

**LA AIR ROUTE
TRAFFIC
CONTROL CENTER
CHILD CARE
ASSOCIATION**



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Lic.: 197405988, 19405989

Employees Hand Book
Policies and Procedures
NAEYC accredited since 2002
Revised March, 2023

*This institution is an equal opportunity provider
And
Proud to be Eco-Healthy Child Care*

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MISSION STATEMENT

Through a partnership with FAA parents and high quality Staff we provide a safe, nurturing environment that meets young children's unique developmental needs and values family traditions.

PHILOSOPHY

We see the child as an individual; a complex human being. Each child is unique and must be given the opportunity to learn and grow at his or her own rate. We believe that physical and emotional well-being is absolutely fundamental to the healthy growth of each child. We see teachers as facilitators and believe that they are in the classroom to offer guidance and experiences.

We believe in educating the whole child in an open classroom environment. Children are free to move about the room from center to center so that they may choose the experiences they would most like to explore. We believe that learning must be based on actual experiences and participation. Play is the medium used by children to translate experience into meaningful learning.

The staff of Just Plane Kids believes that children need time to be children. They need time to be themselves. As teachers, we offer rich age-appropriate learning opportunities combined with enough time for children to enjoy and experience those opportunities to the fullest.

WELCOME

The Employee Handbook has been prepared to provide you with information that you will need while employed by the LA ARTCC Child Care, Inc. We believe that all employees will find this manual interesting and useful.

We are establishing a tradition of quality and concern with our employees interested in demonstrating excellence toward the children that come to Just Plane Kids. You will have a great deal of freedom to express your skills, creativity and talents while working with the children and their parents at Just Plane Kids.

Just Plane Kids, JPK, and LA ARTCC Child Care, Inc., may be used interchangeably in this manual. All references to the Board or the Board of Directors will be to the LA ARTCC Child Care, Inc., Board of Directors.

INTRODUCTION

This manual provides answers to the most commonly asked questions, and it provides consistent, fair, and uniform application of personnel policies and practices, benefits, and professional conduct. If you have any questions about our policies and procedures, you are encouraged to ask the Director or any member of the Board of Directors for further clarification or guidance.

CURRICULUM/ASSESSMENT

Just Plane Kids practices Developmentally Appropriate Practices including Alignment of California Preschool Learning Foundations (Common Core State Standards) for toddler/preschool and kindergarten including NAEYC Standards. Curriculum is also influenced by Reggio Emilia approach. Desired Results Development Profile (2015)(DRDP) assessment is done to correspondence with California Preschool Learning Foundation. Children are observed by teachers on on-going bases in all aspects of their developmental areas and the first evaluation takes place upon completion of 45 days. Based on the observations, teachers hold two parent/teacher conferences a year and/or as needed to discuss your child's progress/challenges. As of September, 2010, JPK has included Ages and Stages Questionnaires (ASQ-3 Ages 3rd Edition) and Ages and Stages Questionnaires: Social-Emotional (ASQ:SE-2nd Edition) into our practices which ASQ are done twice a year: first one is done upon entry of the child and second one is done after six month of enrollment. This process will help all parties (teachers, parents/caregiver) to keep track of your child's developmental growth, as well as help make appropriate referrals if necessary. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

1. Children learn through dynamic investigation
2. Children instigate their own learning
3. Learning comes from open-ended experiences
4. Adults are facilitators of children's learning

The purpose of assessment is to gather relevant information about children's performance or progress: to determine student interests to make judgments about their learning process. It helps JPK to better out curriculum, improve our teaching practices, set out in-service training for the areas; staff need help in and to bring appropriate resources to meet children/teachers unique needs and set a goal for overall improvement. For examples: to get professional growth in the areas we need help in, to better JPK's curriculum to meet child/ren needs at their level and to adjust distribution of program resources.

CODE OF ETHICAL CONDUCT AND STATEMENT OF COMMITMENT

- Just Plane Kids practice and follow National Association of the Education of Young Child's and USDA Code of Conduct (all employees receive and sign off an acknowledgement at time of hiring).
- Just Plane Kids employees are prohibited from receiving gift and other incentives from future contractors. Employees cannot be part of administration of any contract to which an entity or certain person connected to them, have financial interest.
- Just Plane Kids employees are prohibited from soliciting or accepting any gift, gratuities, favors or anything of monetary value from any parties or contractors.

If any employees violate the JPK code of conduct, then disciplinary action will take place. First time offence will be verbal warning, second will be a written reprimand and third will be suspension or termination.

STATEMENT OF COMMITMENT

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability I will:

- 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 NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintains 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.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

(This Statement of Commitment is not part of the Code but is a personal acknowledgment of the individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. It is recognition of the moral obligations that lead to an individual becoming part of the profession.)

PROCUREMENT PROCEDURE

Just Plane Kids participate in the Child and Adult Care Food Program (CACFP) offered by the United State Department of Agriculture and serve meals at no additional charge to all enrolled children. The reimbursement received from the CACFP help us with our food cost.

Just Plane Kids follows CACFP procurement procedure. Authorized representative for Procurement procedure for Just Plane Kids is the Director, cook and staff (as a whole) under the command of Just Plane Kids Board of Director. Cook makes sure that the following requirements are meeting at all time at Just Plane Kids.

- Duplication of Good/Services: Just Plane Kids will make every attempt not to purchase what we don't need. Cook will/does prepare food menu one week in advance and orders the food according to the menu from US food.
- Cost and Price Analysis: We do analysis cost and price before we buy product for example that it's proven through the weekly advertisement that cost of the fruit is less at Vallarta Market than any other market, and Chicken nugget (Dino and Tyson Brand, we do have child nutrition label on file) and milk from Sam's club, rest of the food is delivered to us by US food.
- Our cook writes clear distribution for menu, production record, and recipes.
- We always keep Geographic Preferences in mind when we order any food: for example, whatever is in season we buy them and do our best to buy local and our vision is to always buy American.
- Brand Name or Equivalent: We use chicken nugget (Dino and Tyson Brand, we do have child nutrition label on file), it depends what store has in their inventory (prize and brand) at the time of shopping at the Sam's club.
- When we buy food, we use all kind of discounts, rebates and credits (whatever the store has).
- All the food we serve at Just Plane Kids has child nutrition label on it.
- We do not do any kind of bidding because we do not buy any big items at all. Our cook does the small purchases' such as spoons, forks and knives etc.

- Just Plane Kids Board of Director monitor CACFP program, food purchases', and food service on going.
- Every single dollar we spend, we do keep and Maintenance the Records.

ETHICAL ISSUES AND PROFESSIONAL STANDARDS FOR TEACHERS

Parents trust us with their precious children; it's important for us to have high professional standards and good ethic policies. We are a huge component in the lives of the children we care for. Whether we like it or not, they are watching us, learning from us, and learning many of their social cues from us. Obviously, we must take this responsibility seriously and maintain high personal and professional ethics and standards.

DRESS CODE

The Child Development Center is an educational environment. As such, employees are expected to demonstrate an interest in his/her personal appearance. Clothing must be neat and clean in appearance. Certain attire, which may not be appropriate during the regular school year, may be acceptable during summer months' activities.

Teachers should consider their position when selecting their clothing and should consider the activities planned for that day and dress accordingly. Just Plane Kids' will provide you an apron with JPK's logo on it for you to wear at all times.

Open-toed shoes, **crocs** are not advisable for safety reasons. Tennis shoes or comfortable flats are recommended. Low-cut blouses, short shorts, long nails **or no excessive** jewelry are inappropriate.

Sanitary practices are very important. Remember that we are modeling behavior for young children. We cannot expect them to learn personal hygiene practices if we do not model them as teachers.

FIND WAYS TO BE MORE EFFICIENT

Every day is a busy day, so we need to move fast to keep up. Finding ways to be more efficient will make our life easier and have additional benefits; for instance, teaching children to help you clean up play areas will reduce your workload and recall is a valuable lesson.

WHEN YOU ARE AT WORK, WORK

When we're at work, we should work. Children need your constant care and attention, so no personal phone calls or media time during work hours. Also, save the conversations with workmates for before or after work.

LEAVE YOUR HOME LIFE AT HOME

Children are sensitive, so if we come in upset or angry, they're going to pick up on it. Try to keep your personal life away from work; don't take out your frustration on others (coworkers or children).

Constructive Criticism

It's easy to take criticism personally and hold a grudge against the person who commented. Rather than get defensive, accept criticism with an open mind. Even if their delivery of the message was poor, there might be truth in what they said. Take the criticism as a learning curve and move on. If you do not agree with the outcome, please follow the chain of command or grievance policy.

Use Your Common Sense

As a childcare professional, you will know what needs to be done each day. Continue to review your classroom management policies; if you still need help, request assistance from your director.

Watch Your Language

Use appropriate tone/language of voice with children and co-workers.

Be Safe and Healthy

Children are often more vulnerable to illness and disease than adults. Therefore, if you are sick, it is better to take the day off. Make sure to keep your classroom neat and clean from any hazards.

Working with children in childcare also requires a lot of lifting and bending. Learning proper manual handling techniques and having good posture is necessary to minimize the chance of sprains, strains and pulls. Please follow OSHA regulation.

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

This is the third publication of the Employee Handbook. Just Plane Kids has the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook. All changes will be in writing and approved by the Board of Directors. All written changes to this handbook will be distributed to all employees. No oral statements or representations can, in any way, change or alter the provisions of this handbook. Just Plane Kids, JPK, and the LA ARTCC Child Care, Inc., may be used interchangeably in this manual.

EQUAL OPPORTUNITY EMPLOYER

In keeping with our commitment to the community, Just Plane Kids is an equal employment opportunity employer. This prohibits unlawful discrimination by any employee, and employment decisions are based on merit or business needs—not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status or veteran status. Just Plane Kids complies with Federal law regarding reasonable accommodation for all physically and mentally disabled applicants and employees.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Director and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Just Plane Kids will then investigate and identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. JPK will identify possible accommodations, if any, that will help eliminate the limitation and, if the accommodation is reasonable, and will not impose an undue hardship will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, please provide a written complaint to the Director or Assistant Director. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. JPK will undertake a thorough and objective investigation attempting to resolve the situation. If JPK determines that unlawful discrimination has occurred, effective remedial action to remedy any loss to you as a result of the discrimination will be taken. Appropriate action will also be taken to deter any future discrimination. JPK will not retaliate against anyone for filing a complaint and will not knowingly permit retaliation by management, employees, or your coworkers.

