

MIDSouth's PreMier PRESCHOOL ACADEMIES



COMING SOON



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Employee Handbook

Welcome

Congratulation on becoming part of the MidSouth's Premier Preschool Academies Team. As a member of MidSouth's Premier Preschool Academies you are one of the elite individuals selected to continue the mission that MidSouth's Premier has set forth to become an intrigue part of the community by providing quality education for all young learners in a safe and loving environment. We look forward to a long and healthy partnership with you for you are a valuable piece to this puzzle.

Program Statement

To provide a high quality of education to prepare our students for the future that lies ahead of them. To know that we as educators are partners in the development of our students and work with the parents and the community to ensure that each child goes beyond his or her natural potential. To provide an environment that is safe and foster positive growth in all early learners.

The responsibilities of every associate are:

- ✚ To provide high quality services
- ✚ Always show courtesy to the children, families served and to fellow employees
- ✚ to report to work promptly and leave at the designated time
- ✚ To minimize absenteeism and tardiness
- ✚ Follow all safety practices while on the job
- ✚ Retain one's individuality, yet maintain a high level of appearance, good grooming, hygiene. And dress that reflects that professional; nature the job.
- ✚ Take initiatives and assumes responsibility
- ✚ Adheres to child care policies
- ✚ Deal with paperwork promptly and efficiently



- ✚ Behaves ethically with parents, students and associates
- ✚ Accepts constructive criticism
- ✚ Maintain accurate children files, grade books and keep all necessary paperwork up to date.

Job Description

The job description guides the employee as they perform their roles and responsibilities in the day to day center operations. Each employee will be given a copy of his or her duty upon employment.



Supervision of Children

Supervision is required from all employees while working at MidSouth's Premier Preschool Academies. Teachers are always required to maintain their roll books and an accurate count. Disciplinary action will be taken if 100% compliance with this policy is not maintained. All children must be logged in at the time of his or her arrival and logged out at the time of dismissal.

Bus drivers and monitors will be held accountable for the logs, the information must include children's names, ages, drop off time and pick up times. Logs should be placed in the hands of the manager on duty and never left on the bus nor the desk.

Employment Policies

All employees are required to have a completed application pack upon 1st day of employment. This includes but not limited to:

- ✚ Completed Application
- ✚ Driver License/ Social Security Card (copy)
- ✚ Background/Abuse Registry Check
- ✚ Before You Begin course
- ✚ 3 letters of references
- ✚ Proof of education
- ✚ Updated Physical
- ✚ Drug testing (If applicable)

Any information that is received by an employee of a confidential nature must maintain confidential. Any violation of this will result in disciplinary action up to a including termination of employment. (I.E. Pay rate)

Preparation

It is the responsibility of the associate to learn all aspects of his or her job. You are expected to read memos and materials that are given to you, attend all staff meetings and participate in all trainings required. You are expected to provide developmentally appropriate actives and materials in your classroom environment.

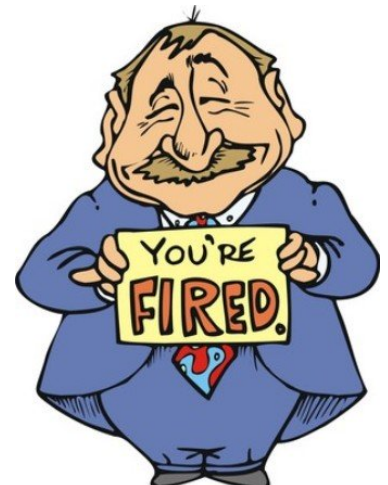
Center Hours

The center is open from 6 a.m. to 6 p.m. Monday-Friday. Employees are expected to work the shift they have been assigned to.

Attendance and Tardiness

Regular attendance is always required, proper planning is essential in your job performance; however, we understand that situations do occur sometimes. It is the responsibility of each associate to contact the center in accurate timing if he or she knows they are going to be late or absent. NO CALL NO SHOW will result in automatic termination. Poor attendance, tardiness and improper reporting of absenteeism or tardiness are grounds for disciplinary action up to termination. Associates must submit a doctor's statement for sick related matters. All employees before his or her 90 days of employment are allowed 1 occurrence will result in disciplinary action up to termination. Associates that have been employed past his or her 90 days of employment can not exceed 4 occurrences. Three (3) more occurrences will result in disciplinary action up to termination. An occurrence is received as following:

- ✚ 1st occurrence for unapproved full day absences
- ✚ 2nd occurrence for less than half day absence/tardiness
- ✚ 3rd occurrence will result in a Written Warning
- ✚ 4th occurrence will result in Termination of employment



