

Pinecone Preschool Employee Handbook

Pinecone Preschool Mission Statement

Our mission is to provide the families in our community with a high-quality early childhood educational program that nurtures the spiritual, social, emotional, physical, and intellectual growth through creative play and loving instruction. We are committed to caring for each child in a loving and calm atmosphere that supports the child's desire to be life-long learners.

INTRODUCTION

It is the desire of Pinecone Preschool to provide fair and equitable treatment with reasonable conditions of employment for all members of the Pinecone Preschool Team.

There are no insignificant positions at Pinecone Preschool. Each person has a place of responsibility, and each member must be accountable within their differing capacities. Employees are expected to work together in a harmonious and cooperative manner and are expected to lead by example with appropriate conduct.

“Your attitude is important in the work and goals of Pinecone Preschool. We are privileged in the role we play at forming little minds, and you are an integral part of that.”

AT WILL EMPLOYMENT

This handbook is not an employment contract, nor does it create contractual obligations, implied or otherwise.

Pinecone Preschool management is comprised of the Pinecone Preschool Board of Directors. This management reserves the right to change, revise, or eliminate any of the policies or benefits described in this handbook. If changes occur, employees will be notified immediately, in writing and verbally.

Arizona is a 'right to work state' therefore Pinecone Preschool or the employee may terminate the employment relationship at any time, with or without cause or notice, or for any reason that is not expressly prohibited by law. Any oral or written representations to the contrary are invalid and should not be relied upon by any prospective or existing employee of Pinecone Preschool.

NON-DISCRIMINATION POLICY

Pinecone Preschool maintains a policy of non-discrimination with all employees and applicants. All aspects of employment with Pinecone Preschool are governed based on merit, competence, and qualifications and will not be influenced in any manner by race, ethnic background, gender, age, national origin, religion, handicap, or veteran status, disability, or political affiliation.

All decisions made with respect to recruiting, hiring, training, education, on the job treatment and promotion will be made solely based on individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, transfers, and termination of employment including layoff and recall for all employees will be free from any discriminatory practices.

AFFIRMATIVE ACTION

It is the policy of Pinecone Preschool to provide equal employment and educational opportunities for all persons without regard to race, color, national origin, gender, age, veteran status, disability, or political affiliation. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits and privileges of employment, compensation, training, opportunity for advancement including upgrades and promotion, transfer, and without discrimination because of race, color, national origin, religion, gender, age, veteran status, disability, or political affiliation.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation fringe benefits, job training and other terms, conditions, and privileges of employment. A qualified employee or applicant with a disability is an individual who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position. The ADA does not alter Pinecone Preschool right to hire the best qualified applicant but does prohibit discrimination against a qualified applicant or employee because of his or her disability.

QUALIFICATIONS FOR EMPLOYMENT

Selection of new personnel or transfer and promotion are guided by provisions of the state Civil Rights Commission's Guide to Lawful and Unlawful Pre-Employment Inquiries, the Civil Rights Act, Federal and State of Arizona licensing mandates.

1. A positive attitude of cooperation with Pinecone Preschool Director and appointed leadership, co-workers, and the parents.
2. Proof of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control of the United States of America (I-9).
3. Qualifications deemed necessary to fulfill the specific duties of the position, including experience and education requirements.
4. Employees must submit the following to prior to working:
 - a. Proof of ability to work in the US, and/or Soc. Card, Passport, and current state issued photo ID.
 - b. Personnel record; application, resume, emergency contact information.
 - c. One personal reference and one professional reference.
 - d. DES Criminal History Affidavit, Class 1 Fingerprint Clearance Card, or proof of application (Employees 18-up).
 - e. Current state issued photo ID.
 - f. Transcripts or verification of request for transcripts, diploma/GED, or degree. (Failure to provide will affect continued employment).
 - g. Current certification in infant/child/adult CPR and First Aid or must obtain within 30 days of employment.
 - h. Current inoculation record, and TB test within last year. Any additional forms or statements requested by Pinecone Preschool at the time of hire which may have been added to this list.

