

St. Paul's Christian School

A ministry of St. Paul's United Methodist Church



Personnel Policy Handbook

2026-2027

St. Paul's Christian School
Personnel and Policy Handbook

Revised: July 2026



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Introduction

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We are thrilled that you are choosing to spend your time at SPCS. A fulfilling and challenging experience awaits you as part of the employed staff of the St. Paul's Christian School. To answer some of the questions you may have concerning the school and its policies, we have written this Personnel and Policy Handbook. Please read it thoroughly and retain it for future reference. These policies are subject to change at the sole discretion of the St. Paul's Christian School Board of Directors. From time to time, you may receive updated information concerning changes in policy. Should you have any questions or suggestions regarding any policies, please ask the School Director. Your input as a member of the staff is vital to the successful operation of our school and fulfilling our mission to provide our children with a foundation which furthers learning and where a maturing faith can grow in the knowledge of Christ.

This Policy and Personnel Handbook is not a contract guaranteeing employment for any specific period of time. Although we hope that your employment relationship with St. Paul's Christian School will be spiritually fulfilling, self-rewarding, and long-lasting, either the employee or the School may terminate this relationship at any time. Please understand that neither the School Director nor any other member of the Staff has the authority to enter into any agreement with the employee for any specified period or to make any promises or commitments contrary to the foregoing, unless it is in writing and signed by the President of the Board of Directors.

We hope this Policy and Personnel Handbook will make your employment at the School easier, more fulfilling and enjoyable. We wish you the best success in your position and hope that your employment with the School will be rewarding. Please read this handbook carefully so you will be informed of the policies of SPCS.

St. Paul's Christian School is a non-profit ministry of St. Paul's United Methodist Church dedicated to providing a quality pre-school education and to introducing children to Christian values and attitudes.

OPERATIONAL POLICIES/PROCEDURES

Philosophy

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St. Paul's Christian School, accredited by FUMAP, licensed by DCF and is partially state funded by The ELC of Marion County. SPCS is committed to the developmental needs of children, and encourages growth in all areas: physical, emotional, intellectual, social and spiritual - in a continuous and interrelated process, and in a caring manner. Since play is the work of children and the foundation of a good school, we recognize its value for children.

Our school is a happy environment where a child will learn to live and play with other children of his/her own age. Our classes stress learning through play and socialization through a wealth of "hands on" activities. Time for art, music, outdoor play, story time, and group activities are part of each day's program.

Individual attention is a real concern of our teachers and is motivated by Christian love in an intimate small school atmosphere. We strive to provide each child with a foundation which furthers learning and where a maturing faith can grow.

Board of Directors

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The policies and rules of the school are established by the Board of Directors (BOD). The BOD meets monthly during the school year. BOD meetings are open to all staff members and parents of the school, and members of St. Paul's UMC. BOD meetings are held at 8:45 am and the dates are listed on the school calendar. The names and emails of all current BOD members will be listed on the teacher resource page on our website for your reference, as well as board agendas and minutes.

Child Abuse and/or Neglect

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Child abuse and/or neglect will not be tolerated by St. Paul's UMC or school. Child abuse is defined as any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a child by the parents, or other persons responsible for the child's welfare.

Suspected child abuse and/or neglect must be reported to:

The Florida Protective Services Systems toll free, 24-hour abuse registry line: 1-800-962-2873.

If the abuse is believed to be from anyone on the school staff, it must be reported immediately to the School Director. The director will follow guidelines set forth by the Florida Department of Children and Families.
If it is believed to be from the school director, it must be reported immediately to the minister of St. Paul's UMC.
If it is believed to be by the minister or other member of St. Paul's UMC staff, it should also be reported to the North-Central District Superintendent (352-376-6353) and to the chairperson of St. Paul's Staff-Parish committee. (See the church office for the current chairperson).

Student Discipline Policy TABLE OF CONTENTS

Discipline will always be administered to our students with love. In general, corrective discipline is firm, fair, and consistent. It is designed to correct an unacceptable behavior pattern and is administered in such a way as to preserve the child's dignity. It should not be sarcastic or done jokingly, as the children do not understand or shouldn't be taught adult humor. It is done best at the child's level. Discipline should not be associated with food or toileting. Corporal punishment is never used. Procedures such as "time out" or sitting in a "thinking chair" may be used. Time out will never be longer than one minute per year of age of the child.

