



We Kare Daycare Staff Handbook 2022

We Kare Daycare Employee Policies and Procedures Handbook for all employees*

Introduction Letter

Welcome to We Kare Daycare & Preschool!

We are pleased to have you employed with our company and hope we can build a long-lasting employer employee relationship.

We Kare Daycare was established in 2010 and, our goal is to make sure every employee has what they need to operate effectively in whatever area you are employed in.

We want everyone to look at their co-worker as family and we must treat everyone with love, respect, care, honesty, and nurture each other.

If you see your coworker doing something that does not fall in the guidelines of what is expected from him/her, help that person if you are a more seasoned teacher than they are.

All employees need a little help from somebody; we never want to be at a point where we feel we can't learn anything from anyone or be un-teachable.

Learning and growing is a part of life and that's what we want displayed here at WKD.

Our name speaks for itself because WE KARE and we pray you CARE also.

Keep an atmosphere of a loving and caring environment for all children, parents, and staff.

Your classroom reflects you a teacher!

We welcome you!

WKD Management

Policies & Procedures

This employee Policy and Procedures handbook represent the staff guidelines of this Center.

The right is retained to modify or alter these policies based upon professional and business concerns considered in the best interests of all involved, including administration and members.

These policies and procedures may be changed with or without notice.

WKD will keep all employees abreast in advance of any changes necessary, giving a 60-day notice of any changes whenever possible, but will not supersede the At-Will Employment policy.

Statement of At-Will Employment Status

WKD personnel are employees on an At-Will basis.

Employment At-Will means that the employment relationship can be terminated including but not limited too; **defiant of authority, disobedient to orders, having an insubordinate attitude** will cause you to be terminated with no exceptions!

Mandated Reporting

Every employee is a MANDATED REPORTER.

If you see any signs of child abuse, neglect, bruises, or anything out of the normal fall of children you need to report it the National Child Abuse Hotline 1-800-422-4453.

This is not information that you spread to teachers, students, nor parents.

Child abuse is a serious issue and please don't take it lightly.

Every 2 years each employee is required by the State of California to update your Mandated Reporting Certificate.

Cell Phone

Employees are not allowed to be on their cell phones while supervising children. NO cell phone should be consistently in an employee's hand.

Any employee caught on camera with their cell phone in their hand for a Nonemergency situation will be written up followed with termination if the issue persists.

Right to Revise

WKD has the right to revise, delete, modify, or add to all policies and procedures, work rules or benefits stated in this handbook.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies and or procedures.

NO ORAL statements or representations can in any way alter the provisions of this handbook.

Harassment Discrimination and Retaliation Prevention

WKD is an equal opportunity employer. WKD is committed to providing a work environment free of harassment, discrimination, relations, and disrespectful or other unprofessional conduct based on:

- Religion
- Color
- Race
- Sex/Gender
- National origin
- Ancestry
- Physical or Medical disability
- Medical condition
- Genetic information/Characteristics
- Marital status
- Age
- Sexual orientation
- Military or veteran status

- Any other basis protected by Federal, State, or local law or ordinance or regulation

WKD will not tolerate this type of harassment from any employee nor management.

Professional Ethics and Employment

As an employee we must always stay professional. We cannot engage in personal relationships or activities with parents outside of the daycare hours.

You cannot babysit, date, fraternize, nor moonlight for current parents of WKD, this will result in termination.

We understand things come up in life and you may need to switch hours with someone, however we do not encourage you to switch hours with anyone, so this doesn't cause confusion.

In an emergency case you can ask management to assist in anyway if possible.

As an employee it's your responsibility to take care of all your personal appointments on your off time with the understanding that this is a company, and we must have all employees here at their scheduled time.

Its unprofessional to ask to leave early more than 2 times a year!

Asking to leave early the day of or 2 to 3 days prior will result in a denial of the days you requested.

Employees must be professional, and handle all outside situations that may arise outside of your work hours.

Full-Time Employees

Regular Employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Full-time employees are those who are normally scheduled to work, and who do work a minimum of 40 hours a week.

Part-Time Employees

Part-time employees are those who are normally scheduled to work, and who do work less than 30 hours a week.

Employees that work more than 7 hours a day will receive a 1-hour lunch.

Employees that work 5 ½ or more but not greater than 6 hours will receive a 30-minute lunch.

Breaks/Lunch

Breaks will be given according to the Labor Law rules & regulations.

While on your paid break you may not leave the premises unless you clock out according to Workers Compensation policy that we must adhere to.

When calling in sick you must call 2 hours before your shift is to start.

Failure to do so will result in a written disciplinary action that may result in termination from WKD.

If you have called off for 3 days in a row, on that 3rd day you need to provide WKD with a Doctor's note to return to work.

When someone arrives to give you a break/ lunch you must be back on time to take over your class. Returning late from your break/lunch will result in disciplinary actions, and if the behavior continues you will be terminated for not following, We Kare Daycare's rules and regulations.

