



# *Kids Crossing Daycare*

## **EMPLOYEE HANDBOOK**

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# About our Program

## **A Message From Our Director**

Welcome to Kids Crossing Daycare! I am thrilled that you have joined the KCDC team! I am here to support you and cheer you on in every way. You are valuable and thought of highly at Kids Crossing. Please know that I am available to you and willing to be of assistance in what you may need. You are welcome in my office.

Jen – Kids Crossing Director

## **Welcome**

Welcome to Kids Crossing! This handbook has been created to provide you with important information about our program so you can be knowledgeable about our childcare center, aware of the employment expectations, and take advantage of the benefits owed to you. Ultimately, it is our hope that this handbook will help you become a successful member of our program, so please read through it carefully.

Kids Crossing believes in adapting as necessary, so this handbook is subject to change. If you have any questions, comments, or concerns about any of the policies outlined in this handbook, please discuss them with the Director, as we encourage open communication and would love to hear your input on how we can improve our work culture.

We are pleased to welcome you to our community.

## **Philosophy**

Kids Crossing believes childcare programs play an essential role in the lives of young families - both in providing necessary care and in supporting children in their development - and we take that responsibility to heart. Our program is designed to meet the cognitive, language, fine and gross motor, and social and emotional needs of each child. It is our belief that children learn best through play and when they feel safe and loved. Our goal is to provide opportunities for children to be curious and creative, to form friendships, to exercise initiative, to develop self-control, and to gain self-confidence in a fun but structured environment - all while building a solid educational foundation.

## **Licensing & Accreditations**

Kids Crossing is licensed by the SD Department of Social Services and follows their rules for childcare centers to ensure a safe and quality environment for children. The full licensing rules can be accessed at [dss.sd.gov](http://dss.sd.gov).

# Organizational Structure

## Job Classifications

Employees who regularly work fewer than 30 hours per week are considered part-time. Those who regularly work 30 hours or more are full-time employees.

All teachers are employees who are paid an hourly wage. They must accurately record their hours worked on a daily basis. These employees are eligible for overtime pay if over 40 hours are worked in a week; however, overtime must be approved by a director in advance.

## Governing Body

Kids Crossing is a branch of Crosswalk Community Church. Crosswalk Community Church uses a Board to ensure Kids Crossing is meeting the needs of the families it serves and is appropriately representing the values and interests of Crosswalk Community Church.

The purpose of the Kids Crossing Board is to hire and evaluate the Director, as well as determine the long-term strategy and goals of the program. The sole employee of the Board is the Director, who is responsible for leading the program and carrying out the wishes of the Board. The Board is composed of five representatives of Crosswalk Community Church.

## Staff Organization

Staff changes can be made at any time to ensure proper staff-to-student ratios and a quality experience; however, at the time of publishing this handbook, our administrative staff includes:

Jen Bauchspiess  
Director  
director@kidscrossingdaycare.com  
605-271-1471

Aubrey Fodness  
Assistant Director  
aubrey@kidscrossingdaycare.com  
605-271-1471

Gabe Trevino  
Kids Crossing Board President  
Lead Pastor - Crosswalk Community Church  
gabe@crosswalkcc.com

# Organizational Structure

## Job Positions

- The **Director** is responsible for the entirety of the program, including the legal requirements, finances, academics, programming, communication, and staffing of the program. The Director is also responsible for developing and carrying out the long-term strategic plans of the program in order to advance the organization. The Director reports to the Kids Crossing Board.
- The **Assistant Directors** support and assist the Director. They may fill in for the Director when the Director is not present or not available. This position oversees the daily operations of the program, including making temporary staffing arrangements, overseeing onboarding students and staff, and collecting tuition payments. The Assistant Director reports to the Director.
- **Lead Teachers** are responsible for the children in their class, as well as their classroom operations. This position focuses on providing loving and enriching experiences that meet children's academic, social, emotional, and physical needs. Lead Teachers create and maintain a daily schedule, plan and facilitate lessons, supervise the children, and communicate with the parents and guardians of the children in the class. Lead Teachers report to the Director.
- **Assistant Teachers** support and assist Lead Teachers. Assistant Teachers may fill in for the Lead Teacher when the Lead Teacher is not present or not available. This position may supervise children, assist students with eating/drinking, help students with using the toilet or change diapers, and may facilitate lesson plans in tandem with the Lead Teacher. No experience in a childcare or school setting is necessary. Assistant Teachers report to the Director and their lead teacher.
- **Floater Teachers** support and assist Lead and Assistant Teachers. The Floater Teacher may rotate to various classrooms to provide assistance, provide breaks to other teachers, or fill in for Lead and Assistant Teachers in their absence. Full-time and part-time positions may be available. Floater Teachers report to the Director.

