



We Kare Daycare Staff Handbook 2019

Welcome to We Kare Daycare & Preschool! We are pleased to have you employed with our company and hope we can build a long lasting employer employee relationship. We Kare Daycare was established in 2010

Our goal is to make sure every employee has what they need to operate effectively in whatever area you are employed in.

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

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

At some point in time everyone needs a little help from somebody; we never want to be at a point when we feel we can't learn anything from anyone or be un-teachable. Learning and growing is a part of life and that's what we want displayed here at WKD.

Our name speaks for itself because WE KARE and we pray you CARE also. We want our atmosphere to always be a loving and caring environment for all children, parents, and staff.

Keep in mind your classroom is a reflection of you as a teacher. If your class is full of clutter and is not welcoming parents will think you are un-organized and how can you teach their child/children organization skills if you lack in organization skills.

Please keep your classrooms clutter free and keep that welcoming environment for existing and new families.

TEACHERS JOB DESCRIPTION & REQUIREMENTS

As a Teacher you are required to show proof of;

- 12 E.C.S college Units/Official Transcripts
- CPR
- First Aid
- Live Scan with clearance number
- T.B Test
- Health Screening/MMR Test
- Health & safety Certificate

TRANSPORTATION DRIVERS

- All drivers must be 25 years of age to drive a company vehicle
- Drivers must show proof of a valid CA Drivers license
- If your license are ever suspended you will no longer be a driver for this company and possibly terminated depending the severity of the crime
- As a driver it's your responsibility to ensure the safety of each child in your care
- No driver should leave a school without checking with the school office to ensure that child was in attendance (violators will be terminated)
- Drivers need to make sure they are communicating with management when needing is need of maintenance, gas and the check engine light.
- Drivers need to ensure the vehicles are clean and free from any items that may get caught under the pedals causing an accident
- If you receive a parking ticket that is your responsibility to pay it
- If you receive a speeding ticket it's your responsibility to pay it
- If you get in an accident and you are at fault you will be responsible for all fees that you incurred for the company up to but not limited to a \$1000.00

TEACHER DUTIES

- Create Lesson Plans
- Circle time starts at 8:30am with no exceptions
- Chapel once a week
- Be creative
- Be positive
- Be energetic
- Give smiles
- Give hugs
- Be the #1 greeter
- Classroom Boards must be done neat and straight
- Dailies must be done on a daily base (excluding summer months).
- Make learning Fun
- Taking children outside on their scheduled time unless the weather permits otherwise.
- Be loving, Be happy, give smiles, hugs, laughter, joy, be caring, with appropriate affection
- Motivate children to participate in class activities
- Supervise children at all times inside and outside (teacher are not to swing, slide or ride bikes) while supervising children
- Monitor children in the bathroom & hallway
- Potty Train children
- Lift over 40 to 50 pounds, bend, walk, run, skip, jump
- Change diapers and or pull ups
- Stand for long periods of time inside and outside
- Mop /Take out trash/ Vacuum/Wash Dishes/Closing duties
- Your classroom must be clean and ready for a prospective parent or parents 'daily
- Including any other duties designated to you by the management, which may include other duties outside of the facility. In regards to shopping, marketing, bank drop offs, etc....

HEALTH & SAFETY

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

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

When a child has an illness or an accident it's your responsibility as that child's teacher to make sure you write up a report and you and the parent must sign it acknowledging that child was injured. Anything injuries from the neck up, a phone call needs to be made to the parent & guardian.

MANDATING REPORTING

Every employee is a MANDATED REPORTER. If you see any signs of child abuse, neglect, bruises or anything out of the normal fall of children you need to report it the National Child Abuse Hotline 1-200-422-4453. This is not information that you spread from teacher to neither student nor parent. Child abuse is a serious issue and please don't take it lightly.

AT WILL EMPLOYMENT

As an employee of WKD your employment status is at will...WKD has the right to terminate your employment at anytime with little to no notice.

Employee's that are insubordinate (**defiant of authority, disobedient to orders, having an insubordinate attitude**) will be terminated with no exceptions.

TRAININGS

Every month you are required to attend a monthly staff meeting. Two weeks' notice will be given in advance so you can plan accordingly. **(NO Children)**

When your CPR/First Aid & Health & Safety certificate expires it's your responsibility to pay to have it renewed and failure to do so will result in termination due to this being a requirement from Community Care License & the State of California.

BENEFITS/PAY DAYS

Pay days are the **1st** and the **15th** of each month. If the 1st or the 15th falls on a Saturday or Sunday you will be paid that Friday.

To look up your check stubs register at www.viewmypaycheck.com and you can retrieve all of your stubs from that website.

Childcare benefits are available on an automatic payroll deduction from your paycheck every 1st & 15th of each pay check. ... Child care deductions will only be deducted if your child is in attendance, for all Directors 1 child is free & the 2nd child is 50% off your weekly tuition.

