

2018-2019
MOODY EARLY
CHILDHOOD CENTER
EMPLOYEE HANDBOOK



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Employee Handbook

Welcome to the **Moody Early Childhood Center!**

We are a model Early Childhood Center that provides quality in childcare and education. As an employee of the **Moody Early Childhood Center** you will be expected to exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook, combined with NAEYC Code of Ethics, you will be well on your way to meeting the goal of excellence and quality. This handbook is just a broad tool for conduct. You will be oriented on more specific policy and procedures through our on-going professional development to help guide decision-making and best practices. Be sure to always keep the Code of Conduct at the forefront of all decision-making concerning children.

MISSION/PROGRAM PHILOSOPHY

MISSION STATEMENT

Moody Early Childhood Center staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while assuring our parent's peace of mind in the care and service we render.

Moody Early Childhood Center provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child friendly environment.

- **We** foster innovation.
- **We** embrace team work.
- **We** strive for excellence.
- **We** respect and support families.
- **We** commit to service at all levels.
- **We** respect and appreciate diversity.
- **We** actively listen and seek to understand.
- **We** communicate openly and productively.
- **We** use resources creatively and responsibly.
- **We** abide by the NAEYC Code of Ethics and Statement of Commitment.

Moody Early Childhood Center vision is to be nationally recognized as an outstanding childcare center.

Moody Early Childhood Center, will give every Galveston child the opportunity to soar!

PREFACE

We have prepared this handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this handbook. It will be very helpful in answering many questions that arise. We recognize, however, that no Handbook can answer every question. If you do not find an answer to your question in this handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Office Manager or Deputy Executive Director. We will be glad to help you answer every question.

EMPLOYMENT POLICIES

AT WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is not a contract of employment between **Moody Early Childhood Center** and you, as the employee. Since Texas is an at-will employment state, you are not under contract for employment. Thus, employment with **Moody Early Childhood Center** is not for a definite term. The Center or you may terminate employment at any time, for any reason with or without cause.

Apart from the policy of “at-will employment” and other policies required by law, **Moody Early Childhood Center** may change other employment policies at any time, without prior notice to you. Exceptions to **Moody Early Childhood Center’s** policy of “at-will employment” can only be approved in writing by the Board of Directors. No oral promise of change in your at-will status is binding on **Moody Early Childhood Center**.

STATEMENT OF POLICY

Moody Early Childhood Center strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion or training on the basis of qualifications without regard to race, age, handicapping condition, color, creed, sex, or national origin.

Moody Early Childhood Center guarantees fair treatment of all employees. The Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees and co-workers on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. However, all employees must be physically able to safely supervise young children.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at **Moody Early Childhood Center** will be based on merit, qualification and ability. **Moody Early Childhood Center** does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

We encourage and support cultural diversity, gender equality, non-violence, and peaceful conflict resolution throughout every aspect of our programs. Our goal is to teach children to resist the bias that inundates much of today’s popular culture. We believe that children can be empowered to reject negative stereotypes of race, gender, religion and physical capabilities with the help of their parents and teachers. We ask for your support and your feedback to help us ensure that we are living up to our highest standards.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Deputy Executive Director/Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment.

IMMIGRATION REFORM AND CONTROL ACT

In accordance with the Immigration Reform and Control Act of 1986, **Moody Early Childhood Center** will only hire individuals who are authorized to work in the United States. All individuals will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, Form I-9. On Form I-9, you must attest that you are authorized to work in the United States and that the documents submitted as proof are genuine. **Moody Early Childhood Center** is required by law to check documents on every individual hired and to state under oath on the I-9 that Moody Early Childhood Center has done so.

If you are authorized to work in this country for a limited period of time, you must submit proof of your extended employment authorization and complete and sign another I-9 before the expiration of your current employment authorization. If you fail to do so, the law prohibits Moody Early Childhood Center from continuing your employment. **Moody Early Childhood Center** will not discriminate on the basis of national origin or citizenship status.

ADMINISTRATION AND STAFFING

EXECUTIVE DIRECTOR

Ms. Karin Miller, Executive Director for **Moody Early Childhood Center**, is an education veteran with years of classroom and administrative experience.

Inspired by her own kindergarten teacher, Ms. Miller began her career as a pre-school and kindergarten teacher. After years in the classroom she moved into program management.

She was an early childhood specialist and federal programs coordinator for Brazosport Independent School District. There she managed district coordinators for all federal programs and established curriculum and staff development for early childhood, pre-kindergarten, kindergarten and adult education programs.

Ms. Miller has extensive experience in school administration, policies and procedures through her years as assistant superintendents for special programs at Cleveland Independent School District and support services at Texas City ISD.

She holds a Master of Science degree in educational management from the University of Houston Clear Lake and a Bachelor of Science degree in curriculum and instruction from Texas A&M University. Ms. Miller has continued her education with several special training programs, certifications and professional affiliations.

STAFF HIRING

When hiring teachers and administrators for our programs, we value diverse education and life experiences. We look for staff members who have a passion for working with young children and their families. All staff meets or exceeds the Texas Department of Family and Protective Services requirements. The foundation of our teaching team is built upon staff members who:

- Are knowledgeable about developmentally appropriate practices for early childhood learners.
- Are prepared to share their life experiences, talents and interests.
- Enjoy the outdoors and have a personal connection to the environment.
- Professional, creative and passionate individuals experienced in fostering the whole child and developing a child-driven curriculum.

Moody Early Childhood Center relies on you to provide accurate information during your application for employment throughout all stages of the hiring process and the term of your employment. Any misrepresentations, falsifications or material omissions in any information or data may result in **Moody Early Childhood Center** excluding you from further consideration and/or termination of your employment.

BACKGROUND INVESTIGATIONS AND DRUG TESTING

Background investigations help ensure **Moody Early Childhood Center** has adequate internal controls in place. **Moody Early Childhood Center** conducts pre-employment drug screening. All offers of employment are contingent upon the qualified candidate submitting and successfully passing a background investigation and post offer drug screen. **Moody Early Childhood Center** will conduct an individual assessment per EEO Guidelines and TDFPS. A positive drug screening will automatically disqualify the applicant. **Moody Early Childhood Center** will conduct drug screenings at random and for cause as a condition of your employment. A positive drug screening will automatically result in termination of employment.

EMPLOYMENT REFERENCE CHECKS

To ensure individuals who join **Moody Early Childhood Center** are highly qualified and likely to be productive and successful, it is **Moody Early Childhood Center's** policy to check the employment references of all applicants. **Moody Early Childhood Center** does not provide reference checks on current or terminated employees without written consent from the employee. Any inquiry in connection with employment must be referred to the Executive Director; no other employees may provide an employment reference and/or verification on any current or former employees. Verification will only be given concerning your job title, dates of employment and place of employment. No salary, performance or personal information will be released unless directed in writing by the employee or legally required.

REQUEST FOR REASONABLE ACCOMMODATIONS

Moody Early Childhood Center supports a diverse workforce. Any requests for reasonable accommodation due to a "disability" and/or other condition covered under the ADA and/or, but not limited to other applicable laws should be made in writing to the Executive Director.

EXPECTATIONS

All teachers are expected to follow the TRS and NAEYC GUIDELINES. All staff is expected to adhere to the NAEYC code of ethics at all times. The code is attached in appendices for review. Teachers must provide warm, nurturing Interactions on each child's level. Such interactions should be guidance and developmentally appropriate early education. Direct supervision of every child is expected at all times. Failure to provide supervision will be subject to discipline up to termination. State ratios are important indicators of quality. The center strives to keep state ratios at all times. Please be sure that you always adhere to the state ratios. Make sure that you receive additional help when the number of children approaches over limit. Ratio adherence is a dual responsibility between teachers and management. Never leave your group without any emergency assistance. Call the front desk for assistance when you need to leave the group and the total number of children in attendance exceeds the state ratio.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "**Need to Know**" basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public places such as lounge or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Executive Director/Deputy Executive Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

Also strive to be supportive of center efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great child care and education for our parents and children. Stay positive and focus on the needs of the children in your care.

STATE LICENSING RULES AND REGULATIONS

ALL staff are expected to be knowledgeable in The Minimum Standards for Child Care. Failure to adhere to these policies may result in disciplinary action, up to and including termination.

- Staff in our childcare center must be at least 18 years of age and have a high school diploma or its equivalent.
- Each staff member must have current training in first aid with rescue breathing and choking and CPR for infants and children.
- Each staff member must provide a statement informing the facility about any of the offenses listed in Appendix II in the Minimum Standards Handbook or the Texas Controlled Substance Act.
- Each staff member in our facility must execute and submit a completed Texas Department of Protective and Regulatory Services Affidavit for applicants for employment.

