



EMPLOYEE HANDBOOK



DIRECTOR
MR. CAMERON BROWN 317.247.1553

CHIEF FINANCIAL OFFICER
MR. EUGENE WEST 317.672.9200

EXECUTIVE DIRECTOR
MS. ALISIA JACKSON 317.373.5183



Pride Academy West 1
5615 W 22nd Street
Indianapolis, IN 46224
317.247.1553

Pride Academy West 2
5570 Crawfordsville Road
Speedway, IN 46224

Pride Academy North
5711 N. Michigan Road
Indianapolis, IN 46228
317.672.9200

WWW.JUDAHMINISTRIESINC.ORG

TABLE OF CONTENTS

Introduction	3
General Information	4
Judah Ministries Programs	8
Employee Practices	10
Professional Development	15
Attendance	14
Code of Conduct	17
Guidance & Disciplinary Procedures	24
Arrival & Departure	27
Program Guidelines	28
Guidance Strategies	30
Parent Relationships	32
Emergency Procedures	33
CACFP	43
Appendix	45
Employee Acknowledgement form	47

INTRODUCTION

HANDBOOK SUMMARY:

This Employee Handbook is for informational purposes only. The contents of the Employee Handbook represent a general outline or guideline of the human resources policies, benefits, expectations, and are subject to modification, revocation, suspension, termination or change, in whole or in part, with or without notice, at the sole discretion of Judah Ministries Inc.

Employment at Judah Ministries Inc is employment at will, which means that either the employee or Judah Ministries Inc may terminate the employment relationship at any time, for any or no reason. No one except the Executive Director and Director of Judah Ministries Inc are authorized to make binding employment contracts, and such contracts will be recognized only if they are in writing and signed by both the employee, the Director, and the Executive Director.

This handbook supersedes and replaces all previously existing personnel policies, handbooks, manuals, guidelines, correspondence, rules (oral or written), representations previously given or advised by Judah Ministries Inc. Employees are required, as a condition of their employment, to read the Employee Handbook and sign the Acknowledgement Form provided to them. Judah Ministries Inc management will interpret and amend these guidelines as necessary and communicate changes accordingly.

If you have any questions regarding your employment, please discuss them with the director(s), or Executive Director Alisia Jackson. Again, welcome to Judah Ministries Inc. We're glad you're here!

GENERAL INFORMATION



Ana Marroquin



Tiffany Griffin



Lawanzer Jeter

BRIEF HISTORY

Judah Ministries Inc. was founded as an Unlicensed Registered Ministry by Alisia Jackson who wanted to give specifically children, fathers and families in low socio- economic communities a chance to thrive in society. Pride Academy Early Learning Institute a registered Ministry child care service provided by a religious organization which is exempt from state licensing, but must meet the minimum requirements of sanitation, fire prevention, and building safety pursuant to IC12-3-2-12.7(c). The State of Indiana further identifies in Sec. 28.8. "Child Care Ministry", for purposes of IC 12-17.2, means child care operated by a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code; also it is defined as a child care provided as an extension of a church or religious organization that is exempt from deferral income taxation under Section 501(c)(3) of the Internal Revenue Code, unlicensed but registered with the Office of Early Childhood and Out of School Learning and Indiana State Fire Marshal's office.

MISSION STATEMENT

At Judah Ministries Inc, "We believe that every family deserves their basic needs of nutrition, security, and stability be met to have a better quality of life. Judah Ministries Inc concentrates on bringing the 'village' approach to our families by providing them with knowledge and resources such as fiscal responsibility, healthy habits, continuing educational opportunities, and supportive need-based services. Pray with us as we continue to accomplish our mission.

CORE VALUE AND COMPETENCIES

RESPECT for the children and families of Judah Ministries Inc and our community.

INTEGRITY that embraces the highest standards of honesty and ethical behavior.

EXCELLENCE that is reflected in the individual daily lives and a continuous search for new ways to improve everything we do to make a positive change from a grass roots level.

HIGH-PERFORMING & INCLUSIVE

Judah Ministries Inc, seeks to be a high-performing, inclusive organization that is enriched by and continually grows from our commitment to diversity, as embodied by our core beliefs.

AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Judah Ministries Inc to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, or disability, unless otherwise provided by law. This policy is applicable to the policies governing recruitment, placement, selection, promotion, training, transfer, rates of pay, and all other terms and conditions of employment. Compliance with this policy is a personal responsibility of all employees, especially those whose duties are related to the hiring of new employees and the status or tenure of current employees. Further, as an equal opportunity employer, Judah Ministries Inc will fully cooperate in the implementation of all applicable laws and executive orders.



NAEYC CODE OF ETHICAL CONDUCT

Judah Ministries Inc strives to follow the guidelines and policies of NAEYC. This link goes directly to the NAEYC Code of Ethical Conduct

LINK: https://www.naeyc.org/sites/default/files/globally-shared/Ethics%20Position%20Statement2011_09202013update.pdf

JUDAH MINISTRIES INC. CONTACT INFORMATION

Website: <http://judahministriesinc.org>

Facebook: @JudahHelps

Instagram: @Judah.ministriesinc

Email: prideacademyinc@yahoo.com

Pride West 1: 2 months – 12 years old & Administrative Office
5615 W. 22nd Street
Indianapolis, IN 46224, USA
Phone: 317.247.1553

Pride West 2: 2 months to 13 years old + Grants Department
5570 Crawfordsville Road
Indianapolis, IN 46224, USA

Pride North 1: 2 months to 13 years old & Accounting Department
5711 Michigan Road
Indianapolis, IN 46228, USA
Phone: 317-672-9200

HOURS OF OPERATIONS

Pride Academy sites are open at the following times:

- Pride West 1: 6:30am-5pm
- Pride West 2: 6:00am-5pm
- Pride North: 6:00am-5pm

HOLIDAY -PAID IN ACCORDANCE WITH FULL-TIME (8 HOURS) AND PART-TIME (6 HOURS) REGULAR WORK HOURS.

- Memorial Day (2 days)
- Independence Day (2 days)
- Labor Day (2 days)
- Thanksgiving (2 days)
- Christmas Eve & Christmas
- New Year's Eve & New Year's Day



CLOSURE – PAID IN ACCORDANCE WITH FULL-TIME (8 HOURS) AND PART-TIME (4 HOURS) REGULAR WORK HOURS.

- Professional Development Training (March & October)

RATIOS

Judah Ministries Inc operates on the following ratios, which are recommended by the National Association of the Education of Young Children (NAEYC). When outside or on the playground teachers will frequently move around the area and keep account and attendance of the number of children outside. During violin, music/media teacher and Spanish lessons, teachers must continue to be present in the classroom, help with restroom runs and behavior issues. Two staff members must be in the building at all times in the position to see and hear the children. Infants, toddlers, preschoolers, or school age children should always have adult supervision and are never allowed to be by themselves unless going to the restroom. (Please see Restroom Usage)

Age of Children	NAEYC	State Ratio
Infants	(1:4)	(1:4)
Toddlers	(1:6)	(1:5)
2 years and up	(1:6)	(1:7) potty trained
30-36 months	(1:6)	(1:7)
3 years and up	(1:10)	(1:10)
4 years and up	(1:10)	(1:12)
5 years and up	(1:10)	(1:15)
6 years and up	(1:12)	(1:20)

WEATHER-RELATED CLOSINGS

Judah Ministries Inc strives to be open during operating times. If there are any changes to the schedule due to inclement weather; emails, calls, and text messages will be sent out to all staff and families explaining the changes. (Please refer to Brightwheel as the primary source of communication) An Inclement Weather Closure Day is defined as a day a provider can use, up to five (5) inclement weather closure days per calendar year, for which the child's attendance is credited as documented on the child's CCDF voucher. An Inclement Weather Closure Day can be used by a provider when your counties emergency management system has issued travel advisories restricting travel. The following Department of Transportation website can be used in

monitoring the status in your county www.in.gov/dhs/traveladvisory
- An Inclement Weather Closure Day can be claimed within the current back-swipe period only and may not be for a future date.

