



# **BRIGHT STARS CHILD CARE AND PRESCHOOL**

EMPLOYEE HANDBOOK

&

PERSONNEL POLICIES

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## WELCOME LETTER TO NEW EMPLOYEES

*Welcome to the staff of Bright Stars Child Care and Preschool! We're delighted to have you here.*

*Each employee of our Center is selected because of special qualities, talents, and skills needed to create a well-balanced administrative, teaching, and support staff. Each member is part of the total staff, and all are dependent upon one another. Although specific responsibilities vary, all are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony with respect, tolerance, patience, honesty, trust, and friendship.*

*You should be proud of your role at Bright Stars Child Care and Preschool, and we depend upon you to enhance the reputation of the Center as an outstanding environment for young children.*

*As a member of our staff, you are expected to conduct yourself in a professional manner at all times. We want you to become friends with other staff members, with the children in the Center, and with their parents. We also want you to remember that you are an example that others may look to for guidance.*

- *You must dress neatly and in good taste.*
- *You should be punctual, dependable, tactful, discrete, and helpful.*
- *You should be responsive to the children and to their parents, retaining your poise at all times.*
- *You are expected to treat all information regarding members of the Center community (children, parents, staff, etc.) with strict confidence and to avoid gossip at all times.*
- *Let parents know you take pride in your work - and conduct yourself in a way that conveys this attitude through the care with which you undertake your daily activities.*

*Have fun! Being professional in your conduct does not imply stiffness or formality. Don't forget to have fun with the children and don't be afraid to let them know how much you really do enjoy being with them. Let them see that you can share in their laughter - just as readily as you share their feelings when they have been hurt and are crying. Let them know you can enjoy their view of the world.*



Masroor Farooqi

*(for) Masroor & Hina Farooqi*

## **PURPOSE OF THE EMPLOYEE HANDBOOK**

This Handbook provides information on procedures, policies and other personnel matters. It also sets the tone for positive interpersonal relationships, professionalism, and standards of excellence among the staff of Bright Stars Child Care and Preschool. These personnel policies are an important element in the relationship between the Center and individual members of the staff. These policies affect every employee and apply to all employees.

The Center recognizes the value of every individual as an employee and wishes to retain people who are knowledgeable and willing to work. It is even more important, however, that staff members are genuinely concerned with the welfare of the children enrolled at the Center, with their parents, and with the reputation of the Center as a quality institution. All employees should earn a fair salary, have a good working environment, and enjoy security in their position, enabling them to enjoy their work and contribute to the continuing success of the Center.

All staff members at Bright Stars Child Care and Preschool report to a Director.

Personnel policies are established and amended by the Directors and owners.

Although adherence to these Personnel Policies is considered a condition of employment, nothing in this Handbook is intended to imply a contract or convey any contractual rights and it may be modified or revised by Bright Stars Child Care and Preschool at any time. Policies will be reviewed periodically and changes or amendments will be presented to each staff member. When changes are made, employees will be notified in writing. If you believe a policy has become outdated or is adversely affecting employee performance, advise a Director. Suggestions for inclusion in revised Handbooks are welcome.

These Personnel Policies shall apply in addition to any applicable laws and regulations. Bright Stars Child Care and Preschool also uses the Operations Manual, job descriptions, Parent Handbook, and other appropriate written materials to communicate work expectations and employee responsibilities. Unenforceable provisions of this Policy shall be deemed to be deleted.

### **3.6 VISION**

The vision of Bright Stars Child Care and Preschool is to provide safe, affordable, high-quality childcare for the children in our care and our focus is to provide a stimulating early care and education experience which promotes each child's social, emotional, physical and cognitive development.

Our goal is to prepare children for their future learning experiences and to do so as a

cooperative partnership between parents and staff. We recognize that we will be successful only as a team and teachers play an extremely important part in the success of the child and our center.

In this spirit, we ensure that the teachers are set up for success and have the proper training, motivation, and tools available to them to provide the best services possible to both the children and the parents in our center.

We recruit qualified teachers that we believe will be a good fit in our unique environment. We then work very hard to make sure their needs are met so that they thrive in this environment and are able to deliver the appropriate care to the children in their classes.

## **HISTORY / PURPOSE OF THE CENTER**

Bright Stars Child Care and Preschool is a Colorado Company, established in 2005 by Masroor and Hina Farooqi and licensed by the Colorado Department of Human Services, Division of Child Care by the State of Colorado to operate a Child Care Center. The purpose of the Center is to provide a superior quality pre-school and early childhood development program serving children from two months to six years of age.

## **PRIMARY GOALS OF THE CENTER**

- To create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities.
- To assist each child to grow to his fullest potential by recognizing each stage of development and fashioning an environment (i.e. curriculum, facilities, staff) designed to nurture and facilitate growth during each stage.
- To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving.
- To assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.

## **PERSONNEL POLICY ADMINISTRATION**

The Directors have direct responsibility for administration of personnel policies and shall ensure that the current "Employee Handbook / Personnel Policies" manual is available at all times to the staff and candidates for staff positions. Each staff member shall have access to the "Employee Handbook / Personnel Policies" and after reading it thoroughly, shall sign a statement that he or she has read and understood the policies and agrees to honor his or her obligation to adhere to the policies.

## **EQUAL OPPORTUNITY EMPLOYMENT**

It is the intention of the Center to be in compliance with Federal, State, and local laws at all times. The Center does not discriminate in employment with regard to race, creed, national origin, political affiliation, marital status, age, gender, sexual orientation, or number of dependents. A staff comprised of people of varied religious, racial and cultural backgrounds is encouraged for the good of the children, their parents, and the community, as well as the staff and the Center. No employee shall aid, coerce or conspire to cause a dismissal or resignation of another employee because of illegal discriminatory factors.

## **EMPLOYEE CLASSIFICATIONS**

- (A) FULL-TIME SALARIED employees regularly work at least thirty (30) hours per week, receive a designated annual salary, paid semi-monthly.
- (B) PART-TIME SALARIED employees work less than thirty (30) hours per week, as the Center requires, and receive a designated annual salary, paid semi-monthly.
- (C) FULL-TIME HOURLY employees work at least thirty (30) hours per week and receive a designated rate per hour for hours worked, paid semi-monthly.
- (D) PART-TIME HOURLY employees work less than thirty (30) hours per week, as the Center requires, and receive a designated rate per hour for hours worked, paid semi-monthly.
- (E) TEMPORARY, SUMMER, AND SUBSTITUTE WORKERS contract to fill in for regular staff members for a limited period of time (up to three months), are paid on an hourly basis, and are not eligible for benefits (including paid Paid Time Off).