We recognize that each child is different and needs to be disciplined according to his/her personality and character. Ms. Bern is our behavioral specialist this year, and you may ask her for advice or to come into your room to observe on any Wednesday or Thursday with advance notice.

We will strive to cooperate with parents concerning problems that are chronic. Parents should be referenced to the school website for assistance with FDLRS, counseling, or given Bern's information card. If all efforts fail, and a child still requires a disproportionate amount of the teacher's attention and/or is a disruption to the class, the parent may be asked to withdraw the child. This will not happen unless there has been documentation of two conferences with the parent.

Daily Schedule TABLE OF CONTENTS

Preschool classes are scheduled from 8:30-11:45 am. Advanced K-4 is scheduled from 8:30-1:00 p.m. Kindergarten is scheduled from 8:15-1:30pm. Parents should not bring their children earlier than this-it is the teacher preparation time. Teachers should enforce this policy as needed to protect your planning time.

Dismissal is at 11:45 a.m. Parents should be prompt. All children will be picked up at their classrooms. Children who are not picked up by 11:55 a.m. will join "Lunch Buddies" and a $10 fee will be charged.

Children will NOT be allowed to leave school with anyone except their parent, car pool driver, or persons designated by a signed, written note to the teacher. A verbal message from the child will NOT be acceptable. Teachers will check identification of persons picking up children.

Lunch Buddies/Substitutes TABLE OF CONTENTS

A Lunch Buddy (LB) calendar will be issued approximately 1 week before each new month indicating which staff members will be working each day. If you are interested in lunch buddies, please plan on attending the LB meeting during workweek. Once you are assigned to lunch buddies you are required to work it unless you are leaving school sick. It is your responsibility to find a substitute for your lunch buddy shift. If you call in sick to work and are scheduled for Lunch Buddies you will need to get a sub to replace you in your classroom and LB or EC shift. A lunch buddy list will be posted or provided to you so you know where to take each student. More information on this to come.

Lunch Buddies will be held in the room where the person scheduled that day works or outdoors. Lunch Buddies is available from 11:45 a.m. to 1:30 p.m. A fee of $1.00 per minute will be charged for each child not picked up by 1:30 p.m. If children are left in Lunch Buddies after 1:30 p.m., teachers may bring them to the office and then leave. Teachers can bring their children to Lunch Buddies at 11:55 a.m. Be sure to send any papers, notes, etc. to go home with the child. Staff members' children are free to stay at Lunch Buddies any day as long as the staff member is working. The pay for Lunch Buddies per day is TBD.

Early Release Days TABLE OF CONTENTS

St. Paul's will observe all early release days as designated by MCSB by allowing all staff to leave as soon as all of their students are gone. Early release days will be noted on the class calendar and school. There will be no Lunch Buddies on these days. Teachers will make certain to hang an Early Release Sign on the classroom door on these days and, if possible, remind each parent as they drop their child off in the morning. If any students are left in the classroom after 11:45 a.m., teachers may bring them to the office and then leave.

Classroom Spending TABLE OF CONTENTS

Each class will have a set-up allotment of $350. The classroom account will be maintained in the office by the Office Manager. Your Personal spending must have itemized receipts in order to be reimbursed. Tax exempt forms are available on the website. To receive reimbursement, obtain a copy of a Reimbursement form from the Teacher Resource Center on the website, fill out the required information, attach your receipts and return to the administrative assistant for an authorized signature. The administrative assistant will turn it in to the financial secretary, and your check should be issued within a week. Classroom wish-lists outside your door are highly encouraged. Borrowing from other staff members is highly encouraged.

Parent-Teacher Responsibilities TABLE OF CONTENTS

To facilitate a smooth transition for the children, parents should bring the child to the classroom door and leave PROMPTLY.

Only the 2-year olds and Young 3-year olds are permitted to use diapers and pull-ups. Parents are responsible for providing a sufficient supply of diapers/pull-ups for their child for each school day. Occasionally a 3-year-old needs extra help. If a student is brand new to our school, please ensure that you teach them about our bathrooms and playground. Please teach the boys about the urinals.