APPLICATION PROCEDURES

1. Initial screening of all applicants will be done by the director and will include a review of the written application and/or resume, and an employment interview.
2. Since Pinecone Preschool is "always looking for good people", applications for employment will be accepted on continuous basis and at the Pinecone Preschool Director's discretion. Applications will be submitted on a standard form. Applicants that are not hired will remain on an "open"

- applicant status for a minimum of 6 months.
3. Reference checks will be made by personal contact, telephone, or email/mail and shall be documented and made part of the applicant's file prior to an offer of employment. All such information shall be treated as confidential information. Pinecone Preschool reserves the right to confirm previous employment of each prospective employee.
 4. Applications shall remain on file for six months and be reviewed when openings occur.
 5. A job description will be given to each selected applicant and thoroughly reviewed by the applicant and interviewer for clarification.
 6. Upon employment, all new personnel will receive a copy of the Employee Handbook contained herein, and all training requirements. It is the employee's responsibility to review the policies, standards, and procedures.
 7. Clarification of all salary expectations will be made prior to the initiation of employment.

INTRODUCTORY PERIOD

All new personnel will be placed on "Introductory Period" status for no less than ninety (90) days. This period is designated as an opportunity for new employees to demonstrate that they can become familiar with and perform their duties in a satisfactory manner. At the end of the "Introductory Period," a decision will be made by the employee and the Pinecone Preschool Director as to continuance based upon attendance, tardiness, professionalism, and specific job performance, and the specific abilities of the employee in relation to the job description.

During the "Introductory Period", work performance will be informally evaluated by the Pinecone Preschool Director. A formal evaluation report will be prepared near the end of the "Introductory Period." All evaluation reports become part of the employee's permanent personnel file.

PERSONNEL RECORDS

1. The contents of an employee's personnel file are considered confidential by Pinecone Preschool. All personnel records, including employee applications, evaluation report, and correspondence relating to the employee are secured in the business office of Pinecone Preschool. We will not disclose any information from this personnel file to anyone except Pinecone Preschool (as may become necessary during normal business operations) or Government Agencies (as required by law) or subject to legal and administrative process. No other access will be granted without the employee's written permission.
2. An employee may request, in writing, to review their own personnel file. This review is to be done in the presence of the director. Employees have the right to copy any document that contains that employee's signature. Employees may not remove documents.
3. Written documentation of employee's performance will be kept on file at the administration office.

PERSONNEL INFORMATION CHANGES

All employees are required to notify the Pinecone Preschool Director of any changes in name, address, and telephone number. Notification must be made within ten (10) days. An employee must notify the Director within 48 hours of an arrest or pending legal actions.

EMPLOYEE PERSONAL ITEMS/ MATERIALS

Pinecone Preschool is not responsible for the loss, damage or theft of any personal items brought to or left at the center or on the premises regardless of the nature of those items or articles, including equipment, supplies, and/or curriculum purchased or owned by visitors, employees, clients, or customers of Pinecone Preschool. Employees are responsible for the security and care of their own materials, equipment, and personal items. Materials not marked or in some way identified as the personal property of the employee

may be assumed to be the property of Pinecone Preschool.

REIMBURSEMENT OF EMPLOYEE EXPENSES

Pinecone Preschool will reimburse employees for reasonable and legitimate job-related expenses incurred in the course of performing their required duties under the following conditions:

1. All expenses must be pre-approved by the Director
2. Expenses deemed unreasonable or excessive will not be paid or reimbursed and the employee will be personally responsible for payment.

KEY CONTROL

Employees who are issued keys are expected to keep them always secured. Keys may not be copied, loaned, or otherwise misused. All issued keys must be returned to the Director at the time of separation of employment or at any time requested to do so by a superior. Employees who "lose" their key may be required to pay the expenses of re-keying the locks and the cost of re-distributing new keys to all authorized key holders. This expense may be automatically deducted from the employee's paycheck without written approval of the employee.

COMPENSATION AND EVALUATION

Pinecone Preschool pays its employees based on wage and/or salary ranges for positions according to the following categories:

1. Leadership/ Management
2. Lead/ Head Teacher
3. Assistant Teacher
4. Substitute

EMPLOYMENT Classifications

1. Exempt employees are defined as being Professional, Administrative, or Executive in nature and a set of standards must apply. As such, exempt employees are not subject to overtime payment.
2. Full-time (31-regularly hours scheduled per week)
3. Part-Time (30 hours or less a week)

WAGES AND SALARIES

Wage is set by the Director and monitored by the designated fiscal agents. Wages are confidential and information concerning this should be treated as such.

