

# **EMPLOYEE HANDBOOK 2016-2017**

**Vanderburg United Methodist Preschool  
Of  
Vanderburg United Methodist Church**

# **VANDERBURG UNITED METHODIST CHURCH PRESCHOOL**

**704-664-1625**

## **PHILOSOPHY**

Vanderburg United Methodist Preschool (VUMP) is for children who are ages two through five. Children are taught by teachers who are trained in the field of education and who strive to share happy, wholesome experiences with the children during their formative years.

The program is designed to provide a quality childhood education experience where children will grow in their self esteem and independence while working on their kindergarten readiness skills in a loving Christian environment.

The preschool will offer opportunities for physical, emotional, social and spiritual growth of the preschool child. Each child is viewed as a unique individual entitled to discover God's world at his or her own developmental level.

Children are invited to discover the world through creative experiences in science, music, art, dramatic play, and outdoor activities.

## **MISSION STATEMENT**

"With God at our center and parents as our partners, our goal is to nurture the total child... emotionally, cognitively, physically, and spiritually."

## **GOALS**

1. To create a work environment that provides opportunities for all employees for personal and professional growth and self-satisfaction.
2. To encourage all employees to support one another by sharing their ideas, experiences, knowledge, and skills.
3. To provide opportunities for training experiences and staff development activities. This will broaden employees' knowledge and keep them abreast of current trends and issues in the field of preschool education.
4. To recognize and reward successful employee performance as documented by annual evaluations.

## **POLICIES AND PROCEDURES**

Personnel will be interviewed and selected by the Preschool Committee and the Administrator of VUMP. Potential employees will be evaluated on the basis of their acceptance of the VUMP's philosophy and goals and experience and education. Final decisions will be based on these factors and the results of reference and background checks. The Preschool committee will then give all recommendations to the Pastor /Parish Committee for final approval.

Any person who has been convicted of child abuse or neglect, or physical assault on a child, or a crime involving illegal use of alcohol, narcotics, or other impairing drugs will not be considered for a position at VUMP. All employees will be required to sign a permission form for a police background check.

All employees must be willing to obtain and/or update training in First Aid, CPR, and the handling of blood-borne pathogens as well as Safe Sanctuary training.

All new employees hired are subjected to a 60 day trial period.

## **EMPLOYEE RECORDS**

All employees of VUMP must have a complete file of information. This file must include:

1. Tax forms including: W-4, NC-4, and I-9
2. Employee Application
3. Resume
4. A signed Job description "Offer of Employment"
5. Copies of employee credentials (Applicable Degrees, Certification, Certificates of Participation from professional development, etc.)
6. Signed permission for Police background check.
7. Copies of all employee evaluations
8. Any other forms required by the state, the Federal government, The United Methodist Church. (Safe Sanctuary)
9. Copy of CPR First aid certification.

## **PAY PERIODS**

All employees will be paid a monthly salary. Checks will be issued on the last day of each month, September through May. Consult your Employee Agreement regarding the days for which you are paid.

## FOOD

The VUMP provides snacks for the children and teachers. Teachers may partake of these snacks with their class. Eating and drinking in front of the children is permitted only during the time the children are having their lunch or snack.

Hot drinks (coffee, tea, etc.) are not allowed in the classrooms when the children are present.

## CLASSROOM DISCIPLINE

Physical punishment is absolutely not allowed and is grounds for immediate termination.

When inappropriate behavior is observed, the child should be redirected to an alternative activity. If the inappropriate behavior persists, time-out may be used. As a last resort, you may ask the Administrator to intervene by coming to your classroom. Under normal circumstances, children should not be left in the Administrator's office.

Parents do not need to be notified of a single, isolated incident of misbehavior. If a pattern of misbehavior emerges, or a particular misbehavior is repeatedly exhibited, parents should be notified in a calm, non-accusatory manner. If misbehavior becomes habitual, a formal conference involving teachers, parents, and a Administrator may be scheduled. Repeated misbehavior which shows no signs of improvement may be cause for removal of the child from the program, but only after all avenues to encourage change have been exhausted. **If it becomes necessary to write a note to the parents, you must share the note with the Administrator.** You should make a copy of the note and include it with the folder you will keep on each child.

## CONFIDENTIALITY

Our goal is to protect the child at all times and give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the preschool which is understood by pupils, parents/caregivers and staff.