Parents are responsible for their own child's snacks, drinks, cups and napkins/paper towels. Please send a note to the parent for special snack requests. We encourage healthy snacks. If you are sharing gummies or any reward food, you MUST clear it with the parent first.

Parents will be responsible for providing a labeled change of clothes for their child including warm clothes for colder weather. If the spare clothes are used, the parent should be reminded to send in a replacement set.

The first six weeks of the school year is an adjustment period. During this time the teacher may recommend to the Director/Board of Directors withdrawal of a child if the child is not adjusting to school, or if the child is not fully potty trained (potty training issue refers only to children in the older three year old classes and up).

Communication with Parents TABLE OF CONTENTS

Monthly calendars will be posted to the parent page on our website and be posted on your bulletin board by the first school day of the month. The calendar along with a classroom newsletter will be used to communicate monthly activities. A copy of your newsletter and calendar should be reviewed by the director then she/he will forward it to Kraig for posting.

Teachers are also encouraged to send notes or hang signs outside the door regarding important reminders and "Here's what we did today!" information. Many of the great activities that you do with your students do not formulate a "product" that gets taken home to show Mom and Dad. Don't let that keep your parents from knowing what awesome things you did with their child. Give them something to encourage dialogue between parent and child and while you're at it, toot your own horn!

Conferences will be held at your request or at the parent's request, at least twice during the school year. You will notify all parents of a conference day and time and encourage them to participate.

Communications to the parent should be made directly to the individual student's parents by the teacher. Discussion with a parent regarding their child's behavioral or academic

issues must be discussed in private and must not be overheard by either students, parents, or other staff. All communication about a student's progress, development, behavior, etc. must be handled by the teacher. Assistants must defer all inquiries from the parents to the teacher.

All classrooms should have an emergency fire exit plan, capacity plan, a daily class schedule and a copy of the monthly calendar posted inside by the door and visible to parents. Your outside board should include a calendar as well.

Confidentiality

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Assurance of confidentiality is important because it enables individuals to seek help without fear of such results as stigma, retaliation, disapproval, or damage to other relationships.

Obligation to the student requires that employees:

1. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
2. Shall seek no reprisal against any individual who has reported a violation.
3. If a parent makes a complaint that is about another teacher, you MUST ask the parent to go directly to that teacher. Do not take it on as your business or share it with the Director. Encourage parents/staff members to handle things in a proper dignified manner.

The teacher/child, parent/teacher, teacher/assistant, director/teacher relationships are strictly confidential. Any violation of this confidentiality by any staff member will be grounds for immediate dismissal.

Staff/Student Relationships

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Obligation to a co-worker requires that the employees:

1. Shall not harass or discriminate against any student on the basis of race, color religion, sex, age, ethnic origin, handicapping condition or social and family background; exclude a student from participating in a program, deny a student benefits, or grant a student advantages.
2. Shall not intentionally make false or malicious statements about a colleague or engage in harassment or discriminatory conduct which interferes with the individual's performance of professional or work responsibilities.

Lines of Communication

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Appropriate lines of communication are essential to open, free-flowing, smooth working relationships between the administrative assistant, teacher-assistants, teachers, the director,

custodian, Pastor, and the Board of Directors. It is imperative that teachers and assistants regularly (daily, if possible) discuss the plans and activities that will be carried out. When there is a difficulty within the classroom, it is most appropriate and desirable to resolve it by professional discussion. If the matter is not resolved satisfactorily by the second attempt, the Director should be consulted and act as mediator to facilitate resolution. If still unresolved, the personnel committee chairperson should be contacted. The personnel committee will then make appropriate recommendations. The personnel committee will give a summary report to the director.

Cleaning

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Daily cleaning will be done by an employee each day. This includes but is not limited to emptying the trash, vacuuming. Teachers and assistants will be sanitizing the sink, fountain and table tops. Any problems with cleaning should be brought to the attention of the custodian/assistant. If a mess or accident occurs during the school day, teachers or assistants should take care of it as much as possible and, if necessary, leave a note for the cleaning person on the designated clipboard. Unless there is an emergency that cannot be cleaned up by you (flooding of a bathroom) please do not announce it on the radio. We keep a vacuum, broom, and basic cleaning supplies in the teacher's lounge. The teacher's lounge is equipped with a bottle of "VoBan" that should be used on vomit, urine etc. on the carpet. Toys and other classroom utensils should be cleaned regularly. This year you are required to have a sanitation schedule (toy cleaning schedule) posted in your room. Toys should be washed in a dishwasher or soap and water every other week.