For more detailed information on roles and job duties, please refer to a copy of your job description.

# Organizational Structure

## Job Positions

- The **Kitchen Lead** is responsible for providing nutritious meals to students in our care. They order food, compare pricing between food producers, prepare meals, maintain a clean kitchen and eating environment, and oversee our involvement in the Child Care Food Program (CACFP). The Kitchen Lead reports to the Director.
- The **Kitchen Assistant** aids the Kitchen Lead in providing nutritious meals to our students. Kitchen Assistants assist the Kitchen Lead in preparing food, organizing the kitchen, and maintaining a clean work environment. The Kitchen Assistant reports to the Kitchen Lead and Director.
- **Closers** are responsible for closing down classrooms at the end of the day. Responsibilities include cleaning classrooms at the end of the work day, greeting parents/guardians as they pick up their child, supervising children, and helping students use the toilet/change diapers. Closers may also be responsible for additional cleaning tasks throughout the daycare. Closers report to the Assistant Director and Director.

For more detailed information on roles and job duties, please refer to a copy of your job description.

# Employment

## **Equal Employment Opportunity Statement**

Kids Crossing is an Equal Employment Opportunity (EEO) employer and will make every reasonable effort to ensure equality of employment opportunities regardless of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected under local, state, or federal anti-discrimination laws.

## **Hiring Process**

Kids Crossing seeks employees who are responsible, dependable, and adaptable within a childcare setting. All employees must love children and possess the ability to communicate with children, families, and other staff members effectively. The ideal candidate will have a warm, caring demeanor with children and a desire to learn and grow in their positions. Some knowledge of developmentally appropriate practices is necessary, although Kids Crossing will also provide training opportunities.

Those seeking employment must apply through the Director by submitting an application. Applications will be considered on the basis of education, training, experience, past performance, and references, as well as the current needs of the program. If a director is interested in further discussing the qualifications of an applicant, an interview will be scheduled. If the Director believes the applicant is a good fit for the position and has checked the applicant's references and found them satisfactory, a job offer will be issued.

## **On-Boarding Process**

After receiving a job offer, individuals must complete the on-boarding process to become an employee of Kids Crossing. An employment packet will be issued that includes:

- W-4: federal tax withholding certificate
- I-9: employment eligibility
- Direct deposit forms
- Acknowledgement of responsibility to report suspected child abuse/neglect
- Employee handbook and acknowledgement form
- Other items as needed for specific positions

An individual may only become an employee if all requirements are met satisfactorily and in a timely manner in accordance with the individual's agreed upon start date. Relatedly, if an item of concern comes up on the individual's background check, it may preclude the individual from employment and the on-boarding process will be terminated. No individual may begin working without completing these on-boarding requirements and receiving the results of their background check.

# Employment

## **New Employee Orientation**

The State of South Dakota Licensing Standards requires all employees to complete the SD Orientation to Childcare training, which includes First Aid and CPR training, within their first 90 days of employment. Failure to complete the 90-day training course will result in a hold on your work hours or termination.

All new employees are placed on a 90-day probation period when hired. During this time, management will work with new staff members to understand job descriptions, provide feedback, and to maintain satisfactory work. If the employee is not performing their job duties satisfactorily and/or has more than five absences (including late arrivals) in the first 30 days of working, employment will be terminated.

## **Compensation**

Initial salaries and wages upon hire are based on responsibilities, experience, training, and level of education. Wage increases will be considered alongside the financial health of the program, professional growth and performance of the employee, and time spent in employment at Kids Crossing.

Employees are paid weekly. The pay schedule is as follows: Employees are paid each Friday and each paycheck covers wages earned during the previous week.

Direct deposit is used for all employees; physical checks are unavailable.

## **Faith-Based Curriculum**

Kid's Crossing is a faith-based childcare center owned by Crosswalk Community Church, and all our classrooms implement a faith-based curriculum. Only Christian radio stations may be played in the classrooms and in the daycare vans (96.5, 101.5, 90.1). Other music played via CD/digital device must be appropriate for this type of environment. Some classrooms will implement prayers before meals and other times throughout the day. Lesson plans can include a Bible story/verse. All employees must conduct themselves in a Christian manner and agree to carry out the faith-based practices of the organization. The lead center program teacher will have a specific education degree and/or experience.



