



**COMMON
GROUND**
childcare

care • quality • community

Employee Handbook

Version 5.0
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DISCLAIMER

Common Ground Child Care Center operates under the Laws and Regulations of the Commonwealth of Virginia and Fairfax County. The policies and procedures in this manual are intended to meet or exceed the minimum standards as set forth by the Commonwealth. If at any time, the Policies and Procedures do not meet the minimum laws, regulations and standards as published by Fairfax County and/or the Commonwealth of Virginia, the law, regulation and/or standard shall supersede and take precedence and the Director and Staff shall notify the Board of Trustees immediately.

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1 Introduction

1.1 Welcome

Welcome to the Common Ground Child Care Center. We are pleased that you have joined our staff, and look forward to working with you. This Handbook outlines employee privileges, benefits, and responsibilities. It also explains personnel policies and operating procedures.

Please read the Handbook carefully and refer to it as questions arise. If you have any questions, please ask your supervisor or a Director.

1.2. Goals and Objectives

Common Ground policies serve as a guide to the Executive Director, Assistant Director and Board of Trustees to assure informed and consistent interpretation and application of human resources decisions. They assist and guide the Executive Director, Assistant Director and Board of Trustees in supervising and counseling employees and to serve as a management tool in training newly hired or promoted staff and management and serve as one of the many tools to outline behavioral expectations to Center employees.

The policies in this manual are intended as a general guide to the personnel policies to be followed within Common Ground Child Care Center. These policies do not constitute either expressed or implied contractual obligations of Common Ground Child Care Center. Common Ground retains the right to amend, alter, or abolish any or all of these policies at its discretion as circumstances warrant.

This Employee Handbook is the property of Common Ground.

Policies are guidelines for action. Occasionally, exceptions can be made where circumstances warrant. Only the Board of Trustees may grant exceptions. If the exception is approved, a copy of the request and the decision will be recorded in the Board of Trustees meeting minutes (may be an Executive Board Meeting) and in the employee's personnel record. Exceptions do not invalidate basic policy or prohibit continued administration of the basic policy. The Director should notify the President of the Board of Trustees if he/she does not understand a policy or its application.

1.3 Common Ground History

Common Ground Child Care Center, located at 1700 Wainwright Drive in Reston, Virginia near Reston Town Center, is a not-for-profit corporation. The Center was started in 1972 by the Common Ground Foundation, an organization created to provide solutions for the needs of the community of Reston. The Center's goal is to provide high-quality child care to all segments of the community. The Center maintains this tradition through participation in the Fairfax County Child Care Assistance Program for low- and moderate-income families.

A member of the Reston Child Development Council, Common Ground Child Care Center is state licensed for 120 children. The Center has year-round child-care programs for children ages 6 weeks to 12 years. Before- and after-school programs and summer camp are provided for elementary school children. A part-time preschool program is also offered.

1.3.1 Philosophy toward Children

Common Ground Child Care Center believes every child is an important individual and must be treated as such. Our first priority is to help each child appreciate his/her own special qualities and feel loved and nurtured in the Center. Our program is designed to encourage each child to

develop motor, cognitive, affective, and social skills. Our program is structured to ensure a feeling of security, yet flexible enough to provide for individual needs.

1.3.2 Philosophy toward Staff

The staff at the Center work together as a team of professional childcare providers. Cooperation and consideration keep the working atmosphere friendly, warm, and pleasant. We know that each member of our team has special talents and ideas that help the Center succeed. We encourage you to share your ideas and make suggestions to foster the free flow of information.

1.3.3 Organization of the Center

Common Ground Child Care has an all-volunteer Board of Trustees whose members are ultimately responsible for all aspects of the center. They're entrusted with making sure that management decisions are in the best interest of the Center's staff and children and that the original ideals under which the Center was founded are upheld. The Board of Trustees also assists in fundraising, mobilizing volunteers, and organizing parent meetings and workshops. The Board delegates much of its authority to the Directors and Administrator who, in turn, ensure that the day to day operations and the Board's standards and policies are implemented and maintained.

1.4 Mission, Vision, Values and Service Standards

Common Ground's Mission, Vision, Commitments, Beliefs and Behavioral Standards guide our actions as we carry out our duties every day. These principles recognize the dignity of all individuals and the responsibilities we have to our customers, our fellow employees and the communities in which we live and work.

1.4.1 Mission

To value every individual child and encourage emotional, social, physical, and cognitive development by providing a nurturing, engaging, and diverse environment that enhances natural curiosity and facilitates educational growth.

1.4.2 Vision

Provide a safe and nurturing environment for children that promote the physical, emotional, social, and cognitive development of each child. Important aspects of this environment are:

- caring atmosphere in which children feel at home, and can build self-esteem and self-reliance
- safe environment with age appropriate games and equipment
- balance between individual and group needs
- good health and nutritional practices
- developmentally appropriate programs that stimulate learning

1.4.3 Commitments

Educational Excellence • Caring About People • Community

1.4.4 Beliefs

Trust • Empowerment • Integrity • Partnership • Quality • Respect • Value • Compassion

1.4.5 Standards of Behavior

Professionalism • Confidentiality & Privacy • Sense of Ownership • Accountability / Personal

Responsibility • Commitment to Colleagues • Safety • Communication • Stewardship • Caring Relationships

Professionalism

- We follow all Common Ground policies regarding dress code, personal hygiene and jewelry.
- We do not gossip.
- We only eat and drink in designated areas.
- We are ambassadors of the organization promoting a positive image of Common Ground in the community.

Confidentiality & Privacy

- We protect our families' privacy by preventing the disclosure of child and parent information to any individual not involved in the child's care.
- We protect our employees' confidentiality by preventing the disclosure of their personal information to any unauthorized parties.
- We do not discuss personal matters in the presence of a child or parent.

Empowerment

Sense of Ownership

- We never say, "It's not my job."
- We own any parent/guardian's complaints received and take appropriate service recovery actions.
- We will ensure that all toys and equipment are maintained and returned to its proper place.
- We pick up and dispose of any litter we come across and clean up spills appropriately.
- We keep our center and classrooms clean and clutter free.

Integrity

Accountability/Personal Responsibility

- We continuously work to increase our knowledge and improve our skills.
- We seek and welcome feedback about our job performance and take responsibility to become more effective and efficient employees.
- We do what is right every time, all the time—even when no one else will know.
- We participate in, accept, and carry-out team decisions.
- We understand and follow all policies, regulations, and laws that apply to our work.

Partnership

Commitment to Colleagues

- We honor our commitments to each other and to those we serve.
- We anticipate and offer support, guidance and encouragement to each other.
- We respectfully inform and include our partners when changes are expected or required.
- We recognize the value of diverse workforce and remain open to new viewpoints, ideas, and talents.

Quality

Safety

- We follow "CHILD HEALTH & SAFETY POLICIES AND PROCEDURES."
- We practice error prevention techniques and use S.T.A.R. (stop, think, act, review).
- We communicate clearly and completely.
- We raise the "red flag" in the face of uncertainty.
- We report all safety hazards, accidents and incidents promptly and completely.

Respect

Communication

- We greet everyone with “hello,” a smile and eye contact and use “please and thank you.”
- We initially address and refer the parents and guardians of our children as Mr., Mrs., Ms., or Dr., and inquire how they would like to be addressed.
- We provide regular updates based on the individual needs of children and families.

Value

Stewardship

- We explore process improvement and curriculum change opportunities to improve quality, service and cost.
- We protect the assets of the organization.
- We consistently assess and adopt new methods and curriculum to improve our performance.

Compassion

Caring Relationships

- We seek to offer assistance to those we meet and escort people where they need to go, or find someone who can.
- We respond promptly to children’s needs and acknowledge their calls for help immediately.
- We never leave a child unattended.
- We take actions to provide comfort and support to our children and families.
- We seek to understand and respond to the diverse needs of the people we serve.

2 Non-discrimination Policies

2.1 Equal Employment Policy

Common Ground Child Care Center serves in, and practices, the principles of equal employment opportunity. The Center recruits, hires, trains, and promotes individuals, and administers all employment decisions, conditions of employment, and personnel actions, without regard to race, color, religion, age, sex, national origin or ancestry, marital status, status as a disabled or Vietnam Veteran, or status as a qualified person with a disability, or other protected status, in accordance with applicable laws. We will continue to ensure that knowledge, skill, and potential of all employees are utilized throughout the organization. Any incident or situation that you believe involves illegal discrimination should be brought to the immediate attention of your supervisor or to the Center Director.

2.2 Americans with Disabilities Act

Common Ground Child Care supports the policies of the Americans with Disabilities Act and is committed to treating all applicants and employees with disabilities in accordance with the requirements of that act. The Center will engage in an interactive process with any person with disabilities seeking reasonable accommodation, subject to the requirements of the ADA. Information concerning individuals’ disabilities and their need for accommodation will be handled with confidentiality and discretion.

2.3 Policy against Harassment, Discrimination and Retaliation

2.3.1 Policy

Common Ground Child Care is committed to providing a work environment that is free of all forms of unlawful harassment and discrimination. We prohibit unlawful harassment and discrimination in the workplace, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual or harassing nature may constitute unlawful harassment if:

- Submission to such conduct is made an explicit or implicit term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual or
- Such conduct has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Common Ground Child Care Center will not tolerate sexual harassment or any other form of harassment or discrimination based on sex, race, color religion, national origin, age, marital status, veteran status, handicap, or disability.

Harassment or discrimination in the workplace by any employee will result in disciplinary action up to and including termination. This policy applies not only to how employees treat each other but how employees treat Common Ground's students.

2.3.2 Procedure

If you are aware of behavior which you believe to be harassing or discriminatory in nature, you have an obligation to report the behavior immediately to either your supervisor or the Center Director (703) 437-8226. Providing confidential information of this type will enable Common Ground to take appropriate action to ensure that employees enjoy a work environment free from harassment. Information gathered under this policy will be kept reasonably confidential while allowing Common Ground to investigate the matter.

We will investigate any report of harassment. We will take whatever corrective action is deemed appropriate, including disciplinary action or termination of any individual who violates this policy.

Employees who make a good faith report or participate in an investigation under this policy are protected from retaliation. Any person that retaliates against any individual because he/she reported a good faith concern or participated in an investigation will face corrective action up to and including termination.

2.3.3 Reasonable Accommodation

Common Ground is committed to providing quality child care to all persons regardless of race, creed, color, gender, national origin, lifestyle or ability to pay. However instances may arise when an employee's personal values or beliefs may conflict with a specific curriculum or child care program.

Common Ground wishes to honor the cultural, ethical, and religious beliefs of employees. At the same time, Common Ground must ensure that the care or treatment of children and families is not compromised when employees exercise their personal beliefs. In cases where there is a conflict between child care requirements and individual employee's religious beliefs, that employee may request to be excused from participating in a specific aspect of the child care

curriculum or program. To ensure that such exclusions do not compromise child care, staff members are asked to inform the Director, confidentially, in advance and in writing when they become aware of specific aspects of child care that are contrary to their beliefs. It must include the specific care or treatment from which the employee is requesting to be excused and the reason for the request.

The Directorate will decide whether to accommodate the request. The Directorate will make a reasonable effort to provide alternative scheduling and or placement to avoid potential conflicts that could compromise child care. The request and the decision shall be maintained in the employee's personnel record.

The Center will attempt to make reasonable accommodations for all employees' requests for exclusion from child care resulting from a conflict with the employee's cultural, ethical, or religious beliefs. If the employee refuses to resume child care responsibilities after review or attempted accommodation of his or her request, disciplinary action, up to and including termination, may result.

3 Employment

3.1 Employment Policy

3.1.1 Purpose

Common Ground Child Care Center provides equal employment opportunities without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or veteran's status. The goal of Common Ground Child Care Center is to match qualified individuals to available job openings. Individual education, experience, skills and personal capabilities of every job applicant will be carefully evaluated in choosing a qualified candidate. It is the responsibility of every manager of Common Ground Child Care Center to assure affirmative implementation of this policy.

Common Ground Child Care Center conducts all employment practices in compliance with federal and state employment law. Employment is contingent upon a prospective employee having satisfactorily passed all parts of the employment process which includes successful interviews, acceptable references, a health and immunization assessment, background check, and a drug screen.

Employment with Common Ground Child Care Center is "at will" which means that either the employee or the employer is free to end the employment relationship at any time for any reason or no reason.

3.1.2 Identifying Qualified Candidates

- All vacant positions will have an approved job description listing the essential job functions, competencies and ideal candidate trait profile.
- All vacant positions will be posted within Common Ground Child Care Center for a period of five working days (Monday-Friday).
- All qualified internal candidates who apply during the initial five day posting period will be granted an initial interview.

The personnel records of internal candidates will be reviewed for work record, qualifications and eligibility. The Director should review the employee files before recommending an internal candidate for hire. The top candidates for all Program Lead, Teacher or Teacher assistant positions should meet with Program Leaders prior to being recommended for hire. Program

Leaders can conduct their meetings with the candidate(s) and make their collective recommendation and provide feed-back to the Director. If a Program leader is unable to meet with the candidate(s) during that designated period, then the Director shall rely upon the input and opinion from the other Program Leader(s).

Once an applicant for a specific job has been selected, the Director will arrange all aspects of employment (commitment letters, employment date, salary quotations, health assessment, etc.) Before a prospective employee begins work, he or she must successfully complete a health assessment and a drug screen. Anyone who refuses to undergo and complete any part of the health assessment and drug screen will not be allowed to begin work.

3.1.3 Pre-Employment Processing

New potential hires must satisfy the pre-employment processing requirements including presenting the required documents before hire, passing the drug screen, criminal back ground check, licensure verification and fingerprinting in applicable areas, and meeting the employee health requirements.

- Tuberculosis Health Screening Tests - In order to accept employment with Common Ground Child Care Center, new hires must provide the Center Director with a valid Tuberculosis or TB health screening test result for our files. The Fairfax County Health Department requires these reports to be less than 2 years old.
- Criminal Background Check - Prior to employment, all final candidates must provide a satisfactory Criminal Background Check in accordance with policy 3076 and the requirements of the Commonwealth of Virginia.
- Eligibility to work in the United States - All new employees will provide an I-9 form and other documentation showing that they are eligible to work in the U.S.
- Credit Background Checks - Credit checks will be conducted on candidates being considered as a condition of employment.

3.1.4 Employment of Youth

All hires must be at least 16 years of age or older. In accordance with Virginia statute, some positions require the minimum hiring age to be 18.

3.1.5 Verification of Academic Credentials

Candidates being considered for positions that require specific academic preparation must provide necessary information to allow for verification of the specific academic preparation as a condition of employment.

3.2 Staff Qualifications and Training

3.2.1 General Qualifications for Staff Members

Staff should demonstrate an understanding and respect for individual personalities and needs of children that include:

- Sensitivity to their feelings and problems;
- An ability to share in their enthusiasm and their desire to learn;
- An application of skills to provide a challenging environment for learning; and
- Use of materials, activities, and experiences that foster exploring, discovery, and questioning, to help children satisfy their natural curiosity, gain mastery and progress toward higher levels of physical, emotional, and intellectual development.

Each staff member shall also demonstrate willingness and ability to work amicably with her/his colleagues. In addition, each staff member must be able to work toward achieving the Center's goals within the context of its philosophy and its policies.

3.2.2 Staff Training – Day 1

Staff should receive the following training by the end of their first day of assuming job responsibilities:

1. Job responsibilities and to whom they report;
2. The policies and procedures listed in this manual and 22 VAC 15-30-490 A that relate to the staff member's responsibilities;
3. The center's playground safety procedures unless the staff member will have no responsibility for playground activities or equipment;
4. Recognizing child abuse and neglect and the legal requirements for reporting suspected child abuse as required by § 63.2-1509 of the Code of Virginia; and
5. Confidential treatment of personal information about children in care and their families.

By the end of the first day of supervising children, staff shall be provided in writing with the information listed in 22 VAC 15-30-490 A and the following:

1. Procedures for supervising a child who may arrive after scheduled classes or activities including field trips have begun;
2. Procedures to confirm absence of a child when the child is scheduled to arrive from another program or from an agency responsible for transporting the child to the center;
3. Procedures for identifying where attending children are at all times, including procedures to ensure that all children are accounted for before leaving a field trip site and upon return to the center;
4. Procedures for action in case of lost or missing children, ill or injured children, medical emergencies and general emergencies;
5. Policy for any administration of medication; and
6. Procedures for response to natural and man-made disasters.

3.2.3 Continuing Education

Program directors and staff who work directly with children shall annually attend 16 hours of staff development activities that shall be related to child safety and development and the function of the center. Staff development activities to meet this subsection may include up to two hours of training in first aid or cardiopulmonary resuscitation. Staff development activities to meet this subsection may not include rescue breathing and first responder as required by 22 VAC 15-30-590 and training in medication administration and daily health observation of children as required by subsection D of this manual.

Exception (a): Staff who drive a vehicle transporting children and do not work with a group of children at the Center do not need to meet the annual training requirement.

Exception (b): Parents who participate in cooperative preschool centers shall complete four hours of orientation training per year.

Exception (c): Staff who are employed at a short-term program shall obtain 10 hours of staff training per year.

Participation in continuing education activities is encouraged to be confined to non-scheduled work hours but this is often not practical due to the scheduling of course hours. If such activities are required to be during scheduled work hours prior approval must be given by a Director and is restricted to a maximum of 12 hours per annum (unless approved by a Director). Regular pay will be granted for an approved course whether it is during work hours or non-scheduled work hours up to the minimum amount required by the Virginia State Minimum standards.

3.2.4 First-Aid

All staff must be qualified to administer first-aid. Common Ground Child Care Center will arrange for or pay (subject to available funds) the tuition cost of a Red Cross First-Aid Course and CPR. New Staff shall be required to obtain CPR certification within the first 30 days of employment. Requests for reimbursement must be pre-approved by the Director prior to course registration. If the Director is able to secure such training at a substantially lower cost, the employee shall use best efforts to attend the lower cost program.

3.2.5 Staff Qualifications and Training Records

It is the staff member's responsibility to record all workshops and courses completed on her/his Staff Development Activities sheet kept in the staff development file maintained in the Director's Office. If the hours are not completed, the Director may suspend or terminate an employee and shall take course work into account during performance reviews. The Director may withhold a pay increase and bonus for the year not completed.

3.4 Employee Orientation

3.4.1 Purpose

Common Ground Child Care Center provides a formal structure of introduction and learning to assist new employees make adjustments to their new working environment. The Center Director ensures that any new employee participates in Common Ground Child Care Center's New Employee orientation program. The orientation program is designed to welcome employees to the Center, inform them of the Center's mission, vision, values, and commitments. Employees also learn about the Center's classroom procedures and commitment to our children's, families' and employee's safety. Employees must attend orientation on their first day of employment prior to assuming responsibility for child care or other activities. Employees rehired after a one- year break in service, must complete all new hire orientation requirements. Rehires with less than one (1) year break- in-service are required to receive classroom reorientation only. All other activities must be completed within the first 90 days of employment.

3.4.2 Common Ground Child Care Center's New Employee Orientation Program

New employees will receive the following overview:

A. Center Orientation

- Intro to Common Ground Child Care Center Culture
- Overview of Common Ground Child Care Center
- Safety and Error Prevention
- Compliance and Ethics, HIPAA, and Code of conduct
- Victims of Abuse
- Environment of Care, including Violence in the Workplace, Safety and

Security and Emergency Preparedness

- Common Ground Child Care Center Standards of Behavior, with a commitment to be signed by employee

B. Classroom Orientation topics:

- Role and function of the Classroom
- Children and families in the Class and staff teams and their functions
- Classroom policies, procedures and processes
- Special child needs
- Toileting and diaper change procedures
- Hygiene Program
 - hand washing
 - disposable gloves
 - contaminated Persons or clothing
 - contaminated Surfaces
 - contaminated objects
- Child Discipline

C. Employee Orientation Checklist

- The Center Director will develop a New Employee Orientation Checklist that includes the items listed above and orientation items specific to the classroom.
- After the orientation checklist is completed, it is signed and dated by the appropriate individuals and filed in the new employee's personnel record.

D. New Center Directors Orientation

- New members of the Common Ground Child Care Center Management Team will complete the orientation outlined above by the President of the Board of Trustees or their designee.
- The President of the Board of Trustees will make sure that new members of the Common Ground Child Care Center Management Team meet these orientation requirements.

The Center Director ensures that all orientation items are completed within the first ninety days of the individual's employment.