Detailed instructions and requirements for entering Inclement Weather Closure Day(s) can be located in the Provider Web Portal User Guide and Provider Operations Manual (located on www.hoosierchildcare.com) or by contacting Conduent Provider Help Desk at 1-800-422-0850.

If there are any questions regarding weather related closings or delays, please contact your Director or Executive Director.



JUDAH MINISTRIES INC PROGRAMS

Poverty, neglect, abuse, violence, separation from parents and learning disabilities greatly inhibit the potential of the child to become happy, successful, and contributing citizens in America.

Our programs and partnership with the family, enables children to reach their potential. For more than 20 years, the agency has been a leader in providing a full range of services for children who are desperately in need.

Statistics show that children who are exposed to STEM and Arts curriculum at a very young age perform better in science and math than students who are not. Statistics also show that having

access to quality STEM, physical development, and Arts-related after-school programs increases the likelihood of graduation. Judah Ministries Inc is dedicated to reversing these statistics by helping our most vulnerable students excel through Pride in Motion, an after-school program for children age 5-13 that focuses on STEAM (Science, Technology, Engineering, Arts and Mathematics), physical development and academic tutoring. These services include:

PRIDE IN MOTION

Afterschool Program for school age children (5 to 13 years) who need childcare before & after school and Enrichment Camp. In addition to homework time, academic tutoring, life skills and personal enrichment, this program offers children a wide variety of engaging, fun and educational activities.

CHESS CLUB

Afterschool activity where children are engaged in learning about the game of Chess and are able to compete with other children.

ROBOTICS:

SIGN LANGUAGE:

BOUNCE BACK INDIANA:

HOMEWORK HELPERS:

KOMPUTER LUV TECHNOLOGY CLASS

Afterschool activity where children learn different approaches to technology and the most recent technology utilized in society.

PRE-K PROGRAM

An early childhood learning experience that helps children grow every day so they are ready to succeed in school. Starting at the age of 2, our trained staff provides gross and fine motor development skill activities to promote physical growth. Children are able to learn the IDOE 8 areas (Language Arts, Mathematics, Science, Social Studies, Creative Arts, Social Emotional, Approaches to Play and Learning, and Physical Health and Growth) through our Pride Curriculum and Pride Montessori Curriculum.

EMPLOYEE PRACTICES

DRESS CODE

Judah Ministries Inc. believes in delivering top quality programs run by top quality staff. Professionalism is both the attitude and appearance of a staff member. It is defined as a person who is skilled and experienced. Judah Ministries Inc has adopted a dress code to present a professional image to everyone visiting or participating in our program. Staff will be easily identifiable by the logo, style, colors and badge of Judah Ministries Inc Logo and Pride Academy Early Learning Institute logo

- Teacher Uniform: Scrub tops and bottoms (Monday- Friday); Pride polo shirts and black or khaki pants. (Monday- Friday); Bottoms that are appropriate to wear are: pants, knee-length skirts, capris, and knee length shorts. Shoes are to be closed toe.
- Administrative Staff Uniform: Business Attire (Monday- Friday); Pride Shirts and black/ khaki bottoms (Monday- Friday). Bottoms that are appropriate to wear are: pants, knee-length skirts, capris, and knee- length shorts.
- Your supervisor is the final authority regarding questionable attire.

It is expected that all staff members will present themselves and Judah Ministries Inc in a professional, respectable manner. Any staff member not adhering to the dress code will be subject to a fine and or suspension.

- Fines:
- 1st Offense - \$10.00
- 2nd Offense - \$20.00
- 3rd Offense - \$30.00 fine plus 1-day suspension

CELL PHONES

It is important that every staff member's attention always remain on the children. A lapse in attention could result in serious accidents, which with appropriate supervision, would have been prevented. Therefore, cell phones are not permitted in the classroom during work hours. Cell phones should not be out or used and stored in a purse, bag, coat, etc. while a staff member is clocked in. Electronic devices will only be used as a part of supervised program activities and will be on Judah Ministries Inc.

Devices or unless permission is given by directors or Executive Director. In the event of an emergency, the staff member must inform Directors or Executive Director. In this case, cell phones must be set to vibrate. Any staff member not adhering to the cell phone policy will be subject to a fine and/or suspension.

- Fines:
- 1st Offense - \$10.00
- 2nd Offense - \$20.00
- 3rd Offense - \$30.00 fine plus 1-day suspension

SUN SAFETY

It is important for children to be outside for their physical, social, cognitive, and emotional developmental needs. It is also important that children (and staff) enjoy the sun safely when outdoors. Pride Academy Early Learning Institute will provide a safer environment for our children and staff by reducing ultraviolet (UV) radiation exposure from the sun during outdoor activities. By adopting this policy, Pride Academy Early Learning Institute aims to reduce UV radiation exposure by practicing appropriate sun protection strategies. This policy will be implemented all year round, but with emphasis during the months of April to September, when the sun's UV radiation is strongest.

Rationale: Every time skin is exposed to UV radiation from the sun, the body's skin cells change. These changes build up over time and can lead to skin cancer. Too much UV radiation can also lead to eye cancer, cataracts, and weakening of the immune system. Exposure to UV radiation in childhood is a major risk factor for developing skin cancer later in life. Skin cancer (melanoma and non-melanoma combined) is on the rise and is one of the most diagnosed cancers in the U.S. Fortunately, it is also one of the most preventable cancers through sun protection practices.

Collaboration: The policy will be implemented in collaboration with the Child Care Centre, staff, and parents/caregivers. Everyone will work together to achieve a sun safe environment through the following activities:

1. Pride/parent communication

- When enrolling their child, parents/caregivers will be informed Judah Ministries Inc's sun safety policy and provided information on sun safety practices.
 - Parents and caregivers will be informed about the importance of, and strategies for, preventing skin cancer.
 - Communication will include, but will not be limited to, details of Pride's policy relating to hats, sun-protective clothing, sunscreen usage, and sunglasses.
 - The policy will be reinforced in positive ways through parent letters/newsletters, staff memos, bulletin boards, and meetings.
 - Signage will be posted that reminds staff, parents/caregivers, and children to practice sun safety. Families will be urged to reinforce sun-safe behaviors outside the facility.
2. Planning of outdoor activities
- Activities will be planned as much as possible around the peak UV radiation periods (11a.m. to 3 p.m., April through September).
 - Activities will be held in the shade where possible and breaks from the sun will be built into outdoor activities.
3. Shade
- All attempts will be made to plan activities in shade when the UV Index is 3 or higher.
 - Pride Academy Early Learning Institute will provide sufficient shade in their outdoor space. This shade may be from natural (trees and shrubs), built (shade from buildings, awnings, gazebos, shade sails), or portable (portable tent canopy, umbrellas, tarps) forms of shade, or a combination of these. Priority spaces for shade include: Climbers and play equipment, Sand and water play areas, Seating and gathering spaces.
4. Hats and protective clothing
- When outside in weather when the UV Index is 3 or higher, parents/caregivers are encouraged to send their children with appropriate sun safe clothing, hats that cover the ears, face and neck, and sunglasses.
 - Sun safe clothing includes: A wide-brimmed hat (2-3 inches all around) or a legionnaire style hat to protect the face, neck and ears. Baseball hats are not recommended because they do not protect the neck or ears. Children without a sun-safe hat will be required to play in an area protected.

from the sun (e.g., under shade or indoors) or will be provided with a spare hat. Tightly woven, loose clothing that covers as much of the skin as possible.

