**KINGDOM KIDS CHILDCARE**

**STAFF HANDBOOK**

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**Spring Jackson**

Executive Director

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319-200-4275

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This handbook is intended to familiarize staff members with basic current Kingdom Kids Childcare policy, practices, and standards. An electronic version (PDF) of the handbook is available on our website at www.kingdomkidscr.com. A print copy of the handbook is available at initial hire and thereafter upon request. Kingdom Kids reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

**HISTORY AND WELCOME**

Kingdom Kids Childcare opened in November 2018 and caters to children from the ages of (Infants) six weeks- twelve months and (One Years) twelve to - twenty-four months, (Two Years) toddlers and (Threes and Fours) preschool with wrap around care. (School Age 5 years – Ten Years) Before and after school as well as a summer program is also offered. This facility offers care to ages six weeks-ten years old in several capacities. It is our desire to add extended hours care as well as transportation in the future.

Welcome to the Kingdom Kids family. We are so honored that you have decided to utilize and continue to build your skills with this great team. The Executive Director and Assistant Director welcome any suggestions that you may have to improve what we do here daily. The “open door” policy is executed and encouraged at Kingdom Kids. Feel free to voice your questions and concerns with us at any time so your continued success with the company can be nurtured. Thank you for being a part of the team!

**MISSION STATEMENT**

*“Some of the best years of life are spent as a child and later our scholastic years…” As adults in a fast-paced society, we sometimes forget just how precious and brief those years are.”*

At Kingdom Kids Childcare, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child’s own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create, and become a lifelong learner.

**PHILOSOPHY AND GUIDING PRINCIPLES**

Our program has a strong commitment to provide premium quality childcare including accessibility and diversity. We exist to attract and maintain client families with an open-door policy. It embraces all who desire to provide a better quality of care, preparedness and education for their children.

It is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles are excerpted from the *Iowa Early Learning Standards* (2006) and serve as the foundation for our curriculum.

• Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.

• Learning is sequential, building on prior understandings and experiences.

• Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.

• Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.

• Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.

• Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.

• All children have the potential to achieve the Iowa Learning Standards with appropriate supports and instruction.

**GENERAL CENTER INFORMATION**

**ADMINISTRATION:**

Executive Director: Spring Jackson

executivedirector@kingdomkidscare.com

319-693-1022

Director: Layloni Beard

kingdom@kingdomkidscare.com

319-693-0152

Site Supervisor:

[kingdom@kingdomkidscare.com](mailto:Lbeard032393@gmail.com)

319-200-4275

**HOURS OF OPERATION:**

Kingdom Kids is open Monday through Friday from 6:30am to 5:30pm. The center is closed for the following holidays:

***New Year’s Eve / Day***

***Martin Luther King Day***

***Memorial Day***

***Juneteenth***

***Independence Day***

***Labor Day***

***Thanksgiving Day***

***Day After Thanksgiving***

***Christmas Eve***

***Christmas Day***

**PROGRAMS**

There are 6 childcare programs offered at Kingdom Kids. They are:

• **Royal Room** 12 months to 24 months (1’s) 6 children

• **Great Room** 24 months to 36 months (2’s) 8 children

• **The Bailey includes: Half day preschool** 3 years 10 children

• **Enchanted Forest includes: Half day preschool** 4 years 16 children

• **Mystic Woods includes: Before & After** 5 – 10 years 16 children

**Summer Program** 3 – 10 years 26 children

**WELCOME ABOARD!!!**

I hope your journey with Kingdom Kids is lengthy and fulfilling of your employment goals. There is quite a bit of training and professional development required to prepare you for your position, SO LET’S GET STARTED!