3.5 Initial Assessment Period

3.5.1

During the first 90 days of at will employment in every new position (including temporary and regular staff positions), an employee has an opportunity to get acquainted with the new role's requirements and expectations, and specific center policies and procedures to determine if the employment relationship will be a mutually satisfactory one. This 90-day period is called the Initial Assessment period. This Initial Assessment Period does not change "at will" employment.

3.5.2 Procedure

During the 90-day period, the Center Director is responsible to assure that the new employee receives appropriate orientation, instruction or training and the coaching necessary to

become effective in his/her new role. The Director will complete a 90 day initial competency assessment tool.

3.5.3 Performance Management Plan

To communicate role and performance requirements and expectations, the new employee should be given a performance management plan that will include a competency based job description/performance evaluation, which outlines the job-specific skills and/or knowledge a new employee will be expected to demonstrate during the 90-day initial assessment period.

To give a new employee a sense of his/her progress, each new employee will be asked to participate in coaching sessions, scheduled after 30 days and again after 60 days on the job. During these coaching sessions, the manager and employee will discuss the employee's progress toward meeting the goals of the performance management plan and will explore ways to make improvements, as indicated. Importantly, in the event that there is a mismatch, these coaching sessions may serve for transition planning purposes.

A 90 day initial competency assessment will be completed by the Center Director, discussed with the employee, appropriate signatures secured and included in the employee personnel file.

An employee who is unable to successfully demonstrate competencies identified in his/her initial performance management plan may be terminated prior to the end of the 90-day assessment period. The Center Director and the President of the Board of Trustees will review the situation and termination will occur without notice and without prejudice. An employee may resign at any time during the initial employment assessment period, without notice and without prejudice. Resignations tendered during this period may be considered effective immediately.

3.6 Personnel Record Confidentiality

3.6.1 Purpose

Common Ground Child Care Center maintains confidential personnel records and access to such records is limited.

3.6.2 Definitions

An employee personnel record is the official employment record of each employee, contains the following information:

- Employee Name,
- Employee current address and telephone number.
- Salary, wage, performance reviews and annual bonus and salary increases
- Social Security number
- Copy of State Driver's license
- Verification of age
- Job title, Job Description for all positions held, and date of employment or volunteering
- Name, address and telephone number of a person to be notified in an emergency which shall be kept at the center.

- Documentation of two or more references as to character and reputation as well as competency checked before employment or volunteering. If a reference check is taken over the phone, documentation shall include:
 - Dates of contact;
 - Names of persons contacted;
 - The firms contacted;
 - Results; and
 - Signature of person making call.
- Background checks as required by the regulation entitled Background Checks for Child Welfare Agencies (22 VAC 40-191).
- Written information to demonstrate that the individual possesses the education, orientation training, staff development, certification, and experience required by the job position.
- First aid, cardiopulmonary resuscitation and other certifications as required by the responsibilities held by the staff member.
- Health information as required by 22 VAC 15-30-180 and 22 VAC 15-30-190.
- Information, to be kept at the center, about any health problems which may interfere with fulfilling the job responsibilities.
- Date of separation from employment.
- Exception: Background check records for independent contractors must be kept in accordance with 22 VAC 15-51-70 of the background check regulation.

3.6.3 Access to Personnel Records

An employee may have access to his/her own personnel record to review the information in the file. He/She may add the following information, if approved for the inclusion by the Director:

- Statement regarding the information in the file.
- Certification and Continuing Education and Training information
- Letters
- Any other relevant information.

To access his/her personnel record, the employee must make an appointment to examine (with the assistance of the Director or a Board Member) the record in the Director's office. No information may be removed from the file during this process; however copies may be made of anything the employee has signed upon request. Supervisory personnel may examine individual employee records on a need-to-know basis only. If an employee is terminated, such files may not be accessed by the former employee unless court subpoenaed.

3.7 Employee Separation

All employees and staff who voluntarily terminate employment at the center should have an Employee Exit interview prior to their last day of employment. The Center Director will conduct the interview and report the results to the Board of Trustees. The Employee may opt to speak with the President of the Board of Trustees instead of the Center Director.

3.8 External References for Present or Past Employees

The personnel records of Common Ground Child Care Center employees will be maintained with respect and confidentiality. References may only be given by the Center Director upon written request to provide factual information such as job title and dates of employment.

3.9 Rehiring Former Employees

In many instances, an employee who terminates employment with Common Ground Child Care Center will choose to return. Employees who have been discharged for cause, per the Progressive Discipline Policy, will not be considered for rehire by Common Ground. The eligibility requirements for rehire include the following:

- **Prior Performance:** The employee must have exhibited satisfactory performance or better while previously employed by Common Ground Child Care.
- **Requirements:** Employees must meet all other employment requirements outlined in the Employment Policy.
- All “no-hire” status employees will be reviewed on a case by case basis with the Board of Trustees and the hiring Director to determine eligibility for re-hire. The Board of Trustees shall have the final decision making authority.

To be eligible to have benefits reinstated, the employee must have terminated employment with Common Ground Child Care Center within 12 months previous to re-employment. Employees rehired after 12 months will be considered new hires. All rehires will have a zero balance in their Paid Time off account. Grandfathered benefits prior to termination will not be re-instated upon rehire. Employees who are rehired will be subject to the same initial assessment period as any new employee.

3.10 Progressive Discipline

3.10.1 Purpose

Common Ground is dedicated to providing the highest quality child care and to creating an environment in which employees are productive and satisfied in their chosen fields of work. To help facilitate these basic objectives, Common Ground has established procedures, regulations, practices and standards of job performance. To help each employee be successful, Common Ground has adopted a system of progressive disciplinary responses to employee job-related issues and problems. The progressive disciplinary system supplements the Director’s and Assistant Director’s coaching of employees.

The goal of the progressive disciplinary system is to help employees to correct work-related problems. The degree of disciplinary response to any given situation will depend on the severity of the problem.

3.10.2 Group I and Group II Guidelines

Group I and Group II guidelines generally distinguish between violations that are subject to progressive disciplinary steps and those that are of such a serious nature that they require immediate reconsideration of the employee's fitness to continue working at Common Ground. When employees violate rules in either category, they may be subject to disciplinary action that can range from reinstruction to job termination. The circumstances and facts must be evaluated objectively before selecting and applying the most suitable form of response. The Board of Trustees must first approve any disciplinary action that will result in loss of pay or reduction in grade or that places an individual’s job in jeopardy.

3.10.3 Group I Violations

Progressive discipline can be appropriately applied to the following types of violations. The list is not all-inclusive.

- Unsatisfactory work performance
- Poor attendance
- Failure to give notice of absence. An employee must properly notify the Directorate in advance of absence from work. A no-call, no-show for one scheduled shift is considered grounds for written warning; for two scheduled shifts, grounds for decision-making day.
- Failure to observe Center working hour schedule. Starting times, quitting times, break times and meal times are established and defined by the Center for each classroom.
- Failure to notify the Directorate when leaving work location. Before leaving a regularly assigned work location, employees are expected to notify the Center Director.
- Abuse of time during assigned working hours.
- Accidental or inadvertent access to unauthorized confidential information or abuse of Center's authorization.
- Violations of Common Ground's Standards of Behavior.

Because the goal is to help the employee correct mistakes, the Director should remind the employee of Common Ground's policy at the first violation of that policy. At that time, the employee will receive instruction about the proper means of following the policy. Under some circumstances, this first step may be skipped, and the Director may move to the next step in the disciplinary procedure. In some situations, discipline may include suspension or termination.

1. Verbal Reminder: The manager has an informal discussion with the employee. Discussions may include documentation of a policy violation, ways to help the employee meet expectations and a clear explanation of expectations for the employee.
2. Written Reminder: If the problem recurs, or if any other problem occurs, the Director will provide a written reminder to the employee which the employee may sign as a receipt, not necessarily agreement with its contents. The reminder will outline the violation, summarize earlier conversations, and delineate expectations with reasonable time frames for achievement. The written reminder will also include a warning that an inability to meet the expectations will result in further disciplinary measures. At the written reminder step of progressive discipline, the employee is normally not eligible to apply for transfer to a new position for six months from the date of the written reminder. Any further disciplinary action that is appropriate at this stage must be reviewed and approved by the Directorate and the Board of Trustees or designee.
3. Decision-making Suspension: If an employee fails to meet the expectations and requirements of Common Ground, the Directorate may give the employee one-day's leave without pay. During this time, the employee is encouraged to evaluate his or her commitment to meet the specific requirements and expectations for continued employment. At the decision-making leave step of progressive discipline, the employee is normally not eligible to apply for transfer to a new position for one year from the date of

the return from the one-day leave. If the employee chooses to return to work, he or she must understand that any further problems may result in termination of employment. In some special cases, the employee will be given a final written warning, clearly indicating that the final written warning is "in lieu of" an actual suspension and that failure to correct the problem will result in further disciplinary action, including termination. It must be dated and all recommended corrective action listed. The employee will be asked to sign this final written warning acknowledging its receipt, but the employee may refuse to sign the notice. If the employee refuses to sign such an acknowledgement, this refusal will be witnessed and noted. A copy will be kept in the department employee file and a copy sent to the Board of Trustees. In such cases, the same documentation procedure should be followed using "Decision-Making Suspension."

4. Termination: Depending on the circumstances, the Director may initiate a termination after or in place of the above steps. The Board of Trustees, or designee, in consultation with the Director will review the proposed action and all supporting documents to ensure that the action is consistent with Common Ground policies and procedures.

3.10.4 Group II Violations

Group II violations of policy are of such a serious nature that they require immediate decision-making suspension or termination. In such cases, the Board of Trustees or designee will advise the Director about the propriety of the termination action. The Board of Trustees will discuss the planned termination and the facts surrounding the termination in detail with the Director prior to implementation of the termination. The Board of Trustees may suggest alternative courses of action when appropriate. The Board of Trustees must approve all actions at this level. When an immediate suspension subject to termination has taken place, the Board of Trustees will review the facts and the recommendation. The following list includes examples of violations that are cause for immediate decision-making suspension or termination. The list is not all-inclusive.

- Mistreatment of a child, visitor, volunteer or other employee.
- Smoking in an unauthorized area.
- Sleeping during scheduled shifts, except for authorized breaks in authorized break areas.
- Any act which might endanger the safety or life of others.
- Insubordination – disrespectful behavior towards the Director, Assistant Director or supervisor or refusal to perform work properly assigned by the Director or Assistant Director or supervisor.
- Repeated violation of Common Ground's safety rules.
- Falsifying any Common Ground records, including sick leave slips and applications for employment.
- Misrepresentation or withholding of facts in order to secure employment with Common Ground.
- Falsifying the employee's time card or the time card of another employee or permitting another employee to do so.
- Abusing, destroying, damaging, stealing, removing, or defacing Common Ground property, instruments, equipment or the property of others on Common Ground premises.
- Fighting or inciting others to fight on Common Ground premises.

- Bringing liquor, narcotics or illegal substances into any Common Ground operating unit, or consuming liquor, using narcotics or illegal substances on Common Ground premises, or reporting for duty displaying aberrant behavior which may be caused by liquor, narcotics or illegal substances.
- Carrying firearms or other dangerous weapons on Common Ground premises.
- Failure to return to work on expiration of PTO/leave of absence without proper notice.
- Misuse or disclosure of confidential Common Ground information to unauthorized persons.
- Using another person's data processing code or password, or permitting another person to use your code or password.
- Unauthorized duplication or use of keys or of any device used for locking or securing Common Ground premises or property.
- Acts or behavior that reflects unfavorably upon the reputation of Common Ground.
- Job abandonment. See Management of Absenteeism Policy.
- Deliberate and willful misuse or destruction of information system, deliberate unauthorized system access to gain unauthorized information.
- Non-compliance with maintenance if state/national licensure or certification, annual/mandatory competencies, or pre-employment/annual health requirements.
- Repeated failure to obey Group I Rules.
- Any and all other offenses that may have a serious effect upon Common Ground and its concerns.

When an offense occurs of such serious consequences that immediate termination seems appropriate, the employee will be suspended without pay until the Director and Board of Trustees of their designee investigate the facts of the offense and determine the appropriate response. If the facts do not warrant termination or decision-making suspension, the employee will be returned to duty with back pay and the written reminder step of the progressive discipline system will be implemented. If the facts warrant immediate termination, the employee will be terminated and all documentation will be submitted to the Board of Trustees and to the employee's file. Any alternative disciplinary action that seems appropriate must be reviewed and approved by the Board of Trustees.

3.11 Management of Absenteeism/Tardiness

3.11.1 Policy

Common Ground Child Care Center recognizes that employees may be absent from work from time to time. To assure that both employees' needs and Common Ground Child Care Center's mission can be accommodated in the event of such absences, Common Ground Child Care Center has established standards for attendance and procedures for giving notice of occasional absences.

The situation is very different, however, if an employee is chronically absent or tardy. Such attendance problems can jeopardize child care, overload the employee's co-workers and erode the efficiency and morale of co-workers. Illnesses and emergencies resulting in absence are an inevitable occurrence but for the Center this results in great difficulty in maintaining child/ teacher ratios. By goal and by law we must maintain minimum levels and the unexpected absence of staff can cause serious problems that may endanger the safety

of the children. This absenteeism policy provides for the identification, counseling and discipline of employees who are chronically absent and/or tardy.

The following standard is the minimum expected of employees. In some situations, employees who meet this minimum may, nonetheless, require counseling and discipline for attendance-related issues.

- Absenteeism will be considered excessive when the employee has more than three occurrences of unplanned absences in any three-month period.
- An absence will be considered unplanned if the employee does not schedule the day off in advance with the Directorate or supervisor or if an employee leaves early or arrives late for a shift without prior approval from the Directorate or supervisor.
- Absences that require consecutive days off will be considered an occurrence.

3.11.2 Recordkeeping

The Center Director shall maintain the following records:

- A. The Director will establish and maintain records of each "call-in" for absence or tardiness indicating the following:
 - Time of call
 - Date of call
 - Name of employee
 - Reason given for absence or tardiness
 - Name and phone number of the caller, if other than employee
 - Name of person taking the call
 - Location and phone number where an employee can be reached.
- B. The Director will establish and maintain annual attendance/tardiness records for each employee, indicating the following:
 - Days absent or tardy
 - Day of week absent or tardy
 - Reason for absence
 - Excused or unexcused

Continued excessive and/or questionable absences or tardiness after the supervisor issues a verbal warning will be handled in accordance with the Center's Policy on Progressive Discipline.

3.11.3 Job Abandonment

An employee who is absent from work for three consecutively scheduled shifts without proper notice to the Director, or a part-time employee who is absent an equivalent pro-ration of the regularly scheduled week without proper notice to the Director, will be considered to have abandoned the position and shall be terminated. The Director will send a letter by certified mail to the employee at his/her address of record, specifying that the unauthorized period of absence is considered job abandonment, a serious form of misconduct, and that the employee is being terminated unless they can show cause to warrant reconsideration of the circumstances of the absences.

3.12 Problem Solving

Common Ground Child Care Center is dedicated to providing a good place to work in which job-related problems and concerns receive prompt and courteous attention from management. Accordingly, employees are encouraged to bring their complaints about work-related situations to the attention of the Director. Employees will be provided with an opportunity to present their complaints and appeal decisions by the Director to the Board of Trustees. All appeals will be resolved promptly.

3.13 Professional Appearance

Personal appearance plays an important role in the public's perception of employees as professionals and Common Ground Child Care Center as an organization. We require staff to dress as professional childcare providers. Therefore, employees are expected to maintain a well-groomed appearance at all times keeping in mind the nature of their work, their safety and their coworkers and their need to interact with children, families and the public.

- Extremes in costumes, jewelry, hairstyles and perfume should be avoided unless permitted on special, Center-wide functions.
- Clogs or flip-flops are not permitted
- Hose or stockings that cover the feet should be worn at all times in the Infant and Teddy Bear Rooms and whenever shoes are removed in all other class rooms.
- Items of apparel that are provocative or disruptive should be avoided.
- Ripped or frayed jeans, pants or shorts are not permitted.
- Discrete shorts are permitted in the summer.
- Tank tops, tube tops, or bikini tops are not permitted.
- Every effort will be made to accommodate the disabled employee as long as safety, health and/or sanitation requirements are satisfied.
- Professional specialty pins and insignias are permissible; non-functional pins promoting other organizations or causes are not allowed.
- If an employee is a member of a religious group that wears certain dress, every effort will be made to accommodate the employee as long as safety, health or sanitation requirements are satisfied.
- Employees in child care areas must adhere to all regulatory guidelines related to personal hygiene.
- Abuse of the dress code may result in disciplinary action.

3.14 Speaking and Spelling Using Proper English grammar

Except when specifically teaching students a foreign language, Common Ground requires staff to speak and spell using proper English grammar. All Staff shall speak to the children, staff and families of students in a pleasant and respectful tone of voice. The use of slang or curse words or speaking to the children, staff or families in a vulgar or demeaning manner is NOT acceptable and may initiate the progressive discipline policy or be cause for immediate dismissal.

3.15 Annual Employee Education Record

Each staff member is required to complete the mandated yearly training hours as outlined in the Virginia State Licensing Regulations. Each staff member is responsible for recording

their own hours in the Common Ground Staff Training Log Book which is kept in the Employee Break Room.

3.16 Competency Assurance

Common Ground Child Care Center maintains a comprehensive program for ensuring that employees possess the skills and competencies required to safely and effectively provide child care and services. This program evaluates the individuals' competence before their employment begins, during and at the completion of their 90-day initial orientation periods and consistently throughout their employment with Common Ground Child Care Center. Included in this program are mechanisms for assisting employees with developmental needs while ensuring the child receives the appropriate care.

3.16.1 Pre-Employment

Job Descriptions and Position Posting

A job description, describing the required experience, education and other special qualifications including licensures and certifications, is maintained for every position in the Center. Vacant positions are posted to inform employees of career growth opportunities. Position requirements are included on this posting. Candidates, both internal and external, must meet the posted requirements in order to be considered an applicant for that position.

Employees receive and sign copies of their job descriptions prior to beginning work and whenever revisions are made.

Background Check, Licensure and CPR Verification

A background check, verification of academic credentials, social security number verification, and credit check (if applicable) is completed on each employee. These are facilitated through telephone and written inquiries. A driver's license record check is also done on all employees whose work duties involve driving vehicles owned by Common Ground Child Care Center. Unacceptable employment, criminal history, and/or driver's record verifications will result in the employment offer being rescinded. If an employee is rehired a background check must be done again.

Employees will be required to demonstrate CPR certification/competence. A system for ensuring the current licensure/certification of candidates for job classifications is maintained according to policy.

Drug Screening

All employment offers will be made contingent on the successful completion of a drug screen. If a drug screen result indicates the use of an illegal substance, the employment offer will be rescinded. If a drug screen result indicates the use of a prescribed medication, the candidate will be required to submit verification of the prescription and, in some cases, a medical statement validating that prescribed use of this medication will not impair the employee's ability to competently perform his/her job.

3.16.2 Initial Orientation Period

General Orientation

All Common Ground Child Care Center employees are required to attend General Orientation conducted by the Directorate. Employees complete a checklist to document their understanding of topics reviewed.

Class Room Specific Orientation

The Director will ensure that new employees receive a thorough orientation to their job responsibilities and department policies and procedures. A Class specific checklist is maintained for class room and is used to document the class-specific orientation process.

3.16.3 Ongoing Competence Assessment

Performance Appraisal

Employees will receive performance appraisals upon completion of a 90 day initial assessment period, and on an annual basis. Appraisals will be based on position-specific performance criteria. Performance deficiencies will be addressed and improvement objectives established.

Skills/Competence Assessment

Employees in positions involved with direct child care will be required to demonstrate to another care provider their competence in related skills. This demonstration will be documented on the Skills Competence Checklist.

Medication Errors

Medication Error policies are established for specific personnel who obtain training for issuing prescribed medicine. These policies indicate the corrective action that will be taken when an employee commits a medication error. The policy provides mechanisms to validate the employees' competence in medication administration.

Licensure and Certification Renewal

Employees in designated positions are required to maintain current, required licensure and certifications, including CPR. Employees who allow required licenses and/or certifications to expire will not be permitted to work in their positions until they have attained renewals.

Alcohol and Drug Screening

In addition to pre-employment, Common Ground Child Care Center will request employees to participate in a drug and alcohol screen at the time of an on-the-job injury or if the manager has reasonable suspicion that an employee is under the influence of drugs or alcohol.