USDA Nondiscrimination Statement

For your information Just Plane Kids shall administer the Civil Right Compliance (CNP) on accordance with civil right laws.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call

(866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

Just Plane Kids has assigned Debbie Garcia as a Civil Right Coordinator to assist you in needs of, or if you would like to file a complaint with CNP on the above criteria. Debbie will help you to file a complaint of discrimination with Office of Civil Right, Room 326-W, Written Building, 1400 Independence Ave, SW, Washington, DC. 20250. She can also help you to file a discrimination complaint to the State with California Department of Education, Nutrition Services Division' Civil Right and Complaints coordinator at toll free at 800-952-5609.

ADMINISTRATION AND EMPLOYEE BENEFITS

ABSENCES AND TARDINESS

Our work with children requires that employees report to work promptly as scheduled. An employee must arrive for work in sufficient time as to be in the work area at the scheduled hour. When an employee cannot report for duty, no matter what the cause, the

employee must notify his/her supervisor as far in advance as possible so as to permit the rescheduling of other employees. If you know you are going to miss work, please call the Director at JPK or at home as soon as you are aware you will be unable to report to work.

All employees should try to schedule appointments, personal needs, and their respective family-related issues at times that do not conflict with work schedules. Requests for excused absences must be made at the earliest possible time and may be guaranteed if submitted in writing at least 7 days in advance.

Satisfactory attendance is deemed as one absence or less per month. Employees are not relieved of their assigned duties until their scheduled day is completed unless relieved by another employee. Infractions of this rule can result in discharge.

An employee absent from work for three (3) days or more without notifying the Director or obtaining permission for such absence, unless reasonable excuse is offered and accepted, is considered to have abandoned their job. Abandonment means that a person has effectively terminated their employment.

Unless the Director is notified according to the above rule, the employee's absence will be considered as unauthorized. Repeated unauthorized absences or tardiness may warrant dismissal.

EMPLOYEE'S BENEFITS

- Just Plane Kids will provide 25% discount on child care for employees on a space-available basis.
- The Center retains the right to withdraw this benefit at any time by providing a minimum 60 days' notice.
- California Continuation Benefits Replacement Act (COBRA)
- 403K Plan (Employer will match up to 3%), however if you are on disability/family leave then you 100% are responsible for the premium of your plan.

Just Plane Kids fully complies with federal and state laws allowing employees to continue their medical benefits after terminating from Just Plane Kids.

LEAVE OF ABSENCE

MEDICAL

If an employee is unable to work due to illness or hospitalization, a leave of absence may be granted. Full-time employees with 12 months or more consecutive service with the

organization, when presented with a certificate from a licensed physician stating the need for such leave and the duration of incapacitation, will be granted. Medical leaves shall be granted for up to 6 weeks. A doctor's note will be required upon your return to work, stating that you are able to perform your former duties with or without accommodation.

Also Physical are due every year. Under Senate Bill No 792 all employees and volunteer has to immunize against influenza, pertussis and measles. The bill would specify circumstances under which a person would be exempt from the immunization requirements, based on medical safety, current immunity, declining the influenza vaccination, or the date upon which he or she was hired, as specified.

ILLNESS POLICY

Just Plane Kids require you to stay home if you are sick due to health and safety reasons for yourself and others.

You must stay home if he/she has the following:

- A fever or has had a fever in the last 24 hours
- A heavy-nasal discharge, or a discharge that is not clear in color
- A constant cough
- Ringworm
- Excessive vomiting and / or Diarrhea
- Discharge from eye and or pink eye
- Is in the first 24 hours of antibiotic treatment
- Have any symptoms of a possible communicable disease (Please see Communicable disease Chart)
- If you are exhibits any of the above you will not be allowed into the center or to remain at the center.
- If student shows signs and symptoms of serious illness such as high fever, seizure/s or any other illness, 911 will be called.
- Just Plane Kids follow all CDC guideline and requirements.
- Just Plane Kids' staff is not authorized to diagnose or treat anyone.
- It is your responsibility to notify the center in case of any communicative disease, so we can take extra procession to insure the health and safety of other.

Following an illness, a note from the physician may be required before you are allowed to return. Observing our illness policy will maintain a healthy center. These standards are a necessary part of our overall program to ensure an optimal environment for our staff. You must be symptom free for 24 hours before returning to the center.

PERSONAL BUSINESS

A leave of absence without pay or accruing of personal time off may be granted to full-time employees with twelve (12) or more consecutive month's service with JPK. A written request to the Director one month in advance shall be submitted. Personal leave of absence shall not exceed one month within a following twelve-month period.

PREGNANCY-RELATED DISABILITY/DISABILITY IN GENERAL

Pregnancy, childbirth or related medical conditions will be treated like any other disability, and all employees on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave or disability.

Employees who need to take pregnancy disability must provide verbal notice and should include the anticipated timing and duration of the leave. JPK would like at least 30 days advance notice before the pregnancy disability leave is to begin or a doctor's to grant any other kind of disability. If 30 days advance notice is not possible for pregnancy leave, notice must be given as soon as practicable for all kind of disabilities.

Employees must consult with the Director regarding the scheduling of any planned medical treatment requiring extended time off from work.

Pregnancy leave usually will begin when ordered by the employee's physician. Employee must provide JPK with a certification from a health care provider. The certification indicating disability should contain the date on which the employee became disabled due to pregnancy or any other disability, the probable duration of the period or periods of disability, and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy or to other persons. Leave returns will be allowed only when the employee's physician sends a release.

An employee will be allowed to use accrued vacation, sick or personal time off from work during a pregnancy disability leave. Duration of the leave will be determined by the advice of the employee's physician, but disabled employees may take up to four months. The four months of leave includes the period of time for actual disability caused by the employee's pregnancy or any other disability, childbirth or related medical condition or any other conditions. This includes leave for morning sickness and prenatal care. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. JPK will pay 100% of employee's portion of health benefit (premium) during the time the employee is on maternity leave (not to exceed 12 weeks).

An employee returning from a disability leave will be offered the same position held at the time of leaving, unless the job no longer exists. If your former position is not

available, a substantially similar position will be offered at the same rate of pay as prior to the event.

MEDICAL LEAVE (WORK-RELATED)

JPK in accordance with state law provides insurance coverage for employees in case of work-related illness or injury. To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to report any work-related injury to your supervisor, seek medical treatment and follow-up care, if required, and complete a written Employee's Claim Form (DWC Form 1) and return it to the Director. Employees must provide JPK with a certification from their health care provider regarding the need for workers' compensation disability leave and the employee's ability to return to work from the leave.

Upon submission of a medical certification that you are able to return to work, you will be offered the same position held at the time of leaving, unless the job has been filled. If after returning from workers' compensation disability leave, you are unable to perform the essential functions of the job because of a physical or mental condition, JPK's obligation to you may include reasonable accommodation, as governed by the American Disabilities Act.

CONFIDENTIAL INFORMATION

All information (oral and written) obtained at JPK regarding Teachers, children and parents are considered confidential. All records maintained by JPK are to be treated accordingly and must be protected from disclosure. Additionally, we support the Codes of Ethical Conduct as relayed by the National Association for the Education of Young Children.

PERSONNEL RECORDS:

1. Important events related to employment with Just Plane Kids will be recorded and kept in the employee's personnel file. Agreements, change of status records, TB clearance test, commendations, and educational transcripts and attainment records are examples of records maintained as well as all forms required by state licensing.
2. The contents of an employee's personnel file are considered confidential by Just Plane Kids. All personnel records, including employee applications, evaluation report, and correspondence relating to the employee are secured in the business office of Just Plane Kids. We will not disclose any information from this personnel file to anyone except Just Plane Kids administrators (as may become

- necessary in the course of normal business operations) or Government Agencies (as required by law) or subject to legal and administrative process. No other access will be granted without the employee's written permission.
3. The employee upon written request to the director may individually inspect and review personal records. This review is to be done in the presence of the director/administer assistant. Employees have the right to copy any document that contains that employee's signature. Employees may not remove documents.
 4. Written documentation of employee's performance will be kept on file at the administration office.

PERSONNEL INFORMATION CHANGES:

All employees are required to notify the management and complete the necessary paperwork in the event of name, address and telephone number changes within ten (10) days of the change taking place.

DISCIPLINARY AND TERMINATION PRACTICES

REPRIMANDS

An employee may receive a reprimand for improper conduct or violation of policies. Such a reprimand will be written and signed by both the Director and employee and placed in the employee's personnel file. A total of three reprimands within a twelve (12) month period may result in dismissal.

A Director may discharge an employee for, but is not limited to, the following: An employee:

1. Reports for duty under the influence of intoxicants or brings alcoholic beverages on government property.
2. Is by his/her own admission or has been found guilty of theft.
3. Is absent and fails to notify the Director according to the provisions set forth in these policies.
4. Is guilty of giving out information of a confidential nature (such as inquiring other pay-scale or going through others pay checks or files or any other personal information, or going through other's belonging) to unauthorized people.
5. Is involved in a physical and/or verbal altercation.

6. Is frequently late, absent, or leaves work before the end of the scheduled shift without permission.
7. Refuses to carry out orders of the Director, Assistant Director, or supervisor.
8. Intentionally falsified their own or another employee's time card.
9. Has received three reprimands within any twelve (12) months after the three-month probationary period.
10. Is found soliciting without permission on government premises (i.e., babysitting services, extended hours care).

All employees will be counseled where there is deficient performance and offered an opportunity to improve their performances and/or training to correct deficiencies.

Any employee who strikes a child or subjects a child to corporal punishment shall be subject to IMMEDIATE DISMISSAL. Examples of corporal punishment are: slapping, pushing, shoving, and setting a child down with force, pulling a child's arm, jerking a child's head, molestation or any other physical harm. IMMEDIATE DISMISSAL will also result from subjecting a child to humiliation, ridicule, depriving a child of a snack or meal, or using abusive language toward a child.

STAFF DEVELOPMENT

Just Plane Kids' policy encourages its staff to seek ongoing professional development. Our goals can't be accomplished without the cooperation and dedication of every employee. Management will communicate with each employee through staff meetings, announcements, bulletin board notices, and news sheets. All employees must participate in periodically scheduled in-service trainings/staff meetings. All in services training are MANDATORY. These meetings are a time for open discussions away from the children. No subject is off limit including such as Equity and Equality, discussions about ethical issues (as long as we are respectful and do not violate Civil Right) and/or any other subject they may want to discuss. Two weeks advanced notice will be given for all staff meetings. In the event that an emergency meeting is called, every effort will be made to accommodate individual schedules. All employees must complete 21 hours of in-service training a year. All classroom teachers have scheduled resource time/collaborative planning time (away from the children) within their classroom and logged on a weekly basis.