These include... (To be completed before being put on the schedule)

**Screening**

* Background Check
* Fingerprints ($)

**PROFESSIONAL DEVELOPMENT**

**Training (Certificate)**

* Essentials (12hrs)
* Universal Precautions (1hr)
* Iowa Early Learning Standards (2hrs)
* Mandatory Child Abuse Reporter (2hrs)
* CACFP Steps to Success Modules (Varies)

**Training Videos (No Certificate)**

* CACFP Orientation Video (1hr)
* Handwashing Video (3min)
* Emergency Preparedness Video (11.5min)

**Trainings to come for Kingdom Kids employees**

* Mission/Vision/Culture
* Classroom Standard Operating Procedures (Age Specific)
* Site Supervisor SOPs
* Lead Teacher SOPs
* Associate Teacher/Float SOPs
* Cook SOPs
* Summer Program SOPs
* Transportation SOPs

**To be completed within 30-90 days of hire:**

* CPR/First Aid ($)
* Physical
* All Videos inside the Employee Portal

**GENERAL STAFF EXPECTATIONS**

**NEW STAFF ORIENTATION**

All new staff members will be asked to read the Kingdom Kids this staff and the parent handbooks. These can be located on the website kingdomkidscare.com. Prior to working in the classroom, the Director and/or Assistant Director will schedule an orientation meeting to complete required paperwork and review basic center operation and policies.

**ONBOARDING**

The onboarding process is a 90-day process to ensure that new employees are acclimated to the culture, vision, and mission that we have developed here at Kingdom Kids. It is a probation period to make sure that we empower and support each new employee to help foster a healthy and long-lasting experience at your center. We take our relationship with our employees seriously. Our wish is that they all feel like they are valued and have been given the best education, training, and support to be able to do their best for our client families.

**PROFESSIONALISM**

Each Kingdom Kids staff member is a childcare professional and is expected to act as such. The following general guidelines for professionalism should always be maintained:

• Arrive on time and stay entire shift, if needed.

• Is not absent from work on a regular basis and finds a substitute when necessary.

• Dress appropriately for interaction with children and parents.

• Take directions, suggestions and constructive criticisms, and follow through to improve performance.

• Respect confidential information regarding children, families, and co-workers.

• Display a positive attitude toward the entire center (the program, children, families and co-workers).

• Attend staff meetings and other Center events.

• Complete DHS required training courses in a timely fashion.

• Complete Kingdom Kids ongoing trainings.

**DRESS CODE**

Staff members are expected to observe the 3 C’s for appropriate attire at work as follows:

• COMFORTABLE – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Flip-flops and sneakers ***are*** appropriate footwear.

• CLEAN - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.

• COURTEOUS - Staff members interact with children and parents daily and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden. Certain articles of clothing are never appropriate for the work environment, including halter tops, strapless “tube” tops, short skirts/shorts, sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments.

It is expected that all staff members will present themselves and Kingdom Kids Childcare in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

**CELL PHONES**

It is important that classroom staff member’s attention ***always*** remains on the children. An instant lapse in attention could result in a serious accident, which, with appropriate supervision, would/could have been prevented. Therefore: Cell phones are not permitted in any of the program rooms. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, except while on an approved break.

It is expected that when leaving the center for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform the Lead Teacher **and** Director and/or Site Supervisor of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must always be maintained.

**COMPUTERS/TABLETS**

All Kingdom Kids-owned computers and tablets are to be used for work purposes only. Under **NO** circumstances may software be installed without the prior permission of the Director and/or Executive Director. Staff members may bring in a personal computer to use during nap / break time **ONLY**. The wireless network password may be obtained from the Director and/or Site Supervisor.

*Computer use is forbidden during all times other than nap/rest /break time*.

**UNMONITORED CONTACT**

For the protection of each staff member, we work in teams as much as possible. No staff should ever be alone with a single child. Another staff member should always be within sight/sound. It is important to remember there are cameras throughout the entire facility where parents could be watching at any time.

**PERSONAL BELONGINGS**

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. Personal belongings may also be stored in the staff break room. Kingdom Kids is not responsible for lost or stolen items.

**FOOD/MEALS**

Staff members may store a small amount of food in the break room refrigerator. All food should be clearly labeled with the staff member’s name and date. Food should be removed or discarded after one week or when spoiled. Meals should be eaten and prepared only during nap/rest time or during an approved break.

**HAND WASHING**

Staff members must wash their hands at the following times:

• Upon arriving at the center

• After **each** diaper change

• After helping a child use the toilet

• After wiping a nose, encountering saliva or any other bodily fluid.