3.17 Performance Management Process / Competency Assessment

Each staff person will be evaluated by a Director at least once per year, using the Performance Review form (See Appendix). Staff members might be asked to complete a self-evaluation sheet as well. The evaluation will be discussed during a conference between the Director and the staff member before it becomes a part of the personnel file

Common Ground Child Care Center conducts formal appraisals of each employee's performance at the completion of his/her initial evaluation period, upon promotion/demotion or transfer, and on an annual basis. Common Ground Child Care Center encourages a work environment that provides opportunity for current work performance feedback, self-development and professional growth while meeting our mission of providing quality child care in the diverse communities we serve.

3.17.1 Employee Status Change

Upon promotion, demotion or transfer, the employee appraisal date will be reset to reflect one year from date of new position and annually using that anniversary date thereafter. If an employee is out on an unpaid Leave of Absence for over 30 days, their review date will be deferred to reflect time absent. If an appraisal cannot be completed due to employee absence on approved leave, this will be documented on the performance appraisal for record keeping purposes.

3.17.2 Communication

Upon hire all employees will receive a copy of their performance appraisal form to review. The performance appraisal process will also be discussed in the general orientation.

3.17.3 Competency Assessment

Employees will be required to demonstrate their competence in performing specific skills needed to perform their jobs. Competence in performing these tasks will be assessed by another individual competent in the skills being evaluated. Checklists documenting the competence assessment will be completed and forwarded with the annual performance appraisal. As appropriate, employees' competence to perform the specific skills required to ensure the age-specific needs of the children will be assessed on an annual basis. Employees who are unable to demonstrate competence will be removed from performing such duties and will be provided needed training. Continued inability to demonstrate competence will result in transfer or termination. Failure to complete annual requirements within required timeframe will result in disciplinary action up to and including termination.

3.18 Competence Reporting

The Common Ground Child Care Board of Trustees will be advised annually of employee competence. The competence reports will be prepared by the Director no later than August 1st of each year and will cover the period from July 1 through June 30. Reports will contain the listings of satisfactory evaluations and unsatisfactory evaluations that require performance plans, educational efforts to maintain and improve competency, and will address competency of contract staff.

3.19 Termination of Employment

Common Ground Child Care Center endeavors to treat all employees fairly and in accordance with established policies. To that end, the following guidelines concerning resignation and termination are established.

3.19.1 Resignation

Employees who voluntarily terminate their employment with Common ground Child Care Center are expected to give reasonable advance notice. Reasonable advance notice shall be as follows:

- Directors & Assistant Directors – one month
- All other regular employees – three weeks

Resignation without reasonable advanced notice shall be noted in the employee's human resource file and may render the employee ineligible for rehire.

3.19.2 Termination

Termination of employees for cause/misconduct shall be in accordance with the provisions of Common Ground Child Care Center Progressive Discipline policy. Resignation or termination for cause during the initial assessment period shall not require that advance notice be given by either the employee or Common Ground Child Care Center Health System.

3.19.3 Final Pay

Final paychecks for all hours worked will be provided not later than the regular payday following the close of the pay period in which the employee last worked. When an employee reports to work and is then discharged, a minimum of two hours wages shall be paid for that shift in the final paycheck. Employee shall be compensated for all hours worked up to the employee's last day of work.

3.19.4 Eligibility for Rehire

The Directorate is responsible for indicating the employee's eligibility for rehire upon termination.

3.20 Possession of Weapons

Common Ground Child Care Center is committed to providing a safe environment for its children, families, visitors and staff. No weapons of any kind are allowed on the Center's Premises, vehicles or in vehicles being operated on behalf of the Center. Some examples of weapons can be defined as, but not limited to, any type of firearm, explosive weapon, or knife with a blade longer than three inches. Knives contained in the Center kitchen or Staff room shall not be removed from those areas. This policy applies to all staff and employees, vendors, visitors, children, or family members with exception for law enforcement officials in the performance of their official duties.

An employee coming in contact with anyone possessing a weapon except as stated above shall immediately notify the Director and Law Enforcement officials. Employees bringing a Weapon onto Common Ground Child Care's play area, or into the center or on St Anne's parking lot shall be terminated immediately.

In the event that anyone identifies a weapon present, the following shall immediately occur:

- All Children shall be removed from the area in which the weapon is locate and moved to a secure area.
- If the weapon is outdoors, all Center Doors shall be immediately locked after the Children have been secured. No-one shall be allowed into or out of the center until such time as law enforcement officials have cleared the area.
- The Director shall, as soon as practical, notify parents via the communication plan.

3.21 Business Interruption Emergency Policy

Common Ground Child Care Center may not be fully operational or may not be open during emergencies. If the Center is partially operational, employees are essential to our operations, and consequently, when requested by the Director, will be expected to make every reasonable effort to report to work in a timely manner at their regular starting time, unless otherwise directed. Where a business interruption has occurred and where business operations have ceased or been curtailed, employees will call in to the Director for further instructions. The Director will determine whether to close all or a part of the center, in the

event operating conditions, such as electricity, heat, etc., are affected or child safety and travel are jeopardized.

3.21.1 Guidelines

This policy outlines the process to be followed by Common Ground Child Care Center concerning staff attendance during an emergency, inclement weather, or during any other untoward event impacting working conditions.

During a declared emergency, Common Ground Child Care Center employees should make every reasonable effort to report to work at their regularly scheduled time unless they have been notified by their supervisor to do otherwise; or the Directorate has given them prior approval to perform work at home. Employees are asked to use their best judgment to determine how to get to work. When conditions are determined to be severe, the Director may declare all or a portion of the Center officially closed. The Director will determine an appropriate manner to communicate any curtailment of operations to employees before the employee is expected to report to work. These communication alternatives include direct email, CommonGroundChildCare.org, television, or radio media.

If an employee is notified that his/her program's operations have been curtailed, the employee will follow the following process outlined below:

- a) Contact the Director for reassignment

Employees not assigned to work on a regular basis may be called to fill in for employees unable to come to the center or remain at the center.

- b) If the employee has followed the procedure outlined above and the Director does not have an assignment, he/she has the option of taking the day off utilizing unscheduled PTO. Employees in their 1st 90-days of employment may also utilize unscheduled PTO. Note: if he/she has already reported to work and finds that (a) center operations have ceased or been curtailed, and (b) reassignment to other operating units is not an option, he/she will not be paid before having to use own PTO.

In the event an employee voluntarily elects to sleep at the facility for personal convenience in business emergencies, employees will not be paid for sleep time.

When a disaster plan is activated at an operating unit, the disaster plan will supersede this policy.

3.22 Bulletin Boards

Common Ground Child Care bulletin boards are located

- Inside the main entrance of the facility
- Outside of each classroom
- Inside each class room
- Inside the teacher's lounge

Bulletin boards are for official Center and Class communication. The posting of written solicitations on Center bulletin boards is restricted. These bulletin boards display important information for employees, parents and students. Information posted in the Staff lounge includes affirmative action, wage and hour, internal memorandum, job openings, organizational announcements, etc. All items on bulletin boards must have approval from the Center Director or the Board of Trustees.

3.23 Compliance & Ethics Program

Common Ground Child Care Center ("Center") is committed to conducting its business with integrity and in accordance with all applicable federal, state, and local laws. It is the Center's longstanding policy to prevent and detect unethical and unlawful behavior, to halt such behavior as soon as reasonably possible, and to discipline personnel involved in impermissible behavior. The Center may change its policies and procedures and/or impose disciplinary sanctions, if necessary to prevent further violations. It is imperative that all members of Common Ground Child Care Center's Board of Trustees, management, and employees:

- comply with the standards contained in the Code of Conduct (the "Code") and related policies;
- immediately report any potential violation of the Code and related policies to their supervisor, or Common Ground Child Care Center's President of the Board of Trustees; and
- assist Common Ground Child Care Center personnel and authorized outside personnel in investigating alleged violations.

All Common Ground Child Care Center employees will receive a copy of the Compliance and Ethics Program, the Code of Conduct, and related Common Ground Child Care Center policies.

- A. Employees should consult with the Director about any questions regarding the Compliance and Ethics Program, the Code, or related Common Ground Child Care Center policies. Supervisors should respond to any inquiry and refer the question to the appropriate personnel within Common Ground Child Care Center, if necessary.
- B. Employees should report to the supervisors of their operating units any suspected violation of the Code or related Common Ground Child Care Center policy; supervisors shall immediately report such information to the Board of Trustees.
- C. All management personnel shall have an "open door policy" to permit employees to report suspected violations of the Code or related Common Ground Child Care Center policies.
- D. The President of the Board of Trustees has the ultimate responsibility to review all reports of suspected violations of the Code or related policies. The President of the Board of Trustees shall, on a "need to know" basis, maintain the confidentiality of the identity of employees who report suspected violations.
- E. The President of the Board of Trustees shall establish and publicize a reporting system that facilitates direct reporting of suspected violations of the Code or related Common Ground Child Care Center policies to the President of the Board of Trustees. Employees who abuse the reporting mechanisms established under this Program by making unfounded, untrue or frivolous allegations may be subject to disciplinary action.
- F. Common Ground Child Care Center's reporting system shall be designed to ensure that questions regarding the Code, this Compliance and Ethics Program, or related policies are answered in a timely fashion and that such inquiries are treated confidentially and on a "need to know" basis.

3.24 Off Duty Employee Access

Off-duty employees are not allowed to enter or remain on the Center's premises unless the purpose of their visit is to attend to employment, classroom or child-related business. An off-duty employee is defined as an employee who has completed his/her normal scheduled shift. Special exceptions to this policy are made at the discretion of the Director.

3.25 Telephone Usage

Telephones are primarily used to conduct Common Ground Child Care Center (Center) Business. The

Center, however, provides telephone access to authorized employees in the staff break room for Center related business purposes and for limited personal conversations during staff break times. Common Ground Child Care Center prohibits the use of telephones that in any way that may be disruptive, offensive to others or harmful to general morale. Use of the Common Ground Child Care Center telephones is a privilege, not a right, which may be revoked at any time for inappropriate or abusive conduct.

Telephone calls that you make or receive are not confidential. Telephones are the property of Common Ground Child Care Center and may be monitored at any time. Confidential information must never be transmitted or forwarded outside of Common Ground Child Care Center, to employees, or support personnel who have no business reason for such information.

For incoming calls from parents/guardians and for other business purposes, a telephone log is kept in the office. The office staff will use best efforts to communicate messages about our children to the applicable lead or covering teacher in the classroom when they are received, however the lead/covering teacher for each class room is responsible to check the call log several times a day because messages about children's attendance, changes in pick-up, illness, medication, etc. are formally recorded there. It is our most important communication link with our parents for communicating a child's status to all other support staff for the classroom.

Our telephone lines are 703-437-8226 and 8227. When calling out, use one of these lines. The other two lines belong to the church. The office staff tries to answer most incoming calls. When they are unable to answer the phone, the answering machine is available to record messages.

Whenever answering an incoming call, staff must answer the call using the following proper telephone etiquette:

- We answer all phone calls: "Hello, this is Common Ground Child Care Center, my name is , how may I help you?"
- We respond to phone messages in a timely fashion.
- We ask permission before putting a caller into voice mail or on hold and thank callers for holding when we return.
- We refer any questions to the person in charge at the time.
- We leave all messages on the Administrator's desk and follow-up with the administrator to ensure the message was received.

The telephone in the staff room is intended for calls that must be made during the work day, such as making appointments, checking with children, etc. Since there are only two lines for all incoming and outgoing calls, extended social conversations cannot be accommodated.

3.26 Electronic Communications System Usage

Common Ground Child Care Center (Center) provides Internet and Electronic Mail (e-mail) access to authorized employees for Common Ground Child Care Center related business purposes. Common ground Child Care Center prohibits the use of communication systems that is disruptive, offensive to others or harmful. Use of the Common ground Child Care Center e-mail and Internet system is privilege, not a right, which may be revoked at any time for inappropriate or abusive conduct. E-mail that you send or receive using Center resources is not confidential. E-mail on the system is the property of Common Ground Child Care Center and may be read or retrieved at any time by the Director or the Board of Trustees. Confidential information must never be transmitted or forwarded outside of Common Ground Child Care Center, to employees, or support personnel who have no business reason for such information.

The displaying or printing of electronic information (text, images, video or sound) which is disparaging to others and is based on race, origin, gender, sexual orientation, age, disability, religion or political beliefs is not permitted under any circumstances.

Listed below are some, but not all, of the possible violations which breach information security and may cause penalties to be assessed depending upon the facts and circumstances of each situation.

- Accidental or inadvertent access to unauthorized confidential information
- Careless treatment of passwords i.e. keeping a written copy of your password in sight
- Abuse of authorized data access i.e. browsing data not needed for performance of job related activities
- Accessing information on children not directly or indirectly under your care
- Irresponsible disposal of printed confidential information
- Inappropriate use of the Internet
- Deliberate unauthorized system access. i.e. use someone else's USER ID and Password to gain access to unauthorized information.
- Deliberate disclosure of confidential information.
- Willful destruction or modification of confidential information.

3.27 Criminal Background Check

Common Ground Child Care Center conducts its employment practices in compliance with all federal and state employment laws. This adherence to the law is particularly important in screening potential Common Ground Child Care Center employees.

For applicants interested in child care service delivery, Virginia law requires a criminal history background check. Accordingly, all Common Ground Child Care Center applicants accepting direct child care positions, and those applicants who are hired to provide services under contract with a community services board, behavioral health authority or local government department, must provide personal descriptive information for the purpose of obtaining national criminal history records. Furthermore, all such applicants must supply written

consent and personal information necessary to search of the registry of founded complaints of child abuse and neglect maintained by the State Department of Social Services.

- A. Each applicant shall be informed during the interview process of the required criminal history background check. It should be clear that the background check would only be conducted if a conditional offer of employment were extended to the applicant. Applicants shall also be informed of the specific crimes, known as "barrier crimes," that would prohibit employment.

Criminal convictions include prior adult convictions and juvenile convictions or adjudications of delinquency based on a crime that would be a felony if committed by an adult within or outside the Commonwealth.

The barrier crimes are: murder or manslaughter; malicious wounding by a mob; abduction; abduction for immoral purposes; assault and bodily wounding; robbery; carjacking; extortion by threat; threat; any felony stalking violation; sexual assault; arson; burglary; any felony violation relating to distribution of drugs; drive-by shooting; use of a machine gun in a crime of violence; aggressive use of a machine gun; use of a sawed-off shotgun in a crime of violence; pandering; crimes against nature involving children; taking indecent liberties with children; abuse and neglect of children, including failing to secure medical attention for an injured child, obscenity offenses, possession of child pornography, or electronic facilitation of pornography; incest; abuse and neglect of incapacitated adults; employing or permitting a minor to assist in an act constituting an offense; delivery of drugs to prisoners; escape from jail; felonies by prisoners; and felony conviction relating to possession of drugs in the five years prior to the application date for employment or felony conviction relating to possession of drugs with continuing probation or parole or unpaid court costs.

Convictions also include convictions in other states that are equivalent to the barrier crimes set out in the Commonwealth of Virginia's regulations.

Additionally, interviewing applicants shall be informed of the child abuse and neglect registry search. Again, it should be clear that this search would only be conducted if a conditional offer of employment were extended to the applicant.

- B. If a conditional offer of employment is extended to an applicant and the applicant wishes to proceed with the employment process, the applicant, assisted by the Common Ground Child Care Center Director, must complete three informational forms within 30-days of hire.

A satisfactory criminal history record check report is one in which:

- An original hard copy or Internet inquiry reply from the Department of State Police is returned to the Center with no convictions indicated or convictions indicated, but no barrier crimes or other felony convictions; and
- There is no other knowledge that the individual has a barrier crime, or other felony conviction in the past five years, in Virginia or elsewhere.

Common Ground Child Care Center will not employ an applicant who is listed by a Local, State or Federal law enforcement agency as a sexual offender or who has a criminal conviction for a barrier crime. The Center shall immediately terminate any current employee who has

a disqualifying criminal record as per the Commonwealth of Virginia. Employees are required to immediately disclose changes in their criminal record.

The Director may, at the Center's discretion, perform a Criminal Background check on any staff member at any time in accordance with law.

3.28 Safety Compliance

Common Ground Child Care Center's Director and Board of Trustees believe that Common Ground Child Care Center employees consistently endeavor to practice safety in their daily work. Every employee has a responsibility to ensure a safe environment for children and co-workers. Every employee has a responsibility to act upon and report unsafe conditions, procedures, and processes. The Director at Common Ground Child Care Center has the responsibility to ensure that employees are providing care in a safe environment, using safe and efficient processes and systems. We support a safety system that balances the need to encourage reporting of safety errors, and to promote learning from those errors, with the need to assign appropriate accountability and take disciplinary action when required.

3.29 Supervision of Student Teachers

Students shall comply with Common Ground's policies and procedures at all times.

Students are under the direct supervision of the Center Director, Assistant Director and/or classroom lead or assistant teachers at all times.

- Employees are assigned as primary caregivers to a designated number of children assigned during their shifts. An employee assigned as a primary caregiver has the responsibility for the safety and wellbeing of the children assigned to him/her during his/her shift.
- A lead or assistant teacher supervising a student, trainee or volunteer is the primary caregiver for children assigned to the student, trainee or volunteer. The primary caregiver will retain responsibility for supervising the student, trainee or volunteer in their delivery of care, supervision and education to the children.

3.30 Unregistered Staff Children in the Workplace

It is inappropriate for children and other minor relatives of employees to be in the Center during working hours unless those children have been formally registered as students of the center. This policy is not intended to prohibit children or other minors and family members from being in the workplace during Center sponsored events.

3.31 Operation of Motor Vehicles on Company Business

The purpose of this policy is to establish procedures and outline responsibilities applicable to all drivers at Common Ground Child Care Center which will promote the following objectives:

- Establishment of a process and a criteria for identifying certain qualified employees who shall be authorized to operate Common Ground Child Care Center vehicles;
- Implementation of guidelines outlining Driver's responsibilities;
- Establishment of safety procedures which will foster a safe environment for our employees, and the public, as well as protect the assets of Common Ground Child Care Center.

3.31.1 Pre-Employment and Hiring Process: Director's Responsibilities

- A. The Director will determine, based on the job description, which jobs require the operation of a vehicle on a routine basis. Any employee holding a designated job will be subject to the requirements of this policy. Such jobs include:
 - Job descriptions which require the regular or occasional driving of an Common Ground Child Care Center-owned vehicle; and
 - employees who use their personal vehicles on a regular basis, where the driving of their vehicle is an integral part of their job:
 - However, employees whose use of their personal vehicle is occasional, for example, to attend a meeting at another school or training facility, are not subject to this policy.
- B. Director shall require that all candidates whose job descriptions require use of a vehicle for business purposes comply with the following requirements prior to an employment offer.

The Director shall require that the vehicle Driver read, complete, date and sign (where applicable) the following documents:

- Common Ground Child Care Center Driving Supplement to Employment Application (Exhibit

A)

- Common Ground Child Care Center Criteria for Driver Eligibility (Exhibit B)
- This policy.

Drivers should also submit a photocopy of the valid current driver's license from their state of residence.

- C. The Director will be responsible for the following:
 - Analyze information provided by the candidate and the motor vehicles record concerning driving history. Determine whether the candidate is eligible for Driver status based on the Common Ground Child Care Center Criteria for Driver Eligibility (Exhibit B). If comparison shows that the candidate or transferee is questionable or unacceptable, the candidate will not be permitted to operate vehicles for business purposes, and will not be eligible for the position which requires driving.
 - Maintain copies of the documents required in item 2 above in the employee's personnel record, and forward a second copy of these documents to the employee's department which will also maintain a Driver record file.

3.31.2 Driver Responsibilities

- A. Drivers will be responsible for operating Center-owned or personal vehicles safely while on business.
 - Drivers will obey all traffic laws.
 - Drivers will not operate a vehicle at any time that their ability to do so is impaired, affected, or influenced by alcohol, illegal drugs, prescribed or over-the-counter medications, illness, fatigue, or injury.

