late fees must be paid within one week of noncompliance.

- Unless there is an emergency, failure to comply with CLC policies related to hours of operation will result in discontinued services for your child.

HOLIDAYS AND SCHOOL CLOSURES

CLC is open on Monday-Friday from January through December except for designated holidays and school closing due to inclement weather.

There are no reductions in tuition for school closures due to holidays or inclement weather, illnesses or family vacations. Monthly tuition is assessed for 48 weeks of preschool and childcare. There are 52 weeks in a year. By paying monthly, there are 20 days of unpaid childcare per year. CLC closes 15 of those days per year for holidays.

Holidays and special activities are listed on monthly calendars posted in the office and in classrooms. The school calendar may be downloaded from the CLC website.

Holidays for 2020-2021

Labor Day	Monday, September 7
Columbus Day	Monday, October 12
Veteran's Day	Wednesday, November 11
Thanksgiving Holidays	Thursday-Friday, November 26-27
Christmas Holidays	Thursday-Friday, December 24-25
New Year's Eve-Day	Thursday-Friday, December 31 - January 1, 2021
Martin Luther King Day	Monday, January 18
President's Day	Monday, February 15
Spring Break	Thursday-Friday, March 18-19
Memorial Day	Monday, May 31
Independence Day	Sunday, July 4

Closures Due to Inclement Weather

Decisions about school closings due to inclement weather will align with local school district closures. Announcements regarding school closings will be posted on our website and announced on local radio and television networks. School closings will be based on:

- Road conditions and threatening weather conditions are unsafe for travel, and
- Unhealthy or unsafe conditions that may threaten staff or children.

DISCLOSURE STATEMENTS

CLC IS A TOBACCO-FREE AND DRUG-FREE AND GANG-FREE ENVIRONMENT

CLC is a non-smoking and non-vaping, drug-free and alcohol-free environment. For the safety of children, staff, and families, smoking and vaping and using any form of a drug without a prescription and completed medical release form are strictly forbidden. Failure to adhere to this zero-tolerance policy will result in immediate removal from the building, immediate termination of services by CLC, and immediate termination of employment. Additional, under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. On your first day of employment you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, TAMU CLC is required to terminate your employment and take other action as required by law.

CLC NON-DISCRIMINATION POLICY

CLC is in compliance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), the Age Discrimination Act of 1975 (Public law 94-135), and the Rehabilitation Act of 1973 (Public Law 93-112). CLC is an equal opportunity program. No person will be denied benefits of or be subjected to discrimination on the grounds of race, color, national origin, age, sex, disability, political beliefs, or religious beliefs and practices.

CLC POLICY FOR CONFLICTS OF INTEREST

All CLC employees, instructional support staff, and volunteers are expected to avoid communications and actions that involve, or appear to involve, conflicts of interest between defined and scheduled CLC employee responsibilities or duties and other business ventures or personal relationships. It is in the best interest of CLC administrators and employees that everyone acts with discretion, reasonable and informed decision-making, and confidentiality in conducting all business or personal transactions on behalf of TAMU CLC, LLC.

EMPLOYMENT OPPORTUNITIES

There are multiple roles and responsibilities for full-time and part-time employees working collaboratively and cooperatively as a team employed by TAMU CLC. All employees will adhere to and follow all CLC policies and procedures to ensure we provide high quality work and learning experiences for adults and children and families. Basically, there are three types of employment opportunities at CLC:

- **Full-Time Employees** have regularly assigned work schedule that include providing services for 40 hours per week except for holidays, days closed for inclement weather, or vacations. *If you were a full-time employee and have been on an approved medical or emergency leave of absence, upon return you will be considered a full-time employee if enrollment deems full-time enrollment is necessary to meet licensing requirements, provided you return to work as agreed in the provisions of your leave.*
- **Part-Time Employees** work year less than 40 hours per week and complete a predefined schedule for duties and number of service hours at CLC per week. Part-time employees are paid hourly wages. They are not entitled to full-time employee benefits, paid holidays or compensation for school closures due to inclement weather.
- **Independent Contractors** are contracted by CLC for specific services. They will have assigned work schedules and hourly compensation or project-based fees.

EMPLOYEE ROLES AND RESPONSIBILITIES

The following job descriptions include general information about the roles and responsibilities of CLC full-time and part-time employees. The job descriptions are not totally inclusive of all roles and responsibilities due to the limitations of space and unpredictability of needs and events when working in a childcare facility. The chain of command for leadership and communication and sharing of responsibilities is illustrated on page 29 of this handbook. All CLC employees will be treated with respect and honored as professionals as we work together to provide high quality learning experiences for adults, children, and families.

- **Executive Director.** The Executive Director assumes all responsibilities for directing and monitoring CLC operations, interviewing, hiring, and determining misconduct or reasons for dismissal of employees, to ensure there is full compliance with licensing policies and procedures by local and state authorities and to promote and maintain a safe and healthy work environment. The Executive Director is responsible for selecting curriculum, supervising, advising, and monitoring instructional performance of CLC employees. The Executive Director serves an authority for making personnel decisions, settling conflicts, and providing guidance, feedback, and professional development for employees and staff, caregivers and families to enhance

program quality and performance. The budget and decisions about funding, tuition, fees, and policies are also responsibilities of the Executive Director.

- **Director.** The Director will work collaboratively with the Executive Director to monitor daily operations, children's activities, and staff performance. Duties may include interviewing and evaluating personnel and determining misconduct or reasons for dismissal of employees with approval of the Executive Director. The Director will work collaboratively with all employees, visitors and volunteers to ensure CLC operates in full compliance with licensing policies, local and state regulations, guidelines and laws, and that CLC policies and procedures are strictly followed. The Director also assumes responsibilities of the Executive Director when she is not present.
- **Office Administrator.** The Office Administrator will oversee communications between the Executive Director, CLC employees, caregivers, volunteers, and visitors and ensure compliance with state laws and licensing requirements. The Officer Administrator will monitor staff and children records, tuition and fee payments, vendor payments, and inventory reports. The Office Administrator will organize, input information, and monitor paperwork and files related to state licensing and required documentation of all employees and children attending CLC, TAMU faculty and staff or students, and volunteers or visitors.
- **Curriculum Specialist.** A Curriculum Specialist is a full- or part-time employee who fully understands the instructional purpose and use of CLC's adopted curricula and who visits classrooms to guide and support teachers and staff. The Curriculum Specialist confers directly with the Directors for quality assurance in regard to the implementation of curriculum, use of instructional strategies, routines and procedures in classrooms. The Curriculum Specialist may also provide professional development to employees and staff after consulting with Directors.
- **Instructional Coach.** An Instructional Coach reports directly to the Directors and has responsibilities for entering classrooms and providing professional guidance and feedback to employees about implementation of routines, procedures and curricula. An Instructional Coach supervises and advises but does not evaluate employee performances. The Instructional Coach may also provide professional development to employees and staff after consulting with Directors.
- **Lead Teacher.** Each group of children assigned to a classroom will have a Lead Teacher that is responsible for directing, supervising and implementing CLC policies, routines, and procedures for managing classrooms, behaviors, and instruction. The Lead Teacher:
 - follows CLC policies and procedures, schedules and state laws to ensure children and adults safely participate in activities and work positively and collaboratively with others
 - maintains discrete conversations and leaves personal problems at home
 - follows CLC policies for appearance and compliance with all legal requirements, completing forms as required by CLC and state regulations
 - maintains professional development training hours and immunizations required by state regulations and follows all health guidelines