5. Sunglasses

- Parents/caregivers will be encouraged to provide shatter resistant UVA/UVB wraparound sunglasses for their child to provide added protection from direct and reflected UVR.

- Use of sunglasses will be encouraged all year round, including in the winter.

6. Sunscreen and lip balm:

- Parents/ guardians are required to provide permission for staff to apply sunscreen to their child.

- To provide a sunscreen that is water resistant, with broad spectrum protection, and an SPF of 30 or higher, if their child is allergic to the center's offered brand/type.

- Asked to send their child to the center with sunscreen already applied on days where the UV Index is planned to be 3 or higher (generally April to September)

- Staff are: To apply (and reapply as needed) a 30 SPF or higher water-resistant broad-spectrum sunscreen to the child's skin that is not covered by clothing 20 minutes prior to going outdoors.

- Use of sunscreen will be encouraged all year round, including in the winter.

7. Sun protection and babies

- Babies under 12 months should not be exposed to direct sunlight and will remain in full shade when outside.

- Babies are required to wear sun-safe hats and clothing.

- Sunscreen will not be applied to children under 6 months of age

8. Increasing awareness with children

- All children (through educational sun safety activities) will be made aware of the importance of sun protection and sun safety practices such as: seeking shade, covering up with clothing, wearing hats and sunglasses, and using sunscreen.

9. Protecting staff from ultraviolet radiation exposure

Judah Ministries Inc supports sun protection for its staff to reduce UV radiation exposure through a comprehensive approach to sun protection, which includes:

- Engineering controls: The center will provide shade through natural (trees), built (shade from buildings, awnings, gazebos, shade sails), and portable (portable tent canopy, umbrellas, tarps) forms of shade, or a combination of these. Efforts will be made to modify reflective surfaces where possible.
 - Administrative controls: The center will notify staff and post the daily UV index in the center. The center will conduct risk assessments for UV radiation exposure. The center will schedule outdoor activities outside of peak UV radiation periods (usually 11 a.m. to 3 p.m., April to September).
 - Personal protective equipment: The center will provide and encourage use of: sunscreen, sun protective clothing, hats, and sunglasses.
 - Training and awareness: The center will display sun safety information on display boards. Leadership models sun safe behaviors and provides sun safety education to staff.
 - Policy: Pride Academy Early Learning Institute will implement, communicate, and enforce a sun safety policy.
- Monitoring and review of policy: Pride Academy Early Learning Institute will review the effectiveness of this policy on an annual basis and will make revisions as needed. Staff and parents/ caregivers will be notified of policy updates.



PROFESSIONAL DEVELOPMENT

REQUIREMENTS FOR TRAINING AND TESTING

Judah Ministries Inc's staff members are required to have at least a High School diploma or an equivalent. Note: As the centers go through other accreditations the requirements will change for staff. Staff must be yearly certified in CPR, First Aid, AED, and universal precautions and complete trainings from I-LEAD see current listing of training in New Employee packet. Staff must receive a physical, TB Test, FBI Fingerprint, and drug test prior to working on staff. The TB Test, FBI Fingerprint, and drug test will be paid by Judah Ministries Inc; however, should employment be terminated, or resignation occur within the first ninety (90) days of employment the TB Test, FBI Fingerprint, and drug test cost will be deducted from the final paycheck. Some requirements must be renewed periodically, please check with the compliance officer for this information.

EVALUATIONS

Evaluations of a staff member's performance will be conducted by the directors or executive director. Evaluations will be performed annually. Pride Academy Early Learning Institute teachers are required to do an assessment each month on the child and place the assessments in the child's portfolio. At any time, a parents/guardians are to receive hard copies of the assessments each time one is done.

STAFF OPPORTUNITIES

Our staff are offered the opportunity to receive a scholarship to further their education in (ECE) Early Childhood Education. We provide two areas at Judah Ministries Inc, and they are the Diagnostic Clinic, Infant certification and Early Childhood Program. Please contact the director to obtain a TEACH Scholarship.

STAFF ORIENTATION

New staff do not work alone with children until they have received an initial orientation to the program and the job. The Human Resource personnel will verbally explain the process and procedures of day-to-day job roles and responsibilities. They will provide a checklist of required information that each new staff member must know before starting their position. Depending on the position new staff members will be given classroom roster and center roster, emergency contact information for children and families, allergy list, and a variety of information regarding the well-being of our families, children, and the facilities.

ATTENDANCE

All employees are essential to fulfilling our mission. Judah Ministries Inc expects employees to follow their designated work schedule and to be punctual. Punctual means be at the employee's workstation, ready to work at the start of the work schedule and remaining on the job until the end of the schedule. If an employee is unable to report for work or will be late, the employee must contact the directors of their site prior to the scheduled start time so that work can be covered. Repeated absences or tardiness may be considered misconduct depending upon the circumstances. An employee who fails to report for work or to call in for three consecutive/non-consecutive days or three consecutive/ non-consecutive shifts within a 6-month time may be subject to disciplinary action, up to and including termination.

Judah Ministries Inc uses progressive discipline as a positive way to correct unacceptable attendance and tardiness. The following are the steps, which are taken using progressive discipline.

- *1ST Time Offense- Verbal Warning: If a staff member's job performance is not meeting Judah Ministries Inc standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and possible penalties if performance does not improve.*

- *2ND Time Offense- Performance Notice: A written performance notice is given if a problem/s identified has not been corrected. A performance notice will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member. Two-day suspension will be administered immediately.*

- *3RD Time Offense-Performance Notice/Termination: Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Written performances and Termination will be at the discretion of the executive director. Judah Ministries Inc acknowledges that it complies with federal and state laws.*

COMMITMENT

Judah Ministries Inc. assigns specific teaching staff to work with each class of children, day to day and stably over time. Therefore, Judah Ministries Inc encourages keeping children together with the same teaching staff for nine months or longer.

VACATION, PAID TIME OFF (PTO), BEREAVEMENT

Judah Ministries Inc assigns specific teaching staff to work with each class of children, day to day and stably over time. Therefore, PTO will be earned after ninety days of employment at a rate of 1 (one) hour per pay period.

In addition to PTO, vacation for employees who are full-time and have been with Judah Ministries Inc for at least 12 months will receive 5 days or 1 week of paid vacation, 2-4 years will receive 10 days or 2 weeks, 5-9 years will receive 15 days or 3 weeks, 10-15 same teaching staff for nine months or longer.

years will receive 20 days or 5 weeks and 16 + years will receive 25 days or 5 weeks on said anniversary date. The vacation time does not roll over to the following year. All vacation time must be submitted at least two weeks in advance for approval. If a full-time employee becomes ill or needs to take time off due to family circumstances directors or executive director must be notified as soon as possible.

If you are a part-time employee or a full-time employee that has not been with Judah Ministries Inc for more than 12 months and need time off, please contact the directors or executive director to submit a request. All time off must be submitted two weeks in advance. If employee is sick or has a family circumstance, employee must contact the director for the respective site or executive director as soon as possible.

