Employee Policies Manual
2015-2016
Welcome
Welcome to the Children’s Center at USC. The center is a model center of excellence in early care and education. As an employee of the center, you will be expected to exemplify excellence. By following the guidelines in this handbook, in addition to the NAEYC Code of Ethics, you will be well on your way to meeting this goal. This handbook provides an overview of our expectations and describes your responsibilities. You will be oriented on more specifics and will receive ongoing professional development to help guide your decision-making and best practice skills. Always keeps the NAEYC Code of Ethical Conduct at the forefront of all decisions concerning children, families, and colleagues. The Code can be accessed on-line. Go to NAEYC.org → Resources → Position Statements → Code of Ethical Conduct and Statement of Commitment.

Statement of Purpose
The Center serves a three-fold purpose. First, the Children’s Center at USC strives to provide a high quality environment and experience for young children and their families. Second, the Center is a lab site with the mission of supporting research and teaching related to young children and preparing USC students to work professionally with young children. Third, the Center serves as a demonstration and training site for South Carolina’s early child care and education workforce. Our mission is to provide the best quality education and care for children and to serve as a national model for early childhood education. In addition to providing a healthy learning environment for children, the Center provides an opportunity for researchers to study and implement the best practices in the classroom. USC students and faculty from education, nursing, school of library and information science psychology, art, music and medicine are involved at the center as part of their educational experiences.

At-Will Employment
This Handbook is prepared to provide you with information and guidelines. It is not a contract of employment between The Children’s Center at USC and you as the employee. Since South Carolina is an at-will employment state, you are not under contract for employment. Thus, employment with The Children’s Center at USC is not for a definite term. You or the center may terminate employment at any time, for any reason, or for no reason.

Non-Discrimination Policy
The Children’s Center at USC strives to treat each employee 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 their qualifications and without regard to race, age, handicapping condition, color, creed, gender, or national origin.

The Children’s Center at USC guarantees fair treatment of all employees. We strive 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 based 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 have a physical statement signed by a health official testifying that the employee is physically able to supervise young children.

The Children’s Center at USC provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of sex, race, national origin, religious belief, age, marital status/family structure, disability, sexual orientation, or veteran status.

No child will be denied access to activities, materials, or equipment on the basis of sex, race, national origin, culture, or family structure. Children will not be encouraged or discouraged in ways that reinforce stereotypes.

State Licensing Rules and Regulations
All staff are expected to be knowledgeable about South Carolina Licensing Rules and Regulations for Child Care and are expected to follow all procedures as outlined in those Rules and Regulations for the care of children. Any violations of licensing regulations must be immediately reported to the Director or Assistant Director. Failure to comply with regulations or report violations may result in disciplinary action, up to and including termination. Every classroom has a copy of the licensing regulations in the Communication Binder, and these may be referenced at any time. Regulations may also be found on the DSS website: http://childcare.sc.gov/main/docs/laws

NAEYC Guidelines
All teachers are expected to follow the NAEYC GUIDELINES. All staff are expected to adhere to the NAEYC Code of Ethical Conduct at all times. Teachers must provide warm, nurturing interactions on the child’s level. Such interactions
should provide guidance and developmentally appropriate early education. Direct supervision of every child is required at all times. Failure to provide supervision will be subject to discipline up to termination.

NAEYC ratios are important indicators of quality. The center strives to keep NAEYC ratios at all times. However, there may be times of the day when only the DSS ratios can be attained. Please be sure that you always adhere, at a minimum, to the DSS ratios. The center staff must report ratios to the administration when they go beyond the NAEYC guidelines. Make sure that you receive additional help when the number of children approaches the DSS legal limits. Ratio adherence is a dual responsibility between teachers and administration.

Never leave your group out of ratio for any reason other than an extreme child emergency that requires leaving the group for 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 safe ratio.

Orientation
All new employees are oriented to the Children’s Center at USC’s policies and procedures. Such orientations should begin on the first day of employment and continue through the first 30 days. Each staff member will be assigned a mentor to make sure that all procedures are explained and demonstrated. During the 60 day probationary period the center’s director(s) will evaluate an employee’s performance and her success meeting all expectations explained during orientation. Any staff member may ask the mentor or administration for further explanation or clarification of policies at anytime. It is each staff member’s responsibility to uphold center expectations at all times.