MEETINGS, PAID ATTENDANCE

Each nonexempt employee will be paid for the hours worked in attendance at required meetings, which include: Open House, Staff Meetings, and New Employee Orientation. All employees must attend the staff meetings called when given a 7-day notice unless the Director has excused them.

PROFESSIONAL DEVELOPMENT

Just Plane Kids will pay 100 % of costs incurred by an employee who attends professional development workshops, seminars, Trainings (This will help teaching staff to deepen their understanding and ability to implement Just Plane Kids curriculum) and conventions with prior approval from the Director. All Just Plane Kids Staff are encouraged to enroll with the California Early Care & Education Workforce Registry; this way, they all get automatic training/ workshop invitation JPK allows all employees to use resource time/collaborative planning time (away from the children) to attend that workshop that can be logged on their individual classroom log. Just to let you all know that we (Board of Director, Director along with curriculum specialist) update JPK's professional development plan according to recommendations/need of teachers, it can be annually and/or as needed.

Mentoring and coaching are increasingly seen as key strategies for supporting teachers at any stage of their careers, and for improving teacher practice (Institute of Medicine and National Research Council, 2015). We JPK believe in Mentoring and coaching relationship as long as it is respectful within each other and it is anti-bias. Both are relationship-based, adult learning strategies intended to promote and support an educator's awareness and refinement of his or her professional learning process and professional development plan including classroom effectiveness

Just Plane Kids will provide scholarships and/or reimbursement for work-related courses for junior colleges only. You must work full-time for one (1) year at JPK and meet the following guidelines:

1. Proposed educational courses must relate to the employee's current job responsibilities or enhance the employee's current performance.
2. The employee must receive prior approval from the Director. In order for the course to be considered, a request must be submitted in writing at least two weeks prior.
3. Achieve a grade "B" or better.

4. Course work is accomplished outside of normal work hours.

EMPLOYMENT AT WILL

As is common in many organizations, employment at Just Plane Kids is employment at will. Employment may be terminated at the will of either the employer or the employee. Just Plane Kids may terminate, with or without cause, employment at any time. Terms and conditions of employment with Just Plane Kids may be modified at the discretion of JPK with or without cause and with or without notice. Every effort is made to ensure a comfortable, professional employer-employee relationship and assure communication will be consistent with JPK policies and practices.

No implied contract concerning any employment related any other statement could establish decision or term or condition of employment, conduct, policy or practices.

Just Plane Kids is recommending if you are planning to resign for any reason/s, notify us in timely manner (two weeks' notice recommended).

EMPLOYEE CLASSIFICATIONS

Regular full-time employees are those employees who are regularly scheduled to work 35 hours or more per week.

Regular part-time employees are those employees who are regularly scheduled to work less than 35 hours per week.

Temporary or Substitute employees are those employees who are employed to work on a special project or program for a specific period of time or to substitute for an absent employee. Substitute employees are not eligible for our benefits program.

Non-exempt employees are the employees who are paid a premium for approved overtime work. Any overtime work must be scheduled with prior approval of the Director or Assistant Director.

FINGERPRINTING

The State of California requires that all employees be fingerprinted through the LIVE SCAN system. Just Plane Kids will pay for the initial cost. If an employee leaves JPK prior to the one-year anniversary, then the cost will be deducted from their final check.

VISITORS/VOLUNTER

Many visitors come to our Center. We will advise you if someone wants to specifically visit your class, but please be prepared for people coming into your class or in the play area at any time. State licensing officials may drop by unannounced. Please be courteous and answer any questions that they may ask to the best of your knowledge. If you feel that you are not able to answer their questions, refer them to the Director or Assistant Director. Visitors are not permitted in the Center without an escort. If you see a stranger wandering, inquire whom they are visiting and escort them to the Director IMMEDIATELY. If you are unsure of the person's identity, you may ask them for identification or call the Director.

All Volunteers must be finger printed and have TB test on file prior to start their services to JPK. They must be 18 year or older. Volunteers are not to be left alone with children at any time of the day.

HEALTH/MEDICAL

At the time of employment, you are required to bring a copy of Physical with T.B test including immunization required by SB 792. That would prohibit a person from being employed or volunteering at Just Plane Kids, if he or she has not been immunized against influenza, pertussis (whooping cough), and measles. After you start the employments then physical are due every year with appropriate immunization, such as flu shot is required every year.

ORIENTATION PROCEDURE

The orientation for new staff includes the job description, employee handbook (including NAEYC's Code of Ethical Conduct and Statement of Commitment), parents' handbook, personal policies, observation of the assigned classroom and meeting with co-workers, children and families. At that time new employees will be introduced to children's personal files, where they can review the information alone with assign staff about the individual children, they will be caring for, prior to assuming the responsibilities. It will include feedback from the director during an introductory or probationary period. All new employees go through 40 hours of in-service training in their specific classroom under assigned staff leadership. During the orientation, the director will go over JPK's curriculum, child assessment / assessment procedure, NAEYC criteria, allergy list, epi-pen, inhaler, first aid kit, medication procedure, challenging behavior, guidance and discipline policy, classroom management techniques, daily schedule of the employee and classroom, health, safety, and emergency procedure. At the time of orientation, we set goals such as, if someone does not have an Infant and Toddler class, we (Employees and director) set a 12-month goal for them to take a college-level class or professional development training/plan or any other college-level course needed.

Just Plane Kids' staff/substitute / Volunteers/other service providers go through the same clearance procedure as new candidate and they are prohibited to working alone with children at all times. They will be supervised by regular teaching staff in the assign classroom at all time.

KNOWING AND UNDERSTANDING DIVERSITY OF JPK's FAMILIES

We want all of our staff to know and understand our families and their cultural background. That will help all of us to meet their needs. JPK believes in open-door policy for parents and employees.

ANNUAL EVALUATION OF THE EMPLOYEES

Written annual performance is conducted by the supervisor every year, which include goals and professional development for next year. Performance is based on trait, behavior roles and responsibilities detailed in each job description. Teaching staff are formally observed when the observation is conducted for the exclusive purpose of assessing and improving teaching practices.

PROGRAM EVALUATION

Just Plane Kids use NAEYC' Self-Assessment Survey for families and teachers as an assessment tool and an assessment is done annually. Just Plane Kids Action plan is part of annual assessment and results are displayed on parents and teachers board. If we notice or if a parent or teacher brings any sufficient/concern about any of our practice, we will take it as a learning opportunity and work on it to improve Just Plane Kids' policies, procedures or activities.

PROBATIONARY PERIOD

All employees work a probationary period for the first 90 days from their date of hire. This "introductory" period gives the Director an opportunity to evaluate the employee in the performance of their job and also provides the employee with an opportunity to decide if they are satisfied working at JPK. After the probationary period has ended an annual evaluation will take place on the anniversary of your hire date and/or as needed. But at the same time employees can accrued PTO/sick leave after the 30 days (after July 01, 2015) of employment. JPK can extend the duration of the evaluation period one time if extenuating circumstances dictate. Just Plane Kids staff members are subjected to a security background check prior to permanent employment.

During this introductory period, as well as any time during your employment, you may, with or without reason, terminate your employment with Just Plane Kids. Likewise, Just Plane Kids may terminate your employment, prior to the 90th day, without cause.

FLEXIBLE SCHEDULE

JPK will make every effort to accommodate employees' needs for flexible hours. Requests for part-time, hours off, family needs, etc., are important, and every effort will be made to honor these requests. The safety and needs of the children are the priority. The Director will make the final decision.

GRIEVANCES

All employees are urged to speak to the Director or Assistant Director if they have issues about the work environment or personnel-related concerns. This informal process makes for a better work environment. If these concerns continue to be perceived as a problem, the following procedures have been developed.

1. Each employee has the right to present any grievance or complaint to the Director in writing.
2. Any employee dissatisfied with the reply given above has the right to present the complaint to the LA ARTCC Board of Directors.

JURY DUTY/COURT SERVICES

If you are called to serve on jury duty then Of course, it is the employee's responsibility to let her employer know as soon as possible (i.e., when the summons arrives) about upcoming jury service. Proof of serving on jury duty will be required and time will be paid, but if on a particular day the Jury is dismissed and less than 4 hours have been served, then the employee should report to work. If subpoenaed as a witness or a required court appearance, time off will be allowed without pay, unless the subpoena is related to Just Plane Kids' Business.

POLICIES COVERING LEAVE

All absences granted will have a beginning and end date. Failure to return on the end date will constitute abandonment of job. Employees granted extended leave will pay the full cost of medical/dental benefits while in leave status. Employees who elect to continue benefits while on leave are subject to the terms and conditions of the individual plans/policies. Time while on leave does not accrue towards seniority, compensation of any other work-related benefits.

JOB STATUS UPON RETURN FROM LEAVE

Just Plane Kids will hold your job for up to four months for absence due to pregnancy disability, 6 weeks for other medical leave, or 1 month for personal leave.

LUNCH PERIOD

Lunch periods and breaks will vary. Employees, who work more than 6 hours a day, will have a 30-minute unpaid meal break. Employees will receive a 15-minute rest period after every 4 hours of work. Working with children and their parents requires great patience. If you encounter an intense situation and are in need of a break without the responsibilities of caring for the children, please ask immediately. Every effort will be made to support your request.

REST PERIOD

A fifteen (15) minute paid rest period is provided each morning as close to the midpoint of your four-hour work period as possible. Another break will be provided in the afternoon as close to the midpoint of that four-hour work period also. Rest periods are a time to be away from the children so the time spent with the children is quality time.

MEDICAL PLAN

Just Plane Kids offers a medical and dental insurance plan with Kaiser Permanente for eligible full-time employees after a 60-day probation period. Eligible employees will be able to enroll the first day of the 3rd month of continuous employment. JPK's medical plan covers all specialty services, such as stress management and prevention, pain management, physical, wellness checks, and dental services. Please go to Kaiser.org to check out all the benefits.

We also have a community resource book for employees and parents to find any medical specialty services they may need.

Just Plane Kids will pay 99% of the monthly premium, and the employee will pay 1% of the premium for the employee. Employees may elect to pay the entire premium for spouse and children. In the event of pregnancy JPK will pay up to three months of your share of premium. All new hired employees will pay the regular rate of that year's premium.