Bereavement Leave – Paid bereavement leave of three (3) days is provided for the funeral of a relative; Relative means husband, wife, father, mother, son, daughter, brother, sister any of these. For a married employee, these members of the spouse's family are included. Judah Ministries Inc reserves the right to request proof of funeral.

UNPAID LEAVE POLICY

Authorized leave without pay may be approved by the director or executive director in limited circumstances if an employee has exhausted all personal time off (PTO), and vacation time. It is not an alternative to using accrued PTO, or vacation leave. If an employee is sick, the employee may request the use of PTO or vacation time. An employee whose request for authorized leave without pay is denied and whose absence is, therefore, unauthorized, is subject to disciplinary action up to and including dismissal.

COMPENSATORY TIME

Employees who are eligible for overtime compensation for hours worked more than 40 hours in a calendar week, are prohibited from working any hours in excess of their assigned regular work schedule unless specifically authorized to do so. Overtime is

calculated only upon hours worked. Holidays and leave time are not counted for determining the 40 work hours in a calendar week. Employees who are not eligible for overtime compensation cannot earn compensatory time off except when specifically authorized to accrue comp time. Comp time must be pre-approved be submitted to management for each pay period in which comp time is worked. Comp time can roll over to the

MENTAL HEALTH

Judah Ministries Inc understands that life can become stressful, and that staff may need to seek help to deal with stress. We strongly encourage staff to speak with mental health professionals. Below are some recommended mental health organizations:

- Midtown Mental Health (3171 N. Meridian Indianapolis, IN)
- Cummins Behavioral Health (2435 South Lynhurst, Suite 205, Indianapolis, IN 46241)
- Galahue

CLOCK-IN AND CLOCK-OUT

All hourly employees are required to accurately clock-in and clock-out by the electronic timeclock/fingerprint system. If an employee misses a clock-in or clock-out /he must contact a director to address this concern immediately. Employees must clock-in and clock-out at their designated time, unless told to do so prior by a director. All hourly employees are expected to adhere to their designated work schedule. Any variation to the work schedule needs to be approved by the Director in advance. Failure to comply may result in disciplinary measures.

LUNCH BREAK/ 15-MINUTE BREAK

Employees must take a 1-hour unpaid break in such a way as to not compromise the health and safety of the children. Breaks are automatically deducted out of the paycheck. Employees must consult the directors for working through their breaks, otherwise

they will not be compensated for time worked. Employees who need a 15-minute break throughout the day can receive it but need to consult with a director first before taking it. If an emergency break is requested, staff must consult an administrator before taking it.

TEACHER PREPARATION TIME

Teachers and teacher's assistants are encouraged to have a weekly meeting to prepare for the following week and to review the current week. The meetings are to improve the educational experience for our children and their families. The meeting must be scheduled a week in advance and given to the director to cover the classroom during the meeting time. and hour per day is given to each teacher during naptime for planning time.

VOLUNTARY RESIGNATION

Staff should submit a letter of resignation to executive director or the directors when resigning from a position. Judah Ministries Inc appreciates at least two weeks' notice from full and part time staff if you choose to resign. This will ensure an appropriate replacement can be hired and effectively trained.

PAYROLL

Paychecks are distributed on Friday bi-weekly through direct deposit. If staff has prepaid cards that allow early distribution of their paycheck, please inform the director or executive director. Employee's passwords are the last five numbers of social security number. Also - Please note: Stubs are only emailed when an employee is on direct deposit. If they get a manual check (meaning anytime ASAP payroll service is RECORDING the pay but NOT actually paying the employee), or a live check, the system does not automatically email the stub. It would have to manually provide it to the employee. ASAP can happily send it via a separate secure email, but this will not automatically happen.

EMPLOYEE BENEFITS

JUDAH MINISTRIES INC 401(K) RETIREMENT PLAN

Judah Ministries Inc believes in saving for retirement and encourages each employee to participate in the Judah Ministries Inc 401(k) Plan upon completion of ninety (90) days of employment. Every employee will be automatically opted into Index Funds but can opt out or change to a traditional 401(k) at any time upon request. Funds are vested immediately.

- Judah Ministries Inc will match 100% of the first 3% of your deferred compensation. This means that if you commit 3% of your pay to your 401(k), Judah Ministries Inc will add an additional 3% to your account.
- If you defer another 2% for a total of 5% Judah Ministries Inc will match another 1% of your compensation. So, if you defer 5% of your pay to your 401(k) retirement plan, Judah Ministries Inc will match a total of 4%.

For questions, please request to meet with our financial advisor.
A LPL Financial.

COLLEGECHOICEADVISOR 529 SAVINGS PLAN

- College can make a big difference in a child's life, from potentially greater lifelong earnings to a better quality of life. But tomorrow's college education requires careful planning today.
- CollegeChoiceAdvisor is a 529 college savings plan – a tax-advantage program to help you save for college tuition, certain room and board costs, books, supplies, laptops/computers and other qualified higher education expenses.
- There are important tax benefits available to you with a 529 savings plan: your assets grow tax-deferred and when you're ready to withdraw your money for a qualified education expense, it is free from federal and state taxes.

For questions, please request to meet with our financial advisor.

CODE OF CONDUCT

STAFF RELATIONSHIP WITH CHILDREN

Staff members are not allowed to be alone with children they meet in Judah Ministries Inc outside of the childcare or program setting. This includes babysitting, sleepovers, and going to a child or teachers home. Exceptions may be made only if one or both of the following conditions exists:

- Staff and child's family have a relationship that predated the staff member's employment of child's enrollment in Pride Academy Early Learning Institute.
- Staff and the child's family are related.

CHILD ABUSE AND NEGLECT

All Pride Academy Early Learning Institute staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Directors. The directors and staff member will discuss the situation to determine the best course of action and report to executive director and contact CPS + FSSA.

Indiana law IC 31-33-5 and IC 12-17.2-3.5 require childcare staff and volunteers to report suspected child abuse and neglect. Failure to do so is a class B misdemeanor.

****NOTE:** If you suspect a child is being abused or neglected, call Indiana's Child Abuse and Neglect Hotline today at 1-(800)-800-5556. It is available 24 hours a day, 7 days a week, 365 days a year.** Staff who report suspicions of child abuse/neglect at any Pride Academy Early Learning Institute locations are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

CO-WORKER COMMUNICATION

Open communication between staff members, parents, and children is crucial to a successful program. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to always function as a team member.

SUBSTANCE ABUSE

Employees may not consume, use, possess, control, distribute or sell alcohol, intoxicants, and illegal, controlled or unauthorized drugs/ narcotics in any amount at any time on Judah Ministries Inc property (including parking areas), during working hours or during Judah Ministries Inc programs or activities. Employees who violate this rule will be subject to discipline, up to and including immediate termination. An employee who is undergoing prescribed medical treatment with a drug or controlled substance that may alter his/ her physical or mental ability is encouraged to have his or her physician report given to Pride Academy Early Learning Institute. It may be necessary to change an employee's assignment while the employee is undergoing treatment.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. The content of each child's health and safety file is confidential but is immediately available upon request to: administrators and teaching staff who have consent from a parent or legal guardian to access the records, the child's parent or legal guardians and regulatory authorities. Thus, be extremely sensitive about discussing children's developmental needs and family information in public places such as lounge or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Sexual harassment will not be tolerated in any way, shape, or form. Pride Academy Early Learning Institute is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct.