VUMP seeks to put the child at heart of the learning process and to provide a safe and secure environment. It seeks to implement the underlying principles to address the issues, which may arise about confidentiality. It is important to recognize the responsibility to use, hold and safeguard information received. Sharing information is an erosion of trust. The preschool is mindful that it is placed in a position of trust and there is a general expectation that a professional approach will be use in all matters of confidentiality.

## GUIDELINES

1. All information about individual children is private and should only be shared with those staff that has a need to know.
2. All social services, medical and personal information about a child should be held in a safe and secure place which can not be accessed by individual other than school staff.
3. Parents/caregivers and children should be reassured that in exceptional circumstances confidentiality will be broken.
4. Staff should be aware of medical needs and have access to that information, but not on a general view to other parents/caregivers and children.
5. Staff should exercise prudence and consider the dignity of individuals during conversations on or off the preschool site.
6. Non members of staff, for example students and voluntary helpers, will be asked to follow the principles of confidentiality policy guidelines.
7. Non compliance to the confidentiality policy could result in termination of services without reserve.

## DRESS CODE

Employees are encouraged to dress comfortably but should always look neat and professional. Suggestive or revealing clothing such as short-shorts, tank tops, or low cut blouses are not allowed. Pants, skirts, dresses, or walking shorts (fingertip length) and attractive blouses, shirts, or sweaters and comfortable closed toe shoes are suggested.

## PHONE CALLS and TEXTING

Employees are expected to make personal calls before and after the school day. Only emergency calls should be attended to during school hours. You are expected to inform family and friends of our policy of only accepting calls of an urgent nature. **This policy includes cell phone calls and texting in the classroom or on school grounds.**

## SMOKING

Smoking is not allowed in any of the Church buildings or on the Church grounds.

## **HOLIDAYS**

VUMP will observe a similar holiday schedule as the Iredell-Statesville Public Schools. However, we WILL have classes when the public schools are closed for “Teacher Work Days.” A schedule will be distributed at the beginning of each school year.

## **SNOW DAYS**

### **Closing**

In the event that Iredell-Statesville School System closes due to inclement weather (snow, ice, etc.), Vanderburg Preschool will follow the same procedure. Please listen to your radio or TV for the school systems decisions, as we do not make a separate televised announcement.

### **Delays**

If the Iredell–Statesville School System issues a delay of two hours, Vanderburg Preschool will be delayed one hour with school opening at 10:00am.

### **Early Release**

If Iredell-Statesville School System releases school early due to inclement weather, Vanderburg Preschool will dismiss school at the same time followed by the elementary schools. Because of our class schedule, we usually cannot make up any days missed due to weather and there will be no refunds for any days that are missed.

In all of the above situations, the Administrator will call or text parents and staff as to any decisions announced due to inclement weather.

In the event of a school delay, staff should arrive at school by 9:30.

In the event of closings, staff may have an optional four hour workday offered.

## **VISITORS**

Parents may observe in the classroom at any time. They should never be asked to make an appointment. Professionals may observe in the classrooms by making arrangements through the Administrator. All visitors, including parents and personal acquaintances, should sign in at the preschool office when coming for a visit.

## **GRIEVANCE POLICY**

The VUMP of Vanderburg UMC observes an Open Door Policy and any questions, problems, or suggestions should be discussed first with the Administrator. If issues still remain unresolved, the problem will be presented to the VUMP committee chairman, Janice Brawley 704-663-0196 and/or the pastor in charge Tommy Conder 704-663-1690.

## **STAFF MEETINGS**

Staff meetings will be held as the need arises. In addition, there will be monthly planning meetings with teachers. All employees are required to attend all meetings which pertain to the performance of their jobs. Absences must be approved by the Administrator. Staff meeting dates will be given at the first staff meeting each year.

## **EDUCATIONAL WORKSHOPS**

Teachers will be required to attend all workshops scheduled by VUMP. If a teacher must miss a workshop, this absence should be discussed with the Administrator prior to the workshop. Scheduled workshops will be paid for in full by VUMP.

## **EVALUATIONS AND SALARIES**

All new staff of the VUMP will be evaluated twice annually. The first evaluation will take place in November and the results will be used to address any problems or concerns. The second evaluation will take place in May and the results will be used to determine salary increases and/or continued employment for the following year. Returning staff will be evaluated only one time per year and the results will be used to determine salary increases for the coming year.