- Drivers and all occupants will wear safety belts at all times that the vehicle is moving.
 - Drivers will not use hand-held cellular phones while vehicles are moving. Hands free cellular phones are permitted unless otherwise prohibited by law based on the relevant jurisdiction.
- B. Drivers will maintain a valid driver's license, or a commercial driver's license, as appropriate for the vehicles they drive. A photocopy of a current license will be maintained by the Driver's department. If the Driver's license is suspended, revoked or cancelled, the Driver must notify the Director immediately, and will no longer be permitted to perform job tasks which require driving.
 - C. Drivers will maintain a record of safe driving, including personal as well as business driving. Drivers whose records are unacceptable according to the criteria in this policy will no longer be permitted to perform job tasks which require driving, and may be subject to termination of employment. Drivers whose records are questionable will be counseled by their supervisor and may be required to participate in remedial driving programs to improve their driving performance.
 - D. Drivers will immediately report accidents or driving violations (but not parking violations) which occur during business use of a Center-owned or personal vehicle according to the procedure outlined in section C below. Drivers are personally responsible for fines resulting from parking or driving violations.
 - E. Drivers will use Center-owned vehicles for business use only. Personal use of a Center-owned vehicle is strictly prohibited. Drivers will never permit the use of a Center-owned vehicle by someone other than another Common Ground Child Care Center employee who is qualified to drive under this policy. Unauthorized use of Center-owned vehicles will lead to disciplinary action, up to and including termination, and restitution may be required in the event of damage.
 - F. Drivers who use personal vehicles on a regular basis as an integral part of their job are required to maintain their vehicle in a safe operating condition. The Driver will ensure that the vehicle passes a state safety inspection annually as required by state regulations. In addition, the Driver should carry personal automobile insurance which will be the primary coverage in the event of an accident. A copy of the declaration page of the Driver's current insurance policy should be provided to the department.
 - G. Drivers will sign an acknowledgement that they have read and understand this policy, and that they agree to comply with the requirements of this policy. Drivers agree to provide necessary information for periodically confirming and reviewing their driving record.

3.31.3 Accident Reporting Procedures

- A. Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:
 - i. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
 - ii. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and

policy numbers, as well as the names and addresses of injured persons and witnesses. *Do not discuss fault with, or sign anything for anyone except an authorized representative of Common Ground Child Care Center, a police officer, or a representative of Common Ground Child Care Center's insurance company.*

- iii. Immediately report the accident to Common Ground Child Care Center's automobile insurance company by calling the 1-800 number on the insurance information brochure in the vehicle.
 - iv. Immediately notify the Director. If the Fleet Manager is not available, notify the Insurance Administrators in Common Ground Child Care Center's Corporate Finance Department.
 - v. Follow the instructions of the Director regarding having the vehicle repaired.
- B. If you discover damage to your vehicle and you did not witness the damage, or if your vehicle is stolen:
- i. You must notify the local police department immediately.
 - ii. Immediately notify the Director. Provide a copy of the police report to the Director.
 - iii. Follow the instructions of the Director regarding repair of the vehicle.
- C. If the Driver/employee is injured, the procedures outlined in "Employee Illness/Injury While on Duty" must also be followed. An Employee Occurrence Report must be completed by the employee or the supervisor and forwarded to the Employee Health Office for the employee's facility as soon as possible.

3.31.46 Contracted Employees

The responsibilities in this policy will also apply to contracted employees who drive Common Ground Child Care Center-owned vehicles. The agreement with the contractor will require adoption of the hiring criteria for drivers, and contracted employee drivers will agree to comply with the requirements of the policy, including annual motor vehicle record checks. The contractor will agree to terminate or transfer contract employee drivers who fail to comply with the policy.

3.33 Business Courtesies

The term "Business Courtesies" includes meals, food, gifts, gratuities, favors, entertainment, travel, lodging and anything else received or provided at less than fair market value. The term "Business Courtesies," however, expressly excludes parent hours, and contributions made to Common Ground Child Care Center so long as contributions: (a) are made in connection with broad-based, public fundraising activities or events and (b) are not solicited in a manner which suggests they will directly or indirectly affect or reflect the volume or value of business between the donor and Common Ground Child Care Center.

Common Ground Child Care Center employees must always adhere to the highest ethical standards and act in the best interest of the Center and the Center's children and families. The acceptance or extension of Business Courtesies may create a perceived or actual conflict of interest. Common Ground Child Care Center employees should never solicit Business Courtesies from any individual or company that does business or that may seek to do business with Common Ground Child Care Center.

For purposes of this policy, families with children enrolled at Common Ground Child Care Center are considered to have a business relationship with Common Ground Child Care Center. Common Ground Child Care Center employees should contact the President of the board of Trustees if they have questions regarding Business Courtesies that are not addressed in this policy.

A Center employee may be invited by a current or potential business associate or vendor to attend a meeting that includes meals, travel, and/or lodging. The Common Ground Child Care Center employee may accept such an invitation provided:

- The primary purpose of the meeting is to conduct business or is business related.
- The meal(s) provided are reasonable and necessary, and the cost does not exceed \$100 per meal.
- Any travel and lodging provided by the vendor is necessary for the business purpose of the meeting, reasonable and approved in advance by the Director.

Exception For Common Ground Child Care Center Sponsored Fund-Raising Events: The foregoing requirements do not apply to Common Ground Child Care Center sponsored events such as fund-raising events. A vendor's participation in a Common Ground Child Care Center fund-raising event is deemed to be for charitable purposes. An employee, with the approval of his or her director, may accept an invitation from a current or potential business associate or vendor to attend a Common Ground Child Care Center sponsored fund-raising event so long as the employee and director conclude that such acceptance will not affect the employee's judgment or impact his or her decision making. Questions about Common Ground Child Care Center sponsored events should be directed to the Director.

The acceptance of gifts by Common Ground Child Care Center employees can create the appearance of a conflict of interest. For this reason, the acceptance of gifts is strongly discouraged.

- A. An employee may not accept a gift from a child or family except as described in (C) below (perishable and consumable items). Families that wish to provide a gift should be asked to do so toward the Center's general fund, toward the improvement of the equipment or furniture of a particular class room, or that may be equally divided among or used by all Center staff.
- B. An employee, with approval of their Director, may accept a small gift with of nominal value of \$100 or less in a school year (for example, a promotional item such as a hat, t-shirt, inexpensive pen, or coffee mug) from an individual, vendor or organization as long as it will not affect his or her professional judgment. Unless the employee is certain that the value is \$100 or less, the gift must not be accepted.
- C. Perishable or consumable gifts given to a department or group and consumed while at work are acceptable and are not subject to any specific limitation provided that they are reasonable and approved by the department director.
- D. A Common Ground Child Care Center employee must never solicit a gift. (This limitation does not apply to Common Ground Child Care Center's charitable fundraising, for room/center improvements or for class events such as pizza parties).
- E. Payment received from an organization as a gesture of gratitude for representing Common Ground Child Care Center or a vendor in a speaking or educational

engagement or for participation on a board or professional committee are acceptable only as a donation and must be made payable to the Common Ground Child Care Center Foundation.

- F. Any gifts received with a total value greater than \$100 must be reported to the Directorate and the Board of Trustees to determine the appropriate disposition.

4 Benefits

4.1 Discounted Child Care for Staff

4.1.2 Eligibility

Children of full-time employees budgeted to work 30 hours or more per week.

Full-time employees hired on or after June 3, 2009, will receive a 40% discount off the regular tuition for their children enrolled at Common Ground Child Care Center.

- Only one child per eligible employee may receive this benefit at any given time.
- When an eligible employee has multiple children enrolled at the Center, that employee may not “transfer” the benefit from one of their children to another. Once a child has been designated to receive the discount, he or she maintains that discount throughout his or her enrollment at the Center.
- Additional children of full-time employees may receive the standard “multi-child” discount of one registration fee per family, per year.
- An employee’s child may not be registered in the class to which the parent is assigned. Exceptions to this rule may be made at the discretion of the Director.
- An employee’s child is subject to the same regulations and procedures as non-employee children. This includes no vacation credits are given and child care fees are still charged regardless of a child’s absence.
 - o Enrollment procedures and fees - Employees are responsible for all activity fees and special program fees associated with their child’s program.
 - o Monthly tuition payments.
- If an employee’s child is withdrawn for a period of time, every effort will be made to accommodate re-enrollment but a spot cannot be held for that child.

An effort will be made to provide space for children of full-time employees when possible. However, financial constraints may dictate the number, if any, of employee child spaces in each classroom. In general, no more than one employee child can be enrolled in each of the infant, toddler, and tot groups at any time. Priority for these spaces will go to full-time, head teachers. Exceptions to this rule may be made at the discretion of the Board of Trustees.

4.1.3 Legacy Childcare Benefit

Staff Children

Effective September 1, 2011, eligible staff will receive a fixed percentage discount (see below) off the regular tuition for their children enrolled at Common Ground Child Care Center as of July 1, 2011.

- Employee children may not be registered in the class to which the parent is assigned. Exceptions to this rule may be made at the discretion of the Director.
- Employee children are subject to the same regulations and procedures as non-employee children. This includes:
 - o Vacation Regulations - No vacation credits are given and child care fees are still charged regardless of a child's absence.
 - o Enrollment procedures and fees - Employees are responsible for all activity fees and special program fees associated with their children's programs.
 - o Monthly tuition payments.
- If an employee's child is withdrawn for a period of time, every effort will be made to accommodate re-enrollment but a spot cannot be held for that child. Additionally, the employee will not receive the legacy discount rate for the child; the employee will follow the child care benefit policy as described in section 4.1.3.

See Attachment J for Legacy Child Care Discount Benefit in effect through August 31, 2011.

4.2 Educational Assistance Benefits

4.2.1 Policy

Common Ground Child Care Center recognizes the importance of encouraging employee development through the pursuit of educational programs that will either enhance the employee's current job performance and/or prepare the employee for a specific and/or identifiable position in Common Ground Child Care Center. The Director will ensure that the requested course work and/or exam meet the Common Ground Child Care Center criteria to participate in this program. Common Ground Child Care Center reserves the right to accept and/or reject any or all requests for educational assistance at its discretion.

Educational assistance will be considered for:

- All required courses leading to a high school diploma and/or G.E.D. equivalent.
- All required courses, documented in a formal degree plan, leading to either an undergraduate or graduate degree granted by a nationally accredited college or university and which prepares the employee for a profession that is used within the Common Ground Child Care Center.
- Formal instructional programs that lead to the attainment of a professional certification designation provided that certification is not a requirement for the current position.

Certification related to resuscitation will not qualify for assistance through this program i.e.:
CPR

- Other academic based educational programs that the Center Director or Board of Trustees agree will enhance the employee's job skill and/or knowledge and will ultimately enhance the services delivered by Common Ground Child Care Center.

4.2.2 Procedure

Eligibility for Educational Assistance

Full-time employees, meaning those scheduled to work at least 30 hours or more per week, are eligible to apply for Educational Assistance. Eligible employees must complete 90 days of satisfactory and continuous active employment with the Center before they will be considered for educational assistance. Any educational assistance granted would be for course work initiated and completed after the initial 90 days of employment.

Approval Process

Programs for which educational assistance is requested must be attended on the employee's own time and while an active and eligible employee. Programs enrolled in, taken, and/or completed while on leave of absence are not eligible for any educational assistance.

Prior to or within 60 days of the start date of any educational program or course work, the employee must submit the Common Ground Child Care Center Educational Assistance form to the Director and the Board of Trustees for approval. The Director will recommend approval or disapproval of the request based on the assessment of the course and/or program content and whether it will make a direct contribution to enhance the employee's job skills or knowledge. The Board of Trustees shall be required to approve or disapprove the Director's recommendations.

If the proposed course work is ineligible for educational assistance, the Director will notify the employee within seven (7) days of application receipt. This may allow the employee the opportunity to withdraw from the class with no or minimum financial penalty.

Covered Expenses

- A. The amount of total educational assistance offered to all eligible Center employees will not exceed \$3,000 per year, based on educational payments made for courses taken within a calendar year. Educational assistance will be granted on a first come first serve basis, in the following manner based on an employee's budgeted hours:

Budgeted Hours Week:	Maximum Award per employee/ Per calendar Year:	Per
36-40 hours	\$900	
30-35 hours	\$675	

If an employee's budgeted hours of work per week should change while enrolled in an approved education program; educational assistance will be based on the budgeted hours assigned for 50% or more of the course length.

- B. *Expenses that are covered under this policy include:

- Registration fees
- Books
- Prep course fees
- Tuition
- Laboratory fees
- Examination fees associated with the completion of an approved professional certification program and/or
- Challenge examination for course included in a specific degree program to which the employee has been accepted.

- Group course work (where at least 5 employees of the center participate in a dedicated training course) that is not associated with continuing educational requirements as required by State law (i.e. 16 hours of continuing education classes). Eligible expenses include Group courses on accessing and using the internet, Powerpoint, Word, etc.).

C. Expenses that are not covered under this policy include:

- Parking
- Uniforms
- Supplies (paper, pens, etc.)
- Travel

D. The amount of educational assistance granted will be reduced by any and all amounts of educational assistance and/or educational allowance received from any source. In all situations involving educational assistance from other sources the employee will not receive more than 100% of the approved educational expenses.

E. The Director and Treasurer of Common Ground Child Care Center Board of Trustees are responsible for determining what, if any amounts of educational assistance will be considered as taxable income based on federal legislative requirements and/or Internal Revenue Service code.

F. Educational assistance will be provided with 60 days of receipt of a certified statement from the educational institution that the employee has completed the course in Good Standing (as defined below). Prepayment of educational assistance may be granted on a case by case basis by the Board of Trustees

* Please retain receipt for covered expenses for submission to HR within 30 days of completed registration.

Educational Assistance Procedure

Employee, upon applying for educational assistance, must:

A. Provide proof of course criteria on official documentation.

- Name of school
- Name of course
- Cost per credit
- Start and completion date

B. Provide cost of required books.

Continued good standing in the educational assistance program requires the employee to provide documentation from the educational or accrediting institution that he/she has successfully completed that course or examination. Successful completion is defined as:

- A grade of "C" (2.0 on a 4.0 scale) or better for undergraduate
- A grade of "B" (3.0 on a 4.0 scale) or better for graduate course
- Pass for a pass/fail course for undergraduate course work, and/or
- Documentation of being awarded a professional certification designation

Grade and receipt documentation for completed class must be submitted to the Director within 45 days of course/exam completion. If an employee fails to meet the criteria for successful completion or if documentation is not submitted within the specified time period, he/she will be required to repay any advanced educational assistance payments issued by Common Ground Child Care Center for that course.

Additional Provisions

- A. Re-payment of Educational Assistance: All repayments will be made in one lump sum through payroll deduction immediately.
- B. Termination/Resignation/Status Change: If the employee terminates, resigns, or changes to an ineligible status (less than 30 hours per week) less than 6 months after the completion of a course, the employee may be required to repay Common Ground Child Care Center the full education assistance received for the school year.
- C. Exceptions: In unusual cases, exceptions may be made to the Educational Assistance policy on the employee's special circumstances. The Board of Trustees will review each request for exception on a case-by-case basis.

4.3 Retirement Savings Benefit

Common Ground Child Care offers a 403b for all eligible employees. Eligible employees must meet all of the following requirements:

- A. Must be 18 or older to receive matching and employer contributions. There is no age requirement for elective deferrals.
- B. Must work 12 consecutive months before receiving matching and employer contributions. There is no wait period for elective deferrals.
- C. Must be a regular employee. Temporary employees, student employees, volunteers, summer interns and summer program employees are not regular employees.

Common Ground will contribute an amount equivalent to 2% of each eligible employee's salary to their 403b plan. Additionally, Common Ground will match 100% of each eligible employee's contribution, up to 2% of the employee's salary.

For more specific plan information such as Investment Company and financial advisor, please see the 403(b)(7) Plan Establishment Kit located in the Common Ground Office.

4.4 Health Care Benefits

4.4.1 Policy

Common Ground Child Care Center will provide access to medical insurance for full-time, benefits eligible staff and their families. Common Ground will pay 50% of the premium for Single coverage under the current health care plan or the same amount applied to Family coverage.

4.4.2 Eligibility

Newly hired, full-time employees become eligible to participate in the Group Medical Plan upon successful completion of their probationary period.

4.4.3 Enrollment

Health care coverage becomes available for newly hired full-time employees on the first day immediately following their 90 day probationary period. If health care is desired, the employee must then enroll within 60 days of their eligibility date.

If an employee elects not to enroll upon first becoming eligible, they must wait until "open season" to enroll. Employee health care applications submitted during open season must be completed by May 15th of that year; medical coverage takes effect June 1st.

4.4.4 Dependents

Employees may enroll their tax-dependents under their Common Ground-sponsored medical plan. Employees are responsible for the full premium of any covered dependents.

Please see the director for enrollment information, application, and further plan details.

4.4.5 COBRA

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Common Ground Child Care Center provides its eligible employees the opportunity to temporarily continue participating in the Center-sponsored medical plan if they would otherwise lose coverage due to termination of employment, layoff, or other change in employment status (referred to as "qualifying events"). The most common qualifying event, other than termination of employment, occurs when transferring from a benefits-eligible to a benefits-ineligible status -- (i.e. transferring from full time to part time employment). Generally, COBRA lasts up to 18 months. Special rules may extend this coverage due for unusual circumstances. During this time the employee is responsible for payment of the monthly premium in full.

More information on COBRA can be obtained from the Center Director.

4.5 Bereavement Leave

In the event of death in the immediate family, Common Ground Child Care will consider requests for absence of up to three consecutive days from scheduled work (with pay) to eligible employees. Bereavement leave is an approved paid absence afforded (without a length of service requirement) when death occurs in the immediate family of eligible employees. It is normally payable only for those scheduled days of work that occur within the three-day period immediately following the date of the death of the eligible family member. The Center Director should exercise discretion by considering any extenuating circumstances associated with funeral arrangements.

Immediate family members considered for the purpose of bereavement are listed below:

- Spouse
- Child
- Parents
- Sibling
- Parents-in-law
- Brother-in-law
- Sister-in-law
- Grandparents
- Grandchildren
- Daughter-in-law

- Son-in-law
- Other in-laws/relatives who reside permanently in employee's home

Eligibility

Employees regularly scheduled to work 16 hours or more each week are eligible to request Bereavement Leave.

Part-time employees (scheduled less than 16 hours a week) temporary, on-call, and students employees are ineligible to apply for Bereavement Leave.

Application

Eligible employees will apply to the Director for Bereavement Leave and request time off. The Director will consider such requests and may authorize the absence from work. The Director may require appropriate evidence of death.

4.5 Paid Time Off (PTO)

Common Ground believes that employees should have opportunities to take time away from work to balance their lives. Common Ground recognizes that employees have diverse needs for time off from work and has established this paid time off (PTO) policy to meet those needs. The policy contains provisions for vacation time and sick leave. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies or other needs that require time off from work.

4.5.2 Policy

Eligibility for PTO

Full-time and part-time employees are eligible to accrue PTO. Newly hired employees begin to accrue this benefit upon date-of-hire; however, they may only begin to access their PTO at the successful conclusion of their probationary period. Employees hired on a seasonal or non-regular basis are not eligible to accrue PTO.

Each staff member accrues PTO each month, up to a maximum of 240 hours, according to the following schedule:

Duration of Employment	Yearly Accrual
Newly hired through completion of second year	2 weeks
Third year through completion of tenth year	3 weeks
Eleventh year through completion of twentieth year	4 weeks
Upon twentieth anniversary	5 weeks

For purposes of PTO accrual, a week of PTO is equivalent to the number of hours the employee is normally scheduled to work per week when the PTO is accrued. For example, if an employee is normally scheduled to work 20 hours per week, a week of PTO is equivalent to 20 hours. If the number of hours per week an employee is scheduled to work changes, that employee's accrual rate will be adjusted as of the date of the schedule change, but the number of hours in his or her PTO bank as of the date of the schedule change will not change.

PTO may be used for sick leave, annual leave, or personal leave. Unused leave may accumulate throughout the employee's tenure up to a maximum of 240 hours. Upon accrual of 240

hours of PTO, employees must use hours from this balance before accruing additional benefit.

Legacy PTO Accounts

For employees hired before September 1, 2009, existing PTO balances as of 9/1/09 will be transferred into a "Legacy PTO Account."

Any requests for PTO after September 1, 2009 for which there is an existing balance in the employee's Legacy Account will first draw from the Legacy Account. Once the Legacy Account is depleted, the PTO will draw from the employee's active account.

Common Ground reserves the right to pay eligible employees for all or part of any PTO in their Legacy Account and will review this provision quarterly.

How to Use PTO

New employees can begin using accrued PTO leave after successfully completing their initial probationary period.