OUTSIDE EMPLOYMENT

Employees may not solicit any parent of the Center to perform any babysitting after hours. The Center has no objection to you holding another job as long as you effectively

meet the performance standards for your job with the Center. JPK will hold all employees to the same standards of performance and ethical conduct.

PAYDAYS

Pay dates are posted in the employee lounge. Attached to each check is a statement giving the employees the details of their earnings and deductions. If there is any question concerning pay, please speak with the Director.

DIRECT DEPOSIT

All employees are required to obtain direct deposit of payroll funds.

PAID HOLIDAYS

Employees will be paid for the following holidays that the Center is closed according to their regularly-scheduled shift:

New Years
Easter
Thanksgiving
Christmas

HOLIDAYS

Center will be open till 3 P.M on the following days:

Memorial Day
4th of July
Labor Day
Christmas Eve
New Year Eve

The employees that work on these days will get time and half. This shift will be offered by seniority.

PREMIUM PAY

Employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. JPK will attempt to distribute overtime evenly and accommodate individual schedules.

The Director must approve all overtime requests in advance. JPK provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

All hours worked in excess of 40 hours in one week will be treated as overtime. The workday begins at 12:01 am. and ends 24 hours later. A workweek begins each Sunday at 12:01 am. and ends Saturday at midnight. Compensation for hours worked in excess of 40 hours in a week shall be paid at a rate of one and a half times the employee's regular rate of pay.

Exempt employees may have to work hours beyond their normal schedule, as work demands require. No overtime compensation will be paid to exempt employees unless approved in advance by the Board of Directors.

REFERENCES

Just Plane Kids will not provide letters of reference for ex-employees. The Center will provide dates of employment, positions held and salary information if a signed release is submitted with requests for information.

RELATIONSHIP WITH MEDIA

JPK is an employer-sponsored child-learning center. As such any requests for interviews regarding the day-to-day operations must be referred to the Board of Directors.

RIGHT TO PRIVACY

Just Plane Kids will not disclose salary, employment or personal information to any agency, private or public, without written permission of the employee.

ENVIRONMENT HEALTH/SAFETY

Just Plane Kids takes pride in taking care of the environment. We are an Eco-Healthy Childcare. We work with children and families to have them aware of recycling practices and conservation practices. In pest management, we do not use any harmful chemical exposure inside the building at all; instead, when pesticides are needed, integrated Pest Management (contract by FAA) uses the least toxic to human and non-target organisms outside of the facility boundaries.

Every caution must be taken to guard against accidents to children and staff. It is the responsibility of every staff member to rectify unsafe conditions such as liquid on the floor, spilled food, tripping hazards etc. All employees are required to report unsafe conditions and fire hazards immediately. Just Plane Kids uses fragrance free, latex-free

gloves and Eco-Healthy products only and we follow NAEYC cleaning, sanitizing and disinfecting frequency table, Center for Disease Control and Prevention (CDC) Guideline and recommendation for Child Care and stay within Department of Social Services Licensing guidelines. If you (Parent/caregiver) appear to be IMPAIRED or INTOXICATED then your child will not be release to you and authorities will be called.

PERSONAL TIME OFF

Vacation/Illness/Personal Days (PTO), Mandatory Paid Sick Leave

JPK active staff will be paid for four holidays annually. JPK will be closed for the following holidays: Easter, Thanksgiving Day, Christmas Day and New Year's Day. JPK remains open for President Day, Memorial Day, Independence Day, Labor Day and Martin Luther King.

PTO is your Personal Time Off and is designed to give staff control over paid time off. PTO is for vacations, personal days and sick days.

PTO taken for vacation and personal reasons must be scheduled in advance with the Director using the PTO Request Form. Submit the proper form at least three weeks in advance of the date needed. While the Director will make every effort to accommodate requests, if coverage cannot be arranged, PTO will be denied.

Employees who are promoted, demoted, change from substitute or temporary status to a full or part-time position will begin the new PTO accrual in the pay period of the change.

As of July 1, 2015 JPK (AB 1522, the healthy workplace, Healthy Families Act of 2014) will provide paid PTO/sick leave to part time employees 30 days after their hire date, employees will accrue one hour for every 30 hours worked in a week but at the same time they cannot use the leave until 90 days of employment. JPK will limit an employee's use of paid sick leave to 24 hours or three sick days each year of employment.

PTO may be accrued from July 1 – June 30 of each year, but accrued PTO must be used by the first quarter of the following year or lost. PTO is earned based on the following matrix:

Years of Employment	Hourly Employees	Salaried Employees
0 – 1	13 days	18 days
2 – 3	16 days	22 days
4 or more	19 days	26 days

For hourly employees, a day is defined as the hours regularly worked by a staff member each day (i.e., 6 hours or 8 hours). For salaried employees, a day is defined as 8 hours. PTO will be earned one day per month. PTO days in excess of 12 per year may be applied beginning on the first payroll in October. PTO may be advanced up to 10 days under special circumstances with JPK Board approval.

SMOKING

Just Plane Kids is a smoke-free environment. Staff members are not allowed to smoke inside the facility or on the premises. Staff members who wish to smoke are asked to do so out of view of the children and to do so during their scheduled break periods.

SUBSTANCE ABUSE

The Center is concerned about the use of alcohol and drugs in the workplace. This concern is based upon the deleterious effect that the use of alcohol and drugs on the job adversely affects an employee's work performance, efficiency, safety and health, and therefore, seriously impairs the employee's value to JPK.

Similarly, JPK requires and demands a workforce and workplace free of illegal drugs and controlled substances. This requirement is based upon the fact that any measurable amount of an illegal drug or controlled substance may render the employee physically or mentally impaired.

Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance. Employees, who feel impaired by over-the-counter drugs or have been informed that the use of a legal drug may present a safety risk, are to report such drug use to the Director so that reasonable accommodations or release from child caring activities can be arranged.

DRUG AND ALCOHOL POLICY

JPK realizes that the misuse of drug and alcohol impairs employees' health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees, children and parents. JPK is committed to maintaining a productive, safe and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drug and alcohol use on JPK's premises or working under the influence of such substances will be subject to immediate termination.

Any employee suspected of using drugs on campus of the child development center puts their employment in jeopardy. Under no circumstances will an employee be considered ready, willing, and able to serve our child care community who appears or gives indications of being impaired. Immediate action will take place:

- Just Plane Kids reserve the right for randomly drug testing if needed
- removal from classroom
- interview with director and/or board representative, as appropriate
- disciplinary action up to an including termination of employment
- referral to alcohol and drug counseling

Any staff member who demonstrates poor judgment regarding the use or abuse of alcohol and/or drugs in close proximity to reporting for duty should be reported as being unavailable to assume the role of a teacher or staff member in this facility. Fellow staff members are responsible for providing oversight and discretionary intervention should they be witness to such behavior and/or conduct. Such behavior should be brought to the attention of the center director. Failure to do so impedes their ability to provide a safe and healthy environment for developing children.

TELEPHONES

JPK discourages personal calls. While employees are caring for children, messages will be taken and provided to staff as quickly as possible. Excessive personal calls will result in counseling to ensure the employee is aware of JPK policies.

TIME CARDS

Each employee has a time card that must be used when arriving, going to and coming from lunch, and leaving for the day.

No employee is permitted to register for another employee. Such offense is cause for dismissal.

The Director or Assistant Director must initial all time cards if overtime has been worked.

WORK SCHEDULE

Determination of the daily and weekly work schedules is the responsibility of the Director. Employees are expected to be at their work area and ready to do their job at the start of their shift. It is expected that all employees will follow the schedules as set forth by the Director.

Just Plane Kids is open year-round except for the days indicated on the enclosed school calendar. It should be noted that staffing at Just Plane Kids is directly related to the number of children enrolled and, if the enrollment increases or decreases, it is possible that the number of hours worked by the staff may be reduced or increased. Employees will be paid accordingly.

All employees must expect and be willing to accept variations in their schedules as required by the needs of the children and the Center. Variations in the schedule will be fair, equitable, and kept to a minimum.

KEY CONTROL

Employees who are issued keys are expected to keep them in a secure area. Keys may not be copied, loaned, or otherwise misused. All issued keys must be returned to the Director at the time of separation of employment or at any time requested to do so by a superior.

DAILY OPERATING PROCEDURES FOR JPK

BULLETIN BOARDS FOR TEACHERS

The Center has a bulletin board for the use of the teachers. Notices and general information for staff will be placed there. Each teacher has an individual mailbox. Please check your box when you arrive and before you depart.

MANDATED CHILD ABUSE/NEGLECT REPORT

State law requires everyone to report any suspicious of child abuse/neglect. Reports may be made to the Director, Assistant Director, or to Child Protective Services. All staff is required to have/updated Child abuse training with California Department Social Service every two year and print out their certificate for their file (AB 1207). Anyone who report suspicions of child abuse/neglect they are immune from discharge, retaliation or any other disciplinary action for that reason, unless it is proven that report was intended to do harm.

Just Plane Kids will not tolerate child abuse in any form: physical, verbal or sexual.

MANDATORY REPORTING OF CHILD ABUSE/NEGLECT ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child has suffered sexual abuse, physical abuse, neglect or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

A. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.

B. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- The names and home address of the child, phone number, date and year.
- The child's explanation as to what happened.
- The nature and extent of the child's injuries, what the marks look like and color of bruises.
- The date CPS was called, name of reporter and case worker.
- Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- The date CPS was called and the name of the specialist.
- If the police were called.

Legal sanctions for failure to report are as follows:

- Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
- Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations
To report child abuse anytime, day or night, call:

STATE CHILD ABUSE HOTLINE: 1800-540-4000

CHILD ABUSE/ NEGLECT ABUSE POLICY

We endorse and encourage an open-door policy by allowing parents to drop by our facility at any time. We make every effort to screen each employee's past employment record. A background investigation is required for all employees. We try to assign two employees to any given situation. We actively encourage comments and suggestions both positive and negative. We are aware of our legal responsibilities as a mandated reporter of child abuse and will report any suspected acts of abuse.