Individual compensation is established at the time of employment. Compensation may vary according to the amount of responsibility associated with a particular position as well as the abilities, training, length of service, education and experience of each employee. Salaries and wages are subject to review annually.

## **HOURLY EMPLOYEES**

All employees shall "clock" in and out of the Center daily (including for any lunch breaks) or shall submit a written weekly time record to a Director, as directed. "Sign-in" time shall be no earlier than the designated starting time and "Sign-out" time shall be no later than the designated finishing time, unless specifically authorized or requested by a Director. Full-day (over 6 hours) workers shall have an unpaid lunch break. Wages are based on the actual hours worked during each pay period.

Employee compensation is a confidential matter and must never be discussed with or disclosed to others.

## **PAY DAY / SALARY DEDUCTIONS**

Staff members are normally paid every two weeks or 26 times a year. Paychecks are distributed on Friday following the work hours of 2 weeks. They are distributed between 12-2 p.m.

The Center is obligated to make certain deductions and/or remittances to State and Federal agencies for such items as Social Security, unemployment tax, income tax, etc. The Center contributes an amount established by the federal government to each employee's Social Security fund. Every employee must complete and submit to the Center a form W-4 when hired and whenever withholding status or information changes.

## **BREAKS**

Every attempt will be made to provide each employee with a break of up to 15 min. for each work shift of three or more hours. Breaks of 15 min. or less will be paid. Each employee should make a concerted effort to be timely. Unspent break time cannot be used to justify leaving early or reporting to work late.

## **OVERTIME**

All overtime must be approved by a Director in advance. Hourly employees may not work more than 40 hours without Director authorization. Whenever possible an hourly employee's work schedule will be adjusted to avoid working more than 40 hours within a work week.

## **DIRECTORS**

Appointment of a Director is based upon qualifications and demonstrated competence for the position. These ideally include supervisory experience, training in early childhood education at an approved school, and experience in the field of child care and child development demonstrating ability to coordinate and integrate the various components of such programs.

The Directors are responsible for the employment and supervision of staff and shall obtain and verify references for all candidates selected for employment.

## **STAFF**

Qualifications for staff positions include demonstrated competence and skill for each position to be filled. Formal or informal training is desirable.

A Director will give each prospective employee information concerning the organization and programs of the Center and will define the requirements and conditions of employment relative to each staff position.



Job applicants shall provide complete and accurate information about their education, training, experience, interests, capabilities, limitations, special skills and at least three outside references, preferably from former employers. Any factors which might hinder effectiveness in the job shall be fully disclosed.

## **COMPLIANCE WITH A.D.A.**

The center will comply with The Americans with Disabilities Act of 1990 by making reasonable accommodations for employees who are disabled:

1. Disabled means:
  - that an employee has a physical or mental impairment that substantially limits a major life activity; or
  - an employee has a record of a physical or mental impairment that substantially limited a major life activity.
  
2. Employee must be “otherwise qualified for the position” (i.e., have the education, experience, or expertise required for the job.)
  
3. Employee must be able to perform the essential functions of the job, with or without accommodation. “Essential Function” means:
  - The reason the position exists is to perform that job function as above; or
  - There is a limited number of people who can, or are available to, perform the function; or
  - The function is highly specialized and the employee was hired for his or her ability to perform the function.

## **ASSIGNMENT OF STAFF MEMBERS**

All staff members are employed subject to assignment or reassignment at the discretion of the Directors. Any supplemental duties given to a staff member, including those for which additional pay is received, may be modified or discontinued at any time.

## **WORK WEEK SCHEDULE**

The Center is open from 6:30am to 6:30pm, Monday through Friday of each week, except for specified holidays. Flexible hours, which meet the needs of the center, may be employed at the discretion of the Directors. Employees must be available to work the hours stated. Schedules, lunch and work breaks are established by the scheduling director and may be changed according to work and staffing requirements.

## **PERSONNEL FILE REQUIREMENTS**

Each staff member must complete an Application for Employment, a Staff Information Form, a W-4, an I-9, and such other forms or statements as may be requested. In addition, employees must provide complete official transcripts from all colleges attended.

Staff will be required to sign an employment commitment.

The Personnel File shall be completed before the end of the first pay period or the paycheck may be delayed. Personnel records are confidential. They include evaluations, salary history, training records, application, resume, transcript, leave information, reference information, documentation of employment actions, letters from colleagues, parents, and children, and insurance information. These records provide the basis for future references.

## **HEALTH REQUIREMENTS**

Employees must be free of any health problems that could interfere with the performance of assigned job duties or endanger the health, safety, or well being of the children. All employees must be able to visually and audibly supervise children. All employees must be able to lift children, bend from the waist, stoop, kneel, and squat and have a healthy back. All employees must be able to get up and down from the floor with or without reasonable accommodations. New employees are required to provide a Tuberculin (Tb) test showing freedom from tuberculosis (Tb) at the time of initial employment by a licensed physician or clinic. Additional tests and/or examinations may be required from time to time at the discretion of the director. The cost of pre-employment exams will be borne by the employee. In the event of a positive tuberculosis test, the employee is required to present proof of follow-up action as recommended by a licensed physician or health professional.

## **PROBATIONARY PERIOD /ORIENTATION**

A 90 day Probationary/Orientation Period is required for all new employees. During this time, either the employee or the Center may terminate the employment arrangement immediately upon notice to the other party.

After the initial 90 days, a Director will evaluate and the employee. Input from parents (clients) and co-workers may also be requested. The evaluations will be discussed with the employee and an individualized training plan will be developed. The employee will sign and date the evaluations to indicate completion of the process. If the evaluation results indicate a need, the Probationary Period may be extended.

Job descriptions for each position at the Center are in this Manual and are also available from a Director. All employees should be familiar with their job description. Lead Teacher, Assistant

Teacher, and a supplemental "All-Staff" job description are included at the end of this Handbook.

## **GENERAL STANDARDS OF PERFORMANCE**

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. A signed and complete application is required for employment consideration. Any false or incomplete information provided by the employee will be grounds for immediate dismissal. References, educational backgrounds, criminal histories, abuse and neglect registries, and experience backgrounds will be checked. All newly hired employees will automatically be on a 90 day probationary status. During this period the employee will be closely supervised to determine if the employee and position are right for each other. No specific cause is necessary for termination at any time during or after the probation period.

## **SUPERVISION**

Each employee will have regularly scheduled "supervision time." Ongoing supervision with a designated director will assist staff in developing skills, promoting personal and professional growth, and assure center policies and procedures are being followed. Basic elements of the supervisory process include a clear statement of what is expected, an opportunity to participate in establishing individual goals, and periodic performance reviews.