Coaching and/or Progressive Disciplinary Action
You are expected to follow all of the center’s policies and procedures to ensure the safety of the children in your care and to contribute to the center’s smooth operation. However, everyone occasionally makes mistakes or needs guidance for optimal performance of teaching and caregiving duties. When an employee needs guidance, progressive discipline procedures will be followed. Those procedures may include, but may not be restricted to the following: oral coaching or 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.

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:

- Neglect or physical abuse of a child
- All children shall be within sight of a staff member at all times. Unsupervised isolation is not permitted. If isolation from the group as used as a guidance technique children must always be in view. ISOLATION IS NOT A RECOMMENDED GUIDANCE TECHNIQUE.
- Forcing, withholding, or threatening to withhold food, toilet, nap or comfort item (i.e. blanket) from a child
- Leaving a child unattended (inside or outside)
- Allowing a child to leave the center with an unauthorized person
- Sleeping while supervising children
- Failure to report to work three consecutive workdays without proper notification
- Excessive or habitual absenteeism or tardiness
- Insubordination that shows gross disrespect such as threatening, using profanity, or yelling at administrators.
- Emotional abuse of children or adults is prohibited, including but not limited to: the use of profanity, harsh language or tone, demeaning or humiliating language in the presence of children.
- Threatening, humiliating, ignoring, corrupting, terrorizing, or rejecting a child is prohibited.
- Using children to discipline other children is strictly prohibited!
- Punishing an entire class for the behavior of a few children is prohibited.
- Neither drugs nor mechanical or physical restraints may be used to control children at any time.
- Discussing a child’s behavior in the presence of other children or a parent other than the child’s parents or legal guardians is prohibited. We honor and maintain confidentiality.
- Discussing personnel issues with parents or other staff such as evaluations, salaries, letters of reprimand, or another parent’s child, or any confidential school matters is prohibited.
- Falsification of center records (i.e. employment application, time clock, or other information in your records)
- Conviction of a felony for any offense committed while employed by the center
- Receiving a DUI conviction if you transport children for the Children’s Center at USC.

**Required Staff Training**
All Center employees must meet the annual training requirements dictated by DSS. Each employee must complete a total of 20 hours of CCCCD-approved training every calendar year. Training must include:

1 hour Bloodborne Pathogens
1 hour Physical Activity
1 hour Nutrition
5 hours Growth and Development
5 hours Curriculum
7 hours in other areas (e.g., professional development, child guidance, health and safety, special needs, etc.)

In addition to these 20 hours, staff must have current CPR and 1st Aid training.

Each staff person is responsible for understanding and meeting the annual training requirements. Any staff person who has not met the training requirements will be defined as an Unqualified Caregiver by DSS and not eligible to remain employed at the Center. The Center may identify training opportunities for staff, but it is each staff person’s responsibility to obtain the required training.

For more information, contact the Center for Child Care Career Development (CCCCD): sc-ccccd.net or 1-866-845-1555.

**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 only on a “need to know” basis. Do not discuss children’s developmental needs, health and medical information, or family information in public places such as the lounge or hallway. Others that do not have a need to know could hear such information. Follow the NAEYC Code of Ethical Conduct when deciding whether to share information. Protect the interests of each child and family by keeping confidentiality. Also, strive to be supportive of the Center’s efforts by avoiding negative or malicious discussions about center issues. Together we can achieve great early care and education. Stay positive and focused on the early childhood needs of the children in your care.

We expect all staff to show the same consideration to colleagues or anyone else affiliated with the Center. If you learn personal or medical information about a colleague, please keep it to yourself. The person will share their own information with others as they see fit; please allow your colleagues the dignity and respect of controlling information about their own lives.

Children’s records are open only to the particular child’s teacher, the director(s) or director designee, authorized employees of the Department of Social Services and the child’s parent or legal guardian. Children’s files will be kept locked in the front desk area. Staff/personnel records are open only to that staff member, the director(s) or director designee, and authorized employees of the Department of Social Services. Staff files will be kept locked up in the director’s office.

Do not use contact information or any other personal information about families or employees that you receive through the Center for personal or other non-center-related matters.

**Personal vs. Professional Matters**
The Center strives continuously to maintain a high level of professionalism. Please be aware at all times of how you are presenting yourself while at work. Parents, USC personnel, vendors, and prospective clients judge us on our professionalism and it is important to present our best image. Be professional in appearance, demeanor, conversation, and attitude at all times.