If a complaint surfaces from a parent directly to JPK about a teacher, we will:

1. Listen, take notes, question, and make responsible inquiries.
2. Conduct an investigation regarding the allegations and report the circumstances to the Board of Directors.
3. If abuse is suspected, we will:
 - a. Call police.
 - b. Call Children's Protective Services.
 - c. Immediately place staff suspected of involvement on administrative leave without pay until outcome of investigation. If in our opinion the charge of abuse is unwarranted, we will:
 1. Advise parents of our findings and ask parents if they are satisfied or want further involvement of others.
 2. If no further involvement is necessary, we will ask parents to sign a dated written statement to that affect.
 3. If parents are not satisfied, we will: call police, children's protective agencies, and immediately put involved staff on administrative leave without pay.

COMPLAINT FROM A STATE OR LOCAL AGENCY:

1. Immediately place staff on leave without pay pending investigation.
2. Cooperate completely by supplying information, data, and support to the investigation.
3. Issue a special notice to all clients and staff explaining what was going on and urging their complete cooperation with the investigation.

CPR CERFICATION

All new hired employees must be CPR certified before they start their assignment. JPK will offer CPR certification training classes. If you are unable to attend CPR training at JPK, then it will be your responsibility to get certification (no reimbursement).

CHILDREN'S FILES

A file will be maintained for each child in the administration office. When there is something significant that you as a teacher need filed for future reference or conference with parents, please bring it to the office. Anything in the file is available to the parents upon request. Individualized student portfolios containing progress notes, observations of a personal nature will be safeguarded to prevent disclosure.

CLASSROOM DISCIPLINE

Just Plane Kids practice Conscious Discipline (Dr Becky A. Bailey). Techniques include communicating clear goals with vocabulary the child can understand; providing an environment that sets limits and boundaries; respecting the child and their feelings, rights and possessions; withdrawing from any power struggles; setting up logical/natural consequences and focusing on positive reinforcements, highlighting child's action whether right or wrong.

The goal of positive guidance is to help children learn what is acceptable and to live cooperatively with others, to learn self-discipline and to be intrinsically motivated to value accepted behaviors. Teachers redirect the children whenever possible and provide more than one choice for children.

Just Plane Kids' child discipline policy also allows children to work out their problems and provide understanding and help younger children to use their words. Teachers help

them understand and express their feelings in acceptable ways such as modeling, providing soothing activities, reminding children to use their words and redirecting children rather than “time-out.”

Classroom behavior is the responsibility of the classroom teacher. The first choice is obviously prevention. Next try diversion and redirect the children toward another activity. If a child is unable to regain control in a safe and developmentally-appropriate manner, ask for intervention. Punitive consequences and corporal punishment are not tolerated at JPK and are immediate grounds for dismissal.

GUIDANCE/DISCIPLINE POLICY

Just Plane Kids does not believe in any form of physical punishment, psychological abuse, or coercion when disciplining a child under no circumstance, at the same time appropriate use of restraint for safety reasons is permissible. Where child’s behavior poses imminent danger of serious physical harm to self or others such as throwing a chair, running out of the classroom, hurting themselves or others (by hitting, biting, spitting, kicking) etc. It is not a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., Disrespect, noncompliance, insubordination, out of seat, as a means of coercion or retaliation or as a convenience (U.S Department of Education).

Examples of physical punishment: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; or requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At Just Plane Kids we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging

program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

According to licensing rules for child care centers in the State of California:

Rule 1240-4-6-.09, (2) Behavior Management and Guidance. (California)

- (a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- (b) Discipline shall be reasonable, appropriate, and in terms the children can understand.
- (c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- (d) Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- (e) Punishment shall not be related to food, rest or toileting.
- (f) Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

The following is considered unacceptable behavior:

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Removing shoes or other articles of clothing
Throwing toys, rocks, sand	Using toys and materials inappropriately
Aggressive behavior	Using toys and materials inappropriately
Abusive or inappropriate language	Arguing with teachers or other children
Lack of Cooperation (Child/parent)	Behavior determined by the director to be unacceptable
Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair	

The teacher has these prime responsibilities when dealing with inappropriate behavior:

- 1) **Redirection** - Encourage child’s good behavior and/or redirect his or her activity.
- 2) **“Modification of the behavior” within their area:**
 - If a problem still exists, the child is then removed from the situation
 - “Modification time” shall be defined as an area away from the group or activity yet within their area.
 - The child will be allowed to return to the group as soon as possible.
 - The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
 - If redirection and “modification time” periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.

- The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives

3) “Modification” or “redirecting” away from the group:

- A) If the child continues in the inappropriate behavior
- B) And/or modification or redirecting time” with-in the area becomes either inappropriate or ineffective

4) Behavior Report:

- A) If the child’s behavior continues to be inappropriate
- B) OR the severity denotes an un-resolved problem.

5) Behavior Intervention Meeting:

- A) If the child’s behavior continues to be inappropriate, a behavior intervention meeting may take place
- B) Those in attendance will be the parents, the child’s lead teacher, and a member of the leadership team
- C) This may be called by any of the individuals listed above.

6) Sending a child home:

- A) When the child becomes out of control
- B) And/or when the child fails to respond to the measures taken by the Just Plane Kids’ Team
- C) This is at the discretion of the most senior Leadership Team member present

7) Suspension

- A) Three written behavioral reports within a nine week period constitute the child’s being suspended from the child care program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child’s space in the Just Plane Kids program.
- D) If the child does continue in the program and does receive a fourth behavioral report within a 30-day period, termination of services may occur.

8) Termination of services

- A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare.
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present.

C) The parent or guardian will be notified.

D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1) Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.

2) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.

3) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

Just Plane Kids expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

CHALLENGING BEHAVIOR/GUIDANCE INTERVENTION POLICY

At Just Plane Kids, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

Challenging behavior Policy is communicated to families and staff at child's enrollment time. It Stated goal of policy is to limit or eliminate the use of suspension, expulsion and other exclusionary measures.

Just Plane Kids' Policy states the circumstances under which types of exclusion may occur if any.

Policy states what steps are taken before a decision to exclude is considered: parent/teacher conference is conducted to discuss the behavior of that child and set the goals to modify that behavior.

- If that does not work we make a referral to local agency such as child's personal physician, regional center or school district (depend on child's age).
- Just Plane Kids offers assistance to the family in accessing services and an alternative placement take place for example if child is under the age of three all the referral are made to the Regional Center (Address: or by calling 661-945-6761 and if child is over the age of three year then all referrals go to Palmdale School District (Address: 38737 Ocotillo Drive Palmdale, Ca 93551 or by calling 661-274-0849).
- Exclusionary measures are not considered until all other possible interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child. If exclusionary measures are taken, and then All of Just lane Kids' Policy acknowledges that it complies with Federal and State Civil Rights Laws.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At Just Plane Kids we strive to develop a positive relationship between the child/parent/teacher. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Discipline Note.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.

2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.

3. The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child’s file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

Just Plane Kids expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.

The Behavior Intervention Policy’s purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A parent, the child’s lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

CLASSROOM ENVIRONMENT

Teachers are responsible for a classroom that is safe for children and reflective of the children who occupy its environment. Children should help put toys away at appropriate times. This is part of their training. It is imperative that children’s work be displayed as a regular part of the curriculum.

CLASSROOM TRANSITIONS

Transitions are always a difficult time for teachers and children. This is a time when injuries often occur. Staff is concerned with putting on or taking off jackets, getting everyone organized, etc. Lining up preschoolers for longer than a moment is inviting trouble. Some suggestions for successful transitioning are: 1) have one teacher read a story or sing a song while the other teacher helps with jackets; or 2) send children out one at a time to second teacher, when ratios allow. Do not become so distracted that you forget to keep a watchful eye on the ENTIRE group.

COMMUNICATION

Immediately discuss directly and professionally any problems you are having with fellow staff members. Bring the problems to the surface as soon as possible while focusing on the behavior or issue that is bothering you. Concentrate on a positive approach, feedback and constructive criticism and avoid negativism, personal attacks, and gossip or slander. JPK' has no tolerance to gossip or slander. As an early childhood professional, you are held to a higher standard for modeling appropriate workplace behavior and attitudes. Use your words.

COMPLAINTS FROM PARENTS

All complaints from parents must be reported immediately by the staff member receiving the complaint to the Director or Assistant Director.

CONSIDERATION OF OTHERS

All children, parents and visitors should be treated with kindness, friendliness, patience, and respect. The Staff should refrain from gossip, loud talking, and other unnecessary behavior which could disturb the Program and detract from the professionalism of the Center. Employees are expected to conduct themselves in accordance with the NAEYC code of ethical conduct and statement of commitment.

FIRST AID BOXES

A First Aid box is located in the small isolation room in the reception area. Also, fanny pack first aid kits are in each classroom and should be carried to the playground when going outside. Please notify Director when replacement supplies are needed.

LOST AND FOUND

Each classroom should have a designated lost and found box that parents are aware of. Please place any clothing or materials left by the children in your classroom's lost and found box. Please mention to the parents, when they arrive or depart daily with their child, that there are some articles in the Lost and Found box that might belong to them. Remember, offer parents a permanent marker when you see a new jacket or outfit.

LUNCH DUTIES

Lunch should be a pleasant time for practicing socialization, self-help and language skills. Teachers should sit with the children and share the meal with them. This should be a time of reflecting on the morning, planning for the afternoon and general open

discussion. Children should be exposed to age-appropriate responsibilities for offering the servings and clean-up activities.

NAP TIME SUPERVISION

Some children need special attention to slow down and relax before taking a nap or resting. Helping them by rubbing backs or reading stories will benefit both you and the children. Staff is expected to be performing classroom-related activities during this time. Not all children require a 2-hour nap. Meeting the needs of the children is the teacher's primary responsibility. JPK requires staff to position themselves, so they can hear and see all children, including when staff is engaging with other children who are awake.

NEW STUDENTS

All staff members need to go out of their way to invite new children and parents into the group. The staff should be acquainted with every child and know their names within a short time. This will reassure the child that the Center is a friendly, caring place and that they are welcome. Name tags should be used until staff knows the names of new students.

PARENT CONFERENCES

Parent conferences are to be held a minimum of twice a year. The initial conference should be held within the first month of acquiring a new student. Additional meetings can be arranged as needed. Please remind parents that they are welcome to visit your class anytime. When parents visit, teachers are to continue class procedures without interruption. If special problems arise and need to be discussed with the parents, it should be brought to the attention of the Director or Assistant Director so that the care of the children can be delegated to another teacher.

PLAYGROUND DUTIES

1. Playground duty is required. Active vigilant supervision of children can help prevent injuries to them and to our staff.
2. Playground duty is part of our daily routine. It should be met with the same enthusiasm that we have while in the classroom.
3. Teachers should never congregate together in one area. Move about the play area and engage with the children at play.