## **LESSON PLANS**

Each lead teacher is responsible to have a weekly lesson plan implementation. It is strongly encouraged that you do your planning with co-workers to get ideas from each other on different ways to do things. Planning time should be during nap time on the same day every week.

## **NON-ADMINISTRATIVE STAFF CONTRIBUTION TO DECISION MAKING**

Non administrative staff is welcome to discuss any issue of importance to the proper running of the center with the Director and owner.

All non-administrative staff is consulted in the matter of hiring, curriculum development, program goal setting and annual planning. For curriculum development and selection as well as goal setting, their input is aggregated and weighted in the final decision and decision making. We will get feedback from staff regarding hiring a new candidate. We evaluate the monthly curriculum with the staff and also larger goals and strategic decisions.

## **DISCIPLINARY ACTION/TERMINATION OF EMPLOYMENT**

The Center may take Disciplinary Action in cases of employee violation of Center policies, procedures, or instructions. One form of Disciplinary Action is a period of Disciplinary Probation, during which the employee is not eligible for review, pay increase, or promotion. If the problem is not corrected, additional Disciplinary Action or termination of employment will result. The duration of a Disciplinary Probation period is at the discretion of a Director but will typically be for 60 - 90 days.

### **Voluntary Termination**

Notice of resignation, tendered by an employee, shall be in writing and delivered to the Director at least fifteen (15) days in advance of the effective date for hourly employees, thirty (30) days in advance for salaried staff. A Director shall provide at least ninety (90) days' notice when tendering a resignation to the Owners. A departing staff member is expected to bring all work up to date to permit a smooth transition.

### **Involuntary Termination**

A Director may release an employee for malfeasance, incompetence, or in the event of a reorganization.

MALFEASANCE generally indicates a serious behavior problem such as theft, unprofessional actions, drunkenness, drug or alcohol abuse, smoking or use of alcohol in or near the Center, misappropriation of funds, willful damage to property, assault, commission of a criminal offense, or other acts of misconduct including, but not limited to, any form of child abuse or neglect including use of physical force in disciplining a child, providing false pre-employment information, sexual harassment, violation of confidentiality of information, or failure to comply with Center policies or procedures. Release for MALFEASANCE shall require no notice and the employee shall forfeit all vacation privileges.

INCOMPETENCE is measured in terms of such factors as

- 1) Inadequate personality match for sound relationships with others at the Center;
- 2) Lack of growth or progress on the job;
- 3) Inadequate skill in performing duties;
- 4) Lack of understanding or acceptance of the Center's philosophy;
- 5) Excessive absenteeism or tardiness;
- 6) Consistent failure to carry out assigned duties;
- 7) Failure to comply with licensing regulations;
- 8) Inappropriate treatment of children;
- 9) Unsuitable communication with parents.
- 10) Poor relationships in the professional community;

When the work of a staff member appears to be unsatisfactory, a Director will prepare an evaluation, review it with the employee, and allow a reasonable opportunity for improvement. Following this period, a Director may give the employee notice of dismissal.

REORGANIZATION includes any change in the philosophy, purpose, organization, or programs of the Center resulting in changes to job requirements, elimination of positions, or creation of new positions with no suitable place for the staff member concerned.

Employees released on this basis will receive at least two weeks notice. Such employees shall receive first consideration for filling new positions and the full cooperation of the Center in securing another position.

Staff disciplinary actions may include, but are not limited to, the following options:

1. A verbal warning by the supervisor to the employee with a dated note placed in the employee's personnel file.
2. A written reprimand with copies for the employee and employee's personnel file.
3. Suspension without pay for up to five days.
4. Demotion or reassignment of duties.
5. Probation with a written plan and time frame for improvement.
6. Dismissal.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

1. Physical discipline of a child.
2. Absence from work without authorization.
3. Acts indicating a lack of good moral character.
4. Use of intoxicants while on duty or reporting to work under the influence of intoxicants.
5. Illegal possession or use of drugs.
6. Conviction of any offense or crime involving moral turpitude.
7. Disclosure of confidential information regarding children, parent, or other staff.
8. Falsification or omission of information regarding job qualification or information required on the employment application form.
9. Failure to comply with Child Care Licensing Minimum Standards.
10. Failure to treat children and adults with respect.
11. Repeated occurrence of failure to perform satisfactorily.

## RECRUITMENT AND RETENTION PLAN

As per our vision of delivering excellent care, Bright Stars' primary goal when recruiting new employees is to fill vacancies with people who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria. When positions become available, qualified current employees are encouraged and are welcome to apply for the position. Failing any qualified internal candidate, we ask for references from the current employees to see if their network of friends and family have any worthwhile candidate. If not we, we use Craigslist and Indeed.com for job search.

For retention, Bright Stars works with the following framework:

- **Autonomy:** Employees seem to crave autonomy—that is, having control over their own workplace agendas
- **Recognition:** Sometimes, simply telling employees “great job” is one of the most important things you can do as an employer.
- **Work-Life Balance:** Work-life balance is good for the soul and being able to balance time between work and family life is key to employee happiness and retention.
- **Flexible Scheduling (when possible):** Flexible scheduling can be more important than bonuses for many employees—especially those with children.
- We offer competitive benefits, details of which can be found in the benefits section in this document.

## TRAUMA POLICY

Bright Stars has a Trauma related policy whose purpose is to address the trauma in the lives of the children and families served by our center. The policy is promulgated to promote the understanding of trauma and its impact, ensure the development of a trauma informed system and the availability of trauma specific services for the children in our care.

We have developed a trauma-informed system for all and shall ensure that the following elements are provided:

- i. Adoption of trauma informed culture: values, principles and development of a trauma informed system of care ensuring safety and preventing re-traumatization.
- ii. Engagement in organizational self-assessment of trauma informed care
- iii. Adoption of approaches that prevent and address secondary trauma of staff
- iv. Screening for trauma exposure and related symptoms for the children
- v. Trauma-specific assessment for the children
- vi. Trauma-specific services for the children using evidence based practice(s) (EBPs); or evidence informed practice(s) are provided in addition to EBPs
- vii. We shall join with community organizations to support the development of a trauma informed community that promotes healthy development of children and reduces the likelihood of adverse childhood experiences.

## **STAFF IN-SERVICE TRAINING**

State licensing regulations require each staff member to participate yearly in a minimum of fifteen (15) clock hours of training in subject areas such as child care, child development, and early childhood education.