- safely monitors use and placement of digital devices and building keys
 - follows guidelines for use of personal digital devices (cell phone, iPad, watch) while supervising children
 - follows guidelines for professional behavior and dress codes at CLC
 - reports to and works with the Directors and other adults to provide quality care and instruction at CLC
 - maintains a clean and orderly classroom and a pleasant, welcoming environment
 - prepares instructional materials and rearranges classrooms to maintain interests
 - uses curricula to plan and deliver effective instruction, and
 - monitors and reports children's progress and changing needs.
- **Teaching Assistant.** A teaching assistant may be employed full-time or part-time. Working cooperatively to support the Lead Teacher, the Teaching Assistant:
 - follows CLC policies and procedures, schedules and state laws
 - maintains discrete conversations and leaves personal problems at home
 - follows CLC policies for appearance and compliance with all legal requirements
 - maintains professional development training hours and immunizations required by state regulations
 - follows guidelines for use of personal digital devices (cell phone, iPad, watch) while supervising children
 - follows guidelines for professional behavior and dress codes at CLC
 - maintains an orderly and clean classroom and follows all health guidelines
 - assists by supervising children, monitoring environment for safety
 - helps organize classrooms and prepare instructional materials
 - provides instruction and assistance with childcare.
 - **Volunteer.** A person may participate in designated services at CLC after submitting state required documentation, photo ID, and permission from the Director. Volunteer's hours of attendance, and participation will follow CLC policies regarding conduct, clothing, and state and federal guidelines for childcare.

GENERAL REQUIREMENTS FOR FULL- AND PART-TIME EMPLOYEES

1. Participate in a professional development trainings that include an orientation prior to serving in any capacity in CLC classrooms
2. Provide documentation to the Director as required by state authorities such as, but not limited to, a medical statement of health, vaccination record, background check, photo, copy of current driver's license or passport, fingerprinting, and references or information regarding credentials or previous employment

3. Provide immediate notice of any changes in your personnel documentation such as change of address, documentation for professional development, updates for health and medical records
4. Maintain respectful, professional behaviors at all times at CLC and at public events, and when using social media of any kind
5. Maintain discrete privacy in oral and written correspondence by sharing NO personal information about children, families, CLC staff or events that may dishonor an individual, caregiver or family
6. Explicitly follow CLC dress codes and requirements for behaving professionally at all times
7. Agree to be subject to observation, monitoring, coaching which includes constructive feedback and guidance, to enhance performance
8. Participate in progress monitoring evaluations to ensure program quality and be prepared to meet with the Director to discuss outcomes
9. Discuss suggestions on a Plan of Action if needed after an evaluation and agree to make changes in performance or risk termination of employment
10. Report concerns and issues or grievances to the Director to problem solve and seek peaceful and professional resolutions to concerns or problems.

REQUIRED DOCUMENTS FOR EMPLOYEE PERSONNEL RECORDS

Your employee records must be current and complete at all times while employed by TAMU CLC. The following information is kept in your personnel file maintained in the Director's office. It is an employee's responsibility to notify the Director of any changes to needed to update a personnel file. The following items must be included in your personnel file:

1. Your legal name and a photo ID
2. Home address, phone number, and persons to contact in the event of an emergency
3. Initial Employment Application that includes your Social Security number, payroll and tax information, W-4 form
4. Proof of Criminal history background check
5. Statement of Health Record with TB date and list of allergies that are life-threatening
6. Documentation for First-Aid Certification and Infant/Child and Adult CPR
7. Log that includes position and professional development clock hours for training
8. Staff notices, reviews or evaluations regarding your performance at CLC
9. Signed Employment Form verifying all information is correct and current and that you agree to perform according to CLC policies and procedures and abide by state regulations and guidelines.
10. Signed and dated copy of employee contract and confidentiality agreement
11. Signed and dated statement acknowledging employee has received a copy and has read the CLC Personnel Handbook, understands performance roles and expectations, and agrees to follow CLC policies and procedures
12. Signed and dated statement acknowledging employee participated in orientation that includes review of Texas Minimum Standards for Child-Care Centers

13. Signed and dated statement employee understands policies and procedures regarding discipline and reporting injuries
14. Signed and dated statement employee was advised of all emergency procedures and is willing and able to perform duties for safety, including practice drills required by state
15. Copies of documents related to performance evaluations or Plan of Action (affidavit for health safety, employee performance documentations).

EXPECTATIONS FOR PROFESSIONAL APPEARANCE

During operational hours, CLC employees will wear uniforms and lanyards with devices (keys and/or FOBs) that permit access to the CLC building and playgrounds. All employees will leave lanyards and building keys/FOBs in the office at the end of each day. The lanyards/keys may be retrieved at the beginning of each workday from the office. Employees responsible for opening or closing the facility may take their lanyards home to have access for opening each morning. Personnel will be responsible for lanyards and keys. If a lanyard with keys or FOBs is lost, employee will pay for replacement costs and expenses related to changing locks or key access to building and playgrounds.

All CLC employees are expected to:

- Dress wearing uniforms, aprons, and approved shirts, pants, shoes
- Wear low-heeled, closed-toe shoes preferably tennis shoes (no heels, boots unless approved by Directors)
- Wear CLC lanyards with devices for accessing building and playgrounds
- Wear minimal jewelry that does not encumber performance or endanger children during active participation (no loop or large earrings, bracelets or watches or rings that may scratch skin)
- Wear hats and sunglasses only when outdoors
- Wear products without strong fragrances or odors or that may cause allergic reactions

Full-time employees wear uniforms and aprons approved and provided by CLC. Full-time employees may purchase additional uniforms at any time. ALL uniforms not provided by CLC must be approved and acquired through TAMU CLC to maintain consistency with style and color. Shoes should be closed-toed without heels higher than 1 inch. TENNIS SHOES ARE PREFERRED. Boots with rubber soles, flat heels, and soft material may be worn if previously approved by Director.