Wages and salaries are based on the following:

1. The initial wage is negotiated when employees are hired and is based on education, experience, and evaluation.
2.
 - a. Education i.e., units earned at an accredited institution of higher education for successful completion of courses which directly relate to the field of childcare and early childhood education, training hours and/or CEUs received in the field and training in related fields. (Must be documented.)
 - b. All practical experience which directly relates to the field of childcare and early childhood education; all practical experience in related fields and/or all practical experience in other fields; that are related specifically to the position being considered.
 - c. Evaluations of the employee's performance

OVERTIME

All overtime worked by non-exempt (hours) must be pre-authorized by the director. Employees working overtime hours without prior authorization are subject to disciplinary action. Authorized overtime will be equal to 1.50 times your regular, hourly rate of pay, and will be paid for authorized hours worked more than 40 hours in each workweek. The Work Week for purposes of calculating overtime for Non-Exempt employees, the work week begins at 12:01 a.m. each Monday and ends at 12 midnight the following Sunday.

PAYROLL DEDUCTIONS

Payroll deductions will be made according to the law, employment agreement, or upon request of the employee. Deductions may include but may not be limited to the following:

1. Federal and State Income Tax
2. FICA/Social Security Tax and Medicare
3. Wage attachments made in accordance with any state or federally mandated law or request i.e., garnishments.

PAY PERIODS

The pay period makes up a 14-calendar day, which begins on a Monday and ends on a Friday. Hours of operation are Monday-Friday 6:30-5:30pm. Paydays are bi-weekly on Thursday. Failure to submit accurate timesheets can result in disciplinary action, including termination or receiving a late paycheck. Checks will be direct deposited.

PAYROLL ADVANCES

Pinecone Preschool does not issue payroll advances on prospective or actual income before the regularly scheduled paydays covering the pay period.

PERFORMANCE EVALUATIONS

Employees will be evaluated at the end of the "Introductory Period," and at least annually thereafter. They may be conducted more often at the Director's discretion. Annual reviews will take place prior to the beginning of a new school year.

All evaluations are reviewed with the employee. Performance evaluations can be given at any time throughout the school year. These evaluations will be used as a tool to help improve both our staff and school.

1. All Introductory employees will receive a review at the end of their probation period. This review will contain a recommendation to have the employee put on regular status, remain on introductory employment status, or termination. The Introductory period may be extended or re-introduced at the discretion of the Director.
2. Each staff member will receive an Annual Performance Evaluation. **Pay increases do not necessarily accompany any yearly evaluations, however in the event there are going to be pay increases they will be attached to the performance evaluation.**
3. The Director will meet with each employee, on an individual basis, to go over the review.
4. After the review has been discussed, both the Director and the employee will sign the review.
5. Employees are required to sign the written appraisal. Their signature acknowledges that the appraisal has been reviewed with them. An employee's signature on an appraisal does not indicate that they agree with the entire contents of the appraisal/evaluation.
6. Refusal to sign the review will not invalidate the review, and it will still be placed in the employee's

file. However, the act of refusal to sign a performance evaluation may result in termination and will void any raise that would have accompanied the evaluation.

7. The employee's comments will be attached to the appraisal and filed in the employee's personnel file, and it will be placed in the employee's permanent file.
8. The employee may request a copy if they so desire.

Performance Appraisals are confidential.

WORK SCHEDULE POLICY

It is vital that every employee work their scheduled hours, arrive on time, and prepared to give full attention to the children (leave outside home/school/life distractions at the door). You have chosen employment that ALWAYS demands your full attention. When an employee is distracted or not where they are supposed to be, the children's safety is at risk, thereby jeopardizing the facility and license. Please ensure you take your scheduled breaks, so you remain energized and able to be your best self. When you are your best self, it reflects onto the children and makes your choice of employment highly rewarding.