- A. Time accrued during the first three months will not be paid out if an employee terminates employment prior to completing 90 days of continuous employment.
- B. PTO leave should be scheduled in advance whenever possible to help the Director assure that staffing needs are met.
- C. The maximum PTO accrual is 240 hours. Once the PTO maximum is reached, PTO accruals stop until the employee drops below the PTO accrual maximum. This maximum applies to PTO accrual amounts beginning on pay period 9/01/09.
- D. PTO hours grandfathered in the "Legacy PTO Account" can be used indefinitely until the balance is zero (i.e., no use or lose it provision).
- E. Employees who work extra shifts for operational convenience during a week in which they have used PTO leave will have the option of not using their PTO leave as long as they have worked their weekly budgeted hours.
- F. The maximum amount of PTO that can be used in one pay week is equal to the employee's regular budgeted weekly hours (i.e. 40 hours for a full-time employee).
- G. Employees are generally expected to use available PTO for all leave. However, employees may take unpaid leave with approval and at discretion of the Director. Employees understand that in order to meet benefits level of their tier full-time employees must work or use PTO to equal 30 hours a week and part-time benefits eligible employees must work or use PTO equal to 20 hours a week.

Exempt Employees

Exempt employees cannot take partial PTO. Exceptions to this include: (1) Center Holidays and (2) approved FMLA. *Example:*

- Situation: An exempt employee, full-time budgeted for 8 hrs per day, requests to use PTO for 2 hours on Friday. Their current PTO balance is 4 hrs.
- Solution: Since an exempt employee is required to use PTO in full-day increments, the employee is not required to use PTO for this incremental time. In order to maintain the employee's salary (exempt) status they will receive full pay for Friday and can still work 6 hours on Friday.

Scheduled Time Off

To use PTO hours, eligible employees are required to request, for scheduling purposes, any planned absences such as vacation, and planned medical care. All requests must be in writing in advance, and arranged with the Director or supervisor. The Director or supervisor will take into consideration the needs of the Center and classroom, and approved time off will be based on staffing, workload, advance notice and other considerations indicated in departmental procedures.

Unscheduled Time Off

The PTO program provides for a great deal of flexibility, allowing employees to exercise greater control over how their time off will be used. Employees are urged to be reasonable and responsible in their use of PTO hours to ensure that adequate PTO leave is available for absences due to illness, injury or an emergency.

After successful completion of their probationary period, a newly hired eligible employee may use any amount of their accumulated PTO hours for personal illness, accident or emergency. To use PTO leave for these reasons, an employee must notify his or her Director or supervisor and/or supervisor's designee before the start of the scheduled shift and in accordance with Center policy and/or practice. In cases of emergency, employees should notify the Director or supervisor and/or supervisor's designee as outlined by center policy, in order that rescheduling adjustments can be made.

If an employee is unable to work for more than one day, he or she must notify the Director or supervisor and/or supervisor designee prior to each day of absence, unless the employee is on an approved extended medical leave of absence or the employee is hospitalized. In these cases, the employee must notify the Director or supervisor and/or supervisor's designee of the anticipated period of absence. In general, employees must follow the Director or supervisor's approved process for reporting absenteeism.

A prerequisite for use of PTO leave is proper notification to the Director or employee's supervisor. Failure to notify the Director or will result in the employee not being paid for the day of absence. The employee may also be subject to progressive discipline.

Extended Leave

Extended leave shall be considered any leave exceeding 10 consecutive work days.

All requests for extended leave must be submitted in writing no later than one month prior to the requested leave and shall be reviewed by the Director. Submissions must include dates requested and reason for the leave request.

Extended Leave requests will be honored as staffing and facility scheduling allows. Upon return from Extended Leave, Common Ground will make every effort to return employees their current or comparable position, but makes no guarantees. Regular benefits will be continued and tenure accrued only when 90% of leave time is covered by the staff member's accumulated leave.

4.6 Paid Holidays

All employees regularly scheduled to work 20 hours or more per week will receive pay for regularly scheduled hours on the following holidays: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Friday following it, Christmas Eve, Christmas Day and New Year's Eve after 4:00 P.M.

In addition, full time exempt and non-exempt employees will be paid when the Center is closed due to inclement weather. Common Ground Child Care Center follows the Federal Government inclement weather closings.

4.7 Unpaid Leave of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Common Ground Child Care Center. Currently, because of the Center's size, we are not subject to the FMLA. However, we want to provide some benefits for family and medical personal leave and it is the policy of Common Ground Child Care Center to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

In the event of any of the following, you may apply to the Center Director to receive 8 weeks of unpaid leave in connection with the following: (1) the birth of a child; (2) the placement of a child in your home for adoption; (3) the need to provide care for a spouse, parent, son, or daughter who has a serious health condition and requires home care; (4) a serious diagnosed health condition that prohibits you from performing the functions of your job.

To be eligible for this unpaid leave of absence, you must have worked with Common Ground for 12 consecutive months and for at least 1,000 hours during the immediate preceding 12-month period. If you have accrued paid leave time, you can substitute paid time for all or any portion of the unpaid leave of absence taken for any one of the 4 above-stated bases for unpaid absence of leave. Upon your return to Common Ground, you will resume the position you held when the leave commenced or a comparable position as is reasonably practicable under the circumstances.

Except as otherwise provided herein, time off for any reason during a working day will count first against your allotted paid leave time, as appropriate, in hourly, quarter day, half day or full day increments. Once you have used all of your paid leave time, any time off, unless specifically excepted, will be without pay.

All requests for leaves of absence shall be submitted in writing to your supervisor or to the Center Director. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

4.8 Administrative Leave

4.8.1 Purpose

To establish a policy and procedure to administer the use of administrative leave.

4.8.2 Policy

Administrative leave is a general term for temporary removal from a job assignment. An employee on administrative leave continues to receive pay and benefits during the leave, which can be as short as a day or as long as several months, depending on the circumstances. It is the policy of Common Ground Child Care Center to place staff on administrative leave when students, parents or co-workers make allegations of misconduct against them in order to remove the employee from the situation while investigating the allegations. Investigation may include questioning of all parties involved by the Directorate, the Board of Trustees and/or an impartial party. Upon completion of an investigation, disciplinary action, up to and including disciplinary leave without pay or termination, may

be administered. If the investigation results in a determination that no disciplinary action is warranted, the employee will be permitted to resume his or her normal work schedule.

Administrative leave should be used only in rare occasions. The Director will approve administrative leave when an employee has been suspended for a disciplinary action pending the outcome of the Center's investigation.

Administrative leave is unpaid until the investigation is complete. Employees will not be permitted to use PTO during administrative leave. If the facts do not warrant termination, the employee will be returned to duty with necessary back pay and the appropriate step of the progressive discipline system will be implemented. If the facts do warrant immediate termination, no back pay will be granted.

The following list includes examples of violations where immediate termination or decision making leave seems appropriate:

- Mistreatment of a child, visitor, volunteer or other employee.
- Smoking in an unauthorized area.
- Sleeping during scheduled shifts, except for authorized breaks in authorized break areas.
- Any act which might endanger the safety or life of others.
- Insubordination – disrespectful behavior towards a supervisor or refusal to perform work properly assigned by a supervisor. Repeated violation of Common Ground's safety rules.
- Falsifying any Common Ground records, including sick leave slips and applications for employment.
- Misrepresentation or withholding of facts in order to secure employment with Common Ground.
- Falsifying the employee's time card or the time card of another employee or permitting another employee to do so.
- Abusing, destroying, damaging, stealing, removing, or defacing Common Ground property, instruments, equipment or the property of others on Common Ground premises.
- Fighting or inciting others to fight on Common Ground premises.
- Bringing liquor, narcotics or illegal substances into any Common Ground operating unit, or consuming liquor, using narcotics or illegal substances on Common Ground premises, or reporting for duty displaying aberrant behavior which may be caused by liquor, narcotics or illegal substances.
- Carrying firearms or other dangerous weapons on Common Ground premises.
- Failure to return to work on expiration of PTO/leave of absence without proper notice.
- Misuse or disclosure of confidential Common Ground information to unauthorized persons.

- Using another person's data processing code or password, or permitting another person to use your code or password.
- Unauthorized duplication or use of keys or of any device used for locking or securing Common Ground premises or property.
- Acts or behavior that reflects unfavorably upon the reputation of Common Ground.
- Job abandonment. See Management of Absenteeism Policy.
- Deliberate and willful misuse or destruction of information system, deliberate unauthorized system access to gain unauthorized information.
- Non-compliance with maintenance of state/national licensure or certification (Section 3.3), annual/mandatory competencies (Section 3.18) or pre-employment/annual health requirements.
- Any and all other offenses that may have a serious effect upon Common Ground and its concerns.

In either finding, all documentation will be submitted to the Board of Trustees and in the employee's file.

Payroll Processing

The Director is responsible for submitting the employee's name for Payroll for the processing of administrative leave pay codes according to established deadlines.

4.9 Participation in Court Proceedings, Public Hearings and/or Jury Duty

4.9.1

When an employee receives a work related subpoena and/or other valid order to appear in court and/or in a public hearing, the employee will notify his or her supervisor immediately. Questions concerning the subpoena and/or order may be directed to the President of the Board of Trustees, Common Ground Child Care Center or designee.

When an employee receives a summons for jury duty, the employee will notify the Director immediately. If the employee is subsequently not selected to serve on a jury, the employee will report for work, if scheduled, or for the next regularly scheduled shift and/or day as appropriate.

On days or portions of days when the employee is not scheduled to testify or participate in the proceeding, he or she is expected to report for work, if scheduled.

4.9.2 Compensation

When appearance before a court or public hearing is in the direct interest of Common Ground Child Care Center and is requested by the System, all time spent will be paid. Direct interest will be determined by the Director. In addition, employees will be authorized to be paid mileage and/or reimbursed the cost of the common carrier used to convey them to the site of the proceedings, as well as receipt of additional miscellaneous expenses associated with the travel.

When appearance before a court or public hearing is not in the direct interest of Common Ground Child

Care Center and not requested by the Center, all time spent will be considered as miscellaneous time without pay. The employee may request payment from PTO for the

periods absent from scheduled work but are not required to do so. Employees ordered to appear in court and/or before a public hearing and/or for jury duty will retain active employment status. Participation in employee benefit programs and eligibility for salary review will not be affected by spending time away from work to fulfill any or all of these legal obligations.

Employees selected for jury duty will be paid their base salary up to their budgeted hours with a credit against any remuneration received for jury duty.

Time spent on jury duty or witness duty is not considered time worked for the purpose of computing overtime. To have an absence counted as jury or witness duty, the employee must submit to Common Ground Child Care Center a statement from the court confirming his or her service.

4.10 Mandatory Leave

When it has been determined that a classroom, or the Center, is experiencing a reduced level of child enrollment or attendance due to changes in market conditions or for other business reasons, the Director may request, without prior notice, that employees use PTO or leave without pay for the specific period of reduced activity. This policy may be utilized at the discretion of the Director or designee manager during those periods where, after careful consideration, it is deemed necessary to temporarily modify the staffing levels (for a period up to 30 days). Mandatory leave is without pay unless otherwise permitted by the Director and President of the Board of Trustees.

4.11 Employee Recognition

This recognition will occur each school year, publicly, at the Back to School Night. All staff who reach a significant milestone within the current school year will be recognized for their achievement.

- 5 Years of service: A framed certificate stating years of service and \$20 Visa gift card
- 10 Years of service: A framed certificate stating years of service and \$40 Visa gift card
- 15 Years of service: A framed certificate stating years of service and \$60 Visa gift card
- 20 Years of service: A plaque stating years of service, nameplate placed on center recognition plaque and \$80 Visa gift card and cake
- 25 Years of service: A nameplate placed on center recognition plaque, and a crystal vase (\$125 value)
- 30 Years of service: A nameplate placed on center recognition plaque, and a birthstone pendant
- 35 Years of service: A nameplate placed on center recognition plaque, and an inscribed watch

4.12 Employment Status

Regular Full-time: Employees who are regularly scheduled to work 30 or more hours per week.

Employees in this status are eligible for annual salary increases.

Regular Part-time: Employees who are regularly scheduled to work less than 30 hours per week. Employees in this status are eligible for annual salary increases.

Temporary: Employees who are regularly scheduled to work a specified number of hours each week but only for a limited period of time, not to exceed 90 consecutive working days or 1,000 hours per year. Employees in this status are not eligible for annual salary increases.

Per Day: Employees in specific positions are required to commit to a determined number of days per week. This status does not take the place of *a full or part-time status, but rather it is a commitment requirement within the position*. Employees in this status are not eligible for annual salary increases.

Maintenance of Employment Status

An employee interested in changing his or her Employment Status must put the request in writing to the Center Director. The Director will review the status change request and determine whether the Center can support the request based on staffing and budgetary needs within the Center or Classroom.

The Director is responsible for documenting and communicating approval or denial of status changes to employees and to the Board of Trustees.

Exempt/Nonexempt Status under the Fair Labor Standards Act

“Nonexempt” employees are not exempt from the provisions of the Fair Labor Standards Act. Common Ground Child Care Center is required by law to pay nonexempt employees overtime at the rate of one and one half times the regular hourly rate for all hours worked over 40 in a given workweek. Time records are required for all non-exempt employees. Paid leave is not included within “hours worked.”

All nonexempt employees are to submit their time worked through the Common Ground Child Care Center time and attendance system or to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate paychecks.

“Exempt” employees are not eligible for overtime pay and are exempt by the overtime provisions of the federal Fair Labor Standards Act. Exempt employees receive a regular salary which reflects the total compensation for all services provided. The nature of exempt positions may require exempt employees to work more than regularly scheduled hours in a given workweek. It is Common Ground Child Care Center's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

Procedure - What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Director or the Treasurer of the Board of Trustees.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

4.13 Compensation

Common Ground Child Care Center's goal is to provide fair and competitive wages.

4.13.1 Base Salary Adjustments

When indicated, Common Ground Child Care Center makes adjustments for an annual pay increase or for an employee's expanded role in a way that is fair and equitable. Adjustments may be based on temporary assignments, promotions, or demotions.

4.13.2 Bonus Pay

Bonuses may be offered to employees or potential employees under certain circumstances.

Sign-On Bonus is an award that is given to new hires for certain positions that meet established criteria (for example, positions with a high turnover or high vacancy rate). This bonus payment may be paid out at the time the new employee starts to work, or may be paid out at predetermined dates in the future.

Referral Bonus is an award given to a current employee who refers a candidate to Common Ground Child Care Center who is hired or enrolled into a full-time or part-time position. This bonus is generally paid out after the new hire or enrollee successfully completes his or her initial assessment period.

Resource Extension Bonus is an award given to recognize and reward staff for providing additional support at a time when there is significant staffing issues.

Certification Bonus is an award given to an employee who becomes certified in a specialty that is recognized by Common Ground Child Care Center. An employee who successfully completes certification, or acquires a college degree (Associates, Bachelors, Masters) in an area of study that is relevant and specific to the Center's mission will receive a one-time bonus of \$300. It is the responsibility of the staff member to submit a Bonus Request Form along with acceptable documentation of certification (diploma, program certificate) to the Center Director.

Incentive Bonus is an award given to individuals or to a group of employees for achieving specific performance targets as established by the Directorate or Board of Trustees.

Student Referral bonuses awarded to an employee for referring a new student subject to completion of a timely referral form and enrollment of the student.

Criteria

The following criteria must be met before a Student Referral Bonus is given:

- A. The Director must receive a signed Student Referral Form by the referring Student within 30 days after the start date.
- B. Candidates referred for enrollment under the Common Ground Child Care Center Student Referral Program cannot be current or prior Students of the Center, (such as currently or previously enrolled in summer camp or enrolled in a special curriculum) or family members of a current or prior enrolled student.
- C. In the event two or more Employees refer a candidate, the award will be paid to the first Employee from whom the Director receives the Student Referral Form.
- D. The referred applicant must include the referring Employee's name on their enrollment application.
- E. The referred Student must be enrolled within 60 days of being referred in order for the referring Employee to receive the bonus.
- F. The referring Employee must be employed by Common Ground Child Care Center on the date the award is to be distributed.

- G. The referred Student must be enrolled by Common Ground Child Care Center and tuition paid in full on the date the award is to be distributed.
- H. The award is for any and all classes and camps at Common Ground Child Care Center.
- I. A referral award in the following amount, will be paid upon satisfactory completion of the referred Student's 60th day with the center:
 - i. \$ 100 - Full-time positions (8 hours 5 days a week)
 - ii. \$ 50 - Part-time positions, summer camp, and other camps/programs.

When an Employee refers 10 new students (FT or PT) to the center in a calendar year, these awards will be doubled for the each new referral above 10 for the remainder of the Calendar Year. On January 1 of each year, the award levels and volumes will reset.

The referral award will be subject to all legally required deductions. Directors and Assistant Directors are not eligible to receive the Student Referral Bonus.

4.14 Staff Break Periods

Common Ground Child Care Center provides break periods to employees, to give employees brief intervals of relaxation during the work day.

Non-exempt employees

All non-exempt employees are eligible for break periods as outlined below:

- A. Meal Periods: Employees working shifts of 8.5 or more hours receive an unpaid meal break of 30 minutes. This break period is not considered as hours worked and is unpaid. Meal periods may not be used at the end of an employee's shift to allow early dismissal.

When the employee is unable to take his or her regularly scheduled meal period due to work interruptions, it should be rescheduled. If it is not possible to reschedule, the employee will be paid for actual hours worked.

- B. Rest Periods: Employees working 8.0 hours or more hours receive a 30-minute paid rest period built into their scheduled hours. (For example, a staff member may work a 7:30 AM to 3:30 PM shift. That staff member will receive a rest period for 30 minutes, usually occurring during their classroom's naptime schedule.) This additional break period should be considered as hours worked, and therefore the employee is paid for the break. Break periods may not be used at the end of an employee's shift to allow early dismissal.

Employees scheduled to work less than 40 hours per week will receive two 20-minute paid breaks for every four hours worked.

Extra compensation is not provided if break periods are missed.

Break Procedure

If an employee is unable to take his or her break the employee must obtain an exception from the Director and make note on their time card. The Director will then confirm the employee's time record to reflect the period as time worked. Directors should schedule break periods to avoid disturbing normal operations. Directors have the discretion to adjust these periods as the Center operations permit.

Staff shall be provided with lunch and snacks at no cost. All food will be the same as that served to the children. Staff may bring in their own lunch and snacks, however such food may not be brought into the class rooms or onto the playground but must remain and be consumed in the teacher's/staff lounge at all times.

Coffee, tea and other potentially hot liquids must be reduced to lukewarm temperature if brought into a classroom and must be stored in the classroom closet in a closed drinking container. Smoking is not permitted anywhere on the Center or Church grounds.

4.15 Resource Extension Program

From time to time, employees are called on to provide service beyond their regular budgeted hours because of staffing shortages or other extenuating circumstances. When such circumstances last for an extended period of time, Common Ground Child Care Center seeks to reward and recognize staff members who provide such additional support. The Resource Extension Program was developed for implementation in any of the following situations:

- A. When a position vacancy rate of 20 percent or greater within a Classroom has lasted for at least a 2-month period.
- B. When service levels greater than 20 percent of their target have occurred in a classroom for at least a 2-month period.
- C. When staff members provide coverage for other units or for a new program.

The incentive program will be in effect for thirty calendar days. At the end of this period, a decision must be made to:

- A. Conclude the program, **or**
- B. Extend the program for an additional amount of time, **or**
- C. Transfer the affected employees to a long-term incentive program (for example, to Retention Bonus Program)

To extend the program, both the Director and the Board of Trustees must sign off on the original Bonus Program Approval Form. A bonus amount up to \$50 will be paid for any four additional consecutive hours worked in excess of the employee's scheduled hours. (Bonus amount will be decided at operating unit level.)

Non-exempt employees will continue to be paid overtime (time and a half) for all hours worked over 40 hours a week.

The bonus pay out will be processed using the appropriate pay code on the timecard.

4.16 Timekeeping

Definitions

Pay Period - The employee's pay periods fluctuate depending on the number of days in the month and the day payroll must be reported. Paychecks are dated on the 1st and 15th of each month.

If the 1st or the 15th calendar day falls on a weekend or holiday, paychecks will be dated for the 1st or 15th but may be handed out, at the Directors' discretion, after 2PM the day prior, otherwise checks shall be provided on the next business day.

Worked Time: Worked time for the accruing and calculation of overtime includes all worked hours from the beginning of the first shift worked in that work week through the last shift in that work week.

Recording Time Accurately recording worked time is the responsibility of each employee. Federal and state laws require Common Ground Child Care Center to keep accurate records of time worked in order to calculate employee pay and benefits. Failure to use the Center time keeping system as required will invoke Center's Progressive Disciplinary process. Generally, three missed transactions (i.e. a missed card swipe or time log entry at the beginning or end of an employee's shift) in one pay period are considered excessive and will be reviewed by the Director or Assistant Director.