• Before preparing meals

• Before and after mealtimes

• Before and after using the sensory table

• After removing gloves

• After using the restroom or handling animals (cleaning cages)

• After returning to the center from a break

• After coming indoors from the playground

\*\*Frequent hand washing with soap and warm running water for **at least 20 seconds** is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).

**STAFF MEETINGS**

All Kingdom Kids staff members are required to attend 12 staff meetings per year. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least one week in advance and must meet with the Director if unable to attend a staff meeting. There is a $25.00 fee for missed meetings and/ or receive a coaching, unless cleared with the Director. The required staff meetings are all paid meetings.

**EVALUATIONS**

Evaluations of a staff member’s performance will be conducted by the Director or Executive Director. Evaluations will be performed annually, except during the onboarding process. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member’s evaluation meeting and feedback will be included in the staff member’s evaluation. Staff members will be required to complete a self-evaluation prior to meeting with the Director and/or Executive Director.

**PERSONNEL POLICIES**

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Kingdom Kids staff members are expected to be:

• On-time and alert when scheduled to be at work.

• Careful and conscientious in performance of duties, including the use of positive words and actions.

• Respectful, thoughtful, and considerate of other people.

• Courteous and helpful when dealing with children, parents, visitors, and other staff members

**CONFIDENTIALITY**

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director and/or Site Supervisor. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children’s last names, address, phone numbers, etc. except for distribution to Kingdom Kids employees. Personal information should never be used for personal purposes. Iowa law specifically prohibits the sharing of information about children or staff members within a childcare setting without written consent on file from the parent, guardian, individual or court order allowing the release of information. This applies to outside professionals as well. You must seek *written* parental consent before consulting with an outside agency about a child.

In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

**CHILD ABUSE AND NEGLECT**

All Kingdom Kids staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

**CHILD ABUSE HOTLINE, Dept. of Human Services Linn County**

**1-800-362-2178**

Staff members may directly report suspected incidents of child abuse or neglect to the Iowa Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director and/or Executive Director of the report and together decide whether to inform the parents of the report.

If a Kingdom Kids staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Executive Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Human Services (DHS). Kingdom Kids will cooperate with any DHS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

**GRIEVANCE PROCEDURE**

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director and/or Executive Director in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member’s personal time.

**CO-WORKER COMMUNICATION**

Open communication between staff members, parents and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are always expected to function as a team member.

**PERSONNEL FILES**

Kingdom Kids maintains a permanent personnel file for each staff member. These files are confidential, and staff must arrange a time with the Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents, etc.

**SUBSTANCE ABUSE**

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director and/or Site Supervisor has probable cause to believe a staff member’s faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

**TOBACCO USE**

Cigarettes and smokeless tobacco products (including vapor and e-cigarettes) are prohibited on Kingdom Kids premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Kids Kab vehicles or in personal vehicles being used for the transportation of Kingdom Kids children, and while on field trips. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking and are suggested to spray their clothing and belongings, before returning to work.

**NON-DISCRIMINATION STATEMENT**

Kingdom Kids Childcare does not discriminate based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Kingdom Kids is an equal opportunity employer.

Kingdom Kids prohibits harassment of and by its staff members based on gender, race, age, color, national origin, religion, marital or veteran status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior. A staff member who feels harassed has the right to file a complaint with the Iowa Civil Rights Commission and/or the Equal Employment Opportunity Commission.

**TIMECARDS AND PAYROLL**

Each hourly staff member is responsible for clocking in and out each scheduled workday using designated clock in/out method. Staff members may not clock in more than 5 minutes before their scheduled shift and are expected to clock out no more than 5 minutes after their shift ends. If a staff member forgets to clock in or out, the Director must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay processing of a staff member’s payroll check until the following pay date. Payroll is processed every other week and paid out on Fridays bi-monthly. There are those instances, twice per year when there may be three paychecks in one month when there are five Fridays during that month.

**DIRECT DEPOSIT**

Direct deposit of payroll checks is available to all staff members. Interested staff should complete and return a Direct Deposit Authorization form to enroll. Processing may take one to two weeks; staff members will receive a paper check until direct deposit is processed.