GUIDANCE AND DISCIPLINARY PROCEDURE

UNACCEPTABLE JOB PERFORMANCE

Pride Academy Early Learning Institute uses progressive discipline as a positive way to correct unacceptable job performance. The following are the steps, which are taken using progressive discipline.

- **1ST Time Offense- Verbal Warning:** If a staff member's job performance is not meeting Pride Academy Early Learning Institute standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and possible penalties if performance does not improve.
- **2ND Time Offense- Performance Notice:** A written performance notice is given if a problem/s identified has not been corrected. A performance notice will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member. Two-day suspension will be administered immediately.
- **3RD Time Offense-Performance Notice/Termination:** Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Written performances and Termination will be at the discretion of the director and executive director. Pride Academy Early Learning Institute acknowledges that it complies with federal and state laws.

MEDICATION AUTHORIZATIONS

Pride Academy Early Learning Institute staff may dispense medication with a prescription label only. Any medication dispensed to a child at the program site must be in its original container with the child's name on it. Each parent must complete a Medication Release form. A Medication Release form must be completed and signed by the parent/guardian with the following information:

- Child's Name
- Type of Medication
- Physician's Name
- Amount of dosage to be given
- Time to be given
- Number of days to be administered
- Possible side effects

If a child refuses medication, we will contact the parent/guardian for further instruction. Staff may only dispense medication on the Medication Release form.

Medication needed for emergency administration, such as an epi pen, inhaler, insulin, can be carried by the directors when on field trips or kept in the office when on site. It is the staff responsibility to ensure no child has access and that they do not take the medication home with them at the end of the shift. This medication must have the appropriate paperwork completed and be locked up in the office in either a lock box or locked cabinet when not physically on a staff member.

If a physician has ordered a special medical management procedure (such as changing a colostomy bag) for a child care, an adult trained in the procedure must be onsite whenever the child is present. Parents will be responsible for providing this person. Pride Academy Early Learning Institute will not be responsible for providing this service.

SICK CHILD

If child becomes sick at site or during programming, staff will contact the parent/guardian to pick the child up. The child will be given a cot to rest and comforted by staff. If the child is contagious, staff must separate the child from the rest of the group and call the parent/guardian to let them know that the child cannot come back for 72 hours.

DOCUMENTATION OF ACCIDENTS/INJURIES

The safety of the children in our care is our top priority. Even with watchful eyes, young children are often testing their physical limits, making injuries inevitable. With minor accidents, Pride Academy Early Learning Institute staff will verbally communicate with parent/guardian. In the event of a medical emergency requiring a doctor's treatment, staff will contact parent/guardian immediately. If staff cannot contact the parent/guardian, emergency personnel will take the child to the emergency room via ambulance. At all times, there will be a Judah Ministries Inc Staff member on site who is trained in First Aid and CPR.

If an accident/injury does occur during program hours, complete the Accident/Incident Report form.

- Accident Report form must be submitted to administrative staff within 1 day.
- Any head or face injury must be reported to the parent/guardian and Directors immediately.
- Any injury requiring medical attention must be reported to the parent/guardian and Director immediately.
- Accident Report form with any injuries or serious bodily injuries to a child that require medical attention must be submitted to the administrative staff within 24 hours.

DOCUMENTATION OF ALLERGIES

All staff working must familiarize themselves with children who have allergies. Each building and classroom has the Allergy list posted. Please make sure that a cover page titled Confidential is hung in every classroom.



ARRIVAL AND DEPARTURE

ARRIVAL

Staff members are expected to greet each child and parent by name upon their arrival in the childcare. For safety of each child, Pride Academy Early Learning Institute requires that all children are properly signed in by an adult and turned over to Judah Ministries Inc staff. Administrative staff will need to make sure that parents/guardians if they receive CCDF need to swipe their child(ren) in during the arrival time. Upon entry, every student must wash their hands and place jacket in cubby.

DEPARTURE

At the end of each day, only those persons who are designated on the child's authorized pick-up list will be allowed to pick the child up from the childcare. ID is required until faces become familiar to staff. ID will be required if there is someone different picking up the child. All authorized persons must be 18 years of age or order. Changes, additions, and/or deletions to the pick-up list must be made in person and in writing and can only be made by the authorized person who registered the child on the current registration form.

Staff will encourage any adult who appears to be intoxicated or under the influence of drugs to call an emergency contact or taxicab to take them and their child home. If an adult chooses to leave site, staff will document the license plate number and contact the police department.

LATE PICK-UP

Parents are only allowed 9.5 hours throughout the day to keep their child(ren) in care. If the child(ren) is still in the care of Pride Staff after their time, administrative staff, director, or staff member will contact the parent/guardian. If the parent/guardian cannot be reached, then staff will call emergency numbers to reach someone that can pick up the child(ren). If the child is still at site after 2 hours, staff will call the local police. Parent/guardian will be charged additional fees for late pick up.

PROGRAM GUIDELINES

NUTRITION

In support of healthy environment for all children, nutritious meals are served morning, afternoon, with an AM and PM snack. The meals will be based on the USDA My Plate platform. A monthly calendar is posted on the Parent Board.

TRANSPORTATION

Judah Ministries Inc. does drop off and pick up school aged children from school. Parents/guardians must have filled out a transportation form, paid the weekly fee in advance and attended the transportation meeting in order to utilize this service. Transportation staff will receive a listing of children and their school information each week.

RESTROOM USAGE

Judah Ministries Inc. follows specific practices on restroom supervision. The following recommendations can provide a foundation for those discussions:

- In Pride Academy Early Learning Institute, the staff always accompanies children to the restroom.
- When supervising restroom use, adult staff members should first quickly scan the bathroom before allowing children to enter. Then adult stands in the doorway of the room, holding door at least partially open. If assisting young children in toilet stalls, staff keeps door ajar.
- Staff should try not to be alone with a child, teen or vulnerable adult.
- Staff should encourage all children to take bathroom breaks at the same time and at least taking children to the restroom every 30 minutes to an hour.
- Staff and adults should only use the adult restrooms and not use the children's restrooms.

DIAPER POLICY

It is the parents responsibility to provide diapers, wipes, and diaper cream for the child. It is also the parents responsibility to check periodically to see if or when the child needs more diapers and wipes. Teachers will give a notice to parents when children are running low on the childs items. Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or depending on the age of the child. Diapers are checked frequently, and changed every two hours or more often if required. Staff will check for and change soiled diapers or training pants when a child wakes up from a nap. Diapers containing feces are changed immediately. Each diaper changing table is used only by one designated class of children. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change. (Please see Hand Washing Policies located by the sinks for proper hand washing techniques).

TOILET TRAINING

We are more than happy to encourage potty training as long as the child is ready (typically between 1 and 2 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at childcare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to childcare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and Pride Academy Early Learning Institute is imperative for a successful transition from diapers to toilet.



GUIDANCE STRATEGIES

DISCIPLINE

Judah Ministries Inc. staff may never use physical punishment, psychological abuse, nor coercion when disciplining a child. Examples of unacceptable discipline tactics are as follows using inappropriate language around or directly to the children: spanking, slapping, blackmailing, name calling, diminishing a child's self-esteem and any other demeaning activities that are not a part of the Behavior Management guidelines. If a staff is caught or reported using any of the prohibited discipline tactics, the staff will go through the disciplinary process or immediate termination. (Please refer to the Unacceptable Job Performance for more detail).

BEHAVIOR MANAGEMENT

In our programs, our top priority is to provide a safe and enriching experience for all children. In order to do this, we must work together to develop the best plan for each child.