The Common Ground Child Care Center Timekeeping/Payroll Exception Form should be utilized for requesting any and all payroll adjustments/corrections.

Altering or falsifying time records, tampering with the time system or recording time for another employee will be considered fraud and will result in disciplinary action up to and including immediate termination from employment.

The supervisor who signs or electronically approves/signs off on the timecard must have personal knowledge of the hours worked by the employee and must not "adjust the books" or ask an employee to record more or less hours than were actually worked. Such an action is not only a violation of company policy, but is also illegal under the FLSA and may subject the employee and/or supervisor to disciplinary/legal action (up to and including discharge).

This policy shall not prohibit or prevent the Staff from offering to donate their personal time to the center for Special Center Fundraising Functions (i.e. Breakfast with Santa) or other special events (i.e. Spring Cleaning Day) but these are purely voluntary efforts.

Non-Exempt Employees

Non-exempt (or "hourly") employees are required to submit their time worked through the Common

Ground Child Care Center time and attendance system. The timecard is an official company record and must be an accurate account of the hours worked each week. Deviations from the standard schedule of daily hours of work must be accounted for, i.e. PTO, hours not worked.

Non-exempt employees are expected to work the hours assigned and not arrive early/late or leave early/late without authorization of the supervisor. Timecards will be reviewed for transactions more than 15 minutes before a scheduled begin/end point and transaction more than 15 minutes after a scheduled begin/end point. Non-exempt employees shall be paid from the time they began their shift to the time they end their shift (excluding break periods). If a supervisor requests his/her employee to specifically arrive early the employee will be paid from that time. If an employee is requested, by their manager, to stay late after a shift, the employee will be paid until the time they are released by their manager or designee.

Recording time when leaving Common Ground Child Care Center campus or facilities mid-shift: Nonexempt employees are required to record their departure from the Common Ground Child Care Center facility if they plan to leave for non Common Ground Child Care Center work purposes and periods greater than 15 minutes. Employees should record their "out" time when they leave and record their "in" time when they return. The only exception to this requirement is approved break periods – see Staff Break Periods.

Formal Meeting of the Staff

All staff members are required to attend regularly scheduled staff meetings and any special meetings requested by the Board of Trustees or the Director. Staff members will be paid for the time spent in these meetings. All staff members are required to participate in three staff work days per year -- the Friday before summer camp starts, and the Thursday and Friday before the Fall program begins. Each staff member is expected to work her/his regular number of hours on these days. Overtime will be paid for more than 40 hours of work during that week, but must be approved by the Director.

Classroom Planning

Teachers and classroom supervisors are responsible for planning and posting a daily schedule as well as a calendar of activities. Each team member is allowed one regular paid hour per month for planning class programs.

Rounding of Worked Time

To assure fairness and accuracy, employees are expected to work their assigned hours and to not arrive early/late or leave early/late without the authorization of their supervisor. However, Common Ground Child Care Center allows rounding to the nearest quarter hour to accommodate employees.

Exempt Employees

Exempt employees may not have partial day deductions on their weekly time record. For example: only full day increments of PTO may be used for exempt employees. If an exempt employee has worked less than a normally scheduled work week due to partial day absences, their weekly time record must reflect their normally scheduled hours.

Recording PTO: Exempt employees are responsible for entering their PTO into the Common Ground Child Care Center Time system. Non-exempt employees will have their timekeeper or manager enter their PTO into the Common Ground Child Care Center Time system. All PTO requests must be recorded on the staff member's time card with the number of PTO hours requested.

Records Requirements: To comply with the record keeping requirements of the FLSA, employers are required to keep records on wages, hours worked and other items specified in the regulations for three years.

4.17 Overtime

4.17.1 Eligibility

All non-exempt employees are eligible for overtime. Exempt employees are not eligible for overtime compensation. In specific limited circumstances, additional compensation to exempt employees may be warranted. Advance approval must be received from the President of the Board of Trustees.

Use of Overtime

Employees are expected to work the hours assigned and not arrive early/late or leave early/late without authorization of the Director or supervisor. The Director must approve, in advance, all requests for overtime in the Center. Overtime should be assigned only in situations in when it is essential to the childcare needs and licensure requirements of the Center. Advance notice of scheduled overtime will be given to employees whenever possible. However, employees should be aware that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the Director or supervisor will

make reasonable efforts to notify employees who are scheduled for overtime work as soon as possible.

Procedure for Paying Overtime

Overtime pay is calculated at 1.5 times the regular hourly rate for hours worked in excess of those 40 in a work week. All time worked in excess of a non-exempt employee’s regularly scheduled hours should be approved in advance by the Director. When computing overtime, each work week stands alone, regardless of whether employees are paid weekly or biweekly. Two or more work weeks cannot be averaged.

Regular Rate

The regular rate of pay must be determined to calculate overtime pay. The regular rate does not include: payments for infrequent or unpredictable periods when no work is performed due to vacation, holiday, illness, or other similar cause; payments for expenses; most employer-paid benefits; and overtime pay.

Hours Worked

Hours worked include those during which the employee is required to be on duty, on the employer's premises, or at a prescribed work place; and all time during which an employee is suffered or permitted to work, even if not required or authorized to do so. Thus, working time not only includes time spent in active, productive labor, but also time given by the employee to the employer which is “nonproductive” time. Actual evaluation of hours worked will be guided by the applicable regulations.

Some Examples of Hours Worked – Included in Overtime Calculation		
Category	Classified as Hours Worked	Description
Callback Hours	Yes	Callback is when, in emergency situations, an employee who is off duty and not on-call is asked to return to work.
Holiday Hours worked	Yes	Does not include PTO holiday hours
Lectures, Meetings and Training Employees	Yes	Employee by reason of official responsibilities is required to attend lectures, meetings, training programs, etc
Regular Hours	Yes	Scheduled hours
Regular Hours from Being Called-In	Yes	Time spent on the job performing assigned duties after being called back to work while scheduled to be oncall.
Break Periods	Yes	Rest periods of short duration. Employees receive 20 minute breaks for every four hours worked; if employees are scheduled to work 8.0 or more hours they'll receive a 30-minute rest period built into their schedule. Breaks shall not be used to allow an employee to come in late or to leave early.

Hours not Included in Overtime Calculation		
Category	Classified as Hours Worked	Description
Leave Status/PTO/EIB	No	Hours paid but not worked. Includes, but not limited to Holiday, Annual Leave, LOA, Short Term Disability, Long Term Disability, Worker's Comp
On Call	No	Employee who is on call and is not confined to his or her home or any particular place but is required only to leave word where he or she can be reached.

Mandatory Overtime

- Directors are responsible for determining appropriate staffing for the center and classrooms. However, from time to time, it may be necessary to require employees to work overtime in cases of unexpected workloads or staff shortages. Directors and Supervisors should ensure equitable distribution of requests to work overtime among employees who usually perform the work.
- Supervisors will provide at least two hours' notice of the need for overtime work, except in emergency situations.
- When the Director determines a need for overtime staffing, the Director or supervisor should first request volunteers from staff currently working who are qualified to perform departmental responsibilities.
- If sufficient numbers of volunteers are not available, then the supervisor will contact employees from a staff list maintained to call employees in to work.

The Director is responsible for determining a fair and consistent system for requiring employees to work overtime. To ensure that child care and other vital services are not compromised, staff members who are currently working may be required to continue work until appropriate staff coverage can be obtained.

Release from Mandatory Overtime

The following situations should be considered if employees request a release from mandatory overtime: Personal family emergency, Personal or family health maintenance, Personal long-range commitments, Legal appointments, Long-range planned projects that would be breached at great expense, Where personal penalty is involved: court dates, defaults of deposits, etc., Important family functions such as weddings, etc. Employees must substantiate all claims of extreme personal hardship when the need to maintain critical services must be given the highest priority.

Failure to Report for Overtime

Employees assigned to work overtime, whether voluntary or mandatory, are expected to report to work as scheduled. Failure to report may result in formal disciplinary action to include a written warning, decision-making leave, or dismissal, depending on the particular circumstances.

Authorization

Employees must obtain prior approval from the Directors or supervisors before working overtime. In situations where advance approval is not possible, the employee must notify the department director or supervisor as soon as possible.

Employees may not start work before their scheduled time without prior approval from their supervisor. They may not extend their work day without their supervisor's approval. No overtime shall be worked unless specifically requested by management.

All hours shall be recorded on the employee's electronic or manual timecard each pay period. The Director or supervisor must sign or electronically approve the timecard. Falsifying time records may result in immediate termination for gross misconduct.

Compensatory Time

Common Ground Child Care Center does not grant compensatory time (unpaid hours worked in excess of 40 hour workweek) for a non-exempt employee that are carried over to later workweeks in lieu of other compensation.

5 Child Care and Classroom Planning and Safety-

5.1 General Rules for Children at the Center – please refer to the regulations provided in orientation and available at the Center.

5.1.1 Record Keeping

- Because usually more than one provider cares for the child, there needs to be continuity and consistency in the record-keeping of the child's activities and developmental progress.
- Because parents need to have accurate information about their child's development and progress, a periodic assessment of the child should be conducted and communicated to parents. Parents should be given an opportunity to discuss, in person, these findings with the staff.

5.1.2 Progress Reporting

Because parents need to have accurate information about their child's development and progress, a periodic assessment of the child should be conducted and communicated to parents. Progress reporting is not solely for reporting child issues and concerns but to also keep parents aware of the positive aspects/elements of their child's experience at the Center. Frequent reports allow parents to remain in touch with the curriculum we offer at the Center and to reinforce their child's positive learning experience. Because usually more than one provider **cares** for the child, there needs to be continuity and consistency in the record-keeping of the child's activities and developmental progress.

Each class room should provide the following to the parents:

- A. At the beginning of each week, a weekly curriculum plan which includes a daily schedule of activities and goals.
- B. At the end of each week, a progress report on each child which reflects the positive gains on the curriculum as well as areas of difficulty that require the parent's attention or assistance.
- C. Quarterly progress reports on the child.

- D. All disciplinary actions taken during the day should be reported to the parents daily, especially to indicate the number of Time outs a child had and the number of behavioral issues (i.e. use of profanity, hitting, etc.)
- E. Parent/ teacher conferences must be offered twice per school year for every room, including infants.

Parents should be given an opportunity to discuss, in person, these findings with the staff.

5.1.3 Common Ground Health Policy

Common Ground policies are designed to balance the needs of children, the Center, and working families. We adhere to the guidelines described here, some of which are state requirements. We also use as a guide the publication *National Health and Safety Performance Standards: Guidelines for Out-of-Home Care Programs*, a collaborative project of the American Public Health Association and the American Academy of Pediatrics. Please refer to those guidelines for assistance.

In addition to state regulations, there are **Common Ground policies regarding the following conditions:**

- A. *Fever*—If a child is sent home with a fever, his or her temperature must be normal without the use of fever-reducing medications for at least 24 hours before returning to the Center.

Remember that temperatures frequently rise in the afternoon.

- B. *Throat cultures*—If a throat culture is done on your child, he or she may not return to the Center until the results are known. If the culture is positive, the child must be treated for a full 24 hours before returning.
- C. *Strep throat or other streptococcal infection*—The child must be kept home for 24 hours after initial antibiotic treatment and cessation of fever.
- D. *Diarrhea*—If a child has unusual stools or two or more very loose bowel movements, the parent will be called. If diarrhea cannot be contained in diapers or the toilet, the child must be excluded. Check with your doctor about dietary modifications for the treatment of diarrhea. Since young children and babies sometimes take weeks to recover completely, there is no need to exclude children who have recovered from illness if the diarrhea can be contained.
- E. *Vomiting*—The child must be excluded if there have been two or more episodes of vomiting in the previous 24 hours unless a health-care provider determines the illness to be non-communicable and the child is not in danger of dehydration. This means that after two or more episodes of vomiting, a child must be observed at home for 24 hours without another episode before returning to the Center.

5.1.4 Record Keeping

Good record keeping is required by State Standards, the Office for Children, and the U.S. Department of Agriculture (USDA). All Teachers are responsible for keeping the following reports up-to-date and accurate:

- A. Daily attendance sheets
- B. USDA food service counts
- C. Accident and Incident report forms (See section 5.13)

5.1.5 Student Information and Record Confidentiality

Confidentiality of personal information is important for all Common Ground Child Care Center students and families. Common Ground allows relevant information to be collected in the records, but only the Director, supervisors and the Board of Trustees who “need to know” have access to individual records, and only limited information from the records will be disclosed to external sources when parents or legal guardians authorize disclosure in writing. In addition, Staff will be privy to confidential information concerning our children and their families. Staff must have access to children's files because they must be aware of allergies, custody, or other pertinent information. Each teacher is responsible for reading the files of the children in her/his group, noting allergies and other pertinent information. Such information should not be discussed with other employees unless necessary to carrying out duties. Such discussions shall be held in private, where other staff, parents and children cannot overhear.

5.1.6 Student Discipline

All Center staff shall use positive attitudes, pleasant voices, and encouraging words to establish a warm and caring atmosphere in the classroom. Center staff members teach children good social skills by example -- using those skills themselves. Our goal is for children to become self-disciplined.

Staff can help children by:

- Setting clear limits and expectations.
- Limiting the number of children in any one area or activity.
- Providing enough interesting activity choices.
- Positively reinforcing desired behaviors.
 - Having procedures for turn-taking so that each child can depend on you to make sure s/he gets a turn. Some suggestions are lists, timers or tags. Intervening before situations get out of hand and redirecting activity, redirecting some or all of the children to another activity, and helping children to use words to settle problems.

Staff can help children by:

- Encouraging children to settle problems without always relying on adult help.
- Telling children that hitting (kicking, biting or whatever) is not allowed because it hurts.
 - Helping children find words by helping a child recall words, supplying words, if necessary, practicing words with a child (e.g. "What words could you use to tell Tim that you want the ball back?"), being there to support a child in his/her efforts to use words to settle disputes.

5.1.7 Playground Rules-

Please refer to regulations and training materials.

UNDER NO CIRCUMSTANCES MAY A CHILD ENTER THE PARKING LOT UNACCOMPANIED BY AN ADULT

5.1.8 Transportation Safety

Please refer to regulations and training materials

- A. No child is to be transported in a private staff vehicle unless the child's parent gives specific authorization.
- B. In order to drive the Center's vehicles, a staff person must be at least 21 years of age, have a valid Virginia, DC or Maryland State Driver's license, an excellent driving record, and demonstrate to the Directors, by a test, the ability to drive the vehicle safely.
- C. The driver shall immediately report any moving violation to the Directors. (This report must be made even if the violation occurred while driving a non-Center vehicle.) The Directors will evaluate the advisability of having the driver continue to operate the Center's vans.

Please refer to guidelines for requirements before any trip, during any trip and after any trip.

5.1.9 Pool Procedures

All children are expected to listen to and comply with the instructions of the Common Ground staff and the RA pool guards. All children are expected to adhere to the RA rules listed at the pool. Please review to guidelines for more specific information. Parents will sign a form allowing their children to participate in the Common Ground swimming program.

5.1.10 Center and Class Housekeeping Duties

Good housekeeping is everyone's job. Neatness and cleanliness are vital aspects of quality child care. Every staff person is expected to straighten up and clean all areas of the classroom. Since naptime and the end of the day are the quieter times, the majority of the housekeeping is done then. Staff members working at those times, therefore, have to do a lot of chores. Staff members responsible for the room are required to set specific schedules for each room. All weekly schedules will be posted in each classroom and progress reports shall be maintained and include the chore and time, date and staff person who completed the chore. Weekly logs will be handed-into the Director by the close of business each Friday.

If your team is having trouble finding time for housekeeping, along with all of the other duties, there are some tricks we have found useful -- set up a schedule for completing the cleaning job; use the children, they can be excellent help if properly motivated and supervised. This also helps them be part of the "family;" have brainstorming sessions to develop new ideas for housekeeping. If none of this helps, ask your supervisor for concrete suggestions.

5.1.11 Staff/Parent Relations

We value our staff/parent interaction and invite parents to participate in the Center's activities. Visiting, making suggestions, helping on field trips and special occasions, helping on work days, etc. are all encouraged. We want our parents to feel at home here and feel confident that their children are well cared for. Our staff should strive to be friendly and greet parents warmly when they come to the Center. Yet, they must avoid becoming involved in conversation while watching the children. Inquiries about the child's behavior should be directed to the child's teacher or classroom supervisor. These discussions must be held away from the children.

Teachers and supervisors must keep each other advised regarding conversations with parents. Aides should not answer questions or volunteer information about a child's behavior. This policy protects staff from confrontation with parents and eliminates confusion as to who said something to a parent.

Teachers are encouraged to have conferences with parents as often as they feel is necessary, but at least twice per year. A written summary of the conference should be placed in the child's file, so that it may be used as a reference if a question comes up. A well-planned conference can be a valuable tool. Remember, it is important to identify strengths and positive aspects of the child as well as problems or difficulties.

Please avoid the following in relationships with parents:

- Aides discussing a child's behavior with his/her parents, this is the responsibility of the child's teacher.
- Lengthy conversations with parents or other adults while on duty.
- Speaking negatively about a child in his/her presence.
- Speaking negatively about a child in the presence of other children or adults.

6 Employee Health

6.1 Drug Free Workplace Plan

6.1.1 Purpose

CG maintains a safe, healthy and productive work environment for all its employees; provides quality child care for the community; maintains the integrity and security of its facility and property; and complies with applicable state and federal regulations and in the interest and concerns of the community. To help achieve these objectives, CG's Drug Free Workplace Plan includes the following types of drug testing:

- A. Testing of applicants/prospective employees.
- B. Testing of employees based on reasonable suspicion.
- C. Testing of employees involved in accidents as defined in the plan.
- D. Testing of employees as part of or as a follow-up to counseling or rehabilitation.
- E. Testing of employees based on random selection.

6.1.2 Notice

Subject to other requirements by law, applicants for employment will be informed of the plan during the written application process and advised that receipt of a pre-employment negative drug test is a condition of the employment. Each employee/applicant will be required to acknowledge in writing that he /she understands the Common Ground Child Care drug plan policy and agrees to abide to the code of conduct as it relates to especially illegal drugs and the abuse of prescription drugs or alcohol. An applicant or employee's refusal to sign the notice will result in the employment offer be redrawn. An employee's failure to sign the notice will subject him/her to possible disciplinary action.

All employees shall be asked to acknowledge in writing that the employee has received and read the notice which states that the employee's position has been designated to random

drug testing, and that refusal to submit to testing will result in initiation of disciplinary action, up to and including termination.

Drugs to be tested for:

Common Ground Child Care will test individuals for illegal substances, alcohol and prescription drugs subject to abuse and/or that can otherwise cause significant impairment. Drugs to be tested, include but are not limited to the following; Marijuana, cocaine, amphetamines, opiates, phencyclidine (PCP), benzodiazepines and fentanyl.

Employees or applicants taking prescribed medication will be required to show a physician's certification that the employee/applicant can safely perform the essential functions of his/her position while taking the prescribed medication and would be fit for duty. The pre-employment screening will be completed after a conditional offer of employment. Non-compliance with the above procedure will initiate disciplinary procedures.

Common Ground requires applicants for employment to pass drug screening for illegal substances and legal substances subject to abuse. Within 48 hours of a formal conditional job offer, applicants are required to submit a urine specimen for drug analysis. Refusal of a prospective employee to submit to a drug screen, OR switching or adulterating a sample will result in the applicant's disqualification for further employment consideration.

All offers of employment are strictly conditional and contingent upon the successful completion of a negative screening for drugs of abuse. If an applicant's drug test results are positive, all training and /or work assigned will be terminated, the offer of employment will be rescinded, and the application will be placed in an inactive file and will not be considered for employment for a minimum period of one year.

Any exceptions to policy or procedure must be due to extraordinary circumstances and approved by both the Director and the President of the Board of Trustees.

Pre-employment drug screens must be collected prior to the initiation of new employee processing procedures and / or any work assignment.

Guidelines

All job offers will be contingent on the receipt of a negative drug screen result. Included in the employee application form is a sample consent form for drug screening which must be signed upon receipt of a conditional offer of employment to proceed with the employment process. Upon receiving the conditional offer of employment, the applicant must submit to a urine specimen within 48 hours of the job offer.

Applicants testing negative for an initial pre-employment screen and who successfully complete all phases of their employment requirements are subject to all work rules including all aspects of the Drug-Free Workplace Plan.