Part-time employees may wear loose-fitting dark blue denim jeans or black jeans without holes, decals, large patterns or metal features. The following items may NOT be worn:

- shorts or crop pants with a hem that ends above the knee or jeans with holes that expose skin
- clothing with low-cut necklines or waistlines that expose skin when bending over

- yoga-style exercise pants or leggings
- tank tops or sleeveless shirts or blouses
- jewelry that could become a safety hazard or distraction
- shirts with inappropriate fabric, art or designs, or words or labels that may promote causes potentially offensive to and disrespectful of others
- shoes with open-toe designs or that have heels higher than 1 inch. **TENNIS SHOES ARE PREFERRED.**

Failure to adhere to CLC clothing requirements will result in non-admittance into classrooms and a discussion with the employee and Director to review CLC clothing policies.

EXPECTATIONS FOR PROFESSIONAL PERFORMANCE

Employee's performance involves mannerisms, behaviors, and communications either by speaking or using non-verbal tones and gestures and choices. CLC employees are expected to:

- Greet children, caregivers, volunteers, and visitors cordially with honor and respect
- Act professionally, leaving personal problems, complaints, drama, and issues at home
- Refrain from use of personal technology while supervising children. **NO CLC EMPLOYEE WHO IS SUPERVISING CHILDREN MAY USE A CELL PHONE, IPAD, DIGITAL WATCH, OR COMPUTER FOR TEXTING OR TALKING UNLESS IT IS AN EMERGENCY.**
- Avoid eating snacks or other foods during snack time or lunch if supervising children
- Avoid having food or drinks other than water in classrooms. Water must be contained in container or bottle with a secure lid
- Prepare activity materials in advance of need and store in classrooms
- Prepare materials only when they are NOT directly supervising children
- Review lesson plans during rest periods while constantly observing and monitoring children
- Remain aware of children and surroundings (no sleeping or closing eyes to rest or engaging in long conversations with other adults while supervising children)
- Maintain clean work areas in classrooms, multi-purpose room, and bathrooms. *Bathrooms will be cleaned at noon and closing Monday-Friday.*
- Keep all cleansers and harmful objects or materials in locked cabinet below sink in classroom.
- Collect trash and take to the multi-purpose room at the end of each day, Monday-Friday.

WORK SCHEDULES AND COMPENSATION

TAMU CLC is open Monday-Friday for 12 months each year except for holidays and days the school is closed due inclement weather. CLC employees may have full-time or part-time work schedules. Compensation will vary according to the position, work schedule, and qualifications of the employee.

The following information applies to part-time employees:

- Part-time work schedules will be flexible and created with needs and employee availability.
- Part-time employees work less than 40 hours per week and their compensation is based on an hourly wage.
- Part-time employees do not qualify for compensation for holidays or time away from work due to illness, vacations, or inclement weather.

WORK SCHEDULES AND HOURS

- The hours scheduled, excluding time used for meals and health breaks, shall constitute an 8-hour regular workday. Five days, Monday-Friday, are considered a full-time employee workweek.
- Normal work hours will vary according to agreed-upon work schedule for each employee.
- Workday hours shall be between 7:15 am and 6:00 pm, Monday through Friday.
- All CLC employees will check in using fingerprint technology located in the front office. The same procedures will be used to sign out each day. Failure to sign in and sign out may result in no pay for work completed that day or time period. *Excessive tardiness will result in reductions from pay.*
- Different time schedules for work hours are offered by CLC.. Full-time schedules will be flexible, possibly following these time periods:
 - 7:00 am to 4:00 pm workday
 - 7:30 am to 4:30 pm workday
 - 8:00 am to 5:00 pm workday
 - 8:30 am to 5:30 pm workday
 - 9:00 am to 6:00 pm workday
- Full-time work schedules include 40 hours per week, 1 hour for lunch, and 10-minute morning/afternoon health break, depending on available staff to relieve staff for health breaks.
- Any changes in work schedules must be previously approved by Director PRIOR to change. Forms are provided for requesting changes.

FULL-TIME EMPLOYEE PROVISIONS

CLC will provide these items for full-time employees:

- 2 sets of uniforms paid for by CLC
- CLC apron to protect clothing
- Lanyard for digital access or keys for CLC facilities and storage spaces
- iPad for messaging from office to classroom or playgrounds (NOT for personal use)
- Instructional materials, supplies, and equipment for indoor or outdoor use.

Health and Lunch Breaks for Full-Time Employees

Employee lunch periods and health breaks will vary. Time periods for each employee's lunch and each classroom's lunch or snack will be established by Director. Daily schedules will be posted in classrooms. All full-time CLC staff have ONE HOUR for lunch each day. Returning to CLC and eating your lunch while supervising children during rest periods is NOT ALLOWED. No foods or drinks except water in a closed container are allowed in classrooms.

Every effort will be made to provide 10-minute health breaks for employees as long as state required staff and children ratios are maintained. Teaching Assistants will be available to supervise children while adults take a 10-minute health break WHEN staffing allows. Opportunities for health breaks may be adjusted on days when staffing has changed due to an employee absence, illness or personal issue.

Compensation for School Holidays, Closures, and Personal Days

Full-time employees will be paid regular rates for holidays and school closures after working full-time for CLC for 12 consecutive months after their first day of employment. CLC employees will earn the same rate of pay noted in their employment agreement. No personal or vacations days may be carried over from year-to-year.

Full-time employees AFTER working 12 consecutive months will earn pay for:

- 15 paid holidays per year
- 2 days for illness
- 5 vacation days per year to be arranged by submitting a Leave of Absence Request Form at least 2 weeks in advance of dates away from work

Compensations for holidays or personal or sick days are dependent upon an employee reporting to work as regularly scheduled for 40 hours per week. Compensations for days off related to holidays, inclement weather or sick or personal days may be adjusted or discontinued if the employee does not consistently work 40 hours per week as scheduled.

Full-Time Employee Child Care Benefits

After six (6) months of full-time employment at CLC, employees are eligible for a fifty (50) percent discount off the regular monthly tuition for one child during the time period they are working as a full-time employee at CLC. All full-time employee caregivers or legal guardians must adhere to the same enrollment and attendance policies that CLC caregivers observe.

Employee Wages and Compensation

Each employee will be provided a salary whose amount determined by the employee's position, educational preparation and achievements, and prior experiences. Annual adjustments in compensation are not guaranteed. The Director will determine each employee's rate of pay according to the following guidelines:

- A pay range for compensation and salary, or work earnings, is established for each employee and role as described in CLC's Personnel Handbook and Policies and Procedures Handbook.
- Each CLC employee will receive a rate of pay that corresponds with the pay range established for his/her job. Any change affecting an employees' compensation will be provided in a written notice from the Executive Director.
- Pay increases are not automatic, but earned. Pay increases are dependent upon exemplary performance that includes but is not limited to: regular and responsible on-time attendance, and exceptional performance of responsibilities and duties as described when employed.
- The fee schedule for full-time and part-time employees is variable and dependent on multiple factors related to responsibilities and roles. *Pay rates will be determined by the financial status of TAMU CLC, employee seniority, and consistent quality performance demonstrated by employee.*
- Decisions about compensation and increases in pay are unique to each person and not subject to discussion with other staff or employees. DISCRETE CONVERSATIONS AMONGST EMPLOYEES REGARDING PERSONNEL COMPENSATION OR EXPECTATIONS ARE EXPECTED. Discussions about compensation or dissatisfaction at work should be discussed only with the Executive Director. Forms are provided for setting up meetings with Director or acknowledging problems that need to be resolved.