Regardless of previous experience and education, all employees are expected to continue their training in practices and techniques for teachers and caregivers of young children to acquire new knowledge and gain new skills. Training hours may include time spent in workshops, conferences of child care, early childhood, or educational associations, formal schooling, self-instructional material, or planned learning opportunities provided by a Director, other staff, or consultants. The Center will make staff members aware of training opportunities throughout the year. Most training is expected to take place during staff development “in-service” days scheduled annually.

Bright Stars Child Care and Preschool may provide compensatory time or pay (at its discretion) for pre-approved, required training hours. The Center will pay in advance or reimburse the fee expense associated with training sessions or educational conferences provided that

- 1) The expense is approved by a Director in advance of the training session, and;
- 2) A Certificate of Completion is presented to a Director immediately after the session is attended.

If a staff member registers for a training session but does not attend for any reason, Bright Stars Child Care and Preschool is authorized to deduct any costs it has incurred from the employee's paycheck.

If a person ceases to be employed at the Center, Bright Stars Child Care and Preschool is expressly authorized to deduct from the employee's paycheck the amount of all training fees and associated wages paid by the Center within the 120 day period immediately prior to the end of employment.

## **STAFF MEETINGS**

All staff members shall attend regularly scheduled staff meetings and planning sessions outside of regular working hours, generally not exceeding two hours per month.

## **RE-EMPLOYMENT**

A person who has worked for Bright Stars Child Care and Preschool in the past, left in good standing, and subsequently returns to work at the Center shall accrue benefits in accordance with the following criteria

1. If the employee returns to work (other than on-call substituting) within six months of their last work date, the employee will receive “credit” for the previous period of work.  
OR
2. After an absence of more than six months, if an employee returns to work (other than on-call substituting) after attending college for an early childhood-related course of study since the employment termination date, the employee will receive “credit” for the previous period of work, provided the employee was continuously enrolled in an educational program seeking a degree or certification in a field related to Early Childhood Education.

A returning employee who does not meet the above conditions will be considered a new employee for purposes of qualifying for employment benefits.

## **ATTENDANCE / ABSENCE / TARDINESS**

All employees are expected to be reliable and punctual in reporting for work. Our goal is to provide consistency and stability for children, families, and staff; so all employees are expected to maintain prompt, regular attendance.

Excellent attendance and punctuality are reflections of reliability and a positive work attitude. Both are an important part of performance evaluations. Recurring tardiness, excessive absence, and/or failure to provide adequate prior notice of absence without good cause, are grounds for disciplinary action, including termination.

### **Definitions**

*Paid Time Off* – An employee benefit. (See Employee Handbook section, “VACATION/ TIME OFF”).

*Scheduled Time Off* – Paid (using Paid Time Off already accrued) time away from work, scheduled and approved by a Director at least one week in advance.

*Allowed Time Off* – When the Center offers, and an employee accepts, time away from work.

Employees required to report for jury duty or subpoenaed to appear as a witness in a trial or deposition may be granted leave without pay. Documentation must be provided to a Director. Employees are required to call the scheduling director when jury/witness duty is over each day to see if they are needed to work. It is expected that employees will return to work if time permits.

When eligible employees are approved for FMLA time off (See Handbook section, FAMILY AND MEDICAL LEAVE).



In the event of a death in the employee's (or spouse's ) immediate family (includes parents, child, spouse, or sibling), an employee may be absent for up to 3 days (additional time may be allowed based on circumstances). For a death outside the immediate family, an employee may be absent for one day.

*Personal Absence* – When an employee fails to work his/her full assigned work schedule for any reason except Scheduled Time Off, or Allowed Time Off. Each continuous, uninterrupted period of such absence is considered one Personal Absence. A half day off is counted as one Personal Absence, just as three days in a row are counted as one Personal Absence .

### **Guidelines**

Personal Absence time should be kept to a minimum; it is discouraged, and should be discussed with a Director.

Excessive Absence is more than three (3) Personal Absences in any ninety (90) day period or six (6) Personal Absences in any twelve (12) month period.

Employees with Excessive Absence will receive disciplinary action. (See Handbook section, "DISCIPLINARY ACTION/TERMINATION OF EMPLOYMENT").

In addition to the number of Personal Absences, the total number of days an employee is absent cannot be ignored. More than ten (10) days of absence (excluding Scheduled Time Off or Allowed Time Off ) in a twelve (12) month period is considered Excessive Absence.

Notification of absence must be as far in advance as possible. Staff should anticipate absence for illness the night before. Failure to provide adequate notification of absence without good cause will result in disciplinary action.

The Directors handle all staff scheduling for the Center. Staff should contact them for:

### **Time Off Requests**

- To be submitted, in writing, at least one (1) week in advance (or more, to improve the probability of approval). Requests will be returned with a response within 48 hours.

### **Sick/Emergency Call-In**

- To facilitate scheduling, call the night before if feeling unwell, as late as 10:00 pm. If you become ill in the morning before work, call 5:30 – 6:30 am the same day. Do not wait until arriving at work to say you need to leave.
- Direct personal contact with the scheduling Director is required. It is not acceptable to just leave a message.

Be sure you have a “Contact Information” card with the Directors’ phone numbers with you at all times!

### **3.11 SALARY SCALE**

Each employee will be placed on a salary grade based on their position, job performance experience, and education level. Each salary grade has a minimum and maximum wage an employee may earn. Once employees reach the maximum pay rate for their assigned career ladder level pay scale they will not be eligible to earn a rate of pay increase until they are assigned to a new career ladder level due to a promotion, the completion of an Early Childhood Degree as assigned on the career ladder level, or the salary grade is updated increasing the pay range scale.

### **BENIFITS**

#### **Vacation / Time Off**

Two weeks’ notice is required for any kind of vacation. Paid vacation time is 1 week vacation time per anniversary year after 6 month employment. The vacation time is accrued at the rate of 1.54 hours per pay period. The employee is allowed to go into negative vacation time to the limit of 20 hours.

#### **Holidays**

Active full time employees with at least 6-months' employment are entitled to the following paid holidays per year provided they work the day before and the day after (6 months employment requirement may be waived at the owner’s discretion).

- New Years
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Regular employees with at least six (6) months service may receive holiday pay for the number of hours they would have been scheduled to work on each holiday. To be eligible for Holiday Pay, an employee must work BOTH the work day immediately before AND the work day immediately after the holiday. If an employee is absent either day, they may receive Holiday Pay only if the absence qualifies as Scheduled Time (requirement may be waived at the owner’s discretion).