ACCIDENTS

All accidents/incidents/illnesses must be reported immediately to the Executive Director/Deputy Executive Director or the Office Manager. Accident(s) reports must be written, signed by an administrator, given to parents, and copied for the child and Nurse's files. Incidents must also be documented in Tadpoles and some incidents, such as head injuries or biting should be immediately reported to parents. Close supervision of children is the best anecdote to accidents. Use risk management to keep the environment safe and hazard free. **Moody Early Childhood Center** strives to provide the best in equipment, that is kept maintained, and in overall good working conditions, so all children will be safe in the classroom or playground areas. Safety is a joint effort of all staff and employees requiring all of us to become risk managers.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Moody Early Childhood Center has a zero-tolerance policy towards any forms of harassment or retaliation. Harassment, sexual harassment, retaliation and/or other forms of bullying and inappropriate conduct, which may interfere with an individual's work performance and/or create an intimidating or offensive work environment, will not be tolerated in any way, shape or form. **Moody Early Childhood Center** may conduct annual EEO Discrimination, Harassment and Retaliation training. **Moody Early Childhood Center** is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Executive Director/Deputy Executive Director. Employees can raise concerns and make reports without fear of reprisal.

CHILD ABUSE PREVENTION POLICY

The mission of **Moody Early Childhood Center** is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in

receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open-door policy allowing parent access to programs at any time. When those who are employed at **Moody Early Childhood Center** engage in any and all kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

CHILD ABUSE REPORTING

As required by Texas State Law, suspected child abuse and/or neglect will be reported to Department of Family and Protective Services (DFPS). Employees are responsible for submitting reports. Under law, employees do not notify parents when DFPS has been called about possible abuse, neglect or exploitation except on the recommendations of DFPS or police personnel.

All **Moody Early Childhood Center** staff will receive initial and recurring training on identifying the signs of child abuse and reporting procedures. Additionally, Family Advocates have ongoing relationships with the Department of Family and Protective Services as well as other agencies that assist families in crisis, including Family Services Center. If you notice anything suspicious or hear a child relate any fears, please report this to the **Moody Early Childhood Center Executive Director/Deputy Executive Director** immediately and file a report with Department of Family and Protective Services. Abuse can take many forms including:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglectful Supervision
- Medical Neglect
- Physical Neglect
- Abandonment and refusal to accept parental responsibility
- Failing to protect a child
- Corporal Punishment is the inflection of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping, or pinching a child. (This will **not** be tolerated at all).

GROSS MISCONDUCT

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activity. The following actions may result in immediate termination:

- Inappropriate behavior toward parents. (All staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your Executive Director/Deputy Executive Director to handle the situation)
- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification
- Falsification of center records (**i.e. employment application, time clock, and your records**)
- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited areas
- Not reporting an arrest (Class B or above) for any offense while employed by the center
- Conviction of a felony for any offense committed while employed by the center

- Fighting, threatening violence or boisterous or disruptive activity in the work place
- Leaving a child unattended (**inside or outside**)
- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- **Insubordination** that show gross disrespect such as threatening, profanity, or yelling at the administration or supervisors.
- Unauthorized use of telephones, mail system, or other employer-owned equipment (**No** cell phone use allowed in the center during work hours!)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees
- Promoting and sharing rumors or negative information about **Moody Early Childhood Center**.

HEALTH AND SAFETY

As a Center licensed by TDFPS, **Moody Early Childhood Center** must assure that all employees have First Aid, CPR and Safety Training. **It is the employee's responsibility to remain current with certifications and trainings.**

In general **Moody Early Childhood Center** believes injuries, illness and accidents are preventable through the establishment of and compliance with safe work practices. It is the policy of Moody Early Childhood Center to maintain safe working and student conditions, and to establish and insist upon safe methods and work practices.

All employees have a responsibility to themselves and to **Moody Early Childhood Center** for their own safety, their coworkers and the students we serve. Employees are required to follow **Moody Early Childhood Center's** Health & Safety policies and to work in a safe manner at all times in addition, all employees are required to:

- Comply with all federal, state, local rules, regulations, laws and acceptable health & safety standards.
- Observe all **Moody Early Childhood Center** rules, regulations, and procedures related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- All staff members are responsible for immediately informing their supervisor of any unsafe or unhealthy situation or condition
- Be informed that our school is a "Drug Free Zone" – Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal related to organized criminal activity are subject to harsher penalty. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacturing on or off **Moody Early**

Childhood Center premises while conducting **Moody Early Childhood Center** business is absolutely prohibited.

- Be aware of our **No Smoking Policy** – Tobacco use, including simulated tobacco use, is prohibited on property, interior and exterior, owned or managed by Moody Early Childhood Center. No tobacco use will be permitted in the facilities, common or private work areas, hallways, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed or semi-enclosed areas. Additionally, no tobacco use will be permitted in outdoor areas including parking lots, grounds, rooftops, playgrounds, courtyards, entrance/exit ways, MECC-owned or -leased vehicles, and any other indoor or outdoor areas owned or managed by the Moody Early Childhood Center. This policy applies to all MECC, employees, consultants, contractors, visitors and external individuals, companies renting MECC owned space, and property owned or managed by MECC.
- Be aware of our Policy Against Retaliation-It is illegal and against the policies of **Moody Early Childhood Center** for any employee to attempt to retaliate against an employee, student or parent.
- Be aware of our Policy Against Retaliation-It is illegal and against the policies of **Moody Early Childhood Center** for any employee male or female to harass another employee, student or parent.
- Be aware of our No Weapons Policy

REPORTING INCIDENTS AND ILLNESSES

Accident/Incident Report Recording any incident or accident is done on the accident/incident form. The accident/incident form is to be completed on any child who is injured. If another child was involved in the injury or accident the accident/incident form is completed for the second child as well. This form is NOT to be used to communicate any concerns about a child's behavior, only information about injuries or accidents. This form must be signed by the Office Manager, Executive Director, or Deputy Executive Director before being given to a parent/guardian.

These reports are for the protection of teacher, child and school. Always ask for help if you think you need assistance to fill out the report or think you might not have adequate time to do it right.

When should an accident report be filled out?

- Illness that requires children to leave the school.
- 'Incidents' such as leaving a child outside or inside for any period of time.
- A cut, bruise, scratch, scrape, bump, splinter or any other type of mark on the body.
- Injuries, such as a fall, that may not have left a mark on the body, but you saw it.
- Bites, insect or human
- Sand in the eye
- Any situation where first aid was administered
- Any injury to head, even a seemingly minor one.

Coordinate with the Executive Director/Deputy Executive Director or Office Manager to take a picture of any injury occurring at school that requires parent notification

SICKNESS

Teachers are asked to check each child when he or she comes in and again in the afternoon. If this 'health check' gives you suspicion that the child is not well, send the child to the front office for further checking. If a child has symptoms of a communicable disease, a...

- *Fever of 101(temporal/oral/ear), or 100 axillary (under the arm)
- *Cannot participate in normal school activities comfortably or
- *Has uncontrolled vomiting (2 or more times during the day) or
- *Diarrhea (2 or more stools that differ from normal bm in one-hour time period), please notify the front office to call parents and bring child to front office.
- *Draining rash anywhere on the body
- *Eye discharge
- *Lice or nits
- *Any color of nasal discharge
- *Severe coughing

MEDICATION

Medication may be administered ONLY if a Medication Authorization Form is on file in the front office, completed and signed by the child's parent or doctor. All medication is to be kept in the nurse's office in the original container with the following information on the label:

- *Child's name,
- *Prescription name,
- *Doctors name and dosage
- *Pharmacy name and phone number,
- *Instructions for administering,
- *Dates the medication is to be used for.

Staff must update the Medication Log when Medication is Administered to a child.

LICE

Check hair if child is scratching. Look for nits or lice near scalp. If nits or insects are present, bring the child to the office so parents can be notified. Wash any bedding and send home all clothing, coats, hats, and other washable items. Children must have lice treatment and be free of nits to be able to return to school.

CURRICULUM

At **Moody Early Childhood Center** we are deliberate in choosing activities and educational settings that give all of our children the opportunity to soar.

Moody Early Childhood Center is a fun, safe, creative learning center for Galveston children from newborn through age 3. We want to give every child a strong foundation to do his or her best in school and in life. We give every Galveston child the opportunity to soar!