**SUPPLIES**

Lead Teachers are responsible for reporting to the Site Supervisor and/or Director when supplies are running low so they can be replenished before supplies are completely depleted.

**REIMBURSEMENT**

The Director must first approve all purchases made by a staff member using personal funds. Any unapproved purchases may not be eligible for reimbursement. Original sales receipts should be submitted to the Director within one week of purchase to receive reimbursement. Reimbursement will be added to the following pay period and appear on the paycheck.

**PARKING**

Staff members should never park in any area that will block easy access for parents or childcare vehicles. Staff should always park as far away from the building as possible to allow parents and children to be able to quickly enter and exit the building during daycare hours of operation. This should include the rear of a parking lot or curbside parking if necessary.

**SUGGESTIONS**

Kingdom Kids is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and center. Staff members who have suggestions or innovative ideas are encouraged to place them in the suggestion the Directors mailbox for careful consideration by the Director and/or Executive Director.

**ATTENDANCE POLICIES**

**ATTENDANCE/PTO**

Excellent attendance is an expectation of all employees of Kingdom Kids Childcare. Daily attendance is especially important for all employees due to ratio requirements and expectations set by Kingdom Kids, parents and the Department of Human Services.

Consistency is crucial to creating a successful program. We make every attempt to put as few staff members in each classroom. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Regular absences will be subject to disciplinary procedure.

For employees to maintain their Full-Time employee status, as well as any Full-Time employee benefits, they must work a minimum of 140 hrs. per month. (Accrued PTO hours may be applied and counted toward the monthly hour requirement). If an employee does not meet the minimum required hours on any given month, the employee will not receive the accrued PTO hours.

If all allocated PTO hours for an employee have been used, the non-accrued hours will be deducted off the following years allocation. If an employee/employer terminates employment and an employee has used more PTO than accrued for the contract year, the employee is required to repay employer the overage hours. This payment will be deducted from the final employee paycheck. (Policy effective January 2023)

**EMERGENCY PERSONAL TIME**

Emergency [personal time](https://www.thebalancecareers.com/paid-personal-days-1917983) is made available to employees for such unscheduled events as personal illness, immediate family member illness, doctor appointments, or a death in the family.

Employees may use emergency personal time up to 4 times per year without penalization. Emergency personal time may be covered with accrued PTO time. On an annual basis, this is the equivalent of 56 hours. Employees may use emergency personal time up to 56 hours.

Employees who are using emergency personal time must call and talk to the Director and Site Supervisor as soon as possible, but no later than one hour before the start of their shift. If the Director or Site Supervisor is unavailable, employees may leave a message with both the Director and Site Supervisor with a phone number where they can be reached. The Site Supervisor or Director will then return the call.

Failure to call in will be considered a voluntary resignation from employment at Kingdom Kids Childcare.

**The number of minutes and/or hours an employee misses—or is tardy for work or from breaks—will be subtracted from emergency personal time allowed. Tardiness occurs when an employee is not at their workstation (or working) as scheduled.**

When an employee misses a punch, the employee should leave a note in QuickBooks Time on the next available punch in/out. Their time worked will be dealt with as if the employee has just arrived beginning with the moment they report to their supervisor. Time missed will also count as being tardy.

Employees need to make every effort to schedule for such things as doctor's appointments, classes, household repair appointments, parent-teacher meetings, and religious events and services on their day off or during the time before or after their scheduled shift. Employees may schedule time off, in advance (with at least one week or ASAP) —ONLY if the time off does not adversely affect co-workers or ratio rules.

When possible, within one's normal schedule, the employee may make up the time missed during the week in which the time was missed. Employees must have the permission of their supervisor to make up this time. Employees are not entitled to make up time but can do so **ONLY** at the discretion of the Director or Executive Director.

Consequences of Overuse of Emergency Personal Time

The accumulation of 12 tardies in a rolling year (i.e., any consecutive 12 months) is grounds for employment termination. Disciplinary action, that may lead up to and include employment termination, may start when the sixth tardy in a three-month period is recorded.