WEEKLY WORK SCHEDULE

1. The weekly schedule will be posted in advance and created by the Director. The schedule accommodates for licensing ratios, while providing consistency and stability in each room by maintaining the same regular hours. This aids in establishing a loving, safe and healthy environment for the children. Pinecone Preschool aims for teachers to work collaboratively, and cross train in each room, this makes it easier to accommodate time off requests, teachers calling out. Being flexible is a very important part of your job, this means there will be times that you will be needed to cover different classrooms.
2. The schedule will be posted by Wednesday for the following week. Overall, employees have a general idea of their normal working week, but the schedule is subject to change. It is possible that an employee could be called on to work a different schedule from time to time to accommodate other employee's pre-arranged absences or other absences. All employees are subject to the possibility of being scheduled any hours that the center is open, and we appreciate each employee's flexibility.
3. All employees are responsible for checking the schedule after it is posted to ensure that they understand their specific work schedule for the week covered.
4. Team meetings and trainings are mandatory and scheduled monthly, after the school closes.

TIMESHEETS

All employees are required by state and federal fair labor practices as well as by accurate financial procedures to maintain a time record, employees must record the time they arrive, break time exceeding 20 minutes, and departure time.

1. Timesheets remain on campus in their designated place provided.
2. It is not acceptable to clock in or out for another employee.
3. Falsifying a time record may be grounds for immediate dismissal.
4. Any missed clock in or out times must be reported to the Director or Assistant Director as soon as possible.

EMPLOYEE TIME OFF REQUESTS, SICK TIME, AND LEAVE OF ABSENCES

1. PTO – All "PRE-ARRANGED ABSENCE/PTO REQUEST FORMS" must be turned in 2 weeks prior to the beginning of the week that they will fall in. This is to give the Pinecone Preschool Director one week to plan the schedule after having received all time-off requests. More than a two-week notice would be greatly appreciated.
2. Call-in/Sick Leave- The employee must call in at least a minimum of two (2) hours prior to the

beginning of the work schedule. You are required to speak with the Director, do not leave a message on the school phone, or send a text. The Director reserves the right to request a Dr. note after a missed day. (Do not send text messages when calling off)

3. Unexcused Absence – Subject to specific disciplinary action.

All employees shall be granted, on an individual circumstance, absence for personal needs such as bereavement, or maternity leave. All employees will receive the following sick day compensation. For every 30 hours you work, you will accrue **1.0 hour Paid Sick Leave**, up to a maximum of 40.0 hours/years. The term 'year' means calendar year (January 1- December 31).

Sick pay does not roll over into the next year.

***No paid sick days will be granted during the first 3 months of employment; however sick time will be accrued in those first 90 days. (As of the first day of employment)

*** **Unused paid sick days will not be paid upon termination of employment.**

TARDINESS

Tardiness can create chaos in the early learning environment. This is the reason that tardiness is considered equal to an unexcused absence in most cases. Employees are expected to notify the Director immediately if you will be late, and will be written up after three tardies.

CALL OUT

Call outs can be detrimental in the operation of the preschool as it causes issues with ratios and licensing. When calling out, employees are to **CALL** Beth at (928) 225-9481 before 9:00 PM the night before. For opening shifts, it is required to **CALL** the office at (928) 526-0072 by 5:30 AM. Later shifts are required to call out 2 hours before their shift starts. Texting or leaving a voicemail will **NOT COUNT** as calling out and will result in a "no call, no show" this will result in a write up and the second "no call, no show" will result in **TERIMANTION**.

JOB ABANDONMENT

If you are absent from work and do not call in to report that absence for 2 consecutive workdays, we will believe you have voluntarily resigned from your job at Pinecone Preschool.

Smoking/No Smoking

It is Pinecone Preschool intent to provide a healthful, safe work environment and to follow the Smoke Free Act. Therefore, smoking is prohibited in facility/ work area. This policy applies to all employees.

Please note: there are no "smoke breaks" allowed during your scheduled work hours. You, of course, may smoke prior to starting work, during a meal period, or after ending work.

HOLIDAYS

The center is closed for the following holidays: New Year's Day, Martin Luther King Day, Presidents Day, the Friday of Spring Break, Good Friday, Memorial Day, Juneteenth, 4th Of July, Labor Day, Fall Holiday, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day and the day after. Should a holiday fall on a weekend, an additional closure may not be necessary.

HOLIDAY PAY

Part-Time 30 hours or less will receive 4 hours of pay Full-Time 31 hours or more will receive 8 hours of pay. Staff must attend the day before and the day after the holiday to receive paid holidays. You will not receive paid holidays until you have been an employee for 6 months.