If your child/children are in school each employee's other than the director will receive a 25% discount on the 1st child and 15% off on each child after that. If you are not working your child/children may not attend school, however if you still want to use child care you will need to pay full price when you are not working.

After you have been employed 1 calendar year from your hire date you will be eligible to start accumulating vacation time at a maximum of your hours worked after 1 year of being employed. Example if you work 30 to 35 hours per pay period you will be entitled to 30 to 35 hours of vacation... If you work 10 to 15 hours per pay period you will be entitled to 10 to 15 hours of vacation. Vacation time doesn't roll over.

SCHEDULED WORK HOURS

Employees that work more than 7 hours a day will receive a 1 hour lunch and employees that work 5 ½ or more but no greater than 6 hours or less will receive a 30 minute lunch.

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

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

When calling in sick you must call 2 hours before your shift is to start. Failure to do so will result in a written disciplinary action that may result in termination from WKD.

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

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

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

Each employee will have to clock in on their scheduled time and not before, unless directed to by management. When you are relieved from your duties you must clock out at that time. Then retrieve your personal items or anything you need to do regarding going to the bathroom, run to your car, and or talk to a teacher.

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

No employee's hours are permanent. Each employee's hours can be changed at anytime with little to no notice.

OVER TIME

Any employee that works over 40 hours in 1 week will be entitled to overtime pay.

SICK TIME

- You accumulate 1 hour of sick time leave for every 30 hours worked, with a maximum of 48 hours. After you have reached 48 hours you will not accumulate anymore sick time until you start using the sick time.
- If you are returning to work from being on sick leave, Disability, Maternity, Military, or FMLA you must work a full pay period in order to use your vacation time.
- Each employee will receive 5 days each calendar (hire date/anniversary date) year to call off work. A calendar year is January to January.
- Each employee will receive 3 days of paid sick leave but cannot be used on a consecutive base with your vacation time.
- **Returning from any leave of absence employee's will not be guaranteed their same hours for their same position.**

You will receive one week paid vacation after you have been hired worked for 1 full consecutive year from January to January you will be paid according hours worked/accumulated. **(Example if you work 20 hours a week you will not be initialed to 40 hours of vacation)**

Vacation time & Holiday pay are not mandated by the State of California, it's a benefit to employee's from the company to all who is deserving of it.

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

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

TIME CLOCK

- All employees must clock in at the scheduled time & not before unless directed to do so by management.
- Before you clock in to work you must put all your personal items' away, take a potty break, and eat before clocking in.
- Once you have clocked in go directly to work. You may not socialize on company time.
- When leaving for the day you must clock out first then retrieve your personal belongings, you cannot take care of your personal issues on the clock.

LUNCH BREAKS/ BREAKS

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

GROUND'S FOR IMMEDIATE TERMINATION INCLUDING BUT NOT LIMITED TOO

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

- Going to sleep while supervising children (**automatic termination**)
- Excessive absence (**No more than 5 call offs in 1 calendar year**)
- **No call no show (automatic termination)**
- 3 days arriving late to work (**automatic termination**)
- Returning from your lunch/break late (**no more than 3x termination**)
- You must show respect to all children, parents, and co-workers.
- Threats or Threatening behavior
- Aggression toward children, parents, or co-workers
- Gossiping about parents, children and co-workers (**automatic termination**)

- Firearms on premises
- Drugs or Alcohol on premises (**automatic termination**)
- **DUI (automatic termination)**
- Physical and verbal punishment of children on school property (**automatic termination**)
- Discussing your pay rate with other co-workers (**automatic termination**)
- Placing children's pictures' on your Face book, Twitter, Instagram or any social media are grounds for termination
- Having someone else call in sick for you
- **No cell phones while you are on the clock No Face book, Twitter, Instagram (automatic termination)**
- Fraternalizing with Parents & sharing company business with outside entities will result in immediate termination for failing to abide by company policy.
- Do not pass out your cell phone number to parents. It's against Company policy.
- Stealing food and or supplies (**automatic termination**)
- Insubordination to management (**automatic termination**)
- Being unprofessional
- Violation of child/children's rights (**automatic termination**)

DRESS CODE

All Teachers are required to dress in smocks with black pants only Mon-Wed or you will be sent home.

- M-W All employee's must wear scrubs/Thurs & Fri professional free dress
- Black pants or capri's/black skirts
- No high heeled shoes
- No spaghetti straps
- No Tattoo's showing as less as possible
- No flip flops
- Sandals are ok as long as you have a strap on the back, tennis shoes clean and professional.
- You must be professional, clean & well groomed daily

- No midriff showing
- No bellies showing
- No butts showing
- No boobs showing

SEPERATION/TERMINATION

Upon separation or termination from the company. All employees' must return their name badges or you will be charged for your name badge at market rate. All monies will be deducted from your last check if you fail to return all company items.

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

- Print Name: _____ Date: _____
- Signature _____ Date _____