Disciplinary action, up to and including employment termination, will commence, for the overuse of emergency personal time, when 56 hours of absences have been accumulated. The disciplinary action will consist of a written warning for the next eight hours missed, then a three-day suspension without pay for the next eight hours missed, followed by employment termination when an employee has used up any hours over 72.

**ATTENDANCE BONUS FOR HOURLY EMPLOYEES**

Life events can interfere with work attendance. However, Kingdom Kids needs employees to use as few emergency personal hours as possible and to avoid tardiness so that Kingdom Kids can operate the business in an orderly and efficient manner.

Therefore, Kingdom Kids Childcare has established an attendance bonus system to encourage employees to show up for work and be on time.

The attendance bonus system is comprised of the following four components:

* Each employee who uses no emergency personal time and has no tardies in a calendar week will have their name entered into the monthly attendance drawing. The drawing is held at the monthly all-staff meeting. For each week the employee had perfect attendance, they can enter the drawing. One employee a month, whose name is drawn randomly, will receive $50.00.
* Each employee who uses no emergency personal time and has no tardies in a calendar quarter will receive a gift from Kingdom Kids, with an approximate value of $50.00, in appreciation of their attendance and commitment.
* Every employee who accomplishes the following attendance record in a calendar year is eligible to receive the stated annual bonus after the end of the calendar year.
  + If an employee misses up to 16 hours and has no more than one tardy, the employee will receive $100.00
  + If an employee misses up to 24 hours and has no more than two tardies, the employee will receive $50.00
  + If an employee misses more than 24 hours and/or has more than two tardies, the employee will not receive an attendance bonus.
* Employees who do not use any emergency personal hours will be paid for the unused hours; the employee will receive $300.00 after the end of the calendar year.

**LEAVE OF ABSENCE**

If you or an immediate family member has a recurring medical condition that results in frequent absences, you may qualify for unpaid leave of absence.

Be advised that a leave of absence must be arranged for in advance and does not necessarily relieve an employee from their responsibilities as set forth in this policy.

**SUBSTITUTES**

Staff members will be supplied with an approved substitute list and phone list at the beginning of each school year. Staff members are expected to use these lists to find substitutes when unable to work for any reason. (Vacation, illness, appointments, etc.)

**One full time staff member must always be in the classroom.** Situations in which all fulltime staff members are gone **MUST** be avoided. Staff members are expected to communicate with each other to ensure both staff members are not absent on the same day.

**SCHEDULES**

Kingdom Kids is open Monday through Friday, 6:30am to 5:30pm. All scheduling requests should be submitted in writing to the Director and/or Site Supervisor. Schedules will be created based upon the needs of Kingdom Kids and the children, as well as staff member availability.

Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily complete carry out Kingdom Kids responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.). In these cases, staff members will not always receive additional pay for work performed outside their normal work schedule.

**VOLUNTARY RESIGNATION**

Lead Teachers and Full-Time Assistant Teachers should submit a letter of resignation to the Director when resigning from a position. Kingdom Kids appreciates at least four weeks’ (for administration and two for all other employees) notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

**DISCIPLINARY PROCEDURES**

**UNACCEPTABLE JOB PERFORMANCE**

Kingdom Kids uses coaching as a positive way to correct unacceptable job performance. This is not a contractual obligation because all Kingdom Kids employees are “at will” which means an employee can be terminated at the will of Kingdom Kids for any reason or no reason. The following are the steps, which are taken using progressive discipline.

**STEP 1: Verbal Warning**

If a staff member’s job performance is not meeting Kingdom Kids standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are also discussed. Verbal warnings may be given for violation of Kingdom policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by the staff member **and** Executive Director and/or Assistant Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

**STEP 2: Written Warning**

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by the staff member and Director and/or Executive Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

**STEP 3: Termination**

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

• Commitment of child abuse under Iowa law

• Abuse of a parent/guardian of a child or another staff member

• Harassment

• Being under the influence of drugs or alcohol while at work

• Theft

• Possession of a weapon

• Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director and/or Executive Director.