6.1.3 Reasonable Suspicion

Common Ground will request a urinalysis for toxicology testing of illegal substances or prescription drugs subject to abuse and/or substances that can otherwise cause significant impairment. At its sole discretion, Common Ground may add or delete drugs to be tested without prior notice. In addition, Common Ground may test for alcohol consumption by use of an evidential breath testing device and or blood specimen analysis. All these tests will be conducted at collection center assigned by Common Ground.

For purposes of this policy, employees reporting to work or performing their job duties while impaired due to the influence of prescription drugs, the use of which was not reported

previously, will be treated as having reported to work impaired and under the influence of a drug, and thus in violation of this plan.

Responsibility

An employee must submit to any drug or alcohol screening requested when:

- Common Ground suspects the employee is or may be impaired by or under the influence of drugs or alcohol.
- The employee has a poor work related accident record or was involved in a work related accident and impairment was suspected or reasonably cannot be ruled out.
- The employee may have otherwise violated the terms of the plan.

Employees may be requested to submit to all drug and alcohol screening test procedures and shall be asked to sign a consent form prior to specimen collection. Failure of an employee to consent to drug testing will be considered insubordination, a failure to cooperate, and will be subject to disciplinary action, up to and include discharge.

Employees must notify Common Grounds within five (5) calendar days of being convicted of, any arrest, or conviction for a drug-related offence. Failure to inform Common Ground within this timeframe would constitute grounds for immediate termination of employment.

6.2 Employee Illness/Injury While on Duty

6.2.1 Policy

Common Ground values the health and well-being of all its employees. Common Ground provides group health care insurance for employees and their dependents. Common Ground provides worker's compensation to provide benefits for employees with work related injuries/illness. An employee who suffers a work-related injury should notify the Director and complete a form detailing the nature, time and background of the injury. This notice will initiate an investigation to determine eligibility for statutory workers' compensation benefits. This report, when properly completed, is also used to monitor, evaluate, and improve the quality, safety and health within Common Ground Child Care Center.

6.2.2 General Guidelines and Responsibilities

Non Work Related Injury or Illness

Employees who become ill while on duty or who have a non-work related injury, which is temporarily impairing job performance, should notify their immediate supervisor of their illness or injury.

Work Related Injury or Illness

Employees who experience an incident that results in a minor injury (i.e. small cuts, bruises, sprains, etc.) should report the incident to an immediate supervisor at the time of the occurrence. Employees who experience a life threatening or urgent injury during the course of their work duties and responsibilities should immediately inform their supervisor so appropriate coordination of care for the employee and transfer of responsibility for child care can occur.

Compensation: On the day of an occurrence, Common Ground will compensate employees who sustain work related injury/illness requiring medical evaluation at their regular rate of pay for any authorized time away from work, as if it were regular work day. Employees may

use any accrued PTO and/or accrued leave beginning the first full day of absence following a reported work incident.

Employee Occurrence Report (EOR) (Include accident or illness)

Please print clearly

Name:

Date of Birth:

Home Address:

Telephone Numbers Cell/Home:

SNN:

Job Title:

Hire Date:

Occurrence Date, Time & Location:

Type of Injury:

Part of the Body:

Possible Cause:

Description of Occurrence:

How could this have been prevented?

Employee Signature:

Date:

Treatment YES/NO IF Yes, describe Treatment:

Disposition

Supervisor Notified at the time of the occurrence:

Witnessed by:

6.3 Worker's Compensation

Worker's compensation is an insurance program that provides benefits to employees who need medical treatment and/or are unable to work due to a bona fide work related illness or injury. Employees on the Common Ground payroll who experience a compensable injury or illness are covered by worker's compensation at no cost to the employee. All employees will report any accident or incident immediately upon occurrence. Delayed reporting may jeopardize the employee's right to benefits.

6.4 Tobacco-Free Workplace

Common Ground Child Care Center promotes tobacco-free, healthy lifestyles. Common Ground Child Care Center is committed to providing a safe, clean and healthy environment for our children, parents, families and staff, as well as promoting health, wellness, prevention and the treatment of diseases within the community. Common Ground Child Care Center provides a total tobacco-free work environment (includes, but is not limited to, cigarettes, cigars, pipes and smokeless tobacco) and offers resources designed to assist staff members, parents, volunteers and visitors in adhering to this commitment.

Common Ground Child Care Center prohibits the use of all tobacco products on all premises it leases. This policy applies to all persons, including employees, visitors, parents, students, vendors, contractors, subcontractors, volunteers and others in Common Ground Child Care Center's buildings, on Common Ground Child Care Center's (owned or leased) grounds (collectively referred to herein as "premises") and in all Common Ground Child Care Center's owned vehicles. Employees, visitors, parents, students, vendors, contractors, subcontractors, volunteers (collectively referred herein as "visitors") are prohibited from using all tobacco products on all Common Ground Child Care Center premises.

Common Ground Child Care Center employees are prohibited from trespassing on adjacent properties for any reason, including for tobacco use.

6.5 Latex Allergy/Sensitivity

Natural rubber latex commonly referred to as latex, is a common ingredient of many medical supplies. Latex is most commonly known associated with disposable gloves. Day care workers who are frequently in contact with latex products may develop allergies to latex proteins, with resulting allergic reactions varying from mild to life threatening. This policy provides guidelines for the appropriate identification evaluation and follow up for employees who report symptoms consistent with a possible latex allergy/sensitivity.

Types of Reactions caused by Latex Products:

- A. Irritant contact dermatitis is a non allergic skin rash manifested by hand redness, cracking, scaling and vesicle formation. This is oftentimes caused by sweating or rubbing under the glove and from residual soaps that are in prolonged contact with the occluded skin.
- B. Allergic Contact Dermatitis is a specific immune response to the chemical additives contained in the latex products. The reaction is known as delayed hypersensitivity, initially, there may be redness and vesicle formation that appears 2-4 days after exposure. The skin may become dry, crusted and thickened.
- C. Immediate Allergic Reaction (or IgE mediated hypersensitivity reaction) is caused by latex proteins which directly sensitize the patient and cause allergic symptoms such

as rhinitis, conjunctivitis, urticaria, asthma and anaphylaxis. It is believed that both irritant and allergic contact dermatitis may be a factor in latex allergy by reducing the barrier properties of the skin and allowing more absorption of the latex proteins.

In addition, individuals who have certain food allergies, including banana, avocado, chestnut, apricot, papaya, passion fruit, pine apple, peach and nectarine may also have a coexisting latex allergy.

Powder free, low protein gloves and non-latex gloves should be available to employees affected by the above described symptoms.

Applicants and New Hires are responsible for revealing known medical history of latex allergy.

Current employees: Should report any of the above symptoms to the director when suspected. Known allergies and or sensitivities shall be reported immediately to the center director and alternative gloves will be provided by the center.

Latex Allergy Questionnaire

(To be completed by Employee with possible Latex allergy/sensitivity.)

Employee Name:

Date:

Assessments		
Risk Factors	Yes	No
Do you wear latex gloves regularly?		
Do you have a history of eczema or other rashes on your hands?		
Do you have a history of hay fever?		
Do your colleagues wear latex gloves regularly?		
What are you allergic to:		
Contact Dermatitis <i>(for employees who wear latex gloves regularly)</i>	Yes	No
Do you have rash, itching, cracking, chapping, scaling or weeping of the skin from latex gloves use?		
If yes, have these symptoms recently changed or worsened?		
Have you used different brands latex gloves?		
If so, have your symptoms persisted?		
Have you used non-latex gloves?		
If so, have you had the same/ similar symptoms as with latex gloves?		
Do these symptoms persist when you stop wearing all gloves?		
Contact Urticaria (Hives) <i>(for employees who wear latex gloves regularly)</i>	Yes	No
When you wear or are around other who wears latex gloves do you get hives, red itchy swollen hands within 30 minutes or water blisters on your hands within a day?		
Aerosol Reaction	Yes	No
When near or around some wearing latex gloves have you noted:		

Itchy, red eyes, sneezing, runny or stuffy nose, itching of the nose or roof of the mouth?		
Shortness of breath, wheezing, chest tightness, or difficulty breathing?		
Other acute reactions, including generalized or severe swelling or shock?		
History of Reactions Suggestive to Latex Allergy	Yes	No
Do you have any history of anaphylaxis or life threatening symptoms during a surgical procedure?		
Have you had itching, swelling or other symptoms following dental, rectal or pelvis exams?		
Have you experienced swelling or difficulty breathing after blowing up a balloon?		
Have you experienced swelling or difficulty breathing around materials that may contain latex?		
Do rubber handles, rubber bands or elastic bands or clothing cause any discomfort?		
Other Comments:		
Center Comments/ Action	Date	

6.6 Immunization Programs

This policy provides guidelines for immunizations offered to employees based on identified risks associated with their job duties and responsibilities.

As a child care institution, providing child care services to our children in our community presents an inherent risk for potential exposure to communicable diseases. When such diseases are preventable through immunization practices, Common Ground shall offer, facilitate or fund immunizations to susceptible employees, free of charge, and based on any risks inherent with employees' job duties. Common Ground will keep record in the employee files of vaccines provided to the employee.

Immunizations offered to susceptible employees include:

- Measles/Mumps/Rubella (MMR) vaccine
- Varicella (Chickenpox) vaccine
- Tetanus/Diphtheria vaccine
- Influenza vaccine (may also be offered to volunteers)

Vaccine offerings are based on disease preventable illnesses present or prevalent within the community. All vaccine offerings are voluntary and are based on the availability of the vaccines from the manufacturers.

Susceptible employees: Those individuals whose positions may place them at risk for potential exposure to communicable diseases and who cannot provide documentation of previous

disease history of immunizations and/or whose laboratory titers indicate the individual is not immune / protected against a specified organism.

The employee will be reimbursed for immunizations after previous approval from center management. Employees' immunization status shall be assessed at the time of employment and vaccinations shall be offered to susceptible employees.

7 Emergency

7.1 Emergency Numbers and Address

The health and safety of the children is the first and foremost priority in the operation of a good center. If any situation or procedure appears unsafe or unhealthy, please report it to a Director immediately.

To call for help, be sure to give our correct address and phone number:

Common Ground Child Care Center

1700 Wainwright Drive

Reston, VA 20190

703-437-8226

Center Director Cell Phone 703-300-2246 (Kae Bieber)

Child Abuse is 800-552-7096

Fairfax County Department of Family Services 12011 Government Center Parkway Suite 232 Fairfax, VA 22035 (703) 324-7500 (703) 222-9487 (FAX)
<http://www.fairfaxcounty.gov/dfs/>

Fire and Rescue and Police is 911

Poison Control Center is 1 800 222 1222

These numbers are also posted by each telephone.

7.2 Procedure for Missing Children

If a child is suspected as being missing at the Center, the staff will

- A. Notify the office immediately and a Center-wide search will be conducted.
- B. If the child *cannot* be located within 5 minutes, the Director will call 911 immediately and then contact the parents or legal guardians and the President of the Board of Trustees
- C. An Accident/incident report will be written following the police's investigation.

If a Child should be suspected as missing on a field trip, the group will

- A. Retrace their steps.
- B. If the group is unable to find the child within 5 minutes, staff will notify the Center which will in turn notify local authorities.
- C. The Center Director will then notify the parents and the President of the Board of Trustees.

If a kindergarten or school-age child cannot be accounted for after school, the staff or office will call the school AND the parents or legal guardians to locate the child.

7.3 Reporting Child Abuse and Neglect

The Code of Virginia requires any person providing child care for pay to report suspected child abuse or neglect. If a staff member suspects abuse or neglect, alert a Director immediately. She will help the staff member document and report these occurrences.

Caution: It is not our responsibility to determine whether abuse or neglect has occurred; the authorities will do that, but **under Virginia State Law** the staff member must report their suspicions. Our Center has reported cases in the past, so we know that the case workers are very helpful and willing to answer any questions concerning possible abuse and neglect. Child Protective Services advises that parents not be advised that we have made a report.

Fairfax County Department of Family Services 12011 Government Center Parkway Suite 232 Fairfax, VA 22035 (703) 324-7500 (703) 222-9487 (FAX) <http://www.fairfaxcounty.gov/...>

The Virginia Department of Social Services operates a statewide Child Protective Services (CPS) Hotline 24 hour a day, seven days per week to support local departments of social services by receiving reports of child abuse and neglect and referring them to the appropriate local department of social services. The CPS Hotline is staffed by trained social workers.

Anyone can report suspected child abuse or neglect to a local department of social services or to the CPS Hotline. Callers will be asked to provide as much information as possible about the child, the alleged abuser and the incident. You are not required to give your name when you make the report, but if you do identify yourself, the local department of social services will be able to contact you for further information if needed and will be able to inform you of actions that were taken.

Each report is evaluated by the local department of social services to determine if the report information meets the legal definition of child abuse or neglect and whether CPS has the authority and responsibility to conduct a family assessment or an investigation to determine the child's immediate safety needs and to determine if the family needs services.

7.3.1 Criteria for Child Abuse

- Alleged victim is under the age of 18 at the time of the report
- Alleged abuser is in a caretaking role
- Alleged abuse or neglect meets the definition under the CPS laws, regulations and policy
- The Virginia Department of Social Services local agency has jurisdiction to respond to the report

7.3.2 Hotline Numbers

- In Virginia: (800) 552-7096
- Out-of-state: (804) 786-8536
- Hearing-impaired: (800) 828-1120

CPS Hotline staff may provide general information and educational materials about child abuse or neglect to callers from the general public, child care providers, school educators and medical professionals on recognizing and reporting suspected child abuse or neglect.

CPS Hotline staff is also trained to provide crisis counseling and intervention if needed, and can provide information and referral assistance to callers to locate prevention and/or treatment programs in their area.

7.4 Center Disaster Plan

For specific policy regarding fire drills, tornado drills, shelter-in-place and similar crisis, please consult the Center's Crisis Management Book, located in the Director's Office.

7.4.1 In the event of a late opening

We will inform parents by:

- A. Updating the outgoing voice mail message no later than 5:30 AM
- B. Contacting via email notification system no later than 5:30 AM

7.4.2 In the event of an emergency resulting in early dismissal

We will inform parents by:

- A. Updating the outgoing voice mail message
- B. Contacting parents via email notification system
- C. Update information of Common Ground website
- D. Contacting families via phone tree from emergency contact information forms

7.4.3 In the event of a catastrophic emergency resulting in the evacuation of the center

If the center is evacuated due to an emergency, and we will be out of the building for an extended period of time, our alternate locations are:

- 1st: Lake Anne Elementary School
11510 North Shore Drive
Reston, VA 20190
- 2nd: United Christian Parish Child Development
Center
11508 North Shore Drive
Reston, VA 20190

We will inform parents if we move to one of these alternate locations by:

- A. Updating the outgoing voice mail message
- B. Contacting parents via email notification system if Director can contact a board member
- C. Update information of Common Ground website
- D. Contacting families via phone tree from emergency contact information forms
- E. Forwarding all phone calls to Director's cell phone if possible

If all forms of communication are unavailable, information will be posted on the Common Ground door.

7.5 Fire Regulations

7.5.1 Policy

- A. Doors to the main hallway must remain closed except when in use.
- B. Doorways must remain clear at all times.
- C. Hallways must be kept clear of obstructions.
- D. Flammable items such as paper must be kept three feet from doorways.
- E. Flammable items may not be hung from the ceiling.
- F. Fire lanes in the parking lot must be kept open.

7.5.2 Fire Drill Procedures

Fire drills are held at least once a month. Every staff person must know the procedures and be able to direct the children from the building.

7.5.3 Evacuation Routes

Primary evacuation routes

Infants and Toddlers evacuate through the outside door in the infant room to the far end of the Toddler playground. Toddlers, two's, three's, and Pre-K will evacuate through the outside door in each classroom and walk along the building to the playground. Children in the Great Hall exit through the Great Hall and proceed to the far end of the playground.

Secondary evacuation routes

Infants and Toddlers evacuate through the main hallway to the Toddler playground. Toddler, two's, three's, and Pre-K exit down the main hallway and proceed to the main playground. Children in the Great Hall room exit through the hallway doors between the church and school.

Optional Routes

If all the other exits are blocked, remove screens and exit through the windows, then proceed to a safe meeting place.

7.5.4 Evacuation Procedure

1. Bell rings.
2. Staff check primary evacuation route; if safe, children proceed; if blocked, staff direct children to another evacuation route.
3. Teacher takes emergency contact forms and attendance records.
4. The last staff member out of the room checks the room and bathroom to make sure that all children have been evacuated.
5. Teacher checks the alarm in her area to see if it has been pulled.
6. All classroom staff accompany children to designated areas.
7. Teacher takes roll to be sure that all children are accounted for.
8. Office staff check building to be sure all persons have been evacuated.

7.6 Emergency Procedures for Tornadoes and High Winds

7.6.1 Policy

Children should be evacuated to the main hallway as far away from doors as possible. Bathrooms between classrooms may be used if there is not enough time to get into the hall.

School-age children will move to the hallway outside the kitchen.

If time, an Emergency Email will be sent to all parents notifying them of the initiation of emergency procedures.

An Emergency Email will be sent to all parents notifying them when the emergency has passed or on further instructions as to next steps the center is taking. In the event email is not available, the center Director will contact each parent via telephone.

7.6 Evacuation Procedure and Routes

7.6.1 Evacuation Procedure

1. Bell rings.
2. Staff check primary evacuation route; if safe, children proceed; if blocked, staff direct children to another evacuation route.
3. Teacher takes emergency contact forms and attendance records.
4. The last staff member out of the room checks the room and bathroom to make sure that all children have been evacuated.
5. Teacher checks the alarm in her area to see if it has been pulled.
6. All classroom staff accompany children to designated areas.
7. Teacher takes roll to be sure that all children are accounted for.
8. Office staff check building to be sure all persons have been evacuated.

Primary evacuation routes

Infants and Toddlers evacuate through the outside door in the infant room to the far end of the Toddler playground. Toddlers, two's, three's, and Pre-K will evacuate through the outside door in each classroom and walk along the building to the playground. Children in the Great Hall exit through the Great Hall and proceed to the far end of the playground.

Secondary evacuation routes

Infants and Toddlers evacuate through the main hallway to the Toddler playground. Toddler, two's, three's, and Pre-K exit down the main hallway and proceed to the main playground. Children in the Great Hall room exit through the hallway doors between the church and school.

Optional Routes

If all the other exits are blocked, remove screens and exit through the windows, then proceed to a safe meeting place.

Bloodborne Pathogen Exposure Control Plan

Adapted from the Fairfax County Office for Children – please review regulations provided.

1 Introduction -

Hepatitis B Virus (**HBV**) and Human Immunodeficiency Virus (HIV) have been shown to be responsible for infecting workers exposed to human blood and certain other body fluids. Occupational transmission of **HBV** occurs much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of employees.

Purpose

This policy has been established by the Common Ground Child Care Center in order to minimize and to prevent, when possible, the exposure of employees to disease-causing microorganisms transmitted through human blood, and as a means of complying with the OSHA/VOSH Bloodborne Pathogens Standard.

Responsibility and Authority

The Directors have oversight responsibility for monitoring Center compliance with the provisions of the Bloodborne Pathogen Policy. The policy will be reviewed at least annually and updated as necessary by the Directors.

2 Policy Guidelines

Exposure Determination

All job categories at the Center are included in this exposure control plan. Exposure determination shall be made without regard to the use of personal protective equipment.

Methods of Compliance Universal Precautions

All blood and other potentially infectious materials shall be handled as if contaminated by a bloodborne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall **be** considered potentially infectious material. Universal Precautions are posted at each site.

3 Handwashing and other General Hygiene Measures

Handwashing is a primary infection control measure. Appropriate handwashing must be diligently practiced. Employees shall wash hands thoroughly, using soap and water, whenever hands become contaminated and as soon as possible after removing gloves. Whenever other skin or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and mucous membranes shall be flushed with water, as soon as possible. If soap and water are not readily available, antiseptic hand cleanser used in *conjunction* with clean paper towels or antiseptic towelettes shall be used. When these alternatives are used, hands shall be washed with soap and water as soon as feasible. Disposal of paper towels and towelettes should follow Universal Precautions.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

Adhesive strips or bandages should be worn at all times to cover exposed wounds.

Personal Protective Equipment (Gloves, Face Shields)

Employees shall wear gloves when exposure to blood or other potentially infectious materials is anticipated. Employees who have allergies to regular gloves may obtain hypoallergenic gloves. Face shields shall be used by trained staff when CPR administration is necessary and are available at limited sites. Gloves are available in each first aid kit. Additional gloves and face shields may be obtained by contacting the Directors or the Administrator, who will place the orders.