# Employment

## Benefits

Kids Crossing believes in properly rewarding employees for their time and talents, which includes providing fair benefits. The following are benefits available to employees.

<b>Tuition Discount</b>	<p>If the full-time employee has a child enrolled in Kids Crossing, the child will receive 75% off of weekly tuition during their time of enrollment.</p> <p>Registration fees will be waived for all employees' children. However, all other fees, such as supply and activity fees, will be at full price.</p>
<b>Paid Holidays</b>	<p>Full-time employees who have worked at Kids Crossing for at least one year will be compensated for their regularly scheduled hours on the following holidays in which the center is closed:</p> <ul style="list-style-type: none"><li>• Labor Day</li><li>• Thanksgiving Day</li><li>• The day after Thanksgiving</li><li>• Christmas Eve</li><li>• Christmas Day</li><li>• New Year's Day</li><li>• Good Friday</li><li>• Memorial Day</li><li>• Independence Day</li></ul>

# Employment

<b>Paid Time Off (PTO)</b>	<p>On the anniversary of their employment, all full-time employees immediately receive 40 hours of paid time off.</p> <p>After 3 years of employment, full-time employees will begin receiving 56 hours of paid time off.</p> <p>After 5 years of employment, full-time employees will begin receiving 80 hours of paid time off.</p> <p>After 8 years of employment, full-time employees will begin receiving 96 hours of paid time off.</p>
<b>Paid Professional Development</b>	<p>Full-time and part-time employees are required to complete professional development annually which may be useful in furthering an employee’s career or work experience. The Director or Assistant Director will provide opportunities throughout the year.</p> <p>If the professional development training cannot be completed during regular work hours, Kids Crossing will pay employees minimum wage for the additional time spent outside work hours. For example, Kids Crossing will pay employees for the time spent to become certified in Pediatric CPR/First Aid/AED.</p>
<b>Health Insurance</b>	<p>Insurance benefits are available through Sanford for full-time employees only. Life insurance is also available through Colonial Life.</p>

## At-Will Employment

Kids Crossing operates in South Dakota, which is an At-Will Employment state. Kids Crossing reserves the right to terminate employment of an employee at any time with or without notice for any reason at all. Similarly, employees have the right to resign from their position at any time with or without notice for any reason at all, though a two week written notice is requested if possible and may determine eligibility for rehire.

# Employment

## Performance Plan

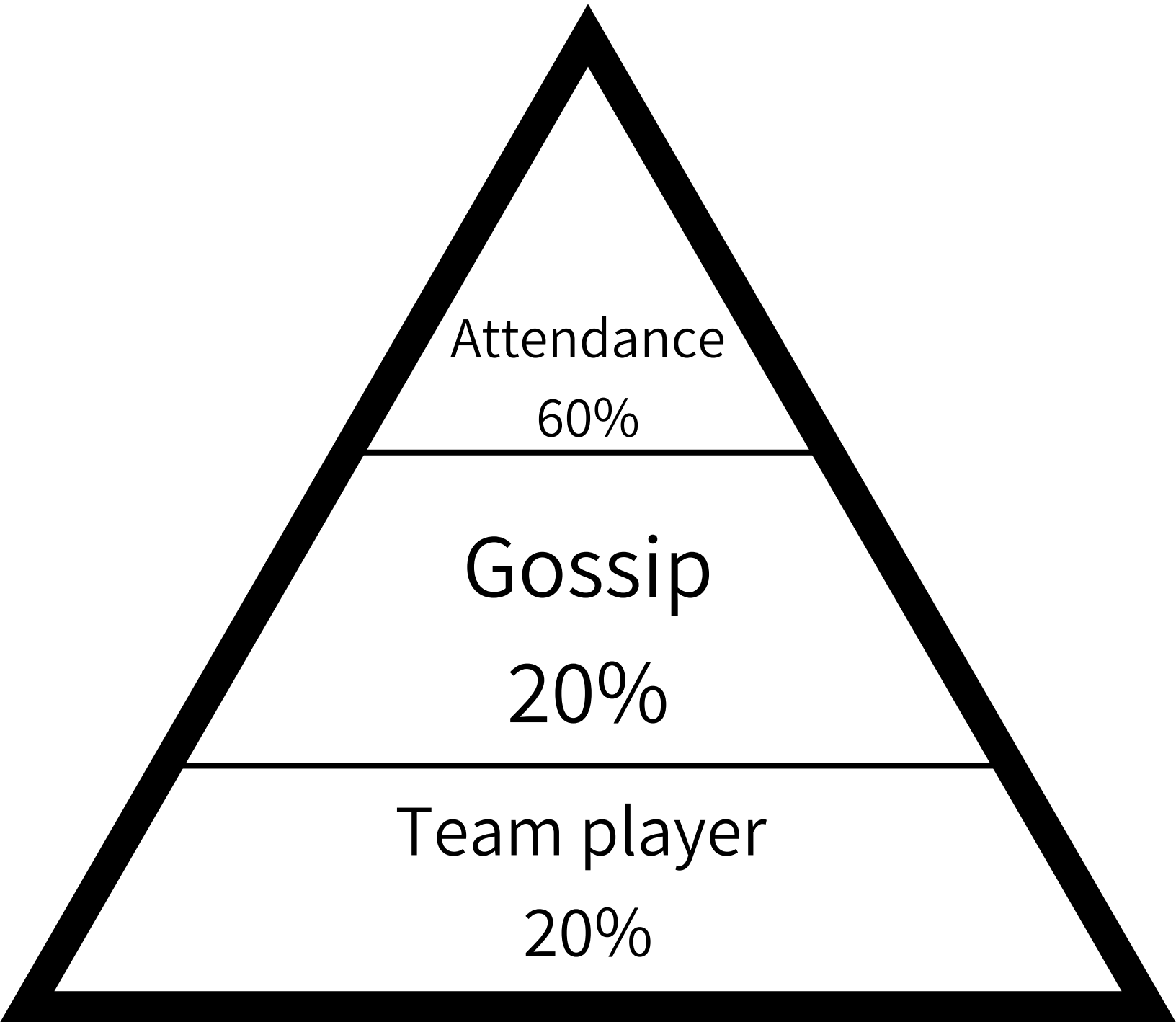
All employees at Kids Crossing work under a performance plan, in which points are used to determine continued employment eligibility. Employees start with 0 points on their record, and may accumulate points through any misconduct a director sees fit. Point totals reset on the anniversary of employment.