**HEALTH AND SAFETY POLICIES**

**STAFF PHYSICALS AND TUBERCULOSIS SCREENING**

Each staff member must receive a pre-employment physical and tuberculosis (TB) skin test, performed within 3 months of beginning employment. Physicals and TB tests must be updated every **2 years**. Staff members will have a “grace period” of 30 days to turn in updated physicals and TB tests. After 30 days, staff members may be suspended for a period or fined no more than $10 per month the physical is expired, at the discretion of the Director and/or Executive Director.

**HEPATITIS B VIRUS (HBV) VACCINATIONS**

OSHA guidance for Hepatitis B vaccinations indicate that all staff members determined to have potential workplace exposure to human blood and other potentially infectious materials must be offered the Hepatitis B vaccination series at no cost to the staff member and within 10 days of hire. This series of immunizations is available at no cost to Kingdom Kids staff members, if arranged by Kingdom Kids. If a staff member has previously received the HBV vaccinations or wishes to waive his/her right to receive the vaccinations, a Hepatitis B Vaccination Consent/Waiver form must be completed.

**ILLNESS**

Our priority at Kingdom Kids is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

• **Fever** of 101 or greater, until 24 hours symptom free without fever reducing medication

• Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing

• **Diarrhea** (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.

• Blood in stools not explainable by dietary change, medication, or hard stools

• **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration

• Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness

• Mouth sores with drooling, unless a health care provider determines the sores are not contagious

• Rash until a physician determines that these symptoms do not indicate a communicable disease

• **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours

• **Head lice**, from the end of the day until after first treatment

• **Scabies**, until after treatment has been completed

• **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend childcare

• **Impetigo**, until 24 hours after treatment has been initiated

• **Hand Foot and Mouth** sores have dried and crusted and no fever

• **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever

• **Chicken pox**, until all sores have dried and crusted (usually 6 days)

• **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed

• **Mumps**, until 9 days after onset of symptoms

• **Hepatitis A virus**, until 1 week after onset of illness

• **Measles**, until 4 days after onset of rash

• **Rubella**, until 6 days after onset of rash

• Unspecified respiratory tract illness accompanied by another illness which requires exclusion

• **Herpes simplex**, with uncontrollable drooling

• **COVID 19**, an infectious disease caused by the SARS-CoV-2 virus

A child who becomes ill while at Kingdom Kids must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive.

Kingdom Kids reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

**NOTICE OF EXPOSURE & REPORTING DISEASE**

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families will be notified via the parent and staff communication app, Brightwheel.

In the event a child is reported to have a communicable disease, the Director will notify the health department. Additional information regarding illness or disease may be obtained from:

**Angela Easley**, **RN**

Hawkeye Area Community Action Program

(319) 538-4458

AEasley@hacap.org

**MEDICATION AUTHORIZATIONS**

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a start date and end date, a reason for the medication, and the dosage or medication cannot be administered. If a child becomes ill while at Kingdom Kids and a parent should request that medication be given, verbal authorization can only be given to the Director and/or Site Supervisor. A Medication Authorization Form will be completed by the Site Supervisor or Lead Teacher and must be signed by a parent upon pick-up.

Medications must be stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at Kingdom Kids. All medications must remain in their original containers with physician or pharmacists’ directions. The Medication Authorization Form must always remain with the medication. Unused medications must be immediately returned to the family and will not be stored at Kingdom Kids.

Medications may be administered only by Lead Teachers, the Director, or Site Supervisor. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances. Expired Medication Authorization Forms must be turned in to the Assistant Director to be filed in the child’s permanent enrollment file.

**STATE CRIMINAL HISTORY CHECKS**

Each staff member must complete a DCI Waiver Statement and Criminal History Check Form-B. A search will be completed and includes checks of Iowa Criminal History, Child Abuse and Sex Offender Registries. The cost of the check will be deducted from the staff members’ paychecks. ***Checks must be completed every two years.***

**NATIONAL CRIMINAL HISTORY CHECKS**

Each staff member must complete a DCI Waiver Statement and be fingerprinted by a certified technician. Fingerprint cards may be obtained from the Director. Fingerprints are submitted to the FBI and a check of national criminal history records is conducted. The cost of the check will be deducted from the staff members’ paychecks. ***Checks must be completed every four years***.

