Table of Contents………………………………………………...1

Introduction………………………………………………………2

Mission/Philosophy……………………………………………....3

Hours of Work/Inclement Weather……………..………………...3

Dates Closed/Employment Status……………………..………….4

Layoff/Call-In/No Solicitation…………………...……………….5

No Smoking/Overtime/Incident Reporting………………………..6

Performance Evaluation/Employee Responsibility………..……………………………………………7

Nutrition Policy ………………………………………………..8-9

Screening/Discipline Policy and Staff consequences ………..10-11

Physical Activity ……………………………………….……….12

Complaint Procedure …………...………………………….........13

**Introduction**

The purpose of Legacy Christian School handbook is to share with employees the guidelines and expectations of Legacy Christian School. This book is designed to provide general information on a wide range of topics; all topics may not be covered in this book and should be referred to the owner of the business. These employee guidelines are not intended to and do not create a contract of employment of any kind with Legacy Christian School, nor do they set employment for any definite or guaranteed period of time or otherwise restrict Legacy Christian School rights to terminate your employment under South Carolina’s At-Will rule. Your employment is at will. Like most employment, this means that you are free to terminate your employment with Legacy Christian School at any time and for any reason, and Legacy Christian School has the same right to terminate your employment.

**Mission Statement**

The mission of Promised Land’s Legacy Christian School is to spiritually and academically equip, challenge, and inspire our students to impact the world for Christ.

**Philosophy**

We believe that faith in Christ must be applied to all areas of life, and that God’s Word has the answers to individual and world problems. Our academic programs are designed to challenge and inspire our students to develop their God-given gifts and talents as they develop into the young men and women God has designed them to be.

**Hours of Work**

Legacy Christian School operating hours are from

6:30 a.m. to 5:00 p.m. Monday through Friday. Your employer will give you your set time of work upon being hired. Your employer also has the right to change your hours based on the need for the business. You are expected to be at work on time and leave at your scheduled time. No employee can change their work hours; this is left to the discretion of your employer. As an employee of Legacy Christian School you are expected to be at work each day that you are scheduled and for the entire scheduled hours. Any time off should be scheduled ahead of time between you and your employer. Any abuse of the guideline may result in termination of employment.

**Inclement Weather**

In the event of inclement weather, Legacy Christian School will follow Spartanburg School District’s decision on closings. These closings will be announced on WSPA-TV Channel 7. If a two hour delay is announced, we will open at 8:30 A.M.

**The Center is Closed**

● Labor Day/September 4th

● Thanksgiving/Nov.22nd-24th (Elementary)

Nov. 23rd-24th (First Steps & Preschool)

● Christmas Holiday/Winter Break Dec. 18th -Jan. 1st

● Martin Luther King Jr.’s Birthday/Jan. 15th

● Good Friday/March 29th

● Spring Break/ April 1st-5th

● Memorial Day/May 27th

● Independence Day/July 1st-5th

**Employment Status**

* There will be a 30 day orientation for each new hire employee. Refer to Orientation plan for details.
* Regular full-time employees: Employees who are hired to work 32 hours or more each week.
* Part-time employees: Employees who work 30 hours or less each week.
* Pay policy: All pay is given based on your qualification and your job performance. If for some reason your performance does not meet expectation you could be asked to take less pay or face termination.
* All employees are paid weekly and are expected to work a week in the hole. From that time employees will be paid each week on Friday.
* Taxes will be deducted from your pay, and information turned in to the IRS for tax purposes.
* Employees have the option of purchasing health and disability insurance through AFLAC, and the premium will be deducted from your paycheck each week.

**Layoff**

This policy is written to make all employees aware that based on the work load your hours could be cut back or you could be laid off. Layoffs of employees will be determined by various ways; time with the company, job performance, affected area, etc.

**Call-in**

As a employee of Legacy Christian School you are expected to call in to work any time you will not be there or you will be late. ***We ask that all employees call in an hour before your scheduled time to be at work.*** If you know that you are not going to be there sooner than an hour please call and let us know. Since Legacy Christian School works with such a small staff it is important that you are at work at your scheduled time, but if you can not be there we understand***. It’s important that you understand that it takes each person to be at work and do their part. Continued absences, late arrivals and early departures could result in reduced hours or termination.***

**No Solicitation**

Solicitation for gifts, birthdays, cosmetics, cookies and all other purposes must be conducted during non-working time. Solicitation of one employee by another is prohibited while either person is on working time. **Parents are not to be solicited.**

**No Smoking**

Legacy Christian School is a smoke free environment and employees are expected not to smoke in or on the company property.

**Overtime**

There are times that employees will be asked to work more than their scheduled work time, this is not considered overtime. You must work more than 40 hours in a work week to be eligible for any overtime. If you work more than 40 hours in a week all hours over 40 will be considered comp time and can be redeemed at a later time with the approval of your Director.