Below is a list of offenses that may result in points being deducted from an employee's performance plan or disciplinary action from Kids Crossing at the discretion of the Director. This list is not meant to be all exhaustive, and the Director reserves the right to add points to an employee's performance plan at her discretion.

Offense	Description	Total Points
Full Day Absence	2 (or more) week notice	0 points
Full Day Absence	Less than 2-week notice	.5 points
Full Day Absence	Calling in after 6am <b>or</b> 2 consecutive days without a doctor's note	.5 point
Late	More than 5 minutes after shift begins	.5 points
Leaves early*	Works less than ½ of scheduled shift	1 point
Leaves early*	Works more than ½ of scheduled shift	.5 points
Unauthorized cell phone usage	Using cell phone without prior permission from a director or lead teacher	1 point
Missing a student	Having a child that is left behind in another location or is otherwise unaccounted for	1 point
Improper work attire	Wearing a non-Kids Crossing shirt (Mon-Thurs) or otherwise inappropriate work attire (cont. on pg. 15)	.5 points
Refusal of doing a task	If refusal to do assigned task from Director/ Assistant Director	2 points

\*If employee leaving does not cause hardship with ratios and is approved by a director or lead teacher, points may not be given.

# Employment



# Employment

## Point Policy

- After 3 points, employees are given a written notice
- After 4 points, employees are put on notice
- Termination occurs after 5 points
- Points can be removed from of an employee's performance plan if an employee picks up a shift of at least 2 hours or comes in 2+ hours early/stays 2+ hours late to cover for another employee. Every 2 hours will remove .5 points from a performance plan. To remove points, employees must fill out a Performance Point Appeal Form and have this form signed by a director or assistant director.

## Separation of Employment

Separation of employment can occur for several different reasons.

- **Resignation:** Resigning employees are asked to provide two weeks' notice in writing to facilitate a smooth transition. If an employee provides less notice than requested, employee will be paid at minimum wage for the remainder of their time of employment, and the Director may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are asked to notify the Director in writing at least one month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact a director shall be considered to have abandoned the job without notice, effective at the end of their normal shift. A director shall initiate the paperwork to terminate the employee at the end of the work day. Employees are ineligible for rehire.
- **Termination:** Employees of Kids Crossing are employed on an at-will basis, and the program retains the right to terminate an employee at any time. Kids Crossing retains the right to terminate employment in instances such as - but not limited to - incompetence (like poor quality of work or breaking policies), attendance issues, theft or other illegal behaviors, sexual harassment or discrimination, or threats of violence in the workplace. If an employee is terminated, they will be paid at minimum wage for their remaining pay check(s).

The separating employee must return all Kids Crossing property, including t-shirts and key fobs, at the time of separation.