Pinecone Preschool Snow Day Policy

Pinecone Preschool will strive to provide consistent daily childcare. We follow the Flagstaff Unified School District snow day if they call a snow day or have a delayed start then we will open at 8:30 am. However, on days that are exceptionally hazardous the following options may be taken a full day closure, or we might close early. Please check our website pineconepreschool.org to find out if there is a change in schedule, check our Facebook page, or listen to KAFF (92.9 FM, 930 AM)

WORKER'S COMPENSTATION AND EMPLOYEE INCIDENT REPORTING

In the case of a job-related accident to any employee, immediate notice should be given to the Pinecone Preschool Director. Failure to do so may result in a nullification of the workers compensation benefit according to the rules of the specific workers compensation policy and the state and federal laws which govern workers compensation claims. An incident report form should be filled out and should include the nature of the injury, how it happened, the time of day, and witnesses. Pinecone Preschool maintains Worker's Compensation insurance for job-related accidents.

WORK RELATED INJURIES

1. Employees involved in a work-related injury, which is a true emergency and requires immediate treatment, will be assisted by the supervisor or someone appointed to assist in going to the nearest hospital for care or by calling 911.
2. Medical treatment for a non-emergency injury can be obtained through the suggested healthcare provider. Contact your supervisor for direction and/or assistance in finding the appropriate provider.
3. Employees injured during the performance of their duties are subject to drug testing, as established in the "Substance Use and Abuse" policy listed below.

CONTINUING EDUCATION/YEARLY TRAINING REQUIEMENTS

18 hours of continuing education is required yearly according to the state laws governing the center and the policies. Pinecone Preschool will provide trainings on site and 12 of the 18 hours must relate to your specific position (toddler, infant, pre-k). You are expected to arrange and attend additional hours to meet the requirement.

- If you are absent from when training hours are scheduled, you are responsible for obtaining the training/hours on your own. You will not receive compensation for the training hours. Failure to attend any training that the center has paid for will require the employee to reimburse the center for all class fees.
- Upon completion of any training employees must turn a certificate of completion into the director. Employees will be compensated for trainings scheduled at the center.
- No over time will be paid for trainings or staff meetings.
- Staff meetings are required as part of your position. If you are absent the day of a staff meeting, you are required to receive an agenda and notes from the director upon your return.
- You will receive comp time or flex time for these meetings and or your hourly wage. On occasion, you will be required to attend special events for the preschool in the evening.
- Comp time or compensatory time is used in place of your hourly wage, when deemed necessary by the preschool director.

MANDATORY REPORTING OF CHILD ABUSE and Sexual Abuse

State law requires all members of childcare institutions recognize signs and symptoms of abuse and make a report to the appropriate authority all suspected cases of abuse to a child.

At Pinecone Preschool our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. Pinecone Preschool is not allowed to do any investigation and is required by law to report anything of a suspicious nature. It is advised that teacher's make the Director aware of any lingering bruising or other visible injuries.

If you suspect abuse/neglect, contact the Director immediately. All employees must be trained in mandatory reporting prior to being able to work singly in the classroom. The report hotline is 1-888-sos-child. Please refer to Child Abuse and Neglect handout.

CONFIDENTIALITY

According to Federal Law all children and staff information, records, and/or documentation will be held confidential as specified by the following procedures:

1. Any person or agency requesting access to or information about an individual child or staff member will be informed of this confidentiality process.
2. No information regarding Pinecone Preschool children or staff will be given out, either verbally or written, without proper notification and consent of the responsible party, (i.e. either the staff member or the respective parent or guardian).
3. The following information is to be regarded as confidential, but is not limited to name, address, telephone number, progress notes, medical records, assessments, evaluations, and hourly or salary wages.
4. All requests for information external to Pinecone Preschool will be documented by name of requester, date, time, type of information requested, reason for request, as well as the action taken.
5. Each employee's personnel file and child's case record will include copies of all consents and authorizations presented to Pinecone Preschool for release of confidential information

THE PRIVACY ACT OF 1974 states in part: No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains...^[1]
<http://www.usdoj.gov/foia/privstat.htm>

This includes gossip and other malicious ways of interacting with colleagues. Federal regulations mandate

confidentiality when individuals deal with other individuals in a service organization (the Privacy Law). Disclosing any information, sharing information with others who should not be privy to that information, talking about someone else's problems with people who cannot do anything about those problems or who have no business knowing about those problems is a violation of the federal law.