#### **401K Retirement Plans**

Active full-time employees are entitled to 401k benefits managed by American funds. Eligibility criteria and contributions are regulated by the state of Colorado and the requirements outlined by American funds. Detailed information regarding eligibility and contribution can be obtained by contacting the

front office for more details. In general, all employees who have met the hourly contribution requirement of employment by bright stars are eligible for the 401k plan.

### Employee Child Care

Following the 90-day new employee probationary period, full-time employees may enroll their children at the Center if an opening exists in the child's age group. Full-time employees may opt to receive a ten percent (10%) discount off of regular monthly.

### EMPLOYEE SICKNESS POLICY

Following is a chart o when to stay at home from illness:

Symptoms	Stay Home?
DIARRHEA - Frequent, loose or watery stools compared to normal.	YES - If staff has diarrhea, they should stay home until there is NO diarrhea for 24 hours.
FEVER - A body temperature of 100°F and greater.	YES - When staff also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing.
VOMITING - Throwing up contents of stomach involuntarily, often forcefully.	YES - If staff has vomiting, they should stay home until there is NO vomiting for 24 hours or a doctor says it is not contagious.
COUGHING - Persistent coughing that distracts from responsibilities and/or is accompanied by other symptoms	YES - If severe, uncontrolled coughing or wheezing, rapid or difficulty breathing, becoming red or blue in the face, making high-pitched whooping sounds after coughing, or vomiting after coughing. Medical attention maybe necessary.
"FLU-LIKE" SYMPTOMS - Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting, and diarrhea.	YES - For at least 24 hours after the fever is gone, without the use of medicine that reduces the fever.
MILD RESPIRATORY OR COLD SYMPTOMS - Stuffy nose with clear drainage, sneezing, and mild cough	NO - Keep home if symptoms are severe. Practice good hand hygiene.
RASH WITH ADDITIONAL SYMPTOMS - Note: Body rash without additional symptoms such as fever or behavior changes usually does not need to stay home, call the doctor	YES - Call the doctor. Exclusion is recommended if there are symptoms in addition to the rash such as behavior change, fever, joint pain, bruising not associated with injury, or if the rash is oozing or causes open wounds. Any rash that spreads quickly, has open, weeping wounds and/or is not healing, should be evaluated by a doctor.

## **Food Handlers**

- Don't handle ANY food when sick. Includes washing, cutting, mixing, cooking, portioning, and/or preparing bottles/feeding infants and toddlers.
- NOTIFY person in charge if you have any symptoms above, jaundice or open/drainage wounds.

## **FAMILY AND MEDICAL LEAVE**

To be eligible for Family & Medical Leave benefits, an employee MUST HAVE WORKED FOR THE CENTER for a minimum of 24 consecutive months; AND for at least 1,250 hours over the previous 24 months. An eligible employee may receive up to a total of 12 unpaid work weeks of Family & Medical Leave during a 24-month period for one or more of the following specified family and medical reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, child, or parent with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Employees seeking to use Family & Medical Leave must provide written, 30-day advance notice of the request for Family & Medical Leave by submitting a completed Form FMLA1 to a Director when the need is foreseeable. The Center will determine if an employee's requested use of leave qualifies as Family & Medical Leave based on information provided by the employee.

## **INSURANCE**

All employees will be covered by Social Security Insurance, Federal and Colorado Unemployment Insurance. A staff member who is injured on the job must report the injury immediately to a Director and complete a "Staff Injury Report". Failure to report may disqualify the employee from receiving any benefits. Certain injuries sustained in the course of employment will not be covered by the program.

All employees are covered by the Workers Compensation Insurance Policy as required by the State of Colorado. This covers the employee for medical expenses and loss of work due to an injury incurred while on the job.

## **DRESS CODE**

Staff attire should be practical while reflecting an attitude of pride and professionalism. Since staff act as role models for young children, choices must be consistent with conservative and generally accepted standards.

Staff is encouraged to dress comfortably, recognizing that work in an early childhood environment requires unhindered freedom of movement and is frequently quite messy. Clothing must be clean and in good condition, with no obvious stains or holes. Clothing must be modest. No halter tops or bare midriffs. No backless or “strapless” tops. Women’s tops must have straps (wider than “spaghetti” straps). Shorts, skirts, and dresses should be of adequate length to ensure coverage when moving and bending. Clothing must not present tobacco products, alcohol, drugs, violence, or sexual innuendo. Accessory choices should take into account concern for safety and hygiene as well as respect for prevailing cultural / social values. Some tattoos and body piercing/jewelry may be deemed unacceptable at the discretion of the Center. (Tongue studs are strongly discouraged and, if worn, should not be noticeable.) The way a staff member dresses makes a statement about how seriously they take themselves and their work. It should demonstrate common sense and respect for others (children, parents, and staff) in the environment.

Safe and practical footwear must be worn at all times (“water/aqua shoes” may be worn during water play days on the playground). Shoes must be sturdy, low-heeled, and in good repair. For reasons of safety, some types of footwear, such as flip-flops, are not allowed. Footwear must be capable of remaining on the wearer’s foot in any position without any effort by the wearer.

A Director may require an employee to improve or correct their appearance. Employees whose personal appearance, personal hygiene or demeanor is not appropriate for work will be asked to clock out and to return to work appropriately dressed.

## **CODE OF PROFESSIONAL CONDUCT**

As an individual who works with young children, you commit yourself to furthering the values of early childhood education. These include:

- Never harm children.
  - Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
  - Respect and support families in their task of nurturing children.
  - Respect colleagues in early childhood care and education and support them in maintaining the Code of Ethical Conduct.
  - Serve as an advocate for children, their families. and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
  - Be open to new ideas and be willing to learn from the suggestions of others.
  - Continue to learn, grow, and contribute as a professional.

It is your duty to uphold this code of conduct. We will remind you of these on a yearly basis in your monthly meetings.

## **CHILD ABUSE AND NEGLECT**

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at the Center.

It is the Center's goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced.

Children at the Center should expect to be treated with kindness, concern, and respect at all times. Any employee who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal. Staff are advised that corporal punishment or physical discipline are considered abuse.

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Director and to appropriate authorities, as required by law. Allegations of abuse shall be reported to parents and investigated.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on administrative leave, either with or without pay, at the discretion of the Director.

## **NO HARASSMENT**

Bright Stars Child Care and Preschool does not tolerate the harassment of any employee by any other employee or supervisor for any reason. The Center is committed to a work environment in which all individuals are treated with respect and dignity and expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. In addition, harassment on the basis of sex is a violation of state and federal laws which subject the individual harasser to liability for any such unlawful conduct.

Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;

2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

For example, sexually-oriented jokes, remarks, gestures, or pictures may often be offensive to other employees, and thus should not occur. The confidentiality of all parties involved in a sexual harassment charge will be respected to the extent it does not interfere with the Center's obligation to investigate allegations of misconduct and to take corrective action.

Any employee who believes that he or she has been or may be subjected to such objectionable conduct is urged to contact a director immediately so that corrective and preventive actions can be taken promptly.

Any employee, supervisor, or director who becomes aware of any such objectionable conduct by any employee, supervisor, or director should immediately advise the owners to assure that such conduct does not continue.

Any employee, including supervisory or other management level personnel, who is found, after appropriate investigation to have violated this policy, will be subject to disciplinary action, depending on the circumstances, up to and including termination.

## **SMOKING / ALCOHOL / DRUGS**

Bright Stars Child Care and Preschool is committed to providing a safe work environment and to fostering the well-being and health of the children in its care and its employees. That commitment is jeopardized when any Bright Stars Child Care and Preschool employee illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Bright Stars Child Care and Preschool has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
3. It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.
4. It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

5. Violations of this policy are subject to disciplinary action up to and including termination.

### **General Procedure**

Each employee, as a condition of employment, will be required to participate in random testing upon selection or request of management. The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP) and Alcohol or any other legal or illegal substance that could compromise the well-being of children and other staff members.

### **Opportunity to Contest or Explain Test Results**

Employees and job applicants who have a positive confirmed test result may explain to company within five (5) working days after the company contacts the employee and shows him/her the positive test result.

### **Refusal for Testing**

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

### **Confidentiality**

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

### **PARKING**

Staff parking is available near the Center and will be identified by a Director. Staff may not park in reserved areas or in the area immediately in front of the Center for the convenience parents and visitors.

### **TELEPHONE & OFFICE COMPUTER USE**

Staff members are expected to avoid receiving personal calls while at work; receive/accept only emergency or work-related calls during working hours. The Center # is only for work-related or urgent messages.

Mobile/cellular telephone use in the classroom is strictly prohibited. Mobile/cellular telephones may be turned on only during breaks, lunch hour, or before / after shifts.



The office will accept urgent or work-related messages for staff, which will be left in the Break Room. Staff will only be interrupted in class for true emergencies.

Office computers may be used by staff only for work related projects. Individuals who wish to research internet resources must have projects pre-approved by a director.

## **GRIEVANCE POLICY AND PROCEDURE**

Any staff member, who is not a lead classroom teacher, with a concern about some aspect of classroom operation or policy should first discuss the matter with the Lead classroom teacher. If the Lead Teacher cannot resolve the concern independently and to the satisfaction of the staff member, within 24 hours the lead teacher or the staff member may verbally bring the matter to the attention of a Director.

If the Director is unable to arrive at a solution satisfactory to those involved, within 24 hours the Director will verbally bring the matter to the attention of the owners. For convenience and expediency, the Director may ask the staff member to present the concern to the owners.

If a staff member brings a concern to the owners without first consulting with a Director, the owners will ask the staff member to first confer with the lead teacher or Director as appropriate. A grievance may be filed in writing followed by an appointment to review the grievance.

At any time during the above process, a grievance may be filed in writing , and submitted to the appropriate individual in the designated chain of command. This will be followed by an appointment to review the grievance within seven (7) working days by the lead teacher, director, and/or owners as appropriate. The owner's action regarding the grievance is final.

## **WORKPLACE SAFETY / SECURITY**

The Center is concerned for and is aware of its responsibility for the safety of the employees. Every effort has been made to safeguard our children and employees. It is important that you comply with all security measures, perform your duties in a safe manner and follow all established safety rules. You should discuss with your supervisor the potential hazards of your job and make sure you are familiar with any equipment you may need to operate. If you work with hazardous materials, be sure to ask your supervisor to review safe handling procedures with you. Immediately report any concerns that you have regarding your own personal safety, or the safety of other employees, children or families

## EMERGENCY PROCEDURES

### Site Evacuation: (Wingstop in the same strip mall)

If it is determined that staff and children will be moved to the alternate site location distant from the child care, assign children to a designated teacher

Staff should bring the following items to the alternate sites:

- Disaster supplies which are stored
  - Contact information from the office
  - As many diapers and wipes as possible for infants and Jr. toddlers
  - Some extra clothing if possible
  - Class/staff attendance sheets and visitor sign-in sheets
  - Children's emergency and medical information/supplies
  - Cell phone, if available
1. Children will be taken to the alternate site location by walking to restaurant
  2. Once at the alternate site location, take attendance again. Teachers must remain with their group of children until the children are picked up by parents or emergency contacts.
  3. Director will continue to communicate with parents and coordinate pick-up of children
  4. Director will report incident to licensing asap
  5. Director will complete a written incident report at the earliest opportunity; incident reports are stored in the office

### Shelter-in-Place Procedure

Shelter-In-Place should be conducted when you are instructed to do so by emergency personnel or your radio or television or by the director/manager or supervisor

- Gather all children inside in a location which is easiest to seal off from the outside, such as a room or two with few exterior windows and doors. This location is marked on the shelter map.
- Director or designee should turn on and listen to the radio or TV. Listen for emergency information from your local fire or police department
- Director or facility maintenance person to turn off all fans, heating, cooling, or ventilation systems and clothes dryers
- Close and lock windows and doors (Locked windows seal better) and close as many interior doors as possible
- Stay alert to loudspeaker announcements; emergency personnel from your local police or fire departments may give you specific instructions via loudspeaker or door-to-door
- Director should stay in touch with responding agencies/emergency personnel

- Director and emergency personnel in charge will determine whether to stay sheltered in place or to evacuate
- Advise parents not to pick children up from the child care until the incident is over. The presence of parents searching for their children will only cause confusion. Once sheltered in place you will not want to open the door to let parents in and out.
- Have emergency disaster supplies and emergency contact cards handy
- Once the incident is over; inform parents
- Director will report incident to licensing
- Director will complete a written incident report at that earliest opportunity; Incident reports are stored in the office

### **Fire Alarm/Emergency**

If smoke or fire is seen or if there is another emergency requiring evacuation:

- Activate fire alarm if not sounding
- Evacuate children, visitors, and staff (follow Building Evacuation procedure in this plan); drop and crawl to avoid smoke and close doors behind you; take the following items with you:
  - Class/staff attendance sheets and visitor sign-in sheets
  - Children's emergency and medical information/supplies
  - Cell phone, if available
  - Call 911 from outside the building
  - Take attendance; if safe to do so, search the building for anyone missing
  - Director or staff member will check area of concern and use fire extinguisher if safe to do so
- Have the following items ready for police and fire personnel:
  - Number of children in care, assistants, family members, volunteers, and visitors
  - Knowledge of anyone remaining in the building
  - Floor plan and internal systems information (see Appendix C)
  - If it is determined that the building is unsafe, move children to alternate site location; follow Site Evacuation procedure in this plan
  - Director will notify parents of evacuation and alternate site location, if applicable
  - Director will complete a written incident report at the earliest opportunity; incident reports are stored in the office
- All parents will be notified of incident

### **Active Shooter Policy:**

If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.