**Incident reporting**

***All incidents that a child has must be reported to your Director with a full written report of the incident.*** You need to remember that you are responsible for what happens to a child in your care. After reporting this to your Director, they will be responsible for sharing this with the parents. ***Remember all incidents must be reported, hiding or not telling of any incidents could result in termination.***

**Performance Evaluations**

As an employee of Legacy Christian School your job performance is evaluated informally on a daily basis. All employees have the title as teacher and are expected to perform at all times as a teacher. You must keep in mind that we are paid for a service that we provide and our job is to give each and every child the proper training that is needed. If there is a child in your class that is not learning at the pace expected for their age, this should be shared with the Director of the program and a reason why you believe they are not progressing. In performing your daily task your attitude and how you react to certain issues that may arise is very important. ***You must carry yourself as a professional at all times, whether you’re being observed or not.*** There will be a formal evaluation each year. A copy of the evaluation is attached to the handbook. Employees will be evaluated based on work performance and observation annually. We will evaluate new hired staff within 30 days then annually.

**Employee Responsibilities**

Legacy Christian School is not a baby sitting service; it’s a School for kids of various age groups. As an employee you are responsible to teach the children as you are trained. ***We do not teach anything that is not first approved by the Director.*** You are responsible to watch each child and protect them at all times. You are to follow all guidelines implemented by the school and do your very best at all times. Each employee is required to complete a professional development plan annually. On this plan, you will create goals and state when you will achieve each goal. Must be signed by both the employee and the director. Also you will be cross trained on the various jobs and expected to be able to perform each and every task. ***It’s very important to learn each child’s name and their parents’ names.*** This is an expectation and will be monitored. There are many responsibilities that will be shared with you by your Director and will not show up in the handbook that you are given. You will have employee training that will share with you more employee expectation. The orientation plan will cover the contents, a procedures and process and orientation training plan states what content is covered. The orientation will be evaluated within 30 days of hiring.

**Meals and Nutrition Policy**

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, *Legacy Christian School* has developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

* ***Breakfast will be served from 6:45 until 7:30.***
* Our school participates in the CACFP (Child and Adult Care Food Program), and we provide all necessary food and beverages throughout the day. Outside food is prohibited due to the Food Program guidelines. All staff receive at least one hour of training related to breastfeeding, infant feeding or child nutrition each calendar year.
  + We ensure that our meals and snacks follow the USDA CACFP meal pattern requirements. We do not use food as reward or punishment. If your child has a food allergy, please let the director know. We do make accommodations to better serve our children. Our accommodations include special dietary needs of our children based on physical, religious or cultural beliefs.
  + We have planned and informal opportunities for our children to learn about healthy eating at least once a week.
  + We know that we will have some picky eaters, so our teachers encourage healthy eating and for children to try new foods.
  + ***We do not offer any home cooked goods to our children during anytime of the year. This includes holidays and celebrations.***
  + If anyone have any concerns or questions about this nutrition policy including infant feeding, please let the director or teacher know. We would be happy to sit down and answer any questions.
  + During fundraising events, buying food items are prohibited.
  + All meals and snacks served by Legacy follow the USDA Child and Adult Care Food Program meal pattern requirements.
  + We serve whole milk to 1 year olds; 1% milk to children 2 years and older;
  + 100% juice is allowed once per day in the appropriate serving size;
  + Sweet foods are served no more than two times per week; and Sugar-sweetened beverages are not served.
  + Fruit (not juice) is served at least two times per day;
  + A vegetable, other than white potatoes, is served at least once per day;
  + Whole grain foods are served at least once per day;
  + High-fat meats are served no more than two times per week; and Fried/pre-fried foods are served no more than one time per week.
  + Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.
  + Staff provide opportunities for children to learn about nutrition one time per week or more.
  + Staff act as role models for healthy eating in front of the children.

**Screening**

The ASQ-3 (Ages and Stages questionnaire) is a form of screening we use at Legacy. This questionnaire is for ages 1 month to 5 ½ years. It will help parents to look at how their student is doing in important areas, such as communication, physical ability, social skills, and problem solving skills. ASQ-3 can help them to identify their student’s strengths as well as any areas where they may need support. If the results of the screening show a concern, we have the option of referring the child to Baby Net (ages birth to 3) or Child Find (3 years and older).

***We allow licensed therapist to work with children in the classroom. We expect the teacher to continue the therapist recommendations.***

**Discipline Policy**

It is our goal that Christian love is at the heart of all discipline and that correcting/chastising be balanced by a loving spirit. **No corporal punishment shall be permitted**. We handle discipline in as positive a manner as possible. Clear behavioral limits are set, reasons for rules and regulations are explained. We encourage the children to develop self-control and to handle conflicts in peaceful, effective ways.

**Staff Consequences**

***Employee Tardiness Policy:***

\*Tardiness is whenever an employee is late to work or takes longer break then they’re supposed to.

Zero tolerance: Employee has disciplinary action when they are 10 mins late to work. With an exception of a 5 min grace period, which should not be consecutive but tolerated in moderation.

Disciplinary Actions (Tardiness):

Deduction of personal time off: Employee loses their personal time off for however minutes they are late. All employees are allowed 14 personal days off. Please see employee handbook.