At the **Moody Center** we will:

- Be a fun, safe, creative learning center for Galveston children from newborn through PreK 3
- Prepare children academically, emotionally and socially for kindergarten
- Have a highly qualified staff experienced in and committed to the very best early childhood education
- Welcome families and community partners into the life of the center

Give every child a strong foundation to do his or her best in school and in life. We have chosen Frog Street curriculum for every age group. If you need supplies for a teaching activity, talk with your lead teacher to submit the list to the Office Manager to order.

INFANT

Designed around the latest scientific early brain development research, Frog Street Infant curriculum is designed to build strong foundations for little ones ages 0-18 months. This child-centered program includes activities that:

- Equip caregivers to nurture the little ones in their care.
- Optimize key windows of opportunity for growth and development.
- Are designed with intention and purpose and organized around developmental learning domains.
- Feature Dr. Becky Bailey's Conscious Discipline® strategies to enhance social and emotional development.

TODDLER

Designed around the latest scientific early brain development research, this program focuses on enhancing the simple joy of childhood while equipping caregivers to nurture curiosity through exploration. Frog Street Toddler, created by Dr. Pam Schiller, incorporates Dr. Becky Bailey's Conscious Discipline® and includes activity choices specifically created for children ages 18-36 months. Activity choices:

- Are organized around five developmental domains.
- Offer differentiated instruction options to meet the needs of all learners.
- Can be infused into daily routines, such as diaper changing, transitions, and outdoor play.
- Are designed with intention and purpose to move children forward in their development.

PRE-K3

Frog Street Pre-K is a comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children!

The cornerstones of the program are:

- An extensive integration of theme, disciplines, and domains
- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline®
- Differentiated instruction
- Joyful approach to learning

LOGISTICAL INFORMATION

HOURS OF OPERATION

The **Moody Early Childhood Center** is open from 7:00am until 6:30pm, Monday through Friday, year-round with the exception of observed holidays and professional development days.

A special note for our PreK3 teachers – class begins at 7:30am and is released at 3:30pm. Children participating in the **Moody Early Childhood Center** extended day program remain on campus after 3:30 pm and can stay until **Moody Early Childhood Center** closes at 6:30pm.

EMPLOYEE PRACTICES

EMERGENCY PREPAREDNESS PLAN

All employees are expected to know the emergency plans for evacuations and types of situations that require them. All classes should have a copy of the Emergency Preparedness Plan posted in the room.

SCHOOL EVACUATION AND ALERTS

Monthly fire drills practice one type of evacuation. Students exit the building and go to the designated gathering spot. Staff is to be familiar with egress routes on the map located inside each classroom door.

SHELTER IN PLACE

Students and teachers will Shelter in Place in the event of tornado, nearby chemical spill or other events that require staying indoors. The ventilation system will be shut down in the event of a chemical spill. If the school is Sheltering in Place, teachers, staff and children will stay at the school for as long as the students need to be there.

BABYSITTING, STUDENT TRANSPORTATION AND PARTY ATTENDANCE

It is against classroom practice to babysit, provide transportation or attend parties of our clientele, as it detracts from the professional status of a teacher and gives the impression of favoritism.

PRE-EMPLOYMENT SCREENING

Applications are thoroughly reviewed, and professional references are required. Interviews with the Executive Director and/or designated staff members will be conducted. All State requirements for individual's working in the Childcare business will be followed, including but not limited to a comprehensive Background Check, Fingerprinting, CPR and First Aid certification, TB test, and knowledge of the State's Minimum Standards.

SUBSTANCE ABUSE AND TESTING POLICY

You must arrive at work on time and in an appropriate mental and physical condition to work. It is our intent and obligation to provide a drug-free, healthy, safe and secure environment for staff and children. The use, possession, or sale of drugs or any drug related paraphernalia or controlled substances **by Moody Early Childhood Center** Employees during shifts or while on **Moody Early Childhood Center** property is strictly prohibited. **Moody Early Childhood Center** recognizes substance abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek proper counseling. Employees must, as a condition of continued employment, abide by terms of **Moody Early Childhood Center's** policy. {*Note: Employees must report all arrests to the Executive Director of **Moody Early Childhood Center** within five (5) calendar days of the arrest. Arrest does not automatically result in termination from employment. All facts will be considered including the nature of the arrest and requirements of the job position.} Maintaining a community among staff members, by supporting and collaborating with each other, is essential to our philosophy. You must agree to the drug testing consent attached to this manual.

ONBOARDING OF NEW EMPLOYEES

Classroom observations and training is standard before an offer for employment is made. Individuals accepting a position will continue in training and start classroom assignments with experienced team members. Please refer to the earlier section on definitions of the various categories of employees at **Moody Early Childhood Center**.

ORIENTATION

All new employees are oriented to the **Moody Early Childhood Center** policies and procedures. Such an orientation should begin on the first day of employment and continue throughout his/hers **first 30 days**. Each staff member will be assigned a mentor to make sure that all procedures are explained and

demonstrated. The **90-day** review will evaluate an employee's performance of all expectations explained during orientation. Any staff member may ask the mentor or Executive Director/Deputy Executive Director for further explanation or clarification of policies at any time. It is each staff member's responsibility to uphold center expectations at all time.

The orientation program covers all of the following:

- Review of Center policies.
- Training in emergency procedures, including the operation of fire extinguishers.
- First Aid procedures.
- Job responsibilities and any other duties as assigned
- Training in the recognition of childhood illnesses and infectious disease control, including hand-washing procedures and universal precautions for handling body fluids
- Schedule of Moody **Early Childhood Center**
- Review of child abuse and neglect laws and reporting Procedures
- The procedure for ensuring that all **Moody Early Childhood Center** employees know the children assigned to their care and their whereabouts
- Child management techniques
- The integrity of children with disabilities into the program
- Confidentiality policies

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. **Moody Early Childhood Center** uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or **Moody Early Childhood Center** may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties.

All new and rehired employees work on an introductory basis for the first ninety (**90**) calendar days after their date of hire. Any significant absence of 3 days or longer will automatically extend an introductory period by the length of the absence or terminate employment. If **Moody Early Childhood Center** determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a special period.

Upon satisfactory completion of the introductory period, employees enter the established employment classification for their position.

TRAINING

8 hours of pre-service training must be completed by new staff without previous experience in a regulated childcare facility.

§746.1305. What must be covered in pre-service training for caregivers?

Subchapter D, Personnel

Division 4, Professional Development

(no weight) (a) Pre-service training for caregivers must cover the following areas:

Medium (1) Developmental stages of children;

Medium (2) Age-appropriate activities for children;

- Medium (3) Positive guidance and discipline of children;
- Medium (4) Fostering children's self-esteem;
- Medium (5) Supervision and safety practices in the care of children;
- Medium (6) Positive interaction with children; and
- Medium (7) Preventing and controlling the spread of communicable diseases, including immunizations.

Medium-High (b) If a caregiver provides care for children younger than 24 months of age, one hour of that caregiver's pre-service training must cover the following topics:

- (1) Recognizing and preventing shaken baby syndrome and abusive head trauma;
- (2) Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and
- (3) Understanding early childhood brain development.

All new staff must be oriented in the requirements in the **Minimum Standards Handbook**.

§746.1303. What must orientation for employees at my child-care center include?

Subchapter D, Personnel

Division 4, Professional Development

(a) Your orientation for employees must include at least the following:

- (1) An overview of the minimum standards found in this chapter;
- (2) An overview of your operational policies including discipline and guidance practices, and procedures for the release of children;
- (3) An overview of your policy on the prevention, recognition, and reporting of child abuse and neglect, including:
 - (A) Factors indicating a child is at risk of abuse or neglect;
 - (B) Warning signs indicating a child may be a victim of abuse or neglect;
 - (C) Procedures for reporting child abuse or neglect; and
 - (D) Community organizations that have training programs available to child-care center staff members, children, and parents;
- (4) An overview of the procedures to follow in handling emergencies, which includes sharing the emergency preparedness plan with all employees. Emergencies may include, but are not limited to, fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult; and
- (5) The location and use of fire extinguishers and first-aid equipment.

(b) For employees you hire on or after September 1, 2016, your orientation must also cover the following areas:

- (1) Administering medication, if applicable, including compliance with §746.3803 of this title (relating to what authorization must I obtain before administering a medication to a child in my care?);
- (2) Preventing and responding to emergencies due to food or an allergic reaction;
- (3) Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;
- (4) Handling, storing, and disposing of hazardous materials including compliance with §746.3425 of this title (relating to Must caregivers wear gloves when handling blood or bodily fluids containing blood?); and
- (5) Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.