Employee Payroll Policies and Procedures

CLC distributes compensation for wages earned as payroll that is paid bi-monthly, or every two weeks on. Wages earned and salaries will be agreed upon with the employee and Director prior to beginning employment at CLC. Conditions for receiving compensation for hours worked are as follows.

- Salaried employees are professionals that are expected to work a minimum of 8.5 hours each day that includes sufficient hours to accomplish expectations. There are no compensatory earnings for time worked beyond a scheduled and agreed-upon work week unless agreed-upon

with Director.

- All hourly employees, including substitutes, must record their hours worked by signing in and out upon arrival and departure each day. Earnings reflect the number of hours worked for the hourly wage agreed upon when employed at CLC.
- All employee payroll will be distributed either electronically by automatic deposit or by check on a bi-monthly schedule. Payments will be made on the 1st and 16th of each month.
- Earnings may be directly deposited into an employee's assigned payroll preference on the 1st and 16th of each month. Employees are responsible for setting up the auto-deposit options for payroll.
- Pay dates may be subject to change depending on holidays or closings that interfere with the normal pay schedule. If a payroll date falls on a holiday or school closure, payroll will be distributed on the first working day post the holiday or school closure.

Payroll Deductions

Employee compensation or pay is subject to all deductions required by law, federal tax, social security payment, and state and local income taxes, as applicable.

- The amount of the payroll deductions depend on each employee's earnings and on the information he/she provides on a W-4 form regarding the number of exemptions claimed.
- Employees must notify the Executive Director if they wish to modify exemptions and complete a new W-9 Request for Taxpayer Identification Number and Certification form.
- CLC is required by law to deduct Social Security taxes from each employee's earnings up to a specific limit that is called the Social Security "Wage Base".
- CLC matches the amount of Social Security taxes paid by each employee.
- Questions about pay or deductions should be discussed with the Executive Director.
- Employees should refrain from discussing compensations with co-workers. Discussing compensation or issues non-related to CLC with co-workers (and/or vendors or caregivers related to children in CLC care) may lead to disciplinary action up to and including termination of employment.

REQUEST FOR LEAVE OF ABSENCE

Requests should be made in advance for foreseeable events as soon as possible. Completed forms requesting a leave of absence from work must be submitted to Director. A copy of the form for requesting a leave of absence is included in this handbook. Additional forms are available in the CLC office.

- Requests for not reporting to work as scheduled must be made in writing using the Leave of Absence Request Form provided by CLC.
- Except in an emergency, a completed Leave of Absence Request Form must be submitted to the Director at least 10 days in advance of the dates requesting leave.
- A Leave of Absence Form is considered APPROVED after the employee receives a signed copy

of the request from the Director.

- Excessive requests for a leave of absence may lead to changes in an employee's assigned work schedule or termination of employment (except for emergency situations that involve primary family members, i.e., spouse or child).
- A copy of the Leave of Absence request form and approved time off will be included in the employee's personnel record.
- When employees request time away from work it is preferred that the date/time aligns with dates and times when fewer children are attending CLC such as summer breaks or days prior to holidays when fewer children attend CLC.

Obtaining Approval for Leave of Absence

It is the responsibility of each CLC employee to notify the Director ASAP when employee determines he/she will not report for work as scheduled. Employee must call the Director and send a text message BEFORE time to report to work (at least one hour in advance). Failure to report personally about a delay in arrival or an absence will be documented in the employee's personnel file. Calls or messages from friends or relatives on the employee's behalf will not be accepted as an authorized notice of delay or absence.

Employees should not report for work when they are too ill to perform duties or their illness is contagious. These procedures apply to all employees when too ill to perform duties at work.

- Absences due to illness of self or child, or a family emergency must be reported to the Director ASAP and at least one hour before the employee is scheduled to report to work. Leaving an email or text message is not acceptable as a report for a leave of absence. Employee must personally talk directly with a Director. If a Director is unavailable, employee must notify a Lead Teacher that works in same classroom.
- Opening staff members are required to call the Director the day before or evening prior if you anticipate missing work or potentially are feeling too ill to report to work.
- Employees must report the reason for not reporting to work as scheduled.
- Employees must complete a Request for Leave of Absence Form and submit to the Director for any absence from work, including an illness or emergency related to primary family member (spouse, child).
- The Director will sign the Request for Leave of Absence form and return a copy to the employee. A copy of the form will be placed in the employee's personnel file in the CLC office.
- Permission to be absent from work is provided WHEN an employee receives a copy of the signed Leave of Absence Form unless there is an emergency. Copies of all CLC forms are available in the office.

- Except in an emergency, an employee who is absent from work but failed to follow the CLC procedures for reporting absence, will be considered to have abandoned his/her job.
- CLC employees may be required to submit evidence verifying the reason for reporting late to work or for any absence from work. Failure to provide the requested documentation may result in a reduction of pay and/or potential termination from employment.
- All time periods for reporting to work, leaving work, and absences will be monitored and recorded. Excessive absences or patterns of tardiness or absence from work will be discussed with the employee and a Director and could become grounds for termination of employment.
- CLC does not grant extended unpaid time off requests for non-medical or non-emergency or personal-choice reasons. Employees must terminate their employment to be removed from the regular work schedule for a period of time for non-medical or non-emergency reasons or problems related to personal issues.
- Failure to follow CLC policies for reporting or requesting time away from work may lead to a reduction in compensation, a change of assignment, or termination from employment.

Medical and Emergency Leave Of Absence

If emergency circumstances occur or are necessary, for medical or personal reasons, an employee may request to be temporarily released from regular work responsibilities and hours. Eligible full-time employees who have worked at CLC for one year may apply for a specific emergency leave of absence without pay and a designated time period not to exceed 2 weeks. Due to staffing requirements set forth by the state and the need for a qualified or certified adult in a classroom, a replacement may be hired for the full-time employee position. Failure to return to work as scheduled from an approved leave of absence or to inform the Director in writing of an acceptable reason for not returning to work as scheduled will be considered a voluntary resignation of employment.