# Employee Expectations

## Workplace Philosophy

Kids Crossing seeks to:

- Create a safe workplace, free of physical violence, verbal abuse, and discrimination
- Maintain a professional environment that recognizes the time, talent, and gifts of employees
- Build a strong work community that fosters bonds between staff
- Have respectful, open, and honest communication that assumes positive intent and seeks to understand others
- Conserve a culture of caring where staff help each other and lift each other up

## Our Commitment as Educators

Staff seek to:

- Create a safe space for children where they can be free from violence, verbal abuse, and judgment, and where children can be themselves wholeheartedly
- Put the well-being and needs of children first by providing rich experiences and a nurturing environment
- Speak to children in a respectful manner and from a place of love when approaching discipline
- Take care of ourselves and communicate our needs so that we may be fully energized and engaged with the children when we work
- Behave and present ourselves in a warm and professional manner
- Have difficult, honest conversations with empathy, compassion, and understanding (when needed)
- Collaborate, communicate, and function as a part of a team
- Remember we represent Kids Crossing and Crosswalk Community Church

## Confidentiality

Because we work directly with people, employees at Kids Crossing routinely handle sensitive information. Examples might include sensitive family arrangements such as a court order documents, a child's medical diagnosis, or incidents regarding two children. Only those employees who work directly with those involved should be privy to the confidential information, and employees should take care not to discuss this information with other employees, families, or children. All employees commit to maintaining confidentiality at all times, even outside of work hours. Failure to abide by the confidentiality policy may result in disciplinary action or termination of employment.

Employees are NOT allowed to take any pictures of children on personal cell phones. This is a breach of confidentiality and will result in a 2 point deduction or possible termination.

# Employee Expectations

## Attendance

Because families count on us for care and children need consistency in the adults in their lives, good attendance and punctuality is necessary for employment at Kids Crossing. When employees are absent, ratios become uneven, employee responsibilities fall behind, and other employees must take on additional workloads.

All employees are expected to be punctual for their shifts. Your scheduled start time is the time in which you are expected to begin duties, so arriving a few minutes early may be necessary.

Employees are expected to clock in to work as scheduled and on time. The employee must be clocked in within 5 minutes of their scheduled time; after 5 minutes an employee is considered late.

Employees should clock out within 10 minutes of the end of their scheduled shift unless they receive permission from a director to work late. Employees are responsible for clocking in and out accurately each day.

Five absences or late arrivals in the first 30 days of employment is considered grounds for termination.

Being habitually late, needing to leave early frequently, or frequent absences (different from scheduling paid time off in advance or the occasional call-in due to illness) may result in disciplinary action.

## Absence-based Performance Points

Offense	Description	Total Points
Full Day Absence	2 (or more) week notice	0 points
Full Day Absence	Less than 2-week notice	.5 points
Full Day Absence	Calling in after 6am <b>or</b> 2 consecutive days without a doctor's note	.5 points
Late	More than 5 minutes after shift begins	.5 points
Leaves early*	Works less than ½ of scheduled shift	1 point
Leaves early*	Works more than ½ of scheduled shift	.5 points

\*If employee leaving does not cause hardship with ratios and is approved by a director or lead teacher, points may not be given.

# Employee Expectations

## Schedule

Kids Crossing is open year-round and is open from 6:30am-6pm.

Employees schedules may vary, but full-time employees generally work five 8 hour shifts or four 10 hour shifts per week; part-time employees have varying schedules but work fewer than 30 hours per week.

## Time Reporting

Employees must record their time worked so that payroll can be completed. Clock in and out using Homebase. If you forget or are unable to clock in/out, please notify the Director or Assistant Director so he or she can rectify your time reporting. Employees are paid for the hours documented on Homebase.

As a staff member, you must have your personal belongings put away and be ready to perform your assigned job at the start of your shift. If you have children enrolled in the daycare, you must drop your children off prior to clocking in for work and must clock out prior to picking them up at the end of your shift. If you are scheduled for a break and/or work more than 8 hours a 60 minute break is required, unless you are scheduled to work 4 10 hour shifts.

If a non-exempt employee needs to come in early or stay late or accrue overtime, he or she needs to obtain permission from the Director or Assistant Director. Overtime pay is 1.5 times the regular pay rate for hours worked in excess of 40 hours in one week (Sunday-Saturday).