**ACCESS POLICY**

There will be limited access to Kingdom Kids Childcare. There will be an access code given to new employees upon hire to gain access to the building. Employees shall not give this code to anyone, at any time, for any reason. If you are entering the building and an unidentifiable person is approaching to gain access to the building, politely explain that you will have to allow them to enter the code on the door for access or ask that they knock and/or buzz in, identifying themselves to sign in and gain entry.

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has NOT had a record check and approval to be involved with childcare **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for childcare.

Those who do not have unrestricted access will always be under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director or Executive Director to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure. Non-agency persons, who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Iowa sex offender registry:

• Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.

• Shall not be on the property of the childcare center without written permission from the Executive Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Executive Director is not obligated to provide permission and must consult with their DHS licensing agent first.

**VISITORS**

All individuals who are visiting the center (i.e., someone who is not a parent or authorized pick-up person; or staff member) is required to sign in at the office before entering the center. The visitor is then required to sign out before leaving the building. Staff members are NOT allowed to have personal visitors unless given permission by the Director and/or Executive Director.

**POSITION DESCRIPTIONS**

There are four classes of employee at Kingdom Kids: Level I, Level II, Level III, and Level IV. A staff member’s “level” will determine eligibility for benefits such as paid vacation leave or health insurance, (when those benefits become available) as well as a staff member’s pay rate. There are different responsibilities, expectations, and qualifications for each level.

**LEVEL I**

*Scheduled 40 hours per week for a term of nine or twelve months per year*

***Site Supervisor***

General Job Description

Assist and support the Director in the daily operation of the center. Recruit new staff members and provide an orientation. Oversee Iowa IQ4K process, including monitoring adherence to program standards and practices, arranging Nurse Consultant visits and completing application procedure. Develop schedules for staff members. Audit and update personnel and enrollment files annually. Conduct formal and informal observations to evaluate teaching staff; provide counseling through immediate feedback and annual performance evaluations. Administer parent surveys annually; review feedback and set center-wide goals; assess progress at six month and 12-month marks. Review and edit staff and parent handbooks at least annually. Manage training requirements for staff members. Conduct center tours and provide program information to prospective clients. Substitute in classrooms as needed.

Required Qualifications

A.A. in Early Childhood Education or related field. One-year experience working with children birth through 12 years in a home or center setting.

Preferred Qualifications

B.A./B.S. in Early Childhood Education or related field. Two or more years’ experience working with children birth through 12 years in a home or center setting.

***Lead Teachers***

General Job Description

Implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme-related materials, and rotation of toys and equipment on a regular basis. Provide safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationship with parents and families. Assess all areas of development of children using the Creative Curriculum. Develop and maintain portfolio for each child. Conduct two parent-teacher conferences per year with each family.

Responsible for supervision and direction of Full-Time Assistant Teacher, Part-Time Assistant Teacher(s), Part-Time Aide(s), Volunteers. Maintain all certifications as required. Ensure compliance with all Iowa Department of Human Services rules and regulations.

Required Qualifications

*Infant/Toddler/Two-Year-Old Classrooms:* Child Development Associate (CDA) credential or equivalent or must be enrolled in CDA program. Two years’ experience working with children birth to two years in home or center setting.

*Preschool Classrooms:* B.A./B.S. in Early Childhood Education or related field; teacher licensure in early childhood. Two years’ experience working with children three to five years in a home or center setting.

Preferred Qualifications

*Infant/Toddler/Two-Year-Old Classrooms: A.A./*B.A. or B.S. in early childhood education or related field. Three or more years’ experience working with children birth to two years in a center setting.

*Preschool Classrooms:* Special education endorsement. Experience working with children with special needs and/or behavior disorders. One-year experience working in a preschool classroom.

**LEVEL II**

*Scheduled 40 hours per week for a term of either nine or twelve months per year*

***Full-Time Assistant Teachers***

Job Description

Assist the Lead Teacher in executing of weekly themes, lesson plans and daily activities. Observe, record and assess each child’s individual growth and development. Always maintain a safe, healthy environment for children. Actively engage in daily activities and routines with children. Ensure compliance with all Iowa Department of Human Services rules and regulations.