All staff must obtain at least **24 clock hours** of training annually, exclusive of CPR and First Aid, selected from the following areas:

- Child Development
- Care of Children with Special Needs
- Adult and Child Health
- Nutrition and Safety
- Curriculum-Planning
- Risk Management
- Identification and Care of ill Children
- Supervision
- Recognition of Child Abuse, Neglect and Sexual Abuse and the Responsibility of reporting any incidents
- Cultural Diversity
- Professional Development
- **Note:** It is the responsibility of each employee to **pay** for any costs that may result from these trainings (full or part-time).

EMPLOYEE STATUS

Introductory Period-New employees with less than ninety (90) days of service.

Full-time employees have a standard schedule between thirty-eight (38) and forty (40) hours per week, have successfully completed the 90-day introductory period, and occupy a permanent position. Full-time status will be evaluated twice a year, in August and February.

Part-time employees have a basic schedule between ten (10) and forty (40) hours per week and have successfully completed the 90-day introductory period.

Substitute or Flex employees both Short term and Long term are employed on an at-will basis and are not considered full -time, part-time, nor contractual employees.

RE-ASSIGNMENT

The Executive Director and/or the Deputy Executive Director may reassign staff as needed in the best interest of the organization and to ensure high quality standards are continuously upheld.

PERSONNEL FILE

For licensing and accreditation purposes, all personnel files must be up-to-date and accurate for inspections by appropriate licensing and accreditation representatives. It is the staff member's responsibility to ensure that personal information is kept current and all required training is started and completed in the mandated time allotted.

STAFF SCHEDULES

Full time staff schedules are posted at the front desk. As substitute hours are available, part-time staff are rotated to fill vacancies. Hours of work are subject to change by administration to meet the needs of our families and Center. Any requests for days off must be given in writing **one week** in advance for approval. Any requests for special days for consideration at the last minute will be honored whenever possible and when coverage is available. See section below regarding greater detail on "Time Off/Absences."

TIME OFF/ABSENCES

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis. **Moody Early Childhood Center** depends upon each employee, and when one person is absent, a replacement must be hired for the day. Thus, absenteeism has a particularly disruptive effect on both the Center and the Children. Employees, who take excessive time off, or abuse the benefits of sick, personal, and vacation provided are subject to discipline, up to and including discharge.

Employees requesting leave related to any medical condition concerning the employee or family members **will be required to provide a physician's statement** verifying the condition, its beginning and expected ending dates, the need for the employee to be given or to provide care, and the estimated time required. This means a signed doctor's note must be brought on the day the employee returns to work.

Note: Foreseeable absences must be requested at least **7 days** in advance.

Request for leave should be in advance for foreseeable events (at least 7days) and as soon as possible for unforeseeable events. Requests for leave must be made in writing on the Employee Time-Off Request Form. Request will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to **Moody Early Childhood Center** operations during the proposed period of absence. All requests must be approved. Requests that cannot be accommodated may be denied or deferred. Completing a request form does not guarantee time off.

- Absences due to illness, children's illness, or family emergencies must be called in AT LEAST two

hours before employee is scheduled to work. Even sooner if at all possible!

- Car trouble is not considered an emergency. Please arrange for a ride from a friend or family member if the problem arises.
- Employees are required to call the Office Manager at **(409)370-0284** if the Office Manager is **Not** available, the designated **Moody Early Childhood Center representative** must be contacted (number to be provided). Please try both numbers until the phone is answered. The following are not acceptable and could be cause for immediate termination:
 - ✓ Leaving a message on the answering machine at the **Moody Early Childhood Center**.
 - ✓ Texting or leaving a message for the Office Manager or designated representative without talking to her/him directly on the phone.
- It is your responsibility to notify the Office Manager **BEFORE** your starting time. State the reason for your tardiness and when you expect to arrive at work. Failure to call in personally to report absence or lateness is a violation of Center rules, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an authorized notice of absence or tardiness; you may be required to submit evidence verifying the reason for your absence or tardiness. Failure to provide the requested substantiation will result in discharge.

Please Note: All absences will be monitored. Excessive absences, or pattern of absences that begin to occur, will be addressed by the administration and could possibly be grounds for termination. It is important to understand that when we are short of staff, it is not only stressful on the other staff members but affects the children as well.

- Without a doubt, working in a child care environment can sometimes be very stressful. Please let the Deputy Executive Director know if a situation arises where time is needed to regroup or even a “*stress free*” day off needs to be taken. **Moody Early Childhood Center** strives to be sensitive to the needs of its employees and will try to make arrangements to accommodate an over stressed staff member. Simply walking out or not returning from break leaves co-workers in a bind, but even more important, the children who are left are the ones who suffer.
- If the employee does not call or report to work for three consecutive days, this will be considered job abandonment and thus termination from employment.
- Any employee, who chooses to walk off the job or simply does not return after leaving for break and/or lunch, will be terminated for Job Abandonment. Also, the employee’s last paycheck will be processed and mailed to the employee on the next pay period and may not be picked up at **Moody Early Childhood Center** office. This also applies to employees who simply do not show up for work and do not call or give notice of their decision to quit.
- If any employee plans to terminate employment with **Moody Early Childhood Center**, a **two week** notice in writing is requested.

TIME KEEPING

Accurate recording of time worked is the responsibility of every full time and part time hourly employee. Federal and state laws require **Moody Early Childhood Center** to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Time records are considered official **Moody Early Childhood Center** documentation and should be certified by you as accurately reflecting all hours worked. The falsification of time records is an infraction of **Moody Early Childhood Center** policy and will result in corrective action

up to and including termination of employment.

All staff members are expected to arrive at their assigned workplace or classroom on time and ready to work their scheduled work period. Punctuality and adherence to the work schedule ensures that the ratio of teacher to children is maintained at all times and we are available for parents and others to conduct program business. If you are unable to work or will be late, you must call and speak to the Office Manager or Deputy Executive Director as soon as possible.

Employer will determine the hourly schedule for each employee. Employees should be sure to review any schedule changes noted on the office write-in calendar. Employees should record the beginning and ending time of all work shifts, and any split shifts or other departure from work for personal reasons. All staff must report for work at their scheduled time. Clocking in or out more than 5 minutes before or after a scheduled shift without permission will be reported by a "Mis-Punched" sheet. Excessive "Mis-Punched to and including termination.

Note: Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. Misappropriation of Company time, such as not working in an effective manner will not be tolerated. "Buddy punching" is not permissible and may not be accomplished with the Tadpoles®. Tampering with Tadpoles® clocks is considered a serious offense and may require disciplinary action up to and including termination.

UNSCHEDULED WORK

Unscheduled work is work done before, or after a non-exempt employee's regularly scheduled work times or before or after the employee clocks in/out. A non-exempt employee should not work unscheduled time unless his or her supervisor authorizes the non-exempt employee to perform unscheduled work AND the time is recorded on the employee's timesheet.

OVERTIME/CLOCK IN AND OUT

Overtime is paid to non-exempt employees for all hours worked in excess of **40 hours** per Saturday through Friday work week. Overtime pay is one and one-half times your regular hourly rate of pay and must be substantiated by an 'Overtime Authorization Form'. Any unauthorized overtime, which includes more than 5 minutes before or after a scheduled shift is considered must be reported on a "Mis-Punch" sheet (See "Timekeeping" section above for greater detail). It is the Employees responsibility to clock in and out properly. Any failure to clock in or out properly may result in a **delay** in payment of wages due.

WORK SCHEDULE

Moody Early Childhood Center is open for business Monday through Friday and as otherwise communicated. All staff should be present and ready to work from the beginning to the end of each of your scheduled work day and for mandatory training time. Please check with your supervisor for your specific work schedule.

OFF THE CLOCK WORK

Moody Early Childhood Center is committed to compensating every employee for the work they perform. **Moody Early Childhood Center** does not ask any hourly (non-exempt) employee to work off the clock.

PAYROLL

PAY DATE

In order to conserve funds and increase productivity, the electronic transfer of funds (Direct Deposit) has been determined to be the most efficient system of paying employees. Payroll payments are made via direct deposit for all **Moody Early Childhood Center** on a bimonthly basis, on the 10th and 25th of each month into the designated financial institution account of the employee. You must have direct deposit. *** (Pay dates may be subject to change depending on needs of Moody Early Childhood Center) ***

OVERTIME PAY

The Federal Wage and Hour laws group employees into two classifications regarding eligibility to receive overtime payments: non-exempt and exempt. Federal Law does not allow **Moody Early Childhood Center** to grant “comp” time to non-exempt employees.