Health

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Children should not attend class when they are ill. Please refer all parents to the handbook for all illnesses. **If any of these symptoms are noted in the classroom, please bring the child to the office and we will call a parent to come pick them up. We can then discuss with the parent when the proper time frame should be to return. If half of your class has the same symptoms, we are required to close the class and sanitize fully. See the Director if this occurs.**

If a parent needs to have a medication, inhaler, etc. administered to the child during the school day, they will need to come to speak with Melanie directly. Teachers are not permitted to administer any medication to students.

Any staff member who is changing a diaper, assisting a child with a potty accident, or cleaning a vomit accident will wear latex or non-latex gloves. If your supply is running low, please put a note on the custodian board and it will be replenished. Each classroom and bathroom is equipped with these and should be used for the protection of both child and adult.

Teachers are encouraged to help reduce the spread of infection by performing the following:

1. Requiring all students to wash their hands, using the posted procedures, prior to eating, after bathroom breaks and upon wiping one's nose. (You MUST have these posted by each sink).
2. Encouraging students to sneeze into their elbow or shoulder
3. Sanitizing eating areas prior to eating with disinfecting wipes

Accident Reports

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An accident report will be filled out immediately on all children having any accidents, no matter how minor. The report is to be signed by the parent and dated and then turned in to the office so that we may place it in the student's permanent file. A first aid kit is kept in the office and teacher's lounge for any such needs.

Staff members that are injured on the job should report the incident immediately, no matter how minor, to the director and fill out the appropriate forms.

Church/School Facilities

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All church facilities (Sanctuary, Fellowship Hall, Music room) are managed by the church office. In order to use this space, first check the calendar in the church office. Ask the church secretary to document your time and space on the calendar. If necessary, notify the church custodian (put a note in the custodian's mailbox or clipboard) if the area will need clean up after use. Be sure to leave the facility as you found it and lock it up.

Parents that wish to rent any space at The Church including the playground should call the church office at 694-2161. The school doesn't handle the use of the buildings, as we are renters as well.

The sanctuary, fellowship hall and west school building all have security alarms. Individuals who have been issued keys will be given the alarm code for all buildings and instructions on how to activate and de-activate the alarms upon entering and exiting the facility.

Parties

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Each child's birthday is recognized. The parents will have the opportunity to provide refreshments on their child's birthday. Because individual party gift bags are highly discouraged, a parent, if they would like, may present a gift to the classroom. Please have a wish list available for the parents.

Each teacher should solicit a Party Mom or Dad at Meet your Teacher Day for each of the following party days: Halloween, Christmas, Valentine's Day, Easter, and the end of the year. The Party Mom or Dad should consult with you to determine how the party will be planned. Please find a way to celebrate the birthdays of children with summer birthdays.

Pool parties shall not be held during regular school hours.

Field Trips

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With the exception of 2's and Young 3's, all teachers are free to plan field trips anytime during the school year to enrich the program. The teacher will check with the director and obtain the school permission slips on the teacher resource page for each student upon planning a trip. Classes can also invite members of the community to visit our school as well. Teachers of VPK students need to be aware that we cannot require parents to pay money for anything including field-trip costs.

Photocopier & Laminator

The photocopy machine is available in the church office for your needs. We share the expense with the Church. Monday-Thursday 8-2p.m. Please do not send copies to the office as it bogs the printer down, as many people are doing it at one time and causes a jam. You may print items in the teacher resource room as needed and copy it in the church office. The laminator machine in the teacher's lounge is available to you anytime. Please inform Melanie if the laminator roll is getting low.

Parking

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The school staff is asked to park all vehicles in the lot north of the educational building. Do not drive on sidewalks or park in front/side of school buildings unless loading/unloading or on non-student days.