Bereavement Leave

Recognizing that a time of bereavement is very difficult, every effort will be made to ensure that a bereaved employee is able to attend to be absent from work and attend to family matters. Employees should notify the Director immediately. Conditions applying to bereavement leave:

- Absence due to death in the immediate or primary family will be paid to full-time employees for 2 work days
- Immediate primary family members include an employee's spouse or child.

Jury Duty

CLC employees are encouraged to fulfill their civic responsibility when required to do so. Full-time employees will be granted ONE day of paid jury duty leave in a one-year period.

EMPLOYEE PROFESSIONAL DEVELOPMENT

Supporting CLC employees and staff is a high priority to develop a quality-learning environment. There will be mandatory meetings throughout the year to help employees develop the knowledge and skills to perform roles and responsibilities. Some professional development may occur outside of normal working hours. Compensation will be provided for hours in attendance that is not part of training requirements and state regulated mandatory training hours.

Employee Mandatory Orientation

All CLC employees will participate in an orientation to become informed about CLC policies and procedures. Before employment at CLC, all potential employees will provide the documentation required by state licensing authorities.

All CLC full-time and permanently scheduled part-time employees will undergo an orientation period that includes a review or and discussion about:

1. CLC Personnel Handbook
2. CLC Operational Policies and Procedures Handbook, including use of CLC forms
3. Texas Minimum Standards for Child-Care Centers
4. Emergency procedures, including operation of fire extinguishers, safety drills, responses to accidents or injury of adult or child
5. Texas Preschool Guidelines and Kindergarten TEKS
6. CLC behavioral management routines and procedures
7. Job responsibilities and expectations
8. Health and safety routines and procedures including hand washing procedures, toileting, food preparation and service, maintaining clean, orderly environment
9. Use of technology and media at CLC for personal and professional purposes
10. Policies related to confidentiality and respectful communication.

In addition to the mandatory orientation, all full-time staff will be expected to:

- Complete a minimum of 24 clock hours of professional development per year
- Provide documentation of professional development training hours to a Director
- Attend mandatory staff meetings or school functions to promote a positive, supportive work environment and CLC team.

Employee Introductory Period

All new employees either full-time or part-time are subject to review after 30-days, 60-days, and 90-days. During the introductory period, employees' attitudes, attendance, cooperation with staff, and punctuality will be assessed. Interactions with children, caregivers, volunteers, and visitors will also be observed and

evaluated by the Directors and Lead Teachers. An informal interview will be held with the employee and a Director. Constructive feedback about the employee's performance may include required changes and/or issues with or questions about their responsibilities at CLC.

During the first 90 days, full-time CLC employees are NOT eligible for benefits or paid time off work and they may not request a Leave of Absence with any compensation. After the 90-day review, a formal contract for full-time or part-time employment will be signed, or the employee may be terminated if performance of responsibilities does not follow CLC policies and procedures or uphold CLC quality standards.

If an employee is terminated, the employee will return the uniforms, lanyard, and digital device provided by CLC. Failure to return any of the provisions will result in a deduction from pay or an invoice for the amount due to CLC for failing to return items prior to departing from work at CLC.

EMPLOYEE SELECTION AND SPECIFIC RESPONSIBILITIES

CLC employees will be advised that children's enrollment and adult work requirements may change from day to day and during the year as we grow in numbers. In order to maintain state licensing ratios and to be cost efficient, staff may be assigned to different classrooms, groups or centers, in addition hours of work or job classification may change based on company need. These re-assignments will be done fairly and equitably. Additional information about employee performances includes the following.

1. Workday schedules will be created and may change as enrollment increases. Work schedules will be flexible to need and staff availability. Staff will be scheduled as needed between 7:15 a.m. and 6:00 p.m.
2. Employees are selected on the basis of their qualifications to fulfill established specifications for the employable position. General criteria include education, experience, mental capacity, physical ability, and willingness to work in the specific environment, and ability to perform the functions for providing childcare and early learning experiences.
3. Each employee will be treated with respect and fairness. In keeping with CLC policy, all persons will be considered for employment, or promotion on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.
4. ALL CLC employees must be knowledgeable about Texas Minimum Standards for Child-Care according to the Department of Health and Human Services Licensing Rules for Child Care Centers. Failure to adhere to HHS licensing and CLC policies or state law or guidelines will result in disciplinary action and immediate termination.
5. State ratios are important indicators of program quality and excellence in employee performances. Staff-child ratios are regulated and monitored by HHS and failure to follow regulations can result in a loss of a license to operate. All CLC employees are required to closely

supervise and care for children by maintaining staff-child ratios at all times.

6. All information about CLC employees, children or their families is kept private except when there is a "Need to Know" situation identified by a Director. All CLC employees are required to refrain from discussing personal information about adults, children's developmental needs or progress, and/or family issues or circumstances in public places including all areas of CLC property and off-premise discussions or conversations. Failure to adhere to restrictions about honoring privacy and rights of others will result in disciplinary actions and/or dismissal or termination of employment.
7. All CLC employees work together to maintain a positive work environment at all times. Personal issues and concerns and drama should remain at home. We will strive to be supportive of each other professionally and personally and work to support CLC efforts to maintain a joyful workplace that supports positive early learning opportunities for children and families.
8. All CLC employees will work to ensure adults, children and families, visitors and volunteers, are welcomed and treated respectfully, fairly, and equally, and all rights of individuals will be honored within the limits of the law and CLC expectations for acting professionally towards others.
9. All CLC employees agree to directly supervise children during assigned times or responsibilities and NOT engage in lengthy conversations face-to-face or using technology. State law requires children are observed in YOUR field of vision at all times when you are supervising, teaching, or monitoring an activity. It is a violation of the law to engage in a conversation and visually look at a person or device for a prolonged period.
10. Locked storage areas are located in each classroom. Staff should store personal items in locked cabinet and maintain key on lanyard. If a key is lost, the staff responsible for losing any keys or devices that access the building will be financially responsible for replacing items lost. The expense for replacement will be deducted from next payroll check and a copy of the invoice for replacing lost items will be provided to employee.

Employee Responsibilities for Maintaining Sanitary, Orderly Classrooms

Lead teachers and teaching assistants will share responsibilities for maintaining classrooms to ensure all environments are clean, orderly, safe, inviting and interesting, and that all materials are maintained in good condition.

- Wet areas including sinks and toilets will be cleaned with cleansers and materials provided by CLC at NOON and at the END each day, Monday-Friday.
- Trash will be bagged and taken to multi-purpose room for disposal at the END of each day.
- Shelving will be dusted and kept orderly. No clutter will be allowed anywhere.
- No torn paper or debris should be on floors during or at the END of each day.
- Items may not be posted or taped on any surface (doors or walls) without prior approval of a

Director. This includes SMART and dry erase boards, windows or any surface area.