- Staff will redirect the child and discuss the appropriate behavior.
- Staff will emulate appropriate behavior to child so that child can mimic behavior.
- Child will be encouraged to have a "cool down break" to regain composure and discuss better choices. Communication with parents/guardians regarding the situation and recommendation to ensure we are working together for the success of the child.
- If behavior persists, the child will be given to the director or administrative staff to make a call to parent/ guardian.
- After the phone call to parent/guardian, if the behavior continues the parent/guardian will be asked to pick up their child early and to make a date and time to have a conference with the director and executive director. At this point, a behavior plan will be put in place for the child and family to utilize in the facility and at home. Teachers and staff will update the parent on positive changes as a result of the behavior plan.
- If behavior continues, the director will determine if the child will be suspended or expelled.

DOCUMENTATION OF SPECIAL NEEDS

Pride Academy Early Learning Institute welcomes families and children with special circumstances. To best serve families, parent/guardian must inform the administrative staff and fill out a form describing the special needs. If the teacher suspects that a child has a developmental delay or other special needs, the teacher must fill out an Observation Report and contact the director or executive director for further direction. The director or executive director will contact the parent/guardian to discuss the individual needs of the child. The child will be removed if first steps is are not notified within 24-hours of notification from Judah Ministries Inc. Together, the director, the administrative staff, and parent/guardian will determine what accommodation the child may need to be successful in our program. Staff must familiarize themselves with the children who have special needs.

INCLUSIVE ENVIRONMENT POLICY

Teachers and staff at Judah Ministries Inc use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible, and teachers will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child. We strongly encourage early intervention and partner with the following organizations:

- Midtown Mental Health, 3171 N. Meridian, Indianapolis, IN
- Cummins Behavioral Health, 2435 S Lynhurst, Suite 205, Indianapolis, IN 46241
- First Steps of Indiana, 6923 Hillsdale Court, Indianapolis, IN 46250 (Ages: 1-3)

PARENT RELATIONSHIPS

PARENT INTERACTIONS

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. Staff will do their best to let each parent/guardian know how their child's day was. Below are guidelines to addressing parents/ guardians:

- Address parent by their name.
- Never talk about concerns about a child in front of any other children.
- When stating a concern about their child, also state at least two positive things about their child. Don't focus on the negative.
- Do not use other children's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know". Instead say "I'm not sure, but can I get back to you" then find out the answer and get back to the parent/guardian.
- Conversations should be brief. Inform parent/guardian that they can schedule a conference with you at a later time and date to discuss the situation further.

HANDLING PARENT COMPLAINTS

- Listen carefully. Many times, a person just needs an opportunity to vent their feelings and feel they've been heard.
- Repeat what you have heard the other person say, trying to summarize it in one sentence.
- State the change that you think the parent would like to have made.
- State what you will do to solve the problem.
- Follow through with the plan.
- If you are unsure how to solve the complaint, refer the parent to the director or executive director.

EMERGENCY PROCEDURES

PREVENTION OF MISSING CHILD

Always maintain quality supervision with all of the children, but especially those that seem to stray from the group or lag behind. Learn children's names early and get in the habit of taking face counts regularly. Be sensitive to children's moods. Each time you move locations or activities, take a face count and attendance of your group. Once an inspector or director enters your room, you must give the account of students in your classroom.

MISSING CHILD PROCEDURES

As soon as you suspect a child is lost, check the obvious locations such as a main area, play areas, etc. If you cannot locate the child, gather the other children into one location and do a face count. Contact the Director if the child is not found within one minute.

- At least one staff member needs to remain with the group of children, while the remaining staff quickly performs a thorough search of the grounds and building, including closets, under/in playground equipment, bathrooms, parking lot, classrooms, etc.
- The staff members with the children can ask the kids if they know where the missing child is but making sure this is done tactfully and without causing panic.

If it is determined that the child is not in the building, calmly and efficiently do the following:

- Secure area and have other staff supervise the remaining participants
- Notify Director and executive director
- Director or executive director will determine the next steps
- Skip the above step and call 911 if you determine that there is an immediate threat/danger to the child.
- Once the situation has been resolved, it is required that an incident/ accident/ observation report be completed.

DENTAL EMERGENCY

In the event of teeth coming out from being loose, teachers will place on gloves and retrieve the tooth or teeth and place them in a clear re-sealable bag. Place the name of the child, date, and time the tooth/ teeth came out. In the event of a tooth or teeth coming out from head injury or head trauma, 911 must be called first along with the emergency contact information. Teachers will place on gloves and retrieve the tooth or teeth and place them in a clear re-sealable bag. Place the name of the child and the date and time the tooth/ teeth came out.

BLOOD-BORNE PATHOGENS

Judah Ministries Inc seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood borne pathogens in the course of their work. Judah Ministries Inc subscribes to the concept of “universal precautions,” which means that all employees are required to treat all human blood or other body fluids as if the substance were contagious (i.e., were contaminated by blood-borne pathogens). Universal precautions mean that you are expected to exercise work-practice controls and to use personal protective equipment, such as gloves for example, when necessary.

Judah Ministries Inc has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform a director. Each exposure must be documented on an incident/ accident/ observation report and submitted to the director.

CHEMICAL HAZARD COMMUNICATION

Judah Ministries Inc is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace. Protective equipment (gloves, masks, aprons, protective eyewear, etc.) must be used as directed. Please ask the director where this protective equipment is stored, and how to use it, if you have not already been trained. Any accidents pertaining to chemicals or hazardous materials must be reported immediately to your director and an incident report must be completed.

OTHER EMERGENCIES

In the event of a fire, tornado, natural disaster, or other related emergency situation, follow procedures posted in the buildings.

CHILD CARE AND DEVELOPMENT FUND (CCDF) PROGRAM

CCDF Eligible Provider CCDF Eligible Provider is defined as a provider, either licensed or exempt from being licensed by law, who has met all applicable CCDF Provider Eligibility Standards and has completed the application process. This includes: licensed center, facilities and homes, unlicensed registered day care ministries, legally license-exempt child care facilities and homes, relative care (grandparent, great grandparent, aunt and/or uncle of the eligible child), and nanny care, and in home care not provided by the child's parent, step-parent, guardian or other in loco parents.

The CCDF program was authorized by Congress through the U. S. Department of Health and Human Services to amend the Child Care and Development Block Grant. The purpose of the CCDF program is to have one single, integrated child care funding system to assist low-income families through subsidized child care and to increase the availability and quality of child care services

WARNING!!!! CCDF Child Care Providers may not possess or use a HWCC card, card number and/or Personal Identification Number (PIN), User Name and Password or other information enabling a provider to document a CCDF eligible child's attendance. This policy also applies to child care staff, as well as any members of the provider's household in which child care is provided. CCDF Providers may not require or coerce families to violate this policy. Failure to follow the above policy will lead to negative action including suspension and/or termination from the Child Care and Development Fund (CCDF) voucher program and required repayment of CCDF funds received. This policy is applicable to all child care providers receiving CCDF reimbursements.

DOCUMENTING ATTENDANCE

The CCDF parent(s) or guardian(s), and one additional authorized user, if requested, will be given a HWCC swipe card as shown below.

The local Intake Agent will provide families with an opportunity to view a training video or will provide verbal training, as well as written training materials, explaining the use of and policies related to the HWCC swipe card.