Sunshine Fund

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All staff members are asked to donate $10 to the Sunshine Fund- a fund set aside for the purpose of purchasing a small gift for staff members who have surgery, extended illness, get married, have a baby, etc. It is hoped that this will avoid collection of money from staff members for each potential occasion.

Chapel

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Please attend Chapel with your students each Friday. On Prayer at the pole and Chapel days, we ask that you present in the sanctuary by 8:25 to greet parents.

Curriculum - Christian Education TABLE OF CONTENTS

The Christian Curriculum will be included in the regular classroom program and Christian education themes should be interwoven into the curriculum in all classes. This curriculum will be enhanced through chapel, the music curriculum, and the teacher's use of BCCT.

All classrooms will include centers. These centers include dramatic play, blocks, puzzles and manipulatives, books, art and sand/water play. The school philosophy and curriculum, *Beyond Centers* and *Circle Time* will be maintained and enriched using **age- appropriate** centers. Make sure you are familiar with your age level and the appropriateness of the skill level you are teaching. You are also required to be familiar with the OEL standards so you may reference parents to it.

Sign Language TABLE OF CONTENTS

All classes will include American Sign Language in the regular curriculum. The ASL manual in each room will provide lots of ideas of basic signs that teachers can introduce to students. Depending on the age and readiness of the students, teachers can choose which signs to cover as well as how often. As much as possible, sign language should be incorporated into the daily life of the students (ex: mommy, boy, hello, bathroom, etc.) and also into the units that are currently being worked on (ex: Farm horse, pig, vegetables, tractor, etc.). Music is a great medium for including sign language and teachers should review the ones already learned often throughout the year. If your classroom is lacking this resource, please find another teacher to share with.

Music TABLE OF CONTENTS

Each teacher is expected to include music and movement activities in each day's plans. Once a week each class will have music enrichment with the music director. Music Programs will be at the discretion of the Music Director and rehearsals should be discussed with the MD directly. Please see the

Non-Smoking TABLE OF CONTENTS

As per Church Council Policy: No smoking, vaping, or smokeless tobacco is permitted anywhere on the church grounds.

Playground TABLE OF CONTENTS

Each class should participate in playground time each day. Playground is an extension of the teaching time and your facilitation is required. Please circulate the playground, so you may see

the children at all times for safety purposes. Please refrain from anything that would take your eyes off the children. Please adhere to your time on the playground. The first class to arrive at the playground should choose what toys to bring out that day. The last class on the playground should put the toys away. If lunch buddies staff would like toys out, they may get them when they go out. It is not necessary to take toys out on early release days. Lunch buddies staff should cover the sand box with the tarp each day.

EMPLOYMENT POLICIES/PROCEDURES

Equal Employment Opportunity TABLE OF CONTENTS

St. Paul's Christian School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, marital status, status as a Vietnam-era or special disabled veteran or other unlawful discriminatory characteristics in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation and training.

St. Paul's Christian School expressly prohibits any form of unlawful employee harassment. Improper interference with the ability of the School's employees to perform their expected job duties is not tolerated. Moreover, the School does not permit dating between staff members.

With respect to sexual harassment, the School prohibits:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where

    - Submission to such conduct is made either explicitly or implicitly a term or condition of employment,
    - Submission to or rejection of such conduct is used as the basis for decisions affecting and individual's employment; or
    - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Each member of the Staff is responsible for creating an atmosphere free of discrimination, and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

If the employee experiences any job-related harassment, he/she should promptly report the incident to the School Director, who will investigate the matter and take appropriate action. The employee's complaint will be kept confidential to the extent possible.

If the School determines that an employee is guilty of harassing another employee, appropriate disciplinary action may be taken against the offending employee.

The School prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the School determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Procedure for Employment TABLE OF CONTENTS

It is the sole responsibility of the Personnel Committee, upon the recommendation of the School Director, and acting on behalf of the Board of Directors, to hire capable and competent employees for the employment positions established by the Board of Directors. In fulfillment of this responsibility, the Personnel Committee seeks to hire the best person who:

1. Shares a common commitment to the mission and philosophy of the School;
2. Best fits the qualifications of the position and the needs of the School;
3. Possesses the highest ethical standards;
4. Is honest with self and with others;
5. Is loyal to the best interest of this School and to the children and parents it serves;
6. Is committed to the concept of teamwork; brings a positive, joyful attitude and smiles.
7. Is efficient and reliable; arrives on time and leaves on time.
8. Is courteous to the feelings and opinions of others; and
9. Can maintain the confidentiality of the school's business;
10. Can maintain consistent attendance.