Occasionally, an employee may develop relationships with families or employees that extend beyond the Center. Any business you have with a family or employee that is not Center business should not be conducted at the Center. Please refrain from discussing any Center matters with families or employees outside of the Center, and maintain confidentiality at all times.

If you are connected with an event you feel may be of interest to other staff, you may submit a flyer to the office to be hung up in the Teachers’ Lounge. Only flyers that have been approved by the administration may be posted. The
administration reserves the right to approve or deny flyers for any reason or for no reason. Families are not to be solicited through the Center or with contact information acquired through the Center.

**Social Media Policies**

In this age of ubiquitous social media, we must be extra careful to maintain the confidentiality of each child, family, and employee. Social media platforms may include (but are not limited to): Facebook, Instagram, Twitter, YouTube, Snapchat, Tumblr, Vine, Blogs, online discussion boards.

Under no circumstances shall any Center employee post any information or image of any Center child or family on any social media platform. Employees shall not discuss Center business in public or on social media platforms. No employee shall publically defame or insult any Center child, family, employee, vendor, or affiliate.

**Cell Phones, Laptops and other Technology**

The use of cell phones, laptops, and other technological devices causes a distraction for teachers and takes their attention away from children. Staff walking around the Center using cell phones presents a very unprofessional appearance. Cell phones should remain turned off and put away during work hours and whenever you are around children. You may use your phone in the Teachers’ Lounge with the door closed, in the office, or outside of Center space. Please DO NOT use your phone in any classroom, playground, corridor, or rest room, whether you are on the clock or off. Wait until you have completely left the Center or completely entered the office or Teachers’ Lounge space before using your cell phone. The hallway by the time clock is not an appropriate place to be on your phone.

Laptops and other technological devices are to be used for work related activities only by classroom teachers at appropriate times, NOT when you should be supervising and interacting with children. Make sure family members have your work number in case of emergency. If you are expecting a call from your doctor office, mechanic, etc., give them the Center’s phone number and let the office know so that we may arrange for you to come out of the classroom to take the call.

Nap time is still work time; it is not a time for teachers to engage in personal activities, including texting, studying or leisure reading. Nap time is for attending to children, remaining alert to children and their needs, cleaning, reflection, repairing books, preparing for the second half of the day or for the next day, and other work-related tasks.

**Supervision of Children**

Appropriate adult supervision is required at all times, both in the classroom and on the playground. No child is ever to be left unattended or out of a teacher’s sight. Only employees of the Center count in supervision ratios. Employees who have not worked for at least 6 months in a licensed child care center may count in our ratios, but may not be left alone with children.

School age children must always be within a supervising adult’s earshot but may occasionally walk in the hall or to the restroom alone or with a friend.

**Ratios**

We strive to maintain NAEYC ratios at all times. We must always maintain DSS ratios as a minimum. DSS ratios must be posted in every classroom at all times. Teachers in two-year-old rooms and older may self-break at nap time once the children are settled and/or asleep. When one teacher is working with a small group, the other will mingle with other children all over the room, encouraging socialization, asking open-ended questions, helping children with self-help skills, and supervising blind spots.

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**Intoxication – child release policy**

If a parent/guardian or other authorized pick-up individual arrives appears to be impaired, intoxicated or under the influence of drugs, do not release the child to the person under any circumstance; we reserve the right to keep the child at the center. The teacher will consult with director and we will:

1. Contact another parent or another approved emergency contact person to pick up the child;
2. Call the Department of Social Services;
3. Call law enforcement.

The above procedures may be used in any order necessary depending on the circumstances.

**Tracking Policy**

As children enter the building, the parent will use his/her exterior key pad to enter a code at the front desk area. Parents will use the interior key pad to sign in and sign out.

A parent/guardian or another adult must accompany every child to the classroom and notify the teacher that the child is present. Please recognize that for safety reasons children may not walk to their classrooms alone. Teachers must be informed by a parent/guardian when a child leaves the classroom, goes outside on the playground and leaves at the end of the day. The Center is not responsible for the child until a teacher recognizes the child as being present.

Classroom teachers will enter the time of each child’s arrival and departure on the classroom’s Tracking Sheet. Do not leave this responsibility up to parents; it is your responsibility to know exactly which children are in your care at all times and to record their arrivals and departures.