## Requesting Time Off

If an employee needs to schedule time off, he or she must follow the correct procedure:

- **Calling In:** In the event that an employee falls ill or experiences another emergency before their shift, they should message a director (605-681-6187) before 6:00am.
- **Scheduling Time Off:** All employees are allowed up to 5 unpaid days off per year, and full time employees have up to 5 paid vacation days per year. Approval is based on date of submission and seniority. There are a few blackout dates when no time off is granted such as an in-service day. No more than one employee may be approved for a day off. Time off is granted based on seniority and on a first-come, first-served basis. To request time off, employees must submit time off for approval through Homebase. Requests must be submitted at least two weeks in advance.

If an employee has PTO available, then it will can be used in the order in which the employee uses the time off. Employees should use care when scheduling their PTO, as additional time off after using up the PTO will be unpaid and may be considered excessive absenteeism if not approved in advance by the Director.



# Employee Expectations

## Cell Phones

Staff will be responsible for ensuring cell phones and personal items are kept put away during their shift. Any employee caught on their cell phone will receive a point on the Employee Performance Plan. Staff may use cell phones when all the kids are napping or with permission from a director or lead teacher. Lead teachers may use phones for ProCare usage.

## Dress Code

Kids Crossing is a professional workplace and therefore expects staff to dress appropriately. Employees must wear Kids Crossing shirts Monday-Thursday. Every Friday is considered “casual,” and employees are allowed to wear the shirt of their choice. The following clothing items are prohibited:

- Excessively torn or frayed jeans/pants
- Pajama pants
- Tops with spaghetti straps
- Halter or crop tops
- Clothing items depicting violence/weapons or potentially offensive images or words

As childcare professionals who must move frequently in order to keep up with children, we recommend comfortable clothing such as jeans in good condition, pants that do not restrict movement, and tennis shoes. Please refrain from wearing very small jewelry such as earrings that can be picked up and put in the mouths of infants, as well as very large jewelry that can be pulled by toddlers.

<https://kcdc-apparel.square.site/>

## Social Media

Interacting with people online is no different from interacting with individuals face-to-face in that employees are expected to maintain the professionalism that is consistent with the mission of Kids Crossing. Below are guidelines for social media use:

- Employees may not post confidential information about the program, its families, or its employees.
- Employees may not post obscenities, slurs, or personal attacks that can damage the reputation of the program.
- Kids Crossing may monitor content out on the internet. Policy violations may result in discipline up to and including termination of employment.

# Employee Expectations

## Professional Development

All employees are required to receive professional development training hours annually through workshops. All teachers must complete at least 10 hours of professional development training per year.

Training may be in-person or online and cover a variety of topics. The following are required trainings for every employee, regardless of position:

- SD Orientation to Childcare: within the first 90 days of employment
- Pediatric First Aid: once every 3 years
- Pediatric CPR/AED: once every 2 years

The Assistant Director will communicate professional development training opportunities to the staff. However, it is the employee's responsibility to ensure that all training requirements are met by the assigned dates. Employees who do not meet these requirements may be terminated, as professional development is a requirement put forth by the state licensing agency.

The State of South Dakota Licensing Standards requires all employees to complete the SD Orientation to Childcare training, which includes First Aid and CPR training, within their first 90 days of employment. Failure to complete the 90-day training course will result in a hold on your work hours or termination.

Employees will be paid minimum wage for time in any special training sessions outside the normal work day, given that they provide a certificate of completion for the workshop. If a workshop or training has an associated cost, such as CPR certification or a conference, then Kids Crossing will NOT cover that cost.

Employees enrolled in college education courses may count certain courses toward their professional development training hours but will not be paid for their time in class or reimbursed for the course. Please consult with the Assistant Director.

# Employee Expectations

## Performance Expectations

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

Kids Crossing will use open, honest communication with employees on their performance. Employees will have a 90-day employment review and an annual performance review in which the Director will give feedback on various aspects of the job. The Director is available to support employees, so employees are encouraged to be candid about the challenges of the job so that the Director can support them with guidance, resources, or restructuring the position to rely more on the employee's strengths.

## Reasons That Warrant Probation or Termination

Minor to moderate issues that keep recurring or more serious issues may require more than guidance and coaching from the Director. Below is a list of offenses that may result in disciplinary action or even termination from Kids Crossing at the discretion of the Director:

- The use of physical force or verbal abuse in disciplining children
- Repeated failure to carry out assigned duties
- Excessive absenteeism with or without approval
- Absence from work without notice or approval
- Consistent tardiness
- Breach of confidential information, such as discussing a child's behavior with someone other than the child's parent or guardian or another staff member
- Inappropriate comments to or around parents or staff members
- Placing children in unsafe situations due to neglect or lack of supervision
- Theft or misuse of money or property belonging to church, the program, or staff
- Reporting to work under the influence of alcohol or drugs
- Falsification of one's own or another employee's records
- Clocking in or out for an incorrect time
- Discourteous or unethical conduct
- Leaving the property during working hours without approval from a director
- Gossiping about wages, employees, or any other confidential information
- Sleeping during work
- Continuously not clocking out for break

This list is not meant to be all exhaustive.