CELL PHONE POLICY



Pinecone Preschool classrooms and playgrounds are a **CELL PHONE FREE ENVIRONMENT**. It is important that children receive the full attention of staff.

- Staff are required keep personal cell phones out of sight and placed in a separate area other than your pocket.
- Personal text messaging or listening to phone messages or phone calls is **NOT** permitted while on duty with the children.
- Staff must either wait until their break or lunch or make sure the classroom is covered before stepping out of the classroom to make a call.
- Exceptions will be made in cases of personal emergencies as permitted by the Director.
- Cell Phones should not be in your hands during class time.
Please remember that the preschool has a land line, and this can be used for emergency situations.

SUBSTANCE USE AND ABUSE

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

ALCOHOL

Pinecone Preschool prohibits employees from being "under the influence" of alcohol while performing Pinecone Preschool job responsibilities. Employees may not consume alcoholic beverages or take illegal drugs on our premises. Employees may not report to work under the influence of drugs or alcohol. Such behavior poses a safety threat to the employee, other employees, and the children.

ILLEGAL DRUGS

The presence of any illegal drug in an employee, detectable by a drug-screening test, while performing Pinecone Preschool business or Pinecone Preschool property is prohibited. Pinecone Preschool reserves the right to perform random and/or scheduled drug testing, subject to privacy rights of the employee and any other legal requirements.

An illegal drug is any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The definition includes prescribed drugs not legally obtained and prescribed drugs not being use for prescribed purposes.

Employees convicted under any federal or state criminal drug statute, employees must notify the director

within five (5) days. This will be grounds for termination.

Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose in which they were intended. Illegal drugs include any drug which is not legally obtainable, or which is being used in a manner or purpose other than as prescribed.

FIREARMS, KNIVES AND OTHER WEAPONS

Employees are prohibited from carrying any type of weapon on Pinecone Preschool property including keeping it in a desk, file or any areas of the buildings and grounds or in their personal possession while representing Pinecone Preschool. A permit to own a firearm or any other weapon will not override this policy.

HARASSMENT

Pinecone Preschool has a zero tolerance for workplace violence, threats, and intimidating behaviors. Any behavior of violence, intimidation, or threats towards an employee by another staff or a non-employee must be reported immediately to the Pinecone Preschool Director or appointee. Violations of this policy will result in disciplinary action up to and including termination of employment.

PERSONAL CONDUCT AND TEACHING APPROACH

Due to the nature of this employment, Pinecone Preschool expects a high standard of professional conduct. You are a role model to the children and are expected to have professional mannerisms in your communication, tone, dress, and overall presentation. Children are highly attuned and sensitive your tone, mood, and non-verbal communications, for these reasons, you are expected to arrive at the center ready to be with the children. Any home/social issues should not enter the classroom. Any conflicts arising between team members should be addressed in a mature manner if this cannot occur notify the Director. Malicious rumors or gossiping about colleagues, peers, or parents is highly unprofessional and unwelcome at Pinecone Preschool, engaging in this behavior is not the example we want to provide to the children and can result in disciplinary action, including termination. Bringing outside friends, not employed by Pinecone Preschool, into the classroom is prohibited as it violates licensing standards.

Overall, please be aware that your personal conduct; the words you use, the personal story's you tell, the music you listen to are always being observed by other teachers, parents, and the students therefore must be limited to a "G-rated" standard.

DRESS CODE POLICY

All staff should appear professional in personal appearance we will only wear scrubs to work.

Please don't wear open toed shoes.

Personal Hygiene in the Workplace

Good personal hygiene habits must be maintained. Offensive body odor and poor personal hygiene is not professionally acceptable.

Employees are to come to work prepared for the job assignments they have. Employees are expected to come to work properly clothed, groomed, and clean.

TEACHING APPROACH and CLASSROOM MANAGEMENT

- Employees/Teachers are expected to teach and approach the kids at an age-appropriate level.
- Teachers will use a calm tone, and limit raising your voice to gain control of the classroom.
- Pinecone Preschool will never accept shaming, making fun of, belittling, or sarcasm as a form of interacting with the children.
- Pinecone Preschool has a zero-tolerance policy for any form of physical punishment. Examples of physical punishment include: sitting/standing for a long period of time, hitting, slapping, or any technique that will cause the child physical discomfort.
- Lesson plans will be posted a week in advance, this includes having all supplies and copies prepared prior to the week's start.