PALYGROUNG RULES FOR CHILDREN

- Keep our hands to ourselves (No Physical contact).
- Use respectful language (we do not tease or call each other names).

- Sit on the benches only (not on the tables).
- Ride bikes on the side walk and follow the direction arrows.
- Run on the grass area only (not on the sidewalk/bike paths).
- Toys are to play in the sand box or in manipulative areas. (We will not throw the toys up in the air or on the canopy).
- Take turn on the bars, and swing on the bar that we can reach to. (We will not crowd or push each other on the bars or any other area).
- Walk when going up or down the jungle gym or monkey bars (no running when you are climbing up or down)
- Tires stay away from the jungle gym (No tires in the bar area).
- Use our hands to hang from the monkey bars (do not hang up-side down)
- During climbing, hands have to be empty (no toys in hands while running, climbing or riding bikes).
- Use the house area appropriately.
- Wear appropriate shoes only (no heel and no open toes/heel)
- Shoes laces need to be tied at all times.
- Tires are to be used as manipulative (not for throwing), signs are there to be used as road sign (not to be used as bats), and sand toys are to be used in the sand box.
- Sand is to be kept in the sand box (do not throw the sand on each other).
- Books are to be read (not to be stepped on, during outside in the literacy assigned area)
- Keep all the playground toys in good shape.
- Treat others as you want to be treated.
- Clean up the playground before you leave the playground area.

RESTROOMS

Preschool children shall not be left in the restrooms unsupervised at any time. Many need help or encouragement with self-help skills.

EMPLOYEE HEALTH AND SAFETY/HEALTH OCCUPATIONAL SAFETY AND HEALTH ADMINSTRATIOM (OSHA)

Just Plane Kids strives to provide safe working conditions for our employees and observes the safety laws of the state and federal governments including those established by the Occupational Safety and Health Administration (OSHA). No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to do everything reasonably necessary to keep our Center name a safe place to work. Employees, who observe a safety hazard, have a responsibility to report it to a member of the management team.

Just Plane Kids is dedicated to preventing and decreasing the number of work-related safety incidents, such as injuries, sicknesses, and deaths, therefore Just Plane Kids follow all OSHA regulation for work place. The mission statement of OSHA is, "To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education and training in the field of occupational safety and health."

BENEFITS

Even OSHA regulations formally protect the employee, at the same time everyone including Children benefit from the safer environment.

Listed below are several examples of the OSHA regulations for a classroom.

- Keeping up to date records keep up-to-date records of the names and amounts of chemicals used in the child care and in the classroom, as well as how the chemicals were disposed of and any incidents that may have occurred such as chemical spills.
- Emergency Action Plan is written plan for emergency action must be posted for employees to review in each classroom. All plans are included evacuation and exit routes and a system for accounting for all employees after the evacuation.
- Fire Extinguishers are located in each classroom and around the center. Fire Detections Systems are check by, sign off by FAA every month. Fire Department test, adjust, and clean all fire detection equipment on a regular basis.
- First Aid Kit/ Epi-pen, A shower or eye flush station are within 10 seconds in the classroom. Blood borne Pathogens kit are available in the classroom to help prevent the transmission of blood borne pathogens.

- Material Safety Data Sheets (MSDS) are in the laundry room.

Every caution must be taken to guard against accidents to children and staff. It is the responsibility of every staff member to rectify unsafe conditions such as liquid on the floor, spilled food, tripping hazards. All employees are required to report unsafe conditions and fire hazards immediately. At the same time, Just Plane Kids uses fragrance-free and Eco-Healthy products only. We use NAEYC cleaning procedures, sanitizing and disinfecting frequency table, Center for Disease Control and Prevention (CDC) Guideline and recommendation for Child Care and stay within the Department of Social Services Licensing guidelines.

WORKER'S COMPENSTATION AND EMPLOYEE INCIDENT REPORTING:

In the case of a job-related accident to any employee, immediate notice should be given to the supervisor on duty and relayed to the Your Center Name Director. Failure to immediately notify a supervisor could result in the insurance company in-acting the loss of worker's compensation payments as authorized by law. An incident report form should be filled out and should include the nature of the injury, how it happened, the time of day, and witnesses, etc. Failure to do so may result in a nullification of the workers compensation benefit according to the rules of the specific workers compensation policy and the state and federal laws which govern workers compensation claims. Your Center Name maintains Worker's Compensation insurance for job-related accidents.

WORK RELATED INJURIES:

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

WORKPLACE VIOLENCE:

Just Plane Kids has a zero tolerance for workplace violence and threats. Employees must promptly report any threat of violence or physical act of violence to the appropriate

supervisor or management personnel. Violations of this policy will result in disciplinary action up to and including termination of employment.

HARASSMENT AND/OR THREATS FROM NON-EMPLOYEES:

Just Plane Kids will not tolerate threats of violent acts against its employees in any form. Such conduct will result in disciplinary action. Employees should contact the administration should such incidents occur.

HARASSMENT POLICY

Just Plane Kids is committed to provide a work environment free of harassment. JPK's policy prohibits sexual harassment, harassment based on pregnancy, childbirth, related medical conditions, race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation and any other basis prohibited by Federal or State Law. All such harassment is unlawful. The Center's anti-harassment policy applies to everyone at JPK.

Harassment includes, but is not limited to, the following types of behavior:

- a. Verbal misconduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual misconduct such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings or gestures.
- c. Physical misconduct such as assault, unwanted touching, blocking normal movement or interfering with work performance.
- d. Threats and demands to submit to sexual requests as a condition of continued employment.
- e. Retaliation for having reported or threatened to report harassment.

All incidents of harassment, sexual or otherwise, need to be reported to the Director so that the offense may be handled in a manner appropriate to the situation. Sexual harassment complaints will be investigated promptly and all information will be kept confidential.

SICKNESS OF A CHILD

If a child becomes sick while at the Center (complaining of headache, body ache, vomiting, temperature, etc.), take the child to the isolation room immediately. The parent will be contacted as soon as possible.

SUPERVISING POLICIES

Teaching Staff require supervising children primarily by sight at all times on JPK's ground, including nap times. Supervision for a short interval by sound is permissible, as long as teacher check frequently on children who are out of sight, (only for the bathroom breaks, so children can use the toilets independently) for all age groups, not including toddler options/twos. Toddles/twos require your supervision throughout the day.

SUPERVISION DUTIES

California State Law and numerous lawsuits have at times found teachers liable for negligence due to improper supervision in the classroom. Please keep these three guidelines in mind at all times.

1. Teachers shall not allow students in classrooms where an adult is not present.
2. Part of modeling classroom behavior may require teacher direction and guidance prior to transitioning to the next activity. No child should be required to participate if unwilling.
3. Teachers shall recognize the responsibility to prevent damage to tables, walls, supplies, and equipment in their classroom. Again, use of age-appropriate modeling of behavior and use of appropriate behavioral conduct and intervention is required.

HAND HYGINE POLICY

Just plane Kids instruct adult/children to wash (with soap and water) or sanitize their hands frequently throughout the day, such as:

- Before and after feeding a child
- Before and after administering medication
- After handing garbage
- After cleaning and/or as needed

PROCEDURES FOR CHANGING DIAPERS

- Put a nonabsorbent, disposable cover on the diapering surface. Check to be sure the supplies you need are ready and within reach, so that you can always keep one hand on the child. If the parent has requested diaper cream, put a dab on disposable paper. Put all containers away.
- Wash your hands.
- Put on disposable nonporous gloves.
- During the Diaper change time make sure not to pick up any child from the floor and put them on the table at any time, instead assist the child to climb up the stairs one at a time to the changing table.
- Lay the child on the diapering surface. Never leave the child unattended.
- Clean the child's bottom with a moist disposable wipe. Wipe from front to back, using the toilet once. Repeat with fresh wipes, if necessary, until the child is completely clean.
- Leave the wipes in the soiled disposable diaper.
- Do not use powder of any kind; inhaling, it can be dangerous. Use cream or other skin care products only if requested by the parent.
- Fold the disposable diaper with the soiled wipes inward, reseal it with its own tape, place it in a plastic bag, tie shut, and discard it into a lined, covered step can, using the foot pedal.
- Place any soiled clothing in a plastic bag and tie shut.
- Discard the gloves into the step can.
- Wipe your hands with a moist, disposable wipe.
- Remove the disposable cover from the diapering surface and discard it into the lined, covered step can.
- Sanitize the diapering area with 10 % bleach water solution made fresh daily.
- Wash your hands thoroughly with soap and running water.
- Record the diaper change. Report any concerns to parents (I.e. unusual color, odor frequency, consistency or rash).

SUPPLIES AND MATERIALS REQUESTS

Just Plane Kids will make every effort to provide you with the supplies, materials, and support needed for you to do your job in a professional manner. Please make your requests to the Director or Assistant Director as soon as possible. Supplies need to be approved prior to purchase if you are requesting reimbursement.

WRITTEN COMMUNICATION TO PARENTS

The Director or Assistant Director must approve all written communication to parents before being sent. When sending homework products home, you must ensure the appropriateness of the product by knowing the family structure. Some of our children are from single-parent families, and it is not appropriate for them to bring material home addressed to “Mom and Dad.” Be sensitive to cultural differences and promote anti-biased themes in all classroom activities. The office administration can supply you with family information. It is important that you become knowledgeable about the home environment of the children in your care.

JOB DESCRIPTION

CENTER DIRECTOR JOB DESCRIPTION

- Reports to: President or Vice President of the Just Plane Kids Board of Directors
- General Function: Perform administrative and management duties for Just Plane Kids. Responsible for the day-to-day operations of the facility. Comply with all regulatory bodies.
- Qualification: Bachelor’s Degree in child development or a closely related field or BA in unrelated field with 24 unit of ECE or equivalent level of experience; a working knowledge of the NAEYC accreditation process; previous experience as a center director.

Licensing:

1. Make application for and receive the license from the licensing agency annually.
2. Maintain state and NAEYC standards in program, staff and facility.
3. Meet with fire and sanitation officials as they make their annual inspections.
4. Comply with recommendations made at such inspections, and inform the proper authorities of compliance in writing.
5. Ensure that regular emergency drills are held each month.

Staff Supervision:

1. Hire personnel.
2. Arrange for new employee orientation.
3. Maintain staff personnel files to include all necessary paperwork and documentation for each employee.
4. Maintain staff ratio, assigning staff and students to classes.
5. Arrange for substitute staff.