NON-EXEMPT STATUS

Employees not employed in executive, corporate administrative, professional sales or certain computer capacities are paid one and one-half times their regular hourly rate for **Moody Early Childhood Center** hours worked in excess of 40 hours in a regular workweek. Overtime pay is not paid when a non-exempt employee work less than 40 hours in a week because of a holiday, vacation day or sick day. **Moody Early Childhood Center** hourly staff is non-exempt and therefore qualify for overtime pay.

*Note: Overtime must be approved in writing in advance by your immediate supervisor and will be calculated on **Moody Early Childhood Center**.

EXEMPT STATUS

School Management (Certain office and professional program staff, for example teachers, family advocates, and Deputy Executive Director/Executive Director do not receive overtime pay.) These positions will receive pay for a 40 hour work week. If they fail to acquire the 40 hours in a work week, the additional amount of time will be deducted from their paid time off (PTO) allotment for the year.

ADVANCES AND LOANS

It is Company policy to refrain from giving personal advances or making loans to employees.

LUNCH AND REST PERIODS

Moody Early Childhood Center wants to ensure hourly employees have a scheduled lunch break and are relieved of their job duties. Please coordinate the timing of these breaks with your manager. All hourly employees are given at least a ½ hour lunch break. All employees must clock out and clock in for lunch and breaks as Tadpoles® will not automatically deduct the lunch break based on the employee’s schedule.

MEALS

Moody Early Childhood Center wants to ensure employees who have a scheduled lunch break clock out and are relieved of their job duties. Staff is required to clock in /out for breaks and for lunch via Tadpoles®. Meals are to be eaten in the lounge or in other areas where no children are present. Occasionally, **Moody Early Childhood Center** will serve family style meals, in order to model appropriate behavior, nutritional choices and manners; staff is expected to participate by eating food that is offered to all children in your care during family style mealtime. Always avoid drinking hot beverages around the children to avoid

possible burns. Any beverages other than those being offered to children must be consumed from a closed container and kept away from the children. (Please remember to be respectful of all of the children in your care by not flaunting food and drinks in front of them while they are unable to have snacks.)

PAY DEDUCTIONS

The law requires that **Moody Early Childhood Center** make certain deductions from every employee's compensation. Among these are applicable federal taxes. **Moody Early Childhood Center** does not deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security "Wage Base" because we participate in the Teacher Retirement System (TRS).

FICA/Medicare

All employees are required to pay 7.65% of the gross pay to the federal government.

Child Support

Child support payments are processed by Payroll only when court orders are properly received from a county child support office, from the Child Support Services Division of the Attorney General's Office or from an appropriate court of jurisdiction. It is the employee's responsibility to file a change of employment request with the state Child Support Office.

Levies

Tax levies from the Internal Revenue Service or payment orders from a Guaranteed Student Loan Fund for repayment of student loans are also processed by Payroll and are mandatory employee deductions when jurisdictional orders are properly received by **Moody Early Childhood Center**.

Other Deductions

- Health insurance, vision, dental, cancer, additional life, short-term disability and other health-related coverages
- Teacher's Retirement System (TRS)

ADMINISTRATIVE PAY CORRECTIONS

Moody Early Childhood Center takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday (**the 10th and the 25th of each month**) by the end of each individual employee's work day.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Office Manager for further review of the matter. Employees should refer to the pay stub itself before calling. So that corrections can be made as quickly as possible.

WAGE AND SALARY POLICY

The Fair Labor Standards Act (FLSA) is a federal law requiring "non-exempt" employees to be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a work week. The work week is defined as Saturday at 12:00 a.m. – Friday at 11:59 p.m.

Non – Exempt Employees are all employees except professional teachers and School Management. Non-Exempt Employees are paid hourly wages. Exempt Employees include Lead Credentialed Teachers who receive a regular compensation each pay period, based on their teaching agreement.

Salary is based off education, experience, and fair market rate of pay. In addition, stipends are dictated for duties or skills for specified positions and are determined by the Executive Director.

Staff evaluations, attendance, on-the-job performance, and professional growth are the foundation for pay increases. Pay increases are contingent on availability of funds as well as the before mentioned items. There is no guarantee of an increase, or across the board raises.

ON THE JOB INJURIES

In the event of employee injury, even a slight injury, while performing job duties for **Moody Early Childhood Center**, an incident report must be completed with the main office. The incident report should immediately be delivered to the Executive Director or his or her designate to allow the school to stay in compliance with workers' compensation laws. **Moody Early Childhood Center** provides workers' compensation coverage for all employees. If an injury at work causes an employee to be absent, it is his or her responsibility to inform **Moody Early Childhood Center** whether he or she wishes to use accumulated leave, or whether he or she wishes to save accumulated leave and receive only the temporary income benefits that are available under the workers' compensation laws. If you do not inform school administration of your choice, absences will NOT be charged to accumulative leave and the employee will receive only temporary income benefits from workers' compensation.

GENERAL CONDUCT

VISITORS

A variety of visitors enter our building each day. All visitors must sign in at the front desk and wear an **Identification Badge** at all times. It is important for all employees to present a warm, welcoming, and professional impression at all times. To ensure a safe environment for the children, employees should notice that all visitors have an identification badge. If a visitor is not wearing an identification badge, employees should politely inquire into the purpose of the visit and redirect the visitor to the front desk. Suspicious persons or activities should immediately be brought to the attention of the Executive Director/Deputy Executive Director.

STAFF GUESTS

ALL personal visitors should be scheduled during the employee's break time and restricted to lobby area until staff member is available. Food or drinks should be brought to the office and dropped off for the employee. If an employee's child (who is enrolled in another classroom in the Center) wishes to visit the parent, the needs of the parent's classroom take precedent.

STAFF UNENROLLED CHILDREN

ALL employees should make appropriate advance arrangements for their child (ren) care during their scheduled work hours. Children who are not enrolled in the program, may **not** stay in any classroom or remain unsupervised at the Center. On planned school vacations, school age children (up to Pre K-4) may attend **Moody Early Childhood Center** after school program, for a nominal fee, provided space is available and arrangements have been made.

AUTHORIZATION TO RELEASE A CHILD

Children can only be released to parents and persons named in their student file. Any changes must be submitted by a parent in writing. Never accept a phone call or a note brought by a person coming to pick up

a child. Do not release a child to an unfamiliar face. The front office will check driver's license and student file.

MEDICAL CERTIFICATION

Moody Early Childhood Center has the right to and will ask for periodic information from an employee's treating doctor to verify the need for medical absences and/or accommodations, and to give an indication of when an employee will be able to return to duty in their full capacity. Employees may be asked for a note from their doctor for absences that day before or following a weekend and holiday. Failure to provide the necessary information can affect employee eligibility for leave and will be treated as a failure to follow district policy and procedures.

MEDICAL EXAMINATIONS

Moody Early Childhood Center has the right to, and will ask for a medical or psychological examination, paid for by the Moody Early Childhood Center, if we believe an employee's condition is interfering with the performance of their regular duties. Failure to cooperate will be treated as a failure to follow Moody Early Childhood Center policy and comply with directives.

CLASSROOM PRACTICES

COMMUNICATION WITH PARENTS

We are in the education business and all communications and daily business are cordial and helpful. With regard to specific questions about student progress, there is a SINGLE POINT OF CONTACT for parents to talk with and that is the Teacher. Instructional Aides working in the classroom are encouraged to briefly share positive information with parents on a routine basis. However, information pertaining to the child's specific development will be addressed through the Teacher.

CLASSROOM PROCEDURES

In order to ensure safety, staff must maintain classroom ratios. Staff must comply with all DFPS standards and are required to be knowledgeable for all Minimum Standards for the age group they are working with. In addition, staff must know the number of students in their care, and the oldest and youngest students.

To maintain safety, you must verify your class number regularly by performing "counts". "Counts" are defined as a quick overview of counting students in the area. Staff must also perform Name to Face on Tadpoles every hour on the hour, and at all transitions. If you leave with some of the students from a group, move yourself and the children out of the room, then announce "I have #, you have #". When you return repeat the procedure and make sure to move you and the students back with the group and do Name to Face.

An Emergency Operations Plan is posted in each classroom. Staff must be knowledgeable of all procedures listed in this plan. To assist with safety, staff is given a radio in each room to enable to call for assistance if necessary. You are not allowed to leave your area unattended or out of ratio.

PROFESSIONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image **Moody Early Childhood Center** presents to parents and their children, visitors and guests. A professional appearance is required at all times while on the premises of the centers or in the performance of duty. Our philosophy is to provide a culture that allows staff to dress in a style which

presents a neat, business-like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will be implemented and enforced at all times. If you are inappropriately dressed, the School reserves the right to ask that you take appropriate steps to remedy before starting work.

MECC staff members are required to wear uniforms. To ensure professionalism throughout Moody Early Childhood Center, the following uniform will be enforced on all fulltime employees:

Monday-Thursday-Khaki Bottoms and Collared Moody Shirt

Friday-Denim jeans and Collared Moody Shirt

All employees should wear appropriate tops, appropriate pants, and comfortable closed toed shoes, such as tennis shoes.

*Staff that has not completed their 90 days training period may wear a solid colored collared shirt with khaki bottoms in place of a collared Moody Shirt.

Jewelry should be conservative. Long chain necklaces or pendants should not be worn as they can present a safety hazard to small children. Earrings should also be small, conservative, and secure, to prevent children from grabbing and pulling loose.

- Males' hair will be neatly groomed, and professional in appearance. Facial hair will not exceed 1 inch and must be groomed at all times (Prohibited hair includes but not limited to: Porkchop sideburns, handlebar mustaches, dreadlocks, uncut hair and beards)
- Females' hair must be neatly groomed at all times, and professional in appearance. Hair should be styled in a way that it does not interfere with job performance or present a safety issue when working with students.
- Shoes must be neat and in good repair at all times. Tennis shoes or flats are best. Since you are expected to engage the children in activities on the playground the shoes should be appropriate for the situation.
- No open toe shoes such as sandals or high heels are allowed for health and safety reasons. (**No Flip-Flops**)
- No shorts. All bottoms should fall at or below the mid-calf line.
- Clothing should be clean and in good repair at all times. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Khakis or Capri's are allowed: however, they must fit loosely with no holes or lavish accessories. Use a conservative outlook when deciding upon apparel.
- Fingernails should be a workable length such that they do not pose a safety hazard.
- Fingernails that extend no longer than 1/4 inch beyond the flesh line is recommended.
- Facial piercing, excessive ear piercing, and body piercing may be deemed inappropriate as it could be deemed a safety or choking hazard. If this is the case, you will be asked to remove this type of jewelry during business hours.
- Subtle or no perfume, as some children are sensitive
- Follow the student's dress code with regard to media related to clothing (TV/Movie/Advertisements)

- Cutoffs, frayed jeans/clothing with holes are prohibited
- Permanent tattoos must be concealed all times

We may request that you wear professional business attire for business meetings with parents and other official functions and/or events. As we serve a diverse group of families and at the same time serve as role models for the children in our care, we must be respectful of cultural views and the professional standard expected of all employees. If you have any doubt about the appropriateness of your professional presentation, ask your director. If your director does not feel your appearance is professional, they will ask you to sign out and leave the center. The staff member may return and sign in when appropriately dressed. The director is the final arbiter about the appropriateness of appearance.

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal tone and gestures. At **Moody Early Childhood Center** every employee must be conscious of their emotional undertone that they are exuding.

Characteristics to Maintaining Professional Demeanor

- Keep a Pleasant Smile
- Remain Integral
- Show Respect for Others
- Apply a Gentle Approach
- Use a Friendly Greeting/Conversation
- Maintaining Professionalism

Note: All employees at **Moody Early Childhood Center** will greet every parent and family with a smile; to let them know that you are truly happy to care for their child.

SOCIALIZING OR “CLUSTERING”

While on duty, teachers must be focused on interacting with and supervising the children in their care. Socializing or “clustering” with fellow teachers/other adults while on duty is an inappropriate practice and not permissible, compromises the safety and security of the children and may result in disciplinary action up to and including dismissal.

PROFESSIONAL DEVELOPMENT

The Executive Director with approval of the President and Board will develop a plan for continuing professional development and training for teachers and exempt employees. The plan will contain provisions for a limited number of paid days for professional development and training.

PERFORMANCE EVALUATION

DAILY SUPPORT- Employees are strongly encouraged to discuss job performance and goals with the Team Leaders/Deputy Executive Director/Executive Director on an informational, day-to-day basis.

COACHING MEETINGS- **Moody Early Childhood Center** will support all employees with regular coaching meetings to address any employment issues that may arise. Performance concerns will be addressed (on an as needed basis). These may also come in the form of staff meetings after regular work hours have ended. Employees are strongly urged to attend all staff meetings when announced.

All GISD teachers, and MECC teachers that are degreed and certified by TEA will be evaluated in

accordance with the T-TESS system. This includes Teacher Orientation, Goal-Setting and Professional Development (GSPD) Plan submission, Ongoing review of teacher and student data, and GSPD plan, Ongoing collection of data, Informal observations and walkthroughs with ongoing feedback, Formal Observation, and End-of-Year Conference.

All other staff will:

INTRODUCTORY PERIOD EVALUATIONS- A formal performance evaluation will be conducted at the end of employee's initial period of hire, known as the introductory period **(90 Days)**.

FORMATIVE REVIEWS- Six-month reviews are performed **twice a year** to measure individual performance of established objectives and personal growth goals for the coming six months.

FORMAL PERFORMANCE EVALUATIONS- Additional formal performance evaluations may be conducted to provide the Deputy Executive Director/Executive Director as well as the employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Deputy Executive Director/Executive Director will be responsible for coordinating evaluations with employees and for providing support when necessary.

COACHING AND PROGRESSIVE DISCIPLINARY ACTION

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or needs guidance, for optimal performance of teaching duties, when an employee needs guidance progressive disciplinary procedures will be followed. Those procedures may include, but not limited to the following:

- Oral Coaching
- Warning
- Written Warning
- Written Improvement plan
- Administrative Leave with or without pay up to termination.

(Nothing in this policy or in the handbook is intended to limit in any way the center's right to terminate at any time, with or without cause and with or without advance notice.) Some offenses are so serious that progressive discipline may be bypassed and administrative leave with or without pay or termination of employment may result on the first offense.

JOINING A TEAM

Moody Early Childhood Center faculty and Staff are here to encourage and support each other. Whether you are new or a current employee, all are expected to model behaviors we expect of our students. Willingness to solve problems, working with a positive attitude, cooperating with team members, having a sense of humor and being able to follow a professional protocol for addressing concerns or problems are essential.

BENEFITS

CHILDCARE BENEFITS

Enrollment will be offered as space allows within state ratio and group size. All staff parents must adhere to the same enrollment and attendance policies that regular customers observe, and the child or

children must be the natural/adopted child or children of the employee or must have legal guardianship to qualify. **Students of MECC and GISD employees may live off the island and can receive a 10% discount (unless other discounts apply or on the family receives a scholarship).**

FMLA

The wellbeing **of Moody Early Childhood Center** employees is important to us. While each employee's contribution on the job is important, we understand that certain family situations may require temporary absences. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Benefits will remain the same up to twelve weeks. Request for FMLA should be made by using the 'Request for FMLA form' and submitting it to **Moody Early Childhood Center** Deputy Executive Director/Executive Director as soon as the need is confirmed.

Eligibility requirements are as follows:

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

PAID TIME OFF

Paid time off (PTO) pay is earned after an employee is given a full-time position. Paid time off is paid to employees who are considered full time, and may be used for illness, personal, or vacation time with proper notice. New employees filling a full-time position will earn **1 work week (40 hours)**.

After **second** anniversary date of hire and each year after, a full-time employee will earn **2 work weeks (80 hours)**. **If employees fail to acquire the 40 hours in a work week, the additional amount of time will be deducted from their paid time off (PTO) allotment for the year.** Paid time off (PTO) may be bought back at the end of each program year (August 1st) at a minimum of a substitute employee's pay rate.

Note: Any employee, who leaves in good standing with proper notification, can have pay in lieu of taking accrued time off. Leave of absence without pay may be granted when coverage is available.

PAID HOLIDAYS

Moody Early Childhood Center will grant all regular full-time employees ten (10) paid holidays each calendar year. The Executive Director will communicate any variations, additions or special notices to you. If the holiday falls on a Saturday, it will be observed on the following Monday.

New Year's Day

January 1st

Martin Luther King Day	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th & 5 th
Labor Day	1 st Monday in September
Thanksgiving	4 th Thursday & Friday in November
Christmas	December 24 th & 25 th

Holiday pay is calculated based on your regular rate of pay and normal work schedule. You will receive full credit for the above holidays if you are at work on the last working day before and the first working day after the holiday. Exceptions to this policy must be approved by the Executive Director. Holidays are subject to change by the Board at any time.