\*Employee will NOT be eligible for overtime

***1st Offense:*** Employee will be given a verbal warning after arriving to work ten minutes or more late. Warning will be recorded on employee record

***2nd & 3rd Offense:*** Employee will be given a written warning that will remind employee of Legacy tardy policy. Employee will sign and date written warning, that will be placed in employee records.

***4th Offense:*** After employee has exceeded third offense for tardiness. He or She will be asked to meet with director for farther disciplinary actions. Continued tardiness could result in reduced hours or termination.

***SC Endeavors Training Policy:***

\*SC Endeavors Trainings are a REQUIREMENT for all preschool teachers. At least 15 hours of training should be completed each year.

***1st Offense:*** Employees who have not completed the 15 hours of SC Endeavors training by November of present year will be given a verbal warning.

***2nd Offense:*** Employees who have not completed the 15 hours of SC Endeavors training by December of present year will be given a written warning.

***3rd Offense:*** Employees who have not completed the 15 hours of SC Endeavors training by December 31st of present year will be required to stay after work every day (without pay) until ALL required hours are completed

***4th Offense:*** Employees who do not comply with 3rd offense expectations will meet with director for farther disciplinary actions. Failure to meet with director will result in termination.

***Dress Code Policy:***

\*As Christian professionals we want to dress modestly as we serve the students of our local community. All faculty and staff should appear professional, neat, and well-groomed at all times.

***Prohibited Dress:*** dirty clothing, baggy, tight, or too revealing. Messaging that is offensive, hostile, or provocative or illegal is prohibited. Good hygiene is also expected from all employees. Please be sure to upkeep all your necessary accommodations to maintain a fresh environment while working with children and interacting with parents, visitors, and co-workers.

All Legacy staff are asked to dress business professional through the week, except for $5 Dress Down Friday. (All money collected will be used to accommodate holidays, staff birthdays, etc.)

***1st Offense:*** Employee will not be able to clock-in but asked to return home to change into proper attire.

***2nd Offense:*** Employee will not be able to clock-in but asked to return home to change into proper attire. Also, employee will be asked to close for scheduled closing employee.

***3rd Offense:*** Employee will not be able to clock-in but asked to return home to change into proper attire. This employee will also be asked to stay after scheduled work time each day to complete 1,000-word paper on the importance of professional appearance while in work setting.

***4th Offense:*** Employees who do not comply with 3rd offense expectations will meet with director for farther disciplinary actions. Failure to meet with director will result in termination.

**Physical Activity**

Based on the recommendation from the American Academy of Pediatrics, We do not allow media viewing and computer use for children age 2 and younger. All staff receive at least one hour of training related to children’s movement/physical activity each calendar year.

It is the Legacy Christian School’s philosophy that children need outside physical activity on a daily basis. Therefore, we go outside each day, unless the weather is inclement. Appropriate shoes for outside play are sneakers or tie up shoes, not sandals or flip-flops.

Physical activity and active play is an important part of children’s healthy development. Therefore, Legacy Christian School encourages all children to be physically active indoors and outdoors at appropriate times. There are safe and least restrictive environment for our infants and toddlers at all times. We do not withhold physical activity as a punishment. Our children go outside at least twice a day in the appropriate weather for 60-90 minutes for Toddler and Two year Old and 90-120 minutes for children ages 3 and up. Due to our children going outside, please stay tune with the weather especially as seasons change and make sure your child is dressed appropriate for the weather that day. Our teachers here at Legacy encourages physical activity.

Each classroom has planned physical activities that support gross motor development at least two times a day.

During inclement weather, we will not do physical activity outside. We will do physical activity inside of the building. Indoor active play time will be the same amount of time as outdoor time, as well as the same amount of times a day. During this time based on the activity that day, the appropriate amount of screen time will be allowed for ages 2 and up.

**Complaint Procedure**

Even in the best-run Christian School there will be problems that lead to complaints against the staff and teachers. It is important that these be handled politely and promptly.

The following steps are based upon the Biblical principle set forth in Matthew 18. In these scriptures, the Lord Jesus Himself gives us the model for resolving conflict and outlines for us the process by which we should seek peace and resolution with one another.

Parents, staff members and even the students are asked to submit to this procedure. We encourage the ones that received an offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, to seek forgiveness.

In situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are not resolved on a one-to-one basis, the Director may seek a resolution as the third party, on behalf of the offended party.

In all cases, we strongly encourage the handling of problems in a professional and charitable manner only with the one that has caused the offense. The temptation to talk with others about the problem is great, but it is not God’s way.

**Certificate of Receipt**

I have received a copy of the Legacy Christian School Employee Handbook, and I understand that it is solely for the purpose of summarizing the center’s current policies and rules. It is not intended to be a contract or guarantee of employment or any specific terms or conditions of employment or procedural rights. The certain portions of this handbook may need to be amended or eliminated from time to time with out advance notice.

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Employee’s Signature Date

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