- If a weapon is present, DO NOT CONFRONT

- Activate the intruder panic button located next to the office door on the left hand side
- Initiate Intruder Alert / Lockdown Procedure.
- If a weapon is suspected, confront the intruder in the following manner:
  - Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
  - Remain calm and avoid sudden moves or gestures
  - Try not to raise your voice – but, if necessary, do so decisively and with clarity.
  - If it can be done safely, have a staff member go outside the building to warn approaching parents or the danger and lockdown status.
  - Alert other staff members to call 911
- Upon hearing the chosen intruder alert announcement, the following steps must be implemented:
- Director or designee will immediately call 911 (if it has not been done already) and stay on the phone until help arrives. Await further instructions from emergency response personnel.
- Staff should quickly check the hall and restrooms closest to their classrooms to get children into the rooms
- Lock all doors to classrooms (this includes exterior and interior doors), close and lock all windows, cover all windows and doors, and turn off lights; if doors to hallway cannot be locked, use a doorstop or other wedge to keep the door closed from the inside.
- Keep children away from windows and doors; position children in a safe place against walls or on the floor (as assigned by the director/administrator); position children behind a bookcase or turn a classroom table on its side to use as a buffer
- Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Tip: gather in a story circle behind the table and gather infants into one or two cribs (preferably on wheels) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys)
- Teachers will keep all children in the classroom until an all clear signal has been given
- Emergency personnel will inform the site when it is safe to move about and release children from classrooms. Children should not be released to parents until an “all clear” has been called.
- Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures
- When “All Clear” is heard, the director will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
- Director will apprise parents of all “lockdowns” whether practice or real

### **Building Lockout**

If a threat is not yet in the building, a building lockdown may be initiated.

- Any children outside the facility on the playground must be brought inside immediately

- Immediately lock all exterior doors, close and lock all windows, and cover all windows
- Director or designee will immediately call 911 and stay on the phone until help arrives; await further instructions from emergency response personnel.
- Children will be moved to areas marked in the threat evaluation map
- Staff will maintain (as best they can) a calm atmosphere in the building, keeping alert to emotional needs of the children. Activity within the building may continue, but no access to the outside is permitted
- Teachers will keep all children in the building until an all-clear signal has been given.
- Upon arrival, the local police, in conjunction with the Director will assume controlling responsibility and may evacuate the building per police standard operating procedures or may allow parents to pick up children if deemed safe
- Any individuals outside the building wishing to gain admittance must be escorted by law enforcement personnel.
- When “All Clear” is heard, the director will apprise the staff of the situation and counsel children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director.
- Director will apprise parents of all lockdowns or lockouts whether practice or real

Director will complete a written incident report at the earliest opportunity; incident reports are stored in the office

## **JOB DESCRIPTION - ALL STAFF**

### **A. Personal Qualities**

1. Friendliness - Maintains a positive attitude towards others; alert to the moods and needs of others.
2. Honesty - Truthful about hours, sick and personal leave, and other matters. Accepts responsibility for own errors. Respects the property of others.
3. Integrity - Maintains wholesome interpersonal relationships free of gossip about other staff or about parents.
4. Punctuality - Keeps to agreed schedule, arriving promptly and honoring time limits of relief periods.
5. Dependability - Performs responsibilities as promised. Uses work hours for Center work. Self-motivated. Doesn't abuse privileges.
6. Positive Attitude - Refrains from complaining openly. Discusses concerns privately with a Director.
7. Appearance - Neat, well groomed, appropriately dressed, poised, and well mannered. Adheres to guidelines of the staff handbook.
8. Patience - Exhibits self-control in dealing with others, avoids uncontrolled or abusive tone of voice.
9. Enthusiastic - Projects an evident interest in the job.

### **B. Relationships With Children**

1. Individualization - Shows awareness of and concern for personal differences among individuals in dealing with each child's needs, interests, and capabilities. Helps each child feel comfortable and special with an individual greeting, hug, or pat upon arrival.
2. Knowledge - Plans a variety of activities developmentally appropriate to each age and accomplishment level; thereby fostering exploration, investigation, and creativity.
3. Resourcefulness - Demonstrates creativity in designing programs and in use of materials.
4. Flexibility - Able to work with individuals and groups of children equally well.
5. Professional Manner - Uses appropriate language and relates behavior to growth and development. Helps children build self-esteem. Frequently bends to eye level when talking with children.
6. Discipline - Provides guidance in a positive manner; uses non-punitive methods.
7. Responsibility - Monitors and assesses each child's growth, development, and performance; notes changes; maintains appropriate records and provides reports.
8. Tolerance - Treats all children equally, with respect, dignity, and empathy. Avoids prejudicial attitudes.
9. Good Example - Portrays positive attitudes, including sharing, concern for others' feelings, interest in individuals, cooperation, etc.

### **C. Professionalism**

1. Personal Growth - Committed to the idea of continuing personal and professional development. Pursues studies and/or reading to keep current in the field of early childhood development.
2. Loyalty - Supports the goals, objectives and philosophy of the Center. Adheres to policies and procedures.
3. Integrity - Respects confidentiality of information.
4. Cooperation - Committed to the concept of teamwork, shares ideas, materials, and services. Works in a comfortable manner with peers, supervisors, and assistants. Offers guidance in positive ways. Willing to share responsibilities and assume others' tasks in emergencies.
5. Friendliness - Maintains a friendly but professional relationship with parents and co-workers.
6. Tolerance - Treats all parents equally and without favoritism, accepting all at their individual levels. Respects others' rights to their individual ideas and points of view.
7. Receptive - Willing to accept and accommodate new ideas.

### **D. Overall Concern and Awareness**

1. Safety and Health - Gives primary consideration to the health and safety of the children at all times.
2. Organization - Keeps materials and equipment well ordered, presenting a neat and attractive appearance in the facility.
3. Responsible - Respects the use and care of materials and equipment, avoiding waste. Assumes personal responsibility for minor environmental problems overlooked by others.