Families document their children's attendance by swiping this card through the POS device. The CCDF parent/guardian/authorized user is responsible for swiping their HWCC to electronically document their child(ren)'s attendance. Failure to do so may result in termination of the child's CCDF benefit without notice. The provider is responsible for verifying an enrolled child's parent/guardian/authorized user is properly documenting their child(ren)'s attendance. In addition, the provider is responsible for maintaining written attendance records which support their electronic child care claim (i.e. Parent Sign-in/out sheets or other appropriate method). Failure to properly use the POS device will result in an inaccurate or delayed reimbursement.

Reimbursement is based on the attendance recorded by the POS device in your center, home or ministry. Providers who do not require their CCDF families to utilize the electronic attendance system may be in risk of decertification/revocation from the CCDF program. Remember: Our payments are based on families using the POS device accurately! To ensure parents are documenting attendance correctly, to verify payments received and to see all active vouchers assigned to your facility, a Provider Website is available to all current CCDF Providers.

The website is www.hoosierchildcare.com.

HOOSIER WORKS CARDS FOUND IN PROVIDER'S POSSESSION

First offense – If a provider is believed to be holding CCDF HWCC or card numbers and PINs, the Office of Early Childhood and Out of School Learning will send a warning letter to the provider. Providers may be required to submit a Corrective Action Plan, sign a new provider agreement form, and will be subject to ongoing monitoring. Cards believed or known to be in the possession of the provider will be deactivated. Families will be required to get new HWCC through the local Intake Agent within 10 days. Families may be required to sign a new parent agreement indicating that they understand the policies and procedures of the CCDF program.

Second offense – If it is determined that a provider is in possession of HWCC cards or card numbers and PINs for a second time the above actions will be repeated. Additionally, repayment of CCDF funds previously received may be required. Both providers and families may be suspended or terminated from the CCDF program for failure to comply with CCDF policy and procedures. C

LATE ATTENDANCE POLICY

All Late Attendance entries must be entered into the provider website at www.hoosierchildcare.com no later than 56 days (8 weeks) from the date of service.

- Parents/Guardians have 42 calendar days to approve or deny late attendance by logging on to the Parent/Guardian website at www.hoosierchildcarefamily.com or by calling the helpline at 1-800-876-0487. If action is not taken by the Parent/Guardian on the 43rd day, the late attendance will be denied and the action taken status will be updated to “denied” on the provider website. If the provider does not agree with the decision of the office, they have fifteen (15) calendar days from the date of the denial to appeal. (See Late Attendance Appeal Policy)

- Personal Day late attendance must have parent/guardian approval. Without parent/guardian approval the late attendance request will be denied on the 43rd calendar day.

LATE ATTENDANCE APPEAL POLICY

If a provider wishes to appeal a denied late attendance, there is a two-step appeal process.

Step 1:

Within fifteen (15) calendar days of the denied late attendance, the provider must send a written request of appeal to the Office of Early Childhood and Out of

School Learning (OECOSL) Director of Operations.

Office and Early Childhood and Out of School Learning

Attn: Director of Operations – Late Attendance Appeals

402 W. Washington Street, W-361, MS-02

Indianapolis, IN 46204-2739

The Director of Operations has thirty (30) calendar days to review the request and respond in writing. This response must provide information on the next step of appeal process.

Step 2: If the provider is not satisfied with the decision of the Director of Operations, they have fifteen (15) calendar days from receipt of the letter to submit a final written

request for appeal to:

Office and Early Childhood and Out of School Learning

Attn: OECOSL Director – Late Attendance Appeals

402 W. Washington Street, W-361, MS-02

Indianapolis, IN 46204-2739

The OECOSL Director has thirty (30) calendar days to review the decision of the Director of Operations and respond in writing. The decision of the OECOSL Director is FINAL.

VOLUNTARY CERTIFICATION PROGRAM (VCP)

Unlicensed Registered Child Care Ministries who have entered into a voluntary system (VCP) which evaluates their childcare program against specific criteria in areas of curriculum, health and safety and staff qualifications which have been validated by the Office of Early Childhood and Out of School Learning are eligible for a higher rate of reimbursement in recognition of this commitment to quality childcare.

OVERAGE

if a provider's charges exceed the applicable county CCDF reimbursement rate, this difference is called an "Overage". It is the responsibility of the CCDF family to discuss this balance with Pride Academy Early Learning Institute. You may waive this charge to all of your CCDF clients, if desired, but you are not obligated to do so. Any over rate or overage charges are the responsibility of the family.

CO-PAYMENT

The dollar amount the family is responsible for paying directly to the provider is based on the family's income, family size, years on the program and the Federal Poverty level. This amount is listed on their voucher and is the responsibility of the family to pay directly to the provider. Failure of a family to pay this charge must be reported to the local Intake Agent within 30 days from their first missed payment. **YOU MAY NOT WAIVE THIS CHARGE!**

PROVIDER HOLIDAYS

Reimbursement may be made to all providers for up to six (6) days per calendar year, per active CCDF child, when the facility or home is closed. This provision applies only if the facility or home has a written policy to charge all families for days they are closed. Prior to each new calendar year, you will be asked to identify which six (6) holidays or chosen days of closure you want reimbursed. These days are chosen, by the provider, through the Provider website(www.hoosierchildcare.com). These dates do not have to be legal holidays, rather dates you have selected as pre-determined closures. Failure to submit your holiday closures timely will result in non-payment of the holiday.

PROVIDER HOLIDAY TIPS

Provider Holiday Tips

- Annually you must report 6 selected holidays or chosen days of closure to be used throughout the year
- These chosen days must be days you are closed and for which you are also charging nonCCDF families.
- Failure to timely report your holidays will result in non-payment.
- CCDF children must have attendance electronically documented at least once during the 21 day period prior to the holiday to be eligible for holiday payment.

PERSONAL DAYS

When enrolled full-time at a weekly rate each CCDF approved child is allowed twenty (20) personal days for which reimbursement can be made if a child is absent. Personal days are not given to children who are enrolled with hourly or daily vouchers. The personal days can be used at the family's discretion when:

- The provider was open for business; and The child did not attend any part of the day; and The time of use is one of the child's scheduled days to attend.

Personal Day Tips: • Children who attend full time at a weekly rate are allowed 20 personal days per year • Personal days can only be used on days that you are open and that the child is regularly scheduled to attend • Personal days can only be used for days that the child is not in attendance for any part of the day • Personal days are used at the parent's choice • If a family chooses not to use a personal day or they have already used all of their personal days, the family is responsible for any charges incurred for days the child is not in attendance. • Personal days may not be used to provide a termination notice

SUSPENSION FOR OTHER REASONS

In certain situations where there are immediate concerns for the protection of children or the integrity of the provider, the Office of Early Childhood and Out of School Learning may take adverse action against a provider affecting the ability to participate in the CCDF program. Reimbursement will cease upon suspension or termination of a CCDF eligible provider.