Dress and Appearance

Employees should dress in MidSouth's Premier Preschool Academies shirts, Center vest, black pants and rubber sole shoes. All associates must always convey a professional image. You are expected to wear clean, neat and appropriate clothing always. Your attire should be suitable for performing specific job duties. Associates are always required to maintain a professional attitude including his or her dress. Clean well-groom hair, nails and personal hygiene are also expected. Shorts and capris are permitted as long as they are below the knees. Items that are not permitted during work hours but not limited to are:

- ✚ Large hoop earrings, tongue, mouth, eye, lip piercing
- ✚ Tank tops or halter tops
- ✚ Clothes that reveal the stomach, back or off the shoulder
- ✚ Open toe shoes
- ✚ Hats/caps
- ✚ Head scarfs
- ✚ No unthreaded tennis shoes
- ✚ See-through clothing
- ✚ Clothing with obscene writings
- ✚ Jackets or hoodies that cover up uniform shirt/vest
- ✚ Any other generally recognized non-professional attire

Employees are expected to adhere to these standards. All employees that are on the clock must be allowed to return to work upon complying with the uniform policy. Any deviation from this standard can result in disciplinary action up to termination.



Reporting of Work Time

- ✚ It is the responsibility of all associates to ensure they are reporting his or her accurate time. All employees are required to clock in upon arrival and departing; including breaks. In addition, employees are required to document his or her clocked in/out times on his or her time sheet.
- ✚ Associates should not misuse the time clock
- ✚ Associates should not clock in before his or her assign shift unless instructed by management.
- ✚ Associates should not clock out past his or her assign shift unless instructed by management.
- ✚ Associates should not have any one else clocking him or her in PERIOD! This is considered STEALING TIME. If you are caught clocking a staff member in or if you ask someone to clock you in knowing you are not at work will result in immediate termination.
- ✚ Associates are to complete his or her time sheet upon each reporting time
- ✚ Overtime must be approved by the director and the owner.

Low Need Time

Every day is a normal workday unless otherwise notified, however, in the event if the company experience low need time associate will be asked to work an abbreviated shift or not to report at all.

Every effort will be made to ensure that all associates are treated fairly.

Inclement Weather



All associates are required to be at work. In the event of inclement weather your will be notified if or when the center is closed. In the event, inclement weather occurs that result in closing the center early, every effort will be made to ensure the safety of all students and associates. All associates are required to work, if you feel you “cannot” drive, etc., it is your responsibility to make other arrangements for your travel.

Code of Conduct

All associates of MidSouth's Premier Preschool Academies are expected to conduct themselves in a respectful and professional manner. Insubordination will not be tolerated and will result in immediate termination. In the event of any associate has a grievance the following chain of command must be adhered to.



Theft

Theft, unauthorized use of Center's property, or falsification of time card and center records will not be tolerated. Any employee who is determined to be guilty of committing the above offense will be subject of discharge.

Language

Cursing, use of profane language or inappropriate language will not tolerated on Mid-South's Premier Academies properties. Voices should stay at a reasonable level and positive tones should be used. Verbal abuse is considered child abuse (corporal punishment) which is immediate grounds for termination.

Procedure for Discipline

- ✚ 1st Offense: Verbal warning
- ✚ 2nd offense: Written disciplinary notice
- ✚ 3rd offense: Final warning and/or suspension
- ✚ 4th offense: termination of employment

****Management/Owner deserves the right to skip any step if the offense is deemed severely or excessively damaging to the center, the children, families, visitors, associates, and others.**

Personal Business

We accept that you will not conduct personal business during working hours. Personal business included but is not limited to: having unauthorized visitors sitting idly, doing homework, making and seeing unnecessary phone calls, reading working puzzles or any other activity that is no directly related to the supervision of your job or program activities. Eating will not be permitted while on the clock, you must eat during your break time only. No food is allowed in the classroom at any time. A drink is permissible only and a tightly sealed cup. Hot beverages are not permitted in the classroom at all. Emergency calls are only permitted, however personal calls will not be allowed during company time, a message will be taken and you will be allowed to return the call during your break time.



Workplace Violence

MidSouth's Premier Preschool Academies are committed to preventing workplace violence and maintaining a safe work environment. MidSouth's Premier Preschool Academies has adopted the following guidelines to deal with intimidation, harassment, or other threats (of actual) violence that may occur during business hours on its premises of Mid-South's Premier Academies without proper authorization.

All employees, including supervisors and temporary employees should be treated with courtesy and respect at all times. Associates are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Fire arms, weapons, and other hazardous or dangerous devices or substances are prohibited from the premises of MidSouth's Premier Preschool Academies.

Conduct that threatens, intimidates, or coerces another employee, customer, or member of the public at any time, including off-duty periods will not be tolerated. This includes all acts of harassment, including harassment that is based on

individual's sex, race, age, or any other characteristic protected by federal, state, or local law.