- Children's art samples will be posted on bulletin boards only; no other surface.
- Nothing may be hung from the ceiling or attached to any surface without prior approval from a Director.
- Only approved cleaners for cleaning devices, surfaces, toys, equipment, and materials should be used. Training will be provided for use of cleansers at CLC.
- All nap mats must be wiped with cleanser after use. Each mat should be marked to identify the sleeping side of each mat. Mark mats with child's initials printed on tape on the sleeping side of mat. All mats must dry, then be safely stored in classroom or multipurpose room.

Employee Responsibilities for Use of Curriculum

- The primary preschool curriculum used in CLC classrooms is *Ready to Advance Early Learning Curriculum* written by Vicki Gibson, Ph.D. and published by Benchmark Education in New York. *Ready to Advance* (RTA) requires minimal time to organize and prepare materials. **All materials should be prepared at least one week in advance of use and stored in hanging file folders and file boxes as demonstrated in orientation training.**
- Younger children ages 2-3 years old who attend CLC will use a curriculum called *Foundational Learning*. It is a derivative product of the Ready to Advance Early Learning Program.
- Another curriculum that may be used with older children attending CLC is entitled, *Wonders Reading Program*, published by McGraw Hill Education. Support of using these materials will be provided.
- No activity or materials may be used that are not part of the *Ready to Advance Early Learning* materials or the *Wonders Reading Program* without prior approval of the Director. This includes use of any and all forms of printed materials or technology in classrooms.
- All hand-held digital devices, including iPads, will be checked in and out of the front office daily. If an employee chooses to use personal digital devices of any kind while supervising children, the employee will be asked to leave all personal digital devices in the office while supervising children and only use personal devices at lunch or health break.
- CLC instructional personnel are expected to read each week's lesson plans in the Teacher Resource Systems (TRS), aka teacher editions or lesson plans. Lead teachers and teaching assistants should read lesson plans IN ADVANCE of introducing lesson content or skills or use of materials in classrooms.
- Planning meetings will be held with lead teachers and full-time teaching assistants at the end of each month to ask and answer questions about curriculum, state guidelines, instruction or practice activities, progress monitoring, and assessments. Planning meetings will ensure instruction and classroom practices are age-appropriate and aligned with CLC and state guidelines.

- Clock hours for professional development may be provided for participation in planning meetings file if the participation aligns with state requirements for annual training requirements.
- Weekly Activity Plans will be developed using information in the *Ready to Advance (RTA) Teacher Resource Systems (TRS)*. All weekly Activity Plans must be submitted to the office 3 days in advance of posting or using in classrooms. Directors and coaches will review Activity Plans and provide feedback to Lead Teacher. A revised Activity Plan must be submitted within 48 hours of use. Instructional coaches and Directors will be available for support as needed.

Responsibilities for Classroom Materials, Maintenance and Activities

- Room arrangements and learning centers will be changed every two weeks. Materials and center play should coordinate with content and skills as suggested in curriculum.
- All staff should wear CLC aprons to protect clothing as well as any health or safety devices recommended by Director or health department requirements (masks, gloves).
- All staff should provide art aprons for children to wear during activities involving messy materials and paint.
- All painting activities will be conducted at Teaching Table or Worktable, NOT in learning centers. When and if accidents occur, immediately clean the area using approved cleansers and cloths.
- Absolutely safe activities and environments must be maintained at all times, including days of inclement weather. During days of inclement weather, children should remain indoors and use hallways to multi-purpose room for gross motor activities.
- Lead Teacher will complete a Supply Request form and provide a list of materials that needs to be purchased for classroom activities. Submit list to the Director at least 48 hours in advance.

Forms are provided to request supplies, request a meeting with a Director, request a leave of absence, and/or make suggestions to resolve a problem should be submitted in writing. All forms are available in the office. All forms must be dated, signed by person completing the form and submitted to a Director.

Responsibilities for Instruction, Practice and Assessments

All employees will use proactive, positive approaches for teaching, practice, and engaging in conversations with children and adults. Employees will be expected to:

- speak respectfully to and with children and adults using kind word choices and voice tones, and appropriate physical behaviors (facial expressions or gestures).
- communicate using correct grammar and complete sentences
- share the talking time, taking turns and waiting for a turn to speak without interrupting
- speak using complete sentences and correct grammar
- rephrasing children's responses when appropriate to model correct grammar or responses
- share materials and follow procedures for use in classrooms

- use visuals and American Sign Language hand signals to reinforce word meanings
- use Two Choice Discipline when offering choices or providing corrective feedback
- use best practices for teaching and practice as noted in curriculum or professional development
- provide sufficient instruction and practice before expecting a child to perform without support
- use evidence-based instructional methods and activities and ask for assistance when needed
- monitor children's responses to instruction and record comments if needed to collect data for grouping children for instruction or completing an assessment
- provide encouraging and positive feedback and sincere compliments
- make suggestions to Director regarding changes or modifications in curriculum as needed for children in your classroom.

Technology Use

All digital devices, including iPads and the school camera, that are CLC property will be checked in and out of the front office daily. Staff may not take home any digital devices that are the property of CLC. Further, the Internet at CLC is NOT for personal use when staff is in classrooms or supervising children.

- Employees may not use personal cell phones when supervising children.
- No employee may use personal digital devices in classrooms unless it is an emergency to notify a CLC administrator or caregiver of child in classroom.
- Some classrooms are equipped with flat screen televisions for use during rest time only.
- Classrooms for older children are/will be equipped with SMART boards for use during rest time and during lessons to clarify concepts and extend learning.
- Employees may use personal technology during lunch or health breaks but not in classrooms.
- Digital devices, televisions, and SMART boards should be carefully used and stored properly.

Responsibilities Using Playgrounds and Equipment

Outdoor playground time will be scheduled by classroom and contingent upon acceptable weather conditions. While outside, observe carefully and report any equipment that needs repair or replacement.

- Staff will observe children carefully at all times on playgrounds.
- Staff will not engage in conversations with other adults when supervising children on playgrounds.
- Adult/child ratios must be maintained at all times and in all classrooms and playground spaces.
- No cell phone or use of digital any device (iPad or watch) is permitted while supervising children on playgrounds except for emergency use if needed.
- Teachers should carry a clipboard with a roster that includes all children's names when not in classroom or multi-purpose room. Include a class roster with children's names and emergency contact information if leaving CLC premises.

- Before re-entering the CLC building, teachers check attendance using class rosters on clipboards to ensure no child remains outdoors unsupervised.
- Children are not allowed to enter outdoor restrooms without requesting permission and without supervision. Teachers unlock restroom doors and stand outside to supervise and be available for assistance as needed. Have children wash hands before leaving bathroom.
- Teachers are responsible for taking playground equipment outdoors and returning equipment to designated storage area.
- Check children's footwear prior to entering building from playgrounds. Remove shoes and dump rocks or debris as necessary to maintain cleanliness.
- All classroom and exit doors will remain shut except for entering and exiting an area. Doorstops may be used to hold open a door only for entry or exit from classroom or playground.
- All gates on playgrounds remain closed except with entering or exiting area. No adult is allowed entry without prior identification and checking in the front office to sign in or sign out a child.