Pinecone Preschool encourages teachers to form positive relationships with parents. If parents request extra communication, please make the Director aware so that management can create a dialog with the parent(s).

- You may never post any pictures of children on your personal media websites, but Pinecone Preschool's website welcomes pictures. Please email pictures to the Pinecone Preschool email account so they can be posted on the school media pages.
- If a child is showing symptoms of illness, please alert the Director or the office person, then take the child's temperature. When taking a child's temperature, take the temperature a few times to gather an 'average' to report to the Director/Office person.

You may not send a child home sick without permission from the Director/Assistant Director/office person.

- If a child incurs an injury while at school, the observing teacher will immediately tend to the child to calm and sooth their needs than write an "ouch report" to alert the parent of the situation that accrued with their child while in school
- Daily reports will be written to as a form of communication with the parents and provided to the family at pick up. Included within the daily report will be how the child ate and slept, bathroom use/diaper changes, listening/ behavior in the morning and after nap, supply needs and reminders.

Daily reports are not a substitute for verbal communication with the families.

Parking Lot Spaces

Please be courteous and considerate about where you park your vehicle on Pinecone Preschool Property. We want to accommodate the easiest and safest route for the parents to utilize the parking spaces nearest the walkway/stairs as they drop off students throughout the day.

Pinecone Staff please make every attempt to **AVOID** parking in these areas:

- Morning time (business hours) during drop off times-in front of the treed area
- Monday-in front of the Trash Bin
(Mondays weekly pick up schedule time & times will vary on this day)

Other areas to park your vehicle at Pinecone Preschool during business hours/working (director prefers):

- Parallel parking on King Street
- Parallel parking by the playground.

AZ Registry Training

Instructor: Karen Hoffman

Register at azregistry.org create a username and password to be able to access the trainings and save any progress made.

To find all the training go down to find instructors tab on the left-hand side. Click the first down box to select find by instructor's name. Enter in Karen Hoffman and all the trainings should pop up below, register for the ones listed here. All the trainings can be done at your own pace, please be sure to write down the date for when they were completed to help keep track.

After registering to access the trainings, go to the left-hand side of the azregistry and select my enrollments. Click one to work on and click on the website link to begin the training.

Training Credits:	Course Name:	Date Completed:
½ hour training credit	Responding to Severe allergic Reaction	
½ hour training credit	Diapering 101	
½ hour training credit	Handwashing in Child Care	
1 hour training credit	Sanitation Practices in Child Care	
2 hour training credit	Foundations 1 Moving Forward with Expulsion Prevention (this one with be under the find training event tab; select find by name, you will have to type in the full name)	
1 hour training credit	Resource Video Changing Diapers in Child Care (To find this one it located at the bottom of the Maricopa website) Online Education Maricopa Co https://www.maricopa.gov/1403/Online-Educationunty, AZ	

Child Care Education Institute Trainings

These trainings can be accessed through the azregistry website, on the left-hand side there is a CCEI online training, on that tab there is a link to the trainings, and it should have everything already logged into.

To find the course, click the course catalog link on the homepage and use the course IDs to find each one.

Course ID:	Course Name:	Course Hours:	Date Completed:
ADM103	Transportation And Field Trip Safety for Child Care Settings	2	
ADM107	Coping With Crises and Traumatic Events	3	
CCEI110A	Indoor Safety in Early Childhood Settings	1	
CCEI110B	Outdoors Safety in Early Childhood Settings	1	
CCEI112A	Child Abuse: Signs of Abuse and reporting Requirements for Early Childhood Professionals	1	
CCEI119	Food Allergies in the Early Care Settings	1	
HLTH102	Preventing the Spread of Bloodborne Pathogens	1	
HLTH105	Medication Administration in the Child Care Environment	3	
HLTH110	Protecting Infants: Reducing the Risk of SIDS and Shaken Baby Syndrome	2	

Employee Handbook

Before employment can begin at Pinecone Preschool you must read and sign this handbook.

I have read and agree with the ALL of the employee handbook Policies about my duties of a Pinecone Staff Member. I will maintain a high work ethic and be respectful to my fellow teachers here at Pinecone Preschool:

Employee Signature

Date