All threats of (or actual) workplace violence, both direct or indirect, should be reported as soon as possible to an immediate supervisor or any member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

MidSouth's Premier Preschool Academies will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation. MidSouth's Premier Preschool Academies may suspend employees during an investigation.

Anyone that determined to be responsible for threats (or actual) violence or other conducts that are in violation of these guidelines will be subject to prompt disciplinary action up to and including dismissal from employment.

Fraternization/ Harassment

To ensure a professional and pleasant workplace environment, personal relationships are strictly prohibited within the company. This includes relationships with fellow employees, parents, and vendors.

This policy will ensure that MidSouth's Premier Preschool Academies will be free from gossip, negative and a hostile work environment. MidSouth's Premier Preschool Academies is very concerned about sexual harassment and every effort will be made to protect all employees in any case. Any employees engaging in such behavior will be subject to disciplinary measure up to and including termination.



Drug Use/ Smoking/ Vaping



Weapons

Tobacco products are not permitted at Mid-South's Premier Academies. Alcohol beverages or any controlled substance cannot be brought on the grounds. Smoking/Vaping is not allowed in the building or anywhere around the premises. This includes the front side, or the back of the building. Associates caught smoking will face disciplinary measures. All employees are subject to random drug testing. Any employee that is appeared to work suspected of drug use will be disciplined up to

Firearms and knives are not permitted on the grounds of MidSouth's Premier Preschool Academies or in the presence of a child.



Cell Phones



Cell phone usage of any kind is strictly prohibited while of duty, which included music playing or texting. In the event that these items are being used immediate disciplinary action will be taken up to termination.

Holidays

MidSouth's Premier Preschool Academies recognize the following holidays:

- 🌸 New Year's Day
- 🌸 Martin Luther King Jr.
- 🌸 Good Friday
- 🌸 June Teenth
- 🌸 Memorial Day **(Paid)**
- 🌸 Independence Day
- 🌸 Labor Day
- 🌸 Thanksgiving Day and day after **(Paid)**
- 🌸 Christmas Eve and Christmas Day **(Paid)**
- 🌸 New Year's Eve

Holidays and Pay

MidSouth's Premier Preschool Academies associates are paid bi-weekly on Friday's. All checks are distributed after 4 PM. All checks are distributed after 4 PM or at the end of the shift. MidSouth's Premier Preschool Academies does not distribute paychecks early for any reason, or do we honor any personal loans. If an associate is absent on the scheduled payday, he or she will be allowed to pick his or her check up the following work day.

MidSouth's Premier Preschool Academies love and supports all of your valuable associates. All associates will receive an evaluation after his or her 90-day probation and usually each year of employment. We offer the following benefits after their completion of one year.

- ✦ 3 days paid leave (bereavement) **at the discretion of management
- ✦ Aflac
- ✦ Bonus (according to merit)
- ✦ Paid Training Participation
- ✦ Health/ Dental Plan (Aflac)
- ✦ Promotion and Merit Raises
- ✦ 1 week paid vacation after 1 full year of employment (Consecutive)
- ✦ 2 weeks paid vacation after 5 full years of employment (Consecutive)
(Vacations can not be taken one day at a time)

Time Off

MidSouth's Premier Preschool Academies understands that everyone needs a moment to handle business, maintain good health and personal time to regroup. Approved time off, and all requested time off must be submitted and approved a minimum of two weeks in advance by the director only. Time off requests are on a first come first serve basis and only one person is approved off at one time per day to maintain ratios and provide a safe environment.



Training

MidSouth's Premier Preschool Academies prides ourselves on having a very well qualified team. As a condition of employment, continuous education and training opportunities are provided for each employee. Training requirements are defined in the Department of Human Services Licensure Rules and will be followed by all employees. All employees are required to receive 18 hours annually, in addition to receiving and maintain First Aid and CPR. All associates are encouraged to enroll in the CDA course or higher.

Workplace Gossip

MidSouth's Premier Preschool Academies strongly promotes a valuable and pleasant workplace environment. To ensure that this environment is maintained, we strongly discourage any type of gossip in the workplace. This includes rumor or talk of a personal, sensational, or any intimate nature.

A person who habitually spreads intimate or private rumors, chatty talk is considered a gossip. Unwelcomed and negative gossip involves criticizing another person or dealing with another person's reputation. Associates are to refrain from speaking to parents in a negative manner or creating a negative environment for the students, the parents, the associates, and others.

Any associates that are in violation of the policy will be subject disciplinary procedures up to termination. Associates that willing disclose company information discover to be involved in creating a negative atmosphere for MidSouth's Premier Preschool Academies, or a guilty discovered to share negative information, social networks, verbally, electronically, etc. will be immediately terminated from employment from MidSouth's Premier Preschool Academies.



We are delighted that you have chosen to join our team here . We look forward to developing a wonderful working relationship as you make a difference in the lives of our children.