REQUESTS FOR TIME OFF

Employees who need time off due to illness should contact the office as soon as possible or at least 2 hours before their shift in order for sufficient time to find coverage. A time off request form must be completed and signed on the employee's return.

For personal days and vacation, employees should complete a request for time off at least 2 weeks in advance. If time off is denied due to lack of coverage, and staff takes sick time, a doctor's note will be required before return.

If full-time employees have exceeded their PTO allotment, they may not request partial or half days off.

JURY DUTY

Jury Duty is considered part of your civic duty, and thus the center will pay the difference between your regular pay and jury duty pay. If a jury certificate is not provided, the employee will be required to use leave for the absence. Please refer to the Employee Handbook for more detailed explanations regarding attendance, leaves and absences. ***Proof of Attendance and wage earned*** for jury duty attendance must be submitted for the pay subsidy.

REQUEST FOR EXTENDED ABSENCE

Paid time off (PTO) is limited to what is granted per an employee's time with the School. The School cannot accommodate extended absences beyond the maximum PTO allowed or hold employment positions for such. The school depends on consistency of staff to maintain excellence in our program. Without a policy exception approved by the **Moody Early Childhood Center** Board, extended absence would have to be accomplished by resignation. Reinstating your employment would require applying as a new employee with a new hire date.

RELIGIOUS OBSERVANCES

Moody Early Childhood Center supports a diverse workplace and recognizes the importance of religious observances. If time off is desired for a religious observation, you may, with the Executive Director or Deputy Executive Director's approval, use available paid time off or take as unpaid leave. The Deputy Executive Director will review all requests and determine if they may be reasonable accommodated based on the needs of the school and safety of the children.

NO SOLICITATION/ NO DISRTRIBUTION

No solicitation of any kind by staff or others may be conducted. In order to avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on Center premises during working time. The Center premises include all areas where employees perform their assigned work tasks. Working time includes the time during which you are scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when you are not expected to be working.

Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind while on Center premises.

FUNERAL LEAVE

Bereavement time will be paid to all full-time employees for up to five **(5)** continuous days for an immediate family member (spouse, child, sibling, parent), three **(3)** continuous days for scheduled time lost due to death of a close family member (aunts/uncles, grandparents, nieces/nephews). This applies to full time employees who have completed their introductory period. Pay will be calculated based on your regular rate of pay and normal work schedule. If additional time off is necessary and/or you are ineligible for paid bereavement leave, you may with the Executive Director's approval, use any available paid time off or take time off as unpaid leave.

TIME OFF WIHOUT VACATION

If full-time employees have exceeded their PTO allotment, they may not request partial or half days off.

An employee who is not yet eligible for paid time off leave or who has exceeded their PTO may request unpaid time off with 30 days written notice. Unpaid leave requests must be approved by the Deputy Executive Director/Executive Director prior to taking time off. Once approved, the request form will be given to the Office Manager who oversees schedules.

For other absences, staff will be required to provide a medical note for any absence exceeding PTO time.

OTHER LEAVE

If in an emergency situation, you are unable to come to work, you are expected to call your supervisor or a designated **Moody Early Childhood Center** staff member as soon as possible to arrange for proper coverage in the school. In most instances, 24 hours' notice is expected. If your emergency is more immediate, you are expected to help as much as humanly possible to find a suitable replacement. Appointments and other non-emergency absences are to be managed outside of scheduled hours, to minimize classroom inconsistencies which can be detrimental to the classroom or to your teammates.

SCHOOL PRACTICES

USE OF TELEPHONE SMART DEVICES AND MAIL SYSTEM

Cell phone use in the classroom, talking on the telephone in the presence of children are all strictly prohibited. Personal telephone calls may be placed and received ONLY during official work breaks.

If, as a staff member you answer the center's telephone, please say the name of the center, your name and ask how you might be of help. It is expected that any telephone usage will follow the highest professional phone etiquette. Any failure to follow these requirements will result in a performance conference with the

center director. Long distance telephone calls may NOT be placed on MECC telephones unless approved by the management

Calls for or by you should be conducted either before or after a shift, or on a lunch break. All personal electronics must be stored with your personal belongings while on duty. Cell phones and other electronic devices such as Smart Watches are not to be used in the classroom or on the playground. They should only be used on breaks when off the clock. In emergency situations, please advise the Deputy Executive Director/Executive Director and they will be happy to make other arrangements.

Note: This includes **NO** texting, messaging, or other types of social media on a cell phone, smart watch, or iPad while in the classroom or while children are in your care.

Access to the internet or to the center computer is to be used **ONLY** for professional purposes. Any use of center computers, including internet access for personal reasons is not permitted. This includes e-mails, instant messaging via computer, smart phones, cell phones or watches. If you have any questions about the appropriate use of computer technology or other electronic devices, discuss them with your director. No MECC-owned electronic equipment may be removed from the center.

Personal use of telephone for long-distance and toll-free calls is **Not** permitted. There will be no personal phone calls while on duty at the Center. **Moody Early Childhood Center** phone is for **business purpose only**. Our children should have your full attention at all times.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

If available, the use of postage paid by **Moody Early Childhood Center** for personal correspondence is **not** permitted.

USE OF MATERIALS EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. MECC iPads are to be used for the exclusive purposes of documenting classroom activities, student attendance, transitions activities, meals, diapering/bathroom, etc. Any use other than that specified are grounds for disciplinary action up to termination. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

GENERAL SAFETY

Safety is an ongoing effort at **Moody Early Childhood Center**. Developing a habit of checking your assigned area as the first thing you do on your schedule each day, will build a culture of safety in **Moody Early Childhood Center** and in the lives of the students.

EMPLOYEE SAFETY

If you are involved in or if you are a witness to an accident in the workplace, you are required to report it immediately and to fill out an Incident Report. **Moody Early Childhood Center** provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any illness or injury arising out of, an in the course of employment. Subject to applicable legal requirements, workers' compensation insurance may provide partial compensation of lost work hours.

Note: Even if there is no medical attention required, a job-related injury, accident or illness must be reported to **Moody Early Childhood Center** Executive Director. In all instances, you will be required to submit to a drug test.

VEHICLE SAFETY

As a general rule, employees of **Moody Early Childhood Center** are not expected to use their personal vehicles in the completion of job duties and under no circumstance in the transportation of students or parents

PERSONAL PROPERTY

All personal property must be stored in a secure location that is out of the reach of children. Ask your director or lead teacher to determine the designated for personal belongings. Under no circumstances will Moody Early Childhood Center be responsible for personal property on **Moody Early Childhood Center** property.

COMPUTER AND IPAD USE

Moody Early Childhood Center provides electronic devices to accommodate teacher record keeping. Any use outside of the teacher's needs, and the curriculum needs of the classroom should be by exception and with permission. No software should be brought in from outside the School. The School is on a network overseen by an IT provider, who controls all software installations. All data on school computers and servers are property of **Moody Early Childhood Center** and subject to inspection and review of anything. There is no privacy expectation regarding the use of any such equipment.

EMAIL USE

Teachers may list an e-mail address as a way for parents to ask questions. If this is done, the teacher is to use their dedicated e-mail through **Moody Early Childhood Center** that is separate from their personal email.

ADDENDUM

Moody Early Childhood Center Code of Business Conduct and Ethics

Operating with a strong sense of integrity is critical to maintaining trust and credibility. Our Code embodies such rules regarding individual and peer responsibilities, as well as responsibilities to our students, parents, employees, stakeholders and the public. This includes:

- Prohibiting conflicts of interest (including protecting **Moody Early Childhood Center** opportunities).
- Protecting **Moody Early Childhood Center's** confidential and proprietary information and that of our customers.
- Treating Moody Early Childhood Center's clients, employees, stakeholders and competitors fairly.
- Protection and proper use of **Moody Early Childhood Center** assets.
- Compliance with laws, rules and regulations.
- Encouraging the reporting of any unlawful or unethical behavior.

It is not possible to formulate in advance an all-inclusive set of guidelines regarding appropriate business

conduct. The examples shown below provide guidelines for certain types of situations. Specific questions regarding situations which are not covered by this Code of Business Conduct and Ethics (Code) will be answered on a case-by case basis with the **Moody Early Childhood Center** as they arise and may be addressed in other publications provided by **Moody Early Childhood Center**.