## **JOB DESCRIPTION - DIRECTOR**

Reports to the owner of the Bright Stars Child Care and Preschool.

### **Qualifications**

Possess strong leadership and supervisory skills. Exhibit versatility in juggling the demands of the job and ability to prioritize and delegate. Show creativity and skill in working at both the strategic and operational level. Utilize interpersonal and leadership skills to interact productively with a wide range of staff. The successful candidate will be a forward thinking self-starter whose vision and ideas will be welcome

### **EDUCATION**

- Minimum Bachelor's Degree in Early Childhood or related field and
- Director Qualified by the State of Colorado

- 3 Year Administrative experience

## **Responsibilities**

The following is a list of activities and job functions for which the Center Director has primary responsibility. The Director will be required to perform other duties as needed to maintain the Center at an optimal level for all children, their families and all staff.

## **Staff Management**

- Interviewing and hiring qualified staff. Providing appropriate orientation and training.
- Supervising staff on an on-going basis, including the development of work plans.
- Informing staff of licensure requirements and policy changes through regular staff meetings.
- Locating appropriate training opportunities and making accommodations for staff to attend.
- Scheduling to maintain an efficient number of staff to meet the center's needs.
- Providing support to staff and maintaining employee confidentiality.
- Maintain current and accurate staff records (including all State licensing required components)
- Children/Families
- Complete enrollment information (including applications, immunization and allergy records)
- Ensure that children's records are current and accurate (includes all State licensing required components).
- Ensure that the center meets all State licensing requirements. This includes, but is not limited to:
  - Standards of health and safety (Sanitation)
  - Learning environment
  - Nutrition and food preparation
  - Physical safety and well-being of children and staff
- Prepares CACFP claims and submits them on the CACFP online system.
- Establishing and executing policies and procedures that ensure the well being of children, such as:
  - Developmentally appropriate curriculum
  - Positive Behavior Management Plans
  - Safe arrival and departure
- Maintaining an environment that is tolerant and respectful of child and family cultures, values and differences.
- Establishing relationships with individual children and families and being responsive to their needs.
- Provide care in classrooms as needed to meet safety and licensing regulations.
- Provide families with information and assistance with community resources.



- Report evidence of suspected abuse/ neglect to local Department of Social Services.

### **Center Operation**

- Maintain the facility in accordance with State licensing standards
- Maintain center records (includes emergency drills; building, fire and sanitation inspections)
- Develop and update personnel and operational procedures.
- Work with the owners to establish fees and the procedure for obtaining fees.
- Approve and order materials and supplies for classroom programs and activities.
- Represent the center in the community and act as a liaison with other agencies.
- Establish and maintain a healthy, safe and fun working environment.

### **Conditions of Employment:**

- All staff: Meet health and medical guidelines as required by State Law. Meet criteria to be determined Qualified after criminal background and fingerprint checks. Attend required in service training as determined by State Law
- Must names of 3 references that may be contacted to verify successful work history.

## **JOB DESCRIPTION - LEAD TEACHER**

Reports to the Director.

Responsible for planning and executing the educational program in accordance with the purpose and goals of Bright Stars Child Care and Preschool.

Responsible for the general supervision and management of a class of preschool children.

### **Qualifications**

Professionally prepared as a teacher of young children, especially in the field of early childhood education or development; meeting the requirements of the licensing agency. A sensitive, mature individual who relates well to children and adults.

### **Responsibilities**

Responsibilities will include, but will not be limited to, the following

1. Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of Bright Stars Child Care and Preschool.
2. Gear the program to the needs of individual children with concerns for their interests, handicaps, special talents, and individual style and pace of learning.
3. Consider individual children in relationship to their cultural and socioeconomic background.
4. Treat children with dignity and respect.
5. Plan and implement appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
6. Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled at the Center.
7. Supervise upkeep of all educational equipment and materials in assigned area.
8. Eat all meals with the children and encourage development of sound nutritional practices.
9. Help children to become aware of their roles as integral members of a group.
10. Maintain progress records of each child's growth and development, prepare periodic reports, and review with Director and parents.
11. Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and Center functions; conduct conferences on request.
12. Be responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom and its learning centers.
13. Assume an equal share of the joint house-keeping responsibilities for their classroom.
14. Attend all staff meetings. Plan and implement one staff training meeting each school year.

15. Participate in recommended training programs, conferences, courses, and other aspects of professional growth, maintaining current knowledge of early childhood practice.
16. Effectively train, supervise, and utilize classroom assistants and primary floaters.
17. Contribute to Staff In-Service Training Program by planning, leading, or assisting in a workshop presentation or by developing resources.
18. Conduct parent conferences on each child's school adjustment, classroom behavior, and developmental progress.
19. Plan and implement methods of establishing a positive liaison with parents.  
Communicate frequently with parents informally, with periodic notes and verbal communication as well as a Parent Letter at least monthly.
20. Assist in public-relations events sponsored by the school.
21. Supervise all activities to ensure safety at all times.
22. Prepare daily attendance report for children in assigned group.
23. Help children establish good habits of personal hygiene; change diapers and assist with toilet training as needed.
24. Maintain a professional attitude and loyalty to the Center at all times.
25. Participate in professional organizations that work for the improvement of early childhood education.

## **JOB DESCRIPTION - ASSISTANT TEACHER**

A person selected for this position will be responsible for assisting a classroom Lead Teacher with the general supervision and management of a class of children. Reports to and works with classroom Lead Teacher.

### **Qualifications**

Must be at least eighteen years of age, in the process of becoming professionally prepared to be a teacher of young children, and meet the requirements of the licensing agency. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

### **Responsibilities**

Responsibilities will include, but will not be limited to, the following

1. Assist in planning and implementing the daily program under the direction of the Lead Teacher.
2. Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervise the classroom when the Lead Teacher is out of the room.
4. Help with the general housekeeping tasks.
5. Assist the Lead Teacher in other ways as requested.
6. Maintain a professional attitude and loyalty to the Center at all times.
7. Treat all children with dignity and respect.
8. Attend all staff meetings and recommended training programs and conferences.
9. Participate in professional organizations that work for the improvement of early childhood education.
10. Assist Lead Teacher with implementation of appropriate early childhood education experiences.
11. Help Lead Teacher to supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at the Center.
12. Help to maintain a neat and organized classroom.
13. Help children establish good habits of personal hygiene; change diapers and assist with toilet training.
14. Attend parent group and Center functions.
15. Supervise all activities to ensure safety at all times.
16. Report to Lead Teacher any problem which may occur with the children.
17. Observe, record, and report on the behavior of individual children as assigned.