

Staff Handbook

2017-2018

January – May

Testimony

As a ministry of Greater Life Baptist church, we require all staff to be a born-again Christian. We believe that while on the job or off you are representing your Lord and Savior Jesus Christ. Please refer back to the mission statement you received upon application for further details. As staff, you are expected to be a member of a local Bible-Believing church, attend weekly services, and serve the Lord in some capacity at your place of worship.

Lifestyle

Employees should refrain from sexual relations outside of marriage, pregnancy outside of marriage, and co-habiting. Moral misconduct, including but not limited to, homosexual or heterosexual, as defined by Scripture, violates the requirements for staff employed by Greater Life Baptist Church and Preschool. Employees acknowledge that the unique roles of male and female is clearly defined in Scripture. Staff will remain a lifestyle that follows Biblical guidelines. Failure to do so will result in dismissal of employment.

Social Media

Please understand that little eyes are watching you. Parents are watching you. Please consider this when sharing and posting to social media sites. We expect all staff to be Christ-like in their daily lives and that includes social media.

Dress Code

We require all classroom staff to wear scrubs daily.

Approved colors: bright pink, red, blue (royal/navy), and black

This will keep you comfortable and provide ease as you’re working with the children with various activities throughout the day.

Scrubs must be kept neat and clean, free of wrinkles and strong odors such as, but not limited to, cigarette smoke or strong perfumes.

Cell Phone Usage

Cell phones are not permitted in the classrooms while preschool is in session. Children need your undivided attention while in your care. If at any time, there’s an emergency you will be allowed to use the church phone. You can be contacted, for an emergency only, by church phone as well. Please handle all other calls outside of your work hours.

Classroom/Restroom Cleaning

At the end of each day, classroom should be neat and tidy. Chairs should be stacked on tables and everything should be in its place. Visitors should find your classroom welcoming at all times. Due to this being a shared environment with the church on Sundays and Wednesdays, some items may need to be rearranged or moved on Wednesday and Friday afternoons. Sanitizing and Disinfecting should be followed as the schedule states in each classroom. It is your responsibility to make sure children flush toilets, wash hands, place toilet paper in toilets, paper towels in trash, etc.

Responsibility

Children that are in your class are your responsibility. Children should never be alone, this includes walking to the restroom. The lead teacher is in charge and should delegate duties to the helper.

Visitors

We understand that from time to time, your spouse may need to pop in to bring you something or need to see you during the workday. This should be an infrequent occurrence and not a habit. No visitors should ever enter the classrooms during preschool hours for any reason.

Staff Meetings/Workshops

Staff meetings will be announced in advance, as needed. Attendance is mandatory for all staff. If any workshops/classes/training are required by the church or preschool, they will be paid for by the church/preschool.

Attendance/Payroll

You will be paid a daily rate, twice per month, on the 1st and 15th of each month. You should NEVER discuss your pay rate with other staff. This is so that holidays/off days won’t reflect in your paycheck. If you miss work at any time other than the scheduled days off, your pay will be deducted per day by your daily pay rate. This is to be kept confidential. Please do not offend other staff members by bragging about pay raises or your salary. Being tardy once or twice is understandable. Being tardy repeatedly will result in a reprimand/dismissal. To call in sick: please call the director as early as possible. Texting or messaging is not an acceptable form of communication for this. If you wish to schedule an absence:

More than one hour – Twenty-four hour notice is required

One full day – Five days notice is required

More than one day – Two weeks notice is required

One week – One month notice is required

Written notice is needed. Please fill out a time-off request form. All effort will be given to honor your requests, but there may be circumstances that require us to deny your request.

Jury Duty: Staff is expected to participate in civic duties. If you are assigned to jury duty, please attach a copy of your jury duty request with your time-off form. Staff will be paid a normal daily rate during this time off.

Bad Weather

You will be notified if the preschool is closed via the director. We will follow CMS in most circumstances.

Illness/Injury

If fever is suspected, please bring the child to the office and temperature will be taken. If a child vomits or has two diarrhea episodes within one hour, please separate the child from the others, and notify the director to call parents. If a parent brings a child back before the 24 hour period, please remind them of the policy or send them to the director. In case of injury, please follow all first aid guidelines. Blood related accidents are never to be dealt with until you are protected. Don’t expose yourself unnecessarily. Fill out an injury report and have the parent sign the day of the injury.

Daily Schedule

Curriculum guidelines should be followed and classroom schedule posted in room should be kept. The lead teacher is responsible for this.

Discipline

Positive reinforcement should be used and time-out as a last resort. Keep them busy and you will find yourself with less discipline problems. If there is a child with excessive behavior, please speak with the director for a plan of action. We will not tolerate a child hitting, yelling, cursing, kicking, or spitting on a staff member. This type of behavior may cause dismissal of the child from our program. Staff should show love at all times, never raising your voice. Absolutely NO FORM of corporal punishment will ever be used. Shaming or embarrassing children is prohibited. If at any time abuse is suspected, the staff member will be dismissed until an investigation of the matter has been completed. No pay will be issued during this time.

Privacy

Under no circumstances should you ever discuss a child’s situation or circumstances with anyone outside the preschool. Any information shared by parents should be kept confidential. Photos should not be taken of the children in your class and shared on any personal social media sites.

Confirmation of Handbook Policy Received

I have read and understand all policies described in the Employee/Staff Handbook and agree to abide by the policies and daily procedures as stated. By signing below, I acknowledge that I have read and agree to the policies and procedures of Greater Life Preschool, a ministry of Greater Life Baptist Church.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_