Employment by the School carries with it a responsibility to be constantly aware of the importance of good ethical conduct. Employees must refrain from taking part, or exercising

influence, in any transaction in which their own interest may conflict with the best interest of the School. The School recognizes and respects the individual employee's rights to engage in activities outside his or her employment which in no way conflict with or reflect poorly on the School. The School reserves the right, however, to determine when an employee's activities represent a conflict with the School's interest and to take whatever action is necessary to resolve the situation.

Staff Attendance TABLE OF CONTENTS

Staff attendance is considered essential in promoting and preserving a secure classroom environment; therefore, attendance and punctuality are of major importance. It is the duty of each staff member to secure a substitute when they will be absent. A substitute list is provided at the start of the year on the teacher resource page and will be updated as needed throughout the year. In the event that a staff member is unable to secure a substitute, she/he is asked to contact the director/office no later than 8:00 am at 694-4219. When possible, employees who will be unable to fulfill an extended care assignment should also find a replacement and inform the director.

Teachers and assistants are also asked to notify each other in the event of absence or tardiness. Teachers are expected to have complete plans prepared and available for assistant and substitute for the duration of absence. A sub plan is necessary and should include the schedule, class list, and basic directions.

Staff Meetings & Staff planning TABLE OF CONTENTS

Staff meetings or staff planning will be held twice a month. All staff members are required to be in attendance. The meetings/ planning will be held immediately after the regular school day is over and will not exceed one hour. A schedule of all the dates for the year are located on the school calendar.

Telephone TABLE OF CONTENTS

Personal phone calls made or received should be kept to a minimum. Cell phones should be limited to necessary use during planning times. Please do not constantly look at your phone. We are here to teach the children from 8:30-11:45 or so on and you must train parents to call the office for immediate needs. Non-urgent phone calls to parents, such as why a child hasn't been to school, should be made before or after school.

Dress Code TABLE OF CONTENTS

Cleanliness, good grooming and good personal hygiene are essential for all staff members. Your personal appearance and dress reflects directly upon you and our school standards. Professional but casual dress is appropriate. This may include fingertip length

shorts, dressy t-shirts, jeans, etc. No short shorts or midriffs are appropriate. Remember, we liked you the way you dressed when we hired you.

Mailboxes

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All staff should check their mailbox in the teacher resource room at the start of the day and the end of the day before dismissal.

Work Hours-Pay Schedule

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Regular work hours are:	Preschool	Advanced K-4	K5
Teachers	8:15-12:30	8:15-1:30	8:00-2:00
Assistants	8:15-12:15	8:15-1:15	8:00-1:45

Paydays will be the 15th and last day of the month. If payday falls on a holiday or weekend, checks will be issued on the last workday prior to the holiday. It is your job to speak to the Office Manager if your account has changed. Banking change forms are located on the teacher resource page.

Staff Evaluation and Disciplinary Procedures

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All staff positions are ANNUAL positions.

1. New staff persons, staff serving in a new position and previous staff returning after an absence shall be observed by the director at least three times during their first year. The first observation shall be by the end of the first six weeks of employment (probationary period), then subsequently as the need requires, or one in midterm and another near the school year's end. Informal observations may occur at any time.

2. All employees hired shall be considered probationary employees until completion of six weeks of employment, unless otherwise indicated. Notwithstanding the fact that the employee has successfully completed the employee's probationary period, the employee's employment with the school is at all times considered at-will, unless otherwise indicated.

3. All other staff members shall be evaluated by the director or assistant director at least once annually or as deemed necessary by the Personnel Committee. These evaluations should be done in mid-term to allow for corrective action and to provide time for the Personnel Committee to make decisions about staff returning for the next school year.