Calling Off/Time

If you call in sick saying you have the flu, flu virus, COVID-19, or flu like symptoms you need a doctor's note to return to work for the protection of the children.

If you call off 5 times within the first 30 days, you will be terminated as an employee of WKD.

Each employee will have to clock in on their scheduled time and not before, unless directed to by management.

When you are relieved from your duties you must clock out at that time, then retrieve your personal items or anything you need to do regarding going to the bathroom, run to your car, and or talk to a teacher.

If you are caught wasting company time and have been verbally warned and or written up, you will be terminated.

No employee's hours are permanent.

Employee's hours can be changed at any time with little to no notice.

When you are sent home due to low enrollment, you will not be able to compensate the time by using sick nor vacation time.

Leave of Absence

If you are returning to work from being on sick leave, Disability, Maternity, Military, or FMLA you must work a full pay period to use your vacation time.

Each employee will receive 5 days each calendar (hire date/anniversary date) year to call off work.

A calendar year is January to January.

Sick Time

Sick time is just as it states! Sick time.

Employees that are out sick you can use your sick time.

You can call in sick up to 5 times a year.

If you are asked to leave early due to low enrollment you may not use sick nor vacation time to compensate your time. Employees receive 1 hour of sick time leave for every 30 hours worked, with a maximum of 48 hours through the State of California.

After you have reached 48 hours you will not accumulate anymore sick time until you start using the sick time.

Each employee will receive 3 days of paid sick leave but cannot be used on a consecutive base with your vacation time.

Returning from any leave of absence employee's will not be guaranteed their same hours nor their same position.

Vacation/Holiday

You will receive one-week paid vacation from January to December 31st and it does not roll over. Any un-used vacation will be lost December 31st.

Vacation time & Holiday pay are NOT mandated by the State of California, it's a benefit to employees of WKD as a benefit but not mandated! WKD will reserve the right to delete, change or modify these benefits at anytime with no notice.

You will receive Holiday pay after you have been hired for 1 full consecutive year from January to January.

After you have been employed 1 calendar year from your hire date you will be eligible to start accumulating vacation time at a maximum of your hours worked after 1 year of being employed.

Example: if you work 30 to 35 hours per pay period you will be entitled to 30 to 35 hours of vacation.

If you work 10 to 15 hours per pay period, you will be entitled to 10 to 15 hours of vacation.

Use all vacation time by December 31st of each year or you will lose it.

Vacation time cannot roll over into January of the next year!

Vacation time doesn't roll over.

2 weeks' notice is required for any vacation/days off request or the request off may be denied.

Pay Days

Pay days are the 1st and the 15th of each month.

WKD is paper less and all payroll checks will be direct deposit.

Benefits

Childcare benefits are available on an automatic payroll deduction from your paycheck every 1st & 15th of each paycheck.

Childcare deductions will only be deducted if your child is in attendance, for all Directors 1 child is free & the 2nd child is 50% off your weekly tuition.

If your child/children are in school each employee other than the director will receive a 25% discount on the 1st child and 15% off on each child after that.

If you are not working your child/children may not attend school, however if you still want to use childcare you will need to pay full price when you are not working.

Teacher Job Description

12 E.C.S college Units/Official Transcripts

CPR

First Aid

Live Scan with clearance number

T.B Test

Health Screening/MMR/TDAP

Health & safety Certificate

Mandated Reporting certificate

Transportation

Drivers must show proof of a valid CA Drivers license

If your license is ever suspended, you will no longer be a driver for this company and possibly terminated depending on the severity of the crime.

As a driver it's your responsibility to ensure the safety of each child in your care

No driver should leave a school without checking with the school office to ensure that child was in attendance (violators will be terminated)

Drivers need to make sure they are communicating with management when the vans need maintenance, gas, and the check engine light.

Drivers need to ensure the vehicles are clean, and free from any items that may get caught under the pedals causing an accident.

If you receive a parking ticket that is your responsibility to pay it.

If you receive a speeding ticket, it's your responsibility to pay it.

If you get in an accident and you are at fault you will be responsible for all fees that you incurred for the company up to but not limited to a \$1000.00

Teacher Duties but not limited too

Create Lesson Plans

Conduct Circle time

Chapel once a week (Wednesday)

Be creative

Be positive

Be energetic

Give smiles

Give hugs

Be the #1 greeter

Classroom Boards must be done neat and straight

Dailies must be done on a daily base (excluding summer months).

Make learning Fun

Taking children outside on their scheduled time unless the weather permits otherwise.

Be loving, be happy, give smiles, hugs, laughter, joy, be caring, with appropriate affection

Motivate children to participate in class activities

Always supervise children inside and outside (teacher are not to swing, slide or ride bikes) while supervising children

Monitor children in the bathroom & hallway

Potty Train children

Lift over 40 to 50 pounds, bend, walk, run, skip, jump

Change diapers and or pull ups

Stand for long periods of time inside and outside

Mop /Take out trash/ Vacuum/Wash Dishes/Closing duties (without trying to supervise any children)

Your classroom must be clean and ready for a prospective parent or parents daily Including any other duties designated to you by the management, which may include other duties outside of the facility. Regarding shopping, marketing, bank drop offs, etc....