EMPLOYEE RELATIONSHIPS WITH VISITORS, VOLUNTEERS, AND MEDIA

A variety of visitors and volunteers will likely enter CLC classrooms and participate in observations, monitoring best practices, and professional development. CLC staff will greet them but continue activities with and supervision of children.

When possible, visitors will be asked to provide 48 hours prior notice before arriving at CLC. Caregivers and legal guardians are not required by law to provide prior notice, but they have to sign in and provide identification in the front office.

All visitors must sign in and provide a photo ID in the office. If a visitor enters a classroom without wearing a visitor badge and is not accompanied by a director or coach, CLC employees should notify the office immediately and politely ask the visitor to return to the office.

Only the Directors are authorized to share information about private individuals or CLC with TAMU faculty and students, news reporters, television crews, or any person(s) capable of distributing information digitally or in print and via any digital format. CLC employees are discouraged from participating in social media and conversations that include personal and private information about children, caregivers and families, and/or any personal circumstances or events.

All written correspondence from a CLC employee must be approved by a Director PRIOR to sending to any adult, caregiver, vendor or other personnel. This includes newsletters, calendars, or any type of note for form (Injury Form) to be sent home.

Photography And Videotaping Restrictions

Caregivers enrolling their child in CLC classrooms/program will be asked to sign a release that allows CLC employees to photograph or record children in activities. We will also request permission to disseminate that information using technology or forms of media, either for professional development and learning, sharing information with caregivers about activities and events at CLC, or marketing for CLC. No CLC employee has permission to use information collected at CLC for personal gain or use, or for marketing or training without the written consent of the Director.

EMPLOYEE SUPERVISION, SUPPORT, AND EVALUATION

Employees will be observed during classroom visits and their performance for completing duties will be evaluated by the Director. Data will be used during periodic reviews and considerations for employee compensation or benefits.

Instructional coaches will support employees with ongoing mentoring opportunities. Employees are encouraged to request assistance as needed from the Directors or coaches. Instructional coaches will not evaluate an employee's performance, but they may provide information or make suggestions to the Director if there are concerns about children's safety and opportunities to succeed based on an employee's skill set or nonperformance.

Classroom visits may include:

- Unannounced classrooms walk-throughs and observations by directors or coaches to monitor program quality and monitor program effectiveness and quality
- Unannounced classroom observations by caregivers and family members (state law requires they have access always)
- Scheduled classroom visits by visitors, volunteers, and/or TAMU faculty or staff
- Annual review evaluation conducted one year from first day of employment and used to gather information for decision-making with the employee, the Director, to discuss needs, strengths, or request changes in work schedule or compensation.

EMPLOYEE DISCIPLINARY PROCEDURES

CLC employees are required to follow all state laws, guidelines, and CLC policies and procedures. Failure to do so will result in a disciplinary action. Depending on the circumstance or violation, an employee may be terminated if the violation is illegal or threatens safety of any adult or child.

Documentation of any reprimand or meeting will be kept in employee's personnel file. Procedures for employee reprimands are as follows.

- **Verbal Warning.** Employee will attend meeting with CLC administrator and/or Lead Teacher and receive a verbal warning when a performance violates CLC policies or procedures or any law or state-licensing standard.
- **Written Warning.** Employee will attend meeting with the Director and/or Lead Teacher and receive a written warning and possibly a Plan of Action that defines the violation and circumstances and lists preventative actions that will be taken along with a date for review.
- **Termination.** Employee will be asked to leave premises immediately if employee's actions are illegal and when preventative actions are not followed as described in the written warning, or when an employee receives a second reprimand within 30 days of the first reprimand, either verbal or a written notification.

Failure to follow CLC policies and procedures regarding employee's performance will result in a reprimand by an administrator, written documentation added to employee's personnel file along with a Plan of Action for improvement and an agreed upon date for changes to be completed. Immediate termination of employment may occur if a violation of a state standard or law occurs by an employee.

If the action or event puts CLC at risk for noncompliance with state licensing or regulations, employee may be suspended until further investigation occurs. No financial compensation will be provided if an employee is suspended.

DISMISSAL OR TERMINATION OF EMPLOYMENT

Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be reported to Child Care Licensing for NEGLECTFUL SUPERVISION. This action results in the employee's inability to work in child care again. Also, the employee's last paycheck will be mailed to the employee, less a deduction of \$100.00 for the non-return of building access materials such as keys or lanyards or for each set of uniforms there were provided and paid for by CLC.

Employment may be terminated immediately for

- Exhibiting any form or type of corporal punishment or aggression either verbally or physically that threatens another adult or child either emotionally, physically, or socially (being isolated from group incorrectly and not in accordance with CLC policies and procedures)
- Speaking disrespectfully by shouting, using unacceptable word choices and voice tones, or acting in ways perceived to be demeaning or disrespectful to another individual
- Modeling or using unacceptable conduct with intent to harm
- Bullying or perceiving to bully another individual in person or through social media
- Public or private discussion of or sharing personal information about other employees, children and

families, or CLC policies and procedures without discussing matters first with the Director

- Treating any person in a way that violates state law and CLC policies
- Failure to follow any state law and or licensing requirement and/or CLC policies and procedures
- Any incidence of perceived violation of a law that represents a misdemeanor or felony or that requires legal intervention or probation
- Use of illegal drug or demonstrating physical abuse or personal misconduct in public or on CLC premises.

SEXUAL AND UNLAWFUL HARASSMENT

Sexual harassment will not be tolerated in any way, shape or form. CLC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legal protected characteristic will not be tolerated. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Director.

Corporal Punishment is NEVER allowed at CLC. Corporal punishment is defined as the infliction of physical pain on a child as a means of controlling behavior. This includes, but not limited to, spanking, shaking, slapping, thumping, or pinching a child. If such behavior occurs, you will be immediately terminated as a CLC employee and dismissed from any participation at CLC

By state law you are required to immediately report any suspicions of child abuse. You must report to the Director who reports the incident to Child Protective Services. CLC Employees will be responsible for reviewing and using information about Child Protective Services and procedures that are posted in CLC office.