Required Qualifications:

High school diploma or equivalent. Two years’ experience working with children birth to five years, or school age, in a home or center setting.

Preferred Qualifications

CDA/A.A. in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential/equivalent. Two or more years’ experience working with children birth to five years, or school age, in a center setting.

***Full-Time Floaters***

Job Description

Always maintain safe, healthy environment for children. Actively engage in daily activities and routines with children. Maintain all certifications as required. Ensure compliance with all Iowa Department of Human Services and National Association for the Education of Young Children (NAEYC) rules and regulations.

Required Qualifications

High school diploma or equivalent. Two years’ experience working with children birth to school age, in a center setting.

Preferred Qualifications

CDA/A.A in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential/equivalent. Two or more years’ experience working with children birth to school age, in a center setting.

**LEVEL III**

***Part-Time Assistant Teachers***

Job Description

Assist in the implementation of weekly themes, lesson plans and daily activities. Supervise activities of children and provide stimulating activities. Maintain all certifications as required. Ensure compliance with all Iowa Department of Human Services rules and regulations.

Required Qualifications

At least 18 years of age. High school diploma or equivalent. One-year experience working with children birth to five years, or school age, in a home or center setting.

Preferred Qualifications

CDA/A.A./B.A./B.S. in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential. Two or more years’ experience working with children birth to five years, or school age, in a center setting.

**LEVEL IV**

***Part-Time Aides***

Job Description

Assist in implementation of daily activities and performance of daily routines. Maintain all certifications as required. Ensure compliance with all Iowa Department of Human Services and National Association for the Education of Young Children (NAEYC) rules and regulations.

Required Qualifications:

At least 16 years of age. Basic knowledge of safety and care practices for children birth to five years, or school age.

***Part-Time Floaters***

Job Description

Always maintain safe, healthy environment for children. Actively engage in daily activities and routines with children. Maintain all certifications as required. Ensure compliance with all Iowa Department of Human Services and National Association for the Education of Young Children (NAEYC) rules and regulations.

Required Qualifications

High school diploma or equivalent. Two years’ experience working with children birth to school age, in a center setting.

Preferred Qualifications

CDA/A.A./B.A./B.S. in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential/equivalent. Two or more years’ experience working with children birth to school age, in a center setting.

**BENEFITS**

**VACATION AND SICK LEAVE: See Attendance/ PTO Policy**

Accrued PTO can be used for scheduled vacation and sick leave.

**HOLIDAYS**

Kingdom Kids is closed in observance of the following holidays:

***New Year’s Eve & New Year’s Day***

***Martin Luther King Day***

***Memorial Day***

***Juneteenth***

***Independence Day***

***Labor Day***

***Thanksgiving Day***

***Day After Thanksgiving***

***Christmas Eve***

***Christmas Day***

All Level I and II staff members are eligible for paid holidays. The Director will provide additional information to eligible staff members upon hire. If the holiday falls on a weekend day, Kingdom Kids will close one day during the week. For example, if New Year’s Eve falls on a Saturday, Kingdom Kids may close on Friday.

**HEALTH INSURANCE: Not yet offered at Kingdom Kids**

**DENTAL INSURANCE: Not yet offered at Kingdom Kids**

**RETIREMENT BENEFITS: Not yet offered at Kingdom Kids**

**DISCOUNTED CHILD CARE**

All Level I and II staff members are eligible for discounted childcare. The Director will provide additional information to eligible staff members upon hire.

**REFERRALS**

If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for $100 referral bonus or $100 in childcare uniform or merchandise.

Additional rules for rewards:

* We guarantee that rewards will be paid out within 30 days of the date we hired a candidate.
* There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
* If two or more employees refer the same candidate, only the first referrer will receive the referral incentives.
* Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

### Who can be referred?

We have two conditions for candidates who can qualify you for our rewards. They should:

* Have not applied to our company for at least a year.
* Be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

Our company may use an online form or a platform where employees may refer candidates. You can also reach out directly to our [Director/HR/recruiters/Talent Acquisition Manager] with referrals.

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Keep in mind that rewards may be subject to taxation. Please contact Director or HR for more information.