6. Meet at least monthly with staff to discuss curriculum, staff performance, problems, commendations, etc.
7. Organize any appropriate in-service training or other extracurricular activities.

Staff Development:

- Train and orient staff as required by all regulatory bodies.
- Maintain training records and update training as required for license.
- Promote professional growth of staff.
- Create a cooperative team that addresses the needs of the children in their growth and development.
- Supervise staff and volunteers to ensure a safe and healthy environment, both physically and mentally, and to ensure the operation of a quality program.

Registration: Oversee registration process, which is handled by Office Manager.
Have knowledge of what is required for registration in absence of Office Manger.

Program:

1. Supervise day-to-day functioning of the program.
2. Supervise curriculum development.
3. Organize parties, programs, and other special activities throughout the year.
4. Handle “Thank you” notes or proper acknowledgments needed for donations.
5. Inventory equipment and supplies at the beginning of the year and replace as needed.

Program Development:

- Maintain high standards of operation allowing for licensee and compliance with all regulatory bodies.
- Maintain a safe and clean environment.
- Coordinate with FAA Childcare Coordinator to ensure janitorial duties are performed on a scheduled basis.
- Coordinate with appropriate FAA personnel to ensure that repairs to facilities are performed promptly and that broken or worn equipment is repaired or replaced.
- See that the environment is well organized and aesthetically pleasing.
- Plan and supervise curriculum and program that meets developmentally appropriate criteria for each age of child served and the guidelines of all regulatory agencies. Conduct, along with staff, yearly developmental assessments on each child.
- Encourage and promote open communication with parents. Conduct effective parent relations by addressing needs and concerns in a prompt and professional manner.

- Organize the environment within the guidelines set for by all regulating bodies concerning food, medication, chemicals, and other items for which storage regulations are mandated.
- Promote safety through staff training on first aid, CPR, and emergency procedures, and through regular fire, tornado, and bomb threat drills.
- Survey and monitor facility program to comply with the revocable permit by attaining and maintaining accreditation by NAEYC.

Special Concerns:

1. Maintain networking with other childcare professionals, recommending to parents referrals to specialists as deemed necessary.
2. Remain alert to signs of child abuse or neglect, reporting suspected cases as prescribed.

Finances:

1. Oversee tuition statements and collection of tuition.
2. Be able to take over this process when necessary from office manager.
3. Purchase all necessary childcare supplies and bring before the Board any requests for large equipment needs.

Business:

1. Keep parents informed and up-to-date on center policies, procedures, and activities through Parent Newsletters and notes posted in the building.
2. Attend monthly board meetings as requested and other functions sponsored by the Board or Parent Committee.
3. Act as a liaison between the staff and the Board and the parents and the Board.

*Maintain all standards required to ensure continued certification by NAEYC.

CURRICULUM SPECIALIST/MENTOR JOB DESCRIPTION

Position Title: Curriculum Specialist/Mentor

Reports To: Director

General Function: Knowledge of administrative and management duties in support of the director, staff, and center.

Education: Associate Degree, or equivalent level of experience in the area of early childhood education and development. Administration and Supervision of Early Childhood Education Programs 1 & 2.

Administrative: To be able to answer questions about, registration, enrollment, and center philosophy. Encourage and promote open communication with parents. Conduct effective parent relations by addressing needs and concerns in a prompt and professional manner. Foster and maintain good relationships with teaching staff and demonstrate leadership skills and performance of high quality developmentally appropriate practices. Advise director of any noteworthy events, activities, and staff performance or staff issues.

Continuing Education: Annual ECE classes or conferences

Curriculum: 1) Ensure that each teacher understands and follows NAEYC Code of Ethics and Guidelines. 2) Assist teachers in developing and maintaining a variety of learning centers in the classroom. 3) Maintain quality standards and practices at all times.

Emergencies: Knowledge of emergency evacuation procedures. Knowledge of FAA requirements in the areas of personnel and facility security

Staff Supervision:

1. Help to maintain staff ratio, assigning staff and students to classes.
2. Meet with the Director prior to any staff meetings or board meetings if there are any concerns and/or issues of the teaching staff that need to be addressed.
3. Help to address or organize any appropriate in-service training, or other extracurricular activities.
4. Coach teachers to improve performance when necessary.

General Responsibilities

- ❖ Arrive on time.
- ❖ Greet children enthusiastically each morning.
- ❖ Maintain a happy, clean and relaxed atmosphere in the center.
- ❖ Set up learning centers that are inviting as well as developmentally appropriate.
- ❖ Plan and execute a program that promotes the total development of each child physically, socially, emotionally and mentally.
- ❖ Demonstrate an understanding of a child's level of development, needs, and interests, and plan accordingly.
- ❖ Be alert to the need for smooth transitions.

- ❖ Assist in food preparation (when needed), serve and clean up at mealtime.
- ❖ Eat lunch with children in a relaxed atmosphere.
- ❖ Supervise bathroom routine. Change children's diapers or clothes as needed in a pleasant manner.
- ❖ Prepare for and carry out nap time routine.
- ❖ Use positive approach to discipline consistent with center's policy. This means using diversion techniques as opposed to time out methods.
- ❖ Perform such other duties at the center as assigned by the Director.
- ❖ Provide materials for parent newsletter as directed by the Director.

Administrative Responsibilities

- ❖ Mark attendance sheet daily and tally number of children in attendance.
- ❖ Notify Director of all absences or variance in children's attendance.
- ❖ Keep attendance sheet in a clearly marked and accessible place in assigned area.
- ❖ Take attendance sheet with you during fire or evacuation drill.
- ❖ Keep records of plans for each individual child and for group as a whole.

Housekeeping Responsibilities

- ❖ Keep areas clean and attractive. Be sure that children's work is displayed at their eye level. Shelves, closets and cabbies should be neat and free of debris.
- ❖ Help children develop a sense of responsibility for the center and for their personal belongings.
- ❖ Wash toys weekly or more often if needed.

Parents

- ❖ Help make parents feel welcome and involved at the center. Keep conversations about their children brief during the times that attentions should be on the children, i.e. "This is not a good time for me."

- ❖ Inform parents via weekly memos about group and individual activities at the center.
- ❖ Hold parent conferences at least twice a year. Consult director if there are any problems. Keep record of parent conferences.

Professional development

- ❖ Meet with Director on a regularly scheduled basis.
- ❖ Attend professional workshops and seminars, visit centers and read in the field of early childhood. Familiarize yourself with available resources.
- ❖ Make and fulfill an individualized plan for your professional development with the Director.
- ❖ Attend all staff meetings and parent meetings.
- ❖ Contribute to monthly newsletters.

TEACHER JOB DESCRIPTION

Position Title: Teacher

Report to: Director/Assistant Director

Qualification: Teacher must have a minimum of an associate degree in ECE or unrelated are with 24 unit in ECE and work toward a baccalaureate degree or equivalent level of experience in the area of early, two years of experience in early childhood education. Knowledgeable about NAEYC.

General Responsibilities

- Arrive on time
- Greet children enthusiastically each morning.
- Maintain a happy, clean and relaxed atmosphere in the center.
- Set up learning centers that are inviting as well as developmentally appropriate.
- Plan and execute a program that promotes the total development of each child physically, socially, emotionally and mentally.

- Demonstrate an understanding of a child's level of development, needs, and interests, and plan accordingly.
- Be alert to the need for smooth transitions.
- Assist in food preparation (when needed), serve and clean up at mealtime.
- Eat lunch with children in a relaxed atmosphere.
- Supervise bathroom routine. Change children's diapers or clothes as needed in a pleasant manner.
- Prepare for and carry out nap time routine.
- Use positive approach to discipline consistent with center's policy. This means using diversion techniques as opposed to time out methods.
- Perform such other duties at the center as assigned by the Director.
- Provide materials for parent newsletter as directed by the Director.

Administrative Responsibilities

- Mark attendance sheet daily and tally number of children in attendance.
- Notify Director of all absences or variance in children's attendance.
- Keep attendance sheet in a clearly marked and accessible place in assigned area.
- Take attendance sheet with you during fire or evacuation drill.
- Keep records of plans for each individual child and for group as a whole.

Housekeeping Responsibilities

- Keep areas clean and attractive. Be sure that children's work is displayed at their eye level. Shelves, closets and cabbies should be neat and free of debris.
- Help children develop a sense of responsibility for the center and for their personal belongings.
- Wash toys weekly or more often if needed.

Parents

- Help make parents feel welcome and involved at the center. Keep conversations about their children brief during the times that attentions should be on the children, i.e. “This is not a good time for me.”
- Inform parents via weekly memos about group and individual activities at the center.
- Hold parent conferences at least twice a year. Consult director if there are any problems. Keep record of parent conferences.
- Send daily reports home: including the menu of the day and food they consume (type and quantity of the food) for all children, including special meals.

Professional development

- Meet with Director on a regularly scheduled basis.
- Attend professional workshops and seminars, visit centers and read in the field of early childhood. Familiarize yourself with available resources.
- Make and fulfill an individualized plan for your professional development with the Director.
- Attend all staff meetings and parent meetings.
- Contribute to monthly newsletters.

ASSISTANT TEACHERS JOB DIRECPTION

Position Title: Assistant Teacher

Report to: Director/Assistant Director/teacher

Qualification: Teacher must have a minimum of an associate degree in ECE or unrelated ares with 12 unit in ECE and work toward a baccalaureate degree or equivalent level of experience in the area of early, two years of experience in early childhood education. Knowledgeable about NAEYC.

General Responsibilities

- Arrive on time.
- Greet children enthusiastically each morning.
- Maintain a happy, clean and relaxed atmosphere in the center.
- Set up learning centers that are inviting as well as developmentally appropriate.
- Plan and execute a program that promotes the total development of each child physically, socially, emotionally and mentally.
- Demonstrate an understanding of a child's level of development, needs, and interests, and plan accordingly.
- Be alert to the need for smooth transitions.
- Assist in food preparation (when needed), serve and clean up at mealtime.
- Eat lunch with children in a relaxed atmosphere.
- Supervise bathroom routine. Change childcare's diapers or clothes as needed in a pleasant manner.
- Prepare for and carry out nap time routine.
- Use positive approach to discipline consistent with center's policy. This means using diversion techniques as opposed to time out methods.
- Perform such other duties at the center as assigned by the Director.

Provide materials for parent newsletter as directed by the Director.