In most situations, Kids Crossing will utilize Progressive Discipline to address the issue. However, if the offense is extremely serious, the employee could face immediate termination from employment.

# Employee Expectations

## Progressive Discipline

Kids Crossing uses progressive discipline to address issues such as poor work performance or misconduct. The progressive discipline policy is designed to improve and prevent further recurrences.

Outlined below are the steps of our Progressive Discipline policy. Kids Crossing reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and/or training; the employee's work record; and the impact the conduct and performance issues have on Kids Crossing.

- **Verbal warning:** The Director verbally counsels an employee about an issue of concern, and the employee will be told of the expectations for improvement.
- **Written warning:** Written warnings are used for behavior or violations that the Director considers serious or in situations when a verbal warning has not helped change unacceptable behavior. The Director will describe the violation(s) in detail and inform the employee of the expectations for improvement on a Corrective Plan of Action form or Performance Improvement Plan. The employee will be expected to sign the form to verify that he/she has seen it. It will be placed in the employee's personal file.
- **Termination:** Employees that have received five or more performance points will be at the discretion of the Director to be terminated. Extremely serious violations may warrant immediate dismissal.

Kids Crossing reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, probation, suspension without pay, demotion, and dismissal.

## Grievances

Kids Crossing values open communication and encourages employees with concerns to discuss them with the person with whom it relates. If communicating the concern does not work, the employee may discuss it with a director if a reasonable amount of time has passed and no action has been taken. If an employee has a grievance concerning a director, they may contact the lead pastor of Crosswalk Community Church.

Overall, Kids Crossing has a zero-tolerance policy on gossip. That means no trash talking, taking pleasure in the misfortune of others, rumor spreading, or conversation that has the potential to instigate conflict or cause pain. This could result in immediate termination.

# Health

## Illness

Kids Crossing values maintaining a clean and healthy work environment. Employees with a contagious illness should stay home until symptoms improve.

Employees who recently worked are diagnosed with the following are asked to share their diagnosis with a director, as Kids Crossing is required by state regulations to inform staff and families if certain highly communicable diseases/infestations are present in the facility (while keeping the anonymity of the ill person).

- Hand, Foot, and Mouth Disease
- Strep Throat
- Chicken Pox
- Mumps
- Pink Eye
- Croup
- RSV
- Impetigo
- Measles
- Scarlet Fever
- Ringworm
- Pin Worms

If an employee needs to call in, they should inform a director via text message (605-681-6187) as soon as they know they will not be able to come to work (but no later than 6:00 am of the day to be worked). Employees should keep in communication with a director throughout their time off to update the director on their expected return.

Employees who must be absent for two or more consecutive days due to illness or injury must submit a doctor's note to a director that outlines the date(s) that employees will be absent and the when the employee may return. Sick days will be unpaid.

# Health

## **Alcohol & Drug Free Workplace**

No alcohol or illegal drug possession is permitted on the premises of Kids Crossing.

Employees should report to work free from the adverse effects of alcohol or illegal drugs. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their ability to work safely and must promptly disclose any work restrictions to a director. Any over-the-counter or prescription medications that enter the premises must be stored so that no child can access them.

Kids Crossing reserves the right to drug test any employee at any time. Refusal is grounds for immediate termination. Any drug or alcohol testing required or requested by Kids Crossing will be conducted by a laboratory at no cost to the employee. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

If there is reason to suspect that the employee is working while under the influence of drugs or alcohol, the employee must submit to drug and/or alcohol testing immediately. Delay in testing is grounds for termination. The employee will be suspended without pay until the results of a drug and alcohol test are made available to Kids Crossing by the testing laboratory. A positive test will result in termination with the exception of positive results that are due to a prescribed medication by a doctor.

## **No Smoking Environment**

Smoking and vaping are not permitted on the Kids Crossing premises and in sight of children. If an employee needs to take a smoking break, they must step off the property.

# Safety

## **Campus Safety**

Kids Crossing's top priority is maintaining a safe and secure environment for its children and employees. Kids Crossing utilizes a number of security measures such as security cameras and key fobs. As you enter and exit the building, please do not hold the door open for anyone. This is to ensure that everyone entering the building is documented in the security system by their key fob. Additionally, all visitors must check in at the front office and should be escorted to the proper area.