If a personal garment is penetrated by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a double bag for storage in a designated area to be taken home by the end of the day.

Gloves shall be worn at all times in the following situations:

- When it can be reasonably anticipated that hands will contact blood or other potentially infectious materials.
- When handling or touching contaminated items or surfaces.
- When dermatitis or other skin ailments are present, **Disposable Gloves**
- Replace as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
- Do not wash single-use gloves for reuse.
- Follow Universal Precautions for directions for the removal of disposable gloves. Dispose of contaminated gloves in the appropriate container.

Housekeeping

The workplace shall be maintained in a clean and sanitary condition. Written housekeeping procedures are located in staff handbook. Clean contaminated surfaces with a 1:10 bleach and water solution immediately or as soon as feasible when contaminated or after any spill of blood or other potentially infectious materials.

Sharps Management and Precautions

Contaminated needles and other contaminated sharps (bee sting injection kits, glucose testing needles, insulin injection kits, etc.) shall not be bent, recapped, or removed. Sharing or breaking of contaminated needles is prohibited.

Sharps containers must be closable, puncture resistant, labeled or color-coded, and leak-proof on sides and bottom, and maintained upright throughout use. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps container.

It is recommended that broken glass or other sharp objects which may be contaminated be cleaned up using mechanical means such as a brush and dust pan or tongs.

Regulated Waste

Includes:

- Liquid or semi-liquid blood or other potentially infectious materials.

- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Contaminated sharps.

It should be noted that **unregulated** waste includes small amounts of blood on clothing or other items, vomit, urine, feces, mucous, or saliva, unless a large amount of blood is also present. Universal Precautions should be followed for bodily liquids that do not contain blood. Unregulated waste should be disposed of in lined waste containers and should not be placed in containers for regulated waste.

Sharps and Waste Containers and Disposal/Precautions in Handling Contaminated Waste

Any regulated waste listed above must be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping. The container must be closed before being stored, transported, or shipped. Containers are labeled with a biohazard label. If outside contamination of the primary container occurs, or if the potentially infectious materials could puncture the primary container, the primary container shall be placed within a secondary container which prevents leakage, and/or resists puncture during handling, storage, transport, or shipping.

Procedures for Disposing of Regulated Waste

With any incident involving large amounts of blood or other potentially infectious materials Emergency Medical Services will be notified. Upon arrival of Emergency Medical Technicians, any regulated waste will be appropriately contained and given to the EMTs for disposal.

After the use of any sharp, the sharp will be placed in a puncture resistant container. The child's parent or guardian will be responsible for removing and disposing of the sharp within 24 hours. Personal sharps must be removed by that employee. When EMS is contacted, any sharps will be given to EMTs in puncture proof containers for disposal.

4 Hepatitis B Vaccination Policy

Hepatitis **B vaccinations are** strongly recommended for employees who provide first aid.

Employees can receive vaccinations through the Fairfax County Health Department, and should contact the Directors for authorization. Employees must provide the Directors with documentation of the completed series of vaccinations.

Any first aid provider who declines the Hepatitis B vaccine will be asked to sign a declaration statement.

Any unvaccinated first aid provider who has rendered assistance in any situation involving the presence of blood or other potentially infectious materials will be offered the Hepatitis B vaccine and other appropriate post-exposure evaluation, prevention, and follow-up at no cost to the employee. All unvaccinated employees providing first aid in situations involving blood should contact a Director or Administrator before the end of their shift.

5 Procedure for Evaluation and Follow-Up of Exposure Incidents First Aid Incidents

All first aid incidents involving the presence of blood or other potentially infectious materials must be reported to the Director or Administrator before the end of the work day during

which the first aid incident occurred. Any unvaccinated employee is entitled to receive the Hepatitis B vaccination series upon request.

The report must include the names of all first aid providers who rendered assistance (regardless of whether personal protective equipment was used) and must describe the first aid incident, including time and date. If the incident involves an injured child, the appropriate Accident/Injury form must be completed. The incident must also be logged in the First Aid log book.

Exposure Incidents

An exposure incident is a specific **eye**, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. Examples of exposure incidents include a stick by a used needle or contact with blood on an open wound.

All employees who **experience** an exposure incident must immediately report their exposure to the Director or Administrator. When an employee reports an exposure incident, she/he will immediately be offered a confidential medical evaluation and follow-up including the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual unless identification is infeasible.

Any **employee** who **experiences** an exposure incident is offered a confidential medical evaluation. Employees must take with them a Medical Status Report (**Appendix 3**) which should be completed by the physician and returned to the Director within 48 hours. A Medical Status Report must be taken by the **employee** for any subsequent visits for medical follow-up.

After **immediate** notification of an exposure incident the employee must complete the Employee Notice of Job-Related Injury/Illness and give the completed form to the Director or Administrator within 24 hours. The Director or Administrator must complete the Director's Accident Investigation Report. The Employee Notice and the Director's Report should include documentation of the route(s) of exposure and the circumstances under which the exposure occurred.

The exposed employee's blood shall be collected as soon as feasible after consent is obtained, and tested for **HBV** and HIV. The exposed employee will be offered post-exposure prophylaxis (measures designed to preserve health and prevent the spread of disease), when medically indicated, as recommended by the U.S. Public Health Service. The exposed employee will be offered counseling and medical evaluation of any reported illness.

Common Ground Child Care Center will provide to the health care professional evaluating an employee after an exposure:

- A copy of 1910.1030 Blood borne Pathogens Standard.
- The documentation of the route(s) of exposure and the circumstances under which the exposure occurs.
- Results of the source individual's blood testing, if available.

- All medical records relevant to the appropriate treatment of the employee including vaccination status.

A copy of the evaluating health care professional's written opinion shall be provided to the employee within 15 days of the completion of the evaluation. The written opinion **will be limited** to the following information:

- The employee has been informed of the results of the evaluation.
- The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings shall remain confidential and shall not be included in the written report.

Employee Training

Employees will be trained regarding blood borne pathogens within 10 days of initial assignment and annually. The Directors are responsible for providing this training.

6 Record Keeping Procedures

Medical Records

A confidential medical record will be established and maintained for each employee with exposure. The Directors and Administrator are responsible for maintaining medical records.

The record shall include the following:

- Name and social security number of the employee.
- A copy of the employee's Hepatitis B vaccination status with dates of Hepatitis B vaccinations and any medical records relative to the **employee's** ability to receive vaccination.
- A copy of the health care professional's written opinion.
- A copy of the information provided to the health care professional who evaluates the employee for suitability to receive Hepatitis B vaccination prophylactically and/or after an exposure incident.

The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation. Employee medical records shall be provided upon request for examination and copying to the subject employee and to the Commissioner of the Virginia Department of Labor and Industry in accordance with regulations.

Training Records

Training records shall be maintained for 3 years from the date on which the training occurred.

The following information shall be included:

- Dates of training session.
- Contents or a summary of the training sessions.
- Name and qualifications of the trainer(s).
- Name and job title of all persons attending.

Training records shall be provided upon request for examination and copying to employees, employee representatives, and to the Commissioner of the Virginia Department of Labor and Industry in accordance with regulations.

An employee will be given a copy of the Bloodborne Pathogen Exposure Control Plan within 10 days of appointment to a position associated with occupational exposure. The employee must sign the Disclosure Statement indicating that they have read, understood, and agree to adhere to the plan. An employee may also obtain a copy of this policy within 15 days of her/his request by contacting the Directors or the Administrator.

Universal Precautions

Hand Washing

Hand washing is an essential element in a basic hygiene program. It is a critical deterrent to the transmission of infectious organisms. Hand washing should be encouraged after using the toilet, and immediately before eating, and it is essential before and after any other high risk situation when hands come in direct contact with blood, human or animal body secretions and excretions. The importance of hand washing cannot be undermined by the belief that it is impractical. Adequate hand washing facilities must be available at all times.

Good hand washing includes the following procedures:

- Ensure that each hand sink is supplied with dispensed soap and disposable paper towels. Germicidal towelettes should be provided where water is not available.
- Wet hands thoroughly under warm running water, cold water if necessary.
- Dispense soap into wet hands; bar soap may be used when dispensed soap is unavailable.

Vigorously rub hands together for one minute, paying particular attention to the nails, cuticles, spaces between the fingers, and under jewelry.

- Wash hands above the wrist level.
- Rinse hands thoroughly.
- Shake hands to remove excess water.
- Dry hands using a disposable towel; avoid the use of common towels.
- Use the towel to turn off the water.
- Dispose of paper towel into a waste receptacle.

Disposable Gloves

In any situation when hands may come in direct contact with body fluids, or body wastes, the use of disposable gloves is necessary. Following are the procedures for using disposable gloves:

- Maintain a supply of disposable gloves in a readily accessible location.
- Slip each hand into a clean glove, pulling it snugly over the fingers to assure a good fit. Pull glove over the wrist as far as it will go to maximize coverage.
- Do not reuse gloves.

Contaminated Persons or Clothing

- Put on **disposable** gloves.
- Use a paper towel to wipe material from exposed skin, paying particular *attention* to the face. Allow person to rinse mouth, nose and eyes with running water if possible. Germicidal towelettes should be used when *running* water is not available. Place soiled towels or towelettes in a lined waste container.
- If practical, remove soiled clothing and place in plastic bag for laundering at a later time. Assist in the *cleansing* of the affected body area. Put on clean clothing and/or notify parent. Soiled clothing should be laundered separately from the rest of the laundry. Use hot water and a cup of bleach in each load.
- Use procedures for the *cleaning* of environmental surfaces and objects.

- Remove gloves by turning the glove inside out as it is pulled over the hand. During the removal of the second glove, avoid touching the outer surface by slipping the fingers of the ungloved hand under the glove and pull it inside out as it is pulled over the hand.
- Dispose of gloves in lined waste *container*.
- Pull liner from waste *container*, tie and immediately dispose of following normal disposal procedures.
- Wash hands thoroughly, following Hand Washing Procedures previously mentioned.
- For assisting with *runny* nose, coughing and/or drooling, provide facial tissues and dispose of in plastic lined trash can. Wash hands after procedure is finished.

Toileting Procedures

- In the event of a fecal or urine accident, refer to procedures for dealing with contaminated persons and clothing, surfaces and objects.
- Discourage-group toileting, promote privacy.
- Assist with the removal of clothing if necessary.
- Assist in wiping the person if necessary. Put on disposable gloves. Using toilet tissue, a disposable wipe and an appropriate cleaning solution or a moist, germicidal towelette, wipe person moving from front to back to prevent a urinary tract *infection*.
- Assist with redressing if necessary.
- Remove gloves if necessary, following Disposable Glove Procedures.
- Ensure person washes hands properly.
- Wash your own hands thoroughly, using Hand Washing Procedures mentioned.
- Remove gloves following procedures previously listed.
- Dispose of the used gloves in a lined waste container.
- Wash hands thoroughly, using Hand Washing Procedures mentioned.

Contaminated Surfaces (Floors, Walls, Counter Tops)

- Put on disposable gloves.
- Sprinkle disinfecting absorbent over the spillage; wipe surrounding surfaces with paper towel.
- After the spill has been absorbed, scrape material into small dustpan with spatula or paper towel.
- Dispose of the material in a lined waste container.
- Spray affected area with a spray cleaner disinfectant.
- After allowing for adequate contact time, wipe disinfectant from affected surface.
- Dispose of paper towels and gloves in lined waste container.
- Draw plastic liner out of waste container, tie and immediately dispose of, following normal procedures.
- Wash hands thoroughly, following Hand Washing Procedures previously listed.

Contaminated Objects

- Put on disposable gloves.
- Discard contaminated items that cannot be cleaned.

- Wash using clean, warm water and a general purpose cleaning agent. Use mops, sponges, or cloths that are kept separated from those used on floors, walls or plumbing fixtures.
- Rinse thoroughly in clear water.
- Disinfect or sanitize by spraying, swabbing with or immersion in a 10% bleach solution (less than 24 hours old).
- Disinfect then rinse in clear water objects that might have been placed in a person's mouth.

Medical Status Report

1. Complete top of form and give to physician at each visit.
2. Return completed fore to director within 48 hours of treatment.

Employee Name:

Date of Accident:

Today's Date:

Physician or Facility Name:

Nature of injury/complaint:

How injury happened:

For Physician Use Only

Diagnosis:

Current Status:

Treatment Recommended:

Is diagnosed condition due to occurrence described: Yes No

Employee may return to work immediately: Yes No

If the answer to this question is no, give estimated date of return to work:

Should employee be on restricted duty: Yes No

List specific restrictions:

Lifting restrictions: Yes No Up to lbs. How long:

Medication prescribed:

Will medication prevent employee from working on or around moving equipment, machinery or driving:

Yes No

Anticipated date of return to regular duty:

Next appointment:

Referred to:

Comments:



Employee Notice of Job-Related Injury/Illness

Name:

Home Phone:

Address:

City:

State:

Zip Code:

Email:

Date of incident: __ Date of recurrence: __ Describe accident/exposure in detail:

Describe injuries or occupational illness:

List parts of body injured:

List names of witness(es), if any:

I certify that all statements are true and correct to the best of my knowledge.

Date

Employee Signature

Date received

Director Signature

Completion of this form will assist in determining compensability of your claim.

Completed report should be given to a director or administrator within 24 hours of your injury.

Director's Accident Report Investigation

Employee:

Phone Number:

Email:

Date of incident: _____ Time of Incident: _____ Describe how incident occurred:

Where did incident occur?

Describe any injuries and part of body involved:

Did employee seek medical attention? Yes No

Name and address of physician:

Name and addresses of witnesses:

What, in your opinion, was the direct cause of the accident?

Was weather a factor? Yes No

Did an unsafe physical, mechanical or environmental condition exist? Yes No

If yes, describe:

Was corrective action taken? Yes No

If yes, describe:

If no, explain:

Any personal factors involved (improper attitude, fatigue, lack of knowledge, etc.):

Personal protective equipment required :

Was employee using required protective equipment? Yes No

Was the work area protection adequate? Yes No

How could this accident have been prevented?

Recommendations:

Is employee working? Yes No Number of Hours:

Time lost due to accident – Number of days:

Director

Date

Disclosure Statement

I have read, understand, and agree to adhere to the Common Ground Child Care's Blood-borne Pathogen Control Plan complying with VOSH/OSHA standard 29CFR1910.1030. Any non-compliance on my part may result in a reprimand or dismissal.

Initial one of the following:

I wish to receive the vaccination and will provide documentation of the completed series to the director.

I choose not to receive the Hepatitis B vaccination suggested by the Common Ground Child Care's Blood-borne Pathogen Control Plan Section III. I understand that I may request a vaccination at a later date. I understand that if I am exposed to blood that I am able to receive a vaccination within 24 hours, and I agree to notify the director or administrator after rendering first aid in which blood is involved.

Employee's Name(Print)

Title (Print)

Employee's Signature

Date

Guidelines and Reference Sources

All employees should be familiar with the following guidelines and reference sources:

Mandatory Reporting guidelines for Child Abuse

<http://www.childwelfare.gov/responding/mandated.cfm>

A Guide for Mandated Reporters in Recognizing and Reporting Child Abuse and Neglect

http://www.dss.virginia.gov/files/division/dfs/cps/mandated_reporter_information/mandated_reporter_booklet3-07.pdf

VA Department of Social Services Resources for Mandated Reporters

http://www.dss.virginia.gov/family/cps/mandated_reporters.cgi

Child Care Program Guidelines, published by the Fairfax County Office for Children.

Minimum Standards for Licensed Child Care Centers, published by the Virginia Department of Social Services.

http://www.dss.virginia.gov/files/division/licensing/licensed_child_care/child_day_centers/regulations_code/applicable_regulations/032-05-243-7.pdf

VA Department of Social Services Child Day Care Provider Training and Development

Resources http://www.dss.virginia.gov/family/cc/professionals_resources.html

The Director's Toolbox, published by the Virginia Department of Licensing Programs

http://www.dss.virginia.gov/files/division/cc/publications/directors_toolbox/chapters_individually/1._Introduction.pdf

Documentation of Orientation for New Employees

Name of Employee:

Date of Hire:

Orientation Start Date:

Orientation Completion Date:

Trainer Name (if other than Director):

Date "Employee Manual" received by New Employee:

The following topics, Policies and Procedures were reviewed with the New Employee in accordance with the Employee Orientation Policy (Section 3.4) (Trainer/Director must check all that apply)

Orientation	
Center Procedures	
	Intro to Common Ground Child Care Center History and Culture
	Safety and Error Prevention
	Compliance and Ethics, Confidentiality, and Code of Conduct
	Procedures for reporting suspected child abuse or neglect to the appropriate local department of social services (Note: 63.1-248.3 of the Code of Virginia requires any person providing full or part-time child care for pay on a regularly planned basis to report suspected child abuse or neglect.)
	Environment of Care, including Violence in the Workplace, Safety
	Security, Fire and Emergency Preparedness
	Minimum Standards for Licensed Child Care Centers in Virginia as related to the staff person's responsibilities
	Common Ground Child Care Center Standards of Behavior
Classroom Orientation	
	Role and function of the Classroom
	Children and families in the Class and staff teams and their functions
	Classroom policies, procedures and processes
	Special child needs
	Diapering and Toileting procedures
	Hygiene Program
	- hand washing
	- disposable gloves
	- contaminated persons or clothing
	- contaminated surfaces
	- contaminated objects
	Child Discipline
	Their individual responsibilities in the event of a child's illness or injury, including the location and use of the first aid kit

Employee signature

Date

Trainer signature

Date

Supervision of Children

The Commonwealth of Virginia requires that the children be under the direct supervision of one or more staff members AT ALL TIMES. Each child must be within sight and sound except when in the bathroom. This includes field trips, special projects, etc.

NEVER LEAVE A CHILD ALONE

Signature of employee agreeing to adhere to policy

Date

Other important responsibilities are to:

1. Be here and with your class on time.
2. Be alert and attentive to duties.
3. Read the daily log upon arrival and throughout the day.
4. Keep your TB tests current.
5. Participate in and document at least 16 hours of training each year.
6. Cooperate with other staff in planning and/or performing daily duties.
7. Inform a Director at home of an unscheduled absence if you are to begin work at 8:00 AM or earlier or for those who begin after 8:00 AM, Call the Center, giving a minimum of 2 hours' notice of an unplanned absence.
8. Be familiar with and adhere to all school policies as outlined in the staff handbook.

Accident and Incident Report Form

Name of Child _____

Age of Child _____

Date and time of accident/incident _____

Names of Staff / Adult witnesses, their location at the time of the Incident and what they were doing at the time of the incident:

Description of Accident or Incident & what child was doing at the time:

Description of injury:

Description of aid given:

Staff person giving aid:

Steps taken to prevent future accident or injury:

Date and time parent notification:

Parent notified (please circle): in person by phone in writing

Name of person notifying parent:

Name of person completing this form:

Other comments:

Parent Signature (when applicable)

I have read the above account informing me of my child's accident.

Signed

Date

Request for Payment of Educational Costs

Instructions: Employee completes Section 1 and signs request; Director completes Section 2 and forwards a copy to the Board of Trustees. Employee should retain a copy for his/her record. This form must be completed and submitted, along with a registration form, before beginning any educational program.

Section 1

Employee Name		Student Status (check)	Part Time	
Hire Date			Full Time	
School Name				
Course(s) Title		Course Type (check)	Undergraduate	
Class Start Date			Graduate	
Class End Date			Certification	
Brief Course Description				
Statement of Relation of Training to Job Duties				
Total Reimbursable Educational Expenses (Receipts Required)	Tuition	\$		
	Books	\$		
	Lab Fees	\$		
	Other (Specify)	\$		
	Total Requested	\$		

DISCLAIMER: PLEASE READ THE INFORMATION BELOW VERY CAREFULLY.

Provisions of Tuition Assistance - Employee Repayment to Common Ground Child Care:

- Failure to receive passing grade
- Termination / resignation (see policy)
- Overpayment
- Withdraw of course (notify Director immediately) *Failure to do this could be considered fraudulent.*
- Failure to submit required documentation.
- All repayments will be made in one lump sum through payroll deduction immediately.

I have read, fully understand and agree to abide by all the provisions set forth in the Tuition Assistance Program.

Employee Signature

Date

Section 2 - For Director and Board of Trustee Use Only

Employee's Weekly Budgeted Hrs		Annual Educational Costs Considered To Date	
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Total Benefit Due		Non-Taxable		Taxable	
Director Recommendation	Board of Trustee Action				
	Approve		%	of the requested amount	
	Decision Date				