4. Copies of evaluation criteria and evaluation forms are located in the Teacher resource page.

5. All evaluation results shall:

    a. Be written.

    b. Present both strengths and weaknesses/goals.

    c. Clearly specify any improvements (and methods when necessary) which are required of the employee to retain their job and give a specific date by which such improvement is required.

    d. Be reviewed with the employee by the evaluator as soon as possible, but no later than within two weeks of the observation date. All evaluations shall be reviewed in the presence of the Director. A member of the Personnel Committee may be present upon the request of the School Director.

    e. Be signed by the employee (signifying receipt, but not necessarily concurrence) and dated. Any member of the Personnel Committee present shall also sign and date as witnesses that the evaluation was reviewed with the employee.

6. It is impossible to anticipate all problems that could evolve during the employment relationship and the proper method of solving such problems. However, in general, when a disciplinary problem does occur, the School will attempt to resolve the problem in the following manner:

    a. Unless it is a serious offense, an employee will generally first be given a verbal warning regarding the disciplinary problem. If the problem continues, the employee will then be given a written warning, followed by a written reprimand and then potential suspension or termination. It is hoped that by following this procedure of progressive discipline, the small problems can be solved early rather than developing into a problem later.

    b. **If the disciplinary problem is of a serious nature, the employee may be immediately suspended or terminated.** When time permits, prior to any suspension or termination, the Director shall report to the Personnel Committee the offense(s) committed. The Personnel Committee, together with the School Director, will then make the determination on the appropriate discipline to be administered. Should the employee want to discuss the discipline administered by the Personnel Committee, the employee will be allowed to present his or her grievance at the next regularly scheduled Personnel Committee meeting. At the sole discretion of the Chairperson of the Personnel Committee, a special meeting may be called for the purposes of hearing the grievances of the employee who was suspended or terminated.

c. As mentioned elsewhere in this Personnel and Policy Handbook, all employment relationships with the school are on an at-will basis, unless otherwise indicated. Thus, although the School hopes that its relationship with its employees is long-term and mutually rewarding, the School reserves the right to terminate the employment relationship at any time.

Employee Benefit Package TABLE OF CONTENTS

Registration/Tuition: Employees and Church members will receive priority registration for their children and registration/tuition fees may be reduced based on funds allocated.

Holidays: Full time employees will receive the following paid holidays:

New Year's Day
Christmas Day
Martin Luther King Jr. Day
Labor Day
Thanksgiving
Staff birthday

- Part time employees (such as the Music Director) will receive 3 paid holidays.

Sick Leave TABLE OF CONTENTS

Sick Leave: (Eligible after 90 days) Sick leave is to provide income protection for employees who, because of illness or accidents, are unavoidably absent from work for limited periods of time. Based on workdays and hours, the following sick leave benefit is provided for employees:

- Unused sick leave will be paid as a bonus to the employee at the end of the school year. If employment is terminated prior to the end of the school year, the employee is not eligible for this bonus.

Based on the number of workdays and hours, the following sick days are available for employees:

Full-time Preschool Teacher	7 days
Part-time Preschool Teacher	4 days
Full-time Teacher Assistant	6 days

Part-time Teacher Assistant	3 days
Music Director	3 days

Extended Care: Lunch buddies will be provided at no charge for children of employees as long as the employee is working during that time. They must be signed up online in advance.

Early Dismissal: Employees may leave at 11:45 am on early dismissal days providing all children in their class have left with their parents or have been taken to the office.

Continuing Education:

1. Employees are required to obtain 10 in-service hours each year as required by DCF. The Director may suggest classes to take based on the age you serve.

2. Certification in Pediatric First Aid and child CPR is required and should be maintained every two years by each staff member.

3. Staff should be fully aware of the standards for the age they are teaching. Classes are always available and encouraged on the DCF website. The Florida Early Learning website shows appropriate milestones for each age and should be utilized and facilitated in partnership with the parents.
4. Mandatory In-services for the school year will include: Child care orientation(fire safety, exposure)and a review of BCCT as well as staff planning. You are encouraged to attend a the UMAP yearly conference and a meaningful training that will freshen your skills in the classroom.

Funeral/Compassionate Leave: Employees will be granted an excused absence to a maximum of three days paid compassionate leave in the event of the death in the immediate family (spouse, parent, child, or sibling).