Health and Safety

Personal Rights, Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

To be accorded dignity in his/her personal relationships with staff and other persons.

(2) To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.

(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.

(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

As an employee of We Kare Daycare you are REQUIRED to inform the Director and anyone in management if a child sustains any injuries, complaints from parents about staff or other children, anything that puts the Health & Safety of a child at risk.

Health checks are performed upon arrival in the presence of the parent and not after the parent has left.

Regarding but not limited too; bleeding, broken limbs, kissing, touching, and any inappropriate behavior from one child to the next or child on child behavior.

Failure to report to the Director and anyone in management will result in immediate termination from We Kare Daycare due to the violations of the Health & Safety of a child according to license!

Blood Borne Pathogens can easily be transferred from one to another, so it's especially important when a child is injured and has any visible blood you must wear gloves to thoroughly clean up all blood and place any items that have been tainted with blood in the trash bag, tie the bag up and it must be placed in the dumpster outside.

If the child has any blood on their clothing the clothes must be changed, and the tainted clothing must be bagged and placed in the child's cubby.

If you are holding a toddler, please sit down with that child. If you are walking around with that child, you may trip and fall cause injury to that child or to yourself.

When a child has an illness or an accident it's your responsibility as that child's teacher to make sure you write up a report and you and the parent must sign it acknowledging that child was injured.

Anything injuries from the neck up, a phone call needs to be made to the parent & guardian.

Trainings

Every month employees are required to attend a monthly staff meeting.

Failure to attend monthly scheduled trainings/meetings will result in disciplinary action, followed up by termination if the situation persists.

Two weeks' notice will be given in advance so you can plan accordingly. **(NO Children)**

These are requirements from the Community Care License & the State of California, and trainings/meetings cannot be missed.

Over Time

Over time will be paid according to the State labor laws.

Time clock

All employees must clock in at the scheduled time & not before unless directed to do so by management.

Before you clock in to work you must put all your personal items' away, take a potty break, and eat before clocking in.

Once you have clocked in go directly to work. You may not socialize on company time.

When leaving for the day you must clock out first then retrieve your personal belongings. You cannot take care of your personal issues on the clock.

Grounds for Immediate Termination

Lack of supervision will result in immediate termination from the We Kare Daycare.

DUI, criminal behavior that puts your State clearance license in jeopardy.

Violation of the Health & Safety of children

Failure to report any major injury or any Health & Safety concerns of any parent, parent complaints, about staff or children

Going to sleep while supervising children (**automatic termination**)
Excessive absence (**No more than 5 call offs in 1 calendar year**)
No call no show (automatic termination)
3 days arriving late to work (**automatic termination**)
Returning from your lunch/break late (**no more than 3x termination**)
You must show respect to all children, parents, and co-workers.
Threats or threatening behavior
Aggression toward children, parents, or co-workers
Gossiping about parents, children, and co-workers (**automatic termination**)
Firearms on premises
Drugs or Alcohol on premises (**automatic termination**)
DUI (automatic termination)
Physical and verbal punishment of children on school property (**automatic termination**)
Discussing your pay rate with other co-workers (**automatic termination**)
Placing children's pictures on your Face book, Twitter, Instagram, or any social media are grounds for termination.
Having someone else call in sick for you
No cell phones while you are on the clock No Face book, Twitter, Instagram (automatic termination)
Fraternizing with Parents & sharing company business with outside entities will result in immediate termination for failing to abide by company policy.
Do not pass out your cell phone number to parents. It's against Company policy.
Stealing food and or supplies (**automatic termination**)
Insubordination to management (**automatic termination**)
Being unprofessional
Violation of child/children's rights (**automatic termination**)

Dress code

Employees shall dress in a manner that is appropriate for a professional teacher of young children.

While not indicative of one’s teaching abilities, an employee’s appearance can influence a parent’s decision to enroll.

To maintain the professional teaching image the center promotes, the following are NOT appropriate: short-shirts or hemlines, skin-tight pants or tops, high-slit skirt, tube, or low-cut tops, dirty or excessive make-up, and prominent piercing(s). Sandals with a strap, clean tennis shoes, are appropriate.

Appropriate jeans or fingertip length shorts maybe worn everyday by employees and management.

Each employee will receive a lab coat with the company logo and your name printed on the lab coat. Employees will receive 5 coats for the week. Failure to wear your uniform lab coat will result in disciplinary action.

Separation/Termination

Upon separation or termination from the company. All employees’ must return his/her lab coats and walkie talkies, or the employee will be charged for any unreturned items at market rate price.

All monies will be deducted from your last check if you fail to return all company items.

Your signature indicates that you have read and understand and will follow all rules and regulations that are mentioned above in the We Kare Daycare Staff Handbook!

Print name _____

Signatre _____ Date _____