Staff members will be given an "Employment Agreement", which will include the following information:

1. Position and job description for the coming school year
2. Salary
3. Schedule

This statement needs to be signed by the employee and returned to the Administrator to be approved by the Vanderburg Preschool Committee.

## **ABSENCES**

All employees of VUMP are encouraged to keep absences to a minimum, as excessive absences disrupt the continuity and goals of our programs. As soon as you know that you will need to be absent, notify the Administrator so that a substitute can be called. Your absences will be monitored and will be brought to your attention if they interfere with the quality of the program. Excessive absences can be grounds for dismissal or for not being asked to return the following year.

## ORIENTATION

All employees will receive an employment packet prior to beginning their work responsibilities. This will include a statement of philosophy, employee guidelines and policies, and other information as required by the VUMP Administrator, the VUMP committee, of Vanderburg United Methodist Church. All staff will receive a copy of the Employee Handbook and will be required to sign a statement confirming that they have read, understand, and agree to abide by the contents of the handbook.

## STAFF CHILDREN

Children of VUMP staff will be enrolled following the regular procedures for registration and enrollment. A child of a staff member will not be placed in the classroom with the parent. Children of staff members must adhere to the same rules and regulations as any other children in VUMP. Staff member's children should not be allowed to go into their teacher's classroom before 8:55 and they should be picked up as soon as possible after dismissal time.

School age children of teachers are welcome to come to VUMP with their parent in the event that public school is closed for the day. If you bring school aged children with you, they must stay with you in your classroom for the entire day. **These children should exercise appropriate behavior and not interfere with classroom management.**



## **HARASSMENT FREE WORKPLACE**

Consistent with VUMP policy of equal employment opportunity, harassment in the workplace based on a person's race, gender, religion, national origin, age, sexual preference or disability will not be tolerated concerning employees or applicants for employment or others the employee has contact with during the course of performing his/ her job.

VUMP prohibits any form of sexual harassment in the workplace. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy problems that may arise.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

The definition of sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary or inappropriate touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures in the workplace, sexually explicit or offensive jokes, or physical assault.

Any employee who feels that he/she is a victim of sexual harassment, including but not limited to, any of the conduct listed previously, by any supervisor, management official, other employee, congregant, vendor or any other person in connection with employment at VUMP should bring the matter to the immediate attention of the Administrator, Pastor in charge or a member of the VUMP committee.

Every effort will be made to promptly investigate allegations of harassment in as confidential a manner as possible and appropriate corrective action taken, if warranted.

After an investigation, any employee determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate corrective action up to and including discharge.

## **STAFF BENEFITS**

VUMP matches the employee- paid Social Security and Medicare payments.

### **WORKMAN'S COMPENSATION/ACCIDENT INSURANCE**

VUMP offers workman's compensation should an injury occur while on duty. The injury must be reported to the Administrator as soon as it occurs in order to be covered. In addition, each teacher is covered by an accident insurance policy during the time she is at school.

### **STAFF DEVELOPMENT/TRAINING/WORKSHOPS**

Registration for approved and/or required training opportunities and workshops will be paid for by the VUMP.

### **SICK DAYS/PERSONAL LEAVE DAYS**

An employee will receive one leave day per year equal to the number of days per week that they work. For example, 5 working days per week = 5 sick/leave days per year; 3 working days per week = 3 sick/leave days per year.

If any days are missed beyond the earned leave days, an amount equal to a day's pay will be deducted from the employee's pay check.

**Vanderburg United Methodist Preschool  
of  
Vanderburg United Methodist Church  
Acknowledgement of Employment Information**

I \_\_\_\_\_ have received the information relating to my employment with VUMP of Vanderburg United Methodist Church. As an employee, I understand and support the Philosophy and Goals of VUMP. I further understand that the Policies and Procedures are intended to guide the relationship between VUMP and me during my employment. I understand the information contained in the Employee Handbook and I am aware that the grievance procedure mentioned in the policies is available to me in the event of any disagreement on my part with any decision made under these policies.

I have carefully read the Policies and Procedures and realize that it is my responsibility to adhere to them and any additional material which may be issued to me. I understand that failure to observe these policies may be grounds for dismissal.

I have carefully read the Employment Handbook and agree with all the outlined terms and requirements.

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**(Employee's Signature and date)**

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**(Administrator's Signature and date)**