

## **Employee Handbook**

### **Location**

#### **P.E.A.C.E of Mind Child Development Center**

12207A Wild Pine Dr.

Houston, TX 77039

(281)777-5823

### **Hours/Days of Operation, Holidays**

P.E.A.C.E of MIND will be open from 6:00 am until 7:00 pm (dayshift), and 8:00pm until 8:00am (night shift), Monday through Sunday, year round. The Center will be closed in lieu of the following holidays: New Years Day, Independence Day, Labor Day, Thanksgiving (this includes the following Friday), Christmas Eve, and Christmas Day.

We may close for extra days (such as a day before or after a holiday) if we believe there will be very low attendance. We will inform you of any additional days at least one week in advance. We may also schedule staff training days which you will be required to attend even though the center will be closed and no children present. You will be informed of these days at least one week in advance.

### **Management/Lead Teacher**

Owner/Director: Cinthya J. Pages

### **Hiring Procedures/Policies**

All staff members including volunteers must be at least 18 years of age and hold a high school diploma.

All staff members must consent to and pass background checks and random drug screening.

All staff members must show proof of a current negative Tuberculosis test.

All staff members must show proof of at least 1 year of experience in a professional child care setting or be an enrolled in an Early Childhood Education program.

All staff members must show proof of a current and valid CPR/First Aid certification.

P.E.A.C.E of Mind Child Development Center does not discriminate on the basis of age, sex, race, religion.

### **Orientation Procedures/Required Forms/Employee Training**

Once an individual has been hired, they must complete a twenty hour orientation in which they will be trained on the Center's policies through written material, observation, and direct interaction with the staff, parents, and children. All new staff members must complete all forms provided to them before their first day of orientation to include a notarized Affidavit of Employment provided by employer. Employees will also attend regular training mandated by the licensing agency that governs P.E.A.C.E of Mind CDC.

### **Salary Guidelines/Performance Reviews/Benefits**

Employee Contractor Pay rates are determined based on experience, education, job description, and performance, and range from \$400 to \$700 bi-weekly. Employees act as private contractors responsible for paying their own taxes and completing a form W-9 at the beginning of the contract period along with a form 1099 during the following tax period.

### **Sick Pay/Vacation Pay/Holiday Pay**

Vacations, sick days, and holidays are not paid by P.E.A.C.E of Mind CDC. Center Holidays are observed, but calendar holidays included in the yearly center calendar will be observed as normal work days.

### **Attendance/Asking for Time Off/Calling in sick**

P.E.A.C.E of Mind Child Development Center is required to maintain strict staff to child ratios. Excellent staff attendance is crucial to maintaining these state-mandated ratios. Therefore, it is critical that staff do their part to inform the Director or Lead Teacher of any planned vacation or personal days they wish to receive off. Staff members need to call in sick as soon as they believe they may not be able to be at work, but no later than 10:00 p.m. the night before they are scheduled. You may call either the director or lead teacher at home with the numbers provided to you during orientation. If it is after 10:00 p.m. the night before your shift or before you are scheduled to begin work the next day, you should call in sick only if it is an emergency or you are contagious as it is difficult to find substitutes on short notice.

### **Causes for Termination**

You may be terminated for several reasons including, but not limited to, the following: Providing inaccurate or false information during the hiring process or thereafter, threatening to harm or harming a child in any way, failing to provide children with appropriate supervision, habitual lateness, excessive use of sick days, failing to do something required by the state agency which licenses P.E.A.C.E of Mind Child Development Center, doing something for which the state agency which licenses P.E.A.C.E of Mind Child Development Center requires termination of your employment, or any other reason that may negatively effect the normal business operations of P.E.A.C.E of Mind CDC.

### **Dress Code**

Staff members of P.E.A.C.E of Mind CDC are expected to act and dress like child care professionals. Employees should wear clean and ironed nursing smocks (pant and top). Uniforms must be purchased by employee prior to first day of work and be maintained in good condition or replaced by employee when damaged. Uniforms should fit comfortably and properly, not tight or too loose fitting. No high heels are permitted on the premises or allowed to be worn by employees on the premises. Employees must wear closed toed shoes at all times unless otherwise authorized by director (water activities, etc.)

### **Grievance Procedures**

If you have a complaint, you should submit it in writing to the director. Your complaint will be addressed in 30 days or sooner.

### **Cell phones/Phone Use**

The center's phone is not for personal use. Cell phones should be left at home or in the car and may only be used on breaks.

### **Breaks (Lunch & other)**

For every four hours worked, staff will receive a paid 15 minute break.

**Smoking**

Smoking is not permitted inside the child care center or on or around P.E.A.C.E of Mind CDC property. Uniforms must remain free of cigarette smoke at all times.

My signature indicates that I have read and fully understand the policies and procedures written in this handbook.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_