A provider may be suspended by the Office of Early Childhood and Out of School Learning from the CCDF program for the following reasons: Death or serious injury of a child while in the provider's care pending the outcome of the investigation; A pending abuse or neglect charge against the provider, an existing employee or volunteer of the provider, or in the case of a licensed or legally license exempt child care home, a member of the provider's household; substantiated health or safety hazard; Threatening behavior directed towards a representative of the Office of Early Childhood and Out of School Learning or its agents; Providing false or misleading information on any form connected with the CCDF Voucher Program; Illegally operating a home or facility; Failure to respond to the Office of Early Childhood and Out of School Learning request for information, including but not limited to, written attendance records; Failure to meet the CCDF provider eligibility standards, IC 12-17.2-3.5; A substantiated health or safety hazard posing an immediate threat to the health or safety of the children in care; Documentation of a CCDF eligible child's attendance, by the provider, in a manner not allowed by the Office of Early Childhood and Out of School Learning; Failure to respond to a

repayment agreement or to remain current with any repayment agreement in place with the Office of Early Childhood and Out of School Learning; Failure to allow the Office of Early Childhood and Out of School Learning or its agents access to the child care facility / home, child care staff and other child care records; Possession of a CCDF client's card, card number, personal identification number or other information enabling a provider to document a CCDF eligible child's attendance; Requiring a CCDF client to allow the provider to possess their CCDF care, card number, personal identification number, or any other means for recording electronic attendance; Charging the CCDF voucher program for time a CCDF eligible child was not in attendance, excluding approved holidays and personal days, as allowed by the Division; 35 Updated October 1, 2017 Charging the CCDF voucher program for time the CCDF eligible child was not cared for at the CCDF approved address; Substantiated violation of CCDF voucher program policies and procedures; Substantiated fraud, any components of fraud, or the illegal receipts of government funds by any governmental agency.

A provider will be terminated by the Office of Early Childhood and Out of School Learning from the CCDF program for the following reasons: A CPS substantiation of abuse or neglect against the provider, an existing employee or volunteer of the provider, or in the case of a licensed or legally license exempt child care home, a member of the provider's household; Substantiated fraud, any component of fraud, or the illegal receipts of government funds by any governmental agency; For licensed child care facilities / homes, the loss of licensure; Illegally operating child care facility or home; Repeated failure to meet CCDF provider eligibility standards under IC 12-7.2-3.5 even if insufficiencies have been corrected; 36 Updated October 1, 2017 Pending criminal charges for fraud, any component of fraud and/or CCDF voucher program policies or procedures by any governmental agency; Repeated substantiated violation of CCDF voucher program policies and procedures; Providing false or misleading information on any form connected with the CCDF voucher program; Charging the CCDF voucher program for time a CCDF eligible child was not in attendance, excluding approved holidays and personal days, as allowed by the Office of Early Childhood and Out of School Learning; Charging the CCDF

program for time a CCDF eligible child was not cared for at the approved CCDF address; Requiring a CCDF client to allow the provider to possess their CCDF card, the card number, or personal identification number, or any other means for recording electronic attendance; Charging CCDF families for any liquidating damages or overages owed by the provider.

CACFP PROGRAM

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

CACFP STAFF

To maintain the requirements and qualifications of CACFP, Pride Academy Early Learning Institute will have a CACFP Coordinator to maintain the integrity of the program at all the sites. At each site, there will also be appointed a Culinary Specialist who will work closely with the CACFP Coordinator. The job descriptions of each position are in the CACFP Binder at each site either in the main office or kitchen areas.

CACFP DAILY AND MONTHLY CACFP RECORD KEEPING REQUIREMENTS

DAILY REQUIREMENTS

- Complete the Attendance Record
- Complete the Meal Participation Record at the “point of service”.
- Child and infant menus must list the components, serving size, ages, dates served, and substitutions
- Complete individual infant feeding records
- Compile expenses incurred for the CACFP
- Daily time logs must be completed for anyone being paid with CACFP funds

MONTHLY REQUIREMENTS

- Complete the food service monthly finance journal
- Maintain the year-to-date non-profit food service account
- Complete the monthly milk inventory form
- Verify Applications for Free and Reduced-Price Meals are valid for each claimed participant
- Verify that each participant claimed for meals has an up-to-date enrollment form on file
- Tabulate the Meal Participation Record
- Calculate the Attendance record to determine the average daily attendance
- Submit the Claim for reimbursement on the CNPweb®

CIVIL RIGHTS

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

All Judah Ministries Inc sites MUST post the Green Civil Rights Posters in all areas that serve food. Anyone (staff or families) that feel like their Civil Rights have been violated through our organization from this program must submit a Program Discrimination Complaint form to the United States Department of Agriculture. The forms can be found in the Judah Ministries Inc CACFP Binder located in the main office or kitchen.

COLLECTION OF DATA

Pride Academy Early Learning Institute will do quarterly review of children's files who are enrolled in our program to ensure that we are serving all race/ethnicities and required age groups in our CACFP program. Through the enrollment process families are asked to record all ages of children being enrolled, their home language, and their race/ ethnicity. The quarterly reviews are to be found in the CACFP Binder located in the main office or kitchen.

APPENDIX

STATE GUIDELINES:

Indiana Code (IC) 12-17.2 establishes the authority for the Indiana Family and Social Services Administration, Office of Early Childhood and Out-of-School Learning, to regulate childcare in the state. It also authorizes the office to adopt rules to implement the federal Child Care and Development Fund (CCDF) voucher program administered by the Office of Early Childhood and Out-of-School Learning for the state.

FOLLOWING ARE THE LAWS:

- IC 12-17.2-2 Chapter 2. General Powers and Duties of the Division
- IC 12-17.2-2.5 Chapter 2.5. Child Care Advisory Committees
- IC 12-17.2-3.5 Chapter 3.5. Eligibility of Child Care Provider to Receive Reimbursement Through Voucher Program
- IC 12-17.2-4 Chapter 4. Regulation of Child Care Centers
- IC 12-17.2-5 Chapter 5. Regulation of Child Care Homes
- IC 12-17.2-6 Chapter 6. Regulation of Child Care Ministries
- IC 12-17-12 Chapter 12 School Age Child Care Project Fund (establishes the authority for the Office of Early Childhood and Out-of-School Learning to make grants to approved applicants for the establishment and maintenance of a school age child care program)

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Pride Academy Early Learning Institute provides equal employment opportunities (EEOC) to all employees and applicants for employment and unpaid interns and applicants for internships without regard to race, color, religion, gender, national origin, marital status, age, disability, sexual orientation, genetic information, mental or physical disability, status with regard to public assistance, status as a covered veteran, or other legally protected status.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

EMPLOYEE ACKNOWLEDGEMENT FORM

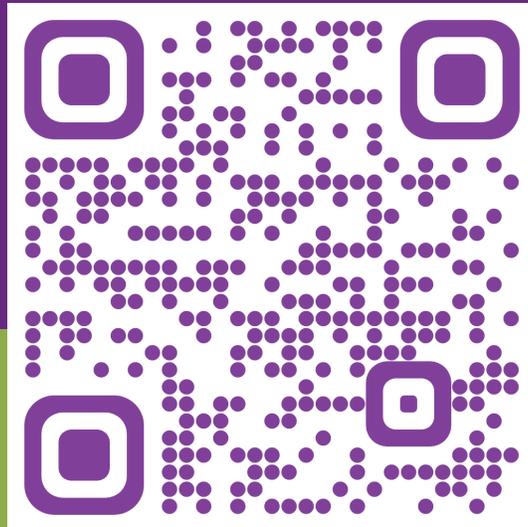
I have received and read the Judah Ministries Inc. Employee Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with Judah Ministries Inc. is at will and may be terminated by the Director of Pride Academy Early Learning Institute at any time for any reason or without reason. I understand that nothing in the Personnel Policies and Procedures handbook or in any oral statement or representation by any employee or representative of Judah Ministries Inc shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. Also, I understand that any or all of the provisions contained in the Employee Policy and Procedures Handbook may be modified, amended, or eliminated by Judah Ministries Inc. at any time with or without notice.

Employee Printed Name -----

Employee Signature -----

Date -----





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