PROCEDURES FOR RESOLVING COMPLAINTS

- Should a complaint be received from an adult or child, the Director will immediately investigate and gather facts about the complaint. The Director will listen, take notes, and gather information from persons involved and will report findings to persons involved and the person submitting the complaint.
- IF persons submitting a complaint are NOT SATISFIED, the Executive Director will call local authorities: police, state licensing office, Child Protective Services office, insurance company, and attorney. Any employee involved in complaint and proven to be suspect of activity will be IMMEDIATELY be placed on leave without pay indefinitely until all matters are resolved.
- The Director and full-time CLC employees are expected to cooperate completely with any investigation by supplying information, data and support to remediate problem or complaint about event or action. The Director will provide a special bulletin to CLC employees and caregivers

explaining events and outcomes.

- If abuse is suspected, a CLC Director will a) call police, b) contact state licensing office and Child Protective Services, c) call attorney and insurance carrier if necessary, and d) Immediately place staff suspected of involvement on administrative leave without pay until investigation is completed. If, in the opinion of the Director the charge of abuse is unwarranted, we would a) confront person submitting complaint and determine if they are satisfied with actions taken by CLC and, b) If no further involvement is required, caregivers will be asked to sign a dated written statement that summarizes events and outcomes.

LEAVE OF ABSENCE REQUEST FORM

Employee Name _____ Position _____

Address _____

Cell phone _____ Email _____

Date of Hire _____ Regular work schedule _____

Complete ONE of the following:

- I am requesting time off for a vacation during these dates _____
- I am requesting time off for a personal day on this date _____
- I am requesting requesting a () medical () emergency leave of absence beginning _____ (exact date) to _____ (exact date or approximate date for medical leave.)

The reason for requesting a leave of absence for medical reasons is:

Name of treating physician/clinical supervisor:

Please provide documentation to verify need for a Request of Medical Leave. Submit a note signed by physician that identifies need and estimated time required for treatment or recovery.

Permission for a Request for Leave from work is granted for these dates _____.

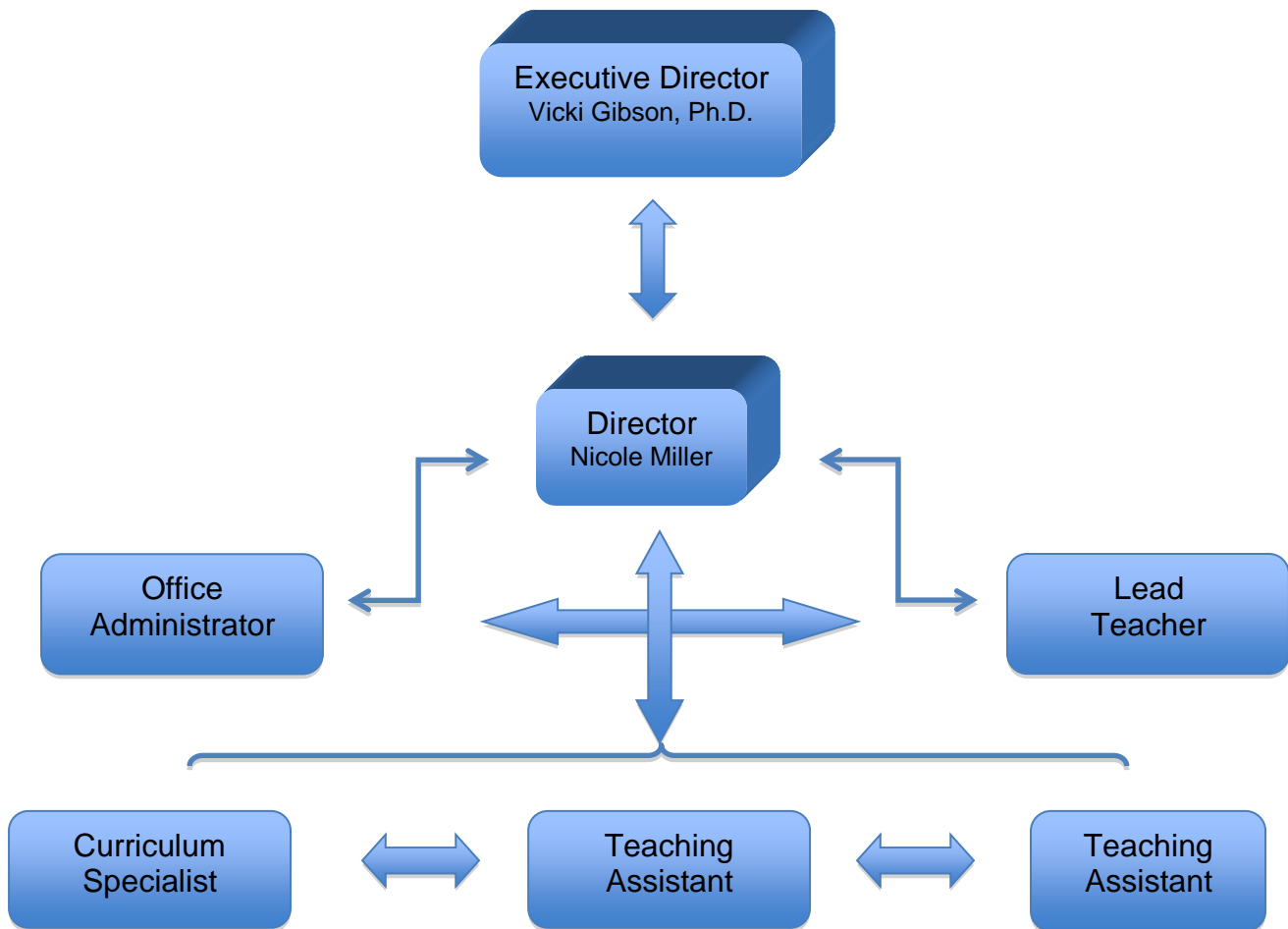
Please ensure all materials needed for instruction in your classroom are ready for use prior to your leave of absence.

APPROVAL GRANTED ON THIS DATE _____

Director Signature and Date

Form must be completed and submitted to Director in advance of absence

ORGANIZATIONAL FLOW CHART FOR LEADERSHIP AND COMMUNICATION



Certificate of Receipt of TAMU CLC Personnel Handbook

I have received a copy of the TAMU CLC Personnel Handbook, and I understand that it is solely for the purpose of summarizing CLC's current policies and procedures, rules for conduct, appearance, and performance, and rationale for employment and termination of employment.

I understand that the TAMU CLC Personnel Handbook is not intended to become a promise of employment or a contract for employment. It provides information about conditions for employment including identification of documentation required by law and state licensing for child care centers.

I understand that as a CLC employee, the information in this handbook and the content will be discussed during employee orientation. Failure to read the handbook and abide by all CLC policies and procedures as well as all state laws or licensing standards will result in no employment opportunities at CLC.

I also understand changes in policies will be made from time to time without advance notice and that all CLC employees will be notified in writing about any amendments or changes and further, all CLC employees will be expected to follow changes in CLC policies and procedures.

_____ Employee's Signature and Date

_____ Director Signature and Date