If you spot suspicious behavior or feel unsafe for any reason, please notify a director.

## **Personal Property**

While Kids Crossing takes security precautions, employees should consider leaving valuables at home, as personal property brought to Kids Crossing is the sole responsibility of its owner. Lost, stolen, or damaged property brought onto the Kids Crossing premises, including vehicles and items those stowed in them, are unfortunately not covered by Kids Crossing's insurance.

## **No Weapons Environment**

Firearms and weapons are also not permitted on the property (with the sole exception of law enforcement officers).

## **Safety & Injury Reporting**

Employees who spot potential environmental safety issues, such as damaged or broken equipment that could harm employees or children, should immediately report them to a director.

If an employee gets injured while working, they should report it to a director immediately, regardless of how minor the injury is, so that Kids Crossing can determine what actions are needed to protect the employee's rights and fulfill Kids Crossing's legal responsibilities.

# Safety

## Safe Supervision

All staff members have an obligation to ensure the safety of the children in their care. The best way to prevent accidents and incidents is to provide watchful supervision and engage with the children.

Classroom arrangements should be made with ease of supervision in mind (i.e. can easily see behind shelves, etc.), and staff members should frequently rotate around all play spaces, including the classroom, playground, and gym.

Proper staff-to-student ratios must be maintained at all times. If a staff member needs to step out, then the staff member must find coverage to ensure there are always enough staff in the room. Staff to student ratios are as follows:

Infants and Toddlers (ages 0-2): 5 students to 1 teacher

Preschool (ages 3-5): 10 students to 1 teacher

School Age (ages 6-10): 15 students to 1 teacher

Additionally, staff should take precautions to ensure their own personal safety.

Kids Crossing's top priority is safety, so please do not hesitate to ask if more help is needed. Floater teachers and administrators can step in.

## Safe Sleep Practices

Sudden Infant Death Syndrome (SIDS) is the leading cause of infant death. SIDS can be prevented with safe sleep practices. At Kids Crossing, all children must follow safe sleep practices. This includes:

- All infants **MUST** be placed to sleep on their back. If the infant can roll themselves over onto their side or stomach, they may be left in that position.
- Loose blankets, pillows, stuffed animals, or any items other than a sleep sack/swaddle and pacifier may not be in the crib with infants under 12 months old.
- Infants may only sleep in a crib or pack-n-play with a tight-fitting sheet. If an infant falls asleep in a swing, Boppy, on the floor, or anywhere other than a crib, they must be moved to a crib immediately.



# Safety

## **Child Abuse & Neglect Reporting**

In South Dakota, child care workers are considered mandated reporters and therefore have a legal and ethical obligation to report any suspicion of child abuse or neglect. Staff members should contact Child Protective Services via the Child Abuse Hotline at 877.244.0864 if a child's welfare is at risk. Reporters have the right to remain anonymous.

Employees are not required to inform a director before calling the Hotline. If an employee chooses to disclose the information of the phone call to a director, the director will keep all information confidential. For more information on reporting suspected child abuse and neglect, please visit the state's website at <https://dss.sd.gov/childprotection/protective.aspx>.

## **Emergencies**

Kids Crossing believes in being prepared for emergencies. As such, the following drills are practiced periodically in accordance with state licensing rules: fire, tornado, and lockdown. Additionally, employees are required to undergo emergency preparedness training that covers what to do in evacuation and lockdown situations, as well as in the event of a medical emergency.

While the Director is ultimately responsible for ensuring proper emergency procedures are followed, any employee that becomes aware of an emergency situation may initiate the proper procedures and/or call 911 as necessary.

## **Inclement Weather**

It is at the directors' discretion to close the daycare for the day, close early, or have a late start time due to weather conditions. If Kids Crossing will be closed, an announcement will be posted on the ProCare app. If Kids Crossing closes mid-day, parents will be messaged via ProCare and may be called to pick up their children immediately. Employees will be dismissed as students are picked up. Employees will receive pay based on their actual hours worked on inclement weather early closure days.

Full time employees that have been employed for at least 1 year will be paid for any days that Kids Crossing is closed due to inclement weather.

# Employee Acknowledgement

Date: \_\_\_\_\_

I, \_\_\_\_\_, have read the Employee Handbook and understand that it describes the policies and procedures of Kids Crossing, as well as what is expected of me as an employee. I agree to follow the policies of this handbook.

Signature of Employee: \_\_\_\_\_