OVERVIEW OF BUSINESS ETHICS

This Code outlines the broad principles of legal and ethical business conduct embraced by **Moody Early Childhood Center**. It is not a complete list of legal or ethical questions and Employee might face in the course of business and, therefore, this Code must be applied using common sense and good judgement. Additionally, under certain circumstances, the law may establish requirements that differ from this Code. **Moody Early Childhood Center's** employees are expected to comply with laws and **Moody Early Childhood Center** policies.

It is essential that we all be aware of possible violations of **Moody Early Childhood Center's** business ethics - whether these violations occur in dealings with the government of the private sector, and whether they occur because of oversight or intention. Employees should discuss any concerns about this Code with Office Manager.

CONFLICTS OF INTEREST

Employees are expected to make or participate in business decisions and to take action in the course of their service to **Moody Early Childhood Center** based on the best interests of **Moody Early Childhood Center** as a whole, and not based on personal relationships or benefits. If an Employee's personal affairs create a conflict of interest, a potential conflict of interest, or the appearance of a conflict of interest, **Moody Early Childhood Center** requires a full and timely disclosure of the facts and circumstances. School policy discourages teachers attending birthday parties, transporting children or babysitting children, as this creates favoritism and diminishes the professional boundaries that exist between teacher and family. Teachers and staff are to refrain from giving gifts directly from teacher to child.

Any Employee who has a question as to whether an existing or potential conflict of interest exists should immediately contact the Executive Director to report all the pertinent facts and to request an opinion with respect to the question. Set forth below is specific guidance for some areas of potential conflict of interest that require special attention.

PERSONAL RELATIONSHIPS POLICY

Moody Early Childhood Center reserves the right to take prompt and immediate action if an actual or potential conflict of interest arises due to employees allowing personal relationships with each other or our clientele to progress beyond professional boundaries.

RELATIONSHIPS WITH COMPETITORS

An Employee should not have any significant financial interests in a competitor of **Moody Early Childhood Center**.

Note: Furthermore, you cannot be employed by a competitor, as this will cause a conflict of Interest in your employment at **Moody Early Childhood Center**.

PERSONAL USE OF INFORMATION

An Employee shall not

- Use or divert any **Moody Early Childhood Center** property, including the service of other employees, for his or her own advantage or benefit or to compete with **Moody Early Childhood Center**. All **Moody Early Childhood Center** assets should be used for legitimate business purposes.
- Use **Moody Early Childhood Center** letterhead paper when writing letters on personal or other matters not directly related to **Moody Early Childhood Center's** business, except for use of **Moody Early Childhood Center** letterhead for civic and charitable causes that enhance **Moody Early Childhood Center's** reputation in the community.

PROFESSIONALISM AMONG STAFF

Staff members are expected to maintain the highest level of professionalism in their communications inside of **Moody Early Childhood Center** and outside of Moody Early Childhood Center. Personal information about faculty is to be kept strictly confidential. While on the job relationships among staff are critical to a positive working environment. Staff should refrain from gossip and refrain from unprofessional conduct. Unprofessional conduct will be grounds for disciplinary actions, up to and including termination.

SOCIAL MEDIA

Employees must respect the privacy of students and parents when using social media. Employee social media sites or postings to social media sites may not contain any content that:

- Violates any laws including laws pertaining to intellectual property, copyright or any laws regarding the use of illegal photographic, video or printed material; or
- Infringes on any third-party rights (including intellectual property rights); or
- Reveals any employee or **Moody Early Childhood Center** information; or
- Violates any policy rules, standards or requirements applicable to **Moody Early Childhood Center** or its related entities; or
- Depicts photographs or images of any student or teacher; or
- Contains personal information or data on any student

Staff may not include on any personal web site or any other social networks site pictures of children, staff or any other information about the program or centers. Any discussion or exchange of information about the program or centers, the staff, children or families is strictly prohibited.

To maintain the professional relationship and to avoid the appearance of impropriety between parent and teacher and student, employees are strongly discouraged to “friend” or “follow” parents or students, current or former.

It is not the intent of **Moody Early Childhood Center** to restrict the rights of employees under NLRB Act and/or, but not limited to any other applicable laws. It is not the intent of **Moody Early Childhood Center** to unnecessarily monitor, participate in unlawful “surveillance” and/or, but not limited to restricting an employee’s right to address employment concerns and/or other Protected Concerted Activity. If at any time you feel your rights are being violated, you should contact the Deputy Executive Director/Executive Director immediately.

LAWS, REGULATIONS AND GOVERNMENT

Violations of governing laws and regulations are unethical and subject to Moody Early Childhood Center to significant risk in the form of fines, penalties and damages reputation. It is expected that each employee will comply with applicable laws regulations and **Moody Early Childhood Center** policies.

PRIVACY POLICY

PRIVACY OF STUDENT INFORMATION

One of our most important assets is our students' and parents' trust. Keeping student and parent information secure and using it appropriately is therefore a top priority for all of us at **Moody Early Childhood Center**. Employees must safeguard any confidential information our parents and students share with us. Employees must also ensure that they use student and parent information only for the reasons for which the information was gathered, unless further use is allowed by law.

PRIVACY OF EMPLOYEE INFORMATION

Moody Early Childhood Center recognizes and protects the privacy and confidentiality of employee medical and personal records. Such records must not be shared or discussed outside of **Moody Early Childhood Center**, except as authorized by the employee or as required by law, rule, regulations or a subpoena or order issued by a court of competent jurisdiction or requested by a judicial or administrative or legislative body.

CONFIDENTIAL INFORMATION

All information pertaining to **Moody Early Childhood Center's** business is confidential, proprietary and a protectable trade secret, except to the extent that **Moody Early Childhood Center** has made such information public, such as through advertising, a press release or a publicly filled report. Information about the children, families and staff in our program is confidential; therefore, staff must not talk about children, families or other staff members while in the center or in public places. Only children's first names are used on any artwork or public display of any work. Since our center is a laboratory school there are specific contexts when information may be shared for educational purposes, pseudonyms are the used to guard confidentiality. Documents should be properly safeguarded at all times. No employee should attempt to obtain confidential information which does not relate to his or her employment duties. Employees should treat all nonpublic **Moody Early Childhood Center** information as confidential both during and after their employment. All staff must sign a Confidentiality Agreement Form.

REPORTING VIOLATIONS

Employees are encouraged to talk to the Executive Director when in doubt about the best course of action in a situation. The making of a report does not mean a violation has occurred. **Moody Early Childhood Center** will investigate each complaint, and the subject person will be presumed not to have violated this Code unless the investigation reveals that a violation has occurred.

CONCLUSION

Every employee is responsible for assisting **Moody Early Childhood Center** in the implementation of these policies and it's expected to adhere to these policies, not only in practice, but also in spirit. Employees violating these policies, or any other policies of **Moody Early Childhood Center** are subject to corrective action up to and including termination of employment.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received and read the **Moody Early Childhood Center** Employee Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with **Moody Early Childhood Center** is at will and may be terminated by the Executive Director/Deputy Executive Director of the **Moody Early Childhood Center** at any time for any reason or without reason. I understand that nothing in the Personnel Policies and Procedures handbook or in any oral statement or representation by any employee or representative of **Moody Early Childhood Center** shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. I also understand that any or all of the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by **Moody Early Childhood Center** at any time with or without notice.

EMPLOYEE NAME PRINT

DATE

EMPLOYEE NAME SIGNATURE

DATE

MECC MANAGEMENT SIGNATURE

DATE

EMPLOYEE CONSENT AND AGREEMENT TO DRUG AND ALCOHOL SCREENING

I hereby agree, upon a request made under the drug/alcohol testing policy of Moody Early Childhood Center ("MECC"), to submit to a drug or alcohol test and to finish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under Moody Early Childhood Center policy, or if I otherwise fail authorize and give full permission to have the Moody Early Childhood Center and/or its Moody Early Childhood Center physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility involved in a legal proceeding or investigation connected with the test. Finally, I authorized the Moody Early Childhood Center to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test. I understand that only duly authorized Moody Early Childhood Center officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless the Moody Early Childhood Center, its Moody Early Childhood Center physician, and any testing laboratory the Moody Early Childhood Center might use meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test or even the reporting of the results. I will further hold harmless the Moody Early Childhood Center it is Moody Early Childhood Center physician, and any testing of laboratory the Moody Early Childhood Center might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures and explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, I have been told that if I have any questions about the test or the policy they will be answered.

I UNDERSTAND THAT THE MOODY EARLY CHILDHOOD CENTER WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT AND I AGREE TO SUBMIT TO ANY SUCH TEST.

EMPLOYEE _____ DATE _____

EXECUTIVE DIRECTOR _____ DATE _____

APPENDIX