Administrative Responsibilities

- Mark attendance sheet daily and tally number of children in attendance.
- Notify Director of all absences or variance in children's attendance.
- Keep attendance sheet in a clearly marked and accessible place in assigned area.
- Take attendance sheet with you during fire or evacuation drill.

Keep records of plans for each individual child and for group as a whole.

Housekeeping Responsibilities

- Keep areas clean and attractive. Be sure that children's work is displayed at their eye level. Shelves, closets and cabbies should be neat and free of debris
- Help children develop a sense of responsibility for the center and for their personal belongings.
- Wash toys weekly or more often if needed.

Parents

- Help make parents feel welcome and involved at the center. Keep conversations about their children brief during the times that attentions should be on the children, i.e. "This is not a good time for me."
- Inform parents via weekly memos about group and individual activities at the center.
- Hold parent conferences at least twice a year. Consult director if there are any problems. Keep record of parent conferences.

Professional development

- Meet with Director on a regularly scheduled basis.
- Attend professional workshops and seminars, visit centers and read in the field of early childhood. Familiarize yourself with available resources.
- Make and fulfill an individualized plan for your professional development with the Director.
- Attend all staff meetings and parent meetings.
- Contribute to monthly newsletters.

JOB DESCRIPTION FOR ADMINISTRATIVE/ TEACHER SUPPORT AIDE

Report to: Director/ Assistant Director

Administrative/Teacher Support Aide

Qualification: High school Diploma with 3unit in ECE, knowledgeable about word, office center, knowledgeable about quick book, excel, excellent verbal and written skills, excellent communication skills.

When a preschool group exceeds NAEYC Standards concerning Teacher/Children ratios at any one time Teacher Support Aides are required to fill in. These staff members may also give lunch breaks to other staff members and fill in during times of staff absenteeism.

Qualifications

1. Must be at least 18 years of age.
2. Must be capable of leading and teaching children in a classroom environment. (Not applicable if aide is still acquiring 12 units needed to satisfy state licensing requirements, as the aide could not be left alone).
3. Should have a repertoire of children's activities to call upon when placed in as a substitute or supporting staff person.
4. Must be capable of understanding and teaching the Just Plane Kids curriculum.
5. Must submit all standard staff files papers as required.

Responsibilities

1. Keep children safe, happy and clean.
2. Never leave children if it results in improper teacher/student ratios.
3. Assist in discipline in classroom. Following tone set by Just Plane Kids philosophy, never handling children in a rough or excessively affectionate manner.
4. Assist children in bathroom as necessary.

5. Help supervise lunch period, including washing face and hands of each child before and after lunch and teaching proper table manners consistently.
6. Supervise playground for safety.
7. Supervise nap time including providing lunch breaks to other staff members.
8. Help settle arrivals into class, handling crying or otherwise disruptive children.
9. Assist in material making, and preparation for art projects as needed, should not be left alone past a teacher's break time to finish projects or to clean up after an art project.
10. Assist in maintaining orderliness and cleanliness in classroom utilizing nap time to do so daily.
11. Administrative/Teacher Support Aides do not have the responsibilities of completing daily correspondence with parents, evaluations of any kind concerning children. They may however be given certain administration duties such as the daily staff/children ratio counts etc. These duties will be assigned by the Director/Asst Director only.
12. Administrative/Teacher Support Aides are expected to continue their professional growth in early childhood development areas.

OPENING TEACHER JOB DESCRIPTION

- Arrive on time.
- Greet the children and parents enthusiastically each morning.
- Set up learning centers that are inviting.
- Be alert to the need for smooth transitions.
- Assist in food preparation (when needed serve and clean up at mealtime.)
- Accepts temporary work assignments in the event regularly scheduled personnel are not available.
- Plan and prepare breakfast meals in accordance with posted menus and nutrition regulations.
- Make sure telephone is present and charged.
- Supervise bathroom routine. Change children's diaper or clothes as needed in a pleasant manner.

- Be flexible to rotate when preparing breakfast in the morning.
- Never leave a teacher if it results in improper teacher/student ratios
- Perform such other duties at the center as assigned by the Director
- Put chair down in all classrooms.

Administrative Responsibilities

- Maintain a record of all children in the center upon arrival.

Notify Director or Asst. Director of all teacher absences

CLOSING TEACHER JOB DESCRIPTION

- Arrive on time
- Set up learning centers that are inviting
- Be alert to the need for smooth transition
- Assist in food preparation (When needed serve and clean up at mealtime)
- Accepts temporary work assignments in the event regularly scheduled personnel are not available
- Plan and prepare meals in accordance with posted menus and nutrition regulations
- Make sure telephone is present and charged.
- Supervised bathroom routine. Change children's diaper or clothes as needed in a pleasant manner.
- Make sure you record all diaper changes.
- Never leave a teacher if it results in improper teacher/student ratios.
- Perform such other duties at the center as assigned by the Director.
- Maintain a record of all children in the center upon dismissal.
- Always maintain an accurate account of children in the center.

- Do not leave the center until all appliances are off.

CLOSING PROCEDURES

There is a book at the front desk that has all phone numbers of staff. Also, the phone at the front desk is programmed with all numbers. In the event of an emergency with the building i.e. plumbing, alarm problems, problems with an intruder or irate person call 265-8360. That is an FAA number and they handle all problems that need immediate attention.

All children's folders with emergency information are in the director's office in the top drawer of the long file cabinet.

5:30 - all classes are combined with 2 teachers

6:00 – dinner

7:00 – 2nd teacher leaves

7:00 to close – varies depending upon the children and parents requests. This time is pretty much left to the teacher's discretion to plan developmentally appropriate activities.

8:00 to 8:30 – prepare a small snack if the children are hungry

8:30 to 9:00 – provide a place for children to rest. We have cots and pillows or the older children may prefer to lie on the floor with a pillow.

MAIN COOK JOB DESCRIPTION

- ❖ All USDA/CACFP requirements need to be met at all time.
- ❖ **Temperature log (make sure to log refrigerator and freezer' inside temperature) has to be completed at the time of opening the kitchen.**
- ❖ Plans and prepares snacks and meals in accordance with posted menus and nutrition regulations.
- ❖ Determines meal/snack count and distributes food to each classroom.

- ❖ Removes trays/leftovers from classrooms and disposes of same accordingly.
- ❖ Rotate all the cans/food, check for expiration dates: if any dispose of the expired food appropriately.
- ❖ Wash all fruit and vegetables prior to serving.
- ❖ Do not use plastic or polystyrene containers, plates, bags, or wrap when microwaving food.
- ❖ Have and keep up with food handling and safety classes.
- ❖ Performs weekly food/supply inventory; submits list of needed items to Director
- ❖ Performs weekly shopping.
- ❖ Ensures that all state/city health department licensing, safety and nutritional requirements are met; follows standards of personal hygiene, safety and sanitation and ensures that other staffs in kitchen do the same.
- ❖ Keeps kitchen, including appliances, cabinets and all inventory organized and clean.
- ❖ Attends and participates in staff meetings, training sessions and center events as requested.

- ❖ Accepts temporary work assignments in the event regularly scheduled personnel are not available.

Van Driver Job Description

- Drives van to and from center and specified pick-up sites according to assigned schedule.
- Do not deviate from assigned van route unless authorized by supervisor.
- It is your responsibility as a driver to keep your CPR and First Aid up to date and notify the director three months in advance in case of your CPR or First Aid expiring, to ensure that it stays in compliance.
- Make sure that you have a fully equipped first aid kit in your van. If you need anything in your First Aid Kit please notify the Front desk or Director.
- Inform the center Director regarding road conditions as soon as possible.
- Assist children as necessary when entering and exiting van.
- Before loading children into the van, perform a wellness check.

- Take attendance of children at each pick-up location. Makes sure all children are accounted for. Maintain a copy of updated emergency card information in the van.
- Ensure that all children are secured in an individual seat belt before engine is started.
- Regulate heating, lighting and ventilation for passenger comfort. Do not have radio on while transporting children.
- Complies with all local traffic regulations. Report delays or accidents as soon as possible.
- Notify Director if any vehicle maintenance is needed. Complete daily/weekly van checklist.
- Inspect van and check gas, oil, and water before departure.
- Make sure to inform your director about the oil change, as it is required by the service station (Jiffy Lube) for each van. If your van has any light on (service light or engine light) then do not take van out of the parking including idling, if light is malfunctioning, speedometer not working, windshield wipers are not in good conduction or not working.
- Clean and service vehicle with fuel, lubricants, and accessories, check tire pressure and adjust mirrors.
- Make sure steering, windshield and horn is working properly, has fire Extinguisher, has triangle reflector, interior and exterior and all seatbelt are in good condition in your van.
- Keep records of field trips and number of children attending.
- Always drive defensively and safely.
- Always have your van in park when loading or unloading children.
- When leaving the van to load children in or out makes sure that you set the parking brake and make sure the van keys are with you at all times.
- When arriving in the center make sure that you always walk children into the classroom in an orderly fashion to avoid chaos. Be consistent with children about doing this, it's a working process. Stay on them to follow the rules.
- Make sure that you let a teacher know an exact amount of children you are dropping off at drop off location
- Ask the teacher at drop off in charge where she would like the children to go next.
- In case of an emergency please make sure that you are in a safe place out of danger. Call center and wait for further instructions.
- If a stranger approaches the vehicle and offers to help, decline and say, "help is on the way, Thank You".
- During field trips, teacher/driver is responsible for their children in their van. Head count of the children should be taken before children loaded in the van, in the van and before taking them off from the van. Make sure to have children permission slips, drinkable water, first aid kit, (inhaler, Epi-Pen and or other medication prescribe by the doctor with parent consent) and emergency card on hand during the field trip.

- Never leave children unsupervised or unattended under any circumstances, especially when someone is assisting you.
- Walk through the van from Back to the front, by checking each seat at a time, before locking the van at the end of your van runs.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

By my signature below, I acknowledge that I have received a copy of the JUST PLANE KIDS Employee Handbook on the date indicated below. I also acknowledge that I have read and understand the contents of the employee handbook including job description. I also acknowledge that this employee handbook supersedes and replaces any other employee handbook or similar document that may have previously been distributed by JPK.

I understand and agree that employment is not guaranteed to continue for any specified time, and completely consensual, and may be terminated by either me or by the LA ARTCC Child Care, Inc., at any time, with or without cause, or with or without notice.

Employee's Signature:

Employee's Social Security Number:

Date of Signature:

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Family Communication