Staff will count and record hourly (or as needed more often) throughout the hours of operation the number of the children present in each classroom.

Every time the children transition* to a different location, the teacher(s) will make a head count of the students and record the information on the Tracking Sheet. Make sure you match each child with their name on the Tracking Sheet. When children transition from one space to another, one teacher must be in front of the group and another teacher must be in back of the group with all of the children in between. Children should not go into a space before a teacher. A teacher should be the last person to leave a space to ensure that all the children are with the group.

*Transition means when children move from indoors to outdoors, from outdoors to indoors, when they enter and exit a vehicle or move to a new location in and around the center or anywhere else that we have responsibility for the child.

**Accidents**

The Children’s Center at USC strives to provide the best equipment, the best maintenance, and the best working conditions, so all children and adults will be safe while they are in our center. Close supervision of children is the best way to avoid accidents. Use risk management strategies to keep the environment safe and hazard free. Report or remove any unsafe equipment from your classroom or playground areas and notify the director if you are aware of hazards that need to be repaired. Safety is a joint effort that requires all of us to become risk managers. All accidents must be reported immediately to the director(s). Accident reports must be written and signed. They must be given to the parents, and copied for the child’s file and classroom files.

**Filling out an accident/incident report:**

**Vocabulary:**

Incident: any injury that is the result of aggression

Accident: any other type of child injury (e.g., scraped knee).

Use the same form to report incidents and accidents.

**How to fill out the form:**

Accident/incident reports should include:

- Child’s first name AND last name/Date/Time/Room the child is enrolled in
- A description of the accident/incident
- Teacher’s and Director’s signature

**Accident/incident reports should NOT include:**

- The other child(ren)’s name(s)
- Admission of any liability
Writing up the situation:
When writing up the accident/incident report keep in mind that the families will see the report before they see their child. The description should be complete and sensitive. A good accident/incident report includes:

- The cause of the accident
- How the child was affected
- How we attended to physical needs
- How we attended to emotional needs
- The child is fine now

Examples:
Don’t - “Mary fell off the tricycle and was bleeding all over the place. Ice and TLC were applied. 😊”
Do - “Mary was riding on a tricycle and lost her balance. She cut her left arm just below the elbow. We stopped the bleeding, washed with soap and water, applied Neosporin and a Band-Aid. A teacher comforted her until she was ready to play.”

After the accident/incident report:
The accident/incident log
After you have filled out the accident report you must fill out the accident log
The accident log remains at the front desk
This is the ONLY place you can write both children’s names in the same place
Used to keep track and monitor accidents

Path of the accident/incident report:
Child gets hurt.
Attend to the needs of the children.
Fill out accident/incident report.
Take accident/incident report to the front desk to be signed and copied 3 times for the child’s files. Parents receive the original, one copy goes to the classroom for the classroom file, two copies stay in the office (one for the child’s file and one for the Accident Report Log).
Assess whether the parents should be called and who should make the call.
Office personnel will fill out accident log (notebook at front desk) and file copies of the report.

Caring for Ill Children
The Children’s Center adheres to all DHEC regulations for including or excluding children from child care for illness. Help an ill child feel comfortable while he or she is still at school. Try to give the child some space away from others to help him or her feel more comfortable and to help minimize the spread of germs.

Taking a temperature:
Take the child’s axillary temperature (under the armpit)
Hold the thermometer under the armpit, lower the child’s arm, turn on the thermometer and wait until it beeps
Read the thermometer

We can administer medication to a child at school with the proper permission and documentation:
Medications must be in their original containers.
Medications must be accompanied by written permission from a physician or a prescription label.
Over-the-counter medications may be administered for one day only without written permission from a physician.
Dosage instructions on the package must be followed.
Parent must fill out Medication Consent Form in the office.
Medicines must be kept in the office, not in the classroom.
Parents may fax or email emergency consent for fever reducers if the child has a very high fever.
Parents must instruct teachers and administrators in the proper use of nebulizers, epi-pens, or other medical treatments.
Teachers must fill out the Medication Administration Log in the classroom after any medication is given.

Referral Procedures for Children with Different Abilities
If you observe any red flags or have any concerns about a child meeting developmental milestones:
- Notify the Director and document about two weeks worth of observations. You should be communicating with parents daily about their child’s development in a positive supportive manner. Share the child’s strengths and your concerns.
Begin filling out an ASQ and/or Social Emotional ASQ (teacher only)
Set up an Information Gathering Session with parents and teachers:
Ask parents about child’s development/behavior at home. Find out whether there have been any changes for the child, what their routines are, parent expectations, etc.
Request that the parents complete an ASQ and/or Social Emotional ASQ
Get permission for USC resource specialist to observe or call BabyNet or First Steps
Set up follow-up meeting with Parents, Teachers and Director
Share all observed information, forms and assessments
Continue follow-up meetings for Plan of Action to ensure provisions are being followed by school and home.

Resources and Referrals

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<tr>
<th>Agency</th>
<th>Contact Number</th>
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<tr>
<td>ABC Special Needs</td>
<td>803-935-5238 or 803-935-5281</td>
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<tr>
<td>ABC Child Care Voucher Program</td>
<td>1-800-476-0199</td>
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<tr>
<td>Adoption and Birth Parent Services</td>
<td>1-800-922-2504</td>
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<tr>
<td>AFDC/Food Stamps/Medicaid</td>
<td>1-800-868-0404</td>
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<tr>
<td>Child Find (Age Birth to 21)</td>
<td>1-866-SC-Find-1</td>
</tr>
<tr>
<td>BabyNet Central Office (Age Birth to 3)</td>
<td>1-800-868-0404</td>
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<tr>
<td>Department of Health and Environmental Control</td>
<td>1-803-231-6778 or contact your home school district.</td>
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<tr>
<td>Special Education Department (Age 3 to 21)</td>
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<tr>
<td>Richland County School District One</td>
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<tr>
<td>Child Abuse Hotline (National)</td>
<td>1-800-422-4453</td>
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<tr>
<td>Child Care Resource and Referral-Midland</td>
<td>1-888-335-1002</td>
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<tr>
<td>Department of Social Services</td>
<td>803-714-7300</td>
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<tr>
<td>Family Connection of South Carolina</td>
<td>1-800-578-8750</td>
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<tr>
<td>NAEYC (National Association for the Education of Young Children)</td>
<td>1-800-424-2460</td>
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<tr>
<td>Richland County First Steps</td>
<td>1-803-256-7237</td>
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<tr>
<td>South Carolina Program for Infant Toddler Care</td>
<td>1-803-777-0092</td>
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Standards of Appearance and Demeanor

Your use of discretion in style of dress and behavior is essential to illustrate your professionalism. Therefore, while performing duties for the Center, you are expected to dress in attire appropriate to the business environment and you are expected to behave in a professional and businesslike manner. Use good judgment in your behavior, at all times, to best represent yourself and the center.

**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 them loose. Nose piercings should be transparent.

**Tattoos** should remain covered.

**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, shoes should be appropriate for the situation. Only closed-toe shoes are permitted.

**Clothing** should be clean and in good repair at all times. You are hired to work with children and are expected to be down and on the floor frequently. Clothing must be appropriate to engage children in all types of activities throughout the day. Jeans are allowed; however, they must fit loosely with no worn spots, holes or lavish accessories. If leggings are worn as pants, your shirt must come down past your hips. Skirts and shorts should come down at least to the knee. Staff must wear professionally appropriate tops (no undershirts, low necklines, camisoles with thin straps, strapless tops or dresses). Your midriff and back should be covered by your clothing, even when bending or sitting. No underwear should be visible. All text and graphics appearing on clothing must be school-appropriate. Use a conservative outlook when deciding upon apparel.

**Hats** should be in good condition, have school appropriate text and graphics, and be worn in their intended orientation (i.e., brim facing front).
Use of tobacco products is not permitted on the center premises at any time. All tobacco-related trash, including butts and matches, will be extinguished and disposed of in appropriate containers where children cannot see, smell, or reach them. There will be no tobacco use in any Children’s Center at USC’s vehicle at any time. There will be no tobacco use in personal vehicles when transporting children on child care authorized activities. There will be no tobacco use by staff or volunteers when children are present. This includes both indoor and outdoor activities. Field trips, walks, and all other off-site activities and functions will be tobacco-free.

Perfume or other strong odors are not permitted.

Chewing Gum is not permitted in the center during instructional periods in front of children.

We strongly recommend that employees refrain from wearing or bringing any items of monetary or sentimental value to work. Expect to be actively involved with messy activities. Our attention should be always on the children, not on clothing or accessories.

Conflict Resolution/Grievances
When a concern arises, please discuss it first with the person involved to seek a resolution. If the concern is not resolved, discuss it with the director to seek mediation. If an agreeable settlement cannot be reached, a formal grievance may be submitted to the Chairperson of the Advisory Committee for review. In extreme cases, the President of the Development Foundation can review the grievance as well. After review, a final recommendation will be made. Every effort is made to provide a respectful and professional working environment. The expectation is to respect colleagues and support each other.

Mentoring
Mentoring is an important process for professional growth and development. It helps new staff become familiar with the Center’s policies and philosophies, and it helps experienced staff articulate these ideas so they may think about them more deeply. Staff who are in leadership positions are expected to mentor others in the ways of PITC, Constructivist Approach, and other Center philosophies. Staff who are knowledgeable about the Center’s policies and procedures are expected to help orient new staff. We will all work together to help new people become comfortable and part of the team.

Staff Schedules and Requesting Time Off
Hours of work are subject to change by administrators to meet the needs of our center’s families. Staff are responsible for clocking in and out appropriately, and for reviewing time sheets at the end of the pay period. Employees who are paid hourly may not exceed 40 hours per week without the advance approval of an administrator.

Staff who are scheduled to work six hours or more will be scheduled for a 30-minute break. Staff who are scheduled to work nine or more hours will be scheduled for a 60-minute break or more, for a total of eight work hours (ex. 8:30-5:30 with a 60-minute break, 8:15-5:30 with a 75-minute break). Any requests to alter the amount of time you are scheduled to take a break must be approved in advance by an administrator. Break times may vary depending on the needs of the children and the Center.

August is a time full of transition for our Center. Many children and teachers move into new classrooms, and many children join us from outside of the Center. As a high-quality school, it is vital that teachers are present to receive the new children, attend the training and work days, and be present at the start of the new session to set the tone. For these reasons, all staff are expected to work during the month of August, and not request time off.

On any workday, there will be no more than three employees off in order to ensure a safe and healthy daily operation. Time off will be granted on a first-come, first-served basis. Last minute requests for days off will be honored whenever possible and when coverage is available. Time off must be requested at least 2 weeks in advance. Teachers from the same team may not take the same days off. Classroom teachers, communicate with your team mate to ensure that there are no conflicts and make sure you are aware of each other’s attendance and schedule. Be sure to consult the Center’s Academic Calendar (published every July1) and the Time Off Calendar to ensure that you understand the required work days and request deadlines. Submission of a Leave Request Form is NOT a guarantee of time off.

- Look at the calendar to determine which days are available BEFORE making plans.
- Write your first and last name in pen in the appropriate slot, and the hours you are requesting off.
- DO NOT write your name where no slot exists.
- Classroom teachers, tell your team mate which days you have requested off.
• If you change your mind about taking a day, remove your name from the calendar and let Sherry or Leanne know in writing.
• If there is unused time on the calendar and you wish to sign up less than 2 weeks in advance, you MUST speak directly to the Director or Assistant Director before adding your name to the calendar.
• If days are blocked off because staff are required to work, do not sign up for them since you are required to work. If days are blocked off for a different reason, follow the instructions indicated on the calendar to submit a request.
• It is your responsibility to check the Children’s Center Academic Calendar to know when important events are scheduled to occur that you are required to attend. Do not submit Leave Requests for required work days.
• If the time-off calendar is not yet up for the time you wish to request, or if the calendar says “use a leave request” on that day, ask an administrator for a Leave Request Form.
• If you have followed these procedures your request will be approved. Requests that do not follow the policy or procedures will not be considered.

What to do if the day you want is already full:
Choose a different day.
Consider switching shifts with your team-mate if that will accommodate your request.
Ask the other people signed up for the day if they are able to switch days.
After trying the above ideas, let Leanne or Sherry know that you are interested in the day. If someone else cancels, we may be able to approve your request.

Employee Illness
We have a unique work environment in that if one employee is out, another one MUST be there in his or her stead. It is important for adults to find a balance that includes taking care of themselves and also meeting their responsibilities as professionals. Employees are expected to make the effort to attend work as scheduled. Occasionally, an employee may need to call out due to severe illness. In order to facilitate safe, appropriate care for children, you are expected to call the Center at least two hours before the start of your scheduled shift to allow time to obtain a replacement, earlier if possible. In cases of emergency, you should call as soon as possible. Excessive absences will result in disciplinary action, up to, and including termination.

Paychecks
We use an electronic payroll system, so all staff must complete a Direct Deposit form in order to receive their paychecks. You will receive a paystub via email on Tuesday or Wednesday and paychecks are deposited biweekly on Fridays. You are responsible for checking your paystub and bank account to ensure that your paychecks are accurate and being deposited appropriately.

Receiving Information from the Center
The Center will regularly send important information to staff via email or other methods. Staff are responsible for providing an accurate mailing address, phone number, and email address to the Center, and for updating this information as necessary. Staff are responsible for receiving and understanding information sent by the Center, and for seeking clarification as needed.

Hours of Operation
The hours of operation are from 7:00 am to 6:30 pm, Monday through Friday. In case of severe weather or natural disasters, the Center will follow the decision made by the University of South Carolina. USC’s closings or delays will be broadcast on local radio and television stations and posted on the USC website www.sc.edu. The Children’s Center will open a half hour before USC when there has been a delay.

The Center’s calendar will be set on July 1st. All the staff must participate in all the school events, staff meetings, and workdays. The Center’s calendar is available on paper and also on our website: sc.edu/childrenscenter.

Benefits
Parking:
Parking on Center property is available for full-time employees. Parking for part-time employees is limited and is subject to review on a semester-by-semester basis. Employees are only permitted to park in the Center’s parking lot with a valid permit displayed and during hours they are at work. Parking spaces are labeled on the curb. Please park in spaces marked STAFF, PASS, or CDRC. If no other spaces are available, you may park in a space marked 15-MINUTE, but otherwise, please refrain from using these spaces. Vehicles are subject to ticketing or towing if they are backed in, do not
display a valid permit, or are parked in the BUS space, next to the dumpster, along the fence, or any area not designated as a valid parking space.

**Group Health Care:**
Group health care provided by Wellpath is available to all full-time employees working at least 36 hours per week. Enrollment must occur within 60 days of employment or during open enrollment annually. Dental and Vision insurance are also available to full time employees.

**Life Insurance:**
Life insurance is offered to all full time employees and is paid by the center.

**Retirement:**
Full-time employees are eligible to participate in a 403(b) employee contribution retirement plan through The Hartford Life Insurance Company.

**Paid Leave:**
Leave pay is earned after working two full weeks of service. Vacations are paid to salaried employees who work a minimum of 36 hours per week and are considered full time. You will earn 3.33 hours of leave per pay period (every two weeks) if you work at least 72 hours in the same pay period. If you work at least 36 hours per pay period you will earn 1.67 hour of leave. You may use the paid leave for sick days, vacation time, or personal days. You may carry up to 80 hours over to the next academic year. Any additional hours will be lost.

**Bereavement Leave:**
Bereavement time will be paid to all full time employees for up to three consecutive days of scheduled time lost due to death of an immediate family member, including: parent, spouse, child, brother, sister or spouse’s parent.

**Paid Holidays:**
The Children’s Center at USC grants holiday time off to all full time employees for the following holidays: New Year’s Eve, New Year’s Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day, the Day after Christmas, and Martin Luther King, Jr. Day. You must work or have approved leave for the day before and the day after the specific holiday to qualify for holiday pay.

**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 the center has a hardship during your assigned time, you may be asked to take the teacher pardon from jury duty with help from administration. Proof of attendance for Jury duty attendance must be submitted for the pay subsidy.

**FMLA:**
The center will follow the Family Medical Leave Act as applicable in case of the illness of an employee or employee’s family member or the birth or adoption of a child. Such leave shall be requested in writing and granted within the extent of the law.

**Conclusion**
We welcome you to our staff family. We are proud to have you as a member of the Children’s Center at USC’s staff. Good luck and best wishes for a long and satisfying career with our center. Share your passion for children daily and your rewards will be many! Please sign the attached forms that document your understanding of the enclosed policies.
### Employee Orientation Log

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I understand that it is my responsibility to read, understand, and follow all policies and procedures of the Children’s Center at USC.

__________________________     _____________________________     _________________________
Employee Name – Print                     Employee Signature                     Date

__________________________     _____________________________     _________________________
Orientation Leader Name – Print           Orientation Leader Signature          Date

__________________________     _____________________________     _________________________
Director Name – Print